

***FIRST STEP TO EXCELLENCE HEALTH CARE  
TRAINING ACADEMY, LTD.***

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***STUDENT CATALOG***

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## **Welcome**

The faculty and staff of First Step to Excellence Health Care Training Academy Ltd., (FSTE) warmly welcome you as you take your first step into Health Care Training.

FSTE offers Licensed Practical Nurse Certification Training, Basic Nursing Assistant Training Program (BNATP), Phlebotomy training and American Heart Association CPR courses, which are designed to prepare students for a career as competent health care professionals. Basic Nursing Assistants provide supplemental care under the direct supervision of Registered Professional or Licensed Practical Nurses.

Our curriculum will provide both comprehensive theory and clinical training needed to acquire the knowledge and skills to successfully complete programs of choice making you eligible to sit for the Illinois State Certification Examination and or National Health Careers Association certification for Phlebotomy technicians. First Step fosters personal and professional development. We are honored you have chosen to take your “First Step” with FSTE. Together our efforts will produce quality, effective health care professionals.

### ***Ownership Organizational Structure***

***Dr. Jerrilyn Pearson RN, BSN, MSN EdD***

***President/CEP, Director, Nursing Professor (tenured)***

***Owns 100% of the shares of First Step to Excellence Health Care Training Academy, Ltd.***

***Learn from the Best-Take the First Step!***

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## FIRST STEP TO EXCELLENCE HEALTH CARE TRAINING ACADEMY, Ltd.

### 2021/2022 ACADEMIC CALENDAR

#### SPRING TERM 2022

January 05	PN ORIENTATION
January 10	PN Program Begin *AM * PM
January 10	PN 099 Pharmacology
January 11	PN 098 Anatomy & Physiology*
January 14	PN 101 Fundamentals of Nursing
January 17	Martin Luther King Day – no class
January 18	Last day to Drop course*
January 25	PN 105 Intro: Obstetrical Nursing
January 29	PN 103 Intro: Adult Health Nursing
February 1	Last day to drop PN 105
February 5	Last day to drop PN 103
February 25	PN 106 Intro: Pediatric Nursing *
March 4	Last day to drop PN 106
March 14	PN 107 Intro: Mental Health *
March 19	PN 108 Transitions to Nursing Practice *
March 21	Last day to drop PN 107
March 26	Last day to drop PN 108
April 11-17	Spring Break

#### SPRING TERM 11 2023

April 18	PN Program begins *AM*PM
April 19	PN 102 begins.
April 23	PN 104
June 17	PN 105
June 18-24	Professional Development Week – No class
June 25	PN Orientation

#### FALL TERM 2023

August 8	PN 098Anatomy & Physiology
August 9	PN 099 Pharmacology
August 12	PN 101 Nursing Fundamentals
September 17	PN 102 Intro to Adult Health Gerontology



## **FACULTY AND ADMINISTRATIVE STAFF**

### **Dr. Jerrilyn Pearson RN, President/CEO/COORDINATOR**

AAS – Olive Harvey College of Nursing, Chicago, Illinois

BSN – Lewis University – Romeoville Illinois

MSN –Governors State University – University Park, Illinois

EdD – Nova Southeastern University (Fischler School of Education) Ft. Lauderdale, Florida

### **Tanya Myles, RN BSN MSA, Education Manager**

BSN- St. Xavier University School of Nursing

MSN – Olivet-Nazarene College of Nursing Bourbonnais, IL

### **Karlyn Ali, RN BSN – Lecturer**

Diploma – Michael Reese School of Nursing

BSN – Western Governors University

### **Paulette Jackson RN, MSN Lecturer**

AAS- Kennedy King

BSN Chicago State University

### **Mary Thomas, RN, BSN Lecturer/Clinical**

AAS – Kennedy King

BSN – Lewis University

### **Faridah Williams, RN Lab/Clinical**

AAS-South Suburban College

### **Cynthia Shabazz RN MSN Clinical**

Western Governors University

### **Rosemary Grossley, RN MSN -Clinical**

MSN – University of Phoenix

Malcolm X College AAS

### **Marie Rounds -Ford RN BSN- Clinical**

Purdue University

### **Shanta Craig RN BSN**

Chamberlain University

### **Natasha Bracey CPT/CMA**

Illinois School of Health Careers/MA/Phlebotomy

American Association of Medical Assistants

### **Degene Brown MSW LCSW**

Bradley University

Chicago Social Service Administration

### **Lois Hopkins –(prn) Office Coordinator**

## CHECK LIST

Review the checklist to confirm all the necessary items have been completed and submitted so you can focus on what is important, your educational journey.

- Transcripts – have you submitted all transcripts from previous institutions (High school, GED?)
- Health Insurance Requirements (signed and dated, by MD, must be within 1 year)
- Immunization history
- PPD, COVID vaccine proof
- Submit payment or Payment plan (if applicable) -have you selected a payment plan and finalized arrangements.
- Registration – are you registered for the correct session?
- Clinical compliance – make sure all clinical requirements are complete prior to the first day of class.
- Background/fingerprint clearance
- Drug Screen
- Student commitment to clinical behaviors
- Upcoming events – If you plan to participate in commencement exercises – make sure you sign up for tickets/reservations.

# **First Step to Excellence Healthcare Training Academy, Ltd.**

## **MISSION STATEMENT**

First Step to Excellence Health Care Training Academy Ltd, (FSTE), is committed to and directs its actions to provide quality educational opportunities which emphasize skill acquisition and knowledge allowing students to become competent quality health care deliverers. FSTE is committed to exemplary educational standards which foster and support a curriculum founded in critical thinking, encouragement of intellectual curiosity, rational inquiry, problem solving skills and creativity. FSTE is further enriched by a curriculum designed to enable students to demonstrate personal accountability based on self-development and evaluation, values of respect, caring and justice along with commitment to the health care profession, as evidenced by high standards of practice in health care delivery.

## **VISION**

Competent graduates who will become positive productive members of society as well as the health care industry.

Qualified service-oriented individuals who will be an asset to the health care arena ensuring the implementation of quality health care in various venues of health care delivery (private and government managed health care facilities.)

## **PHILOSOPHY**

The nursing faculty at FSTE believes:

In a global society the rights and values of every human being should be recognized regardless of their race, age, color, sex, religion, disability, national origin, lifestyle, or illness. In accordance with Maslow's Hierarchy of needs, we recognize that each living human being has complex physical, mental, emotional, and social needs and meeting these needs across the lifespan is necessary for survival and optimal health. In addition, we believe that it is the basic human right for everyone to maintain and enjoy the best level of health possible including the right to the best nursing care and to be treated with dignity and respect.

Practical nursing is an essential part of health care delivery. Practical nursing education provides an opportunity to improve society's utilization of practical skills that will serve communities. We believe the practical nurse can improve healthcare outcomes by providing safe, effective, evidence-based, therapeutic, unbiased, and competent care for clients of all ages and stages of life. Licensed Practical Nurses utilize critical thinking skills and the nursing process to deliver competent and compassionate care to all clients entrusted in their care.

## **APTITUDE**

Nursing is a demanding, challenging and satisfying profession. It requires clinical expertise, academic knowledge, critical thinking skills, flexibility, physical stamina, and personal integrity. Therefore, the Practical Nursing Program demands a long-term commitment that requires perseverance, self-direction, motivation, and personal sacrifice. Individuals preparing to enter nursing must be caring, self-disciplined, committed to nursing as a goal, have good time management and student skills and have a commitment to life-long learning. The nursing faculty expects prompt attendance at all clinical and class sessions and active participation in each learning experience based on study prior to class and clinical sessions. Students must achieve a minimum grade of “C” in each nursing course to remain in the program. In addition, a 2.50 program GPA is required for admission, progression, and graduation from the program.

## **CORE VALUES**

FSTE is committed to the vocational enhancement of its students. Our conceptual framework is based on the following core principles: **Basic Human Needs; Integrity; Professionalism; Caring and Residents Rights.**

### **FSTE educational objectives:**

Commitment to provide students with comprehensive theory and clinical training needed to acquire the knowledge and skills needed to foster a caring environment.

Commitment to strengthen interpersonal skills for productive teamwork interactions.

Commitment to enhance a new level of self- confidence by utilizing and identifying the importance of life’s’ experiences as being important to foster empathy.

Commitment to prepare students for gainful employment in health care.

Commitment to develop the necessary skills, competencies, and attitudes amongst students for meeting the challenges of healthcare.

Commitment to assist in supporting community health care needs.

## **CIVILITY STATEMENT**

All programs adhere to the Core Values of FSTE. These values are guidelines for how you/we treat one another, students, and faculty. Our values of fair and just treatment and responsibility serve as guideposts for civility. FSTE is committed to campus wide civility by cultivating a community where faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance.
- Demonstrate concern for and fairness towards others.
- Employ critical thinking and patience.
- Accept accountability for one’s actions.

## **HISTORY**

First Step to Excellence Health Care Training Academy, Ltd. (FSTE) has been a life-long vision of Dr. Jerrilyn Pearson, who has always felt education will unlock every door. Being a Registered Professional Nurse as well as a Nurse Educator, in an attempt to minimize disparities in health care delivery in meeting society's diverse cultural needs, Dr. Pearson has recognized the need for quality health care professionals. Therefore, the vision was started in September 2015 FSTE was incorporated. FSTE is built on the principles of Integrity, Professionalism, Basic Human Needs, Caring and Residents Rights.

December 2016 the Illinois Board of Higher Education and Illinois Department Public Health granted approval to FSTE to conduct Basic Nurse Assistant Training and Phlebotomy Training. The Phlebotomy Training program was afforded approval from the National Health Careers Association. October 2018, the Illinois Board of Higher Education granted the approval to conduct a Practical Nurse Training Program.

## **ACADEMY DESCRIPTION**

First Step to Excellence Health Care Training Academy (FSTE) is a 2200 square feet single level building located between two major intersections, Stony Island Avenue and Jeffrey Boulevard with easy access to public transportation. FSTE is located within a diverse community with a mix of businesses, eateries, and day care centers. The academy is unique to the area, being the first training facility offering health care training. WI-FI and computers are available on site. The skills lab is equipped with hospital beds, assistive devices such as wheelchairs, walkers, crutches, and mannequins for training.

## **PRACTICAL NURSE TRAINING PROGRAM**

The Practical Nursing (PN) program at FSTE is approved by the Illinois Nursing Board, the Illinois Department of Financial and Professional Regulation (IDFPR) and the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE.) Practical nurses (PN) function as members of the health team and are actively involved with care throughout the life span. Functioning within the provisions of the Illinois Nurse Practice Act of 2017 (Article 55) and State of Illinois Nursing Rules (Administrative Code: Title 68(b), the practical nurse provides and manages care and participates in teaching and research under the supervision of a registered professional nurse, licensed physician, dentist, or podiatrist. Practical nursing education combines clinical experiences and theoretical knowledge encompassing the nursing process, communication, and the biological and social sciences. Education incorporates a teaching-learning process resulting in positive changes within each student. FSTE applies the Novice to Expert theory by Patricia Benner throughout the threads of the Practical nurse program. Novice to Expert theory reveals knowledge is accrued and embedded in nursing education and practice over time. The faculty fosters an environment and curriculum which increases the knowledge and skill acquisition of the perspective student.

FSTE's Practical Nursing program is a one-year Certificate program consisting of 1080 clock hours; preparing individuals to function in the practical nurse role. Individuals completing the practical nursing program meet the education requirements and are eligible to sit for the NCLEX-PN exam to become a Licensed Practical Nurse (LPN.)

Currently the Practical Nurse Certification Program is being delivered via the “hybrid” methodology. Theory/class sessions are conducted currently via ZOOM; laboratory sessions are delivered on site at FSTE, and clinical sessions are delivered in person at affiliating health facilities. The Practical Nurse Training Program is designed to be completed in 18 months (1 year and one-half year.) As a Hybrid program portion of the courses are covered online via ZOOM, on specific course scheduled days with students completing at least 6-8 hours of assigned work online. As a Hybrid program, a portion of the classes are covered online, and students attend lab and clinical sessions at designated sites. Students are required to adhere to an asynchronous schedule that includes scheduled testing dates and times. Students must have a computer and have good computer skills and the ability to manage their time well, be strong independent learners and be accountable for course material deadlines. Students who successfully complete the Practical Nurse Training Program will receive a Certificate of Completion and be able to sit for the NCLEX-PN state licensure exam. <https://www.nclex.com>

## **CONCEPTUAL FRAMEWORK**

The curriculum reflects the nursing process systems theory, National League of Nursing (NLN) core competencies as well as Patricia Brenner’s Novice to Expert theoretical model. The nursing process, core competencies and Brenner’s Novice to Expert theory are reflected in all aspects of the nursing curriculum and association documents, (syllabi, evaluation tools etc.)

## **NURSING PROCESS**

The nursing process is a five-part systematic decision making-method focusing on identifying and treating responses of individuals to actual or potential alterations in health. The Nursing Process is broken into five elements, Assessment, Nursing Diagnosis, Planning, Implementation and Evaluation

## **PATRICIA BRENNER NOVICE TO EXPERT CONCEPT**

The Novice to Expert theory identifies five levels of nursing experience: novice, advanced beginner, competent, proficient, and expert. The key concepts of skill acquisition, competence, experience, and clinical and practical knowledge (Davis, Maisano 2021) are woven into the framework of the Practical Nurse Training program.

## **PN GRADUATE OBJECTIVES/ OUTCOMES**

The Practical Nurse Program at FSTE will provide each graduate with the knowledge and skills necessary to competently function as an entry level practical nurse within the legal and ethical framework set by state licensing laws. A combination of coursework and clinical experiences are used to help students work toward the following objectives. Students will learn to:

1. Utilize the nursing process and critical thinking skills to provide safe, comprehensive healthcare to clients of diverse cultures.
2. Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and wellbeing.
3. Use therapeutic nursing to achieve optimal level of health.
4. Demonstrate safety and effectiveness in performance of nursing skills.
5. Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation.

6. Utilize ethical principles to resolve ethical dilemmas in health care environment.
7. Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the nurse practice act.
8. Implement strategies to stimulate and support change needed to improve the quality of health care practice.
9. Adapt care in consideration of the client's values, customs culture, religion and/or beliefs.
10. Be prepared to take the NCLEX-PN licensing examination.
11. Display responsible behaviors and a commitment to excellence in interactions with patients, families, colleagues, and employing organizations.
12. Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse.
13. Utilize professional values and standards as a basis for ethical practice.
14. Communicate effectively using interpersonal skills combined with information technology.

**AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS** Nursing students have a responsibility to society in mastering the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities. The Code of Academic and Clinical Conduct(CACC) is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed upon us. The statements within the CACC provide guidance for the nursing student in their personal and professional development and are as follows:

1. Advocate for the rights of all clients
2. Maintain client confidentiality.
3. Take Appropriate Action
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Treat others with respect and promote an environment that respects human rights, values, and choices of cultural and spiritual beliefs.
8. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
9. Refrain from performing any technique or procedure for which the student has not been trained.

10. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
11. Assist the staff nurse or instructor in ensuring that there is a full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
12. Abstain from the use of any substances in the academic and clinical setting that impair judgment.
13. Strive to achieve and maintain an optimal level of personal health.
14. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
15. Uphold policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy. of Ethics <https://www.nursingworld.org/codeofethics>

## **BASIC NURSE ASSISTANT TRAINING PROGRAM**

This course is designed to prepare individuals to function in the role of nurse assistant in a variety of health care settings. Content includes basic nursing care procedures and skills, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimer's Disease and related dementias. The course consists of theory instruction in the classroom/lab and clinical experience in a long-term care facility. This course is approved by the Illinois Department of Public Health, and Illinois Board of Higher Education for private and vocational schools. This course fulfills the state mandated meeting requirements.

The Basic Nurse Assistant is an essential part of health care delivery. Basic Nurse Assistant Training education provides an opportunity to improve society's utilization of the basic nursing skills that will serve communities. We believe certified nursing assistants can improve healthcare outcomes by providing safe, effective, evidence-based, therapeutic, unbiased, and competent care for clients of all ages and stages of life. Basic Nurse Assistants utilize critical thinking skills and are an integral part of the nursing process. Upon completion of the program, the student will have acquired the knowledge and skills to function as a nursing assistant and will be eligible to take the state "Nursing Assistant Certification Exam and become Certified Nursing Assistants.

The Hybrid Basic Nurse Assistant Training Course is 6 weeks in length. Students attend classes via ZOOM, Mondays, and Tuesdays, in person lab on Wednesdays and attend clinical sessions at designated sites. Students will have no less than 2-3 hours of homework online each day. Students are required to adhere to an asynchronous schedule that includes scheduled testing dates and times. Students must have a computer and have good computer skills and the ability to manage their time well, be strong independent learners and be accountable for course material deadlines.

## **PROGRAM OBJECTIVES AND OUTCOMES**

Upon successful completion of the Basic Nursing Assistant Training course, and the State competency exam the Nurse Assistant will be prepared to:

- Define the role of the nursing assistant as related to the various members of the health care team.
- Communicate appropriately with patients, visitors, instructor, and other health team members.
- Report and record basic objective and subjective observations.
- Define medical asepsis and transmission-based precaution methods for controlling the spread of disease-causing organisms and pests.
- Lists basic rules of safety and infection control and demonstrate these procedures properly in the classroom and clinical setting as a method of controlling the spread of disease.
- Safely apply principles of body mechanics in lifting, moving, and transporting residents and using equipment
- Use principles of comfort, cleanliness, and resident's preference in preparing the resident's unit
- Correctly demonstrates all required procedures related to personal care of residents.
- Discuss the importance of nutrition and food service to residents and the duties of the nurse assistant relative to proper diet, temperature, utensils, swallow precautions and resident's rights.
- Demonstrate knowledge of special treatments typically done by nurse assistants
- Accurately measure and record resident's vital signs
- Describe one facility's admission, discharge and transfer policy, and the responsibility of the nurse assistant in performing these routines.
- Apply the principles of rehabilitation in assisting the resident in re-motivation, restoration, reorientation, re-socialization, and reaction.
- Discuss the relationship of various communicable diseases, and their specific transmission-based precaution requirement used and explain how to care for a resident in each type of isolation.
- List the special needs of the dying resident and their significant others in relation to the grief process.
- Describe postmortem care and the role of the nurse assistant in giving this care.
- Demonstrate a basic understanding of anatomy and physiology by applying appropriate principles to each clinical procedure.
- Define basic medical terms and medical abbreviation as assigned.
- Explain how the HIV-AIDS and COVID viruses are spread and discuss measures used to prevent contracting these diseases.
- Define dementia and special needs of the dementia patient.
- List basic stages of Alzheimer's Disease and distinguishing factors of each
- Identify ways to help Alzheimer's victims and their families cope with the behavior changes that occur as this disease progresses.

- Illinois Administrative Code 77.395.50: “Approved Performance Skills, including but not limited to: the 21 Illinois Department of Public Health (IDPH) mandated clinical skills while demonstrating knowledge of infection control, safety, privacy and protecting resident’s rights.”

### **COMPETENCY EXAM**

Upon successful completion of the BNATP training program students may register online for the State Competency Exam .First Step to Excellence Health Care Training Academy, Ltd., will assist students with registration and notification of appropriate post mark dates for next scheduled exam. Southern Illinois University (SIU), Carbondale Nurse Aide Testing will send each student a letter confirming your testing date one week prior to your scheduled testing date. If you do not receive a confirmation letter one week prior to the scheduled date, please call SIU at 618-453-4368.

- SIU Carbondale Nurse Aide Testing will send a notification to the student indicating a Pass or Fail grade on the exam. Official documentation of student completion may be obtained by checking the Health Care Worker Registry.
- Students who need to re-schedule certification exams for an alternative date or location should call Nurse Aide Testing: 618-453-4368.

## **PHLEBOTOMY CERTIFICATION TRAINING PROGRAM**

The Phlebotomy Training program meets the needs of students with no prior knowledge or experience in Phlebotomy. Training provided consists of lectures and hands-on lab time. The program is also designed to allow the most qualified healthcare professionals to become qualified certified phlebotomists. Our goal is to make the certification process as simple and painless as possible, giving students the tools to excel in their careers. The course introduces basic laboratory skills to collect and process high quality blood specimens for clinical laboratory analysis. Includes laboratory safety measures, professionalism, communication, and interpersonal skills in a healthcare setting.

The Phlebotomy program offered at FSTE is presented in 2 parts: Lecture/lab experience and Externship Practicum. The first half of the phlebotomy course will explain the role of the phlebotomy technician; explain basic anatomy and physiology of the circulatory system; define standard precautions and apply its principles to all procedures; list methods of client and specimen identification; describe proper bedside manner and how to prepare the client for venipuncture collection. Identify locations for appropriate venipuncture collection; explain potential risks and complications.

The second half of the practicum will offer the following topics: quality assurance and quality control, continuation of medical terminology, legal aspects of phlebotomy and completion of a minimum of 5 venipunctures and 10 capillary sticks in class. During the Externship, which is designed to provide opportunity to practice in a learning environment, the student must obtain 25 more venipunctures and 5 capillary sticks under the supervision of a preceptor from an affiliating facility. Students will receive a certificate and be eligible to sit for the National Health Careers Association Certification exam.

The Hybrid Phlebotomy Certification Training Course is 6 weeks in length, with one week Externship at designated sites. Students attend classes via ZOOM, Tuesdays and Wednesdays in person lab on Thursday and attend Externship sessions at designated sites. Students will have no less than 2-3 hours of homework online each day. Students are required to adhere to an

asynchronous schedule that includes scheduled testing dates and times. Students must have a computer and have good computer skills and the ability to manage their time well, be strong independent learners and be accountable for course material deadlines. After successful completion of the program the student is eligible to sit for the National Health Career Association Certification (NHA) exam.

## **PROGRAM OBJECTIVES AND OUTCOMES**

Upon successful completion of the Phlebotomy Technician Training Program and National Certification exam the Phlebotomist will be prepared to:

- Perform patient prep for various laboratory specimens using appropriate safety measures.
- Perform venipuncture and capillary sticks after identifying proper sites, while practicing dignity, safety, and infection control methods
- Perform blood collection by venipuncture and skin puncture.
- Obtain high quality specimens for clinical laboratory analysis.
- Demonstrate competency in collecting and processing biological specimens and other substances.
- Collect and process blood specimens in a safe manner and according to laboratory protocol.
- Perform appropriate infection control practices and Isolation techniques.
- Use effective written and oral communication when interacting with patients and other healthcare workers to improve patient care.
- Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals, and with the public.
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
- Successfully perform five (5) supervised venipuncture on fellow students: three (3) using the standard needle holder and evacuated tubes; one (1) using a butterfly needle; one (1) using a syringe

## **APPROVAL AND ACCREDITATION**

First Step to Excellence Health Care Training Academy Ltd., (FSTE) is approved to operate by the Illinois Board of Higher Education, Private and Vocational Schools Division, Illinois Department of Financial and Professional Regulation, Illinois Board of Nursing, Illinois Department of Public Health, National Health Careers Association. In-Person delivery is approved for GI Bill® benefits-Per Trademark terms of Use.

FSTE is not accredited by any US Department of Education recognized agency at this time.

## **JOB PLACEMENT**

First Step to Excellence Health Care Training Academy, LTD. (FSTE) is in collaboration with our partnering health care companies seeking to hire our competent graduating students with qualifying performances. FSTE provides assistance with resume development, interviewing skills, and portfolio development. Employment leads after graduation provided by our affiliating clinical sites will be available for successful candidates. FSTE does not guarantee job placement.

## **DISCRIMINATION AND HARASSMENT**

First Step to Excellence Health Care Training Academy, Ltd is committed to ensuring students will have a learning environment free from harassment and discrimination, thus facilitating growth and development in preparation for work in the health care profession. In accordance with the statutory provisions included in Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Education Amendments; the Rehabilitation Act of 1973; Section 188 of the Workforce Innovation and Opportunity Act (WIOA); and all other applicable federal and state laws, it is the policy of First Step to Excellence Health Care Training Academy, Ltd; to not discriminate on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in any of its educational programs, activities or employment policies. FSTE supports an environment free from sexual and other discriminatory harassment. Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, and national origin. Infringement of this policy will result in discipline up to and including discharge from the academy. Any student who believes he or she has been discriminated against or harassed may follow either an informal or informal procedure without fear of recrimination. A prompt and confidential investigation will be provided, to the extent possible.

## **STUDENTS WITH DISABILITIES**

While the school will not compromise or waive essential skill requirements in any course, students with disabilities will be supported, as feasible, with accommodations to help meet requirements. The laws in effect state each person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures. Entry into programs may be restricted due to limitations in space or other considerations. Students may reapply if space is not available.

## **STUDENT SERVICES**

The academic faculty and support staff are available to enhance the student experience and support student success. Academic faculty and support staff can assist with:

- Free Parking
- Academic Tutoring
- Computer Laboratory-Students have access to classroom computers during and after scheduled classes. Computers are to be used for academic related purposes only (research, documents search etc.)
- Course/Programs at convenient times for students
- Guidance for students seeking to continue their educational accomplishment.

- Class officers - Class Officers are the official representatives for the student body. They serve as the major source of input to the Academy administration. Class officers are invited to faculty meetings to communicate any student concerns, suggestions and/or events. This facilitates shared governance in the function of the Academy.
- **Library** - FSTE has an affiliation agreement with Chicago Public Library 8148 S. Stony Island, Chicago, IL. The library will provide access to the Evolve computerized system for all programs conducted at FSTE along with HESI computerized and textbooks for students to check out. Additional resources include healthcare related publications, articles, micro reader/printers, copy machines and abstracts services in addition to their general books, newspapers, computers, and private study area.

## **ADMISSION PROCESS AND PROCEDURE**

First Step to Excellence Health Care Training Academy, Ltd. School policy prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic background, marital status, sexual orientation, or disability (not related to ability), in the recruitment and admission of students and the employment of faculty, and staff, wherever such discrimination is prohibited by law, in the operation of school programs activities and services. Students with disabilities should inform the Nursing Coordinator so it may be determined if the school can offer reasonable accommodation.

While the school will not compromise or waive essential skill requirements in any course, students with disabilities will be supported, as feasible, with accommodations to help meet requirements. The laws in effect state each person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures. Entry into programs may be restricted due to limitations in space or other considerations. Students may reapply if space is not available.

Students matriculating in and graduating from Practical Nurse Training, Basic Nursing Assistant Training and Phlebotomy Training, must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming student you will need minimum the following type of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

### **FUNCTIONAL ABILITIES The students must have the ability to perform the following with or without reasonable accommodations.**

Essential Qualifications	Behavior
Cognitive	<ul style="list-style-type: none"> <li>• Comprehend and process information.</li> <li>• Perform basic mathematic equations.</li> <li>• Notice when something is wrong or is likely to go wrong.</li> </ul>

	<ul style="list-style-type: none"> <li>• Concentrate and not be distracted while performing a task.</li> <li>• Make decisions and solve problems in stressful situations.</li> <li>• Ability to problem solve.</li> <li>• Combine several pieces of information and draw conclusions.</li> <li>• Analyze ideas and logic to determine their strengths and weaknesses.</li> <li>• Identify problems and review information. Develop, review, and apply solutions.</li> <li>• Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions that are applied to the nursing process.</li> <li>• Is responsible and accountable for their judgment and can justify actions based on skill and knowledge.</li> <li>• Maintains competency in skills learned</li> </ul>
Affective	<ul style="list-style-type: none"> <li>• Demonstrate positive attitude both verbal and non-verbal.</li> <li>• Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind, is fair and just.</li> <li>• Does not engage in “side-talk” with classmates while instructor is teaching.</li> <li>• Has realist expectations of self.</li> <li>• Respects the rights of others.</li> <li>• Displays a patient care attitude seeks opportunities for continuous learning.</li> <li>• Displays mannerly behavior.</li> <li>• Demonstrate a primary commitment to the patient and to the rights of the patient.</li> <li>• Promote, advocate for, and strive to protect the health, safety, and rights of patients.</li> <li>• Demonstrate accountability for judgment and actions.</li> <li>• Act under a code of ethical conduct that is grounded in moral principles.</li> <li>• Demonstrate the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.</li> <li>• Displays honesty, trustworthiness, dependability, reliability, initiative, self-discipline (including refraining from foul language) and self-responsibility.</li> <li>• Maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership.</li> </ul>
Psychomotor	<ul style="list-style-type: none"> <li>• Stoop, bend, reach, pull and push with full range of motion of body joints.</li> <li>• Ability to lift, push, pull or carry heavy objects.</li> <li>• Provide direct care including moving, transferring a resident, and providing hygienic care safely, effectively, and efficiently.</li> <li>• Provide emergency treatment including CPR as required by facility policy.</li> <li>• Adequate skin integrity, without the presence of open weeping lesions</li> </ul>

	<ul style="list-style-type: none"> <li>• Gross and fine motor abilities sufficient to perform required functions of patient care, hand-writes movement, hand-eye coordination, and simple firm grasping required for the fine motor-skills manipulation.</li> <li>• Maintains competency in skills learned.</li> <li>• Adheres to aseptic technique as required</li> </ul>
Sensory Observation	<ul style="list-style-type: none"> <li>• Acute visual skills are necessary to detect signs and symptoms.</li> <li>• Interpret written work accurately read characters and identify colors on the computer screen</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Express ideas clearly when speaking and writing.</li> <li>• Articulate accurate information to others in a professional and courteous manner.</li> <li>• Demonstrate appropriate non-verbal communication skills.</li> <li>• Listen attentively to others, understand, and ask questions</li> </ul>
Behavioral/Emotional	<ul style="list-style-type: none"> <li>• Adapt efficiently to changing environments.</li> <li>• Learn and perform skills without repetition of instructions.</li> <li>• Emotional and mental stability</li> <li>• Functions effectively under stress</li> <li>• Demonstrates flexibility and concern for others.</li> <li>• Maintain punctuality, positive work and classroom attitude, respect for others, professionalism, and ability to interact with persons of diverse backgrounds</li> </ul>
Professional Conduct	<ul style="list-style-type: none"> <li>• Is in attendance for class, arrives and leaves on time.</li> <li>• Notifies instructor in advance of absences expect in the event of an emergency.</li> <li>• Shows interest and attentiveness in all class and lab activities. Does not have head on desk, does not sleep during class/lab.</li> <li>• Displays appropriate dress (classroom and lab), grooming, hygiene, and etiquette,</li> <li>• Displays appropriate verbal and non-verbal skills.</li> <li>• Is aware of and adheres to classroom cell phone policy.</li> <li>• Demonstrates problem-solving capability.</li> <li>• Maintains appropriate relationships with instructors and peers.</li> <li>• Appropriately manages constructive criticism.</li> <li>• Demonstrates problem-solving capability.</li> <li>• Convey a willingness to assist others.</li> <li>• Meets all deadlines assigned to class assignments.</li> <li>• Work to resolve conflicts and identify solutions.</li> <li>• Convey a willingness to assist others.</li> <li>• Meets all deadlines for class assignments.</li> <li>• Follow chain of command in resolving conflicts</li> <li>• Always demonstrate patient privacy and confidentiality as a legal and ethical obligation in all environments, even online.</li> <li>• Demonstrates professional behaviors required by their profession, and social networking policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates behavior that engenders faculty trust in their ability to be a member of their chosen profession.</li> <li>• Demonstrates trust, professional and ethical behavior as a requirement for graduation.</li> <li>• Manifests skills in personal management, time management, flexibility with change</li> <li>• Follows directions/procedures, follows safety practices in the lab and clinical and classroom.</li> <li>• Maintain minimum cumulative grade average of 78% or above in all tests and quizzes.</li> <li>• Maintain client safety, client rights, and infection control principles at all times.</li> <li>• Follow all course policies.</li> </ul>
Admission Standards	<ul style="list-style-type: none"> <li>• Minimum GPA 2.5</li> <li>• High School Diploma/GED</li> <li>• Math/Reading Placement exam</li> </ul>

## **PRACTICAL NURSE TRAINING PROGRAM**

### **ADMISSION REQUIREMENTS (pre-requisite for entry to program)**

- Must be 18 years of age upon registration.
- Certified Nurse Assistant Certification or Certified Medical Assistant, or Certified EMT in good standing on Illinois Department of Public Health Nurse Aide Registry.
- Official High School Transcripts/GED/College Transcripts
- GPA 2.5 on a 4.0 scale
- HESI (Health Education Systems Incorporated) A2 Entrance Exam in Reading, Math, Science, Grammar & English. The exam is a non-refundable \$60.00 fee. All students seeking admission to FSTE’s LPN program are required to take the HESI. A2 entrance exam Students are provided with two (2) attempts at A2 HESI entrance exam only. Students must achieve a score of 78% or higher to be considered for admission.
- Students not achieving 78% on HESI admission testing in each area may be admitted as “ Students at Risk.”
- Students at risk will be required to take a Comprehensive NCLEX Review Course before taking the NCLEX-PN state board exam. The cost of review is \$500.00 for course plus \$25.00 for review textbook.
- All students must take an Anatomy & Physiology course at FSTE.

- Foreign Transcripts – students must request to have official transcripts sent to a recognized credential evaluation service. The results of the evaluation must be sent from the agency.
- Submit three (3) signed letters of reference with admissions application.
  - One (1) supervisory work reference on letter head and signed with demographic information.
  - Two (2) character references from persons not related to applicant, signed with contact information noted.
- 500-word Essay – topic chosen by Admissions Committee
- Current CPR (BLS)
- Physical Examination by a licensed physician , include TB, COVID and Immunization history (see clinical requirements.) Hep B vaccine or declination
- Drug Screen
- Required criminal Background check – In compliance with Health Care Worker Background Check. Applicants with disqualifying felony convictions are discouraged from continuing with the program until a Waiver from IDPH is obtained.
- State issued picture identification and social security card.
- Liability Insurance – Clinical training involves lifting, direct contact with patients/residents and other activities. Each student is responsible for acquiring and maintaining necessary insurance coverage through his/her enrollment in the program. Proof of coverage is to be presented to FSTE prior to the start of the program.
- Medical Insurance
- Interview with Education Manager
- If accepted – must attend mandatory Orientation Session

## **BASIC NURSE ASSISTANT TRAINING PROGRAM**

### **ADMISSION REQUIREMENTS**

- Must have a high school diploma or a GED (or 16 years of age currently enrolled in High School for BNATP program.) \*Parent/Guardian signature needed for students under 18 years of age
- **Placement exams** – All students who register for the Basic Nurse Assistant Training Program will be required to take and successfully pass a placement reading and arithmetic test with a score of 80% or higher. Students will have two (2) attempts to pass the test. There is no fee for exams. The test will be administered the first week of the course.
- Physical examination by a licensed physician (see clinical requirements)
- COVID vaccine proof
- Drug Screen
- Required Criminal Background check - In compliance with Health Care Worker Background Check Act. Applicants with disqualifying felony convictions are discouraged from continuing with the program until a Waiver from Illinois Department of Public Health is obtained. \* See Appendix (Waiver Application for Health Care Worker)
- State issued picture identification and social security card.
- Clinical training involves lifting, direct contact with patients/residents and other activities which may cause harm or injury. Each student is responsible for acquiring and maintaining necessary insurance coverage throughout his/her enrollment in the program. Proof of coverage is to be presented to FSTE prior to the start of the program.
- Current Library card from Chicago Public Library
- Proof of medical coverage is to be presented to FSTE prior to the start of the program.

## **PHLEBOTOMY TRAINING PROGRAM**

### **ADMISSION REQUIREMENTS**

- Must be 17 years of age (\* High School students will need signed approval from parent and/or guardian \* students must be 18 years of age at certain agencies to perform externship)
- **Placement exams** – All students who register for Phlebotomy Training Program will be required to take and successfully pass a placement reading and math exam with a score of 80% or higher. Students will have two (2) attempts to pass the test. There is no fee for exams. Test is administered the first week of the course.
- Physical examination by a licensed physician, include PPD, COVID vaccine proof screening and Immunizations(see clinical requirements)
- Drug Screen

- Required Criminal Background check - In compliance with Health Care Worker Background Check Act. Applicants with disqualifying felony convictions are discouraged from continuing with the program until a Waiver from Illinois Department of Public Health is obtained. (\* See appendix Waiver application for Health Care Workers)
- State issued picture identification and social security card.
- Clinical training involves lifting, direct contact with patients/residents and other activities which may cause harm or injury. Each student is responsible for acquiring and maintaining necessary insurance coverage throughout his/her enrollment in the program. Proof of coverage is to be presented to FSTE prior to the start of the program.
- Current Library card from Chicago Public Library
- Clinical training involves lifting, direct contact with patients/residents and other activities which may cause harm or injury. Each student is responsible for acquiring and maintaining necessary insurance coverage throughout his/her enrollment in the program. Proof of coverage is to be presented to FSTE prior to the start of the program.

- Proof of medical coverage is to be presented to FSTE prior to the start of the program.
- Current Library card from Chicago Public Library

**Initial Background screening is obtained by FSTE through Health Care Workers Screen.  
Fingerprints if required are obtained from Accurate Biometrics: 5401 S. Wentworth #11C;  
Chicago, IL 60609, 773-685- 5699.**

**5-Panel Urine Drug Screen is completed by TASC – 2320 Roosevelt Road, Chicago, IL 312-738-8933 or  
TASC 700 S. Clinton, Chicago, IL 60607, 312-787-0208\**

**HPSO – Student Professional Liability Insurance 1800-982-9491**

**Proliability – Student Liability Insurance – 1800-375-2764**

## **ENROLLMENT PROCESS**

Complete an application and Enrollment Agreement for all course offerings. Practical Nurse Training a deposit of \$ 850.00 is due upon registration ( \$100.00 nonrefundable) \$500.00 is credited for first class (A&P or Pharmacology.) BNATP and Phlebotomy, a \$325.00 deposit is due upon registration (\$100.00 is nonrefundable) Applications may be obtained by visiting FSTE website [www.fsteacademy.education](http://www.fsteacademy.education). Completed documents may be submitted via the website or by fax: 844-676-1699. Registration fee may be paid on FSTE websites payment page with PayPal using a Debit/Credit/ACH account. Students will receive a copy of the Enrollment Agreement, student payment agreement, and a receipt for payment, class schedule and booklist upon satisfactory registration.

### **STUDENTS’ RIGHT TO CANCEL CANCELLATION POLICY**

Students have the right to cancel the initial Enrollment Agreement until midnight of the fifth business day after the student has been accepted for admission. If the right to cancel is not given to students at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date, the \$100.00 registration fee in non-refundable: except in the case of class cancellation by FSTE. Cancellation must be in writing and submitted to a designee of FSTE.

### **TRANSFER AND READMITTED STUDENTS**

#### **VERIFICATION AND EVALUATION: TRANSFER STUDENTS/CREDIT EVALUATION**

Proof of High School or GED must be submitted to the school at the time of enrollment. Students must provide an official transcript for previous courses. Transcripts are recognized by the Council for Higher Education Accreditation (CHEA).FSTE will accept credits earned from institutions of higher learning that are accredited by an agency recognized by United States Department of Education or the Council for Higher Education Accreditation. **Additional factors apply:**

- Students earned a grade of “C” or better.
- The courses are equivalent to FSTE’s course descriptions and contact/credit hours.

- Basic Nurse Assistant Training Certificate (in good standing with Illinois Department of Public Health, Health Care Workers Registry)

### **TRANSFER CREDIT**

Prospective Practical Nursing students seeking admission and wanting to transfer a course(pre-requisites) from another institution that is equivalent to FSTE's course descriptions and clock hours should submit an official transcript to FSTE for evaluation. A HESI specialty and Exit Exam and score a minimum of 78% on the HESI exams. Note: Nursing Courses are not transferrable

**There is no advance placement and/or credit given for experiential learning. FSTE does not guarantee employment.**

### **INTERNATIONAL TRANSFER STUDENTS AND CREDIT EVALUATION**

University/College courses completed outside of the United States must be submitted to an organization which specializes in evaluating foreign transcripts. FSTE accepts evaluation reports from: World Education Services (WES), and Educational Credential Evaluators (ECE.) The evaluation will review and convert educational credentials from any country to United States equivalents by describing each certificate, diploma or degree. Only course evaluation reports from WES or ECE will be accepted for credit transfer purposes. International applicants are responsible for all fees associated with credential evaluations.

**NOT ALL COURSES OR PROGRAMS TAKEN AT FSTE ARE TRANSFERABLE TO OTHER INSTITUTIONS.** Transferability of all classes will be evaluated by each admissions office for comparability.

### **LICENSURE AND REGULATION**

Prior to enrolling in programs students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license/certification following completion of health programs at FSTE. Eligibility may be limited by the results of a criminal background investigation. The program and licensure are regulated by the Illinois Department of Financial and Professional Regulation (IDFPR.)

### **TRANSCRIPTS**

Transcript requests must be submitted in writing by the student on an official FSTE transcript form. Please allow 2 weeks for processing any requests for student records. Cost for transcript \$5.00 fee, \$5.00 fee for replacement course certificates.

### **STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA) students (or parents of students who are minors) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, or other specific circumstances prohibiting the student (or parents) to review the records A fee of \$0.10 per page will be assessed for any documents copied from a student file. Illinois Board of Higher Education and the American Association of Collegiate Registrars and Administrative Officers (AACRAO), require schools to maintain student records for a minimum of five (5) years. FSTE will maintain a secure personal file for each student enrolled in any Certification Programs delivered. Transcripts will be held by Illinois Department of Higher Education in the event of school closing. Students must keep a copy of their medical requirements and CPR certifications for their records.

Students are encouraged to make copies of their medical records before submitting to First Step to Excellence Health Care Training Academy, Ltd. Copies of medical records will be sent or given directly to the student upon written request by the student. FSTE will not fax any medical records to any third parties on behalf of the students.

**ADVANCED PLACEMENT and or CREDIT FOR EXPERIENTIAL LEARNING** - Expertise emerging from life experience rather than from formal education or professional training. FSTE **does Not** accept advanced placement and or credit derived from Experiential Learning Experiences.

**Family Educational Rights and Privacy Acts (FERPA)** permits the disclosure of information from student's education records without consent of the student, if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, section 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions provided the conditions set forth in section 99.31(a)(1)(i)(B)(1) – (a)(1)(B)(3) are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled. If the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of section 99.34 (99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of section 99.35, in connection with an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received. If the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid (99.31(a)(6))
- To accrediting organizations to conduct their accrediting functions (99/31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes (99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena (99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 99.36 (99/31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense subject to the requirements of section 99.39. The disclosure may only include the results of

the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding (99.31(a)(13))

- Information the school has designated as “directory information” under section 99/37 (99/31(a)(13))
- To the public, the results of a disciplinary proceeding, subject to the requirement of 99/39., if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the schools’ rules or policies with respect to the allegation made against him/her (9/31 (a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21 (99/31(a)(15))

**Name and contact information for the office that administers FERPA:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

School officials of FSTE are defined as all FSTE employees, as well as contractors, consultants, volunteers, and other outside parties providing services and functions for the school. Education records may be disclosed to school officials without prior written consent if that school official has a legitimate educational interest. Legitimate educational interest means that the information or records are relevant and necessary to accomplish a task or determination and the task or determination is a responsibility required for the person’s employment or is a subject matter for the person’s employment responsibility.

**STUDENT INFORMATION**

FSTE maintains a current address and phone number for each student. With student authorization a contact list is composed from admissions application for professional communication between students and faculty. If at any time during the enrollment a change of address/phone or email is made the student must provide updated the information to the Registrar

**NAME AND ADDRESS CHANGE**

It is the student’s responsibility to ensure that the student’s legal name is in the FSTE system. Students should also update addresses and emails on file. Only the student’s legal name can be used to register for licensure exam and the name must match FSTE official student records.

## **TUITION AND FEES**

Payment plans are established and based on the length of the course or program offered for the convenience of students. FSTE programs and fees include tuition, fees (exception of State and National Certification exams) and supplies into one cost. The exception to this is for students enrolled in a course or program with a clinical component. It is then, the students, financial responsibility to meet health and immunization requirements and have all – white shoes, stethoscope, and a watch with a second hand.

Payments are accepted in money order, debit, or credit card (with applicable processing fee associated) and may be made in person or by

mail to FSTE Health Care Academy, Ltd. Down payments are required to register for all courses and programs.

Students who are delinquent on a scheduled payment will receive an invoice for their account. If payment is not received within 7 days of the original notice, a second notice is sent. Failure to pay 14 days after the initial notice is sent to the student; the student will be dropped from the course or program. If a student is dropped from a course or program, he/she may reapply for admission after his/her account has been satisfied. Students will not receive any completion certificates until all outstanding debts to the school have been paid.

## PRACTICAL NURSE TRAINING

TUITION	AMOUNT
<b>TUITION</b>	<b>\$21,000.00</b>
Registration fee: \$850.00 deducted from total tuition (\$100.00 non-refundable) \$500.00 applied to first class	
Administrative Fee (Biohazard/lab fee)	\$1,000.00
<b>TOTAL TUITION</b>	<b>\$22,000.00</b>
<b>COSTS NOT COVERED IN TUITION STUDENTS MAY INCUR</b>	
Textbook(s) electronic skills resources)	\$147.00***
Healthcare Workers Background Screen	\$37.00
Drug Screen	\$25.00
NCLEX-PN Exam	\$200.00***
BLS CPR*	\$75.00
Student Uniform (2 uniforms for PN ) teal monogrammed scrubs	\$45.00**
Monogrammed teal top/white jacket/slacks (clinical)	\$50.00
White toe/heel shoes (no designs or colors)	\$25.00
Sphygmomanometer	\$30.00
Stethoscope	\$14.00
Gait belt	\$14.00
Watch with second hand	\$14.00
Graduation fee	\$75.00****
<b>TOTAL ADDITIONAL OUT OF POCKET EXPENSES</b>	<b>\$2070.00</b>
<b>TOTAL TUITION AND OUT OF POCKET EXPENSES</b>	<b>\$24,070.00</b>
COURSE REPEAT (must be repeated within 3 months of unsuccessful attempt for price)	\$1,000.00

(HESI \$546.00 pp: books e resources =\$792.30: Shadow (\$99.00 pp \*books and electronic resources may be purchased separately from outside vendors. Prices of books may change based on selected vendor. The above prices are based on vendor Elsevier Evolve. \*\*prices subject to change based on vendors. \*\*\*\* CPR fee subject to change based on AHA vendor fee

\*\*\*Administrative Fee – Biohazard fee \$150.00; Laboratory fee \$200.00; lab instructor \$650.00

\*\*\*\*\*Textbook – students have the option to purchase Textbooks from Amazon.com at a lower fee. Amazon also provides the option to rent textbooks. Note: additional fees may be incurred when purchasing books from outside vendor – Electronic codes for testing may or may not be available. \*\*\*\*\*Students have the option to purchase white shoes at a lower fee, or wear their own All white, rubber sole shoes provided they meet FSTE uniform requirement.

## BNATP PROGRAM

TUITION	AMOUNT
<b>TUITION</b>	\$950.00
Registration fee: \$325.00 deducted from total tuition (\$100.00 non-refundable)	
Administrative Fee (Biohazard/lab fee)	\$138.00
<b>TOTAL TUITION</b>	<b>1088.00</b>
<b>COSTS NOT COVERED IN TUITION STUDENTS MAY INCUR</b>	
Textbook(s) electronic skills resources	\$130.00
Healthcare Workers Background Screen	\$37.00
Drug Screen	\$25.00
Illinois State Comprehensive Exam	\$75.00
CPR*	\$75.00
BNATP Uniform (Blue monogrammed scrubs)top range \$14.99-\$18.99**(price vary based on size)	\$14.99**
White toe/heel shoes (no designs or colors)	\$25.00
Sphygmomanometer	\$30.00
Stethoscope	\$14.00
Gait belt	\$14.00
Watch with second hand	\$14.00
<b>TOTAL ADDITIONAL OUT OF POCKET EXPENSES</b>	<b>\$453.99</b>
<b>TOTAL TUITION AND OUT OF POCKET EXPENSES</b>	<b>\$1541.99</b>
COURSE REPEAT (must be repeated within 3 months of unsuccessful attempt for price)	\$500.00

Book Vendor: [Evolve.Elsevier.com](http://Evolve.Elsevier.com)

Students may purchase texts from vendor of choice. Note: Additional charges will be incurred to purchase electronic codes to access all course material. \* All students must be certified with the American Heart Association for CPR. Students may obtain CPR certification from other vendors. Textbooks/electronic resource prices subject to change based on manufacture/vendor.

## PHLEBOTOMY

TUITION	AMOUNT
Phlebotomy	\$1200.00
Registration fee \$325.00 deducted from total tuition (\$100.00 is nonrefundable)	
Administrative Fee (Biohazard/lab fee)	\$138.00
<b>TOTAL TUITION</b>	<b>\$1338.00</b>
<b>COSTS NOT COVERED IN TUITION STUDENTS MAY INCUR</b>	
Textbook(s)	\$80.00
Healthcare Workers Background Screen	\$37.00
Drug Screen	\$25.00
National Health Careers (NHA) Certification	\$117.00
CPR	\$75.00
Phlebotomy Uniform (Black monogrammed scrubs)top range \$14.99-\$18.99** price will vary based on size	\$14.99
White toe/heel shoes (no designs colors/no clogs)	\$25.00
TOTAL OUT OF POCKET EXPENSES	\$373.99
TOTAL TUITION AND OUT OF POCKET EXPENSES	\$1711.99
COURSE REPEAT (must be repeated within 3 months of unsuccessful attempt for price)	\$600.00

Book Vendor: Evolve.Elsevier.com

Students may purchase texts from vendor of choice. Note: Additional charges will be incurred when purchasing electronic codes to access all course material.

e-textbook \$62.99 Prices for Textbooks as shown are from vendor Elsevier Evolve. Students have the option to purchase textbooks from vendor of choice. Students will incur additional fees to obtain electronic codes to utilize electronic resources on the Elsevier Evolve portal.

Amazon also provides the option to rent textbooks.

\*\* Students have the option to purchase white shoes at a lower fee, or wear their own All white, rubber sole shoes provided they meet FSTE uniform requirements.

\*\*\*Administrative Fee – Biohazard fee \$65.00; Laboratory fee \$73.00

## **STUDENT PAYMENT OPTIONS**

### **PRACTICAL NURSE**

- Payment Plan Schedule PN (Tuition \$22,891) INITIAL DEPOSIT ALL STUDENTS \$850.00 = \$22,041.00 after initial deposit. \$500.00 is credited to the first class (A&P) – First class balance \$1,704.10 2 installments \$852.05 must be paid on or before the 6<sup>th</sup> week of class.
- Each class is \$2,204.10 after the first class. (\* Note when taking more than one class per class - \$2,204.10 x 2 \$4408.20)
- Option 1 – Balance per each class \$2,204.10
- Option 2 – 2 Installments – ½ down \$1,102.05 – ½ balance \$1,102.05 payable on or before the 4<sup>th</sup> week (4,6, 8-week courses) (6<sup>th</sup> week for 12-week courses)
- Course Repeat in lieu of Failure- Students will incur a cost per Practical Nurse Training Program classes of \$500.00 to repeat a course. Students are allowed one failure during the course session.

### **BNATP**

- 950.00 TUITION INITIAL DEPOSIT \$325.00 = Option 1 – Balance \$625.00 - \$312.50 payment in two installments payable on or before the 4<sup>th</sup> week.

### **PHLEBOTOMY**

- \$1200.00 TUITION INITIAL DEPOSIT \$325.00 = Option 1 - \$875.00 balance - \$437.50 payment in two installments payable on or before the 4<sup>th</sup> week.

### **Tuition Reimbursement**

Students may qualify for tuition reimbursement from your employer. Check with your human resource department or supervisor for eligibility.

### **WIOA Workforce Innovation and Opportunity Training Program**

WIOA provides funding for training as an option for those determined unable to become employed with their current skills. Eligibility is determined based upon employment status and history, government assistance currently receiving and income level. Contact WIOA for information and eligibility (312) 803-0200 Cook County. <http://www.workforceboard.org>

### **Illinois Department of Public Health (IDPH) Scholarship**

Students admitted into the nursing program are eligible to apply for the Nursing Education Scholarship Program administered by IDPH. Applications are accepted March 1 through May 31. For more information visit: [www.app.idph.state.il.us/ruralhealth/nesp](http://www.app.idph.state.il.us/ruralhealth/nesp)  
[www.app.idph.state.il.us/ruralhealth/nesp](http://www.app.idph.state.il.us/ruralhealth/nesp)

### **Private Loans**

If financial assistance is needed to attend a course or program at FSTE, students may inquire about an alternative loan for a private vocational school at any bank, credit union, or financial institution.

### **Financial Obligations/Financial Holds**

Students who have not met all financial obligations will be deemed ineligible to take HESI course completion exams for the specific enrolled course until all financial obligations have been satisfied. Students **will not** be allowed to progress/register for the next scheduled course. Students will not be able to: receive official grade transcripts, Certificate of Program completion, Certificate of Education (Ed-NUR) form to take state exam; nor be allowed to participate in End of the Year Activities (pinning ceremony.)

### **NCLEX Sign off.**

Students who have completed all academic requirements for issuance of Certificates of completion but have not met the financial requirements will have 4 months from date of graduation to meet the financial obligation and receive certificates. After the 4-month period, the student will be required to successfully complete a NCLEX-PN review course as approved by FSTE before the student will be eligible to receive completion certificate and be signed off to sit for NCLEX-PN.

### **Financial Information**

#### General Statement

- FSTE requires all students to complete a payment plan for each course. FSTE reserves the right to change, without prior notice, any tuition fees. The tuition listed represents pricing for the 2021-2022 school year.

The initial deposit is deducted from the total tuition. The remaining balance is paid in two installments with all tuition completed on or before the 4<sup>th</sup> or 6<sup>th</sup> week of class depending on course length. FSTE. accepts the following methods of payment: money order, Debit/Credit, Employee/Organization Vouchers, Work Force Innovation and Opportunity payment vouchers (WIOA), CEDA vouchers. All deposits and down payments become part of tuition and fees. All tuition must be satisfied by the last official day of that course.

## **ACADEMIC/GRADING GUIDELINES**

Faculty and staff of FSTE are committed to providing each student the opportunity to achieve their highest potential by fostering the student's enhanced efforts with study habits, written assignments, examinations, laboratory experience and clinical practice.

To successfully complete any nursing or health related courses at FSTE the student must pass the following components:

### **PRACTICAL NURSE PROGRAM (PN)**

Final course grades for Practical nursing program are based on satisfactory demonstration in laboratory procedures and clinical performance, achieving a minimum average grade of 78% (equivalent to a C), on exams and quizzes. Students must maintain a passing grade (minimum 78%) to remain in the program. Scores will not be rounded.

Consistent attendance is required to demonstrate adequate performance and to meet state requirements. The student is expected to be on time and to attend all theory and clinical experiences. Any two occasions of being late or leaving early will also be considered as ONE ABSENCE. Any additional lateness or leaving early will result in the student being dropped immediately.

### **THEORY GRADING SCALE FOR PN**

A	93-100%
B	85-92%
C	78-84%
D	69-77%
F	68 or below
I	Incomplete
W	Withdrawal
WF	Withdrawal Failure

Students who do not maintain the minimum of 78% cumulative testing average must seek remediation. Students not maintaining 78% by midterm and or consistently falling below, the required 78% testing average will result in dismissal from the program.

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

Please review Course Specific Syllabus and HESI Remediation Policy for Grade Weight

## LABORATORY AND CLINICAL GRADE SCALE

The following guidelines will be followed for evaluating clinical/laboratory performance:

S or U (Satisfactory or unsatisfactory) will be used for clinical and laboratory grading.

Students will be given a copy of the evaluation instruments at the beginning of the course.

The tool will serve as a guide regarding laboratory and clinical expectations.

The clinical evaluation is based on the student's attitude and ability to care for the residents in a responsible and ethical way. This includes but is not limited to:

- Properly applying theory learned, demonstrate the ability to organize and prioritize skills and tasks, receive, and follow directions from the instructor, accept constructive criticism and perform any remediation or learning activity that the Clinical or Lead Instructor deem necessary. Students must successfully demonstrate required skills and all additional related skills. This also includes, but is not limited to, following infection control standards, adhering to safety precautions, ensure privacy, and protect resident's rights.
- Any unsafe or dangerous care or practices will result in the immediate withdrawal of the student from the clinical site and immediate dismissal from the program.
- Two (2) unsatisfactory (Us) or one Critical Incident may result in the immediate removal of the student from the lab or clinic setting. This will result in a "clinical failure, and the student will be dropped immediately from the course.
- A satisfactory clinical evaluation is required to pass.
- Clinical Failure results in course failure

## LABORATORY AND CLINICAL PERFORMANCE GUIDELINE

U= unsatisfactory, fail. The student needs considerable, excessive, or constant supervision for safe care. Care provided is inadequate, unsafe, or harmful. Student lacks or does not demonstrate knowledge required to perform the function. The instructor determines the student needs more supervision than should be required.

S= satisfactory, pass. Student is safe, demonstrates initiative, completes assignments, and applies previously learned knowledge in an appropriate manner. Supervision is used appropriately, and minimal direction is needed.

The clinical evaluation will involve students' **self- evaluation of own performance and instructor's evaluation of the student's performance.**

- A clinical assessment tool will be utilized in lab and clinical sessions to evaluate the individual student's progress. The clinical evaluation will involve students' self- evaluation of own performance and instructor's evaluation of the student's performance. \*See Appendix (Administrative guidelines)

Whenever a student's performance in the clinical or laboratory setting is deemed unsatisfactory, unacceptable, or dangerous, the instructor/supervisor will promptly discuss any identified deficiencies with the students. This will be followed by a written evaluation of the deficiency \*see performance standards counseling form) The student will be informed of the objective criteria which needs improvement, measures of remediation that may be necessary to correct these areas, and the student's status in the course. Each time the instructor observes an "incident" of unsatisfactory, unacceptable, or dangerous conduct by the student's actions or the student's failure to act the conduct will be marked as a "CRITICAL INCIDENT." The student will be given the opportunity to respond in writing. The student is required to sign a remediation form in

acknowledgement of having been advised of the instructors/supervisor's concerns. The Remediation/conference form will become part of the student's record. The student must maintain standards both in the classroom/lab and clinical setting. Four Us (unsatisfactory) or one Critical Incident in the classroom/lab and/or clinical setting will result in a clinical failure, therefore failure of the course.

### **WRITTEN ASSIGNMENTS**

Assignments are due on the date indicated by the instructor to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies set forth in the course syllabus. All assignment must be:

- Must be submitted on assigned date and time.
- Assignments not submitted will receive a grade of "F."
- All assignments must be neat and typed using APA format.
- Specific guidelines will be provided for each assignment.
- Any assignments returned for revision will be dropped one letter grade.
- Any assignment returned must be submitted to the instructor by the specified date or assignments will receive a grade of "F."

### **TESTING AND EVALUATION**

All courses at FSTE are classified as "hybrid" delivery. The classes are conducted via ZOOM for theory lectures and in person laboratory and clinical experiences. FSTE consistently assesses the effectiveness of our curriculum with the use of surveys. On an annual basis survey outcome data is collated and reviewed for curriculum revisions. Survey data is also reviewed to assess and evaluate student views on the methods of content delivery within the classroom and clinical settings.

Surveys FSTE will collect include but not limited to:

- Course Evaluations
- Clinical Evaluations
- Graduating student surveys
- Employer satisfaction surveys

Graduating students participate in exit exams, assessments and surveys are part of the matriculation process.

FSTE uses the Evolve/HESI Assessment Program for standardized testing and remediation throughout the curriculum. These required assessments are used to determine the needs of students and where to focus teaching and learning efforts. All students are required to remediate after each HESI exam. Faculty members are responsible for preparing a summary report of HESI exams given in their courses.

### **FINAL EXAM/HESI/EXIT EXAMS**

Final exams will have a written and practical component. Students must be present. No make-up exam will be scheduled. Any student arriving after the exam has started will not be allowed entrance and will receive a grade of "F." Extenuating circumstances will be considered.

A comprehensive HESI Specialty Exam will be given at the completion of each course. Students must achieve a grade of "C" or higher to be eligible to take the HESI exit exam. Students are

allowed 2 attempts to pass each HESI course exam and must achieve 90% probability or higher on the HESI exit exam. 90% probability or higher is a good indication of NCLEX-PN success. The grade is pass or fail.

Students who have successfully completed the PN course work may prepare for the Final Exit HESI exam. The HESI Exit exam is administered after the student has completed the PN Transitions Course. The HESI exit exam will consist of questions per each course category (Fundamentals, Pharmacology, Medical Surgical, Obstetrical and Pediatric Nursing, Mental Health, and Transition to Practice. See Appendix for HESI scores and conversion chart for grading system. FSTE recommends a HESI grade of 850 or higher in each HESI (this score subject to change as indicated by HESI) probability success rate for NCLEX-PN.

Students earning a marginal passing score on the Comprehensive HESI Exit Exam are required to take the NCLEX - PN Review course before sitting for the NCLEX-PN. Students will incur a cost of \$500.00 for course and \$25.00 for books.

### **HESI REMEDIATION POLICY**

FSTE has adopted the EVOLVE/HESI Assessment program for standardized testing and remediation throughout the curriculum. Required assessments are used to determine the needs of students and where to focus teaching and learning efforts.

All students are required to remediate after each course specific HESI exam. Version 1 – Students will be required to remediate 50 items and submit before Version 2 remediation. This applies to the following HESI exams: Pharmacology, Fundamentals, Medical Surgical Nursing Pediatrics, Mental Health, Community, Management, Obstetrics, and the HESI exit EXAM. Instructors will identify and notify students of the dates for remediation.

Version 2 – Students using the HESI generated individualized remediation plan. Students are required to remediate 100 items.

### **SEE APPENDIX IN PRACTICAL NURSE HANDBOOK FOR HESI REMEDIATION POLICY**

- a. Click on each item in their plan.
- b. Read the material.
- c. Highlight points or key terms.

### **GRADE APPEAL**

FSTE is aware that a student may experience unusual and/or unexpected circumstances that are beyond the student's control, which may result in academic performance that does not reflect the desire and academic abilities of the student. Such circumstances may include death of a parent, spouse, severe prolonged illness, catastrophic events and unavoidable/unforeseen demands for travel or overtime by one's employer or military duty. Students must submit a written letter to appeal that includes:

- Statement of why you did not meet Satisfactory Academic Progress
- Description of how circumstances have changed to allow you to make SAP at the next evaluation.
- Official supporting documentation (obituary, physician, counselor court, etc.)

According to FSTE policy, the awarding of grades for work done in a course is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal except in cases of approvals for drops without record, late withdrawal, and medical withdrawals. A student

who is not satisfied with a grade, grading process, or final grade that he or she received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Education Coordinator.

If the student disagrees with the assigned grade and feels the grade assigned meets one of the criteria for grade appeal, the student goes immediately to the CEO.

### **MEDICATION CALCULATION CLINICAL COMPETENCY**

Medication calculation exams are administered during PN 099 – Pharmacology; PN 101, 102, 103, 104, 105, 106, 106. Students must successfully receive a final medication calculation grade of 100% in each course to set up medications under supervision of an instructor starting with course of PN 101 Nursing Fundamentals. Students may not pass medications in the clinical setting until they have successfully achieved the 100% proficiency standard. The student has one week to complete the required remediation and retest. Students who do not achieve 100% **after two attempts** will receive clinical failure, which results in course failure.

### **PHARMACOLOGY AND IV THERAPY EXAM**

A comprehensive pharmacology exam which includes IV therapy will be given after the successful completion of the PN 104 Adult Health Nursing. A grade of 100% is required to pass the Pharmacology and IV Therapy exam. Students may repeat the exam (different exam questions) a maximum of three attempts until a score of 100% is achieved. The 100% score will enable the student to sit for the Pharmacology HESI Exit Exam.

### **MEDICAL TERMINOLOGY**

Medical terminology will be introduced in Anatomy and Physiology. A medical terminology exam will be given as part of the PN 101 Adult Health Nursing II course and PN 103 Adult Health Nursing III. A 90% score must be achieved. Students will be provided with two attempts. Deadline for meeting medical terminology requirements is midterm date of the PN 101 and PN 103 class.

### **ACADEMIC PROBATION**

A student who does not achieve a grade of “C” or above at the midterm of each course will be placed on academic probation. An agreement between student and teacher is signed noting the student(s) will agree to attend all class lectures, scheduled clinical sessions, complete any additional remedial assignments, and attend the remedial sessions. PN students will be enrolled in the HESI remediation program and BNATP and Phlebotomy students will be placed in the B.A.B.S. (Being About the Business of Success –FSTE remediation program) and maintain a “C” average or above. Failure to do so may result in the student being dismissed from the nursing program.

A comprehensive pharmacology exam which includes IV therapy will be given after the successful completion of the PN Program. A grade of 100% is required to pass the Pharmacology and IV Therapy exam. Students may repeat the exam (different exam questions) a maximum of three attempts until a score of 100% is achieved. The 100% score will enable the student to sit for the Pharmacology HESI Exit Exam.

A clinical assessment tool will be utilized in lab and clinical sessions to evaluate the individual student’s progress. Instructor/student post clinical meeting conducted to review grades/achievements.

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

## **BASIC NURSE ASSISTANT TRAINING PROGRAM (BNATP)**

To successfully complete this course, the student must pass the following components:

- Meet the attendance requirements for lecture and clinical sessions including attendance at Infection Control Lectures and all 12 hours of Alzheimer’s Training
- Achieve a grade of 78% or better.
- Points awarded for all quizzes, written assignments, and final exam.
- Mid-term evaluation with the instructor to evaluate student progress.
- Students who do not maintain the minimum of 78% cumulative testing average will be withdrawn from the course immediately. Failure to achieve this minimum grade will result in failure regardless of current standing in the course.
- Missed clinical sessions (without approval of extenuating circumstances) will result in Failure of the course.

### **BNATP THEORY GRADE SCALE**

A	93-100%
B	85-92%
C	78-84%
D	69-77%
F	68 or below
I	Incomplete
W	Withdrawal
WF	Withdrawal Failure

### **ACADEMIC PROBATION**

A student who does not achieve a grade of “C” or above at the midterm of each course will be placed on academic probation. An agreement between student and teacher is signed noting the student(s) will agree to attend all class lectures, scheduled clinical sessions, complete any additional remedial assignments, and attend the remedial sessions. BNATP and Phlebotomy students will be placed in the B.A.B.S. (Being About the Business of Success –FSTE remediation program) and maintain a “C” average or above. Failure to do so may result in the student being dismissed from the nursing program. A clinical assessment tool will be utilized in lab and clinical sessions to evaluate the individual student’s progress. Instructor/student post clinical meeting conducted to review grades/achievements.

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

#### **LABORATORY AND CLINICAL GRADE SCALE**

- The clinical grade is pass/fail.
- The clinical evaluation is based on the student's attitude and ability to care for the residents in a responsible and ethical way. This includes, but is not limited to:
  - properly apply theory learned,
  - demonstrate the ability to organize and prioritize skills and tasks,
  - receive and follow directions from the instructor accept constructive criticism.
  - perform any remediation or learning activity that the Clinical or Lead instructor deems necessary.
- Students must also successfully demonstrate the 21 required skills and all additional related skills.
- This also includes, but is not limited to, following infection control standards, adhering to safety precautions.
- ensure privacy.
- protect residents' rights.

#### **LABORATORY AND CLINICAL PERFORMANCE GUIDELINE**

- S or U (Satisfactory or unsatisfactory) will be used for clinical and laboratory grading. Students will be given a copy of the evaluation instruments at the beginning of the course. The tool will serve as a guide regarding laboratory and clinical expectations.
- U= unsatisfactory, fail. The student needs considerable, excessive, or constant supervision for safe care. Care provided is inadequate, unsafe, or harmful. Student lacks or does not demonstrate knowledge required to perform the function. The instructor determines the student needs more supervision than should be required.
- S= satisfactory, pass. Student is safe, demonstrates initiative, completes assignments, and applies previously learned knowledge in an appropriate manner. Supervision is used appropriately, and minimal direction is needed.
- The clinical evaluation will involve **students' self- evaluation of own performance and instructor's evaluation of the student's performance.** \*See Appendix (U Administrative guidelines)  
Whenever a student's performance in the clinical or laboratory setting is deemed unsatisfactory, unacceptable, or dangerous, the instructor/supervisor will promptly discuss any identified deficiencies with the students. This will be followed by a written evaluation of the deficiency \*see performance standards counseling form)  
The student will be informed of the objective criteria which needs improvement, measures of remediation that may be necessary to correct these areas, and the

student's status in the course. Each time the instructor observes an "incident" of unsatisfactory, unacceptable, or dangerous conduct by the student's actions or the student's failure to act the conduct will be marked as a "CRITICAL INCIDENT." The student will be given the opportunity to respond in writing. The student is required to sign a remediation form in acknowledgement of having been advised of the instructors/supervisor's concerns. The Remediation/conference form will become part of the student's record. The student must maintain standards both in the classroom/lab and clinical setting. Four Us (unsatisfactory) or one Critical Incident in the classroom/lab and/or clinical setting will result in a clinical failure, therefore failure of the course.

## **WRITTEN ASSIGNMENTS**

Assignments are due on the date indicated by the instructor to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies set forth in the course syllabus. All assignment must be:

- Must be submitted on assigned date and time.
- Assignments not submitted will receive a grade of "F."
- All assignments must be neat and typed.
- Specific guidelines will be provided for each assignment.
- Any assignments returned for revision will be dropped one letter grade.
- Any assignment returned must be submitted to the instructor by the specified date or assignments will receive a grade of "F."

## **TESTING AND EVALUATION**

All courses at FSTE are classified as "hybrid" delivery. The classes are conducted via ZOOM for theory lectures and in person laboratory and clinical experiences. FSTE consistently assesses the effectiveness of our curriculum with the use of surveys. On an annual basis survey outcome data is collated and reviewed for curriculum revisions. Survey data is also reviewed to assess and evaluate student views on the methods of content delivery within the classroom and clinical settings.

Surveys FSTE will collect include but not limited to:

- Course Evaluations
- Clinical Evaluations
- Graduating student surveys
- Employer satisfaction surveys

Graduating students participate in exit exams, assessments and surveys are part of the matriculation process.

FSTE uses the Evolve Assessment Programs for standardized testing and remediation throughout the curriculum. These required assessments are used to determine the needs of students and where to focus teaching and learning efforts. All students are required to remediate after each exam.

Faculty members are responsible for preparing a summary report of exams given in their courses.

### **Quizzes**

Students should be prepared for the possibility of a quiz during class sessions. Any missed quiz will receive a grade of "F." There are no make-up quizzes.

### **Unit Exams**

If a student is absent and misses a unit exam, the student will receive a grade of “F” or Zero for the exam. The faculty will consider extenuating circumstances.

## **PHLEBOTOMY PROGRAM**

To successfully complete this course, the student must pass the following components:

To successfully complete this course, the student must pass the following components:

- Meet the attendance requirements for lecture and clinical sessions including attendance at all Infection control lectures and 12 hours of Alzheimer’s Training
- Achieve a grade of 78% or better.
- Points awarded for all quizzes, written assignments, and final exam.
- Mid-term evaluation with the instructor to evaluate student progress.
- Students who do not maintain the minimum of 78% cumulative testing average will be withdrawn from the course immediately. Failure to achieve this minimum grade will result in failure regardless of current standing in the course.
- Missed clinical sessions (without approval of extenuating circumstances) will result in Failure of the course.

### **PHLEBOTOMY THEORY GRADE SCALE**

A 93-100%

B 85-92%

C 78-84%

D 69-77%

F 68 or below

I Incomplete

W Withdrawal

WF Withdrawal Failure

### **ACADEMIC PROBATION**

A student who does not achieve a grade of “C” or above at the midterm of each course will be placed on academic probation. An agreement between student and teacher is signed noting the student(s) will agree to attend all class lectures, scheduled clinical sessions, complete any additional remedial assignments, and attend the remedial sessions. BNATP and Phlebotomy students will be placed in the B.A.B.S. (Being About the Business of Success –FSTE remediation program) and maintain a “C” average or above. Failure to do so may result in the student being dismissed from the nursing program. A clinical assessment tool will be utilized in lab and clinical sessions to evaluate the individual student’s progress. Instructor/student post clinical meeting conducted to review grades/achievements.

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

A skills assessment tool will be utilized in lab and externship sessions to evaluate the individual student's progress (Skills tools are found on EVOLVE.)

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

#### **LABORATORY AND CLINICAL GRADE SCALE**

- The clinical grade is pass/fail.
- The clinical evaluation is based on the student's attitude and ability to care for the residents in a responsible and ethical way. This includes, but is not limited to:
  - properly apply theory learned,
  - demonstrate the ability to organize and prioritize skills and tasks,
  - receive and follow directions from the instructor accept constructive criticism.
  - perform any remediation or learning activity that the Clinical or Lead instructor deems necessary.
  - Successfully perform five (5) supervised venipuncture on fellow students: three (3) using the standard needle holder and evacuated tubes; one (1) using a butterfly needle; one (1) using a syringe
  - This also includes, but is not limited to, following infection control standards, adhering to safety precautions.
  - ensure privacy.
  - protect residents' rights.

#### **LABORATORY AND CLINICAL PERFORMANCE GUIDELINE**

- S or U (Satisfactory or unsatisfactory) will be used for clinical and laboratory grading. Students will be given a copy of the evaluation instruments at the beginning of the course. The tool will serve as a guide regarding laboratory and clinical expectations.
- U= unsatisfactory, fail. The student needs considerable, excessive, or constant supervision for safe care. Care provided is inadequate, unsafe, or harmful. Student lacks or does not demonstrate knowledge required to perform the function. The instructor determines the student needs more supervision than should be required.
- S= satisfactory, pass. Student is safe, demonstrates initiative, completes assignments, and applies previously learned knowledge in an appropriate manner. Supervision is used appropriately, and minimal direction is needed.
- The clinical evaluation will involve students' **self- evaluation of own performance and instructor's evaluation of the student's performance.**

Whenever a student's performance in the clinical or laboratory setting is deemed unsatisfactory, unacceptable, or dangerous, the instructor/supervisor will promptly discuss any identified deficiencies with the students. This will be followed by a written evaluation of the deficiency \*see performance standards counseling form) The student will be informed of the objective criteria which needs improvement, measures of remediation that may be necessary to correct these areas, and the student's status in the course. Each time the instructor observes an "incident" of unsatisfactory, unacceptable, or dangerous conduct by the student's actions or the student's failure to act the conduct will be marked as a "CRITICAL INCIDENT." The student will be given the opportunity to respond in writing. The student is required to sign a remediation form in acknowledgement of having been advised of the instructors/supervisor's concerns. The Remediation/conference form will become part of the student's record. The student must maintain standards both in the classroom/lab and clinical setting. Four Us (unsatisfactory) or one Critical Incident in the classroom/lab and/or clinical setting will result in a clinical failure, therefore failure of the course.

## **WRITTEN ASSIGNMENTS**

Assignments are due on the date indicated by the instructor to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies set forth in the course syllabus. All assignment must be:

- Must be submitted on assigned date and time.
- Assignments not submitted will receive a grade of "F."
- All assignments must be neat and typed.
- Specific guidelines will be provided for each assignment.
- Any assignments returned for revision will be dropped one letter grade.
- Any assignment returned must be submitted to the instructor by the specified date or assignments will receive a grade of "F."

## **TESTING AND EVALUATION**

All courses at FSTE are classified as "hybrid" delivery. The classes are conducted via ZOOM for theory lectures and in person laboratory and externship experiences. FSTE consistently assesses the effectiveness of our curriculum with the use of surveys. On an annual basis survey outcome data is collated and reviewed for curriculum revisions. Survey data is also reviewed to assess and evaluate student views on the methods of content delivery within the classroom and clinical settings.

Surveys FSTE will collect include but not limited to:

- Course Evaluations
- Clinical Evaluations
- Graduating student surveys
- Employer satisfaction surveys

Graduating students participate in exit exams, assessments and surveys are part of the matriculation process.

FSTE uses the Evolve Assessment Programs for standardized testing and remediation throughout the curriculum. These required assessments are used to determine the needs of students and where

to focus teaching and learning efforts. All students are required to remediate after each exam. Faculty members are responsible for preparing a summary report of h exams given in their courses.

### **Quizzes**

Students should be prepared for the possibility of a quiz during class sessions. Any missed quiz will receive a grade of “F.” There are no make-up quizzes.

### **Unit Exams**

If a student is absent and misses a unit exam, the student will receive a grade of “F” or Zero for the exam. The faculty will consider extenuating circumstances.

A clinical assessment tool will be utilized in lab and clinical sessions to evaluate the individual student’s progress.

Students will be provided with the opportunity to meet and discuss their progress with the individual instructor to identify areas of needed improvement and intervention that may be helpful for successful matriculation.

### **Laboratory and Clinical grading scale:**

The following guidelines will be followed for evaluating clinical/laboratory performance:

S or U (Satisfactory or unsatisfactory) will be used for clinical and laboratory grading.

Students will be given a copy of the evaluation instruments at the beginning of the course.

The tool will serve as a guide regarding laboratory and clinical expectations.

U= unsatisfactory, fail. The student needs considerable, excessive, or constant supervision for safe care. Care provided is inadequate, unsafe, or harmful. Student lacks or does not demonstrate knowledge required to perform the function. The instructor determines the student needs more supervision than should be required.

S= satisfactory, pass. Student is safe, demonstrates initiative, completes assignments, and applies previously learned knowledge in an appropriate manner. Supervision is used appropriately, and minimal direction is needed.

The clinical evaluation will involve students’ self- evaluation of own performance and instructor’s evaluation of the student’s performance.

(\*See Appendix Administrative guidelines)

Whenever a student’s performance in the clinical or laboratory setting is deemed unsatisfactory unacceptable, or dangerous, the instructor/supervisor will promptly discuss any identified deficiencies with the students. This will be followed by a written evaluation of the deficiency (\*see performance standards counseling form) The student will be informed of the objective criteria which needs improvement, measures of remediation that may be necessary to correct these areas, and the student’s status in the course. Each time the instructor observes an “incident” of unsatisfactory, unacceptable, or dangerous conduct by the student’s actions or the student’s failure to act the conduct will be marked as a “CRITICAL INCIDENT.” The student will be given the opportunity to respond in writing. The student is required to sign remediation form in acknowledgement of having been advised of the instructors/supervisors’ concerns. The Remediation/conference form will become part of the student’s record. The student must maintain standards both in the classroom/lab and clinical setting. Four Us (unsatisfactory) or one Critical Incident in the classroom/lab and/or clinical setting will result in a clinical failure, therefore failure of the course.

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Must be submitted on assigned date and time.

Assignments not submitted will receive a grade of “F.”

All assignments must be neat and typed.

Specific guidelines will be provided for each assignment.

Any assignments returned for revision will be dropped one letter grade.

Any assignment returned must be submitted to the instructor by the specified date or assignments will receive a grade of “F.”

## **TESTING AND EVALUATION**

All courses at FSTE are classified as “hybrid” delivery. The classes are conducted via ZOOM for theory lectures and in person laboratory and clinical experiences. FSTE consistently assesses the effectiveness of our curriculum with the use of surveys. On an annual basis survey outcome data is collated and reviewed for curriculum revisions. Survey data is also reviewed to assess and evaluate student views on the methods of content delivery within the classroom and clinical settings.

Surveys FSTE will collect include but not limited to:

- Course Evaluations
- Clinical Evaluations
- Graduating student surveys
- Employer satisfaction surveys

Graduating students participate in exit exams, assessments and surveys are part of the matriculation process.

FSTE uses the Evolve/HESI Assessment Program for standardized testing and remediation throughout the curriculum. These required assessments are used to determine the needs of students and where to focus teaching and learning efforts. All students are required to remediate after each HESI exam. Faculty members are responsible for preparing a summary report of HESI exams given in their courses.

## **Quizzes**

Students should be prepared for the possibility of a quiz during class sessions. Any missed quiz will receive a grade of “F.” There are no make-up quizzes.

## **Unit Exams**

If a student is absent and misses a unit exam, the student will receive a grade of “F” for the exam. The faculty will consider extenuating circumstances.

**FINAL EXAM/HESI/EXIT EXAMS** Final exams will have a written and practical component. Students must be present. No make-up exam will be scheduled. Any student arriving after the exam has started will not be allowed entrance and will receive a grade of “F.” Extenuating circumstances will be considered.

A comprehensive HESI EXIT Exam will be given at the completion of each course. Students must achieve a grade of “C” or higher to be eligible to take the HESI exit exam. Students are allowed 2 attempts to pass each HESI course exam and must achieve 90% probability or higher on the HESI exit exam. 90% probability or higher is a good indication of NCLEX-PN success. The grade is pass or fail.

Students earning a marginal passing score on the Comprehensive HESI Exit Exam are required to take the NCLEX - PN Review course before sitting for the NCLEX-PN. Students will incur a cost of \$500.00 for course and \$25.00 for books.

Students in BNATP and Phlebotomy will each receive a Comprehensive Final exam with an accompanying skills evaluation review.

## **FSTE STUDENT CODE OF CONDUCT**

Students of First Step to Excellence Health Care Training Academy, Ltd. are expected to demonstrate qualities of morality honesty, civility, honor, and respect. Safe behavior is expected in the classroom, laboratory, computer lab and clinical setting. Any actions or lack of action which threaten fellow students, instructors, and FSTE staff members’ physical or emotional well-being will result in the student being dismissed from the program. Behavior which violates standards set forth by FSTE, which may require disciplinary intervention, including expulsion from the program the list includes, but is not limited to but not all inclusive:

- Breach of Academic Integrity – Dishonesty-Integrity is a core principle in nursing that must be strictly followed. Academic Integrity includes but is not limited to cheating, plagiarism, falsifying and any act designed to give an unfair academic advantage to the student. If a student violates the code of academic integrity, the student will be informed, and a review of the allegations will take place and a final decision will be made.
- Cheating,
- Use of any unauthorized assistance, resources, materials electronic/cellular devices with or without photographic capability while taking exams
- Acquisition, without permission, of an exam or other academic material belonging to First Step to Excellence Health Care Training Academy, Ltd
- Plagiarism
- Use of scholarly literary quotes and paraphrases without providing full acknowledgement

- Providing false information to representatives of First Step to Excellence in Health Care Education Inc.
- Forgery – alteration or misuse of any document, record, form, or instrument of identification
- Misuse of lab equipment or altering a fellow student's work
- Physical Intimidation/Abuse
- Verbal abuse, threats
- Intimidation
- Harassment
- Fighting
- Hazing, coercion
- Sexual Harassment
- Unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

- Conduct has the purpose of interfering with an individual’s educational performance or creating an intimidating, hostile or offensive educational environment.
- Conduct violates legal statutes of public decency.
- Attempted or actual theft of and/or damage to property of the school or property of a staff member of FSTE. Do not leave personal items unattended; the school is not responsible for lost or stolen items. The facility encourages students to label personal items.
- Gambling
- Use, possession, or distribution of a narcotic or other chemical substances
- Use, possession, or distribution of alcoholic substances
- Possession of firearms, fireworks, explosives other weapons or dangerous chemicals on school premise
- Smoking -First Step to Excellence Health Care Training Academy, Ltd has a smoke-free facility. Individuals are not allowed to smoke or use any other tobacco products on the premises. Smoking policies of the healthcare facilities are followed for each clinical site.

### **FIREARMS/DEADLY WEAPONS**

It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on FSTEs property or any clinical site used by the academy. Failure to comply will result in immediate dismissal.

### **HONESTY AND EDUCATIONAL ETHICS/PLAGIARISM**

First Step to Excellence (FSTE) requires and demands academic integrity, inclusive of proper acknowledgment of others’ work. Properly recognizing the worth of others through proper referencing and citation is an absolute requirement. Failing to do so will result in disciplinary action inclusive of failing grade for assignment and/or dismissal. Academic Dishonesty includes:

Knowingly attempting to use or using unauthorized material or accessing the answers to examinations or projects to successfully fulfill course or program requirements – cheating.

Falsifying any documents to gain admission.

Students may be subject to the following penalty when non-compliance with any of the above rules of the Student Code of Conduct:

#### **DISCIPLINE and or EXPULSION**

Removal from the institution, including termination of all rights and status as a student without readmission rights. Permanent note of the penalty will be documented on the student’s record and transcript, with reports to appropriate authorities made.



## TRANSPORTATION

Transportation to and from school and cooperating clinical agencies is the responsibility of the student. A problem with transportation is not a valid excuse for tardiness or missing lectures, laboratory and/or clinical sessions. (See Attendance Policy.)

## TAPING/RECORDING

Students may not tape lectures, laboratory, or clinical sessions.

Students may not use, and must silence cell phones, pagers, and refrain from texting. and using other communication devices in All areas: lecture, lab, and clinical sites

## VISITORS

Visitors are not allowed in the classroom, laboratory, or clinical sessions. Children may not accompany students to class, laboratory, or clinical sessions.

## PROFESSIONAL APPEARANCE

Professional appearance includes good grooming and appropriate use of cosmetics and jewelry.

- Uniforms must be cleaned and well maintained.
- Hair is to be worn back and up away from the face, longer hair must be tied back and placed up in a neat manner.
- Hair styles and coloring must be in moderation ( per instructors' discretion)
- No extreme hair coloring (bright reds, blues, yellows)
- No extreme hair styles (extremely long braids)
- Make-up in moderation (NO false eyelashes)
- Natural nails must not extend beyond fingertips. **Artificial nails and nail polish are not permitted.**
- Jewelry is limited to a wedding or simple non-jeweled band (one ring per hand). Two small post earrings or wire hoops less than one-half inch in diameter may be worn (one in each ear). Facial and tongue jewelry not allowed.
- Gum chewing is not permitted in the classroom, lab, or clinical area.
- All body art/tattoos must be covered by a long sleeve shirt and/or a program approved turtleneck worn under student's uniform top.
- Body piercings must be removed (eye, tongue, nose)
- Men must be clean shaven or have short neatly trimmed facial hair.
- Undergarments should not be visible at any time.
- Compliance with the dress code at each clinical/practicum site and lab is required.
- Clothing must be appropriate to size and structure of the wearer (not too tight, or baggy to the teachers' discretion)
- No perfume or cologne

## **FSTE UNIFORM REQUIREMENT**

First Step to Excellence Health Care Training Academy Ltd has instituted the following student dress code to expose students to the best practices and prepare the student to assume his/her role and responsibilities.

**PN** - Teal Blue scrubs (top and bottom) with school patch, white closed toe shoes, and white lab jacket student name badge (monogrammed) to be worn on all Zoom class days and labs.

White slacks: Teal blue top (monogrammed clinical uniform)

- White lab coat
- White closed rubber sole shoes (must be clean, polished, and solid white)
- Blue, black, or white stockings, socks, or knee highs (no anklet socks)
- Watch with a second hand.
- Pen light
- Nursing scissors
- Gait belt
- Dual head stethoscope
- Black Pen/paper
- Student name badge

**BNATP**- Dark Blue scrubs (top and bottom) monogrammed to be worn on all zoom class days and lab days. Cleaned for clinical assignment.

- ALL white closed rubber sole shoes (**toe and heel in – no clogs or heel exposed with strap must be clean, polished, and solid white**) **No designs/coloring.**
- white, or blue stockings or knee-high stockings **NO** anklet socks
- watch with a second hand.
- gait belt
- blood pressure cuff
- dual head stethoscope
- student name badge
- black pen and notepad.
- student name badge

**PHLEBOTOMY** - Black scrubs (top and bottom) monogrammed to be worn on all zoom class days, lab, and externship.

- ALL white closed rubber sole shoes (**toe and heel in – no clogs or heel exposed with strap must be clean, polished, and solid white**) **No designs/coloring.**

- white, or black stockings or knee-high stockings ***NO*** ankle socks
- watch with a second hand.
- black pen and notepad.
- student name badge

## **LABORATORY GUIDELINES**

Students will use the lab to learn and practice clinical skills and proper techniques prior to clinical practice.

Students must demonstrate successful acquisition of skills and have them checked by the instructor in the lab prior to the skill being performed on patients in the clinical area.

All students must be under direct supervision of an instructor.

Lab equipment is not to be handled or used unless directed to do so by instructor.

## **CLINICAL AFFILIATION GUIDELINES**

Students must be prepared for all clinical sessions with the necessary supplies, equipment, and uniform to meet the clinical objective of the day.

- The instructor is responsible for determining the adequacy of a student's preparation. At the discretion of the clinical instructor, a student who is unprepared to assume nursing care may be required to leave the unit. The student will receive an absence for the day.
- Students must conduct themselves in a professional manner.
- Students are expected to abide by all rules and regulations of the affiliating clinical site.
- Students must report to all clinical sessions, including returning from lunch on time.
- Students WILL NOT wear the required white clinical shoes TO clinical site. They WILL don clinical shoes upon arrival and remove them after clinical session.
- Students must always remain on their clinical unit unless given permission by the instructor.
- Students receive one 15-minute break per lecture/lab and a 30-minute lunch break for each 8.0-hour session.
- Students must practice good hygiene, cleanliness, absence of odors, including perfumes, after shave.
- Students must wear knee high, socks or stockings (no bare legs)
- Visible body piercing is prohibited and must be removed.
- Visible tattoos are prohibited and must be covered.

- Hair must be clean, away from face and off shoulders.
- No artificial eyelashes
- No extreme hair coloring (bright red, yellow, blue etc.)
- Nails must be trimmed, no polish.
- **ACRYLIC/GEL NAILS ARE NOT PERMITTED**
- Students must adhere to proper personal hygiene and infection control techniques.
- Students must adhere to Residents Rights and HIPPA regulations.
- Students will not be dismissed early from clinical sessions.
- Students must notify the instructor in the event of an accident or injury.

### **EXTERNSHIP AFFILIATION GUIDELINES**

Students must be prepared for all clinical sessions with the necessary supplies, equipment, and uniform to meet the clinical objective of the day.

- Preceptor/Instructor is responsible for determining the adequacy of a student's preparation. At the discretion of the clinical instructor, a student who is unprepared to assume phlebotomy care may be required to leave the unit. The student will receive an absence for the day.
- Student is responsible for having Externship papers completed daily by Preceptor, including final evaluations of site and instructor.
- The preceptor will provide a final evaluation of the student's performance, deeming them eligible to sit for the NHA exam.
- Students must conduct themselves in a professional manner.
- Students are expected to abide by all rules and regulations of the affiliating externship site.
- Students not prepared for externship experience by either: not following **all** uniform requirements, uniform unclean, will be dismissed from the clinical site.
- A makeup session will be addressed with extenuating circumstances only. Missed externship day equates to failure in the course.
- Students arriving at the extern site more than 15 minutes late will be dismissed. Inclement weather conditions will be taken into consideration.
- Students must report to all externship sessions, including returning from lunch on time.
- Students **WILL NOT** wear the required white clinical shoes **TO** clinical site. They **WILL** don clinical shoes upon arrival and remove them after clinical session.
- Black, white, or nude stockings or knee-high socks (no anklets)
- **NO BARE LEGS**
- Students must remain on their unit at all times unless given permission by the instructor/preceptor.
- Students receive one 15-minute break per lecture/lab and a 30-minute lunch break for each 8.0-hour session.
- Students must practice good hygiene.
- Clean, absence of odors, including perfumes, after shave.
- Visible body piercing is prohibited and must be removed.

- Visible tattoos are prohibited and must be covered.
- Hair must be clean, away from face and off shoulders in a ball, not hanging down the back.
- No extreme hair colors (bright reds, yellow, green etc.)
- No extreme hair styles (extremely long braids, hair)
- Make-up in moderation (NO long eyelashes)
- Nails must be trimmed, neutral polish.
- **ACRYLIC AND/OR GEL NAILS ARE NOT PERMITTED**
- Students must adhere to proper personal hygiene and infection control techniques.
- Students must adhere to Residents Rights and HIPPA regulations.
- Students must adhere to safety measures and phlebotomy manual skills performance .Failure to do so will result in failure of the course.
- Students will not be dismissed early from clinical sessions.
- Students must notify the instructor in the event of an accident or injury.

Note: As determined by the clinical instructor, students must arrange with the instructor for additional supervised practice time to correct repeated deficits in performing courses required clinical skills. Failure to master required phlebotomy performance skills will result in Program failure.

Note: As determined by the clinical instructor, students must arrange with the instructor for additional supervised practice time to correct repeated deficits in performing course required clinical skills.

Independent reading and practice of skills, as well as homework is necessary for adequate preparation and completion of course requirements.

Assignments are to be completed before the corresponding class session. Use of recording devices in lecture sessions is prohibited.

Students receive one 15-minute break per lecture/lab and a 30-minute lunch break for each 8-hour session.

Students are responsible for leaving the classroom/lab clean and orderly at the end of each class/lab session.

Students will not be dismissed early from lecture/lab sessions.

## **ZOOM CLASSROOM ETIQUETTE**

Times for all classes are observed. The Meeting Will be Locked 5 (five) minutes after start time. This is a virtual classroom; therefore, appropriate classroom behavior is expected.

1. Be on Time
2. Set up in as Professional Space as Possible
3. Dress for Success (uniforms are required unless instructors have provided other alternatives)
4. Be Professional and Respectful in Your speech.
5. NO Side conversations
6. **DO NOT RECORD THE MEETING SESSIONS**
7. No Shares screens during sessions
8. Consider using an external mic for the best hearing and speaking capabilities.
9. Keep audio on mute until you want to speak.
10. Make sure your video is on and you are always visible to the instructor. (Students will incur an absence if not visible to the instructor during sessions)

11. If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you have been called on by your instructor.
12. Take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum talking to others in your home, etc.) prior to entering a ZOOM class
13. Remember the Chat box is public, and a record of the chat is kept and archived.

## **FSTE POLICY AND PROCEDURES**

### **SATISFACTORY ACADEMIC PROGRESS (SAP) & INSTITUTIONAL ACADEMIC WARNING AND PROBATION POLICY**

FSTE is required to establish, publish, and apply reasonable standards for measuring whether a student is making Satisfactory Academic Progress (SAP), in their educational course of study. This section is in alignment with Federal Regulations 668.16€; 668.34. Standards for measuring SAP apply to all students. Furthermore, all SAP standards apply to every student enrolled in FSTE courses.

#### **SAP Standards**

Satisfactory Academic Progress (SAP) is determined by two components: (1) Cumulative Grade Point Average (GPA) and (2) Completion Ration (Pace). Both requirements must be met and exceeded to maintain SAP.

#### **Qualitative Standard – GPA (Grade based)**

Students must achieve a minimum cumulative grade point average (GPA) of 78% in all course work at FSTE at each course evaluation.

- Students who fail to earn the necessary cumulative GPA of 78% “C” at the end of the course will be placed on academic probation and must submit an appeal for consideration of a contract to advance to the next course. Upon approval of appeal and signing of academic contract students may advance to the next course and will remain on academic probation until the close of the specific course. The same course may be repeated only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program.
- Cumulative GPA is calculated after 240 clock hours obtained in the PN program. Only clock hours completed at FSTE with a final grade of A through F are included in the GPA calculation. If a failed course is retaken, the later grade will replace the failed grade and factor into the GPA Final grades that fall below the minimum, D are not counted as clock hours completed but will be considered clock hours attempted.
- Students must maintain a GPA that meets or exceeds FSTE standards. Students who fail to meet GPA requirements also fail to meet SAP requirements and will be denied Federal Student Aid
- Students on academic probation will have until the end of the following course to remove their probationary status, or they will be dismissed from the program. If the contract requirements are not met, the student may be dismissed at any time regardless of the academic progress being made. Following academic dismissal, a student may be readmitted based on the following:

- The student may repeat courses as mandated by the readmissions policy.
- Work closely with instructor as outlined in the plan of action to improve his or her academic performance.

### **Quantitative Standard – Pace of progression (Time Based)**

FSTE Health Care Training Academy requires students to attend at least 90% of all clock hours in each payment period. Measurements will be determined at mid-term and final grading process. All program requirements must be completed within a period of 1.5 times the normal program length as measured in calendar time. The PN program is a 1080 clock hour course and may be completed within 1.5 years. Time spent on an approved leave of absence is not counted against the maximum period. Students exceeding the maximum period will be administratively withdrawn.

FSTE is required to establish, publish, and apply reasonable standards for measuring whether a student is making Satisfactory Academic Progress (SAP). SAP standards apply to all students enrolled in FSTE courses. During an evaluation where a student has failed to meet SAP, they will qualify for a “warning” semester during which they may retain eligibility to receive financial assistance. Students who lose their financial assistance may appeal the loss provided there are extenuating circumstances that inhibited their academic progress (e.g., student illness, injury, death of a relative.)

### **Maximum Time of Completion**

Based on FSTE attendance policy 90%, the maximum period for completion of the PN program is 111%, or 66 weeks for completion. A student who exceeds 66 weeks to complete the program loses Title IV eligibility, unless he/she successfully appeals.

### **Withdrawal from Courses**

Impact on GPA:

- A grade of W (Withdrawn) is not calculated into your GPA.
- A grade of WF (Withdrawal Failure) posted mid-term is calculated into our GPA as an F

Impact on pace

- Courses with both W and WF count towards the Maximum Time of Completion

### **Incomplete Coursework**

Impact on GPA:

- A grade of Incomplete (I) does not affect your GPA until the final grade is assigned.
- Courses not completed by the established deadline will have an official grade of F.

### **Failed courses**

### Impact on GPA

- Grades of D and F are failing grades and are calculated into your GPA.

### Impact on Pace:

- Courses with grades D and F count towards the Maximum Time of Completion

### **Repeated Course**

FSTE Satisfactory Progress Policy establishes that a student under normal circumstances shall be allowed to repeat the same course only once. If a passing grade is not achieved on the second attempt, the student will be dismissed from the program. No more than two (2) may be repeated. Under certain documented circumstances a student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the Program Director in writing. The program Director will meet with the student and decide whether a third and final attempt is warranted, and the administrative team will make the final decision. Students who fail a third course will be dismissed from the program. If a student fails to successfully complete a second attempt at a course, the student's training is terminated.

Students shall have 36 months from the initial date of enrollment to successfully complete all required course work for the PN program. Students who do not complete the required course work within the allotted completion timeframe will be terminated from the program. Students will receive individual career counseling from FSTE faculty. Students may repeat no more than two (2) courses, the same course may only be repeated once (1).

### Impact on GPA

- On GPA a repeated course grade, which replaces the grade of the previously failed course is recognized by FSTE.

### Impact on Pace

- Repeated coursework grade is counted towards the Maximum Time completion.

### **Withdrawal**

The student requests a "W" due to unforeseen circumstances. The student must officially withdraw from a course prior to the published last day to drop classes to avoid a financial penalty. The W has no academic standing and does not impact the student's grade point average. Failure to withdraw from a class or program may result in a grade of "F" being assigned to the student's permanent transcript.

## Withdrawal Failure

Withdrawal Failure (WF) is a grading alternative which becomes a permanent part of the student's record. The WF indicates the student has withdrawn from a class after the academic penalty deadline. The WF may not be changed to a grade and does not count in the computation of the student's grade point average. Students who have never or ceased to attend any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm.

1. Within the first week of class, you may drop the class without penalty.
2. Beginning Monday, the second week of class and up to 5pm, Obtain, document notice to withdraw from class. There is no refund of tuition and/or fees.
3. Failing a course – you may not be permitted to withdraw. See the CEO if you have questions.

## Incomplete

An "I" indicates a temporary grade. An incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work *before the end of the next regular term*. If the incomplete grade is not addressed with the appropriate period, the grade will revert to an "F." The "I" has no academic standing and does not impact the student's grade point average.

## Course Repetitions

Students may repeat only one (1) nursing (LPN) course in the entirety of their program. Students may apply and be considered for readmission to the nursing program when they have not shown evidence of progression in the nursing program and/or not maintained the status of an FSTE nursing student. Students wanting to repeat a specific course must have permission from the Manager of Education. Any classes that must be repeated will **NOT BE** eligible for federal financial aid. There is a fee associated with all courses needing to be repeated. To be considered for readmission the student must:

- Have completed at least one Practical Nurse course with a grade of C or better.
- Have met the current Practical Nursing Program admission standards completed/met all prerequisites and met all current student admission procedures.
- Obtain permission to reapply, and submit a document to the CEO and/or Education Manager
- If a student is out of a clinical component course for two consecutive semesters and is seeking readmission into semester other than the beginning or the program, then successful completion of skills proficiency is required. It will be the students' responsibility to schedule.

## **Appeal Process**

The student may submit a written appeal of his/her dismissal within five (5) calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Coordinator or Manager of Education. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. FSTE designees will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status. The student will be sent the written decision within ten (10) days of receipt of the appeal. The decision from FSTE officials is final.

Students reinstated upon appeal are on an academic probationary status for the next evaluation period. The student must meet the terms and conditions identified by the Manager of Education or School Coordinator. The progress monitored and the student may remain on probation until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status.

### **Time Frames for Completion**

All program requirements must be completed within a time frame of 1.5 times the normal program length, as measured in calendar time. The Practical Nurse program at FSTE is 1 year in length, must be completed within 1 ½ years. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

### **Completion of an Incomplete Course**

An “I” is a temporary grade indicating completion of most, but not all, of the requirements of the course or program due to circumstances beyond the control of the student. An incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work *before the end of the next regular term*. If the incomplete is not addressed within the appropriate time limits the grade will automatically become an F. The “I” has no academic standing and does not impact the student's grade point average.

## **INTENT TO DISMISS-ACADEMIC DISMISSAL FROM A PROGRAM**

When the student's performance falls below the standards and shows no improvement and/or the faculty trust in the student is broken by a severe breach, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum documentation of past performance, what the student has done/not done and the severity of the infraction.

Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, and non-compliance with clinical, course or program policies, academic dishonesty, plagiarism, professionalism, and patient safety.

An interim suspension does not lead to dismissal in every situation. Interim suspension can be used pending the outcome of an investigation.

Chain of command:

- Course lecture, lab, or clinical faculty
- Course coordinator (Theory or Clinical coordinator)
- Education Manager
- CEO

## **REMEDIATION PROGRAMS**

### **REMEDIATION POLICY - FSTE STUDENT SUCCESS MODEL**

#### **BEING ABOUT THE BUSINESS OF SUCCESS (B.A.B.S.) PERFORMANCE**

Faculty, administration, and support staff are dedicated to your success. We are committed and we are here to support you to the successful completion of our certification programs and assist, as desired, in your personal endeavors to attain a higher health care professional degree. FSTE utilizes a remediation program entitled: “The BABS model” (Being about the Business of Success.). This BABS model is an intervention designed to remediate observed in theory and or clinical settings. BABS remediation is specific to BNATP and Phlebotomy students. The process has been incorporated in the HESI remediation protocol for Practical Nurse Students.

The model focuses on “early” identification of knowledge deficits and learning needs which may adversely affect desired program outcomes. Interventions designed to underscore your success may include, but are not limited to:

- Early assessment of learning styles of students, and/or areas of needed improvement
- Timely review of quizzes and exams to enhance content comprehension.
- Mid-term review sessions
- Summative skills lab sessions to focus students on specific practice needs.
- Comprehensive course review to prepare students to take the Certification exam.

The model involves three important intellectual capacities.

- Analysis (breaking down to understand)
- Synthesis (collating and combining information to decide)
- Application (taking information and applying to specific situation)

#### **Procedures:**

- Theory and or clinical faculty member identifies students’ theory and or clinical deficiencies.
- The faculty member meets with students to discuss students’ theory and or clinical performance.
- Both faculty and student document agreed upon plan of correction which identifies specific learning activities/skills/strategies to correct documented deficiencies as well as time frame allotted
- The remediation plan is submitted to the Director of Training.
- Director Training meets with students to discuss remediation plan and the consequences of failure if terms of plan are not followed.
- Remediation plan will be maintained in the students’ academic record.

FSTE believes learning occurs in an environment where faculty and students work together for a comprehensive learning experience which prepares students for the critical role, they will play in the health care arena. The active learning process facilitated at First Step to Excellence Health Care Training Academy, Ltd., is designed to prepare students for a successful future in health care.

## **HESI REMEDIATION POLICY**

FSTE has adopted the EVOLVE/HESI Assessment program for standardized testing and remediation throughout the curriculum. Required assessments are used to determine the needs of students and where to focus teaching and learning efforts. The HESI remediation process is specific to PN students enrolled in FSTE. The process/procedure is similar to BABS the content is specific to courses outlined in the PN program.

All students are required to remediate after each HESI exam. Version 1 – Students will be required to remediate 50 items and submit before Version 2 remediation. This applies to the following **HESI exams**: Pharmacology, Fundamentals, Medical Surgical Nursing Pediatrics, Mental Health, Community, Management, Obstetrics, and the HESI exit EXAM. Instructors will identify and notify students of the dates for remediation.

Version 2 – Students using the HESI generated individualized remediation plan. Students are required to remediate 100 items.

Steps to remediation

- a. Click on each item in their plan.
- b. Read the material.
- c. Highlight points or key terms.
- d. Must remediate 100 no duplicated items from your remediation plan.
- e. Write 2-3 takeaway points for each item.
- f. Email their remediation plan to their instructor.

Remediate Tests with Grades less than 78%

As you are aware, FSTEs' testing policy states "all students must achieve a minimum of 78% test/grade average. If students fail to achieve the minimum test/grade average the final course grade will be calculated based on the test score average.

Any student who achieves less than 78% on ANY exam is required to meet with the faculty member one – on – one prior to the next scheduled exam. This mandatory meeting provides the student the opportunity for individual test analysis as well as recommendations for student strategies and test success. (\*See HESI remediation policy appendix)

## **STUDENTS' RIGHT TO CANCEL CANCELLATION POLICY**

Students have the right to cancel the initial Enrollment Agreement until midnight of the fifth business day after the student has been accepted for admission. If the right to cancel is not given to students at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date, the \$100.00 registration fee in non-refundable: except in the case of class cancellation by FSTE. Cancellation must be in writing and submitted to a designee of FSTE.

## **REFUND POLICY**

When a student gives notice of cancellation, FSTE will provide a refund in the amount of at least the following:

- 1). Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and or tuition paid.
- 2). When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all registration fees, tuition, and any other charges shall be refunded to the student
- 3). When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee which may not exceed \$100.00 or 50% of the cost of tuition, whichever is less.
- 5). When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course instruction, the school may retain the application/registration fee, an amount not to exceed 10% of the unearned tuition and other instructional charges or \$100.00 whichever is less.
- 6). When a student has completed in excess of 5% of the course of instruction the school may retain the application/registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies: (s) FSTE will retain an amount computed pro rata by days in class plus 10% of unearned tuition up to completion of 50% of the course of instruction. When the student has completed more than 50% of the course of instruction, the school will retain the application/registration fee and the entire tuition and other charges.
- 7). The refund policy for short courses up to 20 clock hours shall refund pro rata up to 50% completion of the course. (a). A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
- 8). Deposits or down payments shall become part of the tuition.
- 9). All student refunds to students shall be made by the school within 30 calendar days from the date of determination that the student is no longer enrolled in the program.
- 10). Students may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.
- 11). Schools may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this section, that refund policy must be filed with the Superintendent.
- 12). FSTE will refund any book and materials fees when: (s) the book and materials are returned to the school unmarked and if a media package is included, the media package has not been opened or removed; and (b) the student has provided the school with a notice of cancellation.
- 13). FSTE will refund all monies paid to it in any of the following circumstances: (s) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin: (b) the school cancels or discontinues the course of instruction in which

the student has enrolled: or (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

## **NEW STUDENT AND RETURNING STUDENT ORIENTATION**

All students entering or returning to FSTE are required to attend a mandatory orientation session before classes resume. Course specific information is provided to students and the registration process is confirmed. Unpaid tuition, deposits and fees are collected, student handbook, syllabus, calendar is distributed and discussed for clarity. Students must complete their respective program within 150% of their allotted time frame. Returning students will not be permitted to register until all outstanding financial obligations from the previous course(s) are paid in full.

FSTE requires all students to complete a payment plan for “each” course. Payment plan documents are available and will be distributed to each student upon registration. Any financial questions or concerns about payment schedules, payment options or balances should be directed to the Registrars’ office. FSTE reserves the right to change, without prior notice, any of the following tuition fees. The tuition and fees listed in this booklet are reflective of 2023 school year.

## **ATTENDANCE POLICY/PROCEDURE**

Students must have acceptable attendance for each payment period. Students must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period. Withdrawal from a course does not eliminate the satisfactory academic progress requirements. At the end of the first payment period, students must be making satisfactory progress for previous course work to receive further assistance.

Satisfactory progress is monitored upon completion of each evaluation using progress reports obtained from the student’s instructor. Students enrolled full time in a 1080-hour program will have a progress report upon completion of the first 494 hours. The second progress report will be made upon completion of the last 344 hours in the program. Students with previous course work at FSTE must have maintained satisfactory progress for that previous course work to receive initial or further assistance. For a period of non-enrollment, progress will be assessed at the point where attendance starts again.

Attendance is tracked at every lecture and clinical course by the instructor. Cumulative attendance information is contained on the course progress report and provided to all students by mid-term and final grade report. If you do not agree with any of the attendance data, you must submit a written appeal to the School Coordinator within one week of the progress report distribution. At the end of the week after progress report distribution the course attendance data becomes permanent and can no longer be challenged.

- **Lecture Attendance:** The expectations are that students will attend all lecture sessions. The student is responsible for obtaining notes and/or handouts issued during a class session absence.

- Students are expected to arrange to take missed quizzes with the course instructor. Missed quizzes must be taken before the next scheduled quiz.
- ALL content classes scheduled Must be attended Prior to participation in clinical rotation.
- Clinical Attendance-attendance is mandatory for all clinical hours. Any absence may jeopardize successful achievement; therefore, consequences of any absences will be determined at the time of occurrence.
- Late arrival or leaving early from the clinical experience may result in a student conference or place the student at risk for failing to achieve the course competencies.
- A student may be dismissed for the day from the clinical site for late arrivals, however, adverse weather conditions will be taken into consideration.
- Emergency circumstances are individually evaluated by the instructor in consultation with the Administrator and/or Education Manager.

To report an absence from a clinical session, the student **MUST** notify his/her instructor at least 30 minutes before the clinical session.

#### **MAKE-UP HOURS**

Make-up hours must be pre-arranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities on campus will count as make-up hours.

- Missed clinical days, however not excusable, however extenuating circumstances will be considered. Missed clinical days must be made up in the clinical area; any clinical absences may lead to “Unsatisfactory” in clinical and failure of the attached course to the clinical rotation.
- Missed clinical days (without extenuating circumstances) result in an automatic failure for the course, regardless of passing Theory grade.
- If an absence occurs, it is the responsibility of the student to contact the School Coordinator to determine if a make-up session is available.
- Make-up hours must be pre-arranged with the instructor, confirmed with the Education Coordinator/CEO, and must be completed outside of normally scheduled class schedule times. Only time spent on instructor-approved activities on-site at FSTE’s lab room make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments.
- The student will be required to pay \$50.00 for each missed clinical/exam.
- Students may not advance to the next scheduled exam until the missed exam has been taken.

Note: If a student is absent from clinical and/or laboratory experience training a make-up may or may not be available. Make-up sessions will be arranged based on **validity**, **circumstances**, and **availability** as determined by the instructor, Clinical Coordinator and Education Manager/CEO.

Attendance at any Scheduled make-up sessions is **MANDATORY**. Verification of absences may be requested: (doctor's statement, emergency room report, jury summons, etc.).

### **CONSECUTIVE ABSENCES**

After **2 absences** (theory) (8) hours, the student will receive a **verbal warning**.

After **3 absences** (theory) (12) hours, the student will receive a **written warning**.

After **4 absences** (theory) (16) hours, the student will **fail the course**.

Lab Attendance – **attendance is mandatory for all laboratory hours**.

If students cannot attend class/clinical, it is the responsibility of the student to contact the school 30 minutes prior to the start time at the designated telephone contact number. Make-up sessions in the laboratory/clinical settings will be at the discretion of the Instructor and Program Director/Administrator.

### **TARDINESS AND EARLY DEPARTURE**

Students will receive a tardy if he or she enters a lecture, lab or clinical site after instruction has begun. Tardiness of more than **30 minutes will be considered an Absence**. In addition, a student who leaves class early will be considered tardy. **Three tardy notations will qualify as an "absence."** Refer to attendance policy.

Students are expected to be on time and in attendance for all class sessions. Arriving late to class creates a disruption for the instructor and colleagues. If a student leaves before the class is dismissed an "Early Departure" will be recorded. The course identifies the required hours the student must achieve, penalties for the non-attendance or deficient hours will be imposed.

### **ATTENDANCE PROBATION**

Students who do not meet the minimum standards for attendance (**at least 90% at the end of the course/program**); students will be placed on Attendance Probation and must make up missed hours. Students must be making progress toward meeting the 90% minimum attendance standard. Failure to do so may result in termination from the school.

### **DISMISSAL**

Any student dismissed for attendance related reasons; consecutive absences, failure to maintain the minimum required attendance, excessive tardiness or early departures, failure to return from an approved leave of absence; may restart classes in the next scheduled program pending seat availability only with the written authorization of the Education Coordinator.

### **WITHDRAWAL PROCEDURE**

Withdrawal procedure for students attending First Step to Excellence Health Care Training Academy, Ltd, is initiated by the student submitting a written notification to withdraw (form may be obtained from FSTE) A refund, if applicable will be calculated and returned within 30 days from date of the written notice of withdrawal. Please refer to the Cancellation and Refund Policy.

## READMISSION POLICY

Must meet the following criteria:

- Students may request readmission to the PN program twice. Students who earn a grade below 78% “C” or withdraw from any course may request readmission to that course.
- The same course may be repeated only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program.
- No more than two courses may be repeated. Students who fail a third course will be dismissed from the program.
- Enrollment must take place the next time a course is offered, based on the availability of space in the course (Priority placement will be given to students progressing in the program as scheduled)
- Readmission is contingent upon space and availability of the class.
- A written letter of request for Readmission must be submitted to the Program Director, within thirty days (30) of the exit.
- A plan of action (POA) addressing the issues which lead to withdrawal/dismissal from the program and actions to be implemented to resolve the issues responsible for exiting the program must accompany the request.
- The submission for readmission will be reviewed by the Admissions Team and a decision rendered.
- Incomplete submissions will not be considered.
- Students shall have 24 months from the initial date of enrollment to successfully complete all required course work/educational objective of the Practical Nurse Program.
  - Students receiving federal (Title IV) financial aid may lose eligibility after the maximum time frame for completion has been received. See Satisfactory Academic Progress Policy
  - Students who have been inactive for two years or more from FSTE must complete a new Application for Admission with the \$100.00 Non-refundable registration fee. Students will be evaluated and readmitted depending on availability of seats or clinical spaces after currently enrolled students have been placed. Returning students will follow the current Handbook requirements.
  - Students requesting readmission for failure of any nursing course (below a grade of “C”), must retake the course that resulted in the failure before registering and/or taking other nursing courses. Students are allowed a total of two course failures. Students will be dismissed from the nursing program after the second course failure. Students will not be eligible for readmission to the nursing program at FSTE.

## **COURSE CANCELLATION**

- ✓ FSTE administration reserves the right to cancel any course that does not have sufficient enrollment. In the event a course does not receive sufficient enrollment of students to facilitate an ongoing learning context. Students will be notified of cancellation in a timely fashion. Alternative avenues will be discussed to assist students in completing program requirements.

## **EXPECTANT MOTHER POLICY**

Students who are pregnant or become pregnant during the duration of the course must provide written clearance from their physician. Information must be disclosed to the school due to the nature of the training preparation of the program. The ability to perform strenuous activities during theory, laboratory or clinical session is required. The student bears the responsibility for their own welfare and that of their child. The school and/or clinical site will not hold any liability for non-disclosure, negligence regarding pregnancy or the state of health. The student must provide written documentation from the attending physician waiving any physical restrictions.

A written statement submitted to the Program Coordinator from his/her Primary Care physician noting the student has the physical ability to perform the required lab and clinical skills.

## **POLICY TECHNOLOGY/HARDWARE RESOURCES**

FSTE offers a computer lab and provides on-site Wi-Fi (Internet) for all registered students for information gathering, course registration and inquiries. No specific individual student accounts will be provided for internet access. FSTE students are encouraged to use the Internet to further academic achievements. This service is provided primarily for the purpose of conducting effective educational interactions and must comply with all federal and state laws. Unacceptable use of Internet includes:

- The Internet must not be used for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, solicitation, computer tampering (spreading viruses)

## **DISCRIMINATION AND HARASSMENT**

First Step to Excellence Health Care Training Academy, Ltd is committed to ensuring students will have a learning environment free from harassment and discrimination, thus facilitating growth and development in preparation for work in the health care profession. In accordance with the statutory provisions included in Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Education Amendments; the Rehabilitation Act of 1973; Section 188 of the Workforce Innovation and Opportunity Act (WIOA); and all other applicable federal and state laws, it is the policy of First Step to Excellence Health Care Training Academy, Ltd; to not discriminate on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in any of its educational programs, activities or employment policies. FSTE supports an environment free from sexual and other discriminatory harassment. Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, and national origin. Infringement of this policy will result in discipline up to and including discharge from the academy. Actions may include: (list is not all inclusive)

- Offensive sexual flirtations
- Verbal abuse of a sexual nature
- Graphic degrading verbal comments
- Displaying sexually suggestive paraphernalia

## **HIPPA PRIVACY RULE**

The Health Insurance Portability and Accountability Act (HIPPA) was enacted by Congress in 1996 and finalized in August 2002. The Privacy Rule establishes national standards for the protection of certain information. The HIPPA Privacy Rule does the following:

Impose restrictions on the use and disclosure of personal information.

Gives patients greater access to their medical records.

Gives patients greater protection of their medical records.

Primary focus of the Privacy Rule is to assure that individuals health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well – being. The Privacy rule applies to healthcare providers, health plans, or healthcare clearinghouses. These are called “covered entities.” A “covered entity” may not use or disclose protected health information, except either (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual's personal representative) authorizes in writing.

## **SUBSTANCE ABUSE POLICY**

Pursuant to Drug – Free schools and Communities Act of 1989; Drug Free Workplace Act of 1988, FSTE is a Drug-Free environment and prohibits the possession, consumption and/or distribution or sale of drugs or alcohol on school property. Violation of the policy set forth by FSTE will result in disciplinary action against students and/or faculty which may include disciplinary action, criminal prosecution, and dismissal from FSTE academy.

Admission requirements require students to have a five-panel drug screen before acceptance to FSTE. Release forms must be signed to have results sent to FSTE school coordinator. Certain clinical facilities may require mandatory drug testing for students assigned to their site prior to educational experience. “For cause” screenings may be required to continue educational advancements at the academy.

The conduct standard for HealthCare Professionals and students are higher than those of the ordinary student or citizen because of their inherent responsibilities assumed by their role with patients and the trust the public places on their profession to do no harm.

All students enrolled at FSTE health professions courses, which have a clinical contract requiring drug and background must be processed through clinical clearance and compliance through health record, drug screen and background check.

If a student tests positive, secondary, or confirmatory testing will be performed. If a positive test is confirmed without credible explanation students **will not** be permitted to participate in the clinical experience, which will jeopardize successful completion of training programs. Students who test positive for drugs will not be admitted to assigned clinical facility or if enrolled in courses, will be required to withdraw, and apply for readmission once appropriate documentation is provided. All costs incurred for drug testing and/or treatment are the responsibility of the student. Students are required to comply with all drug testing requirements and policies.

## **GRIEVANCE POLICY**

Grievances from student/faculty and or instructor are managed by the following established protocol: may follow either an informal or formal procedure without fear of recrimination.

Student Hearing and Due Process:

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of expectations
- Include Essential Qualifications in the student handbook and the process and process for program probation, clinical supervision, and program dismissal in the handbook. The handbook for all health professional courses is located on EVOLVE.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give and take face to face meeting with the faculty decision maker after every noted instance.
- When reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient's rights, safety, or egregious violation of professional standards.
- If performance is not according too standard or falls below expectations, the faculty may recommend dismissal.
  - Step 1. Student/faculty member should first attempt to resolve the situation by contacting the schools Coordinator.
  - Step 2. If the manner is still unresolved, the student or faculty member may speak with the Chief Executive Officer of First Step and file a formal grievance.
  - A written complaint must be filed within fifteen (15) days of the alleged incident of discrimination or harassment.
  - Complaints must be signed.
  - State in detail the time, place, pertinent fact, and circumstances of alleged discrimination and/or harassment

Include witnesses in applicable.

A hearing committee will be established consisting of one faculty member, one student and one Administrator/Director to hear student(s) and address concerns. If more than one student/faculty member makes a grievance relative to the same issue, the group will appoint one representative as the spokesperson.

During the grievance hearing, if no resolve has been established the student/faculty member has the right to:

Appeal to Chief Executive officer within 2 days of grievance hearing

The Chief Executive Officer of FSTE will investigate, including face-to-face interviews to rectify the concern within 10 days of receipt of the formal documented complaint.

If a student feels his/her rights have been violated in keeping with Illinois Board of Higher Education Private Business and Vocational Schools: Notice to Students, Section 7(9), and (P.A. 85-1382). Students must submit their complaints via the IBHE complaint link on the website. [www.complaints.ibhe.org](http://www.complaints.ibhe.org).

**Illinois Board of Higher Education:  
Private Business and Vocational Schools  
1 N. Old State Capital Plaza Suite 333  
Springfield, Illinois 62701**

**BLOOD BORNE PATHOGEN EXPOSURE POLICY**

In the event a student or faculty member is exposed to blood or bodily fluids in a clinical session the Exposure Policy must be followed:

Student will immediately report exposure to instructor, who will provide information to clinical site.

Thoroughly clean the area with soap and water, for eye splashes, flush area with water (if not contraindicated)

Report to the nearest emergency room for first aid and baseline testing \* Note: all health care provided to students as a result of exposure will be at the students' expense.

Students will adhere to individual health care providers' discharge instructions and follow up.

Students and faculty members will follow the individual facility's blood borne pathogen protocol.

Complete incident report for affiliating clinical facility as well as documentation to FSTE.

**EMERGENCY NEEDLESTICK INFORMATION** refer to Blood Borne Pathogen Policy

If you or students experience a needle stick or sharps injury or are exposed to blood or other body fluid of a patient during a clinical experience, immediately:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth skin with water
- Irrigate eyes with clean water, saline or sterile irrigates.
- Report the incident to facility charge nurse and your supervisor.
- Immediately seek medical attention (if applicable)
- Only Sharps (needles, syringes, with needles and lances with safety engaged are to be placed in the red sharps containers)
- Glass vials and ampoules must be placed in the container labeled Ampules and Vials; they are NOT to be placed in the Red Sharps Container
- Simulated blood in blood collection tubes should be treated as real labs. They should be labeled and placed in Lab transport bag (INFECTIOUS CONTROL BAG RED)
- Cotton balls, alcohol pads, gloves used for real finger sticks, simulated medication patches, bandages, or band aid of any kind with actual or fake blood fluids must be placed in Red Biohazard bags. Gloves, gowns, and other PPE worn during simulated patient care must be in Red Biohazard bags if they encounter simulated blood products.

## **TERMINATION POLICY**

Nursing students have a moral and ethical obligation to the nursing profession, patients and residents, instructors, and peers, FSTE clinical support staff, and him/herself. The faculty reserves the right to request termination of a student's enrollment in a course and/or the Nursing program if the student demonstrates evidence of failure to adjust to the expected role of a nursing student by failing to meet the expected level of achievement, professional behavior, policies of the school and/or program, or failure to demonstrate safe practices in the care of the patients/residents.

## **UNIFORM POLICY**

All students are required to always wear "scrubs" while on FSTE campus site and/or on ZOOM class session, during clinical and other school related excursions. Any student found non-compliant will be asked to leave the campus, clinical and all other school activities, **NO EXCEPTIONS.**

## **CLINICAL COMPLIANCE POLICY**

Each student must submit a complete Health and Immunization Record form to FSTE. The record must be completed by a medical doctor, or a nurse practitioner licensed to practice in the state of Illinois.

A grade of Satisfactory is required on all clinical skill objectives and specific clinical requirements as designated in the course syllabus. An Unsatisfactory clinical grade will result in a program grade of "F" regardless of the theory grade. An unsatisfactory evaluation includes but is not limited to failure to meet required objectives, acts that jeopardize client safety, failure to correct identified errors or "unsatisfactory" performance within a designated time period.

All students must maintain client rights, confidentiality, and safety. Students must conduct themselves in a professional manner. Students are expected to abide by all rules and regulations of assigned clinical sites. ***Students are not allowed on the nursing units without their clinical instructor.*** Breaks and lunch breaks will coincide with the clinical instructor. The instructor must be notified if a student plans to leave the nursing unit.

Controlled substances and over the counter drugs are prohibited. Students are not allowed to bring or possess controlled substances or over the counter drugs in the classroom, laboratory, or clinical setting. ***Students are not to be under the influence of any drug. Students in violation of this policy will be immediately dismissed from the program.***

Students are responsible to be prepared for clinical experiences and providing quality care for his/her assigned patient(s). The clinical instructor is responsible for determining the adequacy of a student's preparedness. At the discretion of the clinical instructor, a student who is not prepared to assume the nursing care of his/her assigned patient(s) may be required to leave the clinical area. The student will receive an absence for the day.

A student may be asked to temporally leave the laboratory or clinical area by the clinical instructor who determines that the student's presence will endanger the physical or psychological well-being of the client, classmates, clinical staff and/or faculty. The student will be scheduled for a conference with the instructor and the Education Manager to clarify and resolve identified concerns. In the event of an accident or injury, the student must inform the instructor immediately. It is mandatory that any student who has been injured or exposed to communicable diseases receive medical attention. The student is responsible for all costs incurred for any emergency care.

## **LABORATORY POLICY**

Students will use the lab to learn and practice clinical skills and proper techniques prior to clinical practice. Students must successfully demonstrate skills and have them checked off by the instructor prior to the skill being performed on the patients in the clinical area. All students must be under the direct supervision of an instructor. Lab equipment is not to be used unless authorized by an instructor. Simulated practice sharps are to be discarded in the designated red sharps containers. Needles are not to be recapped after use or before discarding in red sharps containers.

## **PRACTICAL NURSE GRADUATION REQUIREMENTS**

The student who completes the program will receive a Certificate in Practical Nursing and is eligible to apply for licensure as a practical nurse. The practical nursing program graduate is prepared to assist in providing, managing, and guiding the care of clients across the lifespan. In this practice the graduate provides teaching and referrals to assist those needing information and support to maintain/attain a realistic level of wellness. The nursing process forms the basis for these actions to provide holistic nursing care to a diverse population of clients in a variety of community-based, community-focused health care systems.

It is the students' responsibility to be familiar with the Nurse Practice Act:

<http://www.ilga.gov/commission/icar/admincode/068/06801300sections.html>

### **Illinois Board of Nursing Licensing Exam Information**

The nursing graduate who receives a Certificate of Practical Nursing is eligible to write the National Council Licensure Examination-Practical Nursing (NCLEX) for licensure as a Licensed Practical Nurse.

Students apply to IDFPR to sit for the examination.

Information can be obtained from IDFPR at: <http://www.idfpr.com/profs/nursing.asp>

Students are responsible for their application fee, the exam fee, and the fingerprint background check fee.

A felony conviction or chronic diseases that interfere with the ability to practice may prohibit a nursing graduate from obtaining a license.

## **PETITION TO GRADUATE**

Students will complete the admissions form, Petition to Graduate at the start of the last semester of the program. It is the student's responsibility to report any deficiencies to the Education Coordinator and/or CEO.

## **PROGRAM PINNING AND RECOGNITION CEREMONY**

Practical Nursing students that have completed graduation requirements will have the opportunity to participate in a Pinning Ceremony. The Pinning ceremony will be held on a mutually agreed upon date and the student's attendance is optional.

Students who successfully complete all required courses, achieve the required individual Percentile Rank Program on HESI exams, attended at least 90% of the scheduled class hours on a cumulative basis during each evaluation period and display nursing competence will receive the certificate of completion from First Step to Excellence Health Care Training Academy. Students will not be allowed to graduate until the graduation fee is paid and all outstanding debts to the school have been satisfied.

National Council Licensure Examination for Practical Nurses (NCLEX-PN) – Upon successful completion of the LPN program, students will be eligible to apply for and take the NCLEX-PN. Application fees are the responsibility of the student and are paid directly to Pearson Vue and Continental Testing Services. FSTE faculty is available to assist students to apply for the NCLEX-PN in the computer lab.

The students APPLICATION FOR LICENSURE AND/OR EXAMINATION will not be signed by the Director of Education or School Coordinator until all graduation requirements have been met. The student is reminded that Application for Licensure and/or Examination requires the following personal history information. If questions 1 through 4 are answered “yes” or question 5 is answered “no”, you may be required to go an additional process/procedure prior to your license being issued by the Illinois Department of Financial and Professional Regulation.

- Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations?) If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from probation/parole officer
- Have you had or do you now have any illness or condition that interferes with your ability to perform the essential functions of your profession, including any illness or condition generally regarded as chronic by the medical community i.e., (a) mental or emotional illness or condition: (b) alcohol or other substance abuse; (c) physical disease or condition, that presently interferes with your ability to practice y our profession? If yes, attach a detailed statement, including an explanation whether you are currently under treatment.
- Have you been denied a professional license or permit, or privilege to take an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
- Have you ever been discharged other than honorably from the armed services or from a city, county state or federal position? If yes, attach a detailed explanation.
- Are you a U.S. citizen or lawfully admitted alien of the United States? Please discuss any concerns with the Education Director of the Practical Nurse Program.

### **Student Right-To-Know**

In compliance with Federal Student Right-to-know (SRK) legislation, the Drug Free Schools and Campus Act and Higher Education Act, and other Federal Regulations regarding consumer information, FSTE provides information to current and prospective students.

Crime Statistics Report/Campus Security Report  
Completion, Graduation/Transfer Rates  
Drug and Alcohol Prevention Information  
Voter Registration Information

### **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

The campus Crime and Awareness and Campus Security Act of 1990, as amended, (known as the “Celery Act”) and the Campus Fire Safety Right to Know act signed into law in 2008 requires

colleges and universities provide timely warnings of crimes that represent a threat to the campus community.

### Crime Prevention Policy

Because crimes are preventable, FSTE encourages students and employees to get involved in protecting themselves and their property as well as taking responsibility for their own safety and for the safety of others. Safety Tips employed by FSTE:

- Drug-alcohol free work and education environment
- Electronic alarm system monitors the entire FSTE facility.
- Student/employee off street parking facilities
- After-hour access to the facility is allowed only by prior arrangement and permission from the Office Manager of FSTE. Students entering the facility after hours must be accompanied by the Office Manager or an approved administrator.

### Reporting a crime

To report a crime to FSTE during business and class hours speak to the Office Manager of FSTE or another administrator. All crimes must be reported to the President of FSTE and local police in a timely fashion.

Campus Crime Statistics

CRIME CATEGORY	2015	2016	2017	2018	2019	2020	2021	2022
MURDER	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0
NON-FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0
THEFT	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0
DRUG ARRESTS	0	0	0	0	0	0	0	0
WEAPONS VIOLATION ARREST	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0

## **COPYRIGHT SECURITY**

Use of FSTE's communication systems to copy, modify or transmit documents, software, information, or other materials protected by copyright, trademark, patent, or trade secrecy laws, without authorization of the owner of such materials is prohibited.

Incorporating materials downloaded from the internet into FSTE's or personal databases, compilation or other works is likely to be a violation of copyright law. The copyright notices on Internet materials should be read carefully and any stated use, restrictions or permissions closely observed.

Copyrighted material without authorization." The only exception is the users' right to make a backup copy for archival purposes (Section 117.)

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

FSTE licenses the use of computer software from a variety of outside companies. FSTE does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

Regarding use on local area networks or on multiple machines, FSTE employees shall use the software only in accordance with the software publisher's license agreement.

FSTE employees learning of any misuse of software or related documentation within the company must notify the President or designated company representative or FSTE's legal counsel immediately.

According to the U.S. Copyright law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. FSTE employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

## **SOFTWARE**

All software used on FSTE's communication systems must be purchased and/or approved for use in writing by FSTE. When software is to be used, the Information Technology Department has sole responsibility for the installation and maintenance of same, as well as all registration and licensing matters and will be the primary contact with the manufacturer or reseller.

FSTE does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 (Section 106) of the U.S. Code state that "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the users' right to make a backup copy for archival purposes (Section 117.)

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## **COURSE DESCRIPTION**

The Practical Nurse Training, Basic Nurse Assistant Training and Phlebotomy Certification program are measured for completion in clock hours. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. All classes are delivered in the Hybrid methodology or blended courses, which includes a replacement of traditional face-to-face instruction with web-based online learning.

### **PRACTICAL NURSE \* All classes are delivered via Hybrid**

098Anatomy & Physiology

099Pharmacology

101 Nursing Fundamentals

102 Adult Health Nursing I-Gerontology Nursing

103 Adult Health Nursing II – Introduction to Medical Surgical Nursing Practice

104 Adult Health Nursing III – Medical Nursing Practice

105 Introduction to Obstetrical Nursing Practice

106 Introduction Pediatric Nursing Practice

107 Introduction Mental Health Nursing Practice

108 Transition to Practice & Licensure Preparation

### **Human Anatomy and Physiology PN098**

**Student - Teacher Ratio Class 20    Clock Hours: 132    Duration 12 weeks**

Prerequisites: None

This course is designed for students who are preparing for a career in a health profession. The course covers all the major body systems and metabolic processes with emphasis on nutrition, fluids and electrolytes, growth and development, tissues, the integumentary, respiratory, cardiovascular, reproductive, urinary, muscular, skeletal, nervous, digestive, and endocrine systems, the effects of aging on human systems and how it relates to nursing. Medical Terminology based on systems is introduced in this course. Anatomy & Physiology is also a synchronous course designed to introduce the language of medical science. Medical Terminology is integrated in the Anatomy & Physiology course with the focus on medical and clinical terminology broadly relating to human anatomy and physiology, basic body systems with an emphasis on terminology relative to diagnosis and pathophysiology. The bases of medical terms will be examined such as prefixes, suffixes; roots combined forms and apply them to body systems.

### **PN: 099: Pharmacology Principles for Nursing Practice**

**Student – Teacher Ratio Class 20**

**Clock Hours 72 Duration 12 weeks**

The Pharmacology Principles for Nursing course is designed to provide Practical Nursing students with requisite knowledge to administer medications under the direction of a Registered Professional Nurse, licensed physician, or licensed dentist. Students will learn concepts of how drugs are absorbed, distributed, metabolized and excreted: patient safety, maximizing a drug's therapeutic effect: indications, normal dosage, therapeutic and adverse effects, potential interactions of drugs commonly administered; procedures of medication administration via: oral topical, subcutaneous, intradermal and intramuscular routes: terminology as it relates to pharmacology; Federal and state laws, classification of drugs; evaluation of patient responses, and Intravenous therapy (IV) as stated in the Illinois Advance Practice and Nurse Practice Act 2008.

### **PN: 101: Fundamentals of Nursing**

**Student – Teacher Ratio Class 20**

**Clock Hours 204 Duration 12 weeks**

Educational Requirements: Proof of completion of a Nursing Assistant Certification by IDPH and CPR

Pre-Requisites: Admission to the Practical Nursing Program

This course introduces the learner to critical thinking/clinical decision making used in nursing. In this course students learn to use critical thinking/clinical decision making that underscores the thinking represented in the nursing process as well as dealing with aspects of the healthcare system for safe practice in the current healthcare environment. Discussing the holistic approach to nursing in cultural physical, social and ethical concerns related to nursing interactions with clients are explored including legal controls affecting practice. The course covers the thinking skills and strategies used by practical nurses that make up the larger concept of critical thinking. This course forms the basis for the thinking processes applied throughout all nursing courses. Course activities are designed to help students develop an understanding of their professional role and its history. The role of the practical nurse in the use of the nursing process is studied and practiced in classrooms, laboratories, and long-term care settings.

### **PN: 102: Intro to Adult Health I/Gerontology Nursing Practice**

**Student - Teacher Ratio Class 20**

**Clock Hours: 204 Duration 6 weeks**

Pre-requisites: NSG (Pharmacology 099) or concurrent with PN 101 with a minimum "C" in both courses and pass all HESI exit exams.

Pre-Requisite: Admission to the Practical Nursing Program and Certified Nurse Assistant (IDPH)

This course will enhance previously acquired skills gained from the Nursing Fundamentals course. The student integrates concepts of the nursing process and critical thinking reasoning and biologic theories of aging, in meeting the basic human needs associated with development and the aging process. The course will address the physiologic, psychosocial, and spiritual needs of the elderly. Pharmacology and nutrition principles are incorporated through the course of study. This course combines classroom and clinical experiences which foster professional growth.

**PN: 103: Adult Health II: Intro to Med/Surg Nursing Practice**

**Student -Teacher Ratio Class 20**

**Clock Hours: 112 Duration: 8 weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS). Pharmacology, or concurrent, PN: 101 (Fundamental) and 102 (Adult Health) with a minimum grade of “C”

This first section of this course builds on concepts obtained from PN 102; students integrate concepts of the nursing process as a problem-solving tool for meeting the basic, psychosocial-cultural, and spiritual needs of the adult client based on body systems. The course will focus on client assessment, common diagnostic laboratory tests performed and pain management for specific disease processes. The course provides students with the knowledge and skills required for the management of common, acute, and chronic, medical, and surgical conditions. Principles of pharmacology as it pertains to medical surgical nursing will also be presented in the course. This class combines both classroom and clinical experience.

### **PN: 104: Adult Health Nursing III Med/Surg**

**Student -Teacher Ratio Class 20**

**Clock Hours 192 Duration: 8 weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPR, CPR (BLS), and PN: 099, PN: 101, 102, and 103, all with a minimum grade of “C” or above.

Adult-Health PN 104 is an 8-week course that is a continuation of Adult-Health PN 103. Student learning Outcomes are expanded in this course, applying the Nursing process with emphasis on core competencies of managing care in emergent and acute care patients, clinical decision making, collaboration, teaching/learning, professional behavior, and legal/ethical aspects of care. This course concentrates on the study in the care of clients with cardiovascular disorders including infectious and inflammatory disorders of the heart and blood vessels; valvular disorders, occlusive disorders of coronary and peripheral blood vessels; cardiac arrhythmias; hypertension; heart failure; and cardiovascular surgery. Respiratory disorders including upper and lower disorders and thoracic surgery are examined. Caring for clients with urinary and renal problems follows this discussion with an emphasis on disorders of the kidneys, ureters, bladder, and urethra. The second part of this course includes care of the patient the neurologic disorders of the central nervous system including cerebrovascular disorders, head and spinal cord trauma and neurological deficits, musculoskeletal system and its disorders including caring for clients with orthopedic and connective tissue disorders. The class combines both classroom and clinical experience.

### **PN: 105: Obstetrical Nursing Practice Maternal/Newborn Nursing Practice**

**Student - Teacher Ratio Class 20**

**Clock Hours: 68 Duration 4 weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), and PN: 099, 101, 102, 103, And 104 all with a minimum of grade “C”

This course applies the nursing process in providing care to childbearing families. Discussion includes history and trends in family-centered childbearing women and newborns. The course will focus on normal and abnormal pregnancy, labor and delivery, the puerperium, and the newborn. Principles of normal growth and development, psychosocial considerations, nutrition, conditions related to the female reproductive and urinary systems, nursing care of the mother and infant through the maternity cycle. Nursing care of women with complications after birth will also be discussed.

### **PN: 106: Pediatric Nursing**

**Student - Teacher Ratio Class 20**

**Clock Hours 68 Duration 4 weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS). PN: 099, 101, 102, 103, 104, 105 all with a minimum grade of “C” and pass all HESI exit exams.

This course incorporates and builds on previous learned concepts for the acquisition and application of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to children. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of children and their families. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

**PN: 107: Introduction to Mental Health Nursing Practice**

**Student - Teacher Ratio Class 20**      **Clock Hours: 68**      **Duration 4 weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), and completion of PN 099, 101, 102, 103, 104, 105, 106, all with a minimum grade of “C” and pass all HESI exit exams.

This course incorporates and builds on previous learned concepts for the acquisition and application of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse patients at various levels of mental health promotion and mental illness management while integrating legal and ethical responsibilities of the Practical Nurse. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in a variety of clinical settings.

Introduction to Mental Health Nursing Practice is designed to provide the student with concepts of mental health and mental illness. Emphasis will be placed on developing skills in therapeutic communication techniques, interpersonal relationships, and assessment of psychosocial needs of the emotionally ill patient. This course combines classroom, laboratory, and clinical experience.

**PN: 108: Transition to Practice and Licensure Preparation**

**Student –Teacher Ratio 20**      **Clock Hours: 72 Duration: 4 Weeks**

Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), Completion of PN: 099, 101, 102, 103, 104, 105, 106, 107, all with a minimum grade of “C” and pass all HESI exams.

Transition to Practice/Licensure Preparation examines trends in nursing in a variety of healthcare settings. The role of the licensed practical nurse in accountability for cost and quality outcomes, responsibility for care across settings, and time management are discussed, emphasizing synthesis of nursing knowledge and critical thinking skills. Communication, employment skills, and computer lab practice for preparation to take the NCLEX-PN are included in the study. Students who successfully complete the required courses and achieve the required minimum grade will receive a FSTE health care academy certificate for completion in Practice and Pharmacology from FSTE. Graduates are eligible to apply and sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN.) A CAPSTONE project is required at the conclusion of PN 108.

**Practical Nurse Program Plan of Study**

<b>TERM I</b>	<b>TERM II</b>	<b>TERM III</b>	<b>TERM IV</b>
<b>Anatomy &amp; Physiology: PN098</b>	<b>Gerontology PN 102</b>	<b>Intro to OB PN105</b>	<b>Intro: Mental Health PN107</b>
<b>Pharmacology PN099</b>	<b>Intro to MS I: PN 103 (IIB)</b>	<b>Intro to Pediatric PN106</b>	<b>Transition to Practice PN108</b>
<b>Fundamentals PN 101</b>	<b>Adult Health PN 104</b>		

**Practical Nurse Training Clock Hour Breakdown – The following courses – must be taken in sequence.**

Course#	Course Name	Theory Hours	Lab Hours	Clinical Hours	Total clock hours	Total # of weeks
#098	Anatomy & Physiology	108	24	0	132	12
PN 099	Pharmacology Principles for Nursing	48	24	0	72	12
PN 101	Nursing fundamentals	108	24	72	204	12
PN 102	Adult Health I:Gerontology	24	12	56	92	6
PN 103	Adult Health II: Intro to Med/Surg Nursing	32	16	64	112	8
PN 104	Adult Health Nursing III: Med/Surg	32	32	128	192	8
PN 105	Intro: Obstetrical Nursing Practice	16	12	40	68	4
PN 106	Intro: Pediatric Nursing Practice	16	12	40	68	4
PN 107	Intro: to Mental Health Nursing Practice	16	12	40	68	4
PN 108	Transition to Practice/Licensure Preparation	16	16	40	72	4
<b>TOTAL</b>	<b>Minimum Requirements for Graduation</b>	<b>416</b>	<b>184</b>	<b>480</b>	<b>1080</b>	<b>74</b>

### **Basic Nurse Assistant Training Program (BNATP)**

This course is designed to prepare individuals to function in the role of nurse assistant in a variety of health care settings. Content includes basic nursing care procedures and skills, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimer’s Disease and related dementias. The course consists of theory instruction in the classroom/lab and clinical experience in a long-term care facility. This course is approved by the Illinois Department of Public Health, and Illinois Board of Higher Education for private and vocational schools. This course fulfills the state mandated meeting requirements.

The Basic Nurse Assistant is an essential part of health care delivery. Basic Nurse Assistant Training education provides an opportunity to improve society’s utilization of the basic nursing skills that will serve communities. We believe certified nursing assistants can improve healthcare outcomes by providing safe, effective, evidence-based, therapeutic, unbiased, and competent care for clients of all ages and stages of life. Basic Nurse Assistants utilize critical thinking skills and are an integral part of the nursing process. Upon completion of the program, the student will have acquired the knowledge and skills to function as a nursing assistant and will be eligible to take the state “Nursing Assistant Certification Exam and become Certified Nursing Assistants.

The Hybrid Basic Nurse Assistant Training Course is 6 weeks in length. Students attend classes via ZOOM, Mondays, and Tuesdays, in person lab on Wednesdays and attend clinical sessions at designated sites. Students will have no less than 2-3 hours of

**6 weeks 120 hours (80 hours' theory + 40 hours Clinical) \*Hybrid Class delivery**

**(Maximum student enrollment =20)**

**Lecture/Lab – DAY SCHEDULE**

Monday, Tuesday, Wednesday 10:00 am -

3:15pm Clinical days/time: Thursday 7:00 – 3:45 pm

**Lecture/Lab EVENING SCHEDULE**

Monday, Tuesday, Wednesday 5:00pm-9:30 pm

Clinical Days/time: Saturday 7:00 – 3:15pm

**BNATP Uniform Requirement:**

- Dark blue scrubs (top/bottom)
- White turtleneck long sleeve (optional for cold weather)
- White rubber soled shoes (**toe and heel in, no clogs or shoes with back exposed with strap**)
- Dual head stethoscope
- Watch with second hand.
- Blood pressure cuff
- Gait belt
- Black pen and notepad
- White lab jacket (optional)

**TEXTBOOK: Sorrentino, S.A., Remmert, L.N., (2017), “Mosby’s Textbook for Nursing Assistants” 10<sup>th</sup> edition**

**Mosby’s Nursing Skills: Student On-Line Version 4.0 4<sup>th</sup> ed Video Series**

**Basic Nurse Assistant Training Program (BNATP) Recertification**

BNAT Recertification course is designed for individuals’ that have been deemed competent as a CNA (Illinois approved nurse assistant training program; grandfathered in; foreign LPN/RN, military trained; nursing student; or out of state CNA) and have a period of 24 consecutive months that the individual has not provided nursing or nursing-related services for pay the approved certification is lost. Recertification may be accomplished with successfully demonstrating competency in the 21 manual skills as evidenced by an approved Train the Trainer Evaluator and taking and successfully passing the BNATP Competency exam. FSTE recertification course includes 2 comprehensive theory review classes. Certified Evaluators will conduct the 21 Skills Evaluation: 1) on site laboratory and 2) at affiliating clinical agency for completion. Candidates are allowed 2 (two) attempts to successfully pass the 21 Skills Manual Evaluation. Successful completion of 21 Manual Skills will allow the candidate to register for the State Competency Exam. Candidates will receive the form to register for the exam from the State and will receive a Certificate of completion from FSTE.

## **BNATP TRAINING PROGRAM OBJECTIVES AND OUTCOMES**

Upon successful completion of the Basic Nursing Assistant Training course, and the State competency exam the Nurse Assistant will be prepared to:

- Describe various health care agencies, services, and roles of the Health Care team.
- Identify functions, roles, responsibilities, and limitations of nursing assistants.
- Identify qualities and characteristics of a successful nursing assistant.
- Discuss and obtain an understanding of Resident/Patient's rights and methods of effective communication.
- Identify body structures and functions.
- Understand the aging process and physical changes associated.
- Describe safety procedures.
- Identify fall risks and fall prevention measures.
- Describe the purpose and complications of restraints.
- Describe and demonstrate effective infection control and isolation procedures.
- Explain and demonstrate proper body mechanics.
- Describe and demonstrate safe transfer procedures.
- Discuss the important concepts for comfort, sleep, and pain relief.
- Describe and demonstrate safe, appropriate Resident/patient personal hygiene Explain urinary and bowel elimination
- Explain the nutritional and hydration needs of the person.
- Explain and demonstrate the role of the Nursing Assistant in assessment of vital signs such as: temperature, blood pressure, pulse, respiration, height, weight, fluid balance such as intake and output, and pain management.
- Demonstrate and Explain rules/procedures for specimen collection.
- Explain the function of the respiratory system and oxygen utilization.
- Identify and describe rehabilitative and restorative care.
- Identify and explain basic knowledge of common health problems.
- Identify and explain basic knowledge of common mental health problems.
- Define and discuss the difference between delirium, depression, dementia and
  
- Discuss emergency care.
- Discuss the needs of the dying patient and how to best meet the need.

## **BASIC NURSING ASSISTANT TRAINING COURSE OUTLINE**

- Role of the nursing assistant in Long Term Care
- Care of the older person
- Effective communication
- Basic medical terminology and abbreviations
- Safety
- Infection control
- Body mechanics
- Mobility
- The resident's environment
- Personal care
- Nutrition, fluid balance and elimination
- Observation, Reporting, Documentation
- Alzheimer' disease
- Common health problems
- Care of the Terminally Ill
- Special Care Skills
- Preparing for certification

### **COMPETENCY EXAM**

Upon successful completion of the BNATP training program students may register online for the State Competency Exam .First Step to Excellence Health Care Training Academy, Ltd., will assist students with registration and notification of appropriate post mark dates for next scheduled exam. Southern Illinois University (SIU), Carbondale Nurse Aide Testing will send each student a letter confirming your testing date one week prior to your scheduled testing date. If you do not receive a confirmation letter one week prior to the scheduled date, please call SIU at 618-453-4368.

- SIU Carbondale Nurse Aide Testing will send a notification to the student indicating a Pass or Fail grade on the exam. Official documentation of student completion may be obtained by checking the Health Care Worker Registry.
- Students who need to re-schedule certification exams for an alternative date or location should call Nurse Aide Testing: 618-453-4368.

### **PHLEBOTOMY**

The Phlebotomy program meets the needs of students with no prior knowledge or experience in Phlebotomy. The training provided consists of lectures and hands-on lab time. The program is also designed to allow the most qualified healthcare professionals to become qualified certified phlebotomists. Our goal is to make the certification process as simple and painless as possible, giving students the tools to excel in their careers. The Phlebotomy program offered at FSTE is presented in 2 parts: Lecture/lab experience and Externship Practicum.

The first half of the phlebotomy course will explain the role of the phlebotomy technician; explain basic anatomy and physiology of the circulatory system; define standard precautions and apply its principles to all procedures; list methods of client and specimen identification; describe proper bedside manner and how to prepare the client for venipuncture collection. Identify locations for appropriate venipuncture collection; explain potential risks and complications; and the second half the practicum will offer the following topics: quality assurance and quality control, continuation of medical terminology, legal aspects of phlebotomy and completion of a minimum of 5

venipunctures and 10 capillary sticks (a requirement for graduation,) National Health Careers Association requires 30 venipuncture sticks and 10 capillary sticks to be eligible to take the National Certification exam the remaining sticks will be obtained off site during externship. and discuss the scope of practice of the Certified Phlebotomy Technician. After successful completion of the program the student is eligible to sit for the National Health Career Association Certification (NHA) exam. FSTE discloses the Phlebotomy training curriculum meets requirements set forth by National Health Careers Association for national certification. NHA certification is noted and accepted within the United States.

After successful completion of the program the student is eligible to sit for the National Health Career Association Certification (NHA) exam and will receive a Certificate of completion from FSTE.

The class requirement for completion is 6 weeks: 90 hours Theory and Lab plus 40 hours externship clinical laboratory experience (to satisfy NHA Certification requirements.)

Maximum students: 10 (day and evening class)

Lecture (Day): Tuesday, Wednesday, Thursday 10:00 am – 3:15 pm\* based on size of class.

Lecture (Night): Tuesday, Wednesday, Thursday 4:00 pm – 8:15pm

Externship to be determined 1 (one) week 8:30am-4:30pm

## **PHLEBOTOMY OBJECTIVES/OUTCOMES**

Upon successful completion of the Phlebotomy Training course and the NPCE certification exam the Phlebotomy Technician will be prepared to:

- Perform patient prep for various laboratory specimens using appropriate safety measures.
- Perform appropriate infection control practices and Isolation techniques.
- Perform specimen processing procedures.
- Perform glucose tolerance testing.
- Perform blood culture and viral studies.
- Use anticoagulants and additives appropriately.
- Perform venipuncture and capillary sticks after identifying proper sites, while practicing dignity, safety, and infection control methods
- Successfully perform five (5) supervised venipuncture on fellow students: three (3) using the standard needle holder and evacuated tubes; one (1) using a butterfly needle; one (1) using a syringe.

## **COMPETENCY EXAM**

Upon successful completion of FSTE'S Phlebotomy course, the student will be eligible to sit for the certification examination administered by the National Health Care association. First Step to Excellence is an official testing site for NHA. The fee for the examination is \$117.00. FSTE instructors will assist students in completing the Competency exam application. Results from the exam will be sent to students via email. Successful completion of FSTE's Phlebotomy course and passing the certification exam will result in 2-year Certification from National Health Career Association (NHA.) Certification by the National Healthcare Association is recognized in Illinois and all 51 states.

## **PHLEBOTOMY COURSE OUTLINE**

- Introduction to Phlebotomy Practice and Quality Assurance
- Basic Communication Loop
- Professional Ethics – Legal and Regulatory Issues
- Infection Control
- Safety and First Aid
- Medical Terminology, Anatomy and Physiology of Organ Systems
- Blood collection (equipment for venipuncture and capillary specimens)
- Pre-examination/Pre-analytical complications – medical errors in Blood Collection
- Venipuncture procedures
- Capillary blood specimens
- Specimen handling, transportation, and processing
- Pediatric and Geriatric procedures
- Point of Care collections
- Blood cultures, Arterial Intravenous and Special collection procedures
- Urinalysis





## **STUDENT COMMITMENT TO CLINICAL BEHAVIORS**

As a student of First Step to Excellence Health Care Training Academy Ltd., I pledge to abide by all standards of conduct outlined in the student handbook while fulfilling the clinical requirements of the program and commit to the following:

I understand and agree that as a FSTE student, I will conduct myself in an ethical manner.

I pledge to represent myself as a professional by respecting the individuality of my clients/patients, staff, classmates, and instructor with integrity.

I will dress professionally and present myself in accordance with the dress code of FSTE as stated in the student handbook.

I will establish and maintain my compliance with all health and safety requirements as stated in the student handbook.

I will successfully complete all clinical hours and abide by the attendance policy as stated in the course syllabi.

I understand it is my responsibility to arrange transportation to and from clinical sites, arrive to my clinical sites 15-30 minutes prior to the scheduled start time of the clinical shift and be prepared to deliver appropriate nursing care and participate fully in my learning experiences.

I will notify my clinical instructor of my whereabouts, my schedule and patient care activities.

I will actively participate in all aspects of the clinical experiences.

I understand I am accountable for my personal and professional growth and will remain engaged in all learning opportunities as they support my commitment to achieving academic success.

Student Name: \_\_\_\_\_ date \_\_\_\_\_

Program: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**STUDENT HANDBOOK**  
**ACKNOWLEDGEMENT FORM**

I have received and read my copy of First Step to Excellence Health Care Training Academy, Ltd.'s Student Handbook. I know I am responsible for adhering to all the policies and procedures contained in this student handbook. I agree to follow all the policies and procedures contained in the student code of conduct.

\_\_\_\_\_  
Student Name (PRINT)

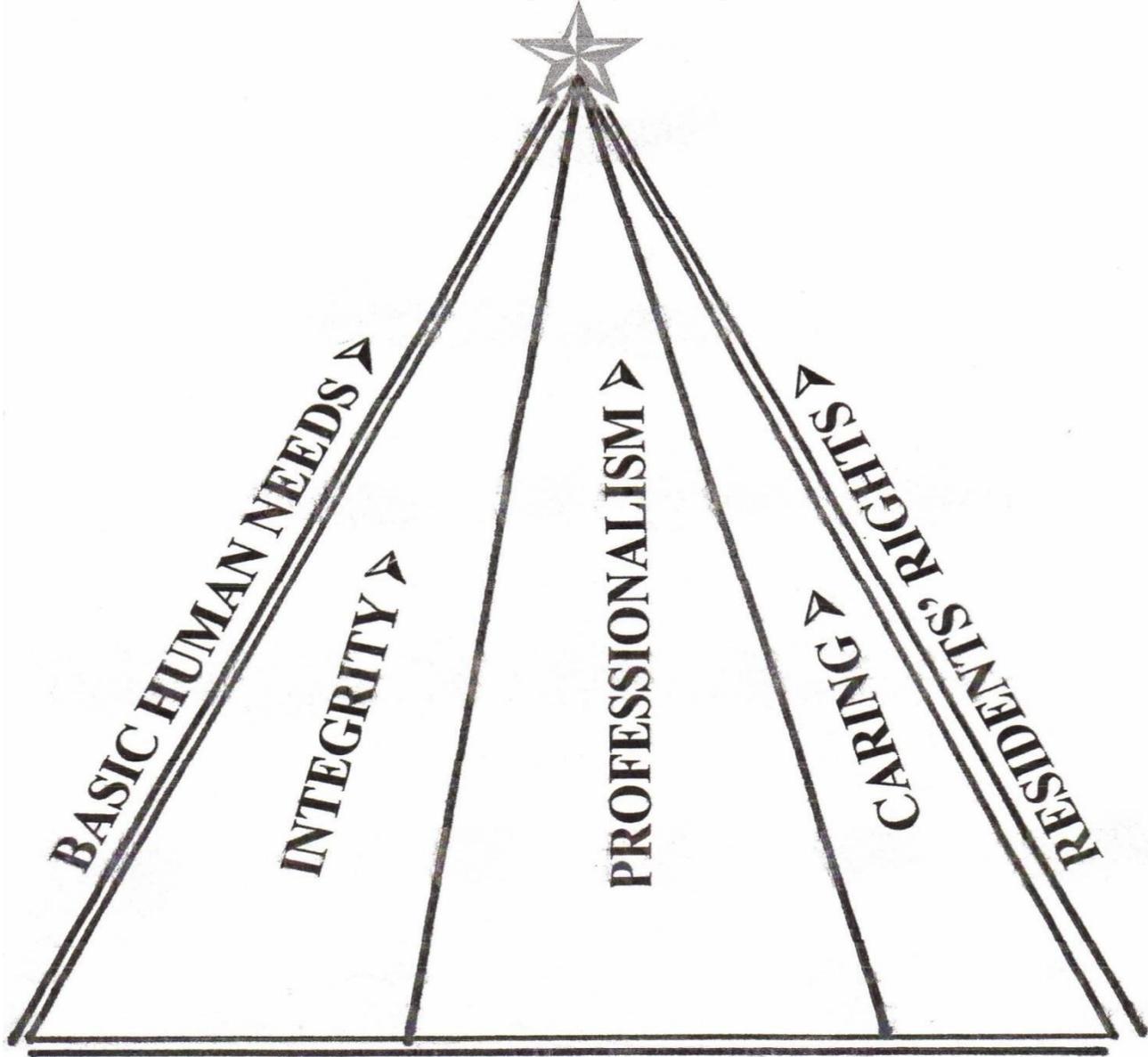
\_\_\_\_\_  
Date

\_\_\_\_\_  
FSTE Administrator/Designee

\_\_\_\_\_  
Date

**First Step to Excellence Health Care Training Academy, Ltd.**

**Interdisciplinary Conceptual Framework**



**FIRST STEP TO EXCELLENCE HEALTH CARE TRAINING ACADEMY, LTD.**

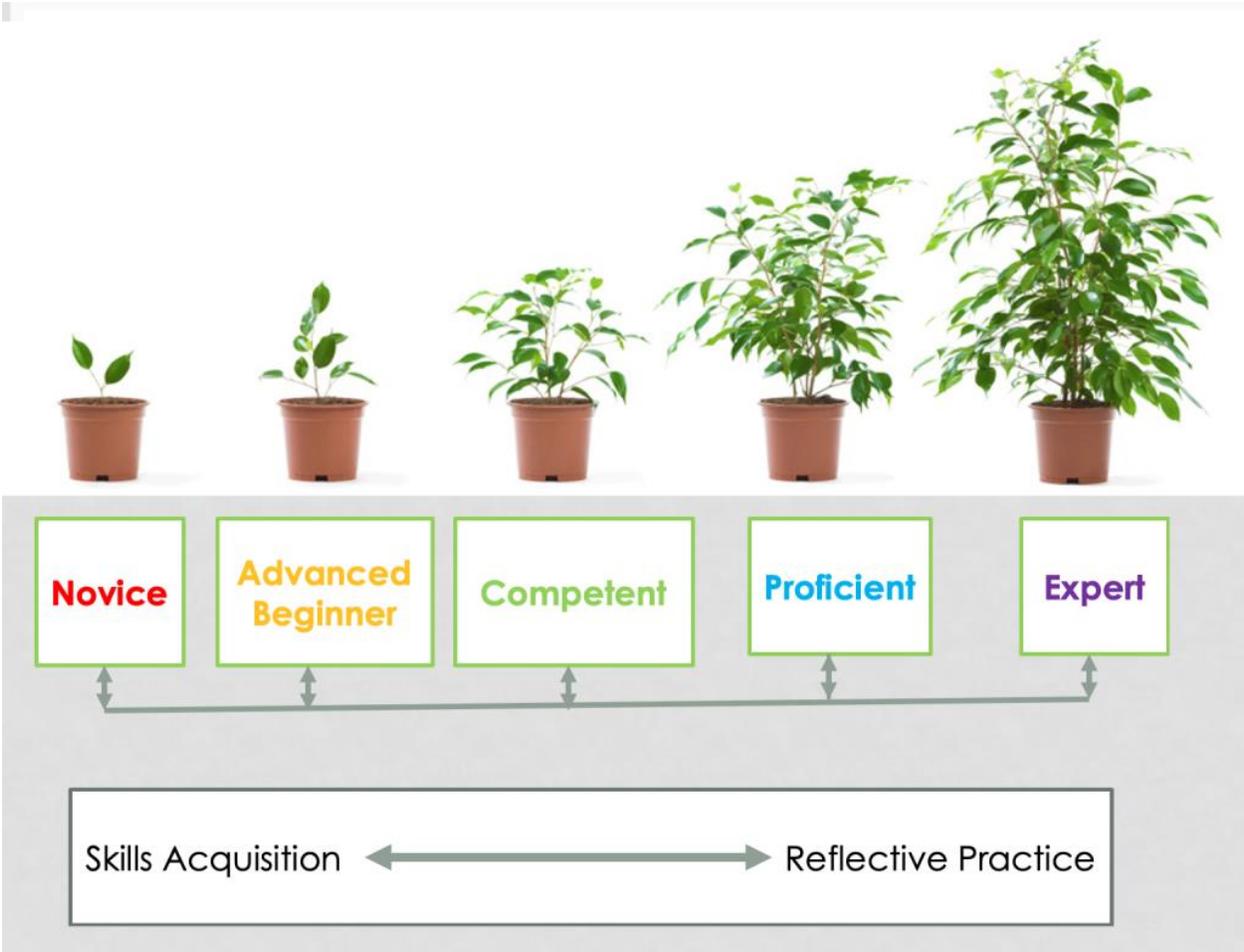
**1639 East 87<sup>th</sup> Street Chicago, IL 60617**

**(773)437-5003 (844)676-1699 fax [www.fsteacademy.education](http://www.fsteacademy.education)**

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**PRACTICAL NURSE CONCEPTUAL MODEL**

**PATRICIA BRENNER NOVICE TO EXPERT**



# Institutional Disclosures Reporting Table

JULY 1, 2021 - JUNE 30, 2022

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

<b>Institution Name:</b>	<b>FIRST STEP TO EXCELLENCE HEALTH CARE ACADEMY. LTD</b>
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Disclosure Reporting Category	Program Name		
	BNATP	PHLEB	PN
	CIP 51.3902	51.1009	51.3901
SOC <sup>8</sup>	31-1131	31-9097	29-2061
1) The number of students who were admitted in the program or course of instruction* as of July 1, 2020-June 30, 2021, of this reporting period.	20	2	2
a) new starts	20	2	2
b) Re-enrollments	0	0	4
c) Transfers into the program from other programs at the school	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	20	2	6
a) Transferred out of the program or course and into another program or course at the school	0	0	0
b) Completed or graduated from a program or course of instruction	20	1	0
c) Withdrew from the school	0	1	1
d) Are still enrolled	15	1	5
a) Placed in their field of study	3	1	0
b) Placed in a related field		1	
c) Placed out of the field			
d) Not available for placement due to personal reasons			
e) Not employed			
B1) The number of students who took a state licensing examination or professional certification examination, if any, during the reporting period.	30	1	0
B2) The number of students who took and passed a state licensing examination or professional certification examination, if any, during the reporting period.	25	1	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	3	1	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$32040,000.	35-40,000.	\$35-44,000