COLLEGE CATALOG

Spearheading your nursing career.

Lotus Medical Career College
1460 E. Holt Avenue Suite 176A
Pomona, CA 91767
(909) 625-8050 FAX (909) 625-8050
http://lmccpomona/gix.net

October 23, 2015 – May 19, 2027

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ADMINISTRATIVE POLICIES AND PROCEDURES
Statement of Philosophy

Nurse Assistant & Home Health Aide

The intent of NA (Nurse Assistant) curriculum is to promote quality of patient care; to provide entry-level skills for employment as a NA, and to provide awareness of opportunities/choices in health care occupations. The intent of HHA (Home Health and Aide) curriculum is to promote quality of patient care; to provide skills that was learned in NA training and additional skills learned in HHA training for employment as a HHA, and to provide awareness of opportunities/choices in home health care occupations.

Restorative Nurse Assistant

Restorative Nursing Program (RNP) refers to "nursing interventions that promote the resident's ability to adapt and adjust to living as independently and safely as possible. This concept actively focuses on achieving and maintaining optimal physical, mental, and psychosocial functioning. Generally, RNPs are initiated when a resident is discharged from formalized physical, occupational or speech rehabilitation therapy. A resident may also be started on an RNP when she/he is admitted to the facility with restorative needs but is not a candidate for formalized rehabilitation therapy or when a restorative need arises during a custodial stay."
The RNP is designed to promote/improve strength, endurance, balance, and mobility.

Medical Assistant

The intent of this curriculum is to prepare the Medical Assistant for an entry-level position in a variety of practice settings. The curriculum provides a standardized framework for educators to prepare the learner to become an effective multi-skilled member of the health team. Goals of this model curriculum include comply with regulations established by the State of California, achieve entry level competencies, which satisfy industry needs, promote lifelong learning skills, and be a tool that stimulates or enhances teaching strategies.

Vocational Nursing

The intent of the Vocational Nursing Program of Lotus Medical Career College curriculum is to promote quality of patient care, apply skills learned in the VN training for employment as the VN graduate, and to provide awareness of opportunities/choices in the VN care occupations. The Vocational Nursing Program faculty of Lotus Medical Career College believes that the principal objective of the VN Training Program is to prepare students for licensure to become proficient, productive, and employable vocational nurses. Students will learn proper patient care, medical terminology, medication administration, body systems, body growth and development, patient care assessment and nursing procedures. We view man as an individual with individual needs and as an integrated whole who evolves through time and space and interacts with a complex environment.

To achieve its threefold purpose, the NA, HHA, RNA, MA, and LVN Curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a safe environment by a competent caregiver.
2. Is a deliberate, on-going, and caring process, based on scientific theories and concepts from physical and behavioral science.
3. Is a socially valued service provide to all persons of either sex, of any age and color, at any point on the health-illness continuum if they are experiencing coping difficulties.
4. Includes the role and responsibility before society to establish and maintain therapeutic relationships that support and restore health and well-being.

Conceptual Framework
The conceptual framework of the curriculum is based on Maslow's Hierarchy of Needs. The Maslow's Hierarchy of Needs focuses on physiology, safety, protection, love, belonging, self-esteem, and self-actualization.
The additional organizing principles of caring, critical thinking/problem solving, team building, ethics, and cultural sensitivity have been integrated in with selected curriculum activities.
- **Caring**- The demonstration of empathy and concern for the client's comfort and well-being. Respecting the client's lifestyle, personal beliefs, environment, and personal property. Recognizing the importance of the client's family, caregivers, and other relationships.
- **Critical Thinking/Problem Solving -** When given a problem or situation, the identification and collection of relevant information and collaboration with others to address the situation.
- **Team building -**Interacting effectively with members of the health care team, family, or others involved in the care of the client. Demonstrating accountability and loyalty to the team.

- **Ethics -**The demonstrations of honesty, confidentiality, and integrity. Recognizing the need for separation of the Certified Nurse Assistant role from one's personal life.
- **Cultural Sensitivity -** The awareness of and respect for various cultural, ethnic, and religious beliefs and practices.

Ownership and Governance

Lotus Medical Career College, owned by Asima Jabbar, is incorporated in the state of California as a for-profit corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State.

History

The Lotus Medical Career College (LMCC) was founded in 2015 by Asima Jabbar who recognized the demand for qualified healthcare professionals in a community where the patients are diverse and proficient care is at a deficit. LMCC is a private education institution in the city of Pomona. Lotus Medical Career College will provide a comprehensive education in the field of healthcare by offering courses that will culminate into careers in the nursing health care profession.

Mission Statement and Objective

Reflecting our diverse and vast community, it is our mission to train, educate, and prepare multiethnic healthcare professionals. It is our objective to leverage the cultural and multilingual knowledge of individuals and to train them for a successful career in the healthcare field.

Due to the large size of the community, there is a shortage of patient-to-healthcare professional ratio as well as the number of "beds" available and less qualified healthcare professionals. It is our goal to strive to meet the medical needs of our socially diverse community by instructing and developing qualified professionals with multilingual skills and/or multiethnic understanding.

It is our intent to successfully train and prepare students by adhering to the philosophy of a "patient-centered approach." Students completing the programs will be able to confidently demonstrate and practice requisite skills and knowledge.

Goal and Objectives

The Nurse Assistant Program, Home Health Aide, Restorative Nursing Assistant, and Licensed Vocational Program have been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory and practical application on skills needed to function as a NA, HHA, RNA, MA, and LVN.

To achieve the stated goal, the curriculum is designed to:

- Focus on the needs of learners and society at large by:
- providing learning experiences that respond to learner interests.
- promoting clarity and understanding of the larger world.
- fostering development of citizenship and economic survival skills.
- developing learners' feelings of self-understanding and personal worth.
- Promote consistency in training that responds to practice as reflected in the State Certification Exam.
- Promote consistency and equity between different teaching environments.
- Implement an NA and HHA curriculum that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings.
- The intent of NA (Nurse Assistant) curriculum is to promote quality of patient care; to provide entry-level skills for employment as a NA, and to provide awareness of opportunities/choices in health care occupations.
- The intent of HHA (Home Health and Aide) curriculum is to promote quality of patient care; to provide skills that was learned in NA training and additional skills learned in HHA training for employment as a HHA, and to provide awareness of opportunities/choices in home health care occupations.
- Implement an RNP(Restorative Nurse Program) curriculum that meets CAHF (California Association of Health Facilities).
- The intent of RNP curriculum is to improve the knowledge base and clinical competencies of the Nursing Assistants and licensed/registered nursing staff. Increased performance improves resident care.
- Implement an MA (Medical Assistant) curriculum that meets BPPE (Bureau for Private Postsecondary Education).
- The intent of MA curriculum is to prepare the Medical Assistant for an entry-level position in a variety of practice settings. The curriculum provides a standardized framework for educators to prepare the learner to become an effective multi-skilled member of the health team.
- Implement an VN (Vocational Nursing) curriculum that meets BVNPT (Board of Vocational Nursing).
- The intent of VN curriculum is to promote quality of patient care, apply skills learned in the VN training for employment as the VN graduate, and to provide awareness of opportunities/choices in the VN care occupations.

Lotus Medical Career College, via the Program Director will regularly monitor and evaluate each program and course to ensure that all teaching methods as well as classroom and clinical environment adhere to the above stated Goals and Objectives.

Campus Location:

1460 E. Holt Avenue, Suite 176A,Pomona, CA 91767
School Telephone # (909)625-8050 School Fax # (909) 632-1800

Class Location

Class sessions will be held at 1460 E. Holt Avenue, Pomona CA 91767, Suite 176A.

Zoom class for online program.

Hours of Operation

Business Office: 9:00AM-5:00PM

Holidays

LMCC observes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Housing

Lotus Medical Career College does not have any dormitory facilities. Approximate cost for one and twobedrooms around the Pomona area ranges from 900 to 1200 dollars as per Zillow. https://www.zillow.com/homes/for_rent/Pomona-CA/condo,apartment_duplex_type/20008_rid/34.113794,- 117.69147,34.01866,-117.845278_rect/12_zm/

LMCC does not assume any responsibility for placing the students in housing, therefore students provide their ownhousing.

Parking

Lotus Medical Career College has more than 100 parking spaces around the campus.

Approved Clinical Facilities

Nurse Assistant & Home Health Aide

Pomona Vista Care Center
651 N Main St. Pomona, CA 91768
Phone: (909) 623-2481
http://www.pomonavistacarecenter.com

Chino Valley Health Care Center
2351 S Towne Ave Pomona, CA 91766
Phone: (909) 628-1245

Inland Empire Rehabilitation Center
250 West Artesia St Pomona, CA 91768
Phone: (909) 623-7100
https://pomonavalleyrc.com/

Claremont Care Center
219 E Foothill Blvd, Pomona, CA 91768
Phone: (909) 593-1391
https://claremontcarecenter.com/

Medical Assistant
Pomona Urgent Care
1749 N Garey Ave #101
 Pomona, CA 91767
https://www.pomonawalkinclinic.com/

Vocational Nursing
  Pomona Vista Care Center
  651 N Main St. Pomona,
  Phone: (909) 623-2481
  http://www.pomonavistacarecenter.com

Glendora Canyon Transitional Care Unit
  401 W Ada Ave, Glendora, CA 91741
  Phone: (626) 335-9810
  https://glendoratcu.com/

  Claremont Care Center
  219 E Foothill Blvd, Pomona, CA 91768
  Phone: (909) 593-1391
  https://claremontcarecenter.com/

  Community Extended Care of Montclair
  9620 Fremont Ave, Montclair, CA 91763
  Phone: 909-621-4751
  https://www.communityech.com/

These sites were chosen to serve the needs of Pomona, Claremont, La Verne, Chino, Chino Hills, Montclair, Upland, San Dimas, Glendora, Walnut, Diamond Bar, Covina, West Covina, Fontana, and Rancho Cucamonga. We are located approximately next to Pomona School District and is easily accessible to the Interstate 10, 71, 57, and 210 Freeways. A bus stop location is ¼ mile from the school, making it accessible location to all students. The campus occupies approximately 1,822 square feet of a classroom, skills lab, common library, office space and the lobby. The campus has an ample amount of parking space. The classrooms are furnished appropriately with laboratory and instructional furniture for the type of work performed.

LMCC is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education, and approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll Free: (888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site:
http://www.bppe.ca.gov

Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900, or by fax (916) 263-1897.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (toll-free: (888) 370-7589)) or by visiting: www.osar.bppe.ca.gov
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Any question regarding this catalog that has not been satisfactorily answered by LMCC may be answered by contacting the following agencies:

The Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834.
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 574-8900
Website: www.bppe.ca.gov/

California Department of Public Health
1615 Capital Ave
Sacramento, CA 95814
Telephone: (916) 558-1784
Website: https://www.cdph.ca.gov

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive. Suite 205
Sacramento, CA 95833
Telephone: (916) 263-7800
Website: https://www.bvnpt.ca.gov/

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to singing an enrollment."

Ownership:
Lotus Medical Career College LMCC—an S Corporation. A private institution. We have no pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had any petition in bankruptcy filed against LMCC within the preceding 5 years that resulted in reorganization under the Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

California Department of Public Health (CDPH)
Licensing and Certification Program
P.O. Box 997416, MS 3301 Sacramento,
CA 95889-7416
Email: cna@cdph.ca.gov/
Fax: (770) 396-3790
Website: www.council.org/

California Association of Health Facilities (CAHF)
2201 K St, Sacramento, CA 95816
Telephone: (916) 441-6400
Website: https://www.cahf.org/

Corporate and School Administration:
Asima Jabbar, RN-MSN-ED, Director of Nursing/CAO/CFO
Dr. Saif Hossain MD, CEO
Yesenia Campos HSD, Office Manager
Yesenia Campos, HSD, Office Administrator/ Bookkeeping
Tamrin Sapien, HSD, Office Administrator/ Job Placement
Tamrin Sapien, HSD Office Administrator/ Clerk

Administration and Faculty- Qualifications
Nurse Assistant & Home Health Aide Faculty
Lorena L. Hossain LVN & DSD
Asima Jabbar, RN, MSN & DSD
Vena Baybay LVN & DSD
Estrella Del Mundo LVN & DSD

Restorative Nurse Assistant Faculty
Lorena L. Hossain LVN DSD
Asima Jabbar, RN, MSN & DSD

Medical Assistant
Jesus Gutierrez, CMA
Asima Jabbar, RN, MSN & DSD

Administration and Faculty- Qualifications
Vocational Nursing
Asima Jabbar, RN, MSN & DSD

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ACCREDITATIONS, APPROVALS, AND MEMBERSHIPS

LMCC is a private institution and that it is approved to operate by the following:

The Bureau for Private Postsecondary Education (BPPE Institution CODE- 79461413)
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834.
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 574-8900
Website: www.bppe.ca.gov/

California Department of Public Health (CDPH)
P.O. Box 997416, MS 3301
Sacramento, CA 95889-7416
Email: cna@cdph.ca.gov/

California Association of Health Facilities (CAHF)
2201 K St, Sacramento, CA 95816
Telephone: (916) 441-6400
Website: https://www.cahf.org/

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive. Suite 205
Sacramento, CA 95833
Telephone: (916) 263-7800
Website: https://www.bvnpt.ca.gov/

The office of student assistance and relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigation available services and relief options. The office may be reached by calling (888)370-7589, option #5 or by visiting osar.bppe.ca.gov

Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

JOB PLACEMENT

LMCC provides job placement assistance throughout the program school year by Instructors and our job placement assistant. At LMCC, we cannot guarantee employment to the student.

JOB PLACEMENT ASSISTANT

1. <u>Orientation</u> - an orientation session prior to the start of each class date. Students discuss program expectations, occupational outlook, career goals and aspirations.

2. <u>Resume Writing</u> – the resume will integrate skills and knowledge acquired at Lotus Medical Career College with previous experiences. The services offered by Lotus Medical Career College are not an obligation or guarantee of employment.

3. <u>Interviewing Techniques</u> – techniques include: the positive first impression, attitude, motivation, as well as what to wear and bring.

4. <u>Job Search Techniques</u>–areas to be covered are researching companies, web links to companies, career sites and newspapers.

5. <u>Networking</u> – when available students will be able to participate in job fairs and learn to network with peers

6. and potential employers.

Since building your career is a team effort involving both students and the Job Placement Assistance, LMCC cannot guarantee employment.

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JOB CLASSIFICATION CODES ACCORDING TO THE US DEPT OF LABOR'S STANDARD OCCUPATION CLASSIFICATION CODES:

1. Nurse Assistant: 31-1131

2. Restorative Nurse Assistant: 31-1131

3. Home Health Aide: 31-1100

4. Medical Assistant: 31-9092

5. License Vocational Nurse: 29-2061

STUDENT TUITION RECOVERY FUND (STRF)
Student Tuition Recovery Fund (STRF) Disclosure

a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589."

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete achosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure ofthe institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and94925, Education Code. http://www.bppe.ca.gov/lawsregs/regs.shtml#_Toc485025224

NOTE: NOTE: As of April 2024, each qualifying institution shall collect an assessment of ($0.00) perone thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).

FACILITIES AND EQUIPMENT FOR ALL PROGRAMS
Facilities and Equipment

LMCC is renting campus area from Pomona school district which is well maintained including heating and cooling, ventilation, lighting, and campus environs. LMCC maintains classrooms with tables, chairs, fan, smart board, Power Point projector, regular board, laptop, markers etc. Skills laboratory contains necessary equipment's sufficient for instructional purposes, although NA, HHA, RNA, and MA students obtained their skills training in Hospitals. All equipment and supplies are owned by the LMCC.

Our facility is located at 1460 E. Holt Ave. Suite 176A Pomona, CA 91767.

The equipment(s) used in LMCC are listed below and owned by LMCC:

Facility Equipment:

- Filing Cabinets: 9	- Large filing cabinets (5 drawers): 2	- Computer Monitor: 14
- Bookshelf: 1	- Display cabinet: 3	- Television: 2
- Side Table: 4	- Sofa set: 1	- Blu-ray/DVD Player-3
- Wastebasket: 5	- Desk cart: 1	- Karaoke Machine: 1
- Fans: 2	- Office chairs: 11	- Samsung Sound bar: 1
- Student chairs: 30	- Flower Vases: 4	- Refrigerator: 1
- Office Desks: 7	- Student desks: 15	- Microwave: 1
- Office phones: 3	- Cellular Phones use for business: 3	- Vacuum: 1
- Computers (laptop/desktop): 14	- Surveillance camera set: 1	- Telephone: 4
- Suggestion box: 1	- Fire extinguisher: 1	- Cell phone 1
- Central Table: 1	- Keyboards: 17	- Locker cabinet sets 2
- Stools: 1	- Frames: 24	- Show Case Counters: 3
- Cork Boards: 5	- Posters/Charts: 4	- Pens- 50
- Clocks: 3	- Coffee Maker: 1	- Pencils-25
- Utensil Basket: 1	- Credit/Credit Card Machine (Clover): 1	- Plenty cleaning supplies
- Scanner: 2	- Printer with Fax Machine: 2	
- Printer: 1	- Paper Cutter:	
- Laminator: 1	- Laminating Sheets: 100	
- Paper Shredder: 2	- Rolodex: 1	
- Time Clock Machine: 1	- Label Maker: 1	
- Pencils: 200	- Pens: 200	
- Scantrons: 1000	- Scantron Machine: 1	

-     Paper Shredder: 2   - Rolodex: 1
-     Label Maker: 1   - Copy paper rims 15
-     Big Binders: 25   - Smart Board and projector:1
-     Computer desk: 10

Student Use:
Blood Pressure Kits for students: 100 (we order for students)
Uniforms: 500 (we order for students)
Shoes: 100 (we order depending on size)
Textbook: 50 (online/ hardcover)

Equipment listed above are used for staff, students, and guest. Our staff and students use the computers and printersdaily for administrative and educational purposes. LMCC also use computers for advertising purposes. All equipment is owned by LMCC.

Skills Lab Inventory for All Programs:

Gloves, Exam Latex P/S SM 100: 50	Gloves, Exam Nitrile LF PF MED: 50
Emesis Basin: 5	Bath basins: 5
Urinal: 2	Bedpan: 4
Fractured bed pan: 1	Trash can with Hazardous red bad: 1
Bags, Red Infectious: 1 box	Stethoscope, teaching dual Head: 2
Stethoscope: 5	Gauze bandages, 4"x4", 1 YD NS 12: 4 rolls
Electric Thermometer: 3 (forehead 1)	Probe Covers, WA/Diatec: 30
Blood pressure cuff with stethoscope: 50	Weight Scale: 2 (standing scale)
Walker: 2	First Aid: 1
Shaving kit: 1	Denture with cup: 3
Combs: 2	Toothpaste and Toothpaste: 3
Yellow Gown (PPE): 50	Mask (PPE): 50
Chuck: 10	Patient gowns: 5
Restraints (wrist): 2	Posy Jacket: 1
Gait Belts: 4	Wheelchair: 1
Cane: 2	Bed: 2
Linen: 1	Biohazard Bag: 10
Sharp Container: 1	Soap: 8
Lotion:	Linen Hamper: 2
Pillows: 7	Adult Mannequin: 2
Overboard table: 3	Ted House stocking: 3
Bedside Commode: 1	Drainage Kits: 2

IV Pole: 1	Ivy kits (bag refill): 3
Gown: 6	Blankets: 4
Bath Blankets: 3	Underpants Park: 1
Food Tray: 2	Mattress: 1
Male urinal part: 1	Female urinal part: 1
Ace Bandage: 5	Water Pitchers: 2
Abdominal Pads: 25	Gauze sponges: 200
Face Towels: 20	Mannequin (Baby): 2
Storage bin: 2	Large towels: 10
Overboard table: 3	CPR Cards: 200
CPR Books: 50	Ambu bags (large): 18
Ambu bags (small): 18	CPR DVD Training Disc: 2
Defibrillator: 2	Portable Commode: 1
CPR adult manikin: 16	CPR Infant manikins: 13

Gloves, Exam Latex P/S SM 100: 50	Gloves, Exam Nitrile LF PF MED: 50
Emesis Basin: 5	Bath basins: 5
Urinal: 2 Bedpan:4	Fractured bed pan: 1
Trash can with Hazardous red bad: 1	Bags, Red Infectious: 1 box
Stethoscope, teaching dual Head: 2	Stethoscope: 5
Gauze bandages, 4"x4", 1 YD NS 12: 4 rolls	Electric Thermometer: 3 (forehead 1)
Probe Covers, WA/Diatec: 30	Blood pressure cuff with stethoscope: 50
Weight Scale: 2 (standing scale)	Walker: 2
First Aid: 1	Shaving kit: 1 Denture with cup: 3 Combs: 2
Toothpaste and Toothpaste: 3 Yellow Gown (PPE): 50	Mask (PPE): 50
Chuck: 10	Patient gowns: 6
Restraints (wrist): 2	Posy Jacket: 1
Gait Belts: 4	Wheelchair: 1
Cane: 2	Bed: 2
Linen: 1	Biohazard Bag: 10
Sharp Container: 1 Soap:8	Lotion: 4

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Linen Hamper: 1	Pillows: 7
Ted House stocking: 3	Bedside Commode: 1
Drainage Kits: 2	IV Pole: 1
Ivy kits (bag refill): 3 Gown: 1	Blankets: 4
Bath Blankets: 3	Underpants Park: 1
Food Tray: 2	Mattress: 1
Male urinal part: 1	Female urinal part: 1
Ace Bandage: 5	Water Pitchers: 2
Abdominal Pads: 25	Gauze sponges: 200
Face Towels: 20	Storage bins: 2
Large towels: 10	Ambu bags (large): 18
Ambu bags (small): 18	Defibrillator: 2
Portable Commode: 2 Stretch Out Strap: 2	Special Utensils (Forks/Spoons/Knives): 2 of each
Sock/Dressing Aid: 2 of each	Posey Jacket: 1

Wrist Restraints: 2

Computer (Equipped with full Microsoft Word, and EW'R Training program): 5

Sphygmomanometer and Stethoscope- per student

Exam Tables: 2

Otoscope, Ophthalmoscope and Sphygmomanometer Diagnostic Station

EKG Machine

Medical Bed/Room Dividers: 2

Peak Flow

Audiometer

Spirometer

Glucometer: 3

Hct Centrifuge

Hgb Meter: 3

Centrifuge Autoclave

Surgical Equipment: (2 of each) Sterilization Equipment

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Medical Sundry Jar: 7

Vacutainer Tube rack: 2

Thermometer: 4

Blood Draw Supplies- (needle, needle holder, tubes)

Sharps Container: 5

Biohazard Waste Dispenser: 2

Scale: 2

Injections Supplies (needles and syringes: 27g, 25g, 23g, 1cc and 3cc)

Cotton Balls

Gauze Gloves

Band Aid

Tongue Depressor

Otoscope Cover

Pediatric Scale (Measurement graph included)

Phlebotomy Chair Mayo Stand: 5

Blood Draw Mannequin- 2 Injection Mannequin: 2

Medication cart	Ear Drops
Face masks 1000 (including N95 mask)	Isolation gown
Catheterization kits	Tongue blades
Clean gloves	Sterile gloves boxes
Bandages and tape	Wall-mount Thermometers
Kidney basins	Staple remover kits
Walkers	Blood glucose testing equipment and supplies
Wheelchairs	Crutches
Canes	Bedside commode
EKG Machine	Blood Pressure rolling
Pediatric Scale	Infant manikin
Infrared thermometer	Medicine cart
Dressing materials: sterile 4x4s, 2x2s, Sterile Gauze	Sterile tracheostomy suctioning kits
Sharps Container	TIDI-Posey Foam Trach Tie & Tube

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Biohazard Waste Dispenser

Pseudo Tablets

Adult manikin

Suction catheter

Injections Supplies (needles and syringes:

Eye drops

27g, 25g, 23g, 1cc and 3cc)

Respiratory suction machine

Cotton Balls

Water base lubricant

Isopropyl Alcohol

(Pediatric) Nebulizer Machine

Gaumard birthing mannequin

Eye wash

Linen supplies: sheets, blankets, bedspreads, towels, washcloths, pillows, wash basins Stethoscopes and blood pressure cuffs

Syringes (all sizes) and pseudo medications for pharmacology

LIBRARIES AND OTHER LEARNING RESOURCES

LMCC has an on-campus library measuring 12 x15 feet that is available for students. Students utilize this space either to learn and study and/or help prepare for the State Exam. We have 2 tables, 1 Bookshelf, and 10 chairs for student use. We have a library of books, journals, workbooks, and periodicals that are less than 10 years old. We have computer and internet access, and clinical supplies that the students can use to study, practice, and learn. The library is accessible during normal school hours from Monday through Friday between 9:00AM – 5:00PM and/or by scheduled appointment. We make these tools accessible in the house only for independent study and for classroom use.

Students will also have access to materials such as PowerPoints, eBooks, as well as handouts through their CANVAS which will be available for every program. Students will be given their own personal access to their own personal CANVAS accounts.

OPTIONAL:
LMCC students may also have additional access to online library and learning resources.

Nurse Assistant & Home Health Aide
http://cna.plus/
https://home.pearsonvue.com/getattachment/0c87d616-1cc4-4c3a-ade3-
4aaab227e9c3/NNAAP%20Nurse%20Aide%20Practice%20Written%20Exam%20Packet.aspx

Restorative Nurse Assistant
https://www.cahf.org/Portals/29/QCHF/1_RNP_Manual_in_Desktop_Publishing_Format_Edited112017.pdf?ver=2018-11-01-150617-
770

Medical Assistant
https://www.elsevier.com/

Vocational Nursing
https://www.fadavis.com/home
https://www.elsevier.com/
https://shop.lww.com/
https://www.vitalsource.com/

Scribd is an additional Digital Library that Lotus Medical Career College subscribes to for its students. Scribd has an ever-expanding library that includes over a million full-length titles, case studies and publications in Nursing.

Open Online Library is another option for the students:
At its heart, Open Library is a catalog. Some of the biggest libraries in the world ever since. They have well over 20 million editions

records online, provide access to 1.7 million scanned versions of books, and link to external sources like WorldCat and Amazon when we can. They have actual document students are looking for as they can, whether that is a scanned version courtesy of the Internet Archive, or a link to Powell's where you can purchase your own copy.

Gutenberg is a place to download and read thousands of free eBooks. Open Library's goal is to list *every* book -- whether in-print or out-of-print, available at a bookstore or a library, scanned or typed in as text. In other words, they provide access to all of Project Gutenberg's books, but they have hundreds of thousands of others as well.

Accessing the Online Open Library
To Access the Open Library, one must go the website https://openlibrary.org/

To use Open Library:

To create your Open Library digital library card account, click the "sign up" link at the top right corner of our homepage, openlibrary.org. You will be prompted to enter the following information:

Full name: (i.e., Jane Doe - this will be visible on your user page) **Username:** (i.e., Jane doe - must be all one word, alphanumeric only) **Password:** (your choice)
Email address: (name@example.com - so they can email you if you lose your password. You must also check the box agreeing to the Open Library Terms of Use before continuing.

Click "sign up" when you are finished. You will receive an email requesting verification of your account. Click the link in the email and you will now be able to sign in and start using Open Library. If you have trouble with the signup process, **please click HELP at the bottom of page and see information or click on contact form.**

Once you are registered, click the "log in" link at the top right corner of any page. Enter your username and password. Your name will now appear as a link in the top right corner. Click on the link to display a drop-down menu; here you can edit your profile, manage your Loans, manage the Lists you create, edit your Settings, or   log out.

a) Addition materials may be accessed at the Pomona Library which is open to the public. LMCC students has access to medical reference books as well as basic nurse assistant books that they can utilize. All the books and materials are updated every 5-6 years and are well within the scope of compliance. At the library LMCC students have computer access as well as Wi-Fi. There's no requirement for accessing the library material. If a student chooses to check out book(s), one must have a library card. To obtain a driver's license or a State ID is needed with the most current address or recent postal mail with student's name and current address must be submitted.

To access the Pomona Public library catalog, students may log on to:
www.ci.pomona.ca.us
The Address:
625 South Garey Avenue
P.O. Box 2271 Pomona, CA 91769
Contact: Bruce Guter of JeffPhone: 909-620-2043
Fax: 909-620-3713

(a) LMCC will maintain student records as mandated by CCR 71930. In addition to permanently (indefinitely)
retaining a transcript as required by section 94900(b) of the Code, LMCC will also maintain pertinent student records for a period of 5 years as described in Section 71920 from the student's date of completion or withdrawal.

DESCRIPTION OF EDUCATIONAL PROGRAM

LMCC provides the following programs, and each program is accredited and approved by different agencies:

Program Names:	Approved By:
Nurse Assistant, 162 hours	The Bureau for Private Postsecondary Education (BPPE) & California Department of Public Health (CDPH) - Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
Home Health Aide, 40 hours	The Bureau for Private Postsecondary Education (BPPE) & California Department of Public Health (CDPH) - Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
Restorative Nurse Program, 16 hours	The Bureau for Private Postsecondary Education (BPPE), California Department of Public Health (CDPH), & California Association of Health Facilities (CAHF) - Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
Medical Assistant, 500 hours	The Bureau for Private Postsecondary Education (BPPE) - Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
Vocational Nursing, 1736 hours	The Bureau for Private Postsecondary Education (BPPE) & Board of Vocational Nursing and Psychiatric Technicians (BVNPT) - Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

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LMCC does not have courses in degree programs accredited by an accrediting agency recognized by the United States Department of Education, as LMCC is not accredited by, and accrediting agency recognized by the United States Department of Education.

(A) LMCC does not provide degree programs, therefore a graduate will not be eligible to sit for the applicable licensure exam in California and other states.

(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, but not limited to, positions with the state of California.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs as the institution does not participate in federal financial aid programs.

All courses in every LMCC program are delivered in English. Instructions are not taught in any other language but English. Most programs DO NOT require an entrance exam measuring English competency or High School Diploma or a GED. Each program varies in its enrollment requirements which may be seen in each program's individual description. Students should at least have an intermediate understanding of the English language to effectively speak and communicate in English. Applicants' English proficiency level is measured upon their interview and a form is filled by the applicant and staff member to determine if they are eligible to enter any course at LMCC.

(1) **Senate Bill No. 607 (Min, Chapter 367, Statutes of 2021)**
Pertaining to the Bureau for Private Postsecondary Education, SB 607 repealed Education Code section 94904, which required students without a high school diploma or the equivalent to successfully complete an examination prior to executing an enrollment agreement, amended section 94909 to eliminate the need to include specific admissions requirements for these students in school catalogs, and repealed section 94811 which defined "ability-to-benefit" (ATB) students.

Also, here at Lotus Medical Career College, we do not accept foreign customers, and we do not provide educational services to foreign customers, nor do we provide visa services and/or vouch for student status, therefore we do not require to test anyone for English language.

Nurse Assistant Program Description
The nurse assistant training program at Lotus Medical Career College has one hundred (102) hours of clinical and 60 hours of theory instruction presented in the classroom under the immediate supervision of the Director of Staff Development (DSD)/ Instructor.

This program prepares the student to function as an entry-level worker on a healthcare team. Focus will be on preparing the student to provide direct care to the patient/resident; promote comfort measures; and collect, record and report data to licensed personnel. Principles of critical thinking, team membership, ethics, caring, communications, and cultural sensitivity are integrated throughout the program. The program includes classroom, laboratory, and clinical care experiences.

The Nurse Assistant Program has been developed to prepare the student for certification by the State of California asan entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory (must complete 17 modules and pass all the required tests) and practical application on skills needed to function as a NA.

Program Objectives
- Prepare a competent nurse assistant to function effectively in acute, long-term care, and ambulatory settings.
- Provide a collaborative learning environment in which the student will develop and apply principles of systematicreasoning through critical thinking.
- Guide the learner in the continuing process of personal and professional growth Program.

Program Delivery:
1. Residential Classroom and Clinical Instruction
2. Hybrid Learning, via in-person & online through the following platforms:
- Zoom
- CANVAS
- WhatsApp

3. The first ten days will be done face-to-face on Zoom while the rest of the twenty-one days will be done at their clinical site.
4. Tests and Exams are taken on Canvas.
5. Final Exam will be given on the last day of the program.
6. Work received from students (i.e. homework) will be evaluated within 1-2 days after it has been received. Our tests program grades are online, students will have access to it right away as Canvas grades them immediately after they are done.

The number and qualifications of the faculty needed to teach the NA educational program.

The nurse assistant training program at Lotus Medical Career College has one hundred (102) hours of clinical training and 60 hours of theory instruction presented in the classroom. Clinical and theory training is presented under the immediate supervision of the RN for NA training only who completed the Director of Staff Development (DSD)/ training. The Director of Staff Development (DSD) and Instructor are terms that are synonymous. Please look below for the instructor qualifications as required by BBPE.

Nurse Assistant – Course Description

CourseCode	Title	Clock Hours	Semester CreditHours	Course Description
NA-001	Introduction to Nursing	2	0.10	Care giving an art, identifying health care settings where one can work, types of specialized hospitals, describing things that a nurse assistant may do in a hospital setting, types of residents in a nursing home, describing ways in which nurse assistants are similar in all the health care settings.
NA -002	Resident Rights/PatientRights	4	0.20	Keep Resident records confidential, knocks on door before entering, pull privacy curtains during privacy care, encourage resident to make choices, explain procedures to resident.
NA -003	Interpersonal Skills	2	0.10	Understanding communication and how it works, using communication skills to interact with all people in care, influence a person's behavior, interact with families, and teach, describing cultural diversity and how culture may influence behavior, recognizing and respecting differences among people in care.
NA -004	Prevention and Management	2	0.10	Emergency and prevention of catastrophe, applying postural support (safety device), and applying soft ankle/wrist restrains as safety device,Heimlich maneuver for the conscious/unconscious resident, position of call light, demonstration of fire/disaster, use of fire extinguisher.
NA -005	Body Mechanics/Body Dynamics	6	0.30	Use of Gait Belt, helping the helpless resident up to the head of the bed with two assistants, turning and positioning the resident, supine, side lying,apply mask, double bagging trash/waste, assisting transfer from bed to chair/wheelchair, assisting. transfer from chair/wheelchair to bed, Mechanical Lift.
NA -006	Medical Surgical Asepsis/Asepsis	10	0.50	Understanding the need to protect the patient and nurse against cross-contamination from pathogenic organisms, compare the use of medical asepsis for low-level dis-infection and surgical asepsis required for sterile procedures, situations which require the healthcare worker to wear a mask, eye protection, gown, and gloves, recognize the need to correctly dispose of sharp items and prevent needle-stick injuries, hand-washing procedure using the correct technique, how to prepare a sterile field and cleanse a surgical

				wound, how to apply sterile gloves, identify strategies which prevent contamination during specimen collection and emptying drainage bags, employ measures which are necessary to ensure used supplies are disposed of safely.
NA -007	Weights and Measures	2	0.10	Measuring Oral Intake, measuring urinary output, measuring the height of the resident in bed, measuring, and weighing the resident using an upright scale, documents in military time.
NA -008	Patient Care Skills	54	2.70	Bed Making Skills, Back Rub, Bed bath/partial bath, Tub bath, Shower, Occupied Bed making, Unoccupied Bed making, assist in use of urinal, assist in the use of bedpan, assisting the resident to commode/toilet, bladder retraining, bowel retraining, perineal care, assist in oral hygiene, mouth care of the unconscious resident, combing resident's hair, shampoo with shower or tub bath, medicinal shampoo, shaving with electrical shaver, shaving with razor blade, changing the clothes of residents, artificial limbs, splints, applying a behind-the-ear hearing aid, removing, cleaning and reinserting an artificial eye.
NA -009	Patient Care Procedures	27	1.35	Admitting the resident, transferring the resident, discharging the resident, administering the commercially prepared cleansing enema, administering enema with tap water, soap suds, administering laxative suppository, empty urinary bag, care of resident with tubing, oxygen, gastronomy, urinary catheter, application of non- sterile dressing, application of non-legend topical ointment, antibiotic hose, elastic stocking (TED) hose, collect and identify specimen, sputum specimen, urine specimen clean catch, urine specimen: routine UA, stool specimen.
NA -010	Vital Signs	9	0.45	Measure and Record Vital signs, Temperature, Oral, Axillary, Rectal, Electronic, Pulse Radial, Pulse Apical.
NA -011	Nutrition	8	0.40	Assisting the resident who can feed self, verifying that the resident has been given correct dinner tray, feeding the helpless resident, use of feeding assistance device.

NA -012	Emergency Procedures	3	0.15	Patient transfers, simple triage, wound preparation, communications
NA -013	Long Term Care Patient	11	0.55	Health care team member's duties, Role as a Nurse Assistant, Providing Direct care, providing emotional support, participating as a team member, promoting and practicing six principles of care (Safety, Privacy, Dignity, Communication, Independence, and Infection Control).
NA -014	Rehabilitation/Restoration	6	0.30	Range of motion exercises, assisting ambulation of resident, assisting the resident to ambulate with walker.
NA -015	Observations and Charting	8	0.40	Report appropriate information to the Charge Nurse, Document changes and residents body functions/behavior, Documents V/s Apt's timely/correctly, participate in resident care planning.
NA -016	Death and dying	2	0.10	Palliative care, hospice care, factors that influence a person's reaction to death, five emotional stages of death, describing what is important to the persons who are dying, role in providing for the needs of a person who is dying, recognize pain and non-pain symptoms experienced at the end of life, discussing the needs of the family and friends of someone who is dying, recognizing signs of approaching death, recognizing signs that death has occurred, discussing the bereavement process for family, friends, and staff.
NA- 017	Abuse	6	0.30	Preventing recognizing and reporting instances of resident abuse.
Hours of Theory		60		
Hours of Clinical		102		
Total Hours Per Week		27		
Total Hours		**162**	**8.10**	

Educational Objective

Students admitted into this course must have successfully passed the Nurse Assistant program prior to admission. Graduates of this course will be eligible to for the Home Health Aide Certification upon successful completion of required courses.

Home Health Aide **Program Description**

Home Health Aide workers (HHA) offer in-home treatment to patients who do not require the full services offered by a hospital or extended-stay facility. HHAs are trained in patient interaction, personal care services, physical therapy, and other more specific skills as dictated by their patients' needs.

This 40-hour Home Health Aide Program prepares the Nurse Assistant (NA) to work as a Home Health Aide, providing basic care to clients and their families coping with an illness or disability in their homes, Hospitals, and other Health Care Services.

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The Home Health Aide has been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory (must complete 5 modules and pass all the required test) and practical application on skills needed to function as a HHA.

HHA Course Objective
- Provide personal care and other services as needed in the client's home under the direction, instruction, andsupervision of a licensed nurse.
- Students enhance their personal competence and discover their value as part of the health care team.
- Meet the requirements of NA to work specifically in the home of clients and their families coping with anillness or disability.

Program Delivery
1. Residential Classroom and Clinical Instruction
2. Skills are done at clinical sites.
3.

At the completion of the program, the student will:
- Be eligible for Certification by the California Department of Public Health
- Be qualified to work in long-term health care institutions or with a home health agency.

The number and qualifications of the faculty needed to teach the HHA educational program.
HHA training is total of 40 hours, of which 20 hours is classroom lecture and 20 hours is clinical training. A registered nurse (RN) that met DSD/Instructor qualifications is designated as having the responsibility for the general supervision of the HHA training.

Students To Instructor Ratio for HHA Training

Per Title 22, §712835(m) (1), there shall be no more than 15 students assigned to each instructor at any time during clinical training and demonstration skills.
The instructor who teaches the HHA program, the RN program director, and the complete program must be approved by the California Department of Public Health prior to operating the program.

Home Health Aide – Course Description

Course Code	Title	Clock Hours	Semester Credit Hours	Course Description
HHA-001	Introduction to Aide and Agency Role	2	0	Students will be able to: Explain why home care is popular, Explain purposes of home care, Describe clients who need home care. Describe contents of a policy and procedure manual, List the members of the health care team, Identify the responsibilities of the health care team, List the role and responsibilities of the home health aide, Describe the personal qualities and characteristics of home health aide, Explain the importance of confidentiality, Explain ethical and legal considerations they may encounter in the home.
HHA-002	Interpretation of Medicaland Social Needs of People Being Served	5	0	Students will be able to: Describe how culture and religion affect losses and illness, discuss their feelings when a culture and religion are different from theirs, Identify and describe eight stages of growth and development. Explain how injury can affect sexuality. Explain how to deal with a sexually aggressive client. Explain how children react to illness and how to meet their emotional needs.

HHA-003	Personal Care Services	20	0	Students will be able to: Explain why personal care and elimination is different in the home, demonstrate skill for shampooing hair. Demonstrate how to dress a client with an IV, discuss guidelines for making a waterbed, discuss ways to care for client's mattress. Discuss the care of client with ileostomy/colostomy, demonstrate how to change an ostomy, discuss collecting specimens on children. **Clinical Experience**: Clinical learning within the Home Health Aide program is executed in cooperation with a long-term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 15 hours of Personal Care that consists of: Assisting patients with personal hygiene, assisting patient in self-care activities: Bathing-tub, shower, bed, Dressing, and undressing, Feeding, assisting with mobility: Getting in and out of bed, chair, wheelchair, toilet, Walking with or without devices, assisting with exercises as ordered and Positioning.
HHA-004	Nutrition	8	0	Students will be able to: Describe six factors that affect eating and nutrition, discuss diabetic diets, explain meal management, describe special consideration in serving meals and feeding clients in the home, List guidelines for special nutrition and fluids considerations for children. **Clinical Experience** within this module will provide the following experiences for the students: Basic principles of diet, Meal planning and serving, Food purchasing, Food preparation, sanitation, and storage.
HHA-005	Cleaning and Care Tasks in the Home	5	0	Students will be able to: Identify the housekeeping responsibilities of a home health aide, organize housekeeping tasks, describe four types of cleaning products and how to use them safely, clean a kitchen, bathroom, and the client's room, Describe the guidelines for care and laundry of linens. **Clinical Experience**: Clinical learning within the Home Health Aide program is executed in cooperation with a long-term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 2 Hours of Cleaning and Care Tasks in the Home that consists of: Home Safety Measures, Economical Cleaning materials and methods of use, Maintenance of cleanliness where dishes and food are stored, Principles of general cleanliness of environment and Handling of laundry.
	Total Hours Per Week	40		
	Total Hours (1 Week)	**40**	**0**	

Restorative Nurse Assistant Program Description

The Restorative Nursing Assistant (RNA) interacts with the residents and provides skill practice in activities that will improve and maintain function in physical abilities and activities of daily living (ADLs) and prevent further impairment.

Restorative Nurse Assistant (RNA) offers physical therapy and other more specific skills as dictated by their patients' needs. RNAs will knowledge and skill proactive in activities that will improve and maintain function in physical abilities and activities RNA will develop their career in long term.

The Restorative Nurse Assistant has been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care and facility.

The curriculum is structured to provide theory and skills lab (must complete 3 modules and pass all the required test) and practical application on skills needed to function as an RNA.

RNP Course Objective

- Provide care for residents who require assistance with functional needs under the supervision of a licensed nurse.

- Students will recognize the need to develop career advancement programs who make up the bulk of the workforce in skilled nursing facilities.
- Meet the requirements of RNA to work specifically in the facilities with clients and their families coping with anillness or disability.

Program Delivery
1. Residential Classroom and Clinical Instruction
2. Skills are done in the Skills Lab in-person while lectures are done in a classroom.
3. Hybrid Learning, via in-person & online through the following platforms:
- Zoom
- CANVAS
- WhatsApp
4. The first day will be done face-to-face on Zoom while the second day will be done in skills lab or online.
5. Tests and Exams are taken on Canvas.
6. Work received from students (i.e. homework) will be evaluated within 1-2 days after it has been received. Our tests program grades are online, students will have access to it right away as Canvas grades them immediately after they are done.

The number and qualifications of the faculty needed to teach the RNA educational program.
RNA training is a total of 16 hours of theory training. A registered nurse (VN or RN) that meets instructor qualifications is designated as having the responsibility for the general supervision of the RNA training.

RNA Skills Training
Learning of skills or in lab, via in-person & online through zoom and canvas.

The instructor who teaches the RNA program, the RN program director, and the complete program must be approved by the California Department of Public Health prior to operating the program.

Restorative Nurse Program – Course Description

CourseCode	Title	Clock Hours	SemesterCredit Hours	Course Description
RNA1	Leadership Competencies	1	1	Understand the scope of service of the RNP. Restorative Nursing Assistant (RNA) and Restorative Nursing Program Coordinator (RNPC) will verbalize an understanding of roles and responsibilities. Review OBRA and Title 22 regulations related to the RNP. Verbalize an understanding of admission and discharge criteria for the RNP. Review types of documentation forms. Verbalize effective leadership strategies for the RNP
RNA2	Medical Overview	2	2	Understand major muscle groups. Understand All characteristics of the normal aging process. Understand common medical problems/pathologies addressed by the RNP.
				Verbalize cognitive problems for the middle stage of dementia. Verbalize the guidelines for helping cognitively impaired residents. Articulate what the best environment for working with the cognitively impaired would include. Identify cueing systems associated with Alzheimer disease. Identifying useful compensatory strategies for

RNA3	Cognition, Hearing, and Communication	3	3	each stage of Alzheimer disease. Express compensatory techniques for communicating with the hearing impaired. Understand the difference between sensorineural and conductive hearing loss. Identify appropriate wear schedule for resident who is a new hearing-aid user Communication strategy associated with left hemisphere damage. Communicating with right CVA residents. Identify deficits associated with right CVA residents. Understand the use of a communication board. Identify compensatory techniques for motor speech disorders.
RNA4	Dysphagia & eating	1	1	Verbalizing common diagnoses associated with dysphagia. Identifying the three stages of a normal swallow. Verbalize common swallowing problems. Verbalize aspiration precautions. Demonstrate aids to facilitating a safe swallow. Identify liquid consistencies. Demonstrate safe positioning for self-feeding. Demonstrate use of adaptive devices to assist with self-feeding. Identify two anatomical sites of the larynx.
RNA5	Joint Mobility	2	2	Identify the purposes for the RNA to perform range of motion. Verbalizing and demonstrating passive and active assisted range of motion for four joints. Identifying contraindications for passive range of motion exercise. Understanding the reasons for the RNA to assist in a routine exercise/ maintenance program. Verbalizing indications and contraindications for performance of routine exercise. Identify/verbalize the major muscle groups. Demonstrating one resistive exercise for the upper extremity and one for the lower extremity. Demonstrate method to reduce edema. Demonstrate correct application of a splint
RNA6	ADL Training	1	1	Demonstrate lower body dressing technique with an orthopedic resident. Demonstrate upper body dressing technique with a hemiplegic resident
RNA7	Functional Mobility	6	6	Define therapy assist level terms (MAX, MOD, MIN, CGA, SUP, IND). Define and understand weight bearing status (NWB, TDWB, PWB, WBAT, FWB). Identifying, demonstrate and verbalize precautions for the resident with a total hip replacement and ORIF. Demonstrating safe transfer technique for the resident with total hip replacement. Device to maintain weight-bearing status and the reason for its use. Demonstrate the appropriate use of one assistive device. Demonstrate safe positioning techniques for the resident with hemiplegia in bed and wheelchair. Identify all major pressure risk areas for positioning a hemiplegic resident in bed and in a wheelchair. Demonstrate all bed mobility techniques. Demonstrate safe transfer technique for the resident with hemiplegia. Identify components of a safe partial-assist

				transfer from bed to wheelchair for a resident with PWB hip fracture. Demonstrate one safe assisted ambulation technique. Demonstrate slide board transfer. Demonstrate the use of the gait belt. Demonstrate wheelchair set-up and safety.
Hours of Theory		**8**	8	
Hours of Skills		**8**	8	
Total Days		**2**		
Total Hours		**16**	**CEU's 16**	

Medical Assistant Program Description (500 hours)

The Medical Assistant (MA) Program prepares multi-skilled healthcare professionals qualified to perform administrative and clinical duties and laboratory procedures. The program will be taught through lectures, laboratory, and externship training at clinical sites. This program will be a <u>wheel program</u>, meaning an applicant may join an on-going class and continue and complete the missed with the next class that will start.

MA's administrative are trained in keeping records, answering phone calls, order supplies, handling correspondence, bill patients, complete insurance forms and transcribe dictation. They greet patients, schedule appointments, and obtain medical histories, arrange hospital admissions, and schedule surgeries.

MA's clinical are trained assisting physicians in treating patients, taking patient medical histories, preparing patients for examinations, arranging, and caring for instruments and equipment in examination rooms. They also complete and maintain patient records, schedule appointments, and arrange hospital admissions.

MA Course Objective

- Administrative Students will learn to keep records, answer phone calls, order supplies, handle correspondence, bill patients, complete insurance forms and transcribe dictation. They may keep financial records, handle credit and collections, and other bookkeeping duties. They greet patients, schedule appointments, and obtain medical histories, arrange hospital admissions, and schedule surgeries.
- Students enhance their personal competence and discover their value as part of the health care team.
- Clinical Medical Assistants perform a variety of tasks such as assisting physicians in treating patients, taking patient medical histories, preparing patients for examinations, arranging, and caring for instruments and equipment in examination rooms. They also complete and maintain patient records, schedule appointments, and arrange hospital admissions.

Program Delivery

1. Residential Classroom and Clinical Instruction
2. Hybrid Learning, via in-person & online through the following platforms:
- Zoom
- CANVAS
- WhatsApp
3. Work received from students (i.e. homework) will be evaluated within 1-2 days after it has been received. Our tests program grades are online, students will have access to it right away as Canvas grades them immediately after they are done.

The number and qualifications of the faculty needed to teach the MA educational program:

The Medical Assistant training is total of 500 hours, of which 400 hours will be theory/clinical and 100 hours will be externship. Any licensed nurse or Medical Assistant that meet MA qualifications is designated as having the responsibility for the general supervision of the MA training.

Medical Assistant, 500 hours – Course Description

Course Code	Title	Clock Hours	SemesterCredit Hours	Course Description
MA 001	**Component 1 – Core**			

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	MODULE A: INTRODUCTION TO MEDICAL ASSISTING (15 Hrs.)			
	1. History and Trends in Healthcare	2	0	This topic will provide the student with the basic knowledge and broad perspective of the history and current issues affecting the practice of medicine.
	2. Introduction to Allied Healthcare	2	0	Students will learn the basic knowledge and skill to understand various occupations in the health care field.
	3. Role of the Medical Assistant	2	0	This topic will cover the basic knowledge to understand the role of the Medical Assistant.
	4. Law and Ethics for the Medical Assistant	2	0	Basic knowledge and skills necessary to understand the impact of law and ethics on the practice of Medical Assistants will be taught in this topic
	5. Professional Communication and Service Excellence	2	0	Students will learn the basic knowledge and skills for effective customer service and communication skills.
	6. Cultural Competency	2	0	This topic will prepare the student with basic knowledge of cultural competence in the health care field.
	7. Study Skills and Critical Thinking	2	0	This topic will prepare the student for the student role. Major responsibilities of the Medical Assistant student will be discussed, as well as the value of high standards for the Medical Assistant student.
	8. Application of Math in Healthcare	2	0	In this topic, students will cover basic math skills. Many different calculation methods will be discussed as well as different calculation skills.
	MODULE B: TERMINOLOGY, ANATOMY & PHYSIOLOGY (50 Hrs.)			
	1. Medical Terminology	3	0	Student will learn basic knowledge to correctly use the language of medicine.
	2. Overview of Anatomy and Physiology	3	0	Basic knowledge of human anatomy and physiology will be talked about in this topic
	3. Musculoskeletal System	3	0	This topic will cover the basic knowledge of the musculoskeletal system.
	4. The Senses	3	0	Basic knowledge of the senses will be taught in this topic. The anatomy and physiology of the eyes, ears, nose, tongue, and skin will be discussed.
	5. Nervous System	3	0	In this topic, students will learn the basic knowledge of the nervous system. Main divisions of the nervous system will be discussed.
	6. Circulatory System	3	0	Students will learn the basic knowledge of the cardiovascular system. The structure of the circulatory system will be covered, as well as the structure of the heart.

	7. Integumentary System	3	0	This topic will cover the basic knowledge of the integumentary system, including its functions.
	8. Endocrine System	3	0	Basic knowledge of the endocrine system will be discussed including the function of hormones.
	9. Respiratory System	3	0	In this topic the basic knowledge of the respiratory system including its functions will be discussed.
	10. Digestive System	3	0	Students will learn the basic knowledge of the digestive system. This will also cover the characteristics and functions of the major portions of the digestive system.
	11. Urinary System	3	0	Basic knowledge of the urinary system will be covered including its structure and functions.
	12. Immune System	3	0	This topic will cover basic knowledge of the immune system. Major structures and functions of the immune system will be discussed as well.
	13. Reproductive System	4	0	In this topic, students will learn the basic knowledge of the reproductive system. Both male and female reproductive systems will be discussed thoroughly.
**MODULE C: SAFETY (5 Hrs.)**
	1. Occupational Safety and Health Administration (OSHA)	1.5	0	Students will learn the basic knowledge and skills necessary for understanding of Occupational Safety and Health Administration and its functions.
	2. Hazardous and Biohazardous Waste	1.5	0	This topic will cover the basic knowledge and skills necessary in handling and disposing of hazardous and biohazard waste.
	3. Standard Precautions	1.5	0	In this topic students will understand the basic knowledge and skills necessary with use of standard precautions and transmission-based precautions.
	4. Body Mechanics	1.5	0	Basic knowledge and skills of proper body mechanics will be addressed in this topic. This will also include the use of proper body mechanics.
	5. Fire and Disaster Preparedness	2	0	Students will learn the basic knowledge of fire and disaster preparedness. Fire prevention measures will also be addressed.
**MODULE D: SCREENING AND APPOINTMENTS (5 Hrs.)**
	1. Screening	1	0	This topic will cover the basic knowledge of how to screen patient calls or walk-in patients. Students will also learn how to categorize and prioritize patient needs.

	2. Appointments	2	0	In this topic students will learn the basic knowledge of appointment scheduling. Different types of scheduling methods will be covered.
	MODULE E: COMPTERS (10 Hrs.)			
	1. Introduction to Computers	5	0	Basic knowledge and skills necessary to operate all types of computer hardware and software will be discussed. Students will also learn to identify parts of a computer and computing devices.
	2. Introduction to Word Processing	5	0	In this topic students will learn basic knowledge and skills necessary to use a word processing application. Students will learn to identify different word processing applications such as: Word, Works, WordPerfect, Google Docs, and Open-Source applications.
	3. Introduction to Spreadsheets	5	0	Students will learn the basic knowledge and skills necessary to use a spreadsheet application.
	4. Internet Research	5	0	This topic will cover the basic knowledge and skills necessary to navigate the Internet.
	MODULE F: OFFICE EMERGENCIES & CPR (5 Hrs.)			
	1. Cardiopulmonary Resuscitation	7	0	In this topic student will learn the basic knowledge and skills to correctly evaluate cardiac arrest and/or obstructed airway, and to safely perform CPR intervention.
	2. Medical Office Emergencies	7	0	Basic knowledge and skills necessary to handle emergency procedures in the medical office will be thoroughly discussed
	MODULE G: JOB SEARCH (5 Hrs.)			
	1. Job Preparation and Success Skills	6	0	Students will learn basic knowledge and skills necessary to obtain and maintain employment. Students will also learn how to prepare an organized plan of action for a job search.
	MODULE H: INTRODUCTION TO HEALTH INSURANCE (5 Hrs.)			
	1. Introduction to Medical Insurance	6	0	In this topic students will learn the basic knowledge of medical insurance, including all different plans and organizations.
	MODULE I: PERFORMANCE IMPROVEMENT (5 Hrs.)			
	1. Performance Improvement	2	0	Student will learn the knowledge of performance improvement.
	MODULE J: ELECTRONIC HEALTH RECORDS (10 Hrs.)			

Course Code	Title	Clock Hours	Semester Credit Hours	Course Description
	1. Overview	3	0	This topic will equip the student with knowledge of the Electronic Health Record in the form of an overview.
	2. Documentation	3	0	This topic will equip the student with knowledge of the Electronic Health Record, specifically how to document the patient visit, otherwise known as the encounter.
	3. Meaningful Use	4	0	This topic will equip the student with knowledge of the Electronic Health Record, specifically how to document the patient visit and include data requirements for Meaningful Use Stage 1 and 2.
	REMEDIATION	5	0	
Course Code	**Title**	**Clock Hours**	**Semester Credit Hours**	**Course Description**
MA 002	**Component 2 – Administrative**			
	MODULE A: INTRODUCTION TO MEDICAL ASSISTING (15 Hrs.)			
	1. Role of the Administrative Medical Assistant	2.5	0	In this topic student will learn the basic knowledge and skills necessary to be employed as an Administrative Medical Assistant.
	2. Role of the Receptionist	2.5	0	Basic knowledge and skills necessary to assist incoming and outgoing patients will be addressed in this topic.
	3. Office Equipment and Environment	2.5	0	Student will learn basic knowledge and skills necessary to coordinate various types of supplies, office equipment, preventative maintenance and contracts and maintain the physical office setting appropriate to accommodate patients and customers.
	4. Patient Registration	2.5	0	This topic will cover the basic knowledge and skills necessary to register patients. Students will learn confidentiality while registering and communicating with new and established patients.
	5. Appointment Scheduling	2.5	0	Student will learn and understand knowledge and skills necessary to utilize scheduling systems and equipment in both a computerized and manual environment.
	6. Computer Applications	3.5	0	In this topic student will learn the knowledge and skills necessary to utilize a computer and computer programming appropriate for a medical office setting.
	MODULE B: MEDICAL OFFICE RECORDS (10 Hrs.)			

	1. Health Information Management	6	0	This topic will prepare the student with basic knowledge and skills necessary to create, organize and maintain paper and electronic health records.
	2. Mail and Correspondence	6	0	Basic knowledge and skills necessary to process mail and correspondence will be covered. Student will learn to identify methods and equipment needed for postage and mailing.
	3. Transcription, Editing and Auditing	6	0	In this topic, students will learn the basic knowledge and skills necessary for medical transcription, editing, and auditing. Current changes in medical transcription job skills and competencies will also be discussed
	MODULE C: MEDICAL OFFICE FINANCES (15 Hrs.)			
	1. Professional Fees, Credit & Collections	6	0	Student will learn the basic knowledge and skills to identify criteria of establishing professional fees and customer credit; to identify the laws and regulations that affect follow-up and collection procedures.
	2. Bookkeeping, Accounting and Payroll	6	0	This topic will prepare the student with basic knowledge and skills necessary to perform bookkeeping, accounting, and payroll operations in a medical practice or facility.
	3. Banking	6	0	Basic knowledge and skills necessary to perform banking procedures will be discussed in this topic.
	MODULE D: MEDICAL OFFICE INSURANCE BILLING (25 Hrs.)			
	1. Billing and Coding	45	0	In this topic, students will learn the basic knowledge and skills necessary to distinguish types of insurance and insurance claims used in the medical office setting.
	REMEDIATION	5	0	

Course Code	Title	Clock Hours	SemesterCredit Hours	Course Description
MA 003	**Component 3 – Clinical**			
	MODULE A: EXAM ROOM PROCEDURES (45 Hrs.)			
	1. Medical Asepsis/Infection Control	5	0	This topic will prepare the student with basic knowledge and skills necessary to follow the principles of infection control and to protect the client and self from risk of infection.
	2. Patient Interview, History and Documentation	5	0	In this topic student will learn the basic knowledge and skills necessary to interview a patient and correctly complete appropriate sections of medical history forms.

	3. Patient (Screening) Intake	5	0	Basic knowledge and skills concerning the theoretical and procedural requirements for assisting with patient screening and intake will be thoroughly covered in this topic
	4. Vital Signs	5	0	This topic will provide the student with knowledge and skills concerning the anatomy and physiology, normal parameters, and theoretical and procedural requirements with taking vital signs.
	5. Height/Weight/BMI	5	0	Student will learn the basic knowledge and skills concerning the theoretical and procedural requirements for measuring height and weight.
	6. Positioning and Draping Patients	5	0	Basic knowledge and skills concerning the theoretical and procedural requirements for positioning and draping patients will be discussed in this topic.
	7. Assisting with Physical Examination	5	0	In this topic student will learn the basic knowledge and skills concerning the theoretical and procedural requirements for assisting with the physical examination.
	8. Wound Care	5	0	Students will learn the basic knowledge and skills necessary to assist with the care of minor wounds as well as the application of wound dressings.
MODULE B: SPECIALTY PROCEDURES (25 Hrs.)				
	1. Vision Screening	2.6	0	This topic will provide students with basic understanding of skills necessary to perform visual screening to help with diagnosis and treatment associated with the eye or eyes and vision of patient.
	2. Auditory Screening	2.6	0	This topic will provide students with basic understanding of skills necessary to perform auditory testing that clinicians order to help with the diagnosis and treatment associated with the ear or ears of patients.
	3. Spirometry	2.6	0	Basic knowledge and skills necessary to perform spirometry testing will be discussed in this topic. Students will learn how to perform spirometry exam correctly.
	4. Electrocardiogram (EKG)	2.6	0	Students will learn the basic knowledge and skills necessary to perform an electrocardiogram (EKG). Students will learn the Medical Assistant's role in performing an EKG.
	5. Assisting with Orthopedic Procedures	2.6	0	In this topic student will learn the basic knowledge and skills necessary to assist the Physician in orthopedic procedures.

	6. Assisting with Gender-Specific Examination	2.6	0	This topic will prepare the student with the basic knowledge and skills to correctly understand and assist with specialty examinations of the female and male reproductive systems.
	7. Assisting with Ophthalmic and Otic Procedures	2.6	0	Basic knowledge and skills necessary to perform ear and eye lavage/irrigation will be discussed thoroughly in this topic.
	8. Assisting with Laser/Electrosurgery	2.6	0	Student will learn the basic knowledge and skills necessary to assist the Physicians during electrosurgical and laser surgery. Students will also understand the advantages of using electrosurgery.
	9. Assisting with Sigmoidoscopy	2.6	0	In this topic, students will learn the basic knowledge and skills necessary to assist with colon procedures. Student will learn different conditions that may be detected with a sigmoidoscopy.
	10. Assisting with Heat and Cold Therapy	2.6	0	In this topic, students will learn the basic knowledge and skills necessary to properly assist and instruct the patient with cold and heat therapy. Benefits of heat and cold therapy will be discussed.
**MODULE C: PHARMACOLOGY (20 Hrs.)**
	1. Introduction to Pharmacology	8	0	This topic will prepare the student with basic knowledge and skills necessary to carry out his/her role and responsibilities in administering medications to a patient.
	2. Safety Guidelines for Administering Medications	8	0	Students will learn the basic knowledge required to safely administer medications in the ambulatory care setting. All routes by which medicine may be administered will be discussed.
	3. Preparing and Administering Medications	8	0	This topic will prepare the student with necessary skills to safely prepare and administer medications.
**MODULE D: MINOR OFFICE SURGERY (15 Hrs.)**
	1. Medical Assistant Role	5	0	This topic will prepare the student with knowledge and basic skills necessary to carry out the role and responsibilities in minor office surgery.
	2. Preparing and Maintaining a Sterile Field	5	0	Basic knowledge and skills necessary to prepare and maintain the surgical area will be covered in this topic.
	1.Skin Preparation and Wound Care	4	0	In this topic students will learn the basic knowledge and skills necessary to do surgical prep and to care for post-operative wounds.
**MODULE E: LABORATORY PROCEDURES (30 Hrs.)**

	1. Introduction to the Physician's Office Laboratory, Equipment and Safety	8	0	Student will learn the basic knowledge and skills necessary to describe the purpose of the Physician office laboratory, to employ the necessary procedures and to identify the equipment used to perform testing.
	2. Collecting, Processing, and Testing of Blood and Body Fluids	8	0	In this topic, students will learn the basic knowledge and skills necessary to collect, process and perform testing on blood and body fluids in the Physician's Office Laboratory setting.
	3. Collecting, Processing, and Testing of Urine Specimens	8	0	Basic knowledge and skills necessary to properly collect, process and perform testing of urine specimens will be discussed thoroughly.
	4. Collecting, Processing and Testing of Microbiology Specimen	8	0	This topic will prepare the student with basic knowledge and skills necessary to properly collect and process microbiology specimens.
**MODULE F: NUTRITION (5 Hrs.)**
	1. Basic Nutrition	1	0	Student will learn and understand the basic knowledge and skills necessary to be able to assess and educate patient on nutritional diet.
	2. Therapeutic Diets	1	0	This topic will prepare the student with basic knowledge and skills necessary to provide patient support and education related to a therapeutic diet.
**MODULE G: PATIENT EDUCATION (5 Hrs.)**
	1. The Patient and the Educational Plan	2	0	In this topic students will learn the basic knowledge and skills necessary to instruct, advise and help assist a patient in creating pathways that will enable them to participate positively in their health care.
	REMEDIATION	5	0	
Course Code	**Title**	**Clock Hours**	**Semester Credit Hours**	**Course Description**
MA 004		**Component 4- Emerging/ Enhanced Roles**
**MODULE A: EMERGING/ENHANCED ROLES (10 Hrs.)**
	1. Patient Advocacy, Liaison and Navigator	5	0	Basic knowledge and skills necessary to understand the role of a patient advocate will be discussed. Students will learn and discuss the many roles of a patient advocate.
	2. Professional Development and Leadership	5	0	Student will learn the basic knowledge and skills necessary to identify strategies for advancement and professional development.

	3. Enhanced Roles	5	0	This topic will prepare the student with basic knowledge and skills necessary to understand the duties and responsibilities of a medical scribe.
	REMEDIATION	5	0	
	FINALS	45		
Hours of Theory/ Clinical		**400**		
Hours of Externship		**100**		
Total Hours		**500**	**0**	

Externship:

This class provides supervised "real-life" clinical experiences in an affiliated medical office facility. Students will take on the duties of entry-level medical assistant under supervision of experienced medical assistants, RNs, MDs. This unpaid externship will be at various medical offices, and hours and shifts are set by the facility. This course is graded on a pass/fail basis.

Total Length 100 hours.

Vocational Nursing Program Description (1736 hours)

The intent of the Vocational Nursing Program (VN) of Lotus Medical Career College curriculum is to promote quality of patient care, apply skills learned in the VN training for employment as the VN graduate, and to provide awareness of opportunities/choices in the VN care occupations.

The Vocational Nursing Program faculty of Lotus Medical Career College believes that the principal objective of the VN Training Program is to prepare students for licensure to become proficient, productive, and employable vocational nurses.

We view man as an individual with individual needs and as an integrated whole who evolves through time and space and interacts with a complex environment.

VN Course Objective

• Prepare students to meet basic standards in quality Vocational Nursing field.
• Prepare to deliver quality nursing care and function successfully in the health care system in both the long term, acute care, and outpatient care environments.
• Prepare students to help meet the current demand for health care providers.
• Prepare students to pass the NCLEX-PN.
• Prepare students to obtain a Vocational Nursing education and become gainfully employed.

Program Delivery
1. Residential Classroom and Clinical Instruction
2. Hybrid Delivery, via in-person & online through the following platforms:
   • Zoom
   • CANVAS
   • WhatsApp

The number and qualifications of the faculty needed to teach the VN educational program:
The VN training is total of 1,736 hours, from which 622 hours will be theory, 954 hours will be clinical, and 160 hours will be review. A Registered Nurse who meets RN qualifications or an VN who meets VN qualifications is designated as having the responsibility for the general supervision of the VN training.

Students To Instructor Ratio for VN Training

As per BVNPT, there shall be no more than 15 students assigned to each instructor at any time during clinical training and demonstration skills

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Vocational Nursing (1736 hours) – Course Description

TERM	Title	ClockHours	Semester Credit Hours	Course Description
TERM I Theory: 239 Skills Lab: 72 Clinical: 319.5 Review: 40				
Term I	**Anatomy & Physiology**	15	**0**	Students will learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease. Anatomy and physiology are also thought in the preceding terms along with different body systems.
Term I	**Nutrition**	23	**0**	Students will gain a knowledge of basic nutrition using the food pyramid and food groups will be introduced. Students will also learn basic diets for different medical conditions, (cardiac, diabetic, etc.) that will also be covered in more detail as those disease processes are explored in Medical/Surgical nursing.
Term I	**Growth & Development**	32	**0**	The growth and development of patients as part of the normal aging process are discussed. Starting from birth to death there are certain stages most people pass through, and this is relevant to the nursing care plan for each patient.
Term I	**Fundamental of Nursing**	52	**0**	Students will gain a knowledge of basic nursing skills, their principles, rationale, including communication skills, the nursing process, patient education, gerontological nursing, health and wellness, pre- operative care, pain management, geriatrics, and death and dying. Legal and ethical aspects of nursing care are also covered. This course looks at the patient being and emphasizes treating the person with respect to cultural and ethical differences. Maslow's theory is utilized as a basis for understanding human needs. Psychological adaptations to illness and various situations are discussed as well as care of the patient with a psychological diagnosis in the acute care facility.
Term I	**Pharmacology**	30	**0**	This course provides basic knowledge of pharmacology and focuses on dosages, applications, side effects, and toxicity. Issues involved with I.V. (Intravenous) monitoring will be covered. Drug calculation examinations must be passed with the required minimum passing score. Also, this course focuses on dosages, applications, side effects, and toxicity.
Term I	**Medical/ Surgical Nursing**	78	**0**	This course introduces the student to head-to-toe client data gathering, care of the pre- and post-operative client and care of the clients with self-care deficits. Asepsis, elements of the infectious process, causes of disease, and the body's normal defenses are discussed. The student learns to incorporate the nursing process in the care of pre- and post-operative clients, as well as those with self-care deficits. Anatomy and physiology of each system is taught before teaching each system. This course

				also includes emergency nursing, geriatrics, death and dying, musculoskeletal, cardiac, blood and lymph, and immune systems disorders of adults and pediatrics. In addition, pain management, perioperative nursing, and oncology are covered. Emphasis is placed on how to use the nursing process to provide effective patient care and accommodate the patient's cultural values, beliefs, and practices. In the clinical area, the student provides direct hands-on care to patients, including the administration of medications.
Term I	**Pediatric**	9	**0**	This course will provide an overview of nursing care for the pediatric patient including specific diseases and disorders related to each body system. Pediatric issues such as common risk factors for injury, child maltreatment (abuse), and communicable diseases are also reviewed.
		TERM II **Theory: 185** **Skills Lab: 12** **Clinical: 364.5** **Review: 40**		
Term II	**Anatomy & Physiology**	19.5	**0**	Students will learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease.
Term II	**Nutrition**	15	**0**	Students will gain a knowledge of basic nutrition using the food pyramid and food groups will be introduced. Students will also learn basic diets for different medical conditions, that will also be covered in more detail as those disease processes are explored in Medical/Surgical nursing.
Term II	**Pharmacology**	11	**0**	This course focuses on the use of critical thinking, appropriate clinical judgment, and the nursing process to provide safe and competent medication administration to patients across the lifespan. The course content includes the principles of pharmacodynamics, pharmacokinetics, and safe medication administration, drug dosage calculation, and the monitoring and overall management of pharmacological therapies.
Term II	**Medical/ Surgical Nursing**	101	**0**	This course focuses on the medical and surgical treatment of the adult patient experiencing various health problems. Anatomy and physiology of each system is taught before teaching each system. Course content includes common disorders of the respiratory, urinary, reproductive, and nervous system. For each disorder, primary characteristics of the disorder, diagnostics, data collection, treatment, and medications are discussed. Emphasis is placed on leadership and supervision and how to use the nursing process to provide effective patient care and accommodate the patient's cultural values, beliefs, and practices. In the clinical area, the student provides direct hands-on care to patients, including the administration of medications.
Term II	**Maternity Nursing**	30	**0**	This course will provide an overview of nursing care for the typical pregnant woman including the prenatal period, progress through pregnancy, labor and delivery, and postpartum care of mother and baby. High-risk pregnancies and common complications such as ectopic pregnancies, abruption placentae, placenta previa, preeclampsia, postpartum hemorrhage, and newborn deaths are

				also reviewed
Term II	**Pediatric Nursing**	9	**0**	This course will provide an overview of nursing care for the pediatric patient including specific diseases and disorders related to each body system. Pediatric issues such as common risk factors for injury, child maltreatment (abuse), and communicable diseases are also reviewed.
	TERM III **Theory: 198** **Skills Lab: 0** **Clinical: 270** **Review: 80**			
Term III	**Anatomy & Physiology**	19.5	**0**	Students will learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease.
Term III	**Nutrition**	12	**0**	Students will gain a knowledge of basic nutrition using the food pyramid and food groups will be introduced. Students will also learn basic diets for different medical conditions, (cardiac, diabetic, etc.) that will also be covered in more detail as those disease processes are explored in Medical/Surgical nursing
Term III	**Psychology**	20	**0**	This course provides an overview of nursing care for patients with various mental health disorders including schizophrenia, depression, bipolar disorder, anxiety, phobias, post-traumatic stress disorder, personality disorders, eating disorders, substance abuse/addictions, and violence. For each disorder, primary characteristics of the disorder, data collection, treatment, and psychopharmacology are discussed. Strategies and tools for patient and staff safety, psychotherapy models, and members that make up the mental health care team are reviewed
Term III	**Pharmacology**	13	**0**	This course focuses on the use of critical thinking, appropriate clinical judgment, and the nursing process to provide safe and competent medication administration to patients across the lifespan. The course content includes the principles of pharmacodynamics, pharmacokinetics, and safe medication administration, drug dosage calculation, and the monitoring and overall management of pharmacological therapies.
Term III	**Medical/ Surgical Nursing**	126	**0**	This course focuses on the medical and surgical treatment of the adult patient experiencing various health problems. Course content includes common disorders of the sensory, gastrointestinal, endocrine, integumentary systems. The course content includes rehabilitation nursing and mental health. For each disorder, primary characteristics of the disorder, diagnostics, data collection, treatment, and medications are discussed. Emphasis is placed on how to use the nursing process to provide effective patient care and accommodate the patient's cultural values, beliefs, and practices. In the clinical area, the student provides direct hands-on care to patients, including the administration of medications.

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	Pediatric Nursing	7.5	0	This course will provide an overview of nursing care for the pediatric patient including specific diseases and disorders related to each body system. Pediatric issues such as common risk factors for injury, child maltreatment (abuse), and communicable diseases are also reviewed.
Hours of Theory		622	0	
Hours of Skills Lab		84	0	
Hours of Clinical		954	0	
Hours of Review		160	0	
Total Hours:		**1,736**	0	

PROJECTED SCHEDULE FOR ALL PROGRAMS

NA Schedule

01/16/2023	02/28/2023	03/4/24 to 04/15/24	06/17/25 to 07/30/25
03/01/2023	04/12/2023	04/16/24 to 05/29/24	07/31/25 to 09/12/25
04/13/2023	05/25/2023	06/3/24 to 07/16/24	09/1/25 to 10/27/25
05/30/2023	07/12/2023	07/22/24 to 09/3/24	10/28/25 to 12/10/25
07/13/2023	08/24/2023	11/4/24 to 12/17/24	
08/28/2023	10/10/2023	12/18/24 to 02/3/25	
10/11/2023	11/22/2023	2/4/25 to 03/19/25	
11/27/2023	1/11/2024	3/20/25 to 05/1/25	
01/15/24	02/27/24	05/2/25 to 06/16/25	

HHA Schedule

3/1/2023	3/7/2023	02/29/24 to 03/6/24	3/20/25 to 3/26/25
4/13/2023	4/19/2023	4/16/24 to 4/22/24	5/2/25 to 5/8/25
5/26/2023	6/2/2023	5/30/24 to 6/5/24	6/17/25 to 6/23/25
7/13/2023	7/19/2023	7/17/24 to 7/23/24	7/31/25 to 8/6/25
8/25/2023	8/31/2023	9/4/24 to 9/10/24	9/15/25 to 9/19/25
10/11/2023	10/17/2023	10/21/24 to 10/25/24	10/28/25 to 11/3/25
11/24/2023	11/30/2023	12/18/24 12/26/24	12/11/25 to 12/17/25
1/15/2024	1/19/2024	2/4/25 to 2/10/25	1/28/26 to 2/3/26

RNA Schedule

3/08/2023	3/9/2023	3/7/2024 to 3/8/2024
4/20/2023	4/21/2023	4/23/2024 to 4/24/2024
6/5/2023	6/6/2023	6/6/2024 to 6/7/2024
7/20/2023	7/21/2023	7/24/2024 to 7/25/2024
9/4/2023	9/5/2023	9/12/2024 to 9/13/2024

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10/18/2023	10/19/2023	10/28/2024 to 10/29/2024	3/27/2025 to 3/28/2025
12/4/2023	12/5/2023	12/30/2024 to 12/31/2024	
1/22/2024	1/23/2024	2/11/2025 to 2/12/2025	

MA Schedule		
10/20/2022	03/14/2023	02/3/2025 to 6/3/2025
03/15/2023	7/28/2023	06/7/2025 to 12/8/2025
07/31/2023	12/20/2023	12/15/2025 to 5/15/2026
12/21/2023	5/14/2024	05/18/2026 to 10/19/2026
05/15/2024	10/03/2024	10/26/2026 to 3/26/2026
10/04/2024	02/26/2025	03/29/2027 to 8/30/2027

VN Schedule
3/04/24 to 2/21/25
3/17/25 to 3/09/26
3/16/26 to 2/26/27
3/08/27 to 2/18/28

ADMISSION POLICIES

Steps for Enrollment
Potential applicants should apply to Lotus Medical Career College by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information on the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. A career profile is conducted. The applicant will also discuss tuition payments and options for financial aid. If an inquiry is made by phone, the Admissions Representative/Secretary will invite the applicant to visit the College.

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or higher. Applicants who are 16 to 17 or under the compulsory age of school attendance may be admitted provided a parent; legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

Admission Requirements Policy for *Nurse Assistant*
a) Must submit a TB clearance, as well as COVID-19 vaccination (mandatory if clinical site requires), and Hepatitis is optional.
b) Must complete a registration form and submit with the registration fee, copy of identification and social security card. The admission requirements, including minimum levels of prior to training.
c) Candidate must be at least 16 years of age (parent's/guardian's signature required on
d) application).
e) Must have no disability to perform clinical skills or to read and understand Nursing Assistant textbook.
f) All students complete Live Scan BCIA8016 form fingerprinting upon enrollment.
g) Must fill out top portions (Sections I-III) of CDPH 283B application.
h) Must meet and agree to the health exam and screening requirements: (Medical History, Physical Examination, including TB and/or chest x-ray within 90 days of starting clinical. Report signed by the MD, or Nurse Practitioner "that the student does not have a health condition that creates a hazard to self or others.
i) Must sign Eligibility form with the counselor to assess ability to speak English language and write.

Admission Requirements Policy for *Home Health Aide*
a) All the requirements mentioned above in NA are also required for HHA training including the items below:
b) Must have valid CPR card.
c) Must sign Eligibility form with the counselor to assess ability to speak English language and write.
d) To enroll into an HHA program, applicant must pass State Competency exam for NA or may join HHA course as a consecutive class but will not receive CHHA certification by CDPH unless they pass NA state certification examination.

Admission Requirements Policy for *Restorative Nurse Assistant*

a) Candidate must be at least 18 years of age.
b) Candidate can be a healthcare or non-healthcare worker.
c) Pass an interview with the counselor to determine eligibility and have eligibility form filled in by an office official.
d) Ability to communicate effectively in English both verbally and in writing.
e) Must sign Eligibility form with the counselor to assess ability to speak English language and write.
f) Must complete a registration form and submit with the registration fee.

Admission Requirements Policy for *Medical Assistant*

a) Must be at least 18 years of age.
b) Pass a basic Math/English (WBST) assessment test upon enrollment.
c) Must submit a TB clearance, as well as COVID-19 vaccination (mandatory if clinical site requires), and Hepatitis is optional.
d) Must submit a current BLS/ CPR certificate.
e) Must complete a registration form and submit with the registration fee.

Admission Requirements Policy for Vocational Nursing

a) Minimum age to enroll in the program is 17 ½.
b) An original, accredited U.S. High School diploma or an original U.S. Associate or Baccalaureate degree or higher or the original score sheet for the U.S. GED or officially evaluated foreign transcripts showing proof of completion of the 12th grade (minimum GPA of 2.5) is required at the time of the interview. All academic records from countries other than the United States must be evaluated by the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers.
c) Applicant must hold current CNA certificate.
d) Applicant must pass entrance test. The WBST verbal English skills test at minimum of 12th grade level (Passing score for 12th grade is 303-321 in verbal skills) and a quantitative skills test in math at minimum 11th grade level (Passing score for 11th grade is 281 to 293).
e) Applicants satisfactorily complete an interview with the program director and administrative panel, may include VN instructor.
f) Applicants must submit background check and be cleared of any criminal charges.
g) Applicants are required to perform urine drug screening test.
h) Applicant must submit a medical clearance signed by the primary physician including, but not limited to TB clearance, COVID-19 vaccination, and immunizations such as, Hepatitis series (3), Varicella, Meningitis, Tdap, and MMR.
i) Applicants must complete a live scan before the commencement of the vocational nursing program.

The Wonderlic Basic Skills Test (WBST) is a short form measure of cognitive ability. Cognitive ability is used to describe the level at which an individual learns, understands instructions, and solves problems.

Each Wonderlic portion of the WBST is 20 minutes timed. The math portion consists of 45 items and the English language portion consists of 50 items and incorporates a wide variety of problem types. The questions include word comparison, disarranged sentences, sentence parallelism, following directions, number comparisons, number series, analysis of geometry figures and story problems requiring either mathematics or logic solutions. The test questions are arranged in order of difficulty, beginning at a modest level, and gradually increasing.

State Financial Aid

Here, at Lotus Medical Career College, we also refer applicants who may qualify to obtain grants from the following programs:

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South Bay Workforce Investment Board (SBWIB)
11539 Hawthorne Blvd #500, Hawthorne, CA 90250
Phone: (310) 970-7700
Consumer Information may be found here:
https://www.sbwib.org/
https://www.sbwib.org/healthcare
https://www.sbwib.org/individuals
https://wioa.i-train.org/iTrain/tpd/

Americas Job Center
1460 E Holt Ave Suite #130, Pomona, CA 91767
(909) 242-7999
Consumer Information may be found here:
https://edd.ca.gov/en/jobs_and_training/TCLobby/
https://www.caljobs.ca.gov/
https://www.ajcc.lacounty.gov/
https://edd.ca.gov/en/

The following is a few things from the WIOA checklist to be eligible for America's Job Center

- ☐ Unemployed or Underemployed
- ☐ ID / Driver License
- ☐ Social Security Card
- ☐ A Foster
- ☐ On Probation
- ☐ Pubic Assistance (I.E. EBT Card, General Relief, TANF, and Food Stamp)

There are many more locations for Americas Job center going by different counties. Applicants can search at
:http://www.careeronestop.org/
Lotus Medical Career College does not participate in federal financial aid programs.

Official Diploma/Transcript
Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.

Senate Bill No. 607 (Min, Chapter 367, Statutes of 2021)

SB 607 makes several changes to the Department of Consumer Affairs entity es. Pertaining to the Bureau for Private Postsecondary Education, SB 607 repealed Education Code section 94904, which required students without a high school diploma or equivalent. to successfully complete an examination prior to executing an enrollment catalog and amended section 94909 to eliminate the need to include specific admissions requirements for these students in school catalogs and repealed section 94811 which defined "ability-to-benefit" (ATB) students.

Pertinent Laws Newly Effective January 1, 2022

Change:

Permits students without a high school diploma or the equivalent to enroll in private postsecondary institutions without having to complete the admissions prerequisite of passing an alternate entrance examination.

Implementation:

The Bureau will continue to: 1) monitor the existence of written standards for each educational program during licensure and 2) ensure enrolled students meet those standards through routine review of student files during compliance inspections. Effective January 1, 2022, the Bureau will no longer require a universal standard of having a high school diploma, GED, or documentation of ATB exam passage.

References to ATB exams will be eliminated from Bureau regulations in the near future.

Requirements-Ability-to-Benefit

- For the NA, HHA, and RNA programs, the institution only requires applicants to pass the interview with the counselor to confirm eligibility and have the eligibility form filled in and signed by an office official. They are not required to take the Wonderlic exam.
- For the MA program, the institution requires for the applicant to pass a basic Math/English assessment test (Wonderlic exam).

Foreign Transcripts

All academic records from countries other than the United States must be evaluated by the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. National Association of Credential Evaluation Services or NACES: http://www.naces.org/members.html and Association of International Credential Evaluators, Inc. or AICE: http://www.aice-eval.org/members/).

Assessment for Admission

LMCC retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an Enrollment agreement between the school and the applicant may be signed, the first payment may be made (prior to the first day of class, unless other arrangements are made, the student is required to pay in full: the registration fee, cost of books & equipment, and the first tuition payment) and a start date may be set.

Felony/Misdemeanor Conviction Policy

Prospective students who have a felony or misdemeanor conviction on their record should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

The CDPH evaluates criminal convictions for any offense and either grants or denies criminal background clearance by reviewing evidence of good character and rehabilitation provided by applicants or information gathered by the CDPH in relation to criteria outlined in Health and Safety Code 1337.9(c).

Prospective students should also be aware that due to processing time, it is possible that a student can complete the NATP, pass the competency examination, pay tuition and testing fees, and still not obtain a background clearance. Failure to obtain background clearance prohibits students from obtaining CNA certification.

Potential students who have convictions or who have any question about their ability to obtain the Live Scan/DOJ background clearance, can request an "inquiry "with the CDPH by doing the following:

1. Fill out the top two sections of the CDPH283B form and sign applicant signature line. At the top of the form, write "CLEARANCE ONLY WITH LETTER". The school does not fill out any information on the form.
2. Write at the top of the Live Scan Form (BCIA8016) "CLEARANCE ONLY WITH LETTER" when filling out the form at the Live Scan vendor site. The CDPH will review the Live Scan/DOJ results, determine if the individual is "cleared" or "not cleared," and send the individual a letter explaining the results.

Criteria For Admission

The final determination on applicant is based on entrance proof of age depending on each program and fulfillment of admission requirements depending on each program. Each applicant is assessed individually. *School does not deny admission based on age, race, creed, color, sex, or national origin.*

Pregnancy

Upon confirmation of pregnancy, nursing students must present student records with a written statement from aphysician indicating approval for continuation of the student's course of study without limitations. Most medical programs require lifting patients. If a student gets pregnant in terms of life and unable to continue, school may enroll student in an upcoming cohort depending upon the space availability of the term.

Reasonable Accommodation Policy

Lotus Medical Career College reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability, including intellectual disabilities. Whenever possible, reasonable accommodation

will be made for those with conditions or disabilities that might affect their learning. Prospective students should discuss their individual situation with the Admissions Representative at timeof enrollment to determine whether reasonable accommodation should be made and are available at school.

Registration for Admission Policy

Prospective students applying for admission to LMCC programs begin the admission and enrollment process by submitting a complete and accurate enrollment agreement and contract along with the non-refundable registration fee, which is for each program as follows:

Program Name:	Non-Refundable Registration Fee:
Nurse Assistant	**$250**
Home Health Aide	**$250**
Restorative Nurse Assistant	**$250**
Medical Assistant	**$250**
Vocational Nursing	**$250**

Pursuant: CEC 94909 (a) and 94909 (c)

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

A electronic copy of the school catalog is located at the institution's website http://lmccpomona.magix.net/home.htm, if he/she decides to enroll they are required to keep a copy given to them by Lotus Medical Career College prior to signing an enrollment agreement

An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by LMCC, applicants are responsible for ensuring the completion of their admission file.

LMCC will advise students regarding the documents required to begin a program of study. Students have a maximum of 7 days after the first day of class to submit all admission documentation. Students who have not submitted all documents required by the 7th day of class must withdraw until such time as they are formally admitted by LMCC.

Classes are filled on a first come, first-serve basis. The applicant initially meets with an admissions representative/secretary to discuss career opportunities and the process of enrollment.

Assessment for Admission

The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an enrollment agreement between the school and the applicant is signed, the first payment is received (the student is required to pay in full, the registration fee, cost of books & equipment and the first tuition payment prior to the first day of class unless other arrangements are made) and a start date is set. Low- or non-income applicants may apply for tuition discounts. Payment plans are available with an additional $50 charge, this fee may be waved at the Director's discretion upon request by the student. This program may not include blood pressure kit, shoes, uniform, Live scan, and the state fee.

CREDIT GRANTING

The institution does not award credit for prior experiential learning for CNA, HHA, MA, & RNA
Credit for Previous Training
Vocational Nursing
The Granting of credit to students for previous education is based on the Vocational Nursing Practice Act, Article 4 section 2881.1. All Credit granted, and all work completed in the Lotus Medical Career College Vocational Nurse Program shall meet the minimum requirements of clinic and lecture hours approved by the Board of Vocational Nurse and Psychiatric Technician. This information will be on the transcripts in students' file.

Transfer of Credit between Programs
Currently Lotus Medical Career College offers credit from between all programs. Currently, Lotus Medical Career College have five active programs.

Transfer of Credit to Other Schools

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university, or institution. Lotus Medical Career College does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. Any decision on the comparability, appropriateness, and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer-of-credit procedure.

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

The transferability of credits you earn at Lotus Medical Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lotus Medical Career College to determine if your certificate will transfer.

Transfer of Credit Policy
LMCC considers credit from other institutions accredited by an agency recognized by the United States Departmentof Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Official high school or GED Transcripts from the previous institution must be submitted before credit is granted.

Vocational Nursing
Lotus Medical Career College (LMCC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).
Credit toward curriculum requirements may be given to students who are admitted to the Vocational Nursing Program if the following requirements are met:
1. The previous education must have been completed within the last five years and completed with a passing grade of C, a passing score from a previous institution, or better.

2. Transcripts from a previous institution must be submitted before credit is granted.

3. The following courses are acceptable for credit:
   a. Accredited vocational or practical nursing courses

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b. Accredited nurse assistant programs
c. Accredited registered nursing courses
d. Accredited psychiatric technician courses
e. Armed service nursing courses
f. other courses the school determines are equivalent to courses in the program.

4. Any credit granted is always at the discretion of school administration and follows the regulations of the Bureau of Vocational Nursing and Psychiatric Technicians.

Credit by Examination
may be granted to applicants who demonstrate proficiency in specific subject matter relevant to the Vocational Nursing of Lotus Medical Career College acquired in a non-traditional setting (Example: Fundamentals of Nursing, Pharmacology). Students should obtain permission for credit granting from the Nursing Director at Lotus Medical Career College.
1. The Director shall refer the students to an appropriate faculty member within the Department to schedule and administer the necessary examinations and/or other evaluations.
2. The faculty member shall consult the results of the evaluations with the director of the Vocational Nursing Program.

WITHDRAWAL AND REFUND INFORMATION POLICY

Withdrawal Policy
Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Program Director. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance. Please look below the enrollment agreement for further information on refund policy.

Refund Policy
The student has a right to a full refund of all charges less the amount of the registration fee STRF Fee. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later.
In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition if you have completed 60% or less of the instruction.
Institutions shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars $250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal.

Procedure for Refund
If the student only completed 15 hours of a 162-hour course and paid $2680.00 tuition, minus $250 is non-refundable.
Therefore, $2430 ÷ 162 Hrs=$15 per hour of instruction. The student will receive a refund of $2205.00.

REFUND POLICY FOR RNA PROGRAM
The student has a right to a full refund of all charges less the amount of $250.00 which includes the registration fee. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later.
In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal.

Procedure for Refund
If the student only completed 10 hours of a 16-hour course and paid $685.00 tuition, minus $250 is non-refundable.
Therefore, $435 ÷ 16 Hrs=$42.81 per hour of instruction X10= $428.10. The student will receive a refund of $435-$428.00=$7.00

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REFUND POLICY FOR MA PROGRAM

The student has a right to a full refund of all charges less the amount of $250.00 which includes the registration fee. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal.

REFUND POLICY FOR VN PROGRAM

The student has a right to a full refund of all charges less the amount of $250 plus STRF fee which includes the registration fee and WBST. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, if the student only completed 30 hours of a 1736-hour program, and paid $33,400.00 tuition, the student would receive a refund of $33,150.00 - $572.87 = $32,577.13

$33,400	-$250.00	30 Hrs. of Instruction -$572.87	= $32,577.13
Amt Paid $33,150.00 Tuition $250.00 Reg.	Reg. fee	Retained by the school	Completed Instruction	Actual refund amount For 30 HRS Instruction paid for and not received

- Unused Clock Hours (30) divided by Total clock hours (1736 hrs.) and multiply by Tuition Amount Paid (33,150.00) and equals to amount Refund ($32,822.82) to Student.

The school will also refund money collected for sending to a third-party course within 10 days of the day on which the refund is made, the school shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

The school will also refund money collected for sending to a third-party course made on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Students are responsible to pay full tuition as agreed upon admission if they complete the program. Students will be charged $25 dollars late fee each time they delayed tuition payment for up to 3 days and there on $50 dollars fee for every day will be charged up to 8 days. After 10 days the school has the right to drop students for non-payment. As per compliance with CEC 94920(d), the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. If the student was referred by another agency and, in the event, the agency failed to provide tuition then student, parent/legal guardian/spouse, or responsible party is responsible for paying the tuition.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus interest rate, less the amount refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from financial aid funds.

LMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.

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"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATION PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

Please read the following regarding the Federal Truth in Lending Act pursuant to Title 15 of the United States Code. https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/loans-sb-2-i4.pdf

If the student defaults on a federal or state loan, both the following will occur: (LMCC does not provide Federal loans at the moment.)

1. **The federal or state government or a loan guarantee agency may act against a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.**
2. **The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.**

PROBATION POLICY
Nurse Assistant & Home Health Aide

All students whose scores fall below the 75% requirement will be placed on probation. Students on probation must maintain a program grade level of 75% on all exams and final evaluations for a period of two terms. These students will arrange a remediation session with the instructor at a time other than scheduled class time.

During Theory remediation, the instructor will review the subject matter of the test which the student failed. The library is also available for the students to review books, and educational videos. The student will respond correctly to questions asked by the instructor. The student must score above a minimum of 90% to obtain a passing grade of 75%.

During Clinical remediation, the instructor will observe the student performing clinical skills in the skills lab which the student did not perform correctly in the clinical area. These skills will be reviewed with the student prior to the performance.

Following remediation, the remediation form will be completed by both the student and the instructor. Students will be charged $50/HR. for tutoring if they exceed 150% of the program length. Tutoring is optional.

Note: If a student fails to do above mentioned requirements, the student will be dropped with the approval of the Program Director and the CAO. All this information will be documented and kept in the student file and maintained in the Program Director's office.

Vocational Nursing

1. All students are expected to maintain an average grade of 75% or better in every unit of study.
2. Students must pass the exam with a grade of 75% or better. Should a student score less than 75% in any one individual test, but still averages 75% or better in unit, and the instructor determines the student has demonstrated a knowledge of the subject matter, no makeup work will be necessary.
3. Student must not fail more than 2-unit tests per term, this may qualify student to be terminated from the program. Student must pass those failed test in their first attempt after the remediation, if not passed any test, student will be terminated from the program. If a student is on probation, they might be get terminated from the program for failing any quiz, test, or final examination.
4. Any unit test taken with a grade below 75% may be repeated and must pass with a score of 90% to continue the program. Quizzes **may not** be repeated. Repeat tests may be taken once only and for one unit at a time only. Any makeup test or exam must be completed before the next unit exam. Students will be given credit for no more than 75% on all repeated exams, regardless of score higher than 75%.
5. When a student has less than a 75% average in any given unit of study, arrangements will be made to give the student an opportunity to improve his/her grade. Areas of improvement will be discussed with the student in addition to strategies or remedies for improvement. Tutoring, remediation, etc. will be provided as needed.
6. If the student consistently fails to maintain an average grade of 75% or better and fails to show potential for improvement after remediation, then the student will be dropped from the program.
7. Clinical grades are based on the competent performance of all clinical objectives. Clinic performance, professional behavior, and ability to exercise good judgment are all part of the clinical objectives. Instructor has the right to terminate students if they feel that the student is potentially dangerous to the patient or incompetent.

Restorative Nurse Program

All students whose scores fall below the 80% requirement will be placed on probation. Students on probation must maintain a program grade level of 80% on all exams and final evaluations for a period of two terms. These students will arrange a remediation session with the instructor at a time other than scheduled class time.

During Theory remediation, the instructor will review the subject matter of the test which the student failed. The library is also available for the students to review books, and educational videos. The student will respond correctly to questions asked by the instructor. The student must score above a minimum of 80% to obtain a passing grade.

During Clinical remediation, the instructor will observe the student performing clinical skills in the skills lab which the student did not perform correctly in the clinical area. These skills will be reviewed with the student prior to the performance.

Following remediation, the remediation form will be completed by both the student and the instructor. Students will be charging $50/HR for tutoring if they exceed 150% of the program length.

Note: If a student fails to do above mentioned requirements, the student will be dropped with the approval of the Program Director and the CAO. All this information will be documented and kept in the student file and maintained in the Program Director's office.

MEDICAL ASSISTANT

All students whose scores fall below the 75% requirement will be placed on probation. Students on probation must maintain a program grade level of 75% on all exams and final evaluations for a period of two terms. These students will arrange a remediation session with the instructor at a time other than scheduled class time.

During Theory remediation, the instructor will review the subject matter of the test which the student failed. The library is also available for the students to review books, and educational videos. The student will respond correctly to questions asked by the instructor. The student must score above a minimum of 80% to obtain a passing grade of 75%.
During Clinical remediation, the instructor will observe the student performing clinical skills in the skills lab which the student did not perform correctly in the clinical area. These skills will be reviewed with the student prior to the performance.

Following remediation, the remediation form will be completed by both the student and the instructor. Students will be charge $50/HR for tutoring if they exceed 150% of the program length.

Note: If a student fails to do above mentioned requirements, the student will be dropped with the approval of the Program Director and the CAO. All this information will be documented and kept in the student file and maintained in the Program Director's office.

ATTENDANCE POLICY
Attendance is the single most critical factor for a student's success both in school and in the workplace. Lotus Medical Career College attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be ontime to classes, remain in class for the entire duration of the class, and be an active participant in their classes.

Student Attendance
Student attendance will be taken at the beginning and end of each class and clinical training session. Excess absence can lead to a lower grade or failure. A student who misses any time is held responsible for all material presented during the absence. A student who is late by more than 5 minutes is considered tardy. Three incidents of tardiness will be considered as one absence.
Students are expected to schedule any appointments or family obligations in a way that does not conflict with scheduled class times. In case of an unavoidable emergency, the student must notify both their Instructor and the Registrar in advance of the situation. Additionally,

Students must notify both a designated school staff member and the Program Director when they will be absent or late to class or clinical. Students in all programs must attend 100% of the program hours to have satisfactory academic progress to graduate.

Students are responsible for tracking their own attendance and making any necessary arrangements with the school in case of emergencies. The maximum number of two consecutive excused absences that will result in students being automatically withdrawn from the program is (2) calendar days (3 tardiness is considered as one absence). Students will be terminated if they have more than one unexcused absence. Excused or unexcused absences must be made up immediately as per CDPH guidelines.

Whether the student has an excused or unexcused absence, students will be terminated from the program if they do not attend the prescribed modules required by the California Department of Public Health prior to starting their clinical.

Procedure Attendance Records and Absences

Attendance will be documented daily and recorded by the instructor; student absences will be documented from the date of the first meeting of the class day. Lotus Medical Career College will continue to monitor the student's attendance in accordance with the following procedure:

1. The faculty members shall report each absence by submitting the daily class roster to the Office Manager and Director of Nursing. If faculty member is at the clinical, must call Office Manager Or the program director to report the absence for morning class by 7:30 AM and for the evening class by 3:30 PM.
2. Once a student has missed one class, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institution's attendance policy and the faculty member will submit the requisite reports to the office manager.
3. A student who has not met the attendance requirement by the midpoint of his/her program will be placed on probation (see probation form).

For those on probation, a committee will determine the status of the academic progress of the student. The Committee (Program Director, Instructor, and two other available administrative staff members) meeting is to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should continue to be placed on academic probation. One of the following actions may be taken:

1. The Committee may determine that the student is maintaining Academic progress and may continue class on academic probation status either until the end of the module/course OR the payment period.
2. The Committee may determine that the student cannot maintain Academic progress and the student will be withdrawn from the course.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. Additionally, make up work done at home cannot be used to count towards hours needed to complete the program. Theory hours must be made up prior to starting the next clinical day.

Students absent for more than 12 clock hours in a (module) course will automatically fail that module/course and will be required to repeat the module or course in its entirety. Students are responsible for keeping track of their time. Students may request a copy of their attendance at the front desk during business hours. Make up hours' availability is restricted to the designated make up day for that module and class session. If students want to receive hours for attending on make-up day, students must obtain make up form from Office Manager. The Office Manager will accept the form once it is completed by Instructor. If a student has not achieved 100% attendance by the close of the module, the student will fail the module and must repeat it. Students cannot make up tests or assignments for that module after the make-up day.

Make-up Work Assignments

Students are required to make up all assignments and work missed because of absences. Arrangements to take tests and/or quizzes missed because of an absence or tardy can only be made with the instructor's approval. The maximum score allowed on a makeup examination is only the passing grade, but student needs to score the remediation score according to each program. Pop- quizzes are not eligible for make-up.

Make-Up Classes

Any missed classes must be made up and paid for by the student ($50.00) to progress to the next clinical day (6 hours- maximum missed hours) /earn graduate status (See attendance policy).

Testing Policy - Failure to Complete the Program

1. If possible, the student must inform the instructor in advance if the student will be unable to attend class on a scheduled examination day.
2. If the absence is due to illness or emergency, written verification must be submitted to the instructor to be eligible for a make-up examination.
3. Students will be permitted to retest for any grade below passing at the discretion of the instructor.
4. Make-up testing schedule is determined by each individual instructor and presented at the beginning of a class.

Theory Hours – Make Up Policy

1. To be eligible for State Testing, Nursing students are required to complete all theory hours.
2. Students who miss theory hours need to make up those hours to have completed the requirements for the course or graduation.
3. Instructors and Nursing administration can assign make up work for the hours and course objectives missed. This makes up work can comprise of any of the following:
4. Students need to attend campus for Theory remediation and attend clinical for clinical remediation.
5. Failure to complete assigned work may result in dismissal from the course or program.

Clinical Hours – Make Up Policy

1. To be eligible for the State, nursing students are required to complete all clinical hours.
2. Students who miss clinical hours need to make up those hours in the clinical area to have completed the requirements for the course or graduation.
3. A student will be assigned with the instructor to make up the clinical hours and course objectives missed.
4. Failure to complete assigned clinical make up assignment may result in dismissal from the course or program.

Tardiness Policy and Procedure

Any student who arrives later than five minutes after the scheduled start time of any class shall be considered tardy. Three tardiness are considered as one absence. Any student who leaves earlier than five minutes before the scheduled end time of any class shall be considered tardy.

If a student is excessively tardy, counseling by the Instructor/Office Manager and the Program Director will be required. Excessive tardiness is among the reasons for dismissal. Any tardiness that will lead to probation of student and non-compliance will be documented by the instructor and kept in student file. No credit for time missed is given to students who depart scheduled classes early or come to scheduled classes late.

Excused Absence Policy and Procedure

For all clock-hour programs, up to 10% of the scheduled clock hours may be excused for medical or family emergencies, but still must make up. Students are strongly encouraged to inform the Office Manager by phone, email, written letter, or in person when they will be absent or late. When possible, the student is encouraged to bring documentation to the Office Manager/Student Services Personnel to justify the reason for the absence. Any absences which exceed 10% of scheduled hours are considered unexcused.

An unexcused absence is defined as an absence which results in exceeding 10% of the scheduled hours for the payment period. When a student does not contact the Office Manager/Student Services and a student is absent, Office Manager /Student Services makes every effort to contact student by phone, email or by mail. Students are encouraged to discuss the reason for the absence with the Office Manager or the Program Director to reach a possible solution to the problem which might be keeping the student from maintaining attendance. However, in consideration of privacy, School Personnel does not require the student to discuss the reason, nor supply documentation for the absence to be officially excused. (See attendance policy and procedure above)

Any absences which exceed 10% of scheduled hours must be made up to meet satisfactory completion of attended hour requirements.

Attendance Make Up Policy and Procedure

The program Director is responsible for developing and implementing make-up assignments (theory and clinical).

All make-up work must be arranged between student and instructor and is done on an hour-for-hour basis with an instructor present.

The classroom theory make-up occurs are made up prior to clinical and is supervised by an instructor available for questions and module/ course exam administration.

Make Up Assignments Policy and Procedure

The program Director is responsible for developing and implementing make-up assignments (theory and clinical) and assures that it's followed through by the instructor. Make up hour form for theory and clinical will be filled out by the instructor and student with the date

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and assignment completed. The make form is kept with the Program Director for a period of 5 years.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. Additionally, make up work done at home cannot be used to count towards hours needed to complete the program. Theory hours must be made up prior to starting the next clinical day. Students should be available to make up hours 7days a week between 7 am to 8 pm for clinical make up and 9 am to 10 pm for the theory make up.

Any theory make-up hour will be accommodated in the classroom or in the library between the student and the instructor for hours missed by the student. Students may see educational videos, study textbooks, and assignments given by the instructor etc. If a student must take a missed test or remediation, needs to score above the remediation score for each program for which only a passing grade according to each program will be allotted to the student. Any grade below the remediation score, after remediation will be marked as fail. Clinical absence must be made up at clinical site. All grades will be kept in the student grade book by the instructor. The program director oversees that the makeup hours are done appropriately.

Expulsion Policy and Procedure
Students may be expelled from the college when their conduct is deemed unacceptable or for the following reasons:
- Failure to maintain satisfactory grades.
- Failure to achieve satisfactory clinical performance.
- Failure to represent LMCC in a professional and ethical way.
- Failure to abide by the college's rules, including attendance policy.

A non-compliance form, probation form, or drop notification form will be filled in by the instructor and further it willbe followed by the Program Director. (See policy above for terminating a student)

Leave of Absence Policy
LMCC does have a Leave of Absence. After the second week of class, the student may choose to withdraw from class and re-enroll within a year without paying again or receiving a refund.

Procedures & Policies: Any student who wishes to request a Leave of Absence (LMCC will hold their funds until re-enrollment) in the same program should first submit in writing a letter to LMCC, noting the reason for Leave of Absence and reasons for desire to re-enroll, including the approximate date at which they expect to re-enroll. Students who left in good standing and who are re-enrolling in their previous major, may be approved to re-enroll bythe approval of the Program Director. Every re-enrollment request will be reviewed, and a status report will be returned to the student.

Withdrawal Policy
Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance. Please look at the enrollment agreement for further information on refund policy.

Student Appeal Process
Students who are dismissed, voluntarily withdraw for failure to maintain satisfactory progress, fail to complete the terms of probation, or withdraw for any other reason (except exceeding the maximum program completion time), may request to join the school to attend new scheduled class based upon mitigating circumstances. Such requests must be made in writing within 5 business days of the dismissal/withdrawal. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructors' recommendations, and the circumstances (documentation of circumstances is required) surrounding the occurrence/incident that resulted in the withdrawal or dismissal. The student should also include their plan of action to correct previous deficiencies.

Re-admission is not guaranteed. An Appeals Board made up Institute officials &/or the Program Director will review the written request and supporting materials. A decision will be made, and the student will be notified in person or in writing within 15 business days. If approved, the student must comply by the terms issued by the Appeals Board for re-entry. All decisions made by the Appeals Board &/or Program Director are final.

STUDENT RECORD RETENTION POLICY AND PROCEDURE

Lotus Medical Career College maintains permanent records of students' certificate granted, date on which the certificate was granted, courses and units on which the certificate was based, and the grades earned by the student in each of those courses. LMCC maintains all other academic and financial aid student records for five years and transcripts are kept for an indefinite time. A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.

A student who wishes to review or request amenent of education records should request in writing and contact the Office Manager.

TUITION FEES

Total Fees, Charges, & Expenses for *Nurse Assistant*

Registration Fee	**$250**	**Non-refundable Registration Fee**
Tuition	**$2000.00**	**Total Tuition Charged for the program**
Mask, gloves, and Blood Pressure Kit	**$71.00**	**Lab Supplies or Blood Pressure Kits**
Textbook or Learning Media	**$80.00**	**Textbook or online will receive access to Learning Media**
Uniforms	**$50.00**	**Uniform or another special Protective Clothing**
STRF Current Rate	**$0.00 per $1000**	**Non-refundable STRF Fee ($0.00)**
CPR	**$60.00**	
Finger Printing (Live Scan)	**$49.00**	
State Testing	**$120.00**	
TOTAL PROGRAM COST FOR CNA The student may withdraw from a course after instruction has started and receive a pro-rata refund for the e unused portion of the tuition, if you have completed 60% or less of the instruction. This is how the charges for the "period of attendance" are calculated. More details in Refund policy below.	**$2680.00**	**Total charges of current period of attendance.** **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: _____ .** **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $2680 or discounted cost.**
Tutoring (not included)	**$50.00/HR**	
Assessment Fees for Transfer of Credit (not included)	**$20.00**	

Total Fees, Charges, & Expenses for *Home Health Aide*

Registration Fee	$250.00	Non-refundable Registration Fee
Tuition	$310.00	Total Tuition Charged
Lab Supplies or Blood Pressure Kits-included	$60.00	Lab Supplies or Blood Pressure Kits
Textbooks and other Learning Media-included	$80.00	Textbook and other Learning Media
Uniforms or other special Protective Clothing- included	$50.00	Uniform or another special Protective Clothing
STRF	$0.00 per $1000	Non-refundable STRF Fee ($0)
Non-refundable Registration Fee ($50) and **$700 includes textbook.** The student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction. This is how the charges for the "period of attendance" are calculated. More details in Refund policy below.	$750.00	**Total charges of current period of attendance.** **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $750** **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $750 or discounted cost ;**

Total Fees, Charges, & Expenses for *Medical Assistant*

Registration Fee	**$250.00**	**Non-refundable Registration Fee**
Tuition	**$18,055.50**	**Total Tuition Charged for the program**
ASA techmed starter kit (18 pcs), IV and phlebotomy kit, gloves, mask, pen light, and Blood Pressure Kits	**$245.00**	**Lab Supplies or Blood Pressure Kits**
Textbook or Learning Media	**$150.00**	**Textbook or online will receive access to Learning Media**
Uniform and shoes	**$75.00**	**Uniform or other special Protective Clothing**
Laptops	**$500.00**	**Laptop**
STRF Current Rate	**$0.00**	**Non-refundable STRF Fee (0.00 per $1000)**
CPR	**$90.00**	
State Testing	**$155.00**	
TOTAL PROGRAM COST FOR MA	**$19,530.00**	**Total charges of current period of attendance.**
Tutoring (not included)	**$50.00/HR**	**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** _____**$19,530**____.
Assessment Fees for Transfer of Credit (not included) The student may withdraw from a course after instruction has started and receive a pro-rata refund for the eunused portion of the tuition, if you have completed 60% or less of the instruction. This is how the charges for the "period of attendance" are calculated. More details in Refund policy below.	**$25.00**	**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $19,530 or discounted cost.**

Total Fees, Charges, & Expenses for *Restorative Nurse Assistant*

Registration Fee	$250.00	Non-refundable Registration Fee
Tuition	$350.00	Total Tuition Charged for the program
Textbooks and other Learning Media-included	$85.00	Textbooks and other Learning Media
STRF	$0.00 per $1000	Non-refundable STRF Fee ($0)
TOTAL PROGRAM COST FOR RNA **(Non-refundable Registration Fee ($250) and $350 include textbook and study guide)** The student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition if you have completed 60% or less of the instruction. This is how the charges for the "period of attendance" are calculated. More details in Refund policy below.	$685.00	**Total charges of current period of attendance. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $685.00. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $700 or discount cost**

Total Fees, Charges, & Expenses for *Vocational Nursing*

Registration Fee	$250.00	Non-refundable Registration Fee
Tuition	$ 28,272.22	Total Tuition Charged for the program
Laboratory Supplies	$388.00	Lab Supplies or Blood Pressure Kits
Textbooks and other Learning Media	$1166.28	Textbooks and other Learning Media (Review Course)
Uniform, Shoes & Badge	$1011.00	Uniform/shoes/Lab coats/Badge
Laptop	$1580.00	Laptop in Term II
WBST	$50.00	WBST examination
STRF Current Rate	$0.00	Non-Refundable STRF FEE is fifty cents ($0.50) per one thousand dollars ($1,000).
CPR	$ 90.00	(Included in Tuition) - CPR
Live scan/Finger Printing	$187.50	(Included in Tuition)
ATI Review Course	1850.00	_____
NCLEX Exam/Licensure registration Pearson Vue $200, BVNPT Application $220 Mailing Charges $35	$455.00	Total Charges the student obligated to pay upon enrollment. Total charges for current period of attendance.
TOTAL PROGRAM COST	$35,300.00	I train Approved Only Estimated total charges for the entire educational program. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE_____; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____; THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____.

*3737. The student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. To withdraw or cancel the enrollment agreement, the student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first-class session or (b) the seventh day after enrollment, whichever is later. If a student cancels or withdraws within the 60% of attendance a pro-rata refund will be issued; however, if the student cancels or withdraws within the cancelation period, they are subject to a refund of 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

REFUND POLICY

The student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. To withdraw or cancel the enrollment agreement, the student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first-class session or (b) the seventh day after enrollment, whichever is later.

The institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $250, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

The student has a right to a full refund of 100% of all charges less the amount of $250.00 which includes the registration fee. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for theunused portion of the tuition, if you have completed 60% or less of the instruction.

- **Prorated Amount = (Total Institutional Charge divided by number of days/hours in the program) x (Number of days student attended, or was scheduled to attend, prior to withdrawal)**

The school will also refund money collected for sending to a third-party course made on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

However, the Student cannot return the equipment or supplies due to infection control matters. Therefore, no refund will be allowed for the equipment and supplies.

Within 10 days of the day on which the refund is made, the school shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State or Federal agency that guaranteed or insured the loan. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any Student Financial Aid Program from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

The school will also refund money collected for sending to a third-party course made on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Students are responsible to pay full tuition as agreed upon admission if they complete the program. Students will be charged $25 dollars late fee each time they delayed tuition payment for up to 3 days and there on $50 dollars fee for every day will be charged up to

8 days. After 10 days the school has the right to drop students for non-payment. As per compliance with CEC 94920(d), the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. If the student was referred by another agency and, in the event, the agency failed to provide tuition then the student, parent/legal guardian/spouse, or responsible party is responsible for paying the tuition.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus interest rate, less the amount refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financialaid funds.

LMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection withthat extension of credit or loan, see notice below.

FINANCIAL ASSISTANCE

Lotus Medical Career College offers students several options for payment. Lotus Medical Career College will make every effort to assist students to achieve their educational goals by helping them meet their financial needs.

Option 1: Full Payment of the Program/Course
Option 2: Installment Payments (5-6 payment) for the Total Program Cost (Student may request to fill a payment plan form).
Option 3: Private Loan or Career Training Loans (e.g., Sallie Mae, TFC)
Option 4: Student's Employer Reimbursement or Direct Payment

Low- or no income applicants may apply for tuition discounts. Payment plans are available with an additional $50 charge. This program may not include blood pressure kit, shoes, uniform, Live scan, or state fee.

Option 2: Payment Plan Agreement Policy

Students may request a payment plan to the counselor and must pay off last installment of the tuition one day before graduation.

To avoid delinquency and/or suspension, reschedule or talk to one of our staff members (s) and/or our program director if you are having trouble meeting the payment plan or meeting the due date.

Otherwise, we will assume that you are able to make the payment agreement at said payment amount and scheduled time.

Students are responsible to pay full tuition as agreed upon admission if they complete the program. Students will be charged $25 dollars late fee each time they delayed tuition payment for up to 3 days and there on $50 dollars fee for every day will be charged up to 8 days. After 10 days the school has the right to drop students for non-payment. As per compliance with CEC 94920(d), the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. If the student was referred by another agency and, in the event, the agency failed to provide tuition then the student, parent/legal guardian/spouse, or responsible party is responsible for paying the tuition.

Option 3:
A student may apply for any private loan to attend a training program at LMCC. LMCC does not have any direct involvement with student private loans or career training loans.
Students may log in to links below and investigate independently on their own risk to apply for student loans.
https://www.tfctuition.com/students/
https://www.nerdwallet.com/best/loans/student-loans/private-student-loans

Option 4: Employers from the community reimburse tuition at original or discounted cost to their employee if they attend training at LMCC.

FINANCIAL AID DISCLOSURES

1. Financial Aid Deadline: Student may apply for a discount through LMCC or for financial aid through American Job Center of California any time they decide to enroll. However, the cut off is three business days before the first day of the program.

2. Application Process:

a) Counseling Session with Admissions Officer

b) Review School Catalog

c) Meeting with Chief Financial Officer

d) Sign and fill Enrollment Agreement and Payment Plan

3. Satisfactory Academic Progress

a) To maintain eligibility for financial aid, students must maintain satisfactory academic progress, which means he/she must maintain the minimum GPA requirements.

STUDENT INFORMATION AND SERVICES
Code of Conduct

Lotus Medical Career College (LMCC) has every right to protect its educational purpose and its students from the irresponsible conduct of others. A violation of the code of student conduct may result in serious consequences, ranging from a warning notice, suspension, probation, or dismissal from the program.

Conduct that can subject a student to a disciplinary action, may include, but not limited to, the following:

1. Students will be held responsible for their actions while attending LMCC and at other facilities (such asclinical sites and field trip sites).

2. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to LMCC and/or inhelping someone else, violates the standards of academic behavior.

3. Forgery, alteration or misuse of documents, records, identification materials, educational materials, internetaccess or LMCC property.

4. Obstruction or disruption of teaching, administration, disciplinary proceedings or other LMCC activities.

5. Theft, misuse, or damage to property on LMCC premises or clinical, and field trip property.

6. Unauthorized entry or use of LMCC, clinical, and/or field trip facilities and equipment.

7. Disorderly, indecent, or obscene conduct on LMCC's property or at clinical, or field trip site.

8. Physical abuse or action that threatens the health and safety of any person on LMCC's property or at a clinical site, or field trip site property.

9. Students may not be in possession of a weapon or create a safety hazard to others while on LMCC or clinical, and field trip property.

10. Possessing, consuming, or distributing any controlled substance(s), such as illegal narcotics and/or alcoholic beverages, a violation of the law or LMCC's rules and regulations, or appearing intoxicated or under the influence on such substances while on campus or at clinical, or field trip site.

11. Failure to comply with the verbal or written instructions of an LMCC employee acting in the performance of their duties.

12. Failure to comply with reasonable requests by authorized LMCC officials or representatives acting on behalf of LMCC (e.g., appointments, disciplinary meetings, investigations).

13. Condoning any act by another student that violates LMCC policy and LMCC's conduct expectations.

14. Dress that fails to meet the LMCC policy in classroom, clinical and field trip settings.

15. Violation of the "No Smoking" policy within the building of LMCC, clinical and field trip site.

16. Nondisclosure of changes in health status.

17. If infected, a student must show a negative test result before entering the school premises.

18. Must follow Covid protocol as mandated by the CDPH.

NOTE: Children are not permitted in the instructional areas. LMCC does not provide childcare services nor hasany insurance for children if any unusual occurrences occur.

Violation of any of the conduct guidelines listed above may result in a warning notice, suspension, probation,or termination from the

program.

Dress Code and Personal Appearance

After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient and professional appearance. The basic school dress policy will be followed until school uniforms are issued.

A. Basic school dress policy:

At all times, each student must maintain an appropriate professional appearance.

- School uniform is to be worn at clinical sites, except when a specific clinical site requires a specific dress policy. White head scarf may be worn for religious purposes at the discretion of the Program Director.

- Make-up, hairstyles, fingernails, and jewelry must be moderate and understated.

- Students are expected to practice good personal hygiene and maintain a clean, neat appearance.

- The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.

- Only nursing shoes or white nursing sneakers will be worn with white uniform. No clogs, platform shoes, open toed shoes or any other shoes are allowed. White sneakers or solid white tennis shoes without design may be worn on campus with school scrubs.

- The name badge is to be always worn on all clinical units and on campus. It must be attached to the tab on your uniform. No unauthorized emblems or tags may be affixed to the name tag.

- You are to be dressed in full uniform before pre-conference and not to change clothes until after post-conference.

- No "fanny packs" will be allowed while in uniform.

- Nothing is to be worn around the neck including jewelry, key, and pencil holders.

- Students may only wear school issued scrubs on campus.

- If unable to wear school issued scrubs to campus, the student must wear the full clinical uniform to campus.

- A white cardigan may be worn on campus or at the clinical site. If a cardigan is worn, the name badge must be attached at the collar.

- No jackets or sweatshirts are allowed at any time while in uniform.

- If needed, a White t-shirt, thermal, or turtleneck may be worn under the uniform.

- Hats and sunglasses may not be worn on campus or in the clinical facility.

- No electronic devices such as cellular phones, electronic watches, wearable technology, or pagers will be carried/used by the student in the clinical area or classroom. If an emergency arises, the school or the instructor should be called. The student will be immediately notified.

B. Personal Hygiene and Grooming

- Good personal hygiene is expected.

- No gum chewing or smoking is allowed on the hospital units. All hospital "No Smoking" policies must be observed on campus and hospital units.

- Hair must be always worn off the collar and face. Hair must be secured into a bun to avoid the possibility of falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Ponytails are not permitted. If hair is dyed it must be natural hair color.

- Make-up should be subdued.

- No perfume or cologne is allowed. Scents in hairsprays, deodorants, hand lotions, etc., this maybe offensive to clients or may cause an allergic reaction.

- Fingernails should be short and clean. Acrylic nails are not allowed. Only clear nail polish maybe worn.

- No facial jewelry or earrings are allowed.

- Only one plain band may be worn on one finger.

- Bracelets or necklaces may not be worn at any time.

- One watch with a second hand will be always worn

- A current CPR card must be always in the student's possession when at a clinical assignment.

C. **Required Supplies for Clinical Settings**
- Wristwatch with a second hand
- Name badge & Pen
- Stethoscope
- CPR Card

D. **Full Uniform – Female**
- **Only** schools issued white uniforms and shoes for clinical and on campus. Cover tattoos with long sleeves or bandage.
- Knee length white or natural hose or white socks may be worn with pants. Stockings with designs may not be worn.
- White or beige underwear, bra, and sweaters.
- Nails must be short and clear. Hair must be tired up above the shoulders. Jewelry: One pair of earrings for men and women.

E. **Full Uniform – Male**
- **Only** schools issued white uniforms for clinical use and School issued scrub uniforms for campus.
- White socks only.

Tutoring and Advising Assistance

The administration, staff, & faculty welcome the opportunity to assist students in working out solutions to problems student(s) may experience during their training. Those students with personal problems unrelated to their training will be referred to other agencies where they can receive assistance.

An open-door policy, with the faculty and staff is available to assist students. Students are encouraged to meet with their instructors to discuss any academic concerns. Program Directors or Instructors are available to provide individual assistance to students with academic needs.

Lotus Medical Career College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are encouraged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors or Program Directors.

Location of Tutorial Services and Educational Counseling:
Lotus Medical Career College Campus
1460 E Holt Ave, Suite 176A
Pomona CA, 91767

Students may seek tutorial services/ educational counseling by the instructor or by the Student Services Department.

Expert Counseling
LMCC does not offer campus-based counseling resources for students experiencing personal problems which require professional counseling and request assistance.

However, student service coordinator can refer students to professional counseling services and local agencies. The following are a few counseling agencies near LMCC's campus location:

- Claremont Counseling & Support
  250 W 1st St Suite 230, Claremont, CA 91711
  (909) 624-1997

- Mindful Living Counseling Services
  12540 10th St C, Chino, CA 91710
  (909) 902-1868

- Healing Hope Counseling Services
  820 N Mountain Ave Suite 105, Upland, CA 91786
  (909) 660-3475

- L.A. Care 696 W. Holt Ave Pomona, CA 91768 (909)-620-1661

Student Grievance Procedures and Student Rights

If a student has a grievance, a written complaint must be submitted to Lotus Medical Career College either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution:
- Based upon the information presented in the grievance, steps toward resolution shall begin with informaldiscussions headed by the Program Director.
- Resolution shall be attempted first at the level of the complaint (instructor, student, staff member and student).
- If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled forpresentation to the Student Grievance Committee for hearing and appropriate action.
- Informal discussion between persons directly involved in a grievance is essential in the early stages of disputeand reconciliation and mutual resolution shall be encouraged at all stages of the procedure.

- If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students mayreport to:

  a. Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; Telephone (toll-free): 888-370-7589; Internet address: http://www.bppe.ca.gov ; Email bppe@dca.ca.gov ; Fax: 916-263-1897

    and/or

  b. The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: http://www.council.org/

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the Program Director will schedule a Student Grievance committee meeting. The voting members of this committee shall be comprised of the Program Director and two School Officials.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaintwas filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make a recommendation, as appropriate or disciplinary actions or for changes in policyto the appropriate administrative officials.

Recourse after hearing: If students have exhausted these procedures and the problems have not been resolved, theyhave the right to contact the Bureau for Private Postsecondary Education for the State of California (BPPE) or COE. In approaching BPPE or COE with a grievance, students are encouraged to take the following steps:

1. Contact BPPE or COE offices by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
   a. The nature of the problem.
   b. The approximate date(s) that the problem(s) occurred,
   c. The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
   d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
   e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPE or COE. The complaint must be signed by the complainant.
3. Send the complaint to:
   Bureau for Private Postsecondary Education
   1747 N. Market Blvd. Ste 225
   Sacramento, CA 95834
   Telephone: (916) 574-8900., (toll-free): 888-370-7589, and Fax: (916) 574-8900Website: www.bppe.ca.gov
   Or
   Council on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898, Fax: (770) 396-3790
Website: www.council.org

Lotus Medical Career College maintains a Complaint Log documenting the name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

Training Extension Policy and Procedure

Policy:

Nurse Assistant & Home Health Aide
Students who do not complete training on graduating date (NA and HHA) due to personal reasons may obtain approval from the program director immediately to complete the program within 15 days or start a new class at full price.

Restorative Nurse Assistant & Medical Assistant
Students who do not complete training on graduating date (RNA & MA) due to personal reasons may obtain approval from the program director immediately to start a new class. Extension cannot be granted for these programs.

Procedure:
- Students need to request, in writing, to the program director their reasons for absences, not completing the course, and/or not paying tuition in full.
- The program director will analyze the student's issues and may grant the completion of the course within 15 days of graduation date or may ask students to take a new class.
- LMCC will do their best for the students to successfully complete the NA training and take their state test within 3 months of their graduation.

Orientation

Each prospective new student must be on campus prior to the first day of class to complete the enrollment process and orientation.

The purpose of orientation will be to review and explain:
- All attendance and classroom policies.
- Students' responsibility concerning preparedness for classes.
- The services provided by the school.
- The conduct expected of LMCC students and graduates in their field of study.

ANNUAL REVIEW OF POLICY AND PROCEDURE
Policy
Lotus Medical Career College updates its policy and procedures once a year and makes necessary changes with the approval of the Department Health and inform BPPE. The minimal team members to conduct the annual meeting to develop, implement, and change/update policy and procedure will be the Chief Academic Officer, the Program Director, and the instructor.
The annual Policy and procedure reviews will occur once a year in the month of February.
The data for the annual review will be generated with the input of students and staff members as well as any new updates by the CDPH.

Procedure
The annual meeting will be conducted by the following team members, the Chief Academic Officer, the Program Director, and the instructor. The data collected from the curriculum evaluation forms (Students-after completion of each class and instructors) and an audit form that is filled by each team member after reviewing the curriculum and policies, and any new changes and updates by Department of Health, the Program Director will have the final say to change or update the policy to improve the nursing assistant program. The Program Director after approval from the Chief Academic Officer will inform CDPH and any involved department with any changes/updates made by the school and shall make a policy after the approval by the CDPH. Any changes in policy will be notified to all enrolled students and staff, within 10

days of approval from the CDPH which will be added in the student catalog and policy procedure binder. The binder will be kept in the Program Director's office and front office with the secretary.

The Program Director will regularly monitor and evaluate each program and course to ensure that all teachingmethods as well as classroom and clinical environment adhere to the new policies.

The following provides the minimum qualifications faculty members must have to maintain employment in any/allprograms at LMCC:

CERTIFICATE PROGRAMS

1. Graduation from an accredited program recognized by the U.S Secretary of Education of the Council for HigherEducation Accreditation or an otherwise recognized training entity (e.g., hospital-based program) in their specialty field. Additionally, the faculty member must have two years of occupational experience in the subject field in which they teach; OR
2. A minimum of three years of job-related training and experience for those instructors who are not graduates ofan accredited program in the field in which they teach.
3. Hold current licenses, certifications or other designations as required by local, state, or federal laws to work inthe field.

STAFF JOB DESCRIPTION

Chief Executive Officer Responsibilities: Must have at least a baccalaureate degree and 1 years' experience with people interaction, preferably in the educational field**.**
The Chief Executive Officer is responsible for the overall administration of an institution, including the supervision of the Chief Academic Officer and the Chief Operating Officer. The Chief Executive Officer is often but need not to be called the President. The CEO can be a team member during annual policy review and any student grievance meeting.

Chief Operating Officer Responsibilities: Must have at least a baccalaureate degree and 1 years' experience with people interaction, preferably in the educational field**.**
The Chief Operating Officer is chiefly responsible for the administration of an institution's business operation including finance, management, personnel, and contracting for goods, services, or property. The COO can be a team member during annual policy review and any student grievance meeting.

Chief Academic Officer Responsibilities/Administrator: Must have at least a baccalaureate degree and 1 year experience with people interaction, preferably in educational field**.**
The Chief Academic Officer/Administrator operates under the CEO and is primarily responsible for the administration of the institution's academic affairs including the supervision of the faculty, development of educational program (policy) and curricula along with the Program Director, and implementation of the institution's mission, purpose, and objectives.
The administrator/Chief Academic Officer (CAO) will oversee the Nursing Assistant program every three monthsby conducting a staff meeting. The CAO will assure that the policy and procedures are followed through as written by the Program Director and approved by the CDPH.

The CAO will meet the program director on an ongoing basis to discuss any issues with the Nursing Assistant program, policy, and procedure. The CAO and the Program Director will make any necessary changes in the student handbook and the policies after approval from the CDPH. The CAO will oversee the performance of the Program Director. The CAO will also make sure that there is no false or misleading claims or advertisements regarding training.

Program Director Responsibilities
The program director operates directly under the Chief Academic Officer/Administrator and may see only one to two NATP (Nursing Assistant Training Program) locations and will notify the CDPH details if employed by another Name employment.
It is the responsibility of the Program Director to maintain the program Goal & Objectives as well as the program Philosophy. The Program Director is also responsible for the development of the curriculum and ensuring that the curriculum meets all DHS standards as well as Title 22 requirements. The Program Director will develop, implement and, change/updates as necessary as recommended by the State of California Department of Public Health and need of the school to provide training for Nurse Assistant Training. Any changes in the NATP will be available to the instructor and other staff members after the approval from CDPH. The Program Director will make sure that the students and the instructor are following the approved NATP by monitoring the instructors. The program Director will also evaluate the instructor's performance on the form, which will be documented and placed in the binder.

The Program Director will be responsible for instructional staff development and overseeing the execution and application of the program

lesson and objectives. The Program Director will sit in on any class or clinical rotation to monitor the performance of the instructor, the students, and the classroom or clinical environment and evaluate on the form. The Program Director will monitor compliance by conducting monthly staff meetings and by making a minimum of one classroom theory visit and one clinical visit per class. The program director will document each visit using the Instructor Theory/Clinical Visit Evaluation Form. The Program Director monitoring the instructor's theory and clinical form will be kept in the Program Director's office. The evaluation form (instructor monitoring etc.) will be maintained in the binder by the Program Director. The Program Director is responsible for developing and implementing make-up assignments.

The Program Director may oversee up to three NATP (Nursing Assistant Training Program) locations as approved by the CDPH. (See below for pp)

Additionally, it is the responsibility of the Program Director to
- Listen to the instructors
- Support the instructors to achieve success
- Help problem solve
- Give instructors timely feedback
- Listen to student's issues and solve
- Make sure all student records are kept in the binder
- Make sure that all policy and procedure is followed by staff and students
- Hire qualified staff and terminate as necessary
- Interview students for enrolling in the NATP
- Make clinical visits as necessary
- RN PD to sign after verifying student completed hours for any program
- make sure that there is no false or misleading claims or advertisements regarding training
- Make sure all forms mandated by the CDPH are followed through and accurate, 283B,BCIA 8016, 276A, 27C etc.

Monitoring Instructors

The Program Director will monitor compliance by conducting staff monthly meetings with instructors to gauge program progress, address any administrative or non-administrative issues, and to set necessary direction or amendments in the program. The Program Director will ensure that the approved training schedule by the CDPH of minimum 50 hours of theory and 100 hours of clinical (skills check list) is followed through by the instructor. The Program Director will report all program and instructor reports and issues to the Chief academic officer.

The Program Director will meet with each instructor on a one-on-one basis for a minimum of three times (or as often as need be) throughout the duration of a program.
- The first meeting will take place just prior to the program starting to review lesson plans, objectives, and potential issues.
- The second meeting will take place in the middle of the program course to discuss individual progress, the progress of the class and any resolved issues.
- The third or final meeting will take place just before the program ends to discuss student pass/failure rate, individual and class performance, and overall assessment.
- Each meeting will be documented on a form and kept in the binder by the Program Director. If any action is required, that will also be documented and followed through until resolved.

The Program Director will monitor compliance by conducting monthly staff meetings and by making a minimum of one classroom theory visit and one clinical visit per class. The program director will document each visit using the Instructor Theory/Clinical Visit Evaluation Form. The Program Director monitoring the instructor's theory and clinical form will be kept in the Program Director's office.

Instructor Qualifications

The following provides the minimum qualifications faculty members must have for Lotus Medical Career College programs:

a. Minimum of a Certificate of Authorization from the Bureau for Private Postsecondary and Vocational Education and three years' experience in allied health related field and/or license required to perform related job functions, or associate degree or greater preferred.
b. Minimum of an associate degree and/or two years of experience in allied health related field and/or license required to perform related job functions, and previous experience with a vocational, private, or public institution is preferred.

All health professional instructors teaching the Nurse Assistant Program have been approved to teach by the Department of Health Services. Every instructor is currently licensed or

registered and retains one of the following qualifications:

1. Two years of full-time experience as a licensed nurse (RN), at least one year verifiable care in hospital or SNF except pediatric training of which must be in the provision of direct patient care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long term care setting in a nursing facility year of experience as a licensed nurse providing direct patient care in a long-term care facility plus one year of experience planning, implementing, and evaluating educational programs in nursing.

<div align="center">OR</div>

2. Prior to teaching a certification program, the instructor shall obtain completion of a course in a teaching adult,a minimum of 24 hours of continuing education (BRN approved or administered by an accredited educational institution) in planning,

   implementing, and evaluating educational programs in nursing

<div align="center">OR</div>

3. 1 year of verifiable experience in teaching adults OR one-year verifiable experience supervising nurse aides

The school maintains the professional record of instructors and will provide evidence of qualifications and certifications should an inquiry be made.

Instructor Responsibilities

The instructor operates under the Program Director. It is the responsibility of each instructor teaching the Nurse Assistant Program to provide a comprehensive and thorough knowledge of the materials and skills sets. The instructor must evaluate each student and determine the student's qualitative and quantitative comprehension of the program in its entirety. If the instructor determines that a student is not retaining the necessary skills and/or knowledge of the program, the instructor must meet privately with the student to determine the reason for the lack ofcomprehension. Upon meeting with the student, the instructor must offer any additional teaching assistance or tutoring to assist the student in learning the material. If the student still does not retain the necessary skills and/or knowledge and is obviously falling behind in the coursework, the instructor is responsible for failing that student.

The instructor will input in developing, implementing, and changing/updates of the Nursing Assistant Training. The instructor will also make sure that the Secretary has helped the students fill background clearance forms and turned in tothe Program Director. Instructor also could be member of Grievance Committee. In addition, instructors must make sure that students are signing and out in timely fashion in classroom and clinical. The instructor must use all necessary forms required to keep students record and evaluate as mandated by the CDPH and school policy.

The instructor also records the student's theory grades on the Individual Student Record (CDPH 276C) by the end ofeach week of the class. The instructor will complete the Individual Student Record 276C within one week of each student's successful completion or

withdrawal from the class. Additionally, it is the responsibility of every instructor to:

- Listen to the student
- Support the student to achieve success
- Help problem solve
- Give students timely feedback
- Be prepared to teach approved lesson plans
- Collect student's attendance
- Counsel students
- Instructor completes 276A, 276B, and 276C

Office Manager

Qualification: High school graduate and computer literate. Must be a responsible person with good public speaking manners.

Secretary operates under the Program Director. The Secretary has multiple tasks and must be ready to assist all students and staff members as needed. Besides answering phone calls and assisting clients to enroll in the program appropriately as per school policy and procedure must maintain all documents and forms in binders as per policy within 5 days. During a meeting the secretary may take notes and keep all records accordingly. All students' personal information must be kept locked and must not be shared with anyone besides school staff as necessary. Report any issues directly to the program director. If there are any complaints from the students, must take written complaints and submit it to the Program Director for further evaluation. Maintained daily student's attendance, evaluations, theory grade, finger printing, CPR cards etc. in each student folder accordingly in timely fashion as per policy. Maintain student file and use check list for file.

<div align="right">The Office Manager will also maintain all documents</div>

for 5 years (student's files) and the forms listed below:

1. Nurse Assistant Certification Training Program Application for Schools(CDPH 276S)
2. Nurse Assistant Training Program Skills Check List (CDPH 276A) (Sample
3. Daily Nurse Assistant Training Program Schedule (CDPH 276 B)
4. Nurse Assistant Certification Training Program Individual Student Record(CDPH 276C)
5. CNA or HHA initial application CDPH 283B
6. Other

Student-teacher evaluation
- LOA Request by student
- Notice of probation Critical Incident Report
- Drop notification
- Director evaluating instructor for theory and clinical

Job Placement Assistant and Admission Counselor:
Qualification: High school graduate and computer literate. Ability to communicate effectively with participantsduring the job matching process via phone, email, and texting. Attend staff meetings and collaborate with other Ladders for Leaders staff members.
Orientation – assist student in orientation session prior to the start of each class date. Students and staff discuss program expectations, occupational outlook, career goals and aspirations.
Resume Writing – assist students in building resume writing and integrate skills and knowledge acquired at Lotus Medical Career College with previous experiences.
Interviewing Techniques – techniques include: the positive first impression, attitude, motivation, as well as what towear and bring.
Job Search Techniques–assist in areas to be covered such as: researching companies, web links to companies,Career sites and newspapers.
Networking – assist in participating in participate in job fairs and learn to network with peers and potential employers.

Admission Counselor:

- They should have a keen understanding of college applications, and they should be able to assist students in understanding the necessary documentation needed for the application process. The counselor also must completeall forms and collect necessary documents form the participants to start the programs.

- Admission Counselor spend one-on-one time with applicants during the application process and help themapplicants choose the courses that will be best suited for their career goals.

- Admission counselor will fill Eligibility form upon admission to assess applicants' proficiency in English language and knowledge about field of training they are entering. (See sample form in binder)

- Admissions counselors will be expected to organize recruitment events for the LMCC where they promote LMCC to potential applicants and their parents. They meet with incoming students to discuss the application status and to provide them with information about financial aid if any, scholarships, programs, and majors. Counselors also need to meet with alumni and create networking systems to find promising potential applicants.

Additional Qualifications
Familiarity with Google drive, spreadsheets, forms, and docs Ability to work within deadlines and, at times, under pressureEffective organizational abilities and detail-oriented strong oral and written communication skills.

Policy regarding RN Program Director (RNPD) oversight of multiple NATP locations or Outside Employment.
Policy: The Program Director may oversee up to three NATP (Nursing Assistant Training Program) locations, out of the three locations one will be the original location of LMCC, second could be a satellite of LMCC, and third could be another satellite location or outside LMCC employment.

Procedure: The program director must seek and receive CDPH approval prior to the LMCC locations and or employment by another NATP employer.

The NATP at LMCC requires minimum of 20 hours per

week per location, provided the RNPD is fulfilling job duties required by LMCC and CDPH. The Chief Executive Officer will evaluate the RNPD's performance yearly.

The approval process for the RNPD to be employed in more than one location includes submission of the following items:
- Letter from RNPD listing names of current and proposed employers, job titles, and hours of employment perlocation or employer per week.
- Statements describing how RNPD will adequately accomplish all responsibilities at all locations and thevalidation method.

Nurse Assistant Theory Training Policy
The Nursing Assistant program implements CDPH 276B Training Schedule as approved by the Department, to ensure all modules and 60 hours are met per T22, 71835. Lotus Medical Career College has 60 theory hours.

The Nursing Assistant program is using CDPH276C (Individual Student Record) to document theory training, using hand-written documentation. The student attendance (sign-in/sign out) sheets are maintained for all days of theory, and includes date, printed/typedname of student, student's signature (beginning and end of each theory day), and name and signature of instructor. Transcripts will be kept indefinitely at Lotus Medical Career College.

Procedure
The Director of Nursing develops lesson plans and implements them along with the DSD instructors. Lesson plans developed and implemented for all theory modules are available to instructors and Department staff upon request. The instructor will maintain a daily attendance roster with student signature for the theory and clinical days accurately, then submit to the registry for record keeping. The instructor also records the student's grades on the Individual Student Record (CDPH 276C) and Skills Lab Check List (CDPH 276A) by the end of each week of the class. The instructor will complete the Individual Student Record 276C and Skills Lab Check List 276A within one week of each student's successful completion or withdrawal from the class. The Program Director and institution will make sure that all policies are followed and maintain student record appropriately for 5 years according to 5CCR 71930(b)(1) from the student's date of completion or withdrawal. All student grades and attendance are kept in the student file in the Program Director's office.

Nurse Assistant Clinical Training at The Nursing Facility

The Lotus Medical Career College (LMCC) adhere to the clinical training policies as mandated by the CDPHand they are as follows:
- Ratio of students will not (clinical setting) not exceed 15 students to 1 instructor as stated in the clinicalagreement.
- The Nursing Assistant Training Program follows CDPH 283B Training Schedule, to ensure all clinical modules and100 hours are met, per T22, 71835.
- All clinical modules have lesson plans available for Instructor use and Department review upon request.
- The Director of Nursing is responsible for developing lesson plans and implementing them together with the instructor.
- The Clinical Instructor provides immediate supervision to students and has no other duties.
- The Clinical Instructor provides demonstration of clinical skills at the nursing facility (Department approved clinical site) and

  performs student return evaluations of all skills on CDPH276A (Student Skills Checklist) at the nursing facility.
- All the skills are evaluated by the Department approved Clinical Instructor with handwritten documentation, on the date the skill was performed.
- LMCC will never waive any skill on CDPH 276A form (also listed at T22, 71835).
- LMCC will provide 100 hours or more of clinical training under immediate supervision of a department approved Instructor, in a nursing facility.
- LMCC maintains attendance sign-in/sign out sheet for every day of clinical, which minimally includes date and time of clinical, printed/typed name and signature of instructor, printed/typed name of student, and signature of student. Student attendance sheets used by NATP to verify each student completed 100 hours or more of clinical training.
- LMCC will conduct clinical training Monday to Sunday between the hours of 6 a.m. and 8 p.m.
- All Student's attendance and clinical record are kept in student file in the Program Directors' office.

RE-ENROLLMENT POLICY

Any student who wishes to re-enroll in the same program should first submit in writing a letter to LMCC, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate.

Re-enrollment is appropriate if a student:
- Withdrew from the College
- Interrupted continuous program enrollment during class
- Had a valid leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major, may be approved to re-enroll by the approval of the Program Director. Every re-enrollment request will be reviewed, and a status report will be returned to the student.

REINSTATEMENT POLICY

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the program director. Students must request reinstatement in writing and deliver it to LMCC. All conditions

are determined on an individual basis. Please submit a request in person to an admissions representative/Secretary at school.

VACCINATION POLICY

For the Nurse Assistant students required Physical Exams according to the requirements of their place of externship or clinical rotation. These requirements must be cleared before a student is able to start clinical rotation. For more information regarding the requirements, please contact the school secretary.

STUDENTS TO INSTRUCTOR RATIO

Per Title 22, §712835(m) (1), there shall be no more than 15 students assigned to each instructor at any time during clinical training and demonstration skills.

GRADING, ATTENDANCE, & COMPLETION POLICY
Final Tests, Externships & Internships
Every program has a final test, the score is weighed into the final grade (grading policy below). There are no required internships for any of our programs, but externships is only required for the Medical Assistant program.

Grading Policy
Students must finish with a passing grade to pass the class. Evaluation may be measured by means of written tests, projects, reports, term papers, and clinical performance. The final grade is a composite of all evaluation measures taken. Following are the passing grades for each program along with the passing grade when remediating:

Program:	Passing Grade:	Remediation Passing Grade:
Nurse Assistant & Home Health Aid	75%	90%
Restorative Nurse Assistant	80%	80%
Medical Assistant	75%	80%
Vocational Nursing	75%	90%

Grading Standards
The grading standard is according to the following system:

Nurse Assistant & Home Health Aide

Grade	Score	Grade Explanation	Grade Point
A	100 – 89.5%	Excellent	4.0

B	89 – 79.5%	Very Good	3.0
C	79.4 – 74.5 %	Good	2.0
F	74.4 and below	Failing	0
CR		Credit	
NC		No Credit	
I		Incomplete	

Restorative Nurse Program

Grade	Points	Numerical Score
A	4.0	96 – 100
A–	3.67	90 – 95
B+	3.33	87 – 89
B	3.0	84 – 86
B–	2.67	80 – 83
F	0	0-79

Medical Assistant

Grade	Numerical Score
A	96 – 100
A–	90 – 95
B+	87 – 89
B	84 – 86
B–	80 – 83
C+	77 – 79
C	75 – 76
F	74 and below

Vocational Nursing

Grade	Score	Grade Explanation	Grade Point
A	100 – 89.5%	Excellent	4.0
B	89 – 79.5%	Very Good	3.0
C	79.4 – 74.5 %	Good	2.0
F	74.4 and below	Failing	0
CR		Credit	
NC		No Credit	
I		Incomplete	

Clinical:

Grade	Score	Grade Explanation
Pass	100	Complete Clinical Objectives Satisfactory Clinical Evaluation
Fail	99.5 and below	Incomplete Clinical Objectives Unsatisfactory Clinical Evaluation

*Rounded to the nearest whole number (e.g., 74.51 rounded to 75%)
"I" may be made up upon arrangement with the instructor.

These letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in final GPA computations. Applicants who speak English as a second language will receive letter grades,

which are not included in the GPA calculation.

Additional codes include:

Code	Explanation of Code
RPT	Repeat a Course Transfer Credit/Course
AU	Audit
R	Remediation

Long Distance Education
Lotus Medical Career College does not offer long-distance Education.

SATISFACTORY ACADEMIC PROGRESS (SAP)

A student must maintain Satisfactory Academic Progress (SAP) to remain in training. SAP is cumulative and it includes all periods of

attendance, which are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured throughout each course.

The following requirements must be met for students to achieve SAP and be awarded Certificate of Completion from LMCC.

Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:
1. Grade Point Average (GPA)
2. Clock Hours Completed
3. Maximum Time Frame (MTF) for completion of educational objective

To comply with the school's SAP, the student must:
1. Maintain a cumulative grade average of 75% or higher (or a C on a letter scale)
2. Maintain satisfactory attendance.
3. Complete his/her program within the maximum time allowed (150% of the normal program length)
4. Once a student shows he/she has attempted more than 125 percent of his/her certificate clock hour requirements student will receive a timeframe warning.

The instructor shall inform the Program Director of any student who is failing the class. The Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Director shall advise the student ways to improve his/her academic performance and shall make clear other available options, such as withdrawal or leave of absence from the program.

Two (2) verbal and one written warning will be given to students prior to placing the student on one (1) week probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within 1-week period) and has made-up failed class hours. A note describing this remedial action will be placed in the student's file.

The Program Director will inform the CAO of any student on probation. The Program Director will ensure that adequate counseling and support is given to any student failing his/her coursework. If improvement is not evident immediately after the terms of the probation and the reasons behind it have been made known to the student, the student will face dismissal from the school. If the Program Director determines that the conditions which caused the interruption to have been rectified, the student will be eligible to receive benefits. If improvements are made by the student, the Program Director will reinstate the student in the program of study.

Students regaining eligibility through the appeal process will be placed on probation status and will have specific requirements to meet to regain and maintain financial assistance eligibility. Students who are receiving state financial aid must also meet the SAP policy requirements to maintain their financial aid eligibility.

PROCEDURE FAILURE TO COMPLETE THE PROGRAM

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records. The Program Director has the final say in terminating a student. Students must make written request to the secretary to withdraw or re-enroll in the program. This written request will be than forwarded to the Program Director. The decision will be made to terminate or to enroll the student depending on the issues listed below by the committee members including the Program Director, Instructor, and one administrative staff. All written requests and decision-making documents will be kept in the student record for 5 years and a copy will be provided to the student.

Different Types of Incompletes

1. **Withdrawal**: It is the student's responsibility to process an official withdrawal from class either in person or in writing to be sent to the Registrar. Students must withdraw by the end of the second week of classes, or an Incomplete will result (F).

2. **Leave of Absence/Re-Enrollment**: After the second week of class, the student may choose to withdraw from class and re-enroll within a year without paying again or receiving a refund.

3. **Incomplete**: After the second week of class, a withdrawal from class receives an incomplete grade. Incomplete grades may be made up upon arrangement with the instructor. Students are entitled to a prorated refund if fees are obtained through governmental agencies like work source or EDD etc. (see refund policy).

4. **Fail**: A student scoring below the passing grade for any program fails the course, receiving an F. These students may be readmitted the following term to strive for a higher grade. Upon remediation students must score more than the remediation score to receive a passing grade. Clinical skills can be remediated, and student must demonstrate skill to achieve passing marks.

Auditing a Class, Non-Credit Courses and Repeating a Class

LMCC does not charge for auditing a course or for any course in which a grade assigned is not used in computing requirement for graduation. This includes repeats of final average of passing grade or better and courses which are not applicable to the declared certificate/program objective. This does not apply to repeats of required courses which the student has failed.

Graduation Requirement

Students enrolled into any program will be considered "graduates" after meeting the following requirements:

Nurse Assistant

- Must achieve passing grades for the program (75% and above)
- Must maintain satisfactory attendance.
- Must have completed the program within 150% of the planned program length.
- Must be in good financial standing with the college.
- Form 283B will be given to the student upon completion of the program, if an error or made an error by the student on their form, LMCC will charge $25 fee for a new 283B form.
- Students may take their state test with a state approved vendor, school will pay $120 only for the State fee.

Restorative Nurse Program

- Must maintain satisfactory attendance,
- Must be in good financial standing with the college.
- Pass All 8 Post Test Checklist with an 80% or higher.
- Pass skills Competency Checklists after each skill demonstration with 100% passing score.
- Successfully passed LMCC Restorative Nursing Program Certification Final Exam
- Completion of RNP Certification Course through the Quality Care Health Foundation in California

Medical Assistant

- Completion of hours for both theory and clinical
- Completion of module tests with passing grade of 75%
- Passing clinical with 100%.
- Must be in good financial standing with the college.

A Certificate of Completion will be awarded to each graduate upon completion of the program.

Vocational Nursing

- A student must pass all examinations and course requirements with a final grade of 75% in theory
- Pass clinicals with 100%.
- A student must attend mandatory review course after successful completion of required hours and passing grades for the program. Successful completion of a review course is required for program completion.
- A student must pass an exit exam to be considered graduate.
- Must be in good financial standing with the college.

A Certificate of Completion will be awarded to each graduate upon completion of the program.

Instructional Clock Hour to Credit Conversion:
The formula used to calculate the number of semester units is as follows:
- A semester unit equals fifteen (15) hours of lecture hours A semester unit equals thirty (30) hours of laboratory hours.
- A semester unit equals forty-five (45) hours of externship/worked-based activities.

A CLOCK HOUR IS DEFINED AS:
"A period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes are allowed for a student break."

CRIMINAL BACKGROUND CLEARANCE POLICY AND PROCEDURE

The NATP will follow instructions to maintain Criminal background policy for students as mandated by the Department of Health upon enrollment of the student.
The policy includes the following:
- LMCC have students fill out top portions (Sections I-III) of CDPH 283B application upon enrollment.
- LMCC fill out (Section IV).
- All students complete Live Scan fingerprinting upon enrollment.
- Statement that NATPs submits CDPH283B and Live Scan BCIA8016 forms to the Department's Aide &Technician Certification Section Registry upon student enrollment.

The Program Director is responsible for submitting CDPH283B to the Department. The secretary will make sure that students fill out all

POLICY REGARDING SCHOOL ADVERTISEMENT

Policy
The NATP at LMCC will not make false or misleading claims or advertisements regarding training. The CEO and the Program Director is responsible for approving any advertisement for the school.

Procedure
Any time NATP changes its policy which will affect the advertisement or make a new advertisement, a meeting will be held between the CEO, the Program Director, and the administrative staff members to discuss and approve prior to printing and distributing to the public. The school administrative staff will review advertising annually and notify CDPH.

HEALTH EXAM AND SCREENING REQUIREMENTS

Nurse Assistant, Home Health Aide, & Restorative Nurse Assistant
All students must have their physical examination performed by the physician prior to the start of their clinical.
Health Screening includes the following:
- Medical History
- Physical Examination, including TB, COVID-19 vaccination, and/or chest x-ray, prior to starting the clinical.
- Report signed by the MD, or Nurse Practitioner "that the student does not have a health condition that creates a hazard to self or others"

Medical Assistant

Applicant must submit Tuberculin test clearance and Negative COVID-19 result. All other vaccinations requirements depend upon each clinical site.

Procedure
The secretary will inform the student upon enrollment regarding physical examination and provide a form. The Program Director will monitor and make sure that all students have completed their physical examination and have written documents from their physician or Nurse Practitioner. Any student who does not complete the physical examination as required by the CDPH will not be allowed to continue into the program, therefore will be terminated.

STUDENT ACADEMIC INTEGRITY POLICY

All students enrolled at Lotus Medical Career College are expected to maintain ethical standards suitable for their chosen profession, as well as the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor, and then, if necessary, the school Director.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. Cheating: Giving or receiving assistance unauthorized by the instructor in homework or examination. Using or attempting to use any unauthorized materials in an examination.
2. Plagiarism: Representing the ideas or language of others as one's own.
3. Falsification: Falsifying or inventing any information, data, or citation.
4. Multiple Submission: Submitting substantial portions of homework, classwork, or papers more than once for credit without the prior authorization and approval of the instructor.
5. Complicity: Facilitating any of the above actions or performing work that another student then presents as his or her assignments.
6. Interference: Interfering with the ability of another student to perform his or her assignments.
7. Students who are found to violate academic integrity policy will be referred to the Program Director for disciplinary action, up to and including termination.

Plagiarism

As defined by the Council of Writing Program Administrators, plagiarism "occurs when a writer deliberately uses someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source." ("Defining and Avoiding Plagiarism: The WPA Statement on Best Practices." <http:// www.wpacouncil.org/positions/WPAplagiarism.pdf>

Plagiarism can occur in the following ways:

- Using text from another source (e.g., websites, books, journals, newspapers, etc.) without documenting the source
- Using direct quotation from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.

TUITION PAYMENT

Payment may be made with credit or credit card, with a bank charge of (2.5% to 4%), or money order payable to Lotus medical career College. Tuition payments should be made in person at the Business Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed as a $25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order. Diploma/Certificate will be withheld by Lotus Medical Career College until all payments are made in full.

FORMS AND RETENTION

1. All the forms are kept/maintained by the school Director, instructor, and the unit secretary. Any information pertaining to student security is kept locked by the Program Director and by the secretary.
2. The instructor and the unit secretary/registrar responsible for completing daily attendance theory/clinical sign-in sheets.
3. The instructor is responsible for completing student records (theory/clinical) weekly.
4. The timeframe for keeping records is 5 years.
5. Location where stored (locked) locked cabinet/storage room and or in the office.
6. Completion of student records during the course is instructor's responsibility (maintaining in the student file after completion or withdrawal of the program is registrar's responsibility) and at the completion the program Director will make sure all records are completed and maintained in the binder within 5 years by the instructor.
7. Registrars make sure that the student theory/clinical records completed prior to the Program Director signs CDPH 283B.
8. The registrar or instructor will submit via online or in mail to CDPH (CDPH 283Bs, copy of Live scan BCIA 8016, and coversheet for student roster (CDPH 283I) after first day of the class.

COMPETENCY EVALUATION TESTING VENDOR POLICY

Nurse Assistant

The Nursing Assistant Training Program only refers students to CDPH approved testing vendors (Regional Testing Center) for competency evaluation exam. Students will be provided with the description of the information regarding the competency evaluation testing and contact numbers. The Program Director will be responsible for implementing and supervising the policy.

- Completion of 162 hours.
- Pass all 17 Modules with 75% or more.
- Successfully complete all skill procedures and 17 modules listed in the CDPH form 276A and 276C. Theseforms should be signed by the student as well as the instructor.
- Completed Live Scan
- Completed form 283B by the student and the Program Director
- The minimum age to start the training should be 16 years.

NOTE: Before being certified as a NA in the state of California, applicants are required to pass a NA certification examination. The exam includes a written multiple-choice portion, as well as a practical portion requiring the demonstration of several randomly selected NA skills.

When completed, mail your application along with testing fees to NNAAP to:
Regional Testing Center
Hosted at Golden West College
15744 Golden West Street -Forum I, Room 112AHuntington Beach, CA 92647
Phone: (714) 895-8708
Fax:(714) 895-8994
Website: http://www.regionaltestingcenter.org/

NATP and CHHA is regulated by BPPE and CDPH

California Department of Public Health
Licensing and Certification Program
Aide and Technician Certification SectionTraining Program Unit
MS 3301
P. O. Box 997416
Sacramento, CA 95899-7416
Phone: (916) 327-2445
Website: https://www.cdph.ca.gov/

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
Telephone: (916) 574-8900., (toll-free): 888-370-7589, and Fax: (916) 574-8900
Website: www.bppe.ca.gov

Restorative Nurse Program

The Restorative Training Program only refers students to Quality Care Health Foundations (QCHF) to receive their RNA certificate. Students will be provided with the description of the information regarding there Certification and contact numbers. The Program director will be responsible for implementing and supervising the policy.
The Following is the list of requirements for eligibility for Certificate:
- Must maintain satisfactory attendance,
- Must be in good financial standing with the college
- Pass All 8 Post Test Checklist with an 80% or higher
- Pass skills Competency Checklists after each skill demonstration with 100% passing score
- Successfully passed LMCC Restorative Nursing Program Certification Final Exam
- Completion of RNP Certification Course through the Quality Care Health Foundation in California

Medical Assistant

The Medical Assistant Training Program will have its students certified by The National Healthcare Association (NHA). However, the examination will be proctored at LMCC by the instructor.
The Following is the list of requirements for eligibility for Certificate:
- Graduation from this course requires completion of hours for both theory and clinical completion of module tests with passing

grade of 75%
- Must pass clinical with 100%.
- Must be in good financial standing with the college.

Vocational Nursing

The Vocational nursing program only refers to student to Board of Vocational Nursing & Psychiatric Technicians (BVNPT) for competency evaluation exam. Students will be provided with the description of the information regarding there Certification and contact numbers. The Program director will be responsible to implement and supervise the policy.

The Following is the list of requirements for eligibility for Certificate:
- A student must pass all examinations and course requirements with a final grade of 75% in theory and pass clinicals with 100%.
- A student must attend mandatory review course after successful completion of required hours and passing grades for the program. Successful completion of a review course is required for program completion.
- A student must pass an exit exam to be considered graduate.
- Must be in good financial standing with the college

The Nursing Assistant Training Program at Lotus Medical Career College will never make false or misleading claims or advertisements regarding training.

Students are provided school catalog prior to the beginning of the training in physical form or electronically. For general public, school catalog can be provided in physical form, or they may look at our website" http://lmccpomona.magix.net/home.htm

I_____received the catalog with school policies and procedures, I read all the school policies and I will abide by the school policies.

I received the catalog in one

of the following two form:

Physical Form ☐

Electronically ☐

I agreed to all the school policies as stated in the student catalog.

Student signature:_____

Date: _____ __