



## PRACTICAL NURSE PROGRAM

### SCHOOL CATALOG 2011 - 2012

Main Campus  
305 Plazaview Road  
Richmond, Virginia 23224  
[www.ashercomptrain.org](http://www.ashercomptrain.org)

An affirmative Action/Equal Opportunity Educational Center

The procedures, regulations, rules and policies listed in this catalog are subject to change by Asher, or State Board of Nursing. In fact the provisions contained herein may be modified, substituted, or deleted at anytime without prior notice.

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## WELCOME FROM THE CEO

Dear Student:

*Welcome to Asher Comprehensive Training Center, Inc. you will be meeting an exciting team of staff and instructors whose only purpose is to prepare you, and help you obtain your chosen career. They will assist you every step of the way.*

*Asher believes that our success is measured by the lives that are changed for the better. Not only will your training in healthcare assist you in making a better life for you and your family, but, your choice to help others by providing quality healthcare, promotes stability and strength in families and communities.*

*We look forward to seeing you in class!*

*Sincerely,*

*Janice L. Best*

**Janice L. Best**  
**CEO/Chair**

*“Let Your Attitude Control Your Altitude”  
The Sky is the Limit*

**APPROVALS, LICENSURE, and ACCREDITATION**

Asher Comprehensive Training Center:

Has approval by the Commonwealth of Virginia, Board of Nursing to offer the Practical Nursing Program.

Has training programs approved by State for the training of eligible veterans under the GI Bill Benefits.

Is seeking accreditation with the Accrediting Council for Continuing Education & Training (ACCET)

Is seeking Title IV Certification.

## ABOUT ASHER COMPREHENSIVE TRAINING CENTER

### Program Philosophy and Mission

The faculty of Asher Comprehensive Training Center's Practical Nurse Program is dedicated to the preparation of the Practical Nurse. Our goal is to graduate entry level, knowledgeable nurses, capable of providing safe, effective, and competent patient care with direct supervision of the registered nurse, medical doctor or dentist. We believe that the successful delivery of healthcare is primarily based on the dedication of qualified staff. Using a complementary relationship between clinical experience and classroom studies, the program provides the curricula to develop the knowledge, skills, and abilities needed for the Practical Nurse to provide holistic, quality health care in a variety of health care settings.

**Health** which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

**Nursing** is an art and a science that utilizes the nursing process as a basic framework for practice. It is a combination of principles and knowledge from the physical and behavioral sciences with nursing arts and techniques. Holistic nursing addresses the physical, psychological, social and spiritual needs of each individual. Nursing provides care services directed toward primary health care (prevention), secondary health care (hospital & extended care facilities) and tertiary health care (rehabilitation & restorative care) facilities.

**Environment** is the immediate surroundings in which individuals, families and communities exist. It is shaped by one's age, developmental state, life experience, sociocultural orientation, health and available resources. The faculty believes the environment is a major determinant in the individual's ability to attain a positive state of health.

**Education** is the process of acquiring knowledge and skills. It provides the opportunity for an individual to develop to one's own potential. The process is based on prior knowledge and it builds on this foundation.

We endorse the basic philosophy of Asher Comprehensive Training Center in that it is equal opportunity educational institution. We will not discriminate on the basis of age, marital status, spiritual belief, race, color, national origin, sex, and handicap

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in activities, programs, or employment activities as required by Title VI, Title IX, Section 504. The opportunity to prepare for practical nursing is available to any individual who meets the admission criteria.

### **Purpose**

The purpose of the Practical Nursing Program of Asher Comprehensive Training Center is to offer educational opportunities that allow individuals to complete their goals of becoming licensed practical nurses prepared to practice safe, ethnical, noncomplex bedside nursing in a structured care environment under the direct supervision of the registered nurse and/or the physician or dentist. The program prepares men and women to practice as licensed practical nurses within the guidelines established by the Virginia Board of Nursing after completing the program and successfully taking the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The program is offered in four semester curriculum for day classes, and five semester curriculum for evening classes. Admission is every Fall. Upon completion of the program, graduates may apply to the Virginia Board of Nursing for approval to take the NCLEX-PN.

### Program Objectives

Upon completion of the Practical Nursing Program, which includes both classroom and clinical experiences, the graduate will be able to:

- Interrelate basic scientific principles in administering safe nursing care to patients;
- Assess the basic mental, physical, emotional, spiritual and socio-cultural needs of well and ill clients;
- Demonstrate the necessary skills and adaptive abilities in administering patient care, utilizing the nursing process;
- Correlate information regarding the patients' needs, utilizing the nursing process;
- Accurately document and communicate findings within the health care team;
- Prioritize nursing care as it relates to client needs;
- Assist in the development of nursing care plans using established nursing diagnosis for clients with common, well-defined health problems;
- Competently provide nursing care according to accepted standards of practice and considering the dignity and privacy of clients and their families;
- Collaborate with members of the health care team to coordinate the delivery of nursing care;
- Refer patients and families to the appropriate community agencies, as indicated;
- Comply with scope of practice as stated in the nursing practice act of the Commonwealth of Virginia Board of Nursing;
- Describe the role of the licensed practical nurse in the delivery of health care;
- Understand the importance of seeking educational opportunities in order to grow personally and professionally;
- Adhere to a nursing code of ethics;
- Function as an advocate for the health care consumer;
- Comply with the Code of Virginia as it relates to nursing in the area of patient rights, prevention of patient abuse, neglect and abandonment;
- Constantly strive to improve personal performance through education and career mobility options.

**ADMISSIONS AND GRADUATION INFORMATION**

**Admissions Requirements**

It is the policy of Asher Comprehensive Training Center to recruit and admit only those students who can demonstrate a sincere desire to succeed in life with new career skills and those who have a positive attitude toward learning. To enroll in the Practical Nursing Program, the following factors are carefully considered prior to acceptance:

- 1) Completed application forms.
- 2) Certified Nurse Aide Certificate.
- 3) Anatomy and Physiology I & II (college level) (course description reviewed by schools Program Director to determine if acceptable).
- 4) Official transcripts from high school, GED Program, professional school and all colleges attended.
- 5) Satisfactory completion of the \*Pre-Admission Nursing Aptitude Test (NLN Entrance Exam), with test results of 2.5 or better; must be taken within 5 years. (Note this test may only be taken twice within the calendar year).
- 6) Three satisfactory personal references (i.e., teachers, employers, nurses, a guidance counselor).
- 7) TB / PPD test, Hepatitis B vaccine series initiation/completion or declination of series.
- 8) Personal Statement
- 9) Complete HIPAA certification training.

\*Pre-Admission Aptitude Tests are accepted from other institutions only if,

- The test result is 2.5 and above, and
- Test was taken within five years.

Individuals who have a felony or misdemeanor conviction must request approval from the Commonwealth of Virginia, Board of Nursing, in order to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Board may either grant or deny this request.

### **Admissions Procedure: Practical Nurse**

To qualify for enrollment at Asher Comprehensive Training Center, each applicant must meet the following requirements:

1. Complete an admissions application and pay the application fee.
2. Have a personal interview with an Admissions Representative to discuss the student's desire and ambition, previous education and work experiences, and suitability of Asher Comprehensive Training Center's Program to satisfy the student's needs.
3. Supply proof of high school graduation or GED.
4. Supply proof of Certified Nurse Aide Certificate.
5. Supply proof of completion or active enrollment in a Virginia Board of Nursing approved course for Anatomy and Physiology I & II (college level).
6. Take standardized pre-admissions nursing test (NLN).
7. Complete and submit a request for official transcripts from high school, GED program, professional school and all colleges attended.
8. Complete and sign an enrollment agreement.

Upon completion of the above steps, the candidate's application is reviewed by the Admissions Officer and submitted to the President or Program Director for approval. Notification of acceptance is made on a continuing basis, and individuals will be notified in writing as soon as possible, generally within five school days. Asher Comprehensive Training Center admits applicants without regard to race, religion, color, disability, sex, age or national origin.

### **Notification of Acceptance**

Applicants who are accepted for admission will receive an Acceptance Letter following the review and approval of their application by the President or Program Director.

### **Transfer of Credits from Other Institutions**

Any student entering Asher Comprehensive Training Center's – Practical Nurse Program may receive acceptance of pre-admission nursing aptitude test (NLN entrance exam) and college level Anatomy and Physiology I & II taken at other institutions upon receipt of an official transcript from the other institution and

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approval of those courses by the Program Director. No other transfer credits are accepted by school. Student must have a grade point average of at least 2.5 in the Anatomy and Physiology courses. In reference to NLN entrance exam, this exam must have been taken within five years.

Requests for acceptance of NLN entrance exam and Anatomy and Physiology course credits must occur during the first week of attendance. The President or Program Director will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. In addition, students must be in good standing at the previous school.

### **Transfer of Credits to Other Institutions**

Asher Comprehensive Training Center is seeking accreditation by Accrediting Council for Continuing Education & Training (ACCET). Our mission is workforce development. While we encourage the pursuit of higher learning, credits earned at this institution may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

## **ACADEMIC INFORMATION**

### **Satisfactory Performance**

All students must maintain Satisfactory Academic Progress (SAP) according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each semester, and will be checked prior to disbursement of aid. All grades for all courses will be recorded on the student transcript.

#### **Quality**

Asher Comprehensive Training Center realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. In order to allow students the opportunity to make this adjustment, the following cumulative grade point averages must be met each semester by students enrolled in the Practical Nursing Program.

- 1) First Semester – Students must achieve at least a 2.5 grade point average in order to maintain Satisfactory Progress.
- 2) Second Semester – Students must achieve at least a 2.5 grade point average in order to maintain Satisfactory Progress.
- 3) Third Semester and Following – Students must achieve at least a 2.5 grade point average in order to maintain Satisfactory Progress.

No course may be repeated more than twice, and no more than two courses may be failed and retaken.

Prior to the issuance of grades, all students will be considered to be making satisfactory progress. Incomplete grades will convert to an “F” if work is not completed within two weeks, and will impact on the qualitative GPA, timeframe and incremental completion rate. A failure will impact the qualitative GPA, timeframe and incremental completion rates. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates, but will not be included in the qualitative GPA.

Student performance is monitored throughout the period of enrollment. A student must successfully pass all courses within his/her program of study with a minimum overall GPA of 2.5 in order to graduate.

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### Timeframe

All students must satisfactorily complete their program within 150% of the normal timeframe.

<b>Program</b>	<b>Normal Timeframe</b>	<b>Maximum Timeframe</b>
Practical Nurse- Evening	60 Weeks	90 Weeks

At the midpoint of maximum timeframe, students must have successfully completed  $\frac{1}{2}$  of the program's credit hour requirements.

Example: The maximum timeframe for the Practical Nursing evening program is 90 weeks. The total credit hours needed for completion of this program is 66. By the time the student has been in the program for 45 weeks ( $\frac{1}{2}$  of the maximum timeframe), he must have earned at least 34.4 credits with a GPA of 2.5.

### Grading System

The grading scale for the Practical Nursing Program is as follows:

<b>Numerical Scale</b>	<b>Letter Grade</b>	<b>Points</b>
94-100	A	4.0
87-93	B	3.0
80-86	C	2.5
73-79	D	1.0
72 & Below	F	0
I	Incomplete	0
W	Withdrawn	0

Pass-Satisfactory completion of graded Clinical Training.

Fail-Unsatisfactory completion of graded Clinical Training.

### **Aptitude Tests**

Standardized pre-admissions nursing test (NLN entrance exam) are tests which students in the Practical Nursing program are required to pass. Student must successfully pass this test with a minimum of a 2.5 GPA.

\*Pre-Admission Aptitude Tests are accepted from other institutions only if,

- The test result is 2.5 and above, and
- Test was taken within five years.

### **Academic Probation**

Students, who fail to meet the required grade point average, as outlined in the Grading System, will be placed on academic probation for one semester. The student is still eligible for Title IV funds, (if applicable). If school is Title IV certified, Students who fail to establish Satisfactory Academic Progress by the end of the next semester will become ineligible for Title IV funds for the following semester. In addition, he/she will be dismissed from school at the end of the probationary period.

### **Attendance**

Attendance is taken each day in class. A record of all absences and tardiness will be kept in the student's permanent school record.

Attendance is required at all scheduled classes. If a student is absent because of illness or other good cause, he/she should notify the school prior to the beginning of the scheduled class. Any student who misses seven (7) consecutive days will be dropped from the program. Students with absentee problems will be counseled by President, Program Director, or Classroom Instructor.

Students are required to attend at least 75% of their scheduled classes (refer to the student handbook for clinical and externship requirements). Students falling short of this requirement will be terminated from the program. Extenuating circumstances which can be documented will be reviewed by the President and/or Program Director, and approval to remain in class will be considered.

Student may not miss more than 40 hours of clinical experience days. Excessive clinical absences will result in dismissal.

### **Tardiness**

Students are required to arrive on time for each class to minimize class interruptions and develop a professional work attitude. In keeping with the school's attendance policy, any student arriving late or departing early will have this time recorded as out-of-class time and, therefore, deducted from the total scheduled instructional time.

### **Make-up**

Students are required to make up missed class work. It is the student's responsibility to obtain missed assignments by contacting a classmate or the instructor (before or after class). Make-up assignments must be completed within the time frame given by the instructor.

### **Incompletes**

Students who fail to complete the program will be charged the registration fee, cost of books received, cost of supplies received, and a portion of the tuition cost. The enrollment Agreement is a legally binding document, and the terms there in must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the President and Program Director.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school.

In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

### **Exemption Credit**

Students may not exempt any courses at Asher Comprehensive Training Center.

### **Leave of Absence (LOA)**

Asher Comprehensive Training Center does not grant leave of absence. Students who leave school prior to program completion must reapply to the school for re-entry.

**Appeal**

A student who feels that Satisfactory Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the President or Program Director within two weeks of being notified that he/she is about to be dropped from school. Mitigating circumstances are situations beyond your control (i.e. illness, accident, and trauma).

Documentation of the situation must be provided. The President or Program Director will make a decision within two (2) weeks.

**Reinstatement**

A student will be reinstated only if an appeal is won or the student meets the above standard.

**Withdrawal Procedure**

A student who wishes to withdraw from school for compelling personal reasons should notify the President or Program Director. When possible, written notice should be given to the President or Program Director stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study.

**Application for Readmission: Practical Nurse**

A student who withdraws from school, and subsequently wishes to return, must make application to the President or Program Director. To do so, the student should contact the Admissions Department for specific information as to which forms and procedures to follow. The President or Program Director will evaluate all information made available for the purpose of determining if readmission is in the best interest of the student and the school. A recommendation will be made to the President, who will have final approval. The student will be notified in writing within 10 days of the decision. Application for Readmission will be granted no more than twice within a two-year period.

**Identification and Student Record Policy**

While on the premises of the clinical facility to perform clinical, students must wear school issued identification badges, which includes: students first and last name and appropriate title of Practical Nurse Student.

**Change of Address**

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform Asher Comprehensive Training Center of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a Change of Address form from the schools office and submit the correct information. Asher Comprehensive Training Center will not be responsible for any information not received by the student if a change of address form has not been turned in.

**Change of Name**

Asher Comprehensive Training Center will accept change of name only if proper legal documentation is presented with request. Accepted documentation is court documentation or marriage license.

**Release of Information and Record Review**

Asher Comprehensive Training Center will not release any information other than the name of the student and the fact that the student is enrolled in school unless the student has signed a release form.

Each student has the right to review his/her student record. The student also has the right to request a meeting to discuss materials which the student feels may be inaccurate, misleading, or in violation of the student's right to privacy. Any student requesting a review of his/her student record must submit a written request, with one day's notice, to the Admissions Office.

## **STUDENTS CODE OF CONDUCT**

### **Conduct Requirements**

Students are required to abide by proper standards of conduct while in attendance at all classes. Profanity, disorderly conduct, or other actions which, in the opinion of the school, are disruptive, will not be tolerated and can lead to the student's dismissal from the program.

### **Dress Code – Classroom**

- A) Maintain a neat clean appearance for the classroom setting.
- B) Exercise good hygiene while avoiding excessive use of cologne, perfumes, high scented deodorants, lotions, and crèmes.
- C) Avoid excessively short, tight-fitting or low cut clothing.

### **Dress Code – Clinical**

- A) Wear (clearly visible) school issued identification badge.
- B) Maintain clean, wrinkle free uniforms.
- C) Exercise good hygiene while avoiding excessive use of cologne, perfumes, high scent deodorants, lotions and crèmes.
- D) Limit jewelry to small, non-dangling earrings and necklaces; avoid use of nose rings, rings in eyebrows, and jewelry through the tongue during clinical.
- E) Limit fingernails to the end of the finger tips and use clear polish.

### **Dismissal from School**

1. Destruction or unauthorized removal of school property.
2. Failure to make satisfactory progress.
3. Failure to meet attendance requirements.
4. Failure to meet financial obligations.
5. Misconduct.
6. Sexual harassment.
7. Possession or consumption of illegal drugs and/or alcohol.
8. Plagiarizing.

## **GRADUATION REQUIREMENTS**

### **Passing Grade Point Average**

In order to graduate from the program, students must complete all required course work with a passing grade point average of at least 2.5 and pass clinical/externship requirements. In addition, all financial obligations to the school must be current in order for a certificate to be issued.

### **Graduation Documents**

Upon successful completion of all graduation requirements, students will be awarded certificates of completion stamped with the official seal of the school and signed by the President and Program Director.

### **Academic Honors**

Certificates are awarded at graduation exercises to students who achieve academic excellence and perfect attendance.

### **Repeating a Class**

Any classes completed but failed by a student must be repeated. In addition, any classes withdrawn from or not completed must be repeated.

### **Clock Hour and Credit Hour Conversion**

Asher Comprehensive Training Center measures most of its Practical Nurse program in clock hours. The following clock hours/credit hour's definitions conversion formulas are used by this school.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit which is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship.

## FEES and EXPENSES

### Tuition and Fees

Current tuition charges and fees for the program are listed below:

<b>Tuition</b>	<b>\$17,342.00</b>
<b>Registration Fee (non-refundable)</b>	<b>100.00</b>
<b>Consolidated Fees</b>	<b>2,054.00</b>
<hr/>	
<b>Total Cost</b>	<b>\$19,496.00</b>

*Note: This school reserves the right to make changes to its tuition and fee schedule as it deems necessary.*

Tuition for the program selected is billed in advance and payable during the registration period. Any portion of the bill which will not be met by loans, grants or scholarships must be paid at the beginning of the semester. All arrangements for financial aid must be completed in advance of beginning the program. Graduation certificates will not be issued to students who are delinquent on their financial obligations.

### Repeating Courses

Should a student be required to repeat a course, he or she will be charged a per credit hour fee of \$299.00 for the repeated course.

### Registration and Application Fee

A **\$100.00** registration fee (**non-refundable**) must accompany all applications for admission into the Practical Nursing Program.

### Books and Supplies

Books and supply fees for the Practical Nurse program are included as an insert which is considered to be a part of this catalog. These fees may be charged to the student's account and paid when financial aid received.

### Transcript Fee

Academic transcripts are issued by this school and mailed directly to the receiver upon written request. The first two transcripts are free. Additional transcripts are \$5.00 per request. Transcripts are issued when all financial obligations to this school are current.

## **FINANCIAL AID INFORMATION**

### **How to Apply**

Asher is seeking Title IV certification. Until Title IV certification is received, individuals applying to Asher's Practical Nurse program must secure funding through personal loans from financial institutions or other alternative sources. Until Asher receives its' Title IV certification, students cannot receive financial aid for Asher's Practical Nurse program through Federal Student Aid (FAFSA). Asher has listed some lenders on its website: [www.ashercomptrain.org](http://www.ashercomptrain.org), however, Asher cannot guarantee that the listed lenders will give loans to students. The decision to give a loan is determined at the discretion of the financial institution.

GI Bill eligible? Asher's Practical Nurse program is GI Bill certified. The GI Bill will provide funding for education for veterans and other eligible individuals who meet the United States Department of Veteran Affairs (VA) requirements to receive the GI Bill funding for education benefits. To inquire about the qualification process, contact the Department of Veteran Affairs 1- 888 442-4551 or visit their website at [www.gibill.va.gov](http://www.gibill.va.gov) or visit Asher's website at [www.ashercomptrain.org](http://www.ashercomptrain.org).

As a way of saying "Thank You" to our Vets, Asher will waive the Consolidated Fee charges for those Vets who qualify for the GI Bill Education Benefit for Asher Practical Nurse program.

### **Distribution of Financial Aid**

All financial assistance is credited to your account each session that you are enrolled as a regular student.

### TUITION REFUND POLICY

#### Cancellation and Refund

A period of three (3) business days, weekend and holidays excluded, is provided during which an applicant may cancel his/her enrollment without financial obligation other than the \$100.00 for the Practical Nursing Program application fee.

This School plans expenses, engages faculty, selects students, and bases its budget upon collection of tuition from all accepted students. Refunds or adjustments for dismissals, withdrawals, or academic failures are made according to the tuition refund policy below:

All students will be charged a non-refundable \$100.00 for the Practical Nursing Program application fee, plus the cost of textbooks, materials and supplies received in addition to the tuition charges, as specified below. The portion of the program completed will be determined by the number of weeks attended. Any portion of a week's attendance will be considered a full week's attendance for the purpose of the refund calculation.

- If a student does not begin classes, no more than \$100.00 of tuition paid will be retained by the School.
- A student, who enters school, but withdraws prior to completing the first two (2) weeks of the semester period, will be assessed 15% of the total tuition charge of the semester period.
- A student, who enters school, but withdraws after first two (2) weeks, but prior to five (5) weeks, will be assessed 25% of the total tuition charged of the semester period.
- A student, who enters school but withdraws after four (4) weeks, but prior to eight (8) weeks, will be assessed 50% of the total tuition charged of the semester period.
- A student, who enters school, but withdraws after seven (7) weeks, but prior to nine (9) weeks, will be assessed 75% of the total tuition charged of the semester period.
- A student, who enters school but withdraws after nine (9) weeks, will be assessed 100% of the total tuition charged of the semester period.

Refunds are made within 30 days of the cancellation date or date of withdrawal. This school will also calculate a pro-rata refund. The refund policy that most benefit the student will be utilized.

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### **Treatment of Title IV Funds When a Student Withdraws**

The institutional refund schedule represents how much tuition you will owe should you withdraw or be terminated from school. Federal regulations now require schools to also calculate how much Title IV Funds a student has earned based on the number of calendar days of their attendance prior to their withdrawal. The earned Title IV funds percentage is calculated by dividing the number of calendar days in the semester. This is the percentage of federal dollars earned by the student. If this percentage is greater than 60%, the student earns 100% of their federal funds for that semester. This calculation may result in the student owing the school money based on the refund policy as previously stated.

## **FACILITIES AND EQUIPMENT**

### **Facilities**

Main Campus Location for class  
305 Plazaview Road  
Richmond, Virginia 23224

### **Clinical Classes**

Will be held at Nursing Homes and Hospitals in the city of Richmond and the surrounding areas, and are to be announced (TBA).

### **Equipment**

Lab Area - located in the main campus

Library - located in the main campus or hospital settings

### **Nursing Labs**

Nursing skills labs are designed to assist the student in applying theory to practice. Skills learned include but are not limited to vital signs (temperature, pulse, respiration, and blood pressure), wound care, assisting with patient comfort needs, administering medications, tube feedings and suctioning.

As the student progresses, the nursing lab will be used as well as practice in the clinical setting. Simulation mannequins are used to allow the student to put knowledge into practice by responding to patient situations. For example, the simulation mannequin may suddenly have a change in blood pressure, or a change in respirations. With guidance by instructors, the student will demonstrate and explain the nursing measures necessary to care for this patient.

### **Clinical Settings**

The student will begin education in the clinical setting. Under the supervision of an instructor, the student will care for patients. This care includes meeting the comfort needs of the patient, administering medications and procedures, nursing assessments, documentation and leadership.

The clinical sites presently used by Asher Comprehensive include but are limited to: Beaufort Health Care Center, VCU / MCV Hospital, All About Care, LLC.

*Note: This School reserves the right to change clinical rotation locations as it deems necessary.*

## **STUDENT ACTIVITIES AND SERVICES**

### **Counseling Services**

Asher Comprehensive Training Center offers counseling to any student who has difficulty with academics. Counseling is also available if advice or help is needed in other areas. Students seeking counseling should contact their instructor, Academic Director, Program Director or President for further assistance.

### **Drug and Alcohol Prevention and Awareness Policy**

Asher Comprehensive Training Center has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students. Written information regarding the program offered by Asher Comprehensive Training Center and other programs available in the Admissions Office.

### **Job Placement Assistance**

While Asher cannot guarantee job placement, however, we will assist you in obtaining information from prospective employees.

Students who have an outstanding balance on their account or who have not met the graduation requirements must, prior to receiving placement assistance, make arrangements with the President.

### **Orientation**

Orientation is held at the beginning of each new program start. Orientation is designated to acquaint new students with Asher Comprehensive Training Center and is an excellent opportunity to meet the faculty and other students. Orientation consists of a review of the Catalog and Student Handbook, financial assistance procedures, job placement assistance activities, educational programs, and the school facilities.

### **Media Center**

The Media Center is composed of a collection of books, periodicals, and reference materials to support the programs offered at Asher Comprehensive Training Center. Students are encouraged to use the Media Center to enhance classroom instruction and for research purposes.

### **Housing**

Housing facilities are not provided by the school; however, the Admissions Department can assist students by having apartment guides available to interested students.

### **Health Services**

In the event of sickness or accident requiring emergency care, an ambulance is summoned. Additionally, students may be assisted by registered nurses who serve as instructors in our school. These individuals are certified in standard First Aid and Cardiopulmonary Resuscitation (CPR). In non-life-threatening situations, a faculty or staff member may be asked to phone a family member. For minor emergencies, first aid kits are maintained in the Admissions office, the reception area, and classrooms.

Upon entrance into the school, students must complete medical emergency forms at orientation. These forms are kept in the students' permanent files, and are referenced as needed.

### **Student Grievance Procedure**

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

The aggrieved student should first bring the matter to the attention of his/her instructor.

- 1) If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program Director.
- 2) If the matter remains unresolved at this point, the student may appeal in writing by to the attention of the President of Asher Comprehensive Training Center, Inc. at 305 Plazaview Road, Richmond, Virginia 23224.
- 3) After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek arbitration through the Commonwealth of Virginia Department of Education, in writing, at the following address:

Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218

Students may contact the Council on Occupational Education, in writing, regarding any matters which they are unable to resolve by following the

## PRACTICAL NURSE PROGRAM

procedures outlined above. The address and phone number for Commission is:

Council on Occupational Education  
41 Perimeter Center East, NE, #540  
Atlanta, Georgia 30346  
Telephone: 770-396-3898

*Note: Students who do not follow the proper grievance procedure as outlined above may be terminated from school.*

## SCHOOL SCHEDULE and CALENDAR

### Class Cancellation

During bad weather conditions, cancellation of classes and/or late openings will follow the schedule of the Richmond City Schools for the main campus. An announcement will also be placed on the School's answering machine. Students may call the school to find out if it is closed due to bad weather conditions.

Students should also listen to the radio and television stations for cancellations.

### School Holidays/Closings

Asher Comprehensive Training Center observes the follow Major Holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Easter Monday	Thanksgiving Holiday
Memorial Day	Christmas Holiday

**Practical Nurse Program Schedule (may have scheduled breaks different then Schools closings). The Practical Nurse Program Calendar is included as an insert which is considered to be a part of this catalog.**

See School Office for Practical Nurse Program Calendar

### School Office Hours

Monday – Friday                      9:00 a.m. – 5:00 p.m.



## PRACTICAL NURSE PROGRAM

### **PN104      Fundamentals of Nursing I      6 credits**

This course is designed to provide an opportunity for the Level 1 practical nursing student to gain theoretical knowledge of selected foundational concepts underlying nursing care. The student will learn about different normal physiologic and psychosocial patterns of the adult, identifying the individual effects of nursing implications of minor alterations in these patterns. The nursing process will be used as a framework for assessing the client's altered status and developing a beginning plan of care. The course will also incorporate an introductory focus on the concepts of pain, chronic illness, death and dying, and the grief process. There will be a weekly skills laboratory component to provide the student with an opportunity to practice and demonstrate satisfactory performance of basic nursing skills of increasing complexity. Upon gaining an increasing proficiency in the performance of basic skills, the student will be provided with weekly clinical opportunities to care for the adult client with *minor* health deviations.

### **PN105      Fundamentals of Nursing II      4 credits**

Fundamentals of Nursing II continues the application of the nursing process to develop knowledge and ability by refining previously learned skills as well as the introduction of more advanced skills utilized by the Practical Nurse. This course provides opportunities to develop competencies necessary to meet the needs of clients throughout the lifespan in a safe, legal and ethical manner. Students will learn concepts and theories basic to the practice of nursing such as fluid and electrolyte balance, medication administration, assessment skills, pain management and diagnostic tests utilized in the health care setting. The role of the nurse as a health care member is emphasized. Supervised clinical training time enables the student to develop the knowledge of workplace readiness skills and attitudes necessary to work as a member of the health care team.

### **PN106      Medical-Surgical Nursing I      8 credits**

Medical-Surgical Nursing I will introduce the student to the concepts and skills required to provide care in the medical surgical nursing environment. Emphasis will be placed on the student's ability to apply past experiences with new knowledge and skills learned and incorporate them into a plan of care utilizing the nursing process. Conditions and disorders related to the respiratory, cardiovascular, hematologic and lymphatic, gastrointestinal, urinary and musculoskeletal system will be discussed. The student will gain knowledge in the basic principles of anesthesia and surgery. Theory course content is correlated with clinical experiences on both medical and surgical hospital units.



