

# Renaissance Health Institute

## **INSTITUTIONAL CATALOG 2018**

Volume 1

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## **Institutional Mission**

The mission of RENAISSANCE HEALTH INSTITUTE consists of compassion, perseverance, and professionalism at an unprecedented standard. This institution shall provide high-quality education to students and enhance the delivery of care to the community they serve in a compassionate manner. Renaissance Health Institute will provide access to training for students who desire to earn a credential that will lead to a career pathway in healthcare.

## **Our Vision**

Our vision is to offer quality educational programming in healthcare careers that will build personal economies, providing excellent training to individuals. We intend to raise the bar on routine teaching skills and generate extraordinary professionals that exemplify versatile healthcare practice; offering quality care and promoting a healing environment for positive patient outcomes.

## **History**

RENAISSANCE HEALTH INSTITUTE was founded in 2017 in the state of Florida for the purposes of organizing an academic institution that focuses on healthcare career-based education. Noldy Jean-Louis started her vision by offering NCLEX tutoring to graduates of programs throughout South Florida. Finding that her teachings were helping her clients pass the NCLEX on their first attempt, she was inspired to open an institution offering nursing programs in Florida, infusing her strategies into educational programming and curricula that succeed in the development of nurses.

## **Governing Board - Ownership**

NCLEX SOLUTION, LLC d/b/a/ Renaissance Health Institute is a Florida Corporation owned by Noldy Jean-Louis.

## **Facilities**

RENAISSANCE HEALTH INSTITUTE is located in the heart of Lake Worth, Florida. The home office possesses a Student Services Center, reception area, two classrooms and a nursing skills lab, as well as administrative offices in 1,500 square feet of space. In the space, the general operations of RENAISSANCE HEALTH INSTITUTE are planned and implemented utilizing a classroom as well as web-based learning system which is housed and backed up on its web-based server.

## **Regulatory Approvals**

RENAISSANCE HEALTH INSTITUTE is licensed by the Commission for Independent Education, Florida Department of Education, license #6042. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.

# Institutional Policies & Procedures

## Program Offerings

RENAISSANCE HEALTH INSTITUTE offers nursing and healthcare programming at the diploma and associate of science degree levels. The programs offered are intended to lead to careers. Review the educational curricula section of the catalog for more information on the programs of study. All of the career areas are appropriate in level for students to be able to obtain opportunities in entry-level careers where applicable. The programs offered at RENAISSANCE HEALTH INSTITUTE are as follows:

- Nursing (AS)
- Practical Nursing (Diploma)
- Home Health Aide (Diploma)

These careers are geared toward quality healthcare practices, and address the ethics involved in all areas studied.

## Definition of Credit

The credit system utilized at RENAISSANCE HEALTH INSTITUTE is the semester credit for degree granting programs, and clock hours for diploma granting programs. A semester is defined as 16 weeks. Each semester is followed by a one-week recess. An academic year is defined as two semesters or 40 weeks including breaks.

The credit hour unit is defined as 45 hours of student work for one semester credit for degree granting programs. The student work is either (a) a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects or (b) Planned learning experiences equivalent to the learning and preparation described in (a), such as a lab, or extern experience, as determined by duly qualified instructors responsible for evaluating learning outcomes for the award of credits.

The contact/clock hour is defined as 50 minutes of educational instruction and 10 minutes of recess for diploma granting programs.

## Transfer of Credit

RENAISSANCE HEALTH INSTITUTE will consider credits from other institutions. To

be considered, a minimum grade of “C” must have been earned and the course must be comparable to a RENAISSANCE HEALTH INSTITUTE course. Any student who seeks to have credits considered must have transcripts delivered to the office of the Program Director for evaluation. The team will evaluate the transcript, at no cost, and make a written determination regarding any credits that may be considered for transfer. This determination will be made within seven calendar days of receipt of the transcript. At least 25 percent of the credits required for completion of the AS program must be earned through RENAISSANCE HEALTH INSTITUTE.

RENAISSANCE HEALTH INSTITUTE will consider the value of credit against its own courses to ensure an appropriate credit award.

Students attending RENAISSANCE HEALTH INSTITUTE will earn semester credits for degree granting programs and clock hours for diploma granting programs. However, if they choose to transfer credits to another institution, the award of credit is determined solely by the receiving institution. In either case there is no guarantee that credit will be transferred.

Students who present evidence of successful completion of relevant CLEP, COLLEGE NETWORK or DANTES testing in specific subject matters pertaining to general studies may be granted credit as recommended by ACE (American Council on Education).

## **Entrance Requirements**

### **Diploma Programs**

#### **Practical Nursing**

- An applicant for admission must be 18 years of age, (17 years with parental consent, or emancipated), and a United States citizen, or eligible non-citizen. Students must provide evidence of completion of U.S. high school diploma or GED (General Equivalency Diploma). If received from a foreign nation the applicant must present a translated foreign high school diploma.
- Applicants must sit for an interview with the Director of Nursing.
- Complete an Application for Admissions
- Achieve proficiency level 2 or higher on the TEAS examination.
- Must show evidence of residency
- Complete a health evaluation and drug test/background screening.
- Complete a FDLE background check
- Proof of vaccinations and a Negative TB test result.

#### **Home Health Aide**

An applicant for admission must be 18 years of age and a United States citizen, or eligible non-citizen. Students must present proof of a U.S. high school diploma or GED, or translated foreign high school diploma. Students without a high school diploma, GED, or translated foreign high school diploma must be beyond the age of compulsory school attendance.

A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student's ability to gain employment in the field of training.

### **Hepatitis B Immunization Waiver**

Students that do not have documentation of a Hepatitis B vaccination are required to sign a Waiver that states that he/she has made a voluntary decision not to be immunized against the Hepatitis B Virus. In making this decision, the student accepts full responsibility for that decision and understands that OSHA federal regulations require only healthcare facilities to make the Hepatitis B vaccination available to their own employees. Therefore, a student is not a school employee and understands that charges may not be filed against the school if he/she is exposed to the Hepatitis B virus while attending classes at the institution.

### **Associate of Science Program**

- An applicant for admission must be 18 years of age, (17 years with parental consent, or emancipated), and a United States citizen, or eligible non-citizen. Students must provide evidence of completion of U.S. high school diploma or GED (General Equivalency Diploma). If received from a foreign nation the applicant must present a translated foreign high school diploma.
- Conduct an in-person interview with the Nursing Program Director
- Complete an Application for Admissions
- Registration fee for programs are \$100. All applicants must provide proof of legal citizen/resident status.
- Applicants must take a drug test and a level II criminal background screening prior to consideration for admission. Costs associated with all such exams are borne by the applicant.
- Achieve proficiency level 2 or higher on the TEAS examination.
- Submit letters of recommendations from colleagues not related to the applicant. At least one must be from an employer, former employer, manager or supervisor.

Costs associated with the test are \$40 for the TEAS. Drug testing and background check can cost up to \$120. Students must submit medical documentation substantiating general health and disclosure of any medications taken or special limitations. Students in need of reasonable accommodations must address these matters with the campus director and



complete a Special Needs Survey.

Students that do not have documentation of a Hepatitis B vaccination are required to sign a Waiver that states that he/she has made a voluntary decision not to be immunized against the Hepatitis B Virus. In making this decision, the student accepts full responsibility for that decision and understands that OSHA federal regulations require only healthcare facilities to make the Hepatitis B vaccination available to their own employees. Therefore, a student is not a school employee and understands that charges may not be filed against the school if he/she is exposed to the Hepatitis B virus while attending classes at the institution.

Applicants must provide official transcripts from their prior educational experience to RENAISSANCE HEALTH INSTITUTE. If from a foreign country such transcripts must be evaluated by a recognized evaluation service into English.

All applicants wishing to complete the enrollment process will receive an official letter accepting or denying their enrollment into RENAISSANCE HEALTH INSTITUTE. In all instances, regardless of degree of entry, an enrollment agreement must be completed in order to complete the admissions process.

## **Financial Assistance**

### **Payment Plan Policies**

1. Deposit 15% of semester tuition cost by or before the first day of class for the Nursing (AS) program, 25% deposit for the Practical Nursing program.
2. Make weekly installments or monthly installments
3. A semester at RENAISSANCE HEALTH INSTITUTE is 16 weeks or 4 months.
4. All semester balances must be paid before moving to the next semester and receiving official final grades for current semester offerings.
5. Students may use cash, cashier's check and major credit cards to make payments to Renaissance Health Institute.
6. A Payment Plan will be issued prior to the beginning of each semester based on the total credits to be taken within the semester. A record of each payment plan will be given to the student and recorded in the student's account e-ledger.

### **Refund & Cancellation Policies**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$150.00)
4. Cancellation after attendance has begun, through 40% completion of the program, will result in Pro Rata refund computed on the number of hours completed to the total programs hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

## **Tuition & Fees**

The below table outlines all of the fees associated with the educational programs offered at RENAISSANCE HEALTH INSTITUTE.

Registration Fee	\$100 One Time Fee (Non Refundable)
Book Fee	May be purchased through the school or any other vendor (must meet Syllabus specifications).
Late Payment Fee:	\$50 Per Instance

The below table outlines all of the tuition charges associated with educational programs offered at RENAISSANCE HEALTH INSTITUTE

Nursing (AS)	\$18,000.00 / \$287.67 per credit
Practical Nursing	\$12,000.00
Home Health Aide	\$500.00

## **Student Services**

### **Academic Advisement**

Faculty and the registrar's office are in place to support students through every phase of academic life at RENAISSANCE HEALTH INSTITUTE. Therefore, any student in need of academic advisement will be given an appointment to speak with a member of the academic team. Students will be able to access individuals who can provide them with academic guidance, preparing a roadmap to success in their program and setting benchmarks for improvement and completion. Students at risk of failure are required to meet in person with faculty, program leadership or administration to ensure that the student possesses the resources and support necessary to complete the program, and set forth a roadmap that will guide the student towards their successful destination.

### **Tutoring**

Students who demonstrate less than satisfactory grades or progress will be referred for tutoring services. Such services can occur at the campus, or depending on the course and nature of tutoring needs, can be held via chat session, or video call (i.e. FaceTime, Google Hangouts, etc). In any circumstance, tutoring services are provided for students who need additional assistance with specific coursework.

### **Library Resources**

RENAISSANCE HEALTH INSTITUTE maintains a resource based library that includes on campus resources and participation with the Library Internet Resource Network (LIRN). Students of the institution possess a virtual online library available to them 24 hours a day seven days per week. A virtual librarian is also available to assist with any research

assistance to students may require. Cyndi Kibby is LIRN's full time librarian. She has a Master of Arts in Library and Information Science and has been employed at various colleges as a librarian and holds an Educational Media Specialist PreK-12 certification through the Florida Department of Education.

### **Career Services**

RENAISSANCE HEALTH INSTITUTE offers career services to its students and graduates. Job placement is one of its most functional roles. A career services officer will provide job leads to students that are relevant to their training pathways. Career services will reach out students in course groups as well as by email to share tips on time management, organizational skills, information on job searching and numerous tips on resume building and interviewing. Career based in motivational workshops will be offered to students that are available in the area. RENAISSANCE HEALTH INSTITUTE considers the career services department essential scope of its strategy for success for each and every student as well as institute as a whole.

Job placement is not guaranteed to any student. Career services is available to provide assistance in the job search however we cannot guarantee any student or graduate a job.

### **Transcripts**

Students may request transcripts from the registrar. All official transcript requests will be processed within 30 days of receipt. Official transcripts to be sent by mail in a sealed envelope will be honored at the cost of \$25 per request.

### **Life Resources**

In helping our students achieve their academic goals; our administration invests time and resources to help students find the help they need within the community. In addition to educational opportunities, we provide a list of online resources for community agencies that can assist in the event a student requires assistance. RENAISSANCE HEALTH INSTITUTE does not provide personal counseling for issues of a personal nature, but we will provide information to direct students to agencies that can provide the needed assistance.

### **Syllabus**

The course syllabus will be updated and posted for each course opened. Students should review the syllabus carefully in order to understand what the course outline indicates would occur in each week of the course. Students will learn at that time the date of the midterm and final exams. Students will also be able to identify the textbook and resources required for the course. The syllabus contains all the information concerning the course including learning objectives. It is oftentimes an excellent practice to compare what you have learned learning objectives of the syllabus in order to determine your own individual progress. All the contact information pertaining to the instructor will be listed on the syllabus. We recommend that you use email as much as possible in order to document all discussion.

Students should know that the syllabus is a very important document. Your instructor will list all of the requirements for the course, rules and regulations and any points that will be penalized for lateness. If students have questions about the syllabus they can contact their instructor at the email address provided on the syllabus.

### **Course Numbering**

The institution utilizes alphanumeric variables to represent course and its level of academic offering. Course numbers are used to designate and organize curriculum by paradigm and academic level. This course numbering system is not associated with the state course numbering system.

### **Standards of Satisfactory Academic Progress**

RENAISSANCE HEALTH INSTITUTE requires that students maintain a minimum standard of achievement in order to maintain active standing with the institution. The standard of satisfactory progress requires that a student achieve a cumulative grade point average of 2.0 or a “C” grade or better in order to be considered making satisfactory progress. Students enrolled in diploma or degree programs who do not meet the standard will be placed on probation for the next semester. The student must conduct academic advising with educational leadership in order to set forth a roadmap for success. If the student does not achieve a cumulative grade point average of 2.0 by the end of the next semester, the student may petition in writing an additional semester to comply with the standards a satisfactory academic progress. The student will be granted one more semester to meet the standard. If the student cannot meet the standard of satisfactory for progress by the completion of that semester, they will be terminated from the program of study.

#### **Probation**

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advising on a regular basis in order to determine student progress. Students on probation may be required to attend tutoring sessions. A faculty member may not place a student on probation; this function is reserved for program leadership based on criteria listed above.

### **Grading System**

RENAISSANCE HEALTH INSTITUTE utilizes a ten-point scale for all grades regardless of the academic level students pursue.

A	equivalent to	89.5 -100	4.0
B	equivalent to	80 – 89.4	3.0
C	equivalent to	69.5 – 79.4	2.0
F	equivalent to	69.4 and below	0.0

P - Satisfactory completion of component work where no letter grade is given. It is equivalent to a grade of C or higher and carries no quality points.

IP - Required work in the component is in progress. The method and time for completion of the work must be agreed upon, in writing, by student and instructor. IP work not completed by the end of the agreed upon time period will automatically change to a grade of F.

W - Official withdrawal from the component, no credit earned. If a student's last date of attendance is at the 20% point of attendance of a component, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of component, they will receive a grade of W.

### **Computation of CGPA (Cumulative Grade Point Average)**

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

### **Cumulative Grade Point Average (CGPA) Requirements**

Students are required to achieve a cumulative grade point average (CGPA) of at least 2.0 to graduate from the program. Additionally students are required to maintain a cumulative grade point average of at least 2.0 as measured at the end of each grading period.

### **Graduation with Honors**

High Honors - Students who have completed degree requirements with a CGPA of 4.0.

Honors - students who have completed degree requirements with a CGPA of 3.50 - 3.99.

### **Grade Changes**

A student who desires a final grade review may request this process to commence with their professor. The student may meet with the professor to review how the grade was awarded. If the student still questions the method, and it is not in line with the grading and evaluation section of the course syllabus, the student may request a grade appeal with the Director of Nursing. The Director of Nursing will review all of the information available, and render a decision on whether to issue a grade change, or whether the grade was achieved in compliance with the syllabus. The decision of the Director of Nursing is final. Thereafter, if the student is still dissatisfied, the student may follow the grievance

procedure listed in this catalog.

### **Maximum Time Frame for Completion**

Completion of a program must be within a maximum time frame of 1.5 times, or 150% the length of the program. This requirement for rate of progress is to ensure that students are progressing at a rate in which to complete the program within the maximum time frame.

### **Graduation Requirements**

1. Successful completion of all program components meeting at a minimum the standard of 2.0 CGPA (C or 2.0 is equivalent to 69.5-79.4).
2. All financial obligations to RENAISSANCE HEALTH INSTITUTE are paid in full.
3. Completion of all promotion eligibility assignments.
4. Successfully complete the exit examination process.
5. Completion of required exit interviews.

### **Withdraw Procedures**

A student who does not meet satisfactory academic progress and wishes to withdraw from the program must follow the withdrawal procedures described below:

A student who wishes to officially withdraw from the Institute must notify the Program Dean in writing by email or nationally recognized overnight courier service or by certified mail, return receipt requested. Notification to an instructor does not constitute official notification. Tuition balances owed to RENAISSANCE HEALTH INSTITUTE after withdrawal computations have been made must be paid by the student.

Official withdrawal from the component, no credit earned. If a student's last date of attendance is at the 20% point of attendance of a component, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of component, they will receive a grade of W.

### **Incomplete Grades**

If a student does not complete the required work of a component that is in progress the student may receive a grade of incomplete progress (IP). The method and time for the completion of the work must be agreed upon, in writing, by the student and the instructor. IP work not completed by the end of the agreed upon time period will automatically change to a grade of F. No time frame shall exceed a period of four weeks into the next semester.

### **Repeating a Course**

Students must repeat any component in which a passing grade is not earned. Students must repeat a failed component at a time designated by RENAISSANCE HEALTH INSTITUTE, at its discretion. The student will be required to pay tuition when repeating a course. The Institute requires that a component be repeated in the requisite order of programming.

A student may repeat a component twice and only the grade of the repeated component is considered in the computation of the student's GPA and credited toward graduation requirements. If a student does not pass the component after repeating the component twice, the student will be administratively dismissed from the program.

### **Non-Credit & Remedial Courses**

RENAISSANCE HEALTH INSTITUTE does not offer non-credit or remedial courses.

### **Leave of Absence Policy**

Any student may be granted a Leave of Absence (LOA) for legitimate emergencies. Generally, only one LOA shall be granted in a 12-month period. Students are permitted to request an LOA at the end of the semester/payment period/course. In the event of an emergency a student may request a leave of absence not to exceed 180 consecutive days. Any such request must be made in the following manner:

1. The student must complete the Leave of Absence Form, which includes an explanation of the request and the date the leave must begin and the date of anticipated return. If possible, include any documentation substantiating the claim and reason why the leave is necessary.
2. The form will be submitted to the corresponding department head.
3. The corresponding department head will decide if the Leave of Absence request has merit and grant the leave based on the information provided by the student. The department head will notify faculty and staff of the LOA status of the student.



## Educational Programs & Information

### **Practical Nursing (Diploma) – 1,354 Clock Hours**

**Program Objective:** Upon completion of the Practical Nursing program, graduates will be prepared to sit for the NCLEX-PN examination in order to achieve licensure as a Practical Nurse. Graduates who have earned a license will be able to seek employment as Practical Nurses in assisted living facilities, hospices, physician offices, and home healthcare.

**Program Description:** The Practical Nursing program includes, but is not limited to, legal and ethical responsibilities, communication and interpersonal skills, administrative and clinical duties, healthcare concepts, emergency procedures including CPR, safety and security procedures, medical terminology, anatomy and physiology, pharmacology, geriatric, pediatric, maternal/newborn nursing and medical-surgical nursing. Classroom and clinical experiences are incorporated into the curriculum.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
HC100	Health Science Core	90
HA105	HIV / AIDS	4
PN101	Fundamentals of Nursing – Clinical Practicum	160
PN102	Vocational Adjustments I	10
HC110	Introduction to Computers	10
PN103	Anatomy and Physiology	60
PN104	Growth and Development	24
PN105	Nutrition and Diet	24
PN106	Pharmacology I	36
PN107	Medical Surgical Nursing I – Clinical Practicum	306
PN108	Mental Health Nursing– Clinical Practicum	24
PN109	Pharmacology II (Medication Administration)	54
PN110	Geriatric Nursing– Clinical Practicum	88
PN111	Maternal/Newborn Nursing– Clinical Practicum	90
PN112	Pediatric Nursing– Clinical Practicum	80
PN113	Medical Surgical Nursing II– Clinical Practicum	282
PN114	Vocational Adjustments II	12
	Grand Total Clock Hours	1,354

**Home Health Aide (Certificate) 75 Clock Hours**

**Program Objective:** Upon completion of the Home Health Aide program graduates will be able to seek entry level employment as a Home Health Aide with clinics, assisted living facilities, Home Health Agencies, and other healthcare practice facilities.

**Program Description:** The seventy-five (75) clock hour program meets state requires for hours and training objectives for a Home Health Aide. The program is designed to prepare students in the fundamental requirements of care including ambulation, vital signs, transporting patients, charting, general and personal care. Students will take weekly quizzes throughout the program and are required to pass a final exam in order to obtain their certificate.

HA 101	Introduction to Home Care and Health Care System	2
HA 102	Legal and Ethical Issues	2
HA 103	Communication and Cultural Diversity	3
HA 104	Infection Control and Standards: OSHA	4
HA 105	HIV/AIDS	4
HA 106	Safety and Body Mechanics	3
HA 107	Emergency Care	2
HA 108	Physical, Psychological and Social Health	3
HA109	Anatomy of the Human Body in Health and Disease	3
HA 110	Human Development and the Aging Process	3
HA 111	Domestic Violence and Elder Abuse	4
HA 112	Death and Dying	2
HA 113	Transfer, Ambulating, and Repositioning	2
HA 114	Personal Care Skills	5
HA 115	CORE Health Care Skills and Resident's Rights	5
HA 116	Rehabilitation and Restorative Skills	2
HA 117	Medication Assistance and Technology in Home Care	4
HA 118	Clients with Disabilities	2
HA 119	Mental Health and Mental Illness	2
HA 120	Working with Newborns and Infants	4
HA 121	Common Acute and Chronic Conditions	4
HA 122	Maintaining a Healthy Environment	2
HA 123	Meeting the Nutritional Needs of the Patient	2
HA 124	Employability Skills	2
HA 125	CPR	4
	<b>Total Hours</b>	75 hours



## Associate of Science Degree Programs

### **Nursing (AS)**

74 Semester Credits • 20 Months • 86 Weeks

Degree Conferred: Associate of Science Degree

**Program Objective:** Upon completion of this program the graduate will be able to sit for the Florida Board of Nursing Licensure Examination requirement NCLEX-RN. Once licensed graduates will be able to work as an entry-level Professional Nurse (RN).

**Program Description:** The program is designed to offer students foundational academic knowledge, health sciences and core nursing principles in a course sequence that builds cognition and skills upon earlier learning experiences. Using integrated technology, students in this program will learn the health science knowledge required for the execution of the nursing process which is central to the scope of practice of the Professional Nurse (RN). The program is built upon the specific requirements of FS 464.019 of the Florida Nurse Practice Act. In conjunction with the actual learning experience as set forth in regulation students will undergo routine educational assessment to measure knowledge and skills throughout each phase of the competency based curriculum, proving cognition and psychomotor development throughout each stage and modality of the program.

Course Numbers	Course Title	Semester Credits
ENG 1101	English Composition I *	3
MBIO 2001	Microbiology *	3
MBIO 2002 L	Microbiology LAB	1
PSP 1000	Public Speaking*	3
BHS 1100	Psychology *	3
MAT 1105	College Algebra *	3
ANAT 2085	Human Anatomy & Physiology I	3
ANAT 2085 L	Human Anatomy & Physiology I - LAB	1
ANAT 2086	Human Anatomy & Physiology II	3
ANAT 2086 L	Human Anatomy & Physiology II - LAB	1
HGD 1120	Human Growth & Development*	4
MPH 1001	Pharmacology	3
NURS 1001	Foundations of Nursing	3
NURS 1002	Foundations of Nursing – Clinical Practicum	3
NURS 3000	Adult Health Assessment	3
NURS 3000 L	Adult Health Assessment –LAB	2
NURS 2500	Ethics and Law in Health Care	1
NURS 2550	Medical Surgical I	3
NURS 2550 C	Medical Surgical I – Clinical Practicum	3
NURS 3012	Medical Surgical II	3
NURS 3012	Medical Surgical II – Clinical Practicum	3
NURS 2650	Nursing and Childbearing Family	4

NURS 2650 C	Nursing and Childbearing Family - Clinical Practicum	2
NURS 2750	Mental Health Nursing	3
NURS 2750 C	Mental Health Nursing - Clinical Practicum	1
NURS 3060	Leadership Management	3
NURS 3065	Nursing Informatics / Technology	3
NURS 3080	Clinical Practicum	3
	Grand Total Semester Credits	74

## Course Descriptions

### MBIO 2001 Microbiology\* 3 Semester Credits

This course is an introductory study of the microbial world with emphasis on the nature and behavior of microorganisms, the interrelationships between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease.

### MBIO 2002 Microbiology Lab\* 1 Semester Credits

This course is a laboratory experience which will develop techniques for the student in the proper handling, observation and identification of microbial cultures.

### ANAT 2085 Human Anatomy and Physiology I 3 Semester Credits

This course provides a basic understanding of the human body structure and function. Students will concentrate on these body systems: skeletal system, integument system, cardiovascular system, muscular system, nervous system, and cells.

### ANAT 2085 L Human Anatomy and Physiology Lab I 1 Semester Credits

This course consists of the laboratory for ANAT 2085

### ANAT 2086 Human Anatomy and Physiology II 3 Semester Credits

This course is a continuation of BSC 2085. Students will concentrate on these body structures and functions: endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive systems. Pre-requisite: ANAT 2085

### ANAT 2086 L Human Anatomy and Physiology II – Lab 1 Semester Credit

This course is the laboratory for BSC 2086. Pre-requisite: ANAT 2085L

### PSP 1000 Public Speaking\* 3 Semester Credits

In this course students will study and practice the art and science of public address. Through an examination of the five classical canons of rhetoric, students will learn the skills needed to speak intelligibly, forcefully, and persuasively to an audience. Students will learn the importance of citation and credible sources.

### ENG 1001 English I 3 Semester Credits

In this course, through a variety of writing projects the student develops competence in writing clear, correct, and effective English prose.

### HA 101 Introduction to Home Care and Health Care System 2 clock hours

Students will be oriented to the Home Health Aide Programs curriculum and they are introduced to the roles and responsibilities of a HA. The course also provides an overview of the Health Care System.

HA 102 Legal and Ethical Issues 2 clock hours

Students will learn the importance of Ethics in the health care setting and will be introduced to the legal aspects of their profession, including HIPAA regulations.

HA 103 Communication and Cultural Diversity 3 clock hours

This course provides students with instructions in effective communication with patients and other members of the healthcare team. Also provides instructions on the importance of Cultural Diversity and to be sensitive to others different cultural beliefs whether they are patients or coworkers.

HA 104 Infection Control and Standards: OSHA 4 clock hours

This course teaches students to apply the principals of infection control when caring for patients in the home care setting. It also provides students with the information required by OSHA for licensed healthcare personnel. Universal Precautions in the home health setting are taught with specific instructions devoted to TB and MRSA.

HA 105 HIV/AIDS 4 clock hours

This is a follow up course to HA 104, and focuses specifically on HIV/AIDS.

HA 106 Safety and Body Mechanics 3 clock hours

This course teaches students how to maintain safety and how to use proper body mechanics in the home setting. Special attention is given to proper responses to fires, falls, burns, and drowning.

HA 107 Emergency Care 2 clock hours

Students learn information on how to handle emergencies. Emphasis is placed on Disaster Preparedness and Hurricane First Aide.

HA 108 Physical, Psychological and Social Health 3 clock hours

Students will be introduced to basic human needs and will explore them from physical, psychological, and a social aspect.

HA 109 Anatomy of the Human Body in Health and Disease 3 clock hours

This course teaches basic knowledge of anatomy and physiology of the human body in terms of a healthy and an ill patient. With emphasis on the elderly population, and those who may be ill within the role of a Home Health Aide.

HA 110 Human Development and the Aging Process 3 clock hours

Students will explore the aging process and the challenges it presents to patients. An emphasis on the care of Alzheimer's patients.

HA 111 Domestic Violence and Elder Abuse 4 clock hours

This course will teach students about domestic violence and abuse, what symptoms to look for and how to report suspected abuse.

HA 112 Death and Dying 2 clock hours

Students will learn how to provide care to terminally ill patients, and how to deal with the death of a patient within the role of a Home Health Aide.

HA 113 Transfer, Ambulating and Repositioning 2 clock hours

Students will learn how to transfer, reposition, and the ambulation of a patient during the activities of daily living. Student will be taught how often and how to accomplish the tasks.

HA 114 Personal Care Skills 5 hours

Students will learn the principles of personal care in the home setting, which include feeding, toileting, and the activities of daily living. Skills taught will be demonstrated by the student to a competent level.

HA 115 Core Health Care Skills and Resident's Rights 5 hours

Students will be taught core healthcare skills, such as taking vital signs, wound care and hot and cold applications. Students will also become aware of patients rights.

HA 116 Rehabilitation and Restorative Skills 2 clock hours

This course teaches students how to help patients regain independence with restorative and rehabilitative activities.

HA 117 Medication Assistance and Technology in Home Care 4 clock hours

This course provides students with the knowledge and skills necessary to assist residents with self-administration of medication in the home setting. Students also learn how to take proper specimen collections.

HA 118 Clients with Disabilities 2 clock hours

Students learn how to work with clients with special needs due to a disability.

HA 119 Mental Health and Mental Illness 2 clock hours

This course teaches students the importance of mental health and discusses the special needs and characteristics of those who have mental illnesses.

HA 120 Working with Newborns and Infants 4 clock hours

Students will learn how to provide a safe, clean environment for infants and newborns and which also offers comfort and security.

HA 121 Common Acute and Chronic Conditions 4 clock hours

Teaches students how to work with patients who have common or chronic conditions in various systems of the body.

HA 122 Maintaining a Healthy Environment 2 clock hours

Student will learn proper cleaning techniques and how to keep a safe and healthy environment for the patient.



HA 123 Meeting the Nutritional Needs of the Patient 2 clock hours

Students learn the principles of nutrition, which include shopping, safe food storage, meal planning, and food preparation.

HA 124 Employability Skills 2 clock hours

This course prepares students for employment, which includes creating a resume, searching and applying for a job. Self-care and time management are also stressed to maintain employment.

HA 125 CPR 4 clock hours

Students will learn and become certified to perform Child and Adult CPR.

HC100 Health Science Core 90 Clock Hours

This course includes the introduction of basic concepts and skills generic to all health care professionals. It includes an orientation to school, program, study and test taking skills, the health care delivery systems, communication skills, interpersonal relationship skills, legal aspects of practice, wellness and diseases, safety and security, emergency situations, computer literacy, medical terminology, knowledge of blood borne diseases including HIV/AIDS, Infection control includes the following skills: hand washing and gowning, gloving, and masking. Healthcare Provider CPR (BLS), first aide, monitoring and recording vital signs, and domestic violence, are presented along with a review of mathematics and science related to health care.

HC110 Introduction to Computers 10 Clock Hours

The importance of computers to the healthcare field will be emphasized. Students will be introduced to utilizing computers for basic research, supplemental class-work throughout the PN curriculum, future clinical documentation, and remediation

MAT 1105 College Algebra \* 3 Semester Credits

This course covers basic algebraic operations, linear and quadratic equations and inequalities, variation, functions and their graphs, binomial expansion, theory of equations, rational equations, conic sections, exponential and logarithmic functions, and systems of equations.

MPH 1001 Pharmacology 3 Semester Credits

This course will focus on the conceptual and mathematical operations necessary for safe and effective administration of medications. Topics will include logic, introduction to the real number system, and basic elementary algebra. Students will practice applying these concepts and operations in pharmacology and administration of medications. Prerequisite: NURS 1001/1002, NURS 2001/2002, NURS 3011/3012

NURS 1001 Foundations of Nursing 3 Semester Credits

This course provides a foundation for future courses in nursing by introducing the

nursing process including personal, family, and community health concepts. Students are introduced to the history, philosophy, and conceptual framework of professional role and functions such as assessing patient needs, the importance of communication, applying critical thinking skills, and safety. Students will also assess the roles and responsibilities of the nurse as a member of the healthcare team, including legal aspects of practice while providing care to culturally diverse populations

**NURS 1002 Foundations of Nursing Clinical Practicum 3 Semester Credits**

This course provides the students an opportunity to apply what they have learned in NURS 1001 to practice personal, family, and community health concepts and interpersonal relationship skills in selected clinical experiences.

**NURS 2500 Ethics and Law in Health Care 1 Semester Credits**

This course is designed to acquaint students with current ethical issues and trends in nursing and the environment.

**NURS 2550 Medical Surgical I**

Building on concepts introduced in Foundations of Nursing, students will learn techniques to apply theoretical knowledge and basic nursing skills, including nutrition when providing care in meeting the biopsychosocial needs of pediatric and adult clients with simple/common medical and surgical problems. Students will practice personal, family, and community health concepts and interpersonal relationship.

**NURS 2550 Medical Surgical I Clinical Practicum**

This course provides the students an opportunity to apply what they have learned in NURS 2550 to practice personal, family, and community health concepts and interpersonal relationship skills in selected clinical experiences with pediatric and adult clients.

**NURS 2650 Nursing and Childbearing Family 3 Semester Credits**

This course focuses on the nursing care of the childbearing family. An emphasis is on the normal reproductive phases of the life cycle, including prenatal, childbirth, postpartum and newborn care, including personal, family, and community health concepts. Students will also explore nutritional needs of the childbearing family. Pre-requisite: NURS 1001/1002

**NURS 2650 Nursing and Childbearing Family – Clinical Practicum 2 Semester Credits**

This course provides an opportunity to the student to apply what they have learned in NURS 2650 including personal, family, and community health concepts in selected clinical experiences.

**NURS 2750 Mental Health Nursing 3 Semester Credits**

This course provides the student with a theoretical overview of mental health concepts and counseling skills as a base for providing nursing care to clients with moderate to severe deficits in their mental health. Students will discuss patient psychological

reactions to illness or life situations. Topics will also include the impact of alcohol, drug abuse and other risk behaviors on the human body. Pre-requisite: 1001/1002

#### NURS 2750 C Mental Health Nursing – Clinical Practicum 1 Semester Credit

This course provides the student opportunities to apply concepts of mental health concepts and counseling skills. Pre-requisite: NURS2001/2002, NURS3011/3012

#### NURS 3000 Adult Health Assessment

Students will practice using critical thinking, interpersonal relationship, and health teaching and counseling skills to plan care for adult patients with a variety of symptoms and ailments.

#### NURS 3000 Adult Health Assessment Clinical Practicum

This course provides the students an opportunity to apply what they have learned in NURS 100, including using critical thinking, interpersonal relationship, and health teaching and counseling skills in selected clinical experiences.

#### NURS 3012 Medical Surgical II

Building on concepts introduced in Medical Surgical I, students will learn techniques to integrate theoretical knowledge, basic nursing skills, problem solving, critical thinking skills, personal, family, and community health concepts and interpersonal relationship skills when providing care in meeting the biopsychosocial needs of pediatric and adult clients with complex medical and surgical problems. Students will be introduced to health teaching and counseling skills.

#### NURS 3012 Medical Surgical II Clinical Practicum

This course provides the students an opportunity to apply what they have learned in NURS 3012, including personal, family, and community health concepts, interpersonal relationship skills, health teaching and counseling skills selected clinical experiences with pediatric and adult clients.

#### NURS 3060 Leadership Management 3 Semester Credits

This is an introductory course to interpersonal relationships and leadership skills and theories needed in today's health care environment. Students will practice using effective communication skills while assessing patients and promoting healthy habits to patients and other members of the public through practicing health teaching and counseling skills.

#### NURS 3065 Nursing Informatics / Technology 3 Semester Credits

This course is a dynamic learning approach to Electronic Health Informatics, use, media and surrounding research, projects and use. Students in this course will become aware of the many uses of electronic records, policy and public health concerns, government requirements for EHR, and practical implementation.

#### NURS 3080 Clinical Practicum 3 Semester Credits

In this course the student will be provided the opportunity to perform in the role of the professional registered nurse under the supervision of the nursing faculty. Students will practice personal, family, and community health concepts; nutrition; human growth and development throughout the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice, in interpersonal relationships and leadership skills; professional role and function; and health teaching and counseling skills.

Pre-requisite: NURS 1001/1002 NURS 2001/2002, NURS 3011/3012, NURS 6001/6002, MPH 1001

#### PN101 Fundamentals of Nursing 160 Clock Hours -

This course focuses on the basic personal care needs of the patients with the measurement of vital signs (TPR and BP), incorporating standard precautions and applications of safe nursing practice. It includes the performance of patient care procedures, physical comfort and safety functions specific to nursing. Students will be introduced to personal, family, and community health concepts. The Clinical Practicum associated with this course will consist of 140 hours.

#### PN102 Vocational Adjustments I 10 Clock Hours

Vocation Adjustment is the study of the importance of professional growth. Topics include the role of the licensed practical nurse in the multi-disciplinary health care team, professional organizations, and continuing education. The course will also include content related to beginning leadership and management skills and legal and ethical concerns aspects of practice of practical nursing preparation for licensure. The Nurse Practice Act (Chapter 464 FL Statutes) will be introduced and students will attend a Board of Nursing meeting.

#### PN103 Anatomy and Physiology 60 Clock Hours

This course introduces body structure and functions. Beginning with the basic cell structure the course will present each of the body systems and the relationship of the systems to each other. The course is an essential foundation course in the PN program

#### PN104 Growth and Development 24 Clock Hours

Growth and Development focuses on normal human growth and development through the life span, including physical, cognitive, and psychosocial maturation. Emphasis is placed on the stages of development and changes that can affect health.

#### PN105 Nutrition and Diet 24 Clock Hours

Nutrition and Diet focuses on the influence of nutrition on the human body, its growth, development and efficiency. This course also places emphasis on special diets, restrictions, or modifications for therapeutic purposes. Cultural and ethnic diversity, related to food preparation and serving, will also be addressed. Therapeutic diets and their importance to various illnesses will also be identified.

PN106 Pharmacology I 36 Clock Hours

Pharmacology I will provide the student with the basic knowledge and skills to safely calculate, manage, and administer medications. Emphasis is on the use of principles of mathematics and algebra to determine correct dosages in relation to pharmacology, as well as on the guidelines for safe administration of medications. Major medications and drug classifications will also be introduced.

PN107 Medical Surgical Nursing I 306 Clock Hours

Medical-Surgical Nursing assists the student to develop knowledge and skills in the care of patients assessing human growth and development through the life span. Application of nursing and mental health concepts and principles in caring for patients across the lifespan with selected physiological/psychological conditions will be covered. The student will provide care to patients in acute, sub-acute, and long-term care settings. This course also incorporates application of knowledge and skills in the administration of medications for selected medical-surgical conditions, as well as patient teaching within the role and scope of the practical nurse. The Clinical Practicum associated with this course will consist of 75 hours.

PN108 Mental Health Nursing 24 Clock Hours

Mental Health is designed to familiarize the student with mental health concepts including terminology and cultural concepts as they relate to the understanding of mental health. The nursing process and critical thinking strategies will be explained as the organizing and problem-solving tools that are to be used when assessing the mental status of clients and their families. The scope of practice of the practical nurse in mental health and other health care settings will be defined and explored. This course focuses on current concepts of psychiatric/mental health nursing. Students will not administer medications during this clinical rotation. domestic violence will be addressed. The importance of medications, counseling, family/group support, and follow-up will be discussed. A case study will be required. The Clinical Practicum associated with this course will consist of 48 hours

PN109 Pharmacology II (Medication Administration) 54 Clock Hours

This course introduces pharmacology and administration of medications. The various routes of administration, as well as a review of calculations, including pediatric dosages, will be presented. Drug classifications, non-injectable medications, injectable medications will be reviewed. Resources for medication information will be explored. The legal responsibility of the practical nurse will be emphasized including correct transcription. Common errors and their avoidances will be demonstrated. Pain intensity scales and patient education will be stressed. Students will practice administering medications in the lab before administering medications on the clinical units.

PN110 Geriatric Nursing 88 Clock Hours

Geriatric Nursing focuses on the emotional, biological, and physical aspects of the aging population, which results in progressive and irreversible changes in the characteristics of some of the internal body organs and systems of the elderly. Emphasis is placed on

maintenance of the health, mobility and age-related impact on the activities of daily living of the elderly and associated personal, family, and community health concepts. Clinical experiences will occur in area skilled nursing facilities with students demonstrating interpersonal relationship skills with this population. Students will practice administration of medications, experience writing care plans, and, as team leader, assign other students to resident care. The Clinical Practicum associated with this course will consist of 106 hours.

#### PN111 Maternal/Newborn Nursing 90 Clock Hours

Maternal/Newborn Nursing focuses on concepts and principles applied to nursing care of the woman during pregnancy, labor, delivery and the first period following delivery (postpartum). This course includes normal and complicated pregnancy, labor and delivery, postpartum period, and the nursing care of the newborn. Cultural needs and preferences of the family will also be discussed as will associated personal, family, and community health concepts. The Clinical Practicum associated with this course will consist of 48 hours.

#### PN112 Pediatric Nursing 80 Clock Hours

Pediatric Nursing provides the student with knowledge, skills, and attitudes to provide nursing care in a pediatric setting. The student will be introduced to the physiological and psychological aspects of health care adaption for the ill child and their family, concepts of wellness and disease prevention, as well as growth and development are discussed. Grieving, loss of the pediatric patient, the role of the nurse in supporting the family as well as associated personal, family, and community health concepts are also discussed. Pediatric medications and calculations will be reviewed; students will not administer medications on this clinical rotation. The Clinical Practicum associated with this course will consist of 48 hours.

#### PN113 Medical Surgical Nursing II 282 Clock Hours

This course emphasizes the nursing care of patients with various diseases and disorders. Care plans, team concepts, patient assessment, and medication administration will also be emphasized. Students will be encouraged to seek out and perform advanced skills (within the scope of practice of the LPN ) under the Instructor's supervision. The student will assume increased responsibilities for several patients during this clinical rotation. The Clinical Practicum associated with this course will consist of 150 hours where students will practice applying knowledge of personal, family, and community health concepts; nutrition; human growth and development throughout the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; and legal aspects of practice.

#### PN114 Vocational Adjustments II 12 Clock Hours

Job choices, applications, resumes, and interviewing will be discussed. Guest speakers, from the healthcare industry, will be introduced and will be accessible for questions and suggestions. The role of continuing education will be discussed and the scope and practice of the beginning LPN will continue to be emphasized. Guidelines for the

NCLEX examination will be included.

**PSY 1001 Developmental Psychology 3 Semester Credits**

This course focuses on the nature of human behavior as a dynamic developmental phenomenon.

**HGD 1120 Human Growth & Development 4 Semester Credits**

Human Growth and Development addresses the physical, cognitive, and psychological changes we encounter as we pass through life, from pre-natal development to death. Students taking this course will explore, discuss and learn about important developmental psychological principles, and to apply these principles to caring for patients throughout the life span.

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### *Record Types*

The institution maintains the following records:

<b>Types of Records</b>	<b>Location of Records</b>	<b>Custodian of Records</b>
<u>Current Students</u> Admissions Records Cumulative Academic Records Finance Records	RENAISSANCE HEALTH INSTITUTE	Registrar Finance Department
<u>Inactive Students &amp; Graduates</u> Cumulative Academic Records Admission Records Financial Records Progress Records Finance Records	RENAISSANCE HEALTH INSTITUTE	Registrar Finance Department

RENAISSANCE HEALTH INSTITUTE will disclose information from a student's education records only with the written consent of the student, except to school officials who have legitimate interest in the records. A school official is defined as:

- A person employed by RENAISSANCE HEALTH INSTITUTE in an administrative, supervisory, academic, research or support staff position.
- A person elected by the Governing Board.
- A person employed by or under contract to RENAISSANCE HEALTH INSTITUTE to perform a specific tasks such as an attorney or auditor.
- A school official has a legitimate educational need if the official is:
  - Performing a task that is specific in his/her position described by a contract agreement.
  - Performing a task related to the discipline of a student.
  - Performing a service or benefit relating to the student or student's family, such as counseling, job placement, or finance.

The student must be notified of the transfer and receive a copy of his/her records. A student may request a hearing to challenge the content of the record that is to be made available to officials of other institutions.

- To certain officials of the Florida Department of Education, the Comptroller General, and other state and local educational authorities, in connection with certain state or federally supported educational programs.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their functions.
- To the parents of an eligible student who claims the student as a dependent for income tax purposes.



- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.

RENAISSANCE HEALTH INSTITUTE will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest they had in requesting or obtaining the information. The parents or the eligible student may review the record. Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A student must ask RENAISSANCE HEALTH INSTITUTE in writing to amend the record and identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his/her rights. RENAISSANCE HEALTH INSTITUTE may comply with the request or it may decide not to comply. If RENAISSANCE HEALTH INSTITUTE decides not to comply with the request the student will be notified of the decision in writing. The student has the right to a hearing and may challenge the information believed to be inaccurate, misleading, or in violation of his/her rights. Upon receipt of a written request, the school will arrange for a hearing and notify the student in a reasonable timeframe in advance, of the date, time, and place for the hearing.

A hearing officer who is a disinterested party will conduct the hearing. However, the hearing officer may be an official of the institution. The student shall be given a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the student. RENAISSANCE HEALTH INSTITUTE will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision. If RENAISSANCE HEALTH INSTITUTE decides that the challenged information is not inaccurate, misleading, or in violation of the student's rights, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education record as long as RENAISSANCE HEALTH INSTITUTE maintains the contested position. If the Institute discloses the contested portion of the record, it will also disclose the statement. If RENAISSANCE HEALTH INSTITUTE decides that the challenged information is inaccurate, misleading, or in violation of the student's rights, it will amend the record and notify the student in writing that the record has been amended. For more information on any of the foregoing, please contact the Registrar during regular office hours.

### **Transcripts**

Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Graduates may request, in writing, additional copies of transcripts from the Registrar for a fee of \$25.00 per copy.

### **Americans with Disabilities Act**

The institution's facilities are in compliance with the Americans with Disabilities Act (ADA), supplying disabled access in terms of parking spaces, building access and elevators, as well as appropriate restroom accommodations.

### **Equal Opportunity Policy**

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

### **Substance Abuse Policy**

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

### **Code of Conduct**

RENAISSANCE HEALTH INSTITUTE offers degrees at the professional level. Our goal is to promote professionalism in every way possible. Therefore, the administration and academic faculty uphold a high standard and expectation with regard to how students address institutional issues, needs and requests.

Students are to behave professionally in all exchanges. Profanity and poor engagement will not be entertained. Student advisement will ensue when students exhibit poor social literacy.

Cheating and plagiarism will not be tolerated. RENAISSANCE HEALTH INSTITUTE regularly checks for plagiarism and will invoke disciplinary action in the event plagiarism ensues, up to and including termination from the program of study.

Students caught dishonoring the honor code will be subject to disciplinary action and may be terminated from RENAISSANCE HEALTH INSTITUTE.

### **Weapons**

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

Students are not to make threats. All such threats of violence against other students, staff or faculty will be reported to the local authorities.

### **Theft of School Property**

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

### **Vandalism**

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

### **Criminal Record**

RENAISSANCE HEALTH INSTITUTE makes students aware that if they have a criminal record that they may be ineligible for certain jobs, employment opportunities, certifications, or licenses. RENAISSANCE HEALTH INSTITUTE is held harmless for a student or graduate's inability to obtain employment, certification, or licensing.

### **Sexual Offender Registry and Access to Related Information**

Information regarding registered sexual offenders in the area may be obtained through the county website. Students may access the website via internet in the institute's library. Students are encouraged to register for eLert bulletins through the Palm Beach County Sheriff's Office website to receive current information on sex offenders who are moving in and out of the area. The Palm Beach County Sheriff's Office Community Services Section is available to conduct crime prevention seminars for our student. A Women's

Safety Seminar is scheduled periodically for students.

## **Grievance Procedures**

It is the goal of RENAISSANCE HEALTH INSTITUTE to operate an equitable and accessible educational system that meets the needs of students regardless of the mode of delivery. Should a student find a challenge, issue or matter of concern we always encourage the student to seek redress with faculty first. An online chat, phone call or email can explain the matter that requires review. Faculty will make every effort to review and respond to any student's concern. In the event a student finds the resolution less than satisfactory based on available information, the student may write an email to the corresponding department head. A member of the administration will contact the student concerning the matter and arrange a phone call or meeting (at the Lake Worth location if the student desires a meeting). Such a meeting date will be determined based on the time necessary to review the letter, facts and information related to the student's grievance. A date not to exceed fifteen business days will be set for the call or meeting.

During this time the student will be given an opportunity to present their points of concern which directly relate the grievance. The administrative staff will provide any relevant documentation concerning the matter only as it pertains to the student. Faculty or other parties related to the matter as it pertains to the education and student services provided by RENAISSANCE HEALTH INSTITUTE will be present for the meeting/call and provide any information concerning the matter and any decisions that may have been rendered that led to the grievance.

The institution will have ten business days from the date of the meeting to render a decision concerning the student's grievance. The letter pertaining to the matter will be addressed to the student, from a senior member of the administration. This decision is final.

If the decision rendered does not satisfy the student, the student may write a letter to the Florida Department of Education Commission for Independent Education. The address to the Commission offices is 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400.

## **Administration & Academic Staff**

Noldy Jean-Louis, RN - Campus President  
Christian Jean-Louis - Director of Finance/Bursar  
Barbara Miller, DNP- Nursing Program Director

## **Holidays/Breaks**

New Year's Day  
Martin Luther King Jr.'s Birthday  
President's Day  
Holy Thursday and Good Friday (Spring Break)  
Memorial Day  
Independence Day  
Summer Recess (Annually begins at the end of the Spring Semester)  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day & Day after Thanksgiving Day  
Winter Recess (Annually begins at the end of the Fall Semester)

## **Disclosures**

RENAISSANCE HEALTH INSTITUTE reserves the right to cancel classes due to low enrollment, for which a full refund on tuition paid for courses cancelled will be provided.

Lake Worth, Florida is located in a volatile weather zone during specific times of the year typically June through December. Should a massive weather event be expected to occur in the Lake Worth area, a system wide email will be provided to all students, staff and faculty. Administration and faculty members located in unaffected regions will be strategic points of contact for all other team members.

## **Hours of Operation**

RENAISSANCE HEALTH INSTITUTE office hours are provided in Eastern Standard Time Zone, as. They are from 9AM until 10PM Monday through Thursday and 9 am to 2 pm on Fridays and Saturdays, except holidays. The best way to achieve rapid results in terms of response time is via e-mail. If it's a faculty member you are trying to reach, please review your syllabus and contact your professor in that fashion. If you are trying to reach a member of the administration, please call or email.

## Academic Calendar

Program	Start Date	Estimated / Anticipated Completion Date
Nursing (AS)	04/30/2018	10/25/2019
Licensed Practical Nursing (Diploma)	04/30/2018	04/22/2019
Home Health Aide (Diploma)	04/30/2018	05/21/2018
Home Health Aide (Diploma)	06/04/2018	07/02/2018
Home Health Aide (Diploma)	08/06/2018	09/03/2018
Home Health Aide (Diploma)	10/01/2018	11/05/2018
Home Health Aide (Diploma)	11/12/2018	1/4/2019
Home Health Aide (Diploma)	1/7/2019	2/15/2019
Home Health Aide (Diploma)	3/2/2019	4/5/2019
Licensed Practical Nursing (Diploma)	5/6/2019	5/4/2020

Students may register for classes through the first day of the term date.

### **Holidays/Breaks**

New Year's Day

Martin Luther King Jr.'s Birthday

President's Day

Holy Thursday and Good Friday (Spring Break)

Memorial Day

Independence Day

Summer Recess (Annually begins at the end of the Spring Semester)

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day & Day after Thanksgiving Day

Winter Recess (Annually begins at the end of the Fall Semester)

### **Administration and Faculty**

#### Administration

Name	Title	Degree & Awarding Institution
Marie Noldy Jean-Louis	President	RN-ASN; Dade Medical College
Barbara Miller	Director of Nursing	DNP; Touro University Nevada
Christian Jean-Louis	Campus Director	
Anthony Adams	Admissions Coordinator	

#### Faculty

Name	Title	Degree & Awarding Institution
Ulrick Theoc	HHA Instructor	RN-ASN; Broward College
Linda Kola	Instructor	ARNP; Clarkson College, MSN, Florida Atlantic University
Andre Menyonga	Instructor	DNP; Chamberlain College of Nursing, MSN; University of Phoenix
Ma-Christina Sabayton	Instructor	RN-BSN; Ateneo de Zamboanga University
Cathy Baroulette	Instructor	RN-BSN; University of Texas

Edmee Francois	Instructor	APRN;
Norma Cain	Instructor	RN-MSN; University of Phoenix
Miratus Moline	Instructor	APRN; American Nurses Credentialing Center, MSN; Florida Atlantic University
Charmaine Kelly	Instructor	RN-MSN; Phoenix University
Jennifer Dike	Instructor	RN-ADN



## **Externship Policy**

Renaissance Health Institute will accommodate students in externship sites. Students must understand that hours and sites will be chosen by RHI. Assignments are usually available between the hours of 7am-7pm. Students must successfully complete all externship requirements in order to complete the program. RHI expects students to accommodate their schedule and personal life so they can complete the mandatory externship course. RHI maintains general liability insurance on all students and faculty while at externship sites.

Students are expected to cooperate with the assigned clinical instructor and complete their assignments timely. In the event that a student will be absent for externship, the student must notify the clinical instructor in advance. If a student misses externship time, arrangements for make up time must be made with the instructor. If a student misses five or more consecutive days of externship without proper notification, the student may be dismissed from the program.

### **Externship Performance Standards**

A designated site supervisor will evaluate a student's progress in externship and submit an evaluation to the school. In addition, a faculty member will evaluate the student during the externship. The student is responsible for submitting evaluations or logs to the clinical instructor. Externships are graded on a pass (A) or fail (F) basis. The clinical instructor will designate students' assignments. Students should bring any concerns to the attention of the instructor at the beginning of the shift. It is required that students arrive 15 minutes early to have conference with the clinical instructor. Students are not permitted to leave the unit without the instructor's approval. Students are allotted a 30 minute recess for lunch, upon meeting the client's needs. Leaving the clinical site without authorization from the instructor is grounds for dismissal from the program. Students will be assigned to do case studies, plan of care, and report forms as part of their clinical training. Tardy submissions will be subject to a 10 percent deduction per day late.

### **Externship Conduct**

Renaissance Health Institute expects its students to conduct themselves in a professional manner at all externship sites. Students must wear RHI provided uniforms and practice good personal hygiene. The students is never to reveal any confidential information regarding patients or clients. If students fail to attend for excusable reasons, they may have to wait until another rotation becomes available., therefore, students should make every attempt to ensure that their externship requirements are completed.