# TABLE OF CONTENTS

Cover Page .................................................................................................................................1
Table of Contents .....................................................................................................................2-3
General Information ..................................................................................................................4
  School History ......................................................................................................................4
  Facilities ...............................................................................................................................4
  Equipment ............................................................................................................................5
  Student Resource ...............................................................................................................5
Institutional Mission ................................................................................................................5
Governance ...............................................................................................................................5
  Board of Directors .............................................................................................................5
  Legal Ownership/Governing Body ....................................................................................5
  License ...............................................................................................................................5
  Nursing Assistant Program Approval .............................................................................6
  Accreditation ......................................................................................................................5
  Professional Memberships .................................................................................................6
Admission Policies and Procedures .........................................................................................6
  Admission Policy ...............................................................................................................6
  Important Notes .................................................................................................................6
Financial Information ..............................................................................................................7
  Financial Aid Eligibility Requirements ............................................................................7
  Application to receive Financial Aid ................................................................................8
  Veteran’s Scholarship Program ..........................................................................................8
  Withdraw Policy ................................................................................................................9
  Mandatory Entrance/Exit Loan Counseling .....................................................................9
  FA Verification ...................................................................................................................9
  Financial Aid Returning Title IV Funds ..........................................................................9-10
Refund Policy ........................................................................................................................11
Student Records .....................................................................................................................11
Transfer of Credit To/From Other Schools ............................................................................12
Non-Discrimination and American with Disabilities ACT 12
Satisfactory Academic Progress (SAP) 13-18
Other Academic Policies and Procedures 18-20
Grievance Policy 21
Student Services 22
Campus Safety 23-34
Program Offerings 35-58
Patient Care Technician 35-37
Medical Assistant 37-39
Practical Nursing 40-45
Associate Nursing 45-53
Nursing Assistant 53-54
Phlebotomy Technician 54
Medical Billing and Coding 55-58
Additional Items 58
Introduction

Equal Opportunity Policy
Cambridge Institute is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap status in its educational programs, activities, hiring, or student admission practices. Cambridge Institute complies with Title IX of the Education Amendments of 1972 and the regulations in Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1973.

General Information

School History/Ownership
Cambridge Institute of Allied Health & Technology was established and licensed by the Commission for Independent Education in 2001 (license # 2453). The institution was nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in 2004. Cambridge Institute changed ownership in October of 2009 to Cambridge Health Education I, LLC. In 2010 Cambridge Health Education I, LLC acquired two additional campuses; one in Delray Beach, Florida (a Main campus) and another in Atlanta, Georgia (Branch of the main located in Delray Beach, FL).

Facility
Cambridge Institute of Allied Health & Technology is housed in a 10,500 square foot facility conveniently located on State Road 436 just a half mile south of Interstate 4 in Altamonte Springs. Cambridge Institute of Allied Health & Technology is one block from Florida Hospital in Altamonte Springs and directly across the street from the Altamonte Springs Mall. There are restaurants, shops, banks and medical facilities within walking distance of the institution. Convenient access to public transportation is available. This third floor location has elevator access as well as stairways, and houses ten learning areas including 2 medical labs, a computer lab, and eight classrooms. There is a reception center, student break area, conference room, and student resource center available as well as ten administrative offices.

Each classroom has been outfitted with seating conducive to learning, and educational technology that enhances the student’s academic experience. The 1st medical lab contains two hospital beds, nursing assistant classroom has 1 hospital bed, and the practical nursing program has 2 hospital bed, the advanced medical assistant program classroom has an exam table and furnishings necessary to facilitate patient care interventions and to provide training in medical office patient preparation procedures. Medical equipment, diagnostic machines and supplies are also secured in the medical laboratory. The second lab is for the phlebotomy program for blood draws and working with blood. This classroom is used for all programs that have a phlebotomy component in their program.

The x-ray classroom contains an energized x-ray lab area where students in related programs will have access to hands on training in x-ray procedures. In addition, a Picture Archiving and Communications System (PACS) are available for digital imaging procedures.

The institution’s facilities are in compliance with the Americans with Disabilities Act (ADA), supplying disabled access in terms of parking spaces, building access and elevators, as well as appropriate restroom accommodations.
Equipment
Instructors use computers and appropriate current curriculum software, audio/visual equipment, current educational videos, anatomical models and skeleton models. Other assorted program related equipment and materials to stimulate students and enhance the learning process include phlebotomy training arms, respiratory equipment, infant and adult training mannequins, CPR equipment including an AED Trainer, x-ray table and EKG machines.

Student Resource Center
The institute’s student resource center include: books, journals, videos, and access to LIRN (Library Information Resource Network) along with local hospital affiliated public libraries. Videos may be viewed on site.

Institutional Mission

Mission Statement
The mission of Cambridge Institute of Allied Health & Technology is to improve the quality of people's lives by providing excellent training to traditional and nontraditional students in the healthcare field. Cambridge Institute’s desire is to develop students for lifelong and continued education and is dedicated to assisting adult students in their career opportunities.

Governance

Board of Directors
Dr. Terrence LaPier, Ph.D. – CEO/President

Legal Ownership/Governing Body
Cambridge Institute of Allied Health & Technology is owned by Cambridge Health Education I, LLC a privately held Florida corporation located at 460 E. Altamonte Drive, 3rd Floor, Altamonte Springs, Florida 32701 in Seminole County.

License
Cambridge Institute of Allied Health & Technology is licensed by the Florida Commission for Independent Education, License No. 2453, under the provisions of Chapter 1005, Florida Statutes, and Chapter 6E, Florida Administrative Code. The Commission for Independent Education is located at 325 West Gaines St., Suite 1414, Tallahassee, Florida 32399-0400. Phone (888) 224-6684.

Accreditation
Cambridge Institute of Allied Health & Technology holds institutional accreditation granted by the Accrediting Bureau of Health Education Schools (ABHES), located at 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043. Phone (703) 917-9503. ABHES is an accrediting agency recognized by the U.S. Department of Education.
Associate Nursing, Practical Nursing & Nursing Assistant Program Approval
The Associate of Science in Nursing, Practical Nursing and Nursing Assistant Training Programs are approved training programs by the Florida Board of Nursing. Board of Nursing Department of Health 4052 Bald Cypress Way Bin C-02 Tallahassee, FL 32399-3252

Professional Memberships
The institution is a member of the Better Business Bureau® of Central Florida.
Cambridge Institute is a member of the Alpha Beta Kappa National Honors Society
Cambridge Institute is a member of HOSA – Healthcare Occupation Students of America
Cambridge Institute is a Proctor site for NHA – National Healthcare Association
Florida Association of Post-Secondary Schools and Colleges - FAPSC

Admission Policies and Procedures
Admission Policy
An applicant for admission must be 18 years of age, (17 years old with parental consent, or emancipated), and a United States citizen, or eligible non-citizen. Students must provide documentation to successful completion of U.S. high school diploma, GED (General Equivalency Diploma), official college transcript confirming associate, bachelor’s or master’s degree, or evaluated and translated Foreign High School. Fill out an application and pay application fee.

Important Notes
- An applicant may be required to provide additional information as part of the “verification” process, which may occur during the period leading to enrollment. Any documents requested by Admissions, Financial aid or the Registrar’s Office must be submitted within 30 days after the start date. If the required documentation is not submitted to Cambridge by this date the student’s enrollment will be terminated.
- A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to be assigned a clinical site or gain employment in the field of training.
- The institute has open enrollment and students may register before any class start-date.
- A current school catalog is available for students to view prior to enrollment. At the time of enrollment, each student receives an electronic school catalog.
- An orientation is provided for students prior to the first day of class.
- Students must obtain documentation of a Hepatitis B vaccination or sign a Waiver that states that he/she has made a voluntary decision not to be immunized against the Hepatitis B Virus.

Practical Nursing requirements
- Pass the ATI TEAS Exam Version V – minimum cumulative score of 45.
- Interview with the Program Director
- Pay registration fee based on signed arrangement
- Level II background check
- Drug Test (10 panel)
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Attend orientation session
Associate of Science Nursing requirements
- Pass the ATI TEAS Exam Version V – minimum cumulative score of 59
- Interview with the Program Director
- Pay registration fee based on signed arrangement
- Level II background check
- Drug Test (10 panel)
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Attend orientation session

Financial Information

Financial Aid
Cambridge Institute participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify. Some of the frequently used financial aid programs are:
- Pell Grants
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Grant
- Workforce Investment Act (WIA)
- 529 Prepaid College Plans
- Veteran Benefits
- Scholarships

Financial Aid Eligibility Requirements
A complete list of student eligibility standards and conditions may be found in The Student Guide, as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.gov.

Application to Receive Financial Aid
- All students must apply for financial assistance by completing a Free Application for Federal Student Aid (FAFSA) at FAFSA.ed.gov and by submitting appropriate documentation forms to the institution and financial aid department.
- The selection of students to receive certain designated institutional scholarships/funds and other awards shall be submitted by the responsible department to the Financial Aid Department for processing.
- The Financial Aid Department maintains adequate records to ensure proper administration of aid funds through use of the Campus Management software system. This includes ensuring that aid given is not in excess of need and the cost of attendance, annual and aggregate limits, limited to enrollment status and satisfactory academic progress.
- When a student completes the FAFSA and submits any required documents, the Financial Aid Officer will send the student an estimated award letter.
- Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
Participation Requirements for the Federal Direct Loan Program
In order to participate in the FDSLP or FDPLP programs students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Meet general eligibility requirements
- If a Dependent student fill out a Parent Loan Certification Form and Credit Check
  - Parent must agree to amount of Plus Loan by sending an electric response and agreement to amount
  - Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at studentloans.gov

Updated parameters and awarding methods for FSEOG.

Directions:
- The max award is $750 for each campus per FAFSA award year.
- This is first come first awarded grant, with the lowest EFC starting at Zero and the student is Pell Grant eligible.
- The Processing Dates on the FAFSA is evaluated to see who applied first to the institution
- One Grant is awarded for the Award Year and per Academic Year
- The FSEOG is set up in two (2) disbursements
- The new awards start with every July class going forward
- Existing students are also eligible to receive the FSEOG based on need and under the following selection criteria:
  - Existing students must be at the beginning of a new academic year
  - New students are given first priority, then if funds are available, existing students can be reviewed for eligibility
  - Students must not be on Satisfactory Academic Progress (SAP) Warning or Probation
  - The student has not received a prior award in that same academic year (i.e. the student can only receive one full FSEOG grant per academic year and a full grant is defined as $750)
  - Processing dates on the ISIR apply if in a new award year, so students who complete their FAFSA early will be considered first for a FSEOG award

Veteran Scholarship Program
Cambridge offers an Institutional Scholarship which is available for veterans accepted to Cambridge Institute. This scholarship award is granted in the amount of $3,500 towards tuition in the Advanced Medical Assistant, Patient Care Technician, Electronic Medical Records, and Practical Nursing programs. This scholarship may be used in conjunction with other funding sources. The Cambridge Institute Veteran Scholarship Program is not a cash scholarship directed to students, but a scholarship that pays down the cost of tuition for those who apply and are awarded this scholarship. There are a limited number of scholarships available annually. Determination of award is based on a first come first served basis, contingent upon proving Veterans status and acceptance to Cambridge Institute.
Withdraw Policy
Official withdrawal from the course, no credit earned. If a student's last date of attendance is at the
20% point of attendance of a course, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of course, they will receive a grade of W. Full refund of tuition applies when a student has withdrawn from courses after the add/drop, but less than 20% of each course.
The add/drop period for a course that is 16 weeks in length, is two weeks from the start of the
course. The add/drop period for a course that is 8 (correction) weeks in length, is one week from the
start of the course.
Refund Policy for Non-Title IV Students
The refund policy for students that are not Title IV Eligible will be 30 days from the last date of
determination.

Mandatory Entrance and Exit Loan Counseling
All Borrowers must participate in Entrance Counseling at www.studentloans.gov. All first time
borrowers must complete an entrance counseling session on the Department of Education web site
before any loan funds can be disbursed.

All students nearing program completion, leave the Institution, or drop below half time and who
have borrowed (an) educational loan(s) are required to complete the exit loan counseling session on

Financial Aid Verification
The federal government has legislated an application review process called, Verification, to ensure
that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete.
All students are encouraged to use the IRS Data Retrieval Tool when originally completing the
FAFSA. Students who fail to link with the IRS Data Retrieval Tool will be asked to go out to the
FAFSA.ed.gov website and link. If the student is unable to link to the IRS, the student is required to
submit an IRS Tax Transcript as mandated by the Department of Education. Applicants must
comply with the requests for documentation within specified times or applicants may lose financial
aid eligibility.

Financial Aid –Returning Title IV Funds after a Student is Dropped or Withdrawn
The law specifies how to determine the amount of Title IV assistance earned at the time you
withdraw or are drop from a program. Title IV programs include Pell Grants and Direct Loans.
Cambridge Institute will calculate the amount of Title IV aid that you have earned based on the
period of enrollment using a specific formula. The student will be obligated for any tuition or fees
not covered by Title IV funds.

The amount of assistance earned is credited to your student account and is determined on a pro rata
basis. For example, if you complete 30% of the clock hours of your period of enrollment, you earn
30% of the assistance you were originally scheduled to receive. Once you have completed more than
60% of the period of enrollment, you earn all assistance you were scheduled to receive for that
period.

Cambridge Institute must return the unearned aid for which the school is responsible by repaying
funds to the following sources, in order, up to the net amount disbursed from each source:
Unsubsidized Direct Loans, Subsidized Direct Loans and Pell Grants. Loan amounts are returned in accordance with the terms of the promissory note.

Payment Policy
Tuition and fees are due at the start of the program. The Institute reserves the right to remove any student from class that has not satisfied his or her financial obligations. Students are welcome to make payments on tuition and fee charges using checks, money orders, or credit cards.

School Uniform
Most programs include the cost of one uniform. Additional uniforms may be purchased at the Registrar’s office for $30. Students are required to purchase closed-toe shoe and a watch with a second sweep-hand.

Collections/Court Costs
Students are required to meet with administration to address all financial responsibilities prior to exiting the institution for any reason. Students whose accounts are sent to collections will be charged the maximum collection fee allowable by law and all applicable attorney costs. Students whose accounts are taken to court will be responsible for all court costs and attorney fees.

Period of Obligation
The length of the program shall determine the period of financial obligation for all courses. A predetermined initial payment is due on the first day of class in some programs. A student must pay his/her tuition payment according to an agreed upon financial schedule. A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current. Cambridge Institute reserves the right to change tuition and fees without notice. Students who are actively attending class will not be affected by any tuition changes. Cambridge Institute will withhold a student’s diploma and official transcript until all academic and financial obligations are met. A student that fails or withdraws from his/her class, if re-instated, will be charged tuition and fees as stated in the current catalog. A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

Retake Course Policy and Fees:

- Each Course failed will have a $50 Retake Fee assessed to the student’s ledger card
- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course.
- Retake fee is assessed when the student is scheduled and starts repeating the failed course
- TEAS Test Fee for Practical Nursing program: First attempt no charge each additional attempt is $40.00
- For the semester credit programs the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e…. the student has two attempts to pass a course)
- For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e…. the student has two attempts to pass a course)
Tuition Refund Policy

Credit
Students withdrawing from the Institute must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each semester they are presently attending in addition to any prior account balance. Cambridge College charges students tuition and fees by semester. All books, equipment, supplies uniforms and other miscellaneous items are included in tuition and non-refundable. A detailed schedule of fees and charges associated with the programs offered are included in the catalog. Tuition retained is calculated as shown below:

- Withdrawing at any time during the first week of the semester- 90% refund of tuition only.
- Withdrawing at any time after the first week but within the first 3 weeks of the semester- 85% refund of tuition only.
- Withdrawing at any time after the first 3 weeks but within the first quarter of the semester- 75% refund of tuition only.
- Withdrawing at any time during the second quarter of the semester- 50% refund of tuition only.
- Withdrawing at any time during the third quarter of the semester- 10% refund of tuition only.
- Withdrawing at any time during the last quarter of the semester- no refund of tuition.

For Clock:

This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. The formula for the college’s pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. No tuition refund is due after 60% of the program is completed. If a credit balance appears on the student’s account as a result of the refund, this credit balance will be issued to the student within 14 days.

Cancellation Policy

☐ Cancellation must be made in writing within 3 business days of signing this enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.
☐ If a student is not accepted to the school or does not meet admissions requirements, the student’s enrollment will be cancelled and the application fee will be retained.
☐ If a student is unable to meet their tuition obligations prior to beginning the program, the student’s enrollment will be cancelled and the application fee will be retained.

Tuition Refund Policy
This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official withdrawal date is the last day of attendance or the date of determination that the student has withdrawn from the program. The formula for the institution’s pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. No tuition refund is due after 60% of the program is completed. If a credit balance appears on the account as a result of the refund, this credit will be issued to the student within 14 days.
Example 1: A student has paid the program tuition in full: A student is enrolled in a program that is 10 months long and has pre-paid the entire tuition charge of $1000. However, the student completes only 2 months, or 20% of the program. Therefore, the student will receive a pro-rata refund of $800 due within 45 days.

**Student Records**

**Records**
Permanent academic records are kept at the institution. In accordance with the Family Education Rights and Privacy Act of 1974, students or parents of a minor student may review these confidential records for accuracy. Academic records will not be released without a student’s written consent, except to legally approved authorities.

**Family Educational Rights and Privacy Act of 1974**

Detail FERPA information can be found on our website at www.cambridgehealth.edu under financial aid – consumer information

**Transcripts**
Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee.

**Transferability of Credits to other Schools**
The programs at the Cambridge Institute of Allied Health & Technology are oriented towards job preparation, not continuing education. Transferability of credit is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. Cambridge does not imply, promise or guarantee that any credits earned at Cambridge will be transferable or accepted by any other institution. You should assume that credits earned at Cambridge are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained assurances that it will accept credits. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

**Transfer of Credit into Cambridge Institute:**
Applicants requesting credit earned for previous training at another post-secondary institution must submit sealed official transcripts to the Registrar before starting a program. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education/or the Commission for Higher Education Accreditation (CHEA).
Transfer of credit from prior education must meet the following requirements:

- College course must be completed within 20 years of admission to Cambridge Institute with a minimum grade of a C or higher with the exception of the Nursing Program that requires a B/80% or better.
- Transfer of credit cannot exceed 25% of the program.

Any student wishing to submit transcripts from a foreign country for consideration of transfer of credits is required to provide a translation and evaluation of such transcripts performed by a certified academic translator.

Non Discrimination and Americans with Disabilities Act
Cambridge Institute of Allied Health & Technology is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic.

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the ADA coordinator at the campus. The ADA coordinator will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

Advance Standing
The Institute does not award credit for Life Experience, nor does the Institute permit students to test out of courses.

Proficiencies
The institute does not offer Proficiencies of any courses.

Life Experience
The institute does not accept Life Experience.

Language
All programs and courses are taught in English

Satisfactory Academic Progress (SAP)

Definition and Purpose of Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress (SAP) is measure in both qualitative and quantitative components. SAP is defined as a method of determining student eligibility for assistance under a Title IV, HEA program, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

Quantitative Measurement
The Quantitative Measurement is the method by which the school determines how well a student is performing academically. The chart below outlines and example of the maximum hours, measured
in weeks that a student can have at each checkpoint in order to progress to graduation. This chart helps students calculate the maximum pace at which they must progress to complete the program within the maximum timeframe.

### Maximum Timeframe 150%

<table>
<thead>
<tr>
<th>Length of program (percentage is based on weeks)</th>
<th>At 25% of program student cannot exceed</th>
<th>At 50% of program student cannot exceed</th>
<th>At 75% of program student cannot exceed</th>
<th>At 100% of program student cannot exceed</th>
<th>Total Program Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Medical Records Management</td>
<td>675</td>
<td>900</td>
<td>1125</td>
<td>1350</td>
<td>900</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>540</td>
<td>720</td>
<td>900</td>
<td>1080</td>
<td>720</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>1012.5</td>
<td>1350</td>
<td>1687.5</td>
<td>2025</td>
<td>1350</td>
</tr>
</tbody>
</table>

### Qualitative Measurement

The Qualitative Measurement is the method by which the school determines how well a student is performing academically. The established standards stipulate that the student must:

- Achieve a minimum cumulative grade point average (CGPA) of 2.0 or higher upon graduation. Please note that for Practical Nursing students, the Cumulative Grade Point Average requirement is 3.0, B or higher upon graduation.
  - Report cards will be issued to students at the midpoint and end of each academic year.

### Cumulative Grade Point Average

<table>
<thead>
<tr>
<th></th>
<th>At 25% of program student must achieve</th>
<th>At 50% of program student must achieve</th>
<th>At 75% of program student must achieve</th>
<th>At 100% of program student must achieve</th>
<th>CGPA Needed for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Medical Records</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Procedures for Measuring SAP and the Status of Probation – Credit Hour

Cambridge Institute uses the following procedures and frequency in order to evaluate SAP:

- Credit Hour Programs
  - Qualitative- In order to ensure that students are meeting the qualitative component, report cards will be issued to students at end of each semester. If the student is
identified to have a GPA of less than 2.0, the student will be placed on SAP Warning. The student will remain on SAP Warning until the end of the next semester.

- Quantitative: Students enrolled in the Advanced Medical Assistant Semester Program will be allowed 5 semesters maximum in which to complete a degree. Less than full-time students will be extended on a pro-rated basis not to exceed the equivalent of 5 semesters of full-time enrollment. If it is found that a student will not meet quantitative standards, and may exceed 150% of the length of the program, the student will be terminated from the program.

- Upon completion of each semester cumulative work must be equal to or greater than 67% of the courses scheduled during each semester.

**Example of Semester Completion (applicable to semester credit hour)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS A 1002</td>
<td>5</td>
</tr>
<tr>
<td>DMS A 1003</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053</td>
<td>4</td>
</tr>
</tbody>
</table>

This student has been scheduled to start 4 courses for a total of 15 credits. To ensure student is successfully progressing during each semester the student must successfully complete 67% of the scheduled courses. Example student must successfully complete 10 credits scheduled in this semester. Failure to successfully complete 10 credits would result in a SAP Warning. The SAP Warning will continue through the following semester. If student fails to meet this measurement during the subsequent semester the student will be moved to SAP Probation. Please see Process for SAP Warning for procedures with regard to SAP Warning and Probation statuses.

**Procedures for Measuring SAP and the Status of Probation- Clock Hour**

Cambridge Institute uses the following procedures and frequency in order to evaluate SAP:

- In order to ensure that students are meeting the qualitative component, report cards will be issued to students at the 25%, 50%, and 75% point of the program.

- If the student is identified to have a CGPA or has attempted too many hours at the evaluation point, then the student will be placed on SAP Warning. At the time a student is placed on SAP Warning the student receives academic counseling and a graduation plan which outlines how the student can successfully graduate from the program.

- Students remain on SAP Warning until the next evaluation point. If the student is unable to achieve the requirements specified at the next grading point, the student is placed on Probation Status.

- If a student achieves success, and meets SAP in the proceeding evaluation point, then the student’s status reverts to a normal status for both the SAP Warning and SAP Probation.

- Any failing grade triggers academic counseling. The registrar or program official will meet with the student and counseling will be completed.
Process for SAP Warning / SAP Probation and Financial Aid

- The Financial Aid Office is notified by the Registrar when any student is placed on SAP Warning. Students who are placed on SAP Warning will continue to receive financial assistance
  - Financial Aid Office will receive a copy of all academic counseling and graduation plans in order to track the student’s progress in the program.

Appeals Policy for Unsatisfactory Progress (SAP) – Academic and Financial Aid

Students may submit in writing an appeal in reference to meeting satisfactory progress policy requirements to the Associate Campus Director. If the appeal is regarding Financial Aid, the student must start the request in the Financial Aid Office. The Campus Director will review the appeal and respond to the student in writing within 10 business days, with Federal and State of Florida holidays excluded. The student is advised to submit copies of all documents which support their position with their letter of appeal.

If the decision from the Campus Director is not accepted by the student, then he/she may appeal the decision to the Vice President of Regulatory & Compliance. The Vice President of Regulatory & Compliance will appoint an Appeals Committee. The committee will conduct a review of all information. The student may choose to appear before the committee to answer any questions. The appeals committee will submit a recommendation to the Vice President Regulatory & Compliance, and a response will be sent to the student in writing within 10 business days, excluding Federal and State of Florida holidays, and this decision is final.

The Academic Affairs Committee shall be responsible for evaluating the performance of a student in poor academic standing. The committee will recommend whether the student should be dismissed from the program. The committee is also responsible for recommending dismissal for poor attendance or for other grounds for dismissal as stated in this student handbook. The committee will have 5 members of the following:

- Selected Faculty Members
- Moderator
- Program Representative

Process for Incompletes, Withdrawals, Repeats & Transfer of Credits

- Students may be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course or the end of the next course, whichever comes first, to make up all hours and assignments missed for the course. An “I” is only used for the purpose of make-up time and cannot be used for grading purposes. If the student has not met this requirement within the specified timeframe the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.
- Students with 20% or less attendance in a course will receive a letter grade of W. The grade of W is calculated in the quantitative measurement.
- Students with 20% or more attendance in a course but less than 60% in a course will receive a letter grade of WF.
- Transfer of credits from an outside institution and from re-entry into the program, count in the quantitative measurements of SAP.
• A student is allowed to repeat a course, but each repeated course is counted in the quantitative measurements. The student can replace one failing grade per course, as long as the student is found to be within the maximum timeframe to graduate. Please note that a tuition charge will be applied for each repeated course.
  o If a student obtains a successful repeated grade, the failing grade is replaced with the successful grade and the cumulative grade point average recalculated.

Grading Period Definition
A grading period is defined as a class that is scheduled and has a start and end date and is a requirement of the student’s program. Example: PC103, a 4-week class, is required in the Patient Care Technician program. The class starts on June 7th and ends on August 5th. Therefore, the grading period is the time from 06/07 to 08/05.

Grading System
Grades and grade points are the final measure of a student's course work.

Grade Quality Points – Associate Programs
A  equivalent 96 -100 4.0  
A- equivalent 92 - 95 3.7  
B+ equivalent to 89 - 91 3.3  
B  equivalent 85 - 88 3.0  
B- equivalent 82 - 84 2.7  
C+ equivalent to 78 - 81 2.3  
C  equivalent 75 - 77 2.0  
F  equivalent 74 and below 0.0

GRADING SCALE: Diploma Programs

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90—100%</td>
<td>=</td>
</tr>
<tr>
<td>80—89%</td>
<td>=</td>
</tr>
<tr>
<td>70—79%</td>
<td>=</td>
</tr>
<tr>
<td>60—69%</td>
<td>=</td>
</tr>
<tr>
<td>0—59%</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student will achieve a passing score of 70% or higher in all courses except for the following: PN102, PN103, and PN108 (these courses require a passing score of 80% or higher).

Termination
Students may be terminated from a program for excessive absenteeism. Students may also be terminated for unsatisfactory academic progress, non-payment of tuition or fees, or failure to comply with the institution’s rules and policies.

Re-Entry
• Termination actions based on lack of Satisfactory Academic Progress are considered for re-entry. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. If a student is allowed to re-enter into a program, the student will be re-entered with a status of SAP Warning. SAP Warning will remain until the next evaluation point.
A student that has been dismissed for disciplinary reasons must make application to the Campus Director of the school to be re-enrolled and is responsible for payment of all applicable re-enrollment tuition and fees.

If a student exceeds the 150% of the program they will be dismissed with no re-entry possible.

**Non-Punitive Grades (Pass / Fail)**
A non-punitive grade or pass / fail will have an effect on the CGPA, and will be assessed for quantitative measurements.

**Non-Credit or Remedial Courses**
The institution’s policies does not offer any non-credit or remedial courses, therefore, there would be no effect on satisfactory academic progress.

**Proficiency Credit**
The institution does not accept Proficiency Credits; therefore, there would be no effect on the CGPA.

**Change of Program:**
Satisfactory Academic Progress starts over when a student enrolls in a new program.

**Diploma**
Student diploma will be issued no earlier than two weeks following the student’s program completion date to accommodate the graduation audit process.

**Course Numbering System**
The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion.

**Graduation Requirements**
In order to graduate from a program, students must meet the following requirements:
- CGPA of 2.0 or higher/PN 3.0 or higher
- 90% attendance completed in all program/100% Clinical Hours
- Fulfillment of all financial obligations

**Units of Credit/Clock Hour**
The Advanced Medical Assistant- Imaging Semester Credit Programs: The units of measure used are standard semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours of laboratory or 45 clock hours of clinical/externship. Additional time will be calculated for outside work.

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period. The institute awards clock hours for each class within each program.
Course Numbering System
The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion.

Other Academic Policies and Procedures

Drop/Transfer Period
Students may drop or transfer to another program during the add/drop period as follows:

The add/drop period for a program does not exceed one week or 10% of the total program hours, whichever is shortest for all programs offered at Cambridge.

Program Cancellation
Cambridge Institute of Allied Health & Technology reserves the right to cancel the start date of any program for which there is insufficient enrollment.

Attendance Policy
Students attending any program at Cambridge Institute of Allied Health & Technology must adhere to the following attendance policy:

Students must complete 90% of all didactic and 100% externship clock hours in a program. If a student is absent, they must notify their faculty of their anticipated absence. Excessive absenteeism will incur disciplinary action up to and including termination of enrollment from the institution.

Students who are absent for 20% of the total clock hours in a course are subject to disciplinary action including termination from a program of study. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

Students who are absent for five (5) consecutive days will be terminated from their program of study.

All hours of absence must be made up prior to the completion of a course. Please see the “Make up Policy” listed below for specific policies and procedures.

Make-Up Hours
Students attending programs at Cambridge Institute must complete 90% of all didactic and 100% externship clock hours in a program. When a student is absent, it can greatly affect the quality of a student’s level of academic engagement. Therefore the following policies apply to all students in a clock hour program offered at Cambridge Institute:

1. Students who intend on missing class for any reason must notify the instructor immediately.
2. Missed hours in a course must be made up prior to course completion. Any student who has outstanding hours prior to completion of the course will receive a grade of
“I” (Incomplete) for the course. The student then has two (2) weeks to make up any outstanding hours. If the hours are not completed by the two week deadline, the “I” will be automatically converted to an “F” (Fail).

3. All make up hours are tracked by faculty and administration; they must be meaningful and result in the completion of work that reinforces concepts learned within the course. Therefore, all make up hours and related assignments must be arranged by appointment with the instructor. Assignments must be given and completed by the student during the make-up hour session.

4. For residential students, all make up hours must be completed on campus (except for clinical make up hours, which must be made up at an approved clinical site). For hybrid students all make up hours must be completed in the course mode of delivery. For example, if a student missed an on-campus laboratory session, they must come to the campus to make up the time. Students must sign in and sign out for make-up hour sessions on campus with the Registrar, Student Relations Coordinator or Campus Director.

5. Final grades will not be submitted for any course unless all qualitative and quantitative measurements in the course are met.

**Attendance Policy for Veterans**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Regardless, all excused absences MUST be made up within the course period. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

**Veterans Attendance**

In addition to the Institutional attendance policy, Veteran Students are not permitted to miss more than 20% of their scheduled clock hours per month.

If the student is absent more than 20% of their scheduled clock hours in any month, the students VA benefits will be terminated.

**Veterans Attendance Record Maintenance**

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Leave of Absence**

A student may be granted an approved Leave of Absence (LOA) under the circumstances listed below:
- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Military Duty
Jury Duty

LOA shall be granted in a 12-month period. Students are permitted to request an LOA at the end of the semester/payment period/course. Cambridge Institute may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the Campus Director for approval.

The anticipated date of return must be indicated on the request as well as the reason for a student’s leave request. The form to request a leave of absence are obtained from the Registrar and approved by each department listed on the Leave of Absence form. A student who misses 5 scheduled days of class, consecutively, without an LOA will be terminated for non-attendance. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be terminated. Any refund due the student will be paid within 45 days from this documented drop date.

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

A leave of absence must be requested in writing on an official Leave of Absence Form obtainable from the administrative office of Cambridge Institute of Allied Health & Technology prior to the beginning of the proposed requested leave. A leave of absence must be approved by the Program Director and/or the Academic Dean and may not exceed 180 days or the start of the next available class at the current location, whichever event shall first occur. Only one leave of absence per academic year is permitted.

Grievance Policy

Grievance Policy
Students should first address their complaint with the appropriate department (education, registrar, financial aid instructor, career placement, etc). If the complaint is not resolved by the appropriate department, then the student may submit the grievance in writing to the Campus Director. The Campus Director will review the complaint and address the complaint with the student and respond to the student in writing within 10 work (Federal and State of Florida holidays excluded) days.

A student who feels their grievance has not been satisfactorily resolved may submit a letter to the Florida Commission for Independent Education - located at 325 West Gaines St., Suite 1414, Tallahassee, Florida 32399-0400 Phone (888) 224-6684. The student also has the option to contact the Accrediting Bureau for Health Education Schools (ABHES) in writing. The mailing address is 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043.

A student that has been dismissed for disciplinary reasons must make application to the Campus Director of the school to be re-enrolled and is responsible for payment of all applicable re-enrollment fees.

ARTICLE I. ACADEMIC AFFAIRS COMMITTEE
ARTICLE II.   GENERAL POLICY

The Academic Affairs Committee shall be responsible for evaluating the performance of a student in poor academic standing. The committee will recommend whether the student should be dismissed from the program. The committee is also responsible for recommending dismissal for poor attendance or for other grounds for dismissal as stated in this student handbook. The committee shall consist of the following:

- Campus Director
- Selected faculty members (to be selected by the Campus Director) extend to the Program Director

ARTICLE III.   STATEMENT OF POLICY AND PROCEDURE

Purpose; Responsibilities and Mission of the Academic Affairs Committee
The Academic Affairs Committee (hereinafter, the committee) is established for the purpose of and shall be responsible for evaluating the performance of students of Cambridge Institute of Allied Health & Technology in less than satisfactory academic standing. They are responsible for evaluating and recommending appropriate action including, but not limited to, disciplinary action (i.e., warning, probation, suspension or expulsion) with respect to such Cambridge Institute of Allied Health & Technology students. This could be for less than satisfactory academic performance or for any other reason and/or grounds which may be prescribed in this student handbook and/or the Cambridge Institute of Allied Health & Technology’s catalog.

Student Services

Student Services
Services offered to students include: academic, financial aid, and career placement assistance. Our student services are designed and implemented to provide quality student centered service to our students.

Advising
Advisors are available to assist students with admission, registration, academics, financial aid, in-house payment plan, and career placement. Matters and concerns of a personal nature will be referred to community agencies as needed.

Students are encouraged to meet with their instructor and/or program leaders with concerns that may require academic counseling or are health related in nature. Instructors, and Program Supervisors may refer students to professional community counseling resources if necessary.

Career Services
The career Services department will provide to all students/graduates any placement assistance during their education as well as after they have graduated. The career services department will meet with the students once they have enrolled and started classes to guide them through the
Campus Safety

Crime Report
Cambridge Institute of Allied Health & Technology informs students and employees about crimes committed in compliance with Statute 668.46. The institute does not have on-campus housing. The report refers to 460 E Altamonte Drive, Altamonte Springs, Florida 32701. Pursuant to the Campus Security Act (Public Law 101-542), Cambridge Institute maintains data on campus crime. This information is available upon request.

Florida Senate Bill 524 (Sexually Violent Predators)
Effective July 1, 2014, the Florida Department of Law Enforcement (FDLE) has a website in existence for sexual predator and sexual offender registry. The website and toll free telephone number are below.
FDLE website - http://offender.fdle.state.fl.us/offender/homepage.do
FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234

Crime Awareness and Campus Security
A fundamental objective of Cambridge Institute is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. The environment is damaged by any and all criminal activities, including drug and alcohol abuse. Therefore, all members of the academic
community, students, faculty, administrators, and academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

Crime awareness and campus security consists of three sections: the policies of Cambridge Institute, the procedures for campus security, and the dissemination of information about crime awareness and campus security.

The policies of Cambridge Institute are published in the various Institute publications and are summarized here for completeness: Students and employees of Cambridge Institute are subject to all federal, state, and local laws as well as regulations set forth by the Institute. The breach or violation of any of these laws may result in disciplinary action.

Access to campus facilities is restricted to the operating hours published in the Institutions catalog. Operation of the facilities outside the specified times can be arranged only through the campus director.

The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and will be grounds for immediate suspension or dismissal of students, faculty members, administrators, and other employees.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance, any student shall be expelled and any employee shall be dismissed. For a first offense involving the illegal possession of any controlled alcohol or being under the influence of any illegal substance, the student or employee will be given a warning. The second offense will result in probation for 180 days and require proof of enrollment into a certified drug rehabilitation program within 14 days of the offense: if not dismissal. A third offense will result in immediate dismissal.

The consumption, sale, or possession of any alcoholic beverages while on campus is expressly forbidden. Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension. Possession of any weapon on campus is expressly forbidden. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal. Students and employees are informed regarding methods and procedures available to avoid assault and harassment.

Procedures for safety and reporting crimes or violations of Cambridge Institute polices include: Students or employees, who observe violations of the Institute’s policies, emergencies on campus, or situations which might adversely affect campus safety, should report those occurrences to the campus director. The appropriate campus official will investigate each occurrence and a Cambridge Institute Incident Report Form will be filed. If appropriate, the local police/fire department will be notified. In the event an Institute official is not available, violations should be immediately reported to local police or sheriff’s department.

Regularly scheduled safety inspections of the premises are performed by the campus director. Cambridge Institute disseminates information concerning campus crime and security in the
following ways: A copy of the crime statistics is available on our website under financial aid tab and then consumer reporting.

Each student, upon starting classes at Cambridge Institute, participates in an orientation session. During this orientation, security measures specific to the campus are discussed with students. Questions concerning campus security are answered at that time. Further information is always available through the Director. Additional information concerning drug abuse is available during registration. Pamphlets that discuss the legal consequences of involvement with illegal drugs, the medical implications of the use of illegal drugs, and the ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities are available through the Institute’s student resource center. Posters from various community agencies regarding alcohol and drug abuse are displayed in faculty and student lounge areas.

**Sexual Harassment**

Cambridge Institute strongly defends and strictly enforces a student’s right to be free of sexual harassment while attending classes. All students are to strictly adhere to this rule.

**Harassment**

Cambridge Institute is committed to providing a work and learning environment that is free of discrimination and harassment. This policy applies to all employees, administrators, instructors, students, and any other person who does business with Cambridge Institute. This includes the relationship between instructors and students.

It is a violation of this policy for any administrator, instructor, or other employee and/or student to engage in or condone harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the policies and procedures of this institute are implemented.

Any person who believes that he or she has been the subject of harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.

The campus director shall be responsible for assisting employees and students seeking guidance and/or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature or any other forms of harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of the individual’s race, color, religion, gender, national origin, age, or disability when it has the purpose or effect of unreasonable interfering with an individual’s work performance or creating an intimidating environment.
Any student or employee who feels that he or she has been subjected to sexual harassment or other forms of harassment has the right to file a complaint with the appropriate complaint manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. Written complaints shall include the following: (1) the name of the complaining party; (2) the name(s) of the alleged offender(s); (3) the date(s) of the offense(s); (4) the location(s) of the offense(s); (5) a description in as much detail as possible of the incident(s), including any statement made by either party; and (6) a list of known witnesses.

Any conduct which could reasonably be perceived as retaliatory, such as accosting, calling, or writing the complainant, or encouraging third parties to harass the complainant because of his/her complaint shall be considered an independent violation of this policy. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the appropriate complaint manager or individual designated by the Complaint Manager.

All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident occurred.

Upon completion of the investigation the complaint manager shall prepare a written report including the following: (1) date(s), (2) the name of the complainant; (3) the name(s) of the alleged offender(s); (4) a summary of the factual allegations of the alleged harassment; (5) the name(s) of potential witnesses; (6) a summary of the steps taken to complete the investigation; (7) a summary of all witness statements with copies of the actual statements attached; (8) a listing of any physical evidence available; (9) a factual summary of all the evidence that either supports or refutes the allegations of harassment; and (10) a statement from the alleged offender. NOTE: the investigation report is a statement of fact and should not reach any conclusion. The investigation shall be completed within thirty days (30) after the complaint is filed.

The Complaint Review Committee shall consist of three persons appointed by the complaint manager who have no knowledge of and/or involvement in the alleged incident. The committee shall be comprised of one representative from the faculty, one representative from administration/staff, and one representative from the student body. The Complaint Review Committee reviews the investigation report and attempts to determine the merits of the complaint. If the committee members can make a clear finding unanimously, the Committee will transmit a finding and recommend sanctions to the Complaint Manager. The complaint manager will then act to resolve the matter. If the Complaint Review Committee cannot reach a decision based upon the investigation report within ten (10) days of receiving the report, the Complaint Review Committee shall set a hearing date.

Hearings shall be held in accordance with the procedures of the Florida Administrative Code (FAC). Notwithstanding any of the provisions of the FAC, all hearings will be closed to the public to maintain the confidentiality and protect the privacy of all parties. Notwithstanding any of the provisions of the FAC, all accused employees and/or students will receive written notice of the hearing and copies of allegations at least ten (10) days prior to the hearing date. The accused employee(s) and/or student(s) will be entitled to attend the hearing and to testify in his or her own behalf, be entitled to confront or cross-examine the complaining party and other witnesses in his or
her own behalf, and be allowed to introduce evidence which is relevant to the issues presented by the complaint and the investigative report. Neither the complaining party nor the accused party is permitted to have an attorney present at the hearing.

The Complaint Review Committee shall issue a written statement that includes a finding of facts and conclusions within ten days (10) of the conclusion of the hearing explaining how those facts established a violation or non-violation of the harassment policy. A finding of policy violation will require a recommendation of appropriate sanctions to be imposed by the Complaint Manager.

The decision of the Complaint Review Committee may be appealed to the Board of Directors or it’s designate. The Board of Directors or its designate, after reviewing the results of the investigation and hearing, may adopt, reject, or modify the decision. When the offender is a staff employee or instructor, discipline shall be taken commensurate with the offense and may range from a written reprimand to termination, as recommended by the Complaint Review Committee and determined by the Complaint Manager.

When the offender is an officer, administrator, or director, discipline shall be taken commensurate with the offense and may range from a written reprimand to termination or removal from office, as recommended by the Complaint Review Committee and determined by the Complaint Manager. The Complaint Manager, as recommended by the Complaint Review Committee, shall take action when the offender is a student, discipline commensurate with the offense and may range from a written reprimand to suspension or expulsion.

**Drugs and Alcohol**
The consumption, sale or possession of any alcoholic beverages while on campus is expressly forbidden. No alcoholic beverages are to be consumed or drugs taken, given, or sold, in any form, in the classrooms, labs, externships, field trips or on school grounds. (Medication prescribed by a licensed physician for a specific medical condition is allowed). Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension and up to termination.

**Substance Abuse Policy**
Cambridge Institute provides a drug-free institution as required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, and defined at 34 CFR Part 85, Sections 85.605 and 85.610. Cambridge Institute employees and students may not unlawfully manufacture, possess, use, dispense, or distribute illicit drugs and alcohol on Cambridge Institute property, or a part of its off-campus student activities. Every employee and student must follow this rule. Any employee who violates this policy will be disciplined, suspended, or released. Any student who violates this policy will be disciplined, suspended, or expelled.

Cambridge Institute recognizes and acknowledges the health risks associated with the use of illicit drugs and the abuse of alcohol, such as: the reduction of mental acuity, memory loss, severe disorientation, impaired motor functioning, damage to major organs, hepatitis, AIDS, etc. Cambridge Institute provides referral information about substance abuse counseling and rehabilitation services, which are available for members of the campus community who may require
it. Those persons who voluntarily avail themselves of referral services shall be assured that applicable professional and regulatory standards of confidentiality will be observed.

Cambridge Institute students and employees are subject to all local, state. Federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The Institute will assist any law enforcement agency that is investigating drug or alcohol violations involving Cambridge Institute employees or students.

Florida has adopted the Uniform Controlled Substance Act known as the A Florida Comprehensive Drug Abuse Prevention and Control Act (Fla. Statue 893.01 to 893.165).

The following list of criminal penalties for drug and alcohol abuse is not exhaustive. Note well there may be other provisions of local, Florida, and federal statues related to drug and alcohol that are not included here.

Driving under the influence of drugs or alcohol carries substantial penalties. Driving while in possession of a controlled substance is a separate offense. Consumption of alcoholic beverages while operating a motor vehicle is another separate offense. There are increased penalties under Florida law to sell, manufacture, or deliver, or possess with intent to sell manufacture, or deliver a controlled substance in, on, or within 200 feet of the real property of a public or private school or Institute.

It is an offense for any person 18 years or older to deliver any controlled substance to a person under the age of 18. The Federal Controlled Substances Act also forbids many of the same acts or missions forbidden by Florida Law (see 21 U.S.C. 841 et seq.).The illegal use, possession, sale, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of student, faculty members, administrators, and other employees. A first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance, any student shall be expelled and any employee shall be dismissed. A first offence involving the illegal possession of any controlled alcohol or being under the influence of an illegal substance, the student or employee will be given a warning. The second offense will result in probation for 180 days and require proof of enrollment into a certified drug rehabilitation program within 14 days of the offense; if not dismissal. A third offense will result in immediate dismissal. The consumption, sale or possession of any alcohol beverages while on campus is expressly forbidden. Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension. Any employee who has been convicted of a criminal drug statute occurring in the workplace shall notify Cambridge Institute in writing no later than five (5) calendar days after such conviction so that the Institute can, in turn, notify the Department of Education within ten (10) calendar days thereafter.

**Weapons**

Possession of any weapon on campus is expressly forbidden weapons of any nature are prohibited in the classroom, lab, externship, and on school grounds. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal.

**Theft of School Property**
Theft of school property is prohibited. Students in violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

**Vandalism**
Vandalizing school property is prohibited. Example: graffiti, defacing property, deliberate breaking of equipment and supplies. Violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

**Criminal Record**
Cambridge Institute makes students aware that if they have a criminal record that they may be ineligible for certain jobs, employment opportunities, clinical site rotations, certifications, or licenses. Cambridge Institutes held harmless for a student or graduate’s inability to obtain employment, certification, or licensing.

**Hazing Policy**
Cambridge Institute of Allied Health & Technology, prohibits students or other persons associated with any student organization from engaging in hazing as defined in state statute 1006.63. As used in this section, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Anyone found in violation of the Hazing Policy will be subject to disciplinary action. The severity of the sanctions will be dependent on the circumstances surrounding the violation. Disciplinary action will be taken in addition to any penalties imposed by civil authorities for violations of state law.

Penalties may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. Any person having knowledge of any activity or statement with constitute hazing should contact the school President, Director, or Director of Education in the administration office. Copies of this policy and rules concerning violations, penalties, and process of enforcement will be distributed to students at the time of enrollment.

**Sexual Offender Registry and Access to Related Information**
Information regarding registered sexual offenders in the area may be obtained through the following website; [http://seminolesheriff.org/](http://seminolesheriff.org/). Students may access the website via internet in the institute’s library. Students are encouraged to register for eLert bulletins through the Seminole County Sheriff’s Office website to receive current information on sex offenders who are moving in and out of the
area. The Seminole County Sheriff’s Office Community Services Section is available to conduct crime prevention seminars for our student. A Women’s Safety Seminar is scheduled periodically for students.

Violence Against Women’s Act

PURPOSE AND SUMMARY
Cambridge College of Healthcare & Technology (Cambridge) is committed to creating and maintaining a community where all individuals who participate in Cambridge programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Cambridge prohibits sexual harassment and sexual violence. Such behavior violates both law and Cambridge policy. Cambridge will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and/or sexual violence, or otherwise violates the Violence against Women Act (herein referred to as “VAWA Policy”).

SCOPE OF POLICY
The VAWA Policy applies to all Cambridge employees and students.

PROHIBITED ACTS AND DEFINITIONS
In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

a. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Cambridge will respond to reports of any such conduct in accordance with the VAWA, or other applicable, Policy. Sexual harassment may include incidents between any members of the Cambridge community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

b. Sexual Violence is defined as physical sexual acts engaged without the consent of the other without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

c. Domestic Violence Is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any
other person committing an act “against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

d. Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

e. Sexual Assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

f. Forcible Sexual Offense is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

g. Non-forcible Sexual Offense is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses:

a. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

h. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of this Policy, the age of consent is the age consistent with Florida Law.

i. Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision—making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.
j. Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

CONSENSUAL RELATIONSHIPS
The VAWA Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Cambridge community are subject to other Cambridge policies outlined in the Employee and/or Student Handbooks. While a consensual romantic relationship between members of the Cambridge community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex---or gender---stereotyping, or sexual orientation also is prohibited by Cambridge, as part of its nondiscrimination policy, if it denies or limits a person’s ability to participate in or benefit from Cambridge educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Cambridge may take into account acts of discrimination based on gender, gender identity, gender expression, sex---or gender---stereotyping, or sexual orientation.

RESTITUTION
The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complaint under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

REPORTING SEXUAL HARASSMENT OR SEXUAL VIOLENCE
Any member of the Cambridge community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedures as outlined in the Employee and/or Student Handbooks. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.
If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment Complaints when a report is received. Any manager, supervisor, or designated employee responsible for reporting or responding
To sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action. Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable Cambridge to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Cambridge’s ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence also may file a separate complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within EEOC time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE
Cambridge will provide a written explanation of available rights and options, including procedures to follow, when the Cambridge receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any Cambridge program. Upon a finding of sexual harassment or sexual violence, Cambridge may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

PRIVACY
Cambridge shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Cambridge policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Cambridge community. While such information is considered confidential, Cambridge policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether Cambridge concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused’s consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.
REQUESTS FOR CONFIDENTIALITY
Confidential resources, outside/third party counseling sources are available for individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and are posted on the Cambridge website. Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the Cambridge to resolve their concerns.

An individual’s requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the Cambridge’s legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the Cambridge will comply with requests for confidentiality to the extent possible.

EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY
Cambridge reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge employee.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re-apply for future employment. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of Cambridge’s Responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY
Cambridge reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge student.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re-enroll. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the Cambridge Responsible Officers and communicated by the Title IX Coordinator. This decision may not be appealed.
ADDITIONAL ENFORCEMENT INFORMATION
The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

RESPONSIBLE OFFICERS
President/CEO, Terry LaPier
Title IX Administrator/Cynthia Abromitis, Interim Campus Director

STANDARDS AND CONDUCT

STUDENT CONDUCT
Cambridge Institute of Allied Health and Technology expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of Cambridge Institute of Allied Health & Technology. Students who engage in such misconduct may be subject to dismissal by Cambridge Institute of Allied Health and Technology. Examples of such behavior are outlined below, but are not limited to:

Dishonesty; including cheating, plagiarism, knowingly furnishing false information to Cambridge Institute of Allied Health and Technology and forgery, alteration or use of Cambridge Institute of Allied Health and Technology documents or identification with intent to defraud. Plagiarism is defined as:

- Direct quotation or paraphrasing from published sources that are not properly acknowledged through a bibliography.
- The use of other persons or services to prepare work that is submitted as one's own.
- The use of previously submitted papers, written by other students.
- Submission of the same or very similar papers by collaborating students.

- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, meetings or other Cambridge Institute of Allied Health and Technology activities.

- Physical or verbal abuse of any person within the Cambridge Institute of Allied Health and Technology organization. This also includes affiliate’s property, clinical site, or functions sponsored or supervised by Cambridge Institute of Allied Health and Technology.

- Sexual Harassment (as defined in the catalog).
● Theft or damage to any property belonging to or occupied by Cambridge Institute of Allied Health and Technology and/or any damage to the property or damage to equipment of any affiliate of Cambridge Institute of Allied Health and Technology.

● Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of a building or its immediate surroundings or educational equipment where activities of Cambridge Institute of Allied Health and Technology (as well as a campus or clinical site or an affiliate’s property) take place.

● Noncompliance with directions from employees, instructors, program directors, administrators, officers or management personnel of Cambridge Institute of Allied Health and Technology. This also includes medical or clinical facility supervisors acting in the performance of their respective duties.

● Students in violation of the Student Conduct Policy may be suspended while the violation is reviewed by the Academic Affairs Committee. The Academic Affairs Committee decision is final, binding and conclusive.
Program Offerings

All programs at Cambridge Institute of Allied Health and Technology are taught residentially. There is no online component.

Patient Care Technician (PCT)
Diploma Program
Method of Delivery - Residential
36 weeks / 720 clock hours

Program Objective:
The program is designed to prepare students for employment as entry level advanced cross-trained nursing assistants (Patient Care Technicians). This program offers a broad foundation of knowledge and skills expanding the traditional role of the nursing assistant for acute and long term care settings. All courses must be satisfactorily completed in order to graduate from the Patient Care Technician program. A Patient Care Technician is strongly encouraged to become a CNA to practice as a PCT. Graduates are eligible to take the Certified Patient Care Technician exam through NHA (not a state requirement). Human venipunctures and capillary sticks are performed in the classroom. Phlebotomy procedures are practiced on training arms. The Certified Phlebotomy Technician examination may be taken through NHA when the applicable number of human venipunctures and capillary sticks have been obtained and documented by an instructor or employer. Phlebotomy certification is not a state requirement. Students that have completed the Nursing Assistant portion of the PCT program are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to gain employment in the field of training.

Program Outline

Mon.-Thur. 8:30am-1:30 pm
Required Courses Clock Hours
HC101 Health Care and Body Systems 100
NA101 Articulated Nursing Assistant 80
NA102 Nursing Assistant Externship (prerequisite-NA101) 40
PC101 Home Health Aide 75
PC102 Patient Care Assistant 65
PH101 Phlebotomy (skill practice on training-arm no human venipunctures) 120
PC103 Electrocardiograph Aide 80
PC104 Allied Health Assistant 80
PC105 Patient Care Technician 80
Total Hours 720

Course Descriptions
HC101 Heath Care and Body Systems  5 weeks  /100 clock hours  This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept. CPR, HIV/AIDS, Domestic Violence and OSHA are also included.

Prerequisites: None

NA101 Articulated Nursing Assistant  4 weeks  80 clock hours
This course instructs students in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: None

NA102 Nursing Assistant Externship  2 weeks  40 Hours Clinical/ 40 Clock Hours
In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: NA101

PC101 Home Health Aide  3 weeks  75 clock hours
This course includes homemaking services, shopping and meal preparation, stages of human growth and development, safety and infection control, body systems and common disorders relative to home health care. In addition, this course teaches home health care for maternal and infant needs as well as care for the client with special needs.

Prerequisites: None

PC102 Patient Care Assistant  4 weeks  65 Residential/65 clock hours
This course instructs students in nursing assistant skills for pediatric patients, maternal and infant care and adult surgical patients related to the hospital setting.

Prerequisites: None

PH101 Phlebotomy  6 weeks  120 120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: None

PC103 Electrocardiograph Aide  4 weeks  80 80 clock hours
This course includes basic principles of the cardiovascular system, the normal electrocardiograms, lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.

Prerequisites: None

PC104 Allied Health Assistant  4 weeks  80 clock hours
This course introduces the student to care of the patient with problems of the respiratory, muscular and skeletal systems. Included are restorative therapies and equipment used to enable the patient to regain optimal function.

Prerequisites: None

**PC105 Patient Care Technician**

4 weeks
65 clock hours

This course instructs the student in organizational and effective team skills, documentation, and record management. In addition students will learn advanced special care skills, such as colostomy care, wound care, endotrachial tube and tracheotomy care.

Prerequisites: None

**Medical Assistant Diploma Program**

Method of Delivery: Residential

46 weeks/ 1150 clock hours

Program Description

More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the Basic X-ray Machine Operator may do so, and if the exam is successfully passed, they may perform limited X rays in multiple healthcare settings. Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician’s offices, outpatient medical facilities, hospital, imaging centers, clinics, mobile imaging units or other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician’s office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 200 hour externship in an ambulatory care medical facility. Program graduates are eligible to take the following credentialing examinations: Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants. The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC101</td>
<td>Health Core &amp; Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>XR101</td>
<td>Introduction to Radiography for the Medical Assistant</td>
<td>80</td>
</tr>
<tr>
<td>XR102</td>
<td>Radiography of the Chest, Upper Extremities, and Shoulder Girdle</td>
<td>70</td>
</tr>
<tr>
<td>XR103</td>
<td>Radiography of the Lower Extremities, Abdomen and Pelvis</td>
<td>70</td>
</tr>
<tr>
<td>XR104</td>
<td>Radiography of the Skull and Spine</td>
<td>70</td>
</tr>
<tr>
<td>MA 100</td>
<td>Introductions to Medical Assisting</td>
<td>20</td>
</tr>
<tr>
<td>MA101</td>
<td>Administrative Medical Office Procedures</td>
<td>80</td>
</tr>
<tr>
<td>MA103</td>
<td>Anatomy &amp; Physiology/Related Diseases</td>
<td>80</td>
</tr>
</tbody>
</table>
Course Description

XR101 Introduction to radiography for the Medical Assistant 80 hours
This course instructs the student in basic physics of radiographic exposure, principles of radiation protection, and patient care management. This course also includes digital image receptors, the x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis is placed on PACS (Picture Archiving and Communications Systems).
Prerequisites: None

XR102 Radiography of the Chest, Upper Extremities, and Shoulder Girdle 70 hours
This course includes radiological and positioning terminology for the chest, upper extremities, and shoulder girdle.
Prerequisites: None

XR103 Radiography of the Lower Extremities, Abdomen and Pelvis 70 hours
This course includes radiological and positioning terminology for the lower extremities, abdomen, and pelvis.
Prerequisites: None

XR104 Radiography of the Skull and Spine 70 hours
This course includes anatomy of the Skull and Spine with terminology and radiographic positioning, procedures, and techniques.
Prerequisites: None

HC101 Health Core and Body Systems 100 hours
This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA. Students in this course become familiar with Basic X Ray machine operations.
Prerequisites: None

MA 100 Introduction to Medical Assisting 20 hours
This course is designed to introduce the student to the healthcare field of Medical Assisting.
Prerequisites: None

MA101 Administrative Medical Office Procedures 80 hours
This course is designed to introduce the student to office processes. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab. It
also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and the office communications.

**Prerequisites:** None

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA103</td>
<td>Anatomy &amp; Physiology/Related Diseases</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>This course includes fundamental anatomy and physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, senses, skin, skeletal, muscular, and immune system.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA104</td>
<td>Electrocardiography</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>This course is designed to teach the student how to perform a 12-lead Electrocardiogram. Included are basic anatomy and electrophysiology of the heart. The student will be able to identify sinus rhythms as well as life-threatening dysrhythmias. Lab included.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA105</td>
<td>Pharmacology/ Medication Administration</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>This introduces the student to basic pharmacology and medication administration. Included are drug classifications, calculations, abbreviations, and safety. The student is instructed in preparation and administration of medications including injections.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH101</td>
<td>Phlebotomy</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA106</td>
<td>Clinical Procedures</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>This course instructs the students in the following clinical duties and responsibilities, clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory &amp; specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA107</td>
<td>Medical Assisting Externship</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td><strong>Required classes:</strong> All theory and lab classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The medical assistant externship will be completed in a physician’s office, outpatient medical facility, hospital, or other relative healthcare setting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>
Practical Nursing
Diploma Program

Method of Delivery - Residential
54 weeks - Days
85 weeks - Evenings
1350 clock hours

Program Objective
The Practical Nurse program offers preparation in the knowledge and clinical skills for students to enter the Practical Nursing field. Students in this program are conditioned to take the NCLEX-PN examination required for employment as an entry-level Licensed Practical Nurse (LPN). Practical Nursing experiences include theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing and respective clinical rotations in both acute and long-term care situations. Theoretical instruction of the clinical application of the vocational role and function and personal, family and community health concepts, nutrition, human growth and development over the lifespan, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, legal aspects of practice, Health Careers Core, Basic Life Support (BLS and CPR) for health-care providers, and current issues in nursing are all components of the program. Practical Nurses are employed in a variety of healthcare settings including hospitals, ambulatory care settings, long-term care facilities, home health agencies, private duty opportunities, and other appropriate medical areas. Upon program completion, graduates are eligible to take NCLEX-PN credentialing examination.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 100</td>
<td>Health Care</td>
<td>90</td>
</tr>
<tr>
<td>PN 102</td>
<td>Medical Terminology</td>
<td>40</td>
</tr>
<tr>
<td>PN 103</td>
<td>Anatomy and Physiology (Body Structure and Function)</td>
<td>100</td>
</tr>
<tr>
<td>PN 104</td>
<td>Human Growth and Development</td>
<td>20</td>
</tr>
<tr>
<td>PN 105</td>
<td>Vocational Role and Function - Personal Communication:</td>
<td>15</td>
</tr>
<tr>
<td>PN 106</td>
<td>Legal Aspects of Practice</td>
<td>15</td>
</tr>
<tr>
<td>PN 107</td>
<td>Nutrition</td>
<td>15</td>
</tr>
<tr>
<td>PN 108</td>
<td>Pharmacology and Administration of Medications</td>
<td>80</td>
</tr>
<tr>
<td>PN 109</td>
<td>Mental Health Concepts</td>
<td>30</td>
</tr>
<tr>
<td>PN109CL</td>
<td>Mental Health Concepts (clinical)</td>
<td>65</td>
</tr>
<tr>
<td>PN 110</td>
<td>Community Health Concepts-</td>
<td>20</td>
</tr>
<tr>
<td>PN110CL</td>
<td>Community Health Concepts – Public Health,</td>
<td>50</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Clock Hours</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>PN 111</td>
<td>Geriatric Nursing</td>
<td>30</td>
</tr>
<tr>
<td>PN111CL</td>
<td>Geriatric nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 112</td>
<td>Medical Surgical Nursing</td>
<td>75</td>
</tr>
<tr>
<td>PN112CL</td>
<td>Medical Nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 113</td>
<td>Medical Surgical Nursing</td>
<td>75</td>
</tr>
<tr>
<td>PN113CL</td>
<td>Surgical nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 114</td>
<td>Obstetric Nursing</td>
<td>35</td>
</tr>
<tr>
<td>PN 114CL</td>
<td>Obstetric nursing (clinical)</td>
<td>64</td>
</tr>
<tr>
<td>PN 115</td>
<td>Pediatric Nursing</td>
<td>35</td>
</tr>
<tr>
<td>PN115CL</td>
<td>Pediatric Nursing (clinical)</td>
<td>64</td>
</tr>
</tbody>
</table>

**Total Clock Hours: 1350**

**COURSE DESCRIPTIONS**

*Theoretical Instruction & Lab Courses, Clinical Experience*

**PN 100 Health Care**
90 clock hours
This course covers the Core and the competencies of basic knowledge necessary in the health occupations career. It includes basic communication skills; math and science, employability skills, safety practices, legal and ethical responsibilities, knowledge of the health care system as a whole, principles of infection control, first aid, and basic patient care competencies.

**Prerequisites:** None

**PN 102 Medical Terminology**
40/40 clock hours
This course introduces the student to the basic knowledge and understanding of medical language and terminology used by health care professionals. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

**Prerequisites:** PN 100

**PN 103 Anatomy and Physiology**
100 clock hours
This course includes fundamental Anatomy and Physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, special senses, integumentary, skeletal and muscular, and respiratory systems. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

**Prerequisites:** PN 100

**PN 104 Human Growth and Development**
20 clock hours
In a learning training setting, this course examines the human life cycle from infancy through old age. Emphasis will be placed on the psychological, biological, and sociological development of the human being and the factors influencing changes that occur during each life stage. The role of the
family as it relates to health and wellness and its role in growth and development will also be explored.

**Prerequisites**: PN 100

---

**PN 105 Vocational Role and Function**  
15 clock hours  
This course will stress the importance of professional and interpersonal communication in order to maintain interdisciplinary relationships. The student is introduced to strong work ethics, personal and professional traits, interpersonal relationship, practicum, and career planning.  
**Prerequisites**: PN 100

---

**PN 106 Legal Aspects of Practice**  
15 clock hours  
In a learning training setting, this course introduces the student to the medical legal issues confronting nurses in the health care settings.  
**Prerequisites**: PN 100

---

**PN 107 Nutrition**  
15 clock hours  
In a learning training setting, this course will emphasize the importance of promoting good nutrition and the concepts of planning modified diets for the health impaired client. Concepts of nutrition promotion will be explored.  
**Prerequisites**: PN 100

---

**PN 108 Pharmacology & Administration of Medications**  
80 clock hours  
This course introduces the PN student to the basics of Pharmacology. Students will explore the major classes of medications, their therapeutic uses, and nursing interventions related to medication side effects. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.  
**Prerequisites**: PN 100

---

**PN 109 Mental Health Nursing**  
30 clock hours  
This course introduces the student to the basic concepts of mental health, mental illness and the role of the practical nurse in caring for clients with mental health needs. The concepts of nursing process, therapeutic communication and legal/ethical/professional standards of care will be explored as they influence mental health nursing practice. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities, pharmacology and in the formulation of nursing intervention strategies. Students will have the opportunity to develop skills in assessment and intervention for clients experiencing mood disorders, psychosis and substance abuse.  
**Prerequisites**: PN 100

---

**PN 109CL Mental Health Clinical Nursing**  
65 clinical clock hours  
This clinical practicum emphasizes in the application of the nursing process and knowledge of the mental health population. It also focuses in the application of mental health theory disorders such as eating, mood, personality, substance abuse, and schizophrenia to meet the mental health client needs.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, PN113

PN 110 Community Health Nursing 20 clock hours
This course introduces students to the theoretical concepts of community and population based community health nursing practice. Emphasis will be on promotion of community health and community health nursing roles.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN109, PN112, and PN113

PN110CL Community Health Concepts Clinical Nursing 50 clinical clock hours
This clinical course will enable students to apply the community health principles. Clinical experiences focus on principles and concepts of health promotion and health education in various community setting such as respite homes, homeless outreach centers, and other organizations promoting quality of life for the underserved in the community.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN109, PN110, PN112, PN113.

PN 111 Geriatric Nursing 30 clock hours
In this module, the student will be introduced to health promotion and care of the older adult. Student will have the opportunity to learn about the health and wellness of the aging population in the United States, explore some of the common myths about aging, and the theories of aging. Next the student will explore methods for assessing body systems, nursing diagnoses appropriate to the older adult, areas in which older adults differ in their response to illness and other stressors, and changes that occur with aging in intelligence, learning and memory. Finally, the student will have the opportunity to learn ways to preserve dignity and self-esteem in the older adult.
Prerequisites:

PN111CL Geriatric nursing (clinical) 144 clinical clock hours
This course provides clinical experience for students with nursing care in geriatric settings working with aging population. The course introduces the students to the practical application of the basic concepts caring for geriatric patients and the role of the practical nurse in their care. This clinical experience builds upon the theory and knowledge gained.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113

PN 112 Medical Surgical Nursing 1 75 clock hours
The course is designed to introduce the student to nursing principles in the care of the adult patient. The student will study patient care problems that are specific to altered body systems. The focus will be on the cardiovascular, respiratory, lymphatic and neurological systems. The student will study the essential nursing considerations for total patient care management and the application of the nursing process to formulate nursing care plans.
Prerequisites: PN 100, PN105, PN115, PN110

PN112CL Medical Surgical Nursing I (clinical) 144 clinical clock hours
This clinical practice emphasizes the life process of adulthood and aging. Integration of nursing science into the problem solving process, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.
Prerequisite: PN110, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112

PN 113 Medical Surgical Nursing II 75 clock hours
In a learning and residential training setting, this course the course is a continuation of Medical Surgical I. Further study will include the urinary, gastrointestinal, cardiovascular, endocrine, reproductive, immune, neurological, and lymphatic systems. The course will also discuss sexually transmitted diseases. The student will study essential nursing considerations for total patient care management and the formulation of nursing care plans.
Prerequisites: PN100, PN 102, PN103, PN104, PN105, PN106, PN107, and PN108

PN 113CL Surgical Nursing II (clinical) 144 clinical clock hours
This clinical practice is continuation of Medical Surgical I. Also emphasizes on the life process of adulthood and aging. Integration of nursing science into the problem solving process, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.
Prerequisites: PN100, PN 102, PN103, PN104, PN105, PN106, PN107, and PN108, PN112

PN 114 Obstetric Nursing 35 clock hours
This course introduces the student to the role of the practical nurse in assessing and meeting the needs of the OB/GYN patient. Emphasis will be placed on the roles of the PN in reproductive anatomy and physiology, prenatal development, labor and delivery (including pain management), antepartum and post-partum care, and complications and risk factors of pregnancy. Diseases of the reproductive system will be covered in terms of their deviation from normal functioning.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113

PN114CL Obstetric nursing (clinical) 64 clock hours
This course considers the nursing care of individuals on a continuum related to childbearing, evolving through the maternity cycle and care of the neonate. Students apply the basic concepts in caring for childbearing families. Students’ knowledge and understanding of the family and how it is affected during the reproductive experiences is approached in terms of basic health needs—physical, psychosocial, and socio-cultural. Students are exposed to concepts and techniques used in childbirth preparation classes. Throughout the childbearing experience, students will provide nursing care to clients during pregnancy, labor/delivery, and postpartum.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, PN113

PN 115 Pediatric Nursing 35 clock hours
In a learning training setting, this course focuses on the care of children from birth through adolescence. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical issues are discussed regarding the relationship to the child and family, including issues such as child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family.
Prerequisites: PN100, PN 102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113

PN115CL Pediatric Clinical Nursing  
64 clinical clock hours
This course focuses on health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.  
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, PN113

Students in the Practical Nursing program are required to maintain a cumulative grade point average of 3.0 throughout the program.

All Practical Nursing Clinical Courses are graded as either A (Pass) or F (Fail). A grade of A (Pass) is obtained by completing all of the following requirements:

- Minimum score of 2.5 on Midterm Clinical Evaluation
- Minimum score of 2.5 on Final Clinical Evaluation
- Minimum score of 80% on Clinical Medication Exam
- Proficient demonstration of nursing skill as assigned by clinical coordinator/instructor

Failure to successfully pass any one of the above requirements will result in a F(Fail) for the clinical course.

Nursing  
Associate of Science Degree Program  
1725 Hours  
77 Semester Credits  
96 Instructional Weeks

Program Description
The Associate in Science Nursing program at Cambridge Institute of Allied Health & Technology is designed to provide training and education in order to prepare graduates to plan, deliver, and manage patient care as registered nurses in a variety of settings. The program offers students the opportunity to learn to effectively function as an integral part of the interdisciplinary team in a complex healthcare delivery system. At the completion of the program, graduates who have attended class and their clinical rotations, studied, and practiced their skills should have the ability to make successful application for state licensure and, upon passing the required state examination, to seek entry-level employment as registered nurses.

The requirements of the Program for graduation are as follows:

- Completion of all program courses with a satisfactory grade of 75% or above in theory and a passing grade in all clinical courses
- Completion with an earned grade point average of 2.5 or above
- Tuition accounts satisfied
- Completion of a practice NCLEX-RN exam with a minimum passing score of 75%. If below 75%, evidence of remediation in identified areas is necessary.

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Code</th>
<th>Course Name</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR111</td>
<td>Nursing Concepts</td>
<td>1</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>NUR112</td>
<td>Nursing Fundamentals</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>NUR112C</td>
<td>Nursing Fundamentals Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR112L</td>
<td>Nursing Fundamentals Lab</td>
<td>1</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR123</td>
<td>Medical/Surgical Nursing I</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>NUR123C</td>
<td>Medical/Surgical Nursing I Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR123L</td>
<td>Medical/Surgical Nursing I Lab</td>
<td>1</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR145</td>
<td>Pharmacology in Nursing Practice I</td>
<td>2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR146</td>
<td>Pharmacology in Nursing Practice II</td>
<td>1</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>NUR163</td>
<td>Maternal-Child Nursing</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>NUR163C</td>
<td>Maternal-Child Nursing Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR212</td>
<td>Integrated Medical/ Surgical Nursing I</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>NUR212C</td>
<td>Integrated Medical/Surgical Nursing I Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR212L</td>
<td>Integrated Medical/ Surgical Nursing I Lab</td>
<td>1</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR213</td>
<td>Integrated Medical/ Surgical Nursing II</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>NUR213C</td>
<td>Integrated Medical/ Surgical Nursing II Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR220</td>
<td>Mental Health Nursing</td>
<td>2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR220C</td>
<td>Mental Health Nursing Clinical</td>
<td>2</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NUR243C</td>
<td>Nursing Preceptorship</td>
<td>3</td>
<td>135</td>
<td></td>
</tr>
<tr>
<td>NUR250</td>
<td>Advanced Maternal/Infant Nursing</td>
<td>2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUR250C</td>
<td>Advanced Maternal/Infant Nursing Clinical</td>
<td>1</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

| General Education | | |
|-------------------|----------|--------|-------|
| BSC1085           | Anatomy & Physiology I                  | 3      | 45    |
| BSC1085L          | Anatomy & Physiology I Lab              | 1      | 30    |
| BSC1086           | Anatomy & Physiology II                 | 3      | 45    |
| BSC1086L          | Anatomy & Physiology II Lab             | 1      | 30    |
| CTS1050           | Introduction to Computers               | 3      | 45    |
| ENC1101           | English Composition                     | 3      | 45    |
| HCS1000           | Introduction to Health Science          | 3      | 45    |
| MAC1105           | College Algebra                         | 3      | 45    |
| MEA1239           | Medical Terminology                     | 2      | 30    |
| MIC150            | Microbiology                            | 3      | 45    |
| MIC150L           | Microbiology Lab                        | 1      | 30    |
Course Descriptions

BSC 1085 - Anatomy & Physiology I 3 Credits 45 Clock Hours
In this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and special senses. Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1 Credit 30 Clock Hours
Students will explore the structure and function of tissues and organs in a laboratory setting. Co-requisite: BSC 1085

BSC 1086 - Anatomy & Physiology II 3 Credits 45 Clock Hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the endocrine system, cardiovascular system, including blood circulation, heart anatomy and electrical conduction and disease, lymphatic system, respiratory system, gas exchange, digestion, excretory, urinary, male and female reproduction systems. Prerequisites: BSC1085, BSC1085L

BSC 1086L - Anatomy & Physiology II Lab 1 Credit 30 Clock Hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies. Prerequisites: BSC1085, BSC 1085L; Co-requisite BSC1086

CTS 1050 - Introduction to Computers 3 Credits 45 Clock Hours
Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing. Prerequisites: None

ENC 1101 - English Composition 3 Credits 45 Clock Hours
Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course. Prerequisites: None
HSC 1000 - Introduction to Health Science 3 Credits 45 Clock Hours
Students will examine the following topics: The healthcare professions and teams, interactions between and
reactions of patients in altered physical &/or mental states including gerontology and diverse cultures,
professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques
including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body
mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support
(BCLLS). The student will possess the aptitude to comprehend and use information in both written and oral
formats.
Prerequisites: None

MAC 1105 - College Algebra 3 Credits 45 Clock Hours
Students in this course will explore college algebra through a detailed examination of practical applications.
Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational
expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals
and quadratic equations.
Prerequisites: None

MEA 1239 - Medical Terminology 2 Credits 30 Clock Hours
This course will provide students with instruction in how to decipher useful medical terminology into
everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation.
Medical abbreviations and symbols are included.
Prerequisites: None

MIC150 – Microbiology 3 Credits 45 Clock Hours
This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms.
Prerequisites: None

MIC150L – Microbiology Lab 1 Credit 30 Clock Hours
Students will explore the classification, physiology, and pathology of various microorganisms.
Prerequisites: None; Co-requisites: MIC150

NUR111 – Nursing Concepts 1 Credit 15 Clock Hours
Nursing Concepts introduces nursing as a caring, holistic and critically thinking profession. Studying the
historical nursing perspectives, Nightingale through modern holistic, and concepts critical to professional
nursing are traced. Theories of the profession will be explored and an emphasis placed on the theory of
Dorothea Orem as a method for organizing thinking and nursing practice. Concepts that shape a profession
like healthcare delivery systems, ethical considerations, professional behaviors and values are also considered.
And, concepts necessary to provide nursing care like: the nursing process, therapeutic communications,
teaching/learning processes, advocacy, interdisciplinary teamwork and the health/illness continuum are
examined. Throughout the course, students have the opportunity to identify their own learning styles and
begin to create strategies for positive learning and personal wellness.
Prerequisites: None

NUR112 – Nursing Fundamentals 3 Credits 45 Clock Hours
The emphasis in Nursing Fundamentals is on the normal foundations necessary for a nurse to apply critical
thinking processes during both health and illness. The theory of Dorothea Orem and the conceptual
framework of the program are integrated with foundational nursing concepts as a means of exploring normal human functioning. Areas discussed include: assessment, diagnostic and pharmacological resources, accountability through documentation, and, foundational concepts for normal human functioning and wellness.

Prerequisites: BSC1085, BSC1086, NUR111

NUR112C – Nursing Fundamentals Clinical
Nursing Fundamentals Clinical provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of assessment, diagnostic and pharmacological resources, accountability through documentation, and foundational concepts for normal human functioning and wellness within this practice, the student identifies self-care deficits and therapeutic demands for patients with commonly occurring health limitations.

Prerequisites: BSC1085, BSC1086, NUR111; Co-requisite: NUR112

NUR123C – Medical/Surgical Nursing I Clinical
Medical/Surgical Nursing I Clinical provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse. Within this practice, the student identifies self-care deficits and therapeutic demands for patients with commonly occurring health limitations.

Prerequisites: MIC150, MIC150L, NUR112, NUR112C, NUR112L, NUR145, NUR146, NUT180; Co-requisite: NUR123

NUR123CL – Medical/Surgical Nursing I Lab
Medical Surgical Nursing I Skills Laboratory provides the knowledge and practice for beginning medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills.

Prerequisites: MIC150, MIC150L, NUR112, NUR112C, NUR112L, NUR145, NUR146, NUT180;
Co-requisite: NUR123

NUR145 – Pharmacology in Nursing Practice I 2 Credits 30 Clock Hours
Pharmacology in Nursing Practice I assists the beginning professional nursing student to understand pharmacotherapeutic concepts that are necessary for safe adult medical/surgical nursing practice. The major drug classifications are introduced in the context of human functioning and self-care deficits. For each classification the student considers: data collection, dosage/administration, evaluating and maximizing therapeutic effects, minimizing adverse reactions/interactions, managing toxicity and patient education.
Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MAC1105

NUR146 – Pharmacology in Nursing Practice II 1 Credit 15 Clock Hours
Pharmacology in Nursing Practice assists the professional nursing student to understand pharmacotherapeutic concepts that are necessary for safe administration of medications for pediatric, reproductive health and advanced medical/surgical nursing practice. The major drug classifications, in the context of human functioning and self-care deficits, are reinforced. For each classification the student considers: data collection, dosage/administration, evaluating and maximizing therapeutic effects, minimizing adverse reactions/interactions, managing toxicity, patient education, managing IV therapy, chemotherapy, and blood administration.
Prerequisites: NUR145

NUR163 – Maternal-Child Nursing 3 Credits 45 Clock Hours
Maternal Child Health Nursing introduces the student to the components of nursing for women and children that address self-care limitations imposed by pregnancy, childbirth, new life (including congenital defects), age related growth, developmental, and health promotion limitations. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision-making, managing, collaborating, and teaching/learning and wellness. The nurse’s role in assessment for abuse and neglect and risk factors are discussed.
Prerequisites: NUR112, NUR112C, NUR 112L, NUR123, NUR123C, NUR123L

NUR163C - Maternal-Child Nursing Clinical 2 Credits 90 Clock Hours
Maternal Child Health Clinical provides selected experiences in obstetric and pediatric settings that assist the student to integrate content from the classroom with the nursing care of child-bearing women, children and their families. The focus, in these settings, is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for normal self-care limitations due to childbearing or development. Keys to care include assessments, communications, teaching/learning, interdisciplinary and community partnering, and managing care. Clinical experiences will occur in out-patient clinics, physician’s offices, health department clinics, birthing centers and/or hospitals.
Prerequisites: NUR112, NUR112C, NUR 112L, NUR123, NUR123C, NUR123L
Co-requisite: NUR163

NUR212 – Integrated Medical/ Surgical Nursing I 3 Credits 45 Clock Hours
Integrated Medical/Surgical Nursing I focuses on self-care limitations that are common to both adults and children. Stressors are explored through nursing diagnosis categories and include commonly occurring health limitations that alter one’s view of wellness and require therapeutic nursing demands for self-care. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, anemia, cancer, cardiac issues, nephrotic conditions, asthma, fractures, seizures, and, rashes. End of life issues are discussed.
Prerequisites: NUR123, NUR123C, NUR123L

NUR212C – Integrated Medical/Surgical Nursing I Clinical 2 Credits 90 Clock Hours
Integrated Medical/Surgical Nursing I Clinical provides selected pediatric and adult patient experiences in a variety of settings. It assists students to incorporate both theory and college lab skills. The clinical focus is on the practice of technical nursing skill sets that are utilized or delegated by the nurse. Within this practice, the student identifies self-care deficits and therapeutic demands for patients and/or families with commonly occurring health limitations and designs nursing care. Examples of limitations include, but are not limited to conditions of: anemia, cancer, cardiac and nephrotic dysfunction, asthma, fractures, seizures, and, skin rashes. Prerequisites: NUR123, NUR123C, NUR123L
Co-requisite: NUR212

NUR212L – Integrated Medical/Surgical Nursing I Lab 1 Credit 30 Clock Hours
Integrated Medical Surgical Nursing 1 Skills Laboratory provides the knowledge and practice for medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care for adults and children. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills. Prerequisites: NUR123, NUR123C, NUR123L
Co-requisite: NUR212

NUR213 - Integrated Medical/Surgical Nursing II 3 Credits 45 Clock Hours
Integrated Medical/Surgical Nursing II focuses on self-care limitations that are common to both adults and children. Stressors are explored through nursing diagnosis categories and include complex, multi-system failure health limitations that alter one’s view of wellness and require therapeutic nursing demands for self-care. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, hepatitis, HIV/AIDS, organ transplants, shock, sepsis, spinal cord injury, thyroid issues, Alzheimer’s, loss of senses. Prerequisites: NUR212, NUR212C, NUR212L

NUR213C - Integrated M/S Nursing II Clinical 2 Credits 90 Clock Hours
Integrated M/S Nursing Clinical 2 provides selected pediatric and adult patient experiences in a variety of settings. It assists students to incorporate both theory and college lab skills. The clinical focus is on the practice of technical nursing skill sets that are utilized or delegated by the nurse when caring for patients with complex, multi-system failure health limitations. Stressors are explored through the nursing diagnosis categories and include centering of mental, cultural and spiritual aspects of one’s view of wellness and altered self-care status. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, hepatitis, HIV/AIDS, organ transplants, shock, sepsis, spinal cord injury, thyroid issues, Alzheimer’s, and loss of senses. Prerequisites: NUR212, NUR212C, NUR212L
Co-requisite: NUR213

NUR220 – Mental Health Nursing 2 Credits 30 Clock Hours
Mental Health Nursing introduces the student to the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing tools and intervention modalities are expanded. The DSM-IV-TR classification system is introduced for moderate, severe, psychotic, and, emergency issues. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are
delineated, implemented and evaluated. Selected stressors include, but are not limited to commonly occurring mental health limitations that lead to therapeutic self-care demand(s) that require partnering. Individuals and families are assisted in defining and accepting an altered mental perception in order to maintain wellness. Nurse’s role in assessment for abuse and neglect of the mentally ill are explored. Community resources for assistance are explored.
Prerequisites: NUR112, NUR112C, NUR112L, NUR123, NUR123C, NUR123L

NUR220C – Mental Health Nursing Clinical  
2 Credits  
90 Clock Hours  
Mental Health Nursing Clinical affords the student an opportunity to explore, for individuals and groups, the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing skill sets and the development of a plan of care (case management) with the interdisciplinary healthcare team are practiced. After assessment, students use the DMS-IV-TR, NIC and NOC classifications and NANDA nursing diagnosis to assist patients re-gain or find a new level of wellness. Therefore, clinical facilities include in-patient and out-patient opportunities.
Prerequisites: NUR112, NUR112C, NUR112L, NUR123, NUR123C, NUR123L  
Co-requisite: NUR220C

NUR243C – Nursing Preceptorship  
3 Credits  
135 Clock Hours  
The Nursing Preceptorship builds on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned clinical preceptor. Preceptors directly mentor the student throughout the course. At completion, the student is expected to be confident and competent in handling all aspects of the average patient load for that agency.
Prerequisites: NUR213, NUR213C

NUR250 – Advanced Maternal/Infant Nursing  
2 Credits  
30 Clock Hours  
Advanced Maternal Infant Nursing introduces the student to the components of nursing for “high risk” women and infants. It addresses complex self-care limitations imposed by pregnancy, childbirth and new life for the individual and family. Through the use of human growth, development, and functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision-making, managing, collaborating, and teaching/learning and wellness. Individuals and families are assisted in accepting an altered perception in order to maintain wellness.
Prerequisites: NUR163, NUR163C

NUR250C - Advanced Maternal/Infant Nursing Clinical  
1 Credit  
45 Clock Hour  
Advanced Maternal/Infant Nursing Clinical provides selected experiences in obstetric and newborn settings that assist the student to integrate content from the classroom with the nursing care of high risk child-bearing women, infants and their families. The focus, in these settings, is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for high risk self-care limitations due to alternations during childbearing or the neonatal period. Keys to care include assessments, communications, teaching/learning clinical decision-making, managing, collaborating, inter-disciplinary and community partnering, and wellness. Clinical experiences will occur in out-patient clinics, physician’s offices, health department clinics, and hospitals.
Prerequisites: NUR163, NUR163C  
Co-requisite: NUR250
NUT180 – Nutrition 3 Credits 45 Clock Hours
This is an introduction to the fundamentals of nutrition and how they relate to the promotion and maintenance of optimal health. This course includes a presentation of the practical applications of the current principles of nutrition and diet therapy in the prevention and treatment of nutrition-related pathologies, as well as a discussion of socioeconomic, religious, and cultural influences on nutrition.
Prerequisites: None

PSY 1012 - Psychology 3 Credits 45 Clock Hours
In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.
Prerequisites: None

SPC 1016- Speech 3 Credits 45 Clock Hours
Students will learn the foundations of communications including public presentations and interviewing skills.
Prerequisites: None

Clinical Sites more than 100 miles
It is the intention of Cambridge Institute of Allied Health and Technology Associate in Science Nursing to seek clinical sites that fulfill all clinical requirements in the Orlando area. However, until those sites are acquired, the plan is as follows:
• Contract with bus/shuttle service to provide transportation for all students
• Outline for each student prior to enrollment, the schedule for clinical rotations and the travel schedule required
• Inform any clinical instructors required to travel to the site of the travel requirements
• The cost of travel expense will be included in the students tuition

Nursing Assistant Diploma Program
Mode of Delivery: Residential
5 weeks / 120 clock hours

Program Objective:
The program objective is to provide a student with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting. Specific course objectives: demonstrate knowledge of patient care, nutritional needs, safety and comfort measures, and competency in providing personal patient care, applying infection control principles, and assisting with rehabilitative activities. A 40-hour externship in a long-term care facility is required for program completion. Students are required to present a negative TB report from a doctor prior to attending clinical externship. Students that have completed the Nursing Assistant programs are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A level-2 FBI background screening will be conducted on all candidates. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to gain employment in the field of training. Nursing Assistant graduates may work for up to 120 days without certification. Graduate’s must make application and pass the certification examination before the expiration of the 120 days to become employed.
Program Outline

Mon. – Thur. 8:30 am-1:30 pm  Externship- Fri. 7:00 am-3:00pm (day)

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA101 Nursing Assistant</td>
<td>80</td>
</tr>
<tr>
<td>NA102 Nursing Assistant Externship</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

Course Descriptions

**NA101 Nursing Assistant**

4 weeks  80 clock hours

This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.

**Prerequisite:** None

**NA102 Nursing Assistant Externship**

1 week   40 clock hours

In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

**Prerequisite:** NA101

**Phlebotomy Technician**

Diploma program 11 weeks/220 clock hours

**Method of Delivery:** Residential

**PROGRAM OBJECTIVE**

The program objective is to provide students with career training for employment as basic Phlebotomists in a physician’s office, hospital, outpatient center, laboratory, or other healthcare facility. Phlebotomy procedures are practiced on a training arm. The national Phlebotomy Technician certification examination through NHA may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer.

**PROGRAM OUTLINE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 101</td>
<td>Health Care &amp; Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>PH101</td>
<td>Phlebotomy</td>
<td>120</td>
</tr>
</tbody>
</table>

**HC101 Heath Core and Body Systems**

5 weeks/100 clock hours

This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, HIV/AIDS, Domestic Violence and OSHA are also included.
Prerequisites: None

**PH101 Phlebotomy** 6 weeks/120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.
Prerequisites: None

**Alcohol/Drugs/Illegal Substances Policy**
All students of Cambridge Institute of Allied Health and Technology are required to comply with the following standards of conduct. Cambridge Institute of Allied Health and Technology is committed to a drug free and safe learning environment for all students. Students may not possess, use or distribute illegal drugs at Cambridge Institute of Allied Health and Technology or any affiliate's property as well as part of any school activity. The use of illegal drugs or the abuse of legal drugs at Cambridge Institute of Allied Health and Technology or any affiliate's property as well as part of any school activity is expressly prohibited. Students may not be in Cambridge Institute of Allied Health and Technology or any affiliate's property as well as part of any school activity, in a drunken or inebriated condition or under the influence of controlled substances. Students are required to inform the Program Director or Campus Director if they become aware of another student distributing or selling illegal drugs on the Cambridge Institute of Allied Health and Technology premises or any affiliate's property as well as part of any school activity.

- All students are required, at their own expense, to complete a drug screening prior to externship assignments. It is a violation of the Alcohol/Drug/Illegal Substances Policy if results prove positive for illegal drug use.
- Cambridge Institute of Allied Health and Technology reserves the right to mandate random drug screenings through the length of the program, at the student’s expense. It is a violation of the Alcohol/Drug/Illegal Substances Policy if results prove positive for illegal drug use.

Any student in violation of the alcohol/drug or illegal substances policy will be dismissed from the program.

**See Catalog Addendum for:**
Corporate Listing
Administration Listing
Faculty Listing
Class Schedule
Holiday Breaks
Hours of Operations
Fee Schedule