

Falcon Institute
of
Health and Science
Catalog

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Instructional Sites Nurse Aide Training Program:

ManorCare Health Services-Pottstown
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610- 323-1837

ManorCare Health Services- Laurel dale
2125 Elizabeth Ave, Laureldale, PA 19605
610- 921-9292

This catalog is true and correct in content and policy.

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Mission Statement:

The mission of the Falcon Institute of Health and Science is to provide quality, state of the art healthcare education to the students in an affordable way in order to help fulfill the great need for quality health care workers in the community.

Facility Description:

The Falcon Institute of Health and Science is a facility that is in a quiet section of Bethlehem, PA. It is located less than one mile from the exit off Route 22, providing easy access for students from a variety of areas including Easton, Allentown, Quakertown, Bethlehem, and New Jersey. It is within walking distance to the public bus transportation. There is adequate parking at the school. The school is equipped with a classrooms and state of the art laboratory for quality education.

Class Schedule:

Practical Nurse Education Program classes and clinicals are held Monday to Friday 8:00 AM to 3:00 PM. Nurse Aide Training Program classes and clinical are held Monday to Friday from 7:00 AM to 3:30 PM.

Practical Nurse Education Program:

Program Description:

The length of the Practical Nurse Education Program will be 12 months and includes 1550 hours of study. After successful completion of the program requirements, students will qualify to take the NCLEX-PN Licensure Examination for the State of PA.

Units of Study:

SEMESTER I			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
FOUNDATION OF NURSING	120	20	300
ANATOMY & PHYSIOLOGY	80		
SEMESTER II			

Course	Classroom Hours	Laboratory Hours	Clinical Hours
MATH & MEDICATION ADMINISTRATION	40	10	40
ADULT HEALTH NURSING I	70	10	185
PHARMACOLOGY	50	10	70
SEMESTER III			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
ADULT HEALTH NURSING II	60	10	195
PEDIATRIC NURSING	40		30
MATERNAL HEALTH NURSING	50		30
MENTAL HEALTH NURSING	50		80
TOTAL	560	60	930

Educational Program Objectives:

Upon completion of the program, the graduate practical nurse will demonstrate the following entry level competencies:

- Understands the importance of the school's nursing philosophy that caring comes before curing.

- Utilizes the nursing process effectively in provision of care and health promotion of individual clients and families experiencing multiple health states in acute and long term health care settings.
- Demonstrates satisfactory performance of psychomotor skills in caring for individual clients and families experiencing multiple health states in acute and long term health care settings.
- Utilizes critical thinking and problem solving skills to make decisions concerning nursing care of individual clients and families experiencing multiple health states in acute and long term health care settings.
- Apply critical thinking and the nursing process based on scientific and evidence-based nursing research to deliver care to client.
- Utilize a holistic framework in nursing care for patients of all ages.
- Demonstrates effective verbal and written communication with patients, families and healthcare team members.
- Displays knowledge of appropriate conflict management skills in order to resolve conflicts.
- Assists in development and implementation of a teaching plan for patients/clients and families in a variety of settings in order to assist them in maintaining their optimal level of wellness.
- Demonstrates values, attitudes, and personal qualities reflecting a commitment to respect, human dignity and individual rights.
- Performs all nursing functions within safe, legal and ethical parameters.
- Students will have education and knowledge necessary to pass NCLEX – PN Licensure Examination for the state of Pennsylvania.
- Students will satisfactorily complete their nursing education.
- Students will obtain the nursing education and skills to be effectively prepared for their role as healthcare providers.

Tuition and Fee:

Program Name	Tuition	Registration Fee
Practical Nurse Education	\$21,000	\$100
Other Expenses:		
Child Abuse Check.....	\$8.00	

Drug Test.....	\$40.00
Scrub Top.....	\$25.00 (approximately)
Malpractice Insurance.....	\$35.00 for 1 year
Text Books.....	\$250.00 (approximately)
Physical Exam and Immunization....	\$150.00 (approximately)

Cost included in tuition:

ATI Books & ATI Online program	\$440.00 (approximately)
Background Check.....	\$45.00
Comprehensive Predictor Test	\$55.00 each attempt (approximately)

Lab fee is included in the tuition.

After successful completion of the Program and PA State Board of Nursing’s requirements, there will be an additional fee for the National Council Licensure Examination (NCLEX). This fee must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the NCLEX.

Admission Requirements:

1. Applicant must complete the registration form.
2. Applicant is responsible for a \$100.00 registration fee. The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application. If the student leaves the program or decides not to attend for any reason, in order to return to the Practical Nurse Education Program, student will be charged \$100.00 registration fee to hold their place on the next class roster.
3. All applicants must pass Test of Essential Academic Skills (TEAS) test to be accepted in the Practical Nurse Education Program. Applicants are allowed one re-take of the exam if they did not pass the first time.
4. Upon passing the written entrance exam, the applicant must successfully meet the criterion during an interview with the Program Director/ Administrator.
5. Applicant must submit proof of a GED or high school equivalency.
6. Applicants are required to submit Federal, PA and NJ State, and PA State Child Abuse Registry clearance. In order to be accepted into the Practical Nurse Education Program, the prohibited offenses listed in act 169 of 1996 should be excluded. Admission into the program will be denied if applicant is on List of Excluded Individuals/Entities from state or federal health care programs.
7. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (along with all other requirements as stated above).

After meeting the admission criteria (1-7) the clinical requirements must be meet prior to clinical rotation:

8. Each student is required to submit documentation of a dental and physical exam which must be performed within one (1) year prior to admission to the Practical Nurse Program including a 2-Step PPD, urinalysis and complete blood count with a dentist/physician of their choice.

6. Applicant may submit documentation of a negative Two-Step Mantoux that is dated within one (1) year prior to admission. If the Two-Step Mantoux is documented as a positive result or history of a positive reaction, a negative chest x-ray less than five (5) years old must be submitted. Applicant is required to obtain the following immunizations or documents of prior immunization:

MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957.

TD (Tetanus and Diphtheria) – last dose must be within 10 years.

Hepatitis B – series of 3 immunizations followed by titers. *

Varicella – 2 doses are needed (if received after age 13) or history of Chicken Pox disease.

*If records of these immunizations cannot be obtained, blood titers are required to document immunity. If titer is negative, antibody is required.

9. Applicant will be required to submit to a urine drug screening test; they will be directed to a specific lab by the school. The result of this test must be negative in order for the student to be accepted into the Practical Nurse Education Program.

*If it is found that clinical site requires further testing or malpractice insurance, students will be required to submit to that prior to the start of clinical.

***If applicant does not pass the Entrance Test background check there is no reason to bear the expense of the dental and physical examination or drug screening test; therefore they may wait until after they obtain the result of the TEAS testing and background checks to have the physical/dental exams and drug screening if they so choose.**

10. All applicants must submit copy of current Basic Life Support (BLS) for the Professional certification card.

Additional Requirements upon admission to the Practical Nurse Education Program:

1. Purchase the required textbooks (must be current edition in order to be seated in the class)
2. Purchase health insurance (recommended)
3. Purchase malpractice insurance
4. Throughout the program students are required to take practice tests and proctored tests through Assessment Technology Institute (ATI) to prepare for NCLEX exam. The cost for this continuous support and online program is included in the tuition.
5. Purchase uniform

Attendance Requirements:

Student absence from scheduled nursing classes, laboratories or clinical are strongly discouraged. Attendance is recorded for each class.

Should the student miss 35 or more hours of class, laboratory or clinical during the Practical Nursing Education Program , the student must schedule a meeting with the appropriate faculty and/or the program director.

A determination will be made at the meeting as to whether the student has remedial needs or must be required to withdraw from the course. Absent hours which exceed this limit may result in required withdrawal.

Make Up Time Policy:

A maximum absent time of 35 hours is allotted during the course of the Program. Regular attendance is strongly encouraged.

Unusual and extenuating circumstances may occur during the course of the program. The faculty reserves the right to determine what constitutes unusual and extenuating circumstances. Make up time may be made available if the following conditions are met:

1. The student must demonstrate satisfactory progress in all theory and clinical components of the program. If the student needs to make up theory, lab, or clinical time, the student must first complete the necessary Make-up Time Form and have it signed by the instructor.
2. The student is required to pay for the clinical make-up time at a rate of \$38/ hour.
3. Rationale for the unusual or extenuating circumstances for absence must be submitted to the Program Director in writing along with a request for the make-up opportunity.
4. Make-up time will be scheduled by the Program Director according to availability of the instructor.
5. The student will be exempt from the cost of the make-up time if the scheduling is mutually beneficial. The Program Director reserves the right to determine what constitutes a mutually beneficial time, if there is a question.
6. Make-up time assignments will relate to program objectives.
7. The Program Director reserves the right to determine the type and location of all make-up experiences to ensure that course and program objectives are met.
8. Make up time at clinical agencies will need to be made up in no less than seven hour increments.

Level of Achievement:

1. Grading System:

a. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A = 90 – 100 %

B = 81 – 89 %

C = 75 – 80 %

F = less than 75 % (74.9 or below)

Grades are not rounded

b. All lab and clinical grading will be pass/fail grading using a clinical evaluation tool as well as the instructors professional assessment skills.

c. Students must pass the theoretical, lab and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program. All PN nursing semester have concurrent clinical time.

d. All classroom, clinical, and lab hours must be made in order to progress, to the next course.

2. Semester I – includes two courses:

a. Foundation of Nursing

b. Anatomy and Physiology

The student must score 75% in each of the semester I courses in order to progress to the next semester.

The student must reach Level 1 on the ATI Foundation of Nursing Proctored Test in order to progress to the second semester.

Students are required to retake the Proctored Assessments two times to achieve a Level 1 (3 attempts total).

If a student passes Anatomy and Physiology with a 75 %, the course does not have to be repeated even if the student does not pass Foundation of Nursing. If the student does not pass Foundation of Nursing with a 75 % and a Level 1 on proctored exam, but passes Anatomy and Physiology, only Foundation of Nursing must be repeated before student moves into Semester II.

Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses.

3. Semester II – includes three courses:

a. Math and Medication Administration

- b. Adult Health Nursing I
- c. Pharmacology

The student must score 75% in the Math and Medication Administration course in order to progress to the next course, which is Adult Health Nursing I.

The student will earn one grade for completing Adult Health Nursing I and Pharmacology combined; the student must score 75% or above for this combined grade in order to progress to Semester III.

If one of these courses is failed, both courses in Semester II must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses.

4. Semester III – includes four courses:

- a. Adult Health Nursing II
- b. Mental Health Nursing
- c. Maternal Health Nursing
- d. Pediatric Nursing

The student must score 75% or above in the Adult Health Nursing II course in order to progress to the next courses, which is Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student must reach Level 1 on the ATI Med/Surg Proctored Test in order to progress to the next courses, which is Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student will earn one grade for completing Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing combined; the student must score 75% or above for this combined grade in order to graduate.

If one of these courses is failed, all courses in Semester III must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat Semester III.

Tuition and Financial Assistance Policy:

1. Total Cost for Practical Nurse Education Program is \$21,000.
2. Students may apply for a private loan through a financial institution of their choice.
3. Falcon Institute of Health and Science is offering student loans to qualified applicants.

4. Individualized Tuition Payment plans can be made through an agreement with the Falcon Institute of Health and Science's Business Office.
5. For students who receive Financial Aid Awards, the tuition balance must be paid per each student's individualized payment plan agreement.
6. The first tuition payment is due before the first day of class.
7. All students are eligible for \$2000 tuition assistance through school.
8. Students can pay tuition in full prior to the start of class.
9. Financial Aid Options

PA Career Link

- i. Please visit www.pacareerlink.state.pa.us for more information.

Public Assistance

Veterans Education Benefits

Graduation Requirements:

1. Achieve a minimum of 75% exam average in all theory courses
2. Satisfactorily meet all ATI testing and remediation requirements
3. Satisfactorily meet all program requirements
4. Satisfactorily meet all clinical objectives
5. Pay all graduation fees and outstanding debts
6. Complete 1,550 program hours
- 7.

Credential Awarded at Graduation:

Upon graduation, students will be given a diploma.

Licensure Requirements:

1. The following are requirements for each student in order to be eligible to take the licensing examination provided by the National Council for State Boards of Nursing (NCLEX):

A. The student must have completed the prescribed curriculum, successfully completing all required courses with a final grade point average of at least 2.00.

B. The student must have the recommendation of the faculty.

C. Financial obligations must be met.

*There are fees associated with both the test administration and license acquisition. Additional information concerning this procedure will be provided to the students at the appropriate time within the program.

2. A person convicted of any felonious act, as described below, may be prohibited from licensure by the Board of Nursing.

A. Any student who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 223, No. 64) known as “The Controlled Substance, Drug, Device, and Cosmetic Act”

B. Any student who has been convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1). at least ten years have elapsed from the date of the conviction;

2). the applicant satisfactorily demonstrates significant progress in personal rehabilitation since the conviction to the PA Board of Nursing such that licensure should not create a substantial risk of further violations; and the applicant otherwise satisfies the qualifications contained in this act at the time of application for licensure.

* Students who have known convictions must meet with the Program Director prior to the start of the program to discuss the possibilities of completing a nursing education program and achieving licensure.

* The State Board of Nursing in Pennsylvania requires the applicant to report any misdemeanor or illegal act associated with alcohol or substance abuse.

3. For senior- level students the transcript and Nursing Education Verification (NEV) form will be withheld until all program requirements are met.

Nurse Aide Training Program (NA 013):

Program Description:

The Falcon Institute of Health and Science Nurse Aide Training Program will prepare students to become entry-level Nurse Aides by achieving a level of knowledge, skills, and abilities essential to provide quality care and safety to the residents of long term care facilities/nursing homes and home health care as set forth by the profession of nursing and regulated by the Commonwealth of Pennsylvania. The Nurse Aide Training Program is a 120-hour intense training opportunity for those who wish to become Certified Nurse Aides. The program will take 18 days to complete.

Units of Study:

Role and Function

Communication Skills
 Infection Control
 Safety/Emergency
 Client's Rights
 Client's Independence
 Nutrition
 Identify and Report Conditions of Body Systems
 Client's Environment
 Personal Care Skills
 Restorative Care
 Behavioral Health and Social Services Needs
 Care of Cognitively Impaired Clients

Educational Program Objectives:

1. Understand the role and organization of health care facilities and interdisciplinary health care items.
2. Identify the role and responsibilities of the Registered Nurse, Licensed Practical Nurse and Nurse Aide within the health care system.
3. Understand theoretical knowledge necessary in providing basic health care services.
4. Demonstrate the ability to perform clinical skills essential in providing basic health care services.
5. Communicate accurately & appropriately in the role of Nurse Aide.
6. Demonstrate professional & personal qualities and characteristics of a Nurse Aide.
7. Demonstrate the ability to function as a Nurse Aide under the supervision of Registered Nurse or Licensed Practical Nurse.

Tuition and Fee:

Program Name	Tuition	Registration Fee
Nurse Aide Training Program	\$798.00	\$25.00

The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application.

Other Expenses:

Physical exam prior to start of program	\$ 50.00 approximately
TB Test	\$15.00 approximately
Background check	\$ 10.00 approximately
Drug Test	\$40.00 approximately

Lab supplies and text book will be included in tuition.

*State Competency Exam Fee after successful completion of the program will be the student's responsibility.

*After successful completion of the Nurse Aide Training Program, there will be an additional fee for the State Competency Exam provided by the Pearson Vue. This fee is in addition to the initial Nurse Aide Training Program tuition and must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the State Competency Examination.

Admission Requirements for the Nurse Aide Training Program:

1. Applicant must complete the registration form and pay \$25.00 registration fee.
2. Applicant must obtain a physical exam prior to registering for the Nurse Aide Training Program. The physical exam form must be signed by a physician or certified registered nurse practitioner, or physician's assistant. The physical exam form must include the following information:
 - b. be dated within one year of admission to the program
 - c. include affirmation that the student is free of communicable diseases
 - d. include documentation of a negative 2-step Mantoux or negative Quantiferon TB Gold test. A negative chest x-ray must be submitted if a student's test results are positive. The chest x-ray may not be older than five years.
 - e. must include verification of eligibility to perform the duties of the nurse aide; (the occupational responsibilities of the candidate may involve having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.)
3. Applicant will be required to submit to a urine drug screening test after initial application to the program; they will be directed to a specific lab by the school representative. The result of this test must be negative in order for the student to be accepted into the Nurse Aide Training Program.
4. Each candidate needs an understanding of basic math, and reading/ writing skills in English. All applicants are required to take an entrance test. Minimum score required to be accepted in the Nurse Aide Training Program is **eighth grade level in each subject** on TABE D test, (Reading, and Language).
EXCEPTION to this requirement: Any student who successfully completed an interview and was hired by a long term care facility, who has a contract with Falcon Institute of Health and Science to train their employees, will not be required to take TABE D test if that facility is paying for their program.
5. All applicants must complete the Verification of Pennsylvania Residency Form. The Verification of PA Residency form must be thoroughly and accurately completed prior to the start of the class.
6. All Applicant must sign the Attestation of Compliance with Act 14. The applicant must also check the box stating they have not been convicted of any prohibitive offenses, which is toward the bottom of the Verification of PA Residency form.

7. Applicants who have resided in Pennsylvania for the last two years must submit a Pennsylvania State Police Criminal History Record Information report. In order to be accepted in the program Criminal History Record Information must be free of prohibitive offenses as mentioned in Nurse Aide Resident Abuse Prevention Training Act 14.

8. Applicants who have resided in PA for less than two (2) full years prior to the date of application or who reside in state other than PA must complete and submit an FBI clearance report before registering for the program.

9. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (green card) at the time of registration.

Attendance Policy:

- All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.
- In compliance with Regulation Section §483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours in instruction in the five content areas as listed below before any resident contact. The five content areas are as follows:
 1. Communication and interpersonal skills
 2. Infection control
 3. Safety/emergency procedures, including abdominal thrust
 4. Promotion of resident's independence
 5. Respecting resident's rights
- Therefore, if student is tardy or absent on a day when the 5 content areas (above) are taught, student may be asked to re-enroll in a future class unless make-up time is completed prior to any resident contact. The program director will determine if the student will be permitted to complete the make-up time for an excused absence or if they will be required to attend a future class. (The circumstances that are considered excused are explained in the make-up time policy.)
- Attendance will be documented on a daily basis and reflect the number of classroom/lab/clinical hours, class for class, lab for lab, and clinical for clinical time.
- Any class or clinical time that is missed **MUST** be made up within the time frame which is specified in the make-up time policy. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time. Student will not be permitted to perform any objectives or tasks in the clinical environment for which they have not first been deemed competent.
- The accepted method of reporting absences is that the student must telephone the instructor prior to the start of the class via the telephone number that is provided to them on the first day of orientation.

Make - up Time Policy:

- All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.

- Make up time is permitted only to students with excused absences, and make up time is limited to a maximum of one day.
- An excused absence will be approved only when acceptable documentation below is provided:
 - Court order
 - Physician’s note only for the student, only for emergency/illness, (not for a family member)
 - Documentation of Death of family member
- Any class, lab or clinical time that is missed must be made up. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time.
- Any excused absence that occurs within the first eight days, must be made up prior to the start of the clinical; make-up time is approved at the discretion of the program director based on availability of an additional instructor. If no instructor is available, the student will be advised to re-enroll in another class.
- Homework assignments will not substitute for missed theory, lab or clinical time.

Tuition Policy:

Students are responsible for the full tuition at the time of registration; the program must be paid in full before training begins.

*The return of a check issued to the Falcon Institute of Health and Science will result in a \$15.00 returned check fee being placed on the account of the student.

Level of Achievement Policy:

Grading System:

There is a consistent grading policy for all the tests/quizzes during the Nurse’s Aide Training Program.

I. The final grade point average must total 80% or above in order to pass the theory portion of the program. The grading scale for theory quizzes and final exam is:

90-100	A
80-89	B
Below 80	F

- All numerical grades will be recorded to two (2) decimal places.
- At the end of the program, the final grade will be calculated to two decimal places and rounded mathematically as follows:
 - Less than 0.50 – Round down to next whole number -- “89.49” would be rounded to “89”
 - 0.50 or greater – Round up to next whole number -- “90.95” would be rounded to “91”

II. All lab grading will be Satisfactory/Unsatisfactory and all clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool.

Performance Level:

1. Requirements for successful completion of the Nurse's Aide Training Program are as follows:

A. Theory

1. Required final cumulative average of 80 % which includes:
 - a. 8 Quizzes
 - b. 1 Final Exam
2. A student with a final cumulative average grade of less than 80% will be afforded one opportunity to re-test the quiz or final exam on which they scored the lowest.
3. Final exam will account for 20% percent of the final theory grade.

B. Lab

- Each student will complete all 50 Procedure Evaluation checklists. Each procedure must be satisfactorily demonstrated before it is performed on a resident.
- Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Instructor will document satisfactory or unsatisfactory on the procedure checklist.
- Satisfactory level of achievement is attained if no more than 2 **noncritical** steps are missed. Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement.
- Missing a critical step will result in a failure of the procedure

C. Clinical

- Clinical assignments will require the satisfactory demonstration of performance objectives.
- The following areas must be satisfactorily demonstrated and evaluated on a daily basis
Infection Control
Resident Care
Safety
Communication
Resident Rights
Professional Conduct
- Instructor will maintain anecdotal notes to support progress, incidents and a satisfactory level of achievement.
- A satisfactory rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions

Unsatisfactory performance is defined as:

- frequent or major infractions
- frequent cueing
- unsafe or incorrect demonstration
- violation of resident's right's
-

A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy. A minor infraction is defined as no actual harm with the potential for minimal harm

The clinical evaluation tool that will be used is on the following scale:

3-4 Unsatisfactory

5-6 Satisfactory

7-8 Above Satisfactory

All clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool. **Students must satisfactorily demonstrate all of the required 50 skills/procedures during the clinical portion of the program.**

2. If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

3. After successful completion of the required 120 hours of theory, lab and clinical studies, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

Graduation Requirements:

Successful completion of the required 120 hours of theory, lab and clinical.

Credential Awarded at Graduation:

Upon graduation, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

Academic Standards:

1. To successfully complete the program, the student must fulfill the following requirements:

a. Theory ~ Students must achieve a minimum of 75% average for the Practical Nurse Education program and minimum of 80% average for the Nurse Aide Training Program.

b. Lab ~ The student must satisfactorily demonstrate all the required skills and procedures.

c. Clinical ~ The student must satisfactorily demonstrate all of the required skills/procedures during the clinical portion of the program.

2. If a student demonstrates unsatisfactory progress in any component, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

Standards of Conduct:

Falcon Institute of Health and Science's students are encouraged to maintain positive attitudes and a willingness to learn.

Professional and safe behavior is expected of all students at all times. All students must abide by the school's dress code for the clinical setting:

Dress code for clinical setting:

-Students are required to wear the Falcon Institute scrub top, white scrub pants, and non-skid sneakers or shoes every day.

-Students are required to wear a wrist watch with a second hand.

- Jewelry: no dangling earrings, excessive chains, or bracelets are permitted. No rings except wedding band are permitted.

- Body jewelry: no facial or tongue jewelry is permitted.

- Body art: tattoos must be covered at all times.
- Fingernails: must be clean and cut to a moderate length; artificial nails are not permitted.
- Hair: must be styled above the collar (cut short or pulled up in a hairstyling device).

No cell phones are to be used or turned on during theory, labs or clinical. Use of cell phones is permitted only during break times.

Sleeping in class will not be tolerated. If a student is found sleeping in class, he or she will be asked to clock out for the remainder of the day. It will be the student's responsibility to schedule the make- up time.

Confidentiality with resident information must be maintained at all times. This is in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations.

Evidence of behavior related to drug or alcohol use will be cause for immediate dismissal from the program. Refund will be issued from the last date of attendance.

Academic Integrity:

Academic honesty is expected student behavior. Students shall practice academic integrity and are expected to do their own work. Students may not engage in the following practices:

1. represent someone else's work or ideas as their own without citation (plagiarism)
2. utilize inappropriate or prohibited aids for an examination or graded assignment including but not limited to others answers, notes, phone or other electronic devices, test files, etc.
3. obtain inappropriate or prohibited materials before an examination or graded assignment including but not limited to test questions, test answers, instructor files, etc. (cheating)

Students who engage in the above practices will be subject to disciplinary action. The penalty for a first offense may include failure of the assignment. A second offense may result in the student being terminated from the program, and a refund will be issued from the last date of attendance.

Tardiness:

All students are expected to arrive in class, lab and clinical at or before the scheduled time.

Re- Admission Policy:

When progression is interrupted for any reason, the student may request to be re-admitted. The student shall be considered for readmission after having met the following requirements:

1. Student must submit a letter of intent to return to the Program Director including a Registration Fee to the Falcon Institute of Health and Science.

2. Student must complete admission requirements.
3. All outstanding school financial obligations must be met.
4. Student who were previously dismissed from the program related to student code of conduct violations must show proof of their rehabilitative efforts. Final approval will be made by the Program Director.

The following criteria must also be met:

1. Students readmitted must complete program hours.
2. Students readmitted who had partially completed any course must repeat the entire course after readmittance.

Job Placement Services:

The school will provide job placement services to the students. Placement services consist of resume workshops, posting of job openings and interview skill workshops.

THE SCHOOL DOES NOT GUARANTEE JOB PLACEMENT, however, the school will provide services and support to assist students in obtaining employment.

Student Grievance Policy:

The Falcon Institute of Health and Science is committed to providing the highest level of satisfaction possible to all students. It is highly recommended that students should first bring their complaint to the school via the process below. Students may however choose to submit their complaints to the State Board of private Licensed Schools, Pennsylvania Department of Education, and/or the Commission of the Council on Occupational Education (see address below).

The 3 step Grievance procedure is developed in order to provide a process for any student to express a grievance, complaint, or dissatisfaction.

Step One – Student should submit the initial grievance to the primary instructor. The Primary instructor will review and respond to the grievance within three days.

Step Two - If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the Program Director within 72 hours.

Step Three - If the decision rendered by the Program Director is not satisfactory to the student, the student may appeal to the School President within 48 hours. Within 72 hours the President will make a final decision regarding this issue. The decision of the President will be final.

Falcon Institute of Health and Science is licensed by the Pennsylvania Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg,

Pennsylvania 17126-0333. Falcon Institute of Health and Science is Accredited by the Commission of the Council on Occupational Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.\

Student Services:

Falcon Institute of Health and Science offers services to all students including tutoring, career building assistance, job placement assistance and student counseling services.

Sexual Violence Education Policy:

The Falcon Institute of Health and Science is committed to supporting PA Act 104 legislation. Education will be provided to each student regarding:

- A discussion of sexual violence
- A discussion of consent, including an explanation that the victim is not at fault
- A discussion of drug and alcohol-facilitated sexual violence
- Information relating to risk education and personal protection.
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to school authorities and local law enforcement. (Please refer to the student handbook regarding sexual violence reporting policy.)
- The possibility of pregnancy and transmission of sexual diseases.
- Introduction of members of the educational community from:
 - Local law enforcement
 - Women's Center and Rape Crisis Center
 - School Counseling Services
- A promise of discretion and dignity.
- A promise of confidentiality for victims of sexual assault

Materials that will be used to provide this education are as follows:

- Sexual Assault is a Serious Crime Brochure

This dual language brochure (one side in English, Spanish on reverse) defines sexual violence, it address who is at risk for sexual victimization, the emotions that may be experienced, offer advice on how to get help and also provides information how others can offer support.

- Gonna Make it Music Video (DVD)

This 4-minute rap video addresses incest and drug-facilitated sexual assault. It sends an important prevention message to which it is easy to relate

- Risk Reduction Brochure

Written for teens and adults, it offers tips for reducing one's risk of being victimized. It also explains sexual violence cannot be prevented and it is not the victim's fault.

Transfer Policy:

Transfer of students between programs within the institution:

After successful completion of Semester 1 in the Practical Nursing Education program students are eligible to apply for the State Competency Test for the Nurse Aide Training Program.

Transfer of students from other institutions:

Practical Nursing Education Program:

All applicants must successfully complete all admission requirements, including the pre-entrance testing and be accepted into the program prior to being considered for the transfer.

Applicants who may apply for transfer are: - previous students in prior State Board-approved Practical Nursing, diploma, associate degree, and baccalaureate programs who have successfully completed congruent course work.

Nurse Aide Training Program:

Credits earned within the institute or at another institution will be considered for transfer and granted when appropriate.

Transfer of credit earned at another institutes:

Practical Nursing Education Program:

1. Applicants may receive advanced placement by completing a transition course which includes taking challenge exams for selected courses in Semester 1 and II.
2. All challenge exams require a minimum score of 75% (C) to exempt the course. Clinical competencies related to the course must be satisfactorily met.
3. Transcripts and course descriptions from previously completed courses must be submitted for faculty review prior to applicant taking challenge tests. All courses must be comparable to those being challenged and must have been completed successfully within two years prior to admission. A minimum grade of C (75%) must have been attained. The faculty reserves the right to consider extenuating circumstances.
4. Credit for clinical experience will be granted only to those students who have successfully completed comparable clinical studies at a nursing level. References from previous nursing instructors / supervisors shall be required as well as official transcripts in order for faculty to determine eligibility.

5. Advanced placement beyond Semester II shall be at the discretion of the Program Director of the Practical Nursing Program , following examination of all required documentation.

8. Applicants will be required to meet all graduation requirements.

Nurse Aide Training Program:

Credits earned within the institute or at another institution will be considered for transfer and granted when appropriate.

Termination / Dismissal:

Students must always display the highest regard for safety, patient confidentiality, and respect for their instructor. Regardless of the student's grades, behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the instructor's direction may result in immediate dismissal from the program. The student may not be eligible for readmission. Cheating at any time will not be tolerated and can result in the student being terminated from the program. Evidence of behavior related to drug or alcohol use will be cause for immediate dismissal from the program. The refunds will be issued from the last date of attendance.

Refund Policy:

Refund for Classes Canceled by the Institute:

- a. If tuition and fees are collected in advance of the start of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- b. The institution makes these refunds within 30 days of the planned start date.

Refunds for Students Who Withdrew On or Before the First Day of Class:

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.
- b. Appropriate refunds for a student who does not begin classes are made within 30 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly- scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal After Class Commences:

1. Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

- i. During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
- ii. After the first 10% of the period of financial obligation and until the end of the first 25 % of the period of obligation, the institution refunds at least 50 % of the tuition.
- iii. After the first 25% of the period of financial obligation and until the end of the first 50 % of the period of the obligation, the institution refunds at least 25 % of the tuition; and
- iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

2. Refund Policy for Programs Obligating Students for Period Beyond Twelve Months

- i. For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.
- ii. The calculation of the refund for the unused portion of the first 12 months is based on
 - i. During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
 - ii. After the first 10% of the period of financial obligation and until the end of the first 25 % of the period of obligation, the institution refunds at least 50 % of the tuition.
 - iii. After the first 25% of the period of financial obligation and until the end of the first 50 % of the period of the obligation, the institution refunds at least 25 % of the tuition; and
 - iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

If a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded on a prorated basis.

Registration Fee Cancellation Policy:

The application or registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement or 5 calendar days after submitting the application, if no classes have been attended, lessons completed or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation, where required.

Period of Refund:

Refunds will be made within 30-calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

Termination Date:

The termination date for refund computation purposes is the last date of recorded attendance of the student.

Nondiscrimination Policy:

~ Falcon Institute of Health and Science is committed to providing equal education and employment opportunities without discrimination or harassment of any nature. The goal is to provide equal education and employment opportunities encompassing persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, and disability in accordance with the Americans with Disabilities Act (ADA). ~

1. The Falcon Institute will not tolerate discrimination by any student. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the Institute. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the Institute, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the Institute.
2. The Institute will not tolerate any behavior by staff or students which constitutes sexual harassment of any person.
3. If a student feels that his / her rights under the aforementioned laws and regulations have been violated, or to address issues concerning equal opportunities, they may contact the Program Director.

Americans With Disabilities (ADA) Policy:

Falcon Institute of Health and Science is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disability Act of 1992.

Although facility is fully accessible to physically handicapped persons, the Falcon Institute of Health and Science will take necessary actions to ensure that no qualified person is denied the benefits of, excluded from participation in, or use of any programs or activities provided by the school.

Students must provide appropriate documentation of the disability, which should include appropriate diagnostic testing and a recommendation form prepared by qualified personnel outside of Falcon Institute of Health and Science. “Reasonable accommodations” will be determined by school staff in consultation with the student, faculty and/or staff member. Accommodations are not retroactive.

Examples of accommodations include, but are not limited to, restructuring or altering clinical experiences, giving supplementary learning materials, extended test time, testing environment with minimal distractions, note-taking services, assessment referral, registration assistance and accessibility.

Accommodations are designed to equalize opportunities for students with disabilities, not to lower academic standards or to alter the essential nature of the program requirements. To that end, accommodations at Falcon Institute of Health and Science do not include the following:

- Reduced standards of academic performance
- Evaluation or diagnostic testing of learning disabilities
- Separate or special tutorial programs for students with disabilities
- Waivers of completion of clinical hours

Falcon Institute of Health and Science will meet federal standards of accessibility by reassignment of classes and clinical sites or other services to accessible locations, or through alterations or new construction. Structural changes to existing facilities will not be required where other methods are sufficient to comply with the federal standards as published. Students seeking accommodations should contact ADA Compliance Officer at the school (610-253-2527).

Falcon Institute of Health and Science does not offer any Avocational course/program.

Warning / Probation:

1. When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a verbal or a written warning which will be documented on the Advisory form.
2. If the student is placed on probation, a written notification will be given to the student. VA will be notified if a student is on probation longer than two semesters.
3. Maximum length of probationary period is 18 days for the Nurse Aide Training Program and 12 months for the Practical Nurse Education Program months.
4. The faculty and/or Director reserves the right to place a student on immediate probation.
5. Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

Leave of Absence:

1. A leave of absence for a period of up to one academic year may be granted when circumstances necessitate the interruption of academic work in the Practical Nurse Education Program.
2. A leave of absence does not automatically change the time limit (2 years) for completion of the Practical Nurse Education Program.
3. Students who are on leave for more than one year in total may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military.

Disciplinary Action and Dismissal Policy:

The following guidelines will be instituted by the faculty to discipline and/or counsel students:

Category I - verbal warning

Dress code violation

Disruptive classroom behavior

Violation of cell phone policy

Late to class without acceptable documentation

Parking violation

Category II— written warning/probation

Left early without signing out

Abuse of equipment and supplies

Failure to demonstrate satisfactory attendance

Swearing/Offensive language

Smoking or possession of tobacco

Yelling, slamming doors, outbursts, etc.

Inappropriate gestures

Insubordination

Negligence (seriousness of the infraction may result in dismissal)

Unsafe Patient care delivery (seriousness of the infraction may result in dismissal)

Cheating/copying work

Lying

- When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a warning which will be documented on the Advisory form.
- If the student is placed on probation, a written notification will be given to the student.
- Maximum length of probationary period is 12 months.
- The faculty and/or Director reserves the right to place a student on immediate probation.
- Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

Category III - Dismissal

Any repeated occurrence of Category II

Two or more Category II offenses

Arrest by government law enforcement agencies

Assault of another student

Assault of any school personnel

Bullying/cyber bullying

Drug related activity

Ethnic/Racial intimidation or harassment

Violation of patient confidentiality

Failure to disclose an arrest
Falsification of records
Fighting
Forgery
Lewd behavior
Positive drug test
Possession of a weapon
Possession of a controlled substance
Possession of drug paraphernalia
Theft
Under the influence of a controlled substance or alcohol
Verbal threats to anyone
Physical threats to anyone

This list is not all inclusive. The faculty reserves the right to discipline students based on the severity of the action. Students must always display the highest regard for safety, patient confidentiality, and respect for their instructor. **Regardless of the student's grades, behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the instructor's direction may result in immediate dismissal from the program.** The student may not be eligible for readmission. The refunds will be issued from the last date of attendance.

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Full Time Faculty and Support Staff:

Preet Chahal
President

ADN Northampton Community College, Bethlehem, PA

BSN Regis University, Denver, CO

MSN Regis University, Denver, CO

Kassidy Lax

Director Practical Nursing Education Program

Director Nurse Aide Training Program

BSN Cedar Crest College, Allentown, PA

MSN Waden University, Minneapolis, MN

Karissa Ann Mitch

Nursing Instructor

BSN Cedar Crest College, Allentown, PA

Candice Urffer

Nursing Instructor

BSN DeSales University, Center Valley, PA

Kim Cestaro

Admissions Coordinator

PN Warren Technical School, Washington, NJ

Janet Zapata

Student Services

BA in progress DeSales University, Center Valley, PA

Adjunct Faculty:

Diane Gosselin

Nursing Instructor

BSN Duquesne University, Pittsburg, PA

MSN University of Arizona, Tucson, AZ

Navjot Padda

Nursing Instructor

Nurse Aide Training Instructor

BSN Cedar Crest College, Allentown, PA

Sally Hull

Nursing/ Nurse Aide Instructor

ADN Regents College, Albany, NY

BSN Excelsior College, Albany, NY

MSN University of Phoenix, Phoenix, AZ

Darney Kezengwa

Nursing Instructor

BSN Cedar Crest College, Allentown, PA

Deborah McGill

Nursing Instructor
ADN County College of Morris, Morris, NJ
BSN East Stroudsburg University, Stroudsburg, PA

Brittany Bernard
Nurse Aide Instructor
PN Princeton Information Technology Center, Glenside, PA

Nadine Bidwell
Nurse Aide Instructor
PN Northampton Community College, Bethlehem, PA

Rupinderjit Kaur
Nurse Aide Instructor
PN Falcon Institute of Health and Science, Bethlehem, PA
BSN Swami Vivek Nand, IND.

Rose Sutkins
Nurse Aide Instructor
ADN Northampton Community College, Bethlehem, PA
BS University of Francis, Joliet, IL

Beverly Griffith
Nursing Instructor
RN St. Luke's School of Nursing, Bethlehem, PA
BSN East Stroudsburg University, East Stroudsburg, PA

Dorris Lynn Knauer
Nurse Aide Instructor
PN PA School of Technocolgy, Williamsport, PA
AS Reading Community College, Reading, PA
BS Saint Leo University, Saint Leo, FL

Leah Walia
Nurse Aide Instructor
PN Lancaster County Career and Technology Center, Willow St, PA

School Calendar:

The Falcon Institute of Health and Science will conduct Nurse Aide Training Program at least two times and Practical Nurse Education Program two times per year. Falcon Institute of Health and Science observes holidays on the following days:

New Year's Day

Martin Luther King's Birthday

Memorial Day

July 4

Labor Day

Thanksgiving

Christmas Day

If classes must be cancelled due to inclement weather or other emergencies, cancellation will be announced on 69 news channel. Any time missed for emergency cancellations must be made up as scheduled with the instructor.

Academic Calendar – Practical Nurse Education Program

August 2018 to August 2019

August 20, 2018 – Orientation

August 22, 2018 – First Semester Start Date

November 22, 2018 – Thanksgiving/Holiday

November 23, 2018 – Thanksgiving/Holiday

December 18, 2018 – ATI Proctored

December 19, 2018 – Last Day First Semester

December 25, 2018 – Christmas/Holiday

January 1, 2019 – New Years Day/Holiday

January 3, 2019 – Second Semester Start Date

January 21, 2019 – Martin Luther King Day/Holiday

January 23, 2019 – First Day Adult Health Nursing 1
January 24, 2019 - Adult Health Nursing 1 Clinical Orientation
February 18, 2019 – President’s Day/Holiday
April 3, 2019 – Third Semester Start Date
May 27, 2019 – Memorial Day/Holiday
June 3, 2019 – Med/Surg Proctored
August 5, 2019 – ATI Comprehensive Review
August 7, 2019 – ATI Comprehensive Review
August 9, 2019 – AIT Comprehensive Proctored
August 12, 2019 – Career Day
August 14, 2019 – ATI Comprehensive Retake 1
August 16, 2019 – ATI Comprehensive Retake 2
August 16, 2019 – Last Day of Class

All dates are subject to change at the discretion of the school.

Academic Calendar Practical Nurse Education Program

January 2018 to January 2019

January 10, 2018 – Orientation
January 16, 2018 – First Semester Start Date
February 19, 2018 – President’s Day/Holiday
May 21, 2018 – Second Semester Start Date
May 28, 2018 – Memorial Day/Holiday
July 4, 2018 – Independence Day/Holiday
August 21, 2018 – Third Semester Start Date
September 3, 2018 – Labor Day/Holiday
November 22, 2018 – Thanksgiving/Holiday
November 23, 2018 – Thanksgiving/Holiday

December 17, 2018 – ATI Review

December 17, 2018 – Career Day

December 18, 2018 – ATI Comprehensive Proctored

December 19, 2018 – ATI Comprehensive Review

December 20, 2018 – ATI Retake 1

December 21, 2018 – ATI Retake 2

December 21, 2018 – Last Day of Class

All dates are subject to change at the discretion of the school.