



**Student Handbook**  
**Certificate Training Program**  
**IV Therapy**



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### **Mission Statement:**

*Our mission is to provide a quality education to our students.  
By achieving this, our graduates will be confident, competent, and compassionate phlebotomy technicians serving the healthcare community proudly.*

### **Philosophy**

LNA Health Careers and Infusion Knowledge University introduce a 32-hour IV Therapy Education Program is comprised of 28-hours of didactic that is currently available through INFUSION KNOWLEDGE UNIVERSITY online platform, which is then followed by a 4-hour hands-on simulated IV skills lab.

### **Admission Requirements**

There are No prerequisites to joining this course. Participants cannot practice in the state of NH without an active LPN or RN nursing license.

### **Program Hours**

This course is 32 hours in length. Learning is achieved through class lectures, video, discussions, role-playing, hands-on skills training and demonstration and clinical practice.

### **Academics/Grading/Clinical**

This is a Pass or Fail course.

### **Code of Conduct**

LNA Health Careers reserves the right to refuse a student in class if alcohol, drug, or any substance abuse is suspected. LNA Health Careers reserves the right to request a voluntary drug or blood alcohol test, to be completed within 24 hours, at the expense of the student if impairment is probable (suspected by two licensed staff, one being the instructor). Refusal will result in expulsion. Positive findings will also result in expulsion.

Any student bringing weapons of any type to a class/clinical will be expelled from the class and the police will be notified as appropriate. Cell phones and pagers should be turned off during class time and/or clinical time.

LNA Health Careers has a NO SMOKING policy. There is no smoking allowed at classroom or clinical facilities (even in designated smoking areas). During breaks, smoking is allowed only in the student's own vehicles. Also smoking materials must be disposed of in their vehicles.

LNA Health Careers will not accept behavior that interferes with the learning processes of fellow students, infringement of other's rights, or degradation. This includes sexual harassment, threats, insults, profanity and offensive jokes. Any student that witnesses or is subjected to this behavior should report the behavior to their instructor immediately.

It is expected that students will present themselves in a positive, helpful manner at all times. Students must stay awake and alert during all classroom and clinical time. Students will abide by a code of ethics that fosters personal growth, responsibility, confidentiality, and professional conduct at all times. Any student that impedes the rights of others or acts in an unprofessional manner will advance through the progressive disciplinary process.

## **Honesty & Integrity Policy**

LNA Health Careers expects all Instructors, employees and students to maintain and uphold high ethical and moral standards. We have adopted guidelines from the NH Board of Nursing Nur 501.03 General Ethical Standards which states:

- (a) Hold the health and safety of clients to be of first consideration and render to each client the full measure of his or her ability as an essential health care provider.
- (b) Always strive to perfect, enlarge, and utilize his or her knowledge in conjunction with his or her professional judgment.
- (c) Observe the law and uphold the nursing profession.
- (d) Be truthful and respectful of information received and rendered.
- (e) Hold confidential the information received from clients and their caregivers.
- (f) Not agree to practice under terms or conditions which through interference with professional judgment and skill would cause deterioration in the licensee's ability to render safe care at all times; and
- (g) Fulfill all professional obligations conscientiously.

Source. #7769, eff 10-1-02; ss by #8873, eff 4-24-0

LNA Health Careers will not tolerate dishonest conduct in any form, including lying, cheating, and stealing. Dishonest conduct will result in termination and is also reportable to the NH Board of Nursing.

## **Refund Policy**

1. There are no refunds within 24 hours of the course start date. All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal; and
2. Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

## Detail of Fees

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
<b>Registration Fee</b>	<b>\$450</b>	<b>Registration for one class</b>

## Release of Responsibility

Students are discouraged from bringing money or valuables to class. LNA Health Careers or the host facility will not be responsible for any lost items/monies.

## Grievance Policy

LNA Health Careers has adopted the following grievance policy: If a situation occurs while in class/clinical where a student feels there is a need for the Instructor to assist them with conflict resolution, the students will provide their complaint in writing. The instructor has 3 weekdays to investigate and attempt to find an agreeable resolution. If the student is unsatisfied with the resolution, they may notify the Program Director. The student will forward all original written complaints to the Program Director. The Program Director has an additional 3 weekdays to investigate and provide written attempt of resolution to the student. All grievance resolutions will be forwarded to the Program Director to keep on file. If the student's concern is related to the Instructor, they will provide written documentation to the Program Director directly.

If the student feels that their grievance has not been resolved after the completed investigation, the student has the right to contact the NH Department of Education, Office of Career School Licensing, at 101 Pleasant St, Concord, NH 03301; phone (603) 271-6443.

## Social Media

In an increasingly digital world, we appreciate the opportunities and resources that social media can provide. It is important that students and staff always use social media responsibly. Be aware that future employers may see what you post on social media sites. Maintain professionalism at all times. Cell phones are never allowed on any facility unit during clinical and taking pictures at any time during the clinical setting is strictly prohibited. We request that you maintain professionalism while using social media, by ensuring confidentiality of all patients, employee, peer, and educational matters.