

# Student Catalog & Handbook



**LNA Health Careers**

70 Market Street, Manchester, NH 03101

Revised 06/2025

LNA Health Careers

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## 1. Message from the Director



Thank you for your interest in our programs at **LNA Health Careers!**

Our programs were designed with quality in mind. Employers trust that graduates from LNAHC are well trained and well prepared to enter the workforce as health care professionals. We offer a variety of programs LNA, MNA, Phlebotomy, and Practical Nursing. Our qualified faculty provides a wealth of knowledge academically and clinically in a variety of settings. Our staff provide support every step of the way from preadmission to graduation.

**Please feel free to call us at (603) 647-2174** if you have any questions about the program, enrollment, or locations of the training facilities. Our Enrollment Team is always available to help you throughout this process and we want you to have a great experience! We look forward

to helping you start on your way to a rewarding career in healthcare! ”

Kerri Dutton, RN MSN

## 2. General Information

### 2.a Mission Statement

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

### 2.b. Vision and Values

LNA Health Careers goal is to educate and prepare caring, competent, and compassionate health care workers prepared to take an exam for licensure.

Becoming a health care worker at LNA Health Careers prepares you for a career in a fast-paced healthcare environment. The programs incorporate classroom learning with simulated clinical activities in our lab and will prepare you for a successful entry into the healthcare workforce. With a high demand in New Hampshire for health care workers, there is no better time to start than today!

LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

Our values at LNA Health Careers are to be continuously learning, respectful of each other, always promote teamwork, take personal accountability, support innovation, uphold the highest of personal integrity, and maintain honesty at all times with ourselves and each other.



## History

LNA Health Careers was founded in 2002. In 2020, the school changed ownership. Kerri Dutton RN MSN is the owner of LNA Health Careers and has expanded the courses offered, along with adding an online feature to the programs. Notice of Risk of Closure or Delay

The School Reserves the right to cancel or delay a course due to:

- Enrollment of less than 8 students.
- National or state declared emergency that would require the closure or delay of school.
- Internal or external disasters such as flooding, or loss of utilities that would make the school inhabitable.
- Instructor emergency

## 2.c. Facilities and equipment

Campuses are equipped with clinical laboratory space with electric beds, bedside tables, over bed tables, wheelchair, walkers, crutches, mannequins, and all supplies needed to care for a patient. Classrooms have smart boards, TV's, DVD players, and whiteboards.





## 2.d. Student Services

Students receive employment assistance by attending our monthly job fairs and joining our Facebook group for LNA Health Careers Graduates to network with employers.

LNA Health Careers has a team of Enrollment Specialists to assist our students with problems that may occur before enrollment, during enrollment and after. Our staff have resources available for students to apply to, to assist with transportation, tuition, childcare issues, home life issues, and much more. Students can access these services by requesting a meeting with their Program Director.

## 3. Catalog Limitations

Fees, policies, and procedures contained in this catalog were in effect at the time of printing.

LNA Health Careers does reserve the right to change tuition. Once a student is enrolled, the tuition rates would not change for those enrolled students. Please ensure you are reviewing our most recent Handbook is subject to change. The most recent version of our Handbook is on our website for review.

## 4. Academic Policies

### a. Criminal Record Policy

All students enrolled in a program at LNA Health Careers will be required to complete a NH State Police criminal background check. If an applicant has a positive criminal record, they must disclose it on their application. The Program Director will determine acceptance or denial of the individual into the program. All students will have their criminal record check completed before they begin clinical. If a record comes back positive that was not disclosed on the student's application, they may be terminated from the program.

Individuals with a positive criminal record may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. LNA Health Careers has adopted a strict criminal record policy. All individuals with any prior convictions will be required to sign a criminal record consent form stating their understanding that LNA Health Careers cannot guarantee licensure or the ability for the individual to find gainful employment in the healthcare field with a criminal record. All individuals wishing to obtain licensure from the NH Board of Nursing upon graduation will be required to complete an additional criminal background check that includes FBI technology.

## b. Holidays

LNA Health Careers will not be in class on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, or Christmas.

## c. Dress Code

Students are expected to always present themselves in a professional manner, including their appearance. Per Board of Nursing regulations, students must be easily identifiable. For this reason, LNA Health Careers has established the following dress code for students in LNA, MNA, and Phlebotomy. LPN Students- Please see LPN specific dress code in the LPN Program section.

- Navy-blue uniform scrub top, navy-blue scrub pants, optional white scrub jacket. Must be clean and in good repair. No spandex or tight-fitting clothing is acceptable.
- Clean, closed toe shoes, and non-skid sneakers are acceptable.
- LNA Health Careers will supply name tags which will be worn at all times.
- A watch with a second hand is required.
- Large jewelry, dangling earrings and necklaces are discouraged for safety reasons.
- Visible body piercing and tattoos must be covered or removed including nose and eyebrow rings.
- Acrylic nails are not allowed in clinical for infection control purposes. Nails are to be trimmed, clean and free of chipped polish.
- Hair longer than shoulder length will be pulled back.
- Practice good personal hygiene including: Showering daily, wearing deodorant, and oral hygiene

**Any student coming to class or clinical without their proper attire, will be sent home to change and hours missed doing so will be documented.**





#### d. Breaks

Students will be given one 15-minute break for any 5-hour class. Classes longer than 6 hours will have a scheduled 30-minute break.

#### e. 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.

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 students' 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 or staff who 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.

#### f. 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 always render safe care; and
- (g) Fulfill all professional obligations conscientiously.

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.

## g. Abandonment

LNA Health Careers has a zero-tolerance policy on abandonment, defined as: “Leaving an assignment without notifying your supervisor (instructor).” Abandonment of any reason will result in immediate termination from the program.

## h. Admission and Enrollment

### 1. Initial Inquiry and Information Distribution

- Prospective students may inquire in person, online, or via phone.
- Admissions personnel provide accurate, clear, and complete information regarding:
  - Program offerings
  - Admission requirements
  - Tuition and fees
  - Financial assistance availability
  - Program duration and outcomes
  - Institutional policies and accreditations

Note: Staff must not make false promises of employment or guaranteed outcomes.

### 2. Admission Meeting and Tour

- Prospective students are offered a one-on-one meeting to:
  - Assess career interests and program alignment
  - Explain expectations, schedules, and policies
  - Tour facilities, if in person

### 3. Application Submission

Applicants must submit:

- Completed admission application
- Valid government-issued photo ID
- Any program-specific requirements

\*If transcripts are in a foreign language, a certified English translation and evaluation are required.

### 4. Admissions Review

- The Compliance Specialist reviews all submitted documents for completeness and eligibility.

- Entrance Exam administered and scored by qualified personnel if applicable.
- ESL test scheduled and administered to applicants who indicate English is their second language on the application.
- Distance Education Assessment administered to applicants applying to applicable programs.
- Students who do not meet the basic requirements are notified and may be advised of alternative paths or reapplication procedures.

### **5. Acceptance Notification**

- Eligible applicants are issued an official letter of acceptance.
- Accepted students receive:
  - Enrollment Agreement
  - Catalog and/or Student Handbook (available online)
  - Financial Assistance information (if applicable)
  - Orientation schedule

### **6. Enrollment Agreement Execution**

- The student and a school representative sign the enrollment agreement before the start of class.
- The agreement includes:
  - Total cost of the program
  - All relevant policies and procedures
  - Program name and length
  - Student responsibilities
  - Signature and dates

Note: Enrollment representatives may not sign on behalf of a student or alter any test scores or application data.

### **7. Orientation**

- New students complete a mandatory orientation covering:
  - Student services
  - Academic expectations
  - Code of conduct
  - Campus safety
  - Grievance and complaint procedure

### **8. Recordkeeping**

- All admissions documentation is maintained in the student's permanent file.
- Electronic or paper files are secured according to FERPA and ACCSC record retention standards.

**Notes:**

- Admissions decisions are based solely on the published criteria and not influenced by discriminatory factors.
- LNA Health Careers ensures that all representations made to prospective students are honest, ethical, and within the representative's purview.
- Admissions and recruitment personnel are trained annually on ACCSC requirements and institutional policies.

## i. Tuition/Payment of Course

If a student has a payment plan or contract, then the final payment must be received in the office or your online portal 7 business days prior to the **final day of class, unless otherwise stated in the contract**. There is a \$50 late fee assessed to all accounts after the due date and every 30 days. Any student with a positive balance upon completion of the course will not be allowed to receive their certificate or sit for their final written competency exam until all the tuition and fees have been received, not to exceed 9 months from the date of graduation. Students who have an outstanding balance will not be allowed to sit for state licensure or graduate. Personal checks are not accepted for the final payment. Final payment can be made with Visa/MC/Discover, money order or cash.

## j. Cancellation

An applicant has the right to cancel the Enrollment Agreement without financial penalty within three business days, excluding weekends and holidays, of signing the agreement prior to the first class day of the session for which the agreement was made. All monies paid by the applicant will be refunded to the student within 30-days.

An applicant who cancels within 3 business days of signing the Enrollment Agreement is entitled to receive a refund of all monies paid by the applicant.

If an applicant has not visited the school prior to enrollment, the applicant may still request cancellation by written notice without financial penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. When cancellation is requested in these circumstances, the applicant is entitled to receive a refund of all monies paid by the applicant.

Following the cancellation period of three business days, an applicant may still cancel the Enrollment Agreement at any time prior to the first class day of the session for which the agreement was made.

Any cancellation requested after the first day of the session that does not adhere to the cancellation policy as described above will be considered a withdrawal.

## k. Withdrawal Policy

If a student wishes to withdraw from the program, he/she should clearly communicate this request to their respective Program Director. While it is preferred that the student submit the request in writing, the withdrawal procedure will be initiated regardless of method of communication. Online course work is considered attending a class. A student who withdraws may apply for another program in the future at full price contingent on all previous balances being paid in full. Please note that LNA Health Careers will only issue refunds to the organization or individual from which the original payment was received per our refund policy on tuition paid to LNA Health Careers. Bank transaction fees and postage fees are nonrefundable. All refunds shall be reviewed within 30 days upon notification from a student or staff member of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations. For any questions regarding this policy or the withdrawal process, please contact the Program Director.



To ensure a clear and structured process for students wishing to withdraw from the program, the following policy applies:

**Voluntary Withdrawal:** A student who chooses to withdraw from the program must notify their respective Program Director. The date the school receives the notice will be considered the official date of withdrawal for refund and academic record purposes.

**Administrative Withdrawal:** A student may be administratively withdrawn from the program if they:

- Fail to attend class or participate in clinicals for the required amount of time outlined in the attendance policy or the respective program
- Violate the Code of Conduct or academic policies
- Failure to meet financial obligations after appropriate notice

**Determination Date of Withdrawal:** The date of withdrawal determination is defined as the date LNA Health Careers becomes aware that the student is no longer attending or intends to withdraw.

**Attendance Definition:** Participation in in-person or online orientation and online coursework is considered equivalent to in-person attendance.

**Future Enrollment:** Students who withdraw from the program may apply for enrollment in another program at a later date. Readmission policies and procedures, including academic standing and financial obligations, will apply.

**Class Absences:** Missing more than the allotted hours specified in your program guidelines will be classified as a withdrawal from the program.

**Refund Policy:** A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$150 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

**Unpaid Tuition Balances:** If a student withdraws with an outstanding balance, all payments must be made within 15 business days.

**Time of withdrawal**

% of total program hours completed

0-10%

11-30%

31-49%

50% or more

**Tuition refund amount**

100% of the tuition

50% of the tuition

25% of the tuition

No refund will be issued



## I. Student Complaint Policy

LNA Health Careers has established the following student complaint policy:

**Initial Complaint Submission:**

- If a student encounters a situation in class or clinical settings requiring conflict resolution assistance from an instructor, the student must submit their complaint in writing.
- The instructor has 3 weekdays to investigate and attempt to resolve the issue.

**Escalation to Program Director:**

- If the student is not satisfied with the instructor's resolution, they may escalate the complaint to the Program Director by forwarding all original written complaints.
- The Program Director has an additional 3 weekdays to investigate and provide a written resolution attempt.

**Documentation:**

- All grievance resolutions will be documented and forwarded to the Program Director.
- If the complaint involves the instructor, the student should directly provide written documentation to the Program Director.

**Nonretaliation Policy:**

- LNA Health Careers maintains a nonretaliation policy and values student feedback to improve processes and outcomes.

**External Complaint Options:**

- If a student feels their complaint has not been adequately addressed by the school, they may contact the Accrediting Commission of Career Schools & Colleges (ACCSC). Complaints must be in writing and should allow the Commission to forward a copy to the school for a response. This can be done by filing the ACCSC Complaint Form: [ACCSC Complaint Form](#). The complainant(s) will be kept informed about the status and final resolution of the complaint by the Commission. Contact details for ACCSC: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org).
- If the complaint remains unresolved after the school's 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.

## m. Progressive Disciplinary Procedure

It is anticipated that all students will adhere to the codes established by LNA Health Careers. It is also expected that students will follow policies, protocols and procedures of the facility offering the setting for the clinical training of the program. In the event this is not achieved, disciplinary action up to and including termination from the program may occur. Disciplinary action will be based on the severity of the transgression. LNA Health Careers recognizes two varying degrees of infractions. The lesser degree being those that do not result in physical or mental harm to others or

result in damage to property due to purposeful or negligent acts. Lesser infractions may include but are not limited to the following:

- Excessive use of the telephone
- Loitering
- Unauthorized breaks
- Wasting facility supplies
- Failure to maintain personal appearance.
- Tardiness
- Use of profanity or vulgar language Dishonest behavior
- Demonstrating unprofessionalism towards Instructor, staff, fellow classmates, and/or residents.
- Not showing up to a schedule class, tutoring session or make up without notification (“no call/no show”)

A first offense will result in counseling from the instructor. The area for concern will be brought to the student’s attention. The student and the instructor will work together to problem solve towards a positive outcome.

A second offense will result in a written warning. The student and the instructor will discuss the need for immediate improvement and a formalized plan of correction will be developed. A copy of the plan of correction will be given to the student with measurable goals and a time frame in which to demonstrate improvement.

A third offense will result in termination from the program.

Depending on the severity of the violation, a student may be terminated from the program without delay. Such actions of gross misconduct may include but are not limited to:

- ✓ Abuse of care recipients, classmates, Instructor and/or any other staff
- ✓ Attending class/clinical under the influence of alcohol, drugs, or other substance
- ✓ Falsifying records
  - ⊙ Including but not limited to, falsifying information on the student application.
- ✓ Performing duties outside of parameters
- ✓ Breach of confidentiality
- ✓ Abandonment
- ✓ Cheating
- ✓ Theft

- ✓ Not showing up to a scheduled clinical without first notifying the instructor (“no call/no show”)
- ✓ Violating Social Media Policies

**Program Directors will communicate with students directly if there are changes in their ability to graduate as planned and with any discipline outcomes.**

## I. 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. Always maintain professionalism. 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, employees, peers, and educational matters.

## m. Insurance

Students are not covered by any type of medical/health insurance through LNA Health Careers while in class or clinical. Any accidents or incidents resulting in injury to a student will be the responsibility of the student to seek medical treatment on their own at their own expense.

Students are required to be covered by an active Health insurance plan during their Practical Nursing Training Program and Phlebotomy training Program.



## n. Student Records, Privacy and Information Policy

LNA Health Careers is committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and the standards established by the Accrediting Commission of Career Schools and Colleges (ACCSC).

### **Confidentiality of Student Records**

Student education records are maintained securely and are accessible only to authorized personnel. LNA Health Careers does not release personally identifiable information from a student's records without the student's written consent, except in situations where FERPA authorizes disclosure without consent, such as:

- To school officials with legitimate educational interests
- To accrediting agencies for accreditation purposes
- To federal, state, or local authorities in connection with an audit, evaluation, or enforcement of educational programs
- In connection with financial aid for which the student has applied or received
- To comply with a judicial order or lawfully issued subpoena
- In cases of health or safety emergencies.

### **Student Identification and Background Check**

As part of the enrollment and verification process, students are required to complete a background check to confirm identity and eligibility for program participation. A non-refundable fee of \$35 is charged to students for this service. This measure helps ensure the integrity of student records and compliance with program and clinical site requirements.

### **Student Rights Under FERPA**

Students at LNA Health Careers have the right to:

1. Inspect and review their education records within 45 days of submitting a written request
2. Request an amendment to records they believe are inaccurate or misleading
3. Provide written consent before personally identifiable information is disclosed, except where FERPA permits disclosure without consent
4. File a complaint with the U.S. Department of Education regarding the institution's compliance with FERPA.

**Directory Information**

Unless a student submits a written request to opt out, LNA Health Careers may disclose the following directory information without prior consent:

- Student's name
- Program of study
- Dates of attendance
- Certificates or awards received
- Enrollment status (e.g., full-time/part-time)

Students wishing to withhold directory information must notify the Program Director in writing.

Student records are maintained at the admissions office located at 70 Market Street in Manchester, NH and/or offsite in a fireproof vault. Student records are maintained for five years. After five years, records may be purged except for copies of the certificate, diploma, or transcript. The school maintains an educational record for all currently enrolled students that consists of all admissions; transcript and academic progress reports; records related to tuition and fee payments, refunds, and financial aid; and information upon which a student's initial and continued enrollment is based.

**o. Tutoring (Remediation)**

If a student feels they would benefit from additional review of course material or lab practice with an instructor on a one-on-one basis, tutoring is available. Tutoring sessions are scheduled in two-hour increments at the rate of \$65 per hour (\$130 per session). Tutoring is conducted in person at 70 Market Street, Manchester, NH or may be conducted virtually.

## p. Academic Probation

Students who are not performing at a successful level either academically or clinically will be placed on academic probation. During the time of academic probation, the student will be closely monitored by faculty to ensure improvement. If there is no improvement noted the student may be dismissed from the program. Students may also be placed academic probation for being in violation of school policies (Please see code of conduct).

Students may be placed on academic probation for the following:

- Not achieving the acceptable grades in each program.
  - Academic Dishonesty or Plagiarism.
  - ⦿ Unsafe or unprofessional conduct.
  - ⦿ Students in the Allied Health Programs must achieve a grade of 80% or better.
- Students will receive a letter of warning for academic grades that do not meet the minimum.
  - Students who are placed on academic probation in the LPN Program will remain on academic probation for the full semester.
  - The length of time for academic probation in all other programs will be determined on a case-by-case basis by the instructor.

## q. Attendance Policy

Due to regulatory requirements set by the Board of Nursing, 100% attendance is mandatory for all students. Program hours are state-mandated and must be completed in full. Students are expected to arrive on time, prepared, and attend all scheduled classes, clinicals, labs, and other required activities. A class schedule/calendar will be provided to each student at the start of the program.

### **Tardiness and Early Departures**

Arriving late or leaving early disrupts instruction and negatively impacts student performance. Any student who is tardy or leaves early more than two (2) times—regardless of the reason—will be subject to the following progressive disciplinary actions, as detailed later in this section.

## **Absences**

### **Attendance Monitoring and Administrative Review**

While 100% attendance is required by the Board of Nursing, the school acknowledges that rare, unforeseen events may lead to absences. However, students who accumulate more than 10 total hours of absence—regardless of whether the absences are excused or unexcused—will be placed under administrative review.

This review is necessary due to the limited availability of make-up sessions and the strain that excessive absences place on a student's ability to complete program hours and graduate in a timely manner.

The administrative review will assess the student's academic standing, attendance record, and overall progress. Outcomes may include those found in the disciplinary procedure detailed later in this section.

All absences must be supported by official documentation to be considered excused. The following are the only acceptable reasons for an excused absence:

- Illness documented by a signed physician's note
- Vehicle accident with a police or insurance report
- Pre-approved court appearance
- Death in the immediate family (documentation required)

Any time missed, especially clinical or lab hours, must be made up. Students must coordinate all make-up time with the program director. A make-up fee of \$65 per hour applies to all required lab and clinical make-up hours.

Unexcused absences will result in disciplinary action and may impact a student's ability to continue in the program.

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### **Distance Education (Theory Online)**

Students enrolled in online theory courses are required to complete all coursework within the deadlines outlined in their program schedule. Extensions will only be granted in cases of documented and approved extenuating circumstances.

Students are expected to manage their time effectively and adhere to all deadlines. Failure to complete assignments or meet participation standards may result in academic probation or dismissal from the program.

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### **Preclinical and Clinical Attendance**

Preclinical training must be fully completed before a student may begin clinical rotations. Any unexcused absence during preclinical training may result in immediate dismissal.

All clinical hours are mandatory and must be completed in full. If a student misses clinical time due to an excused absence, the hours must be made up before graduation. Make-up time is subject to the \$65 per hour fee and must be scheduled with prior approval. Clinical make-up time is only offered to students who provide valid documentation for an excused absence.

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### **Disciplinary Process**

Failure to meet the expectations outlined in this attendance policy will result in progressive disciplinary actions, including but not limited to:


- Verbal or written counseling
- Required make-up hours and associated fees
- Placement on probation
- Termination from the program

Students have the right to submit a written appeal for any disciplinary action within five (5) business days of receiving notification. Appeals must include supporting documentation and will be reviewed by the school's administrative team.

## **r. Employment**

Graduates of the programs offered at LNA Health Careers are prepared to pursue entry-level employment opportunities in the healthcare field. Each program is designed to equip students with the foundational knowledge, skills, and hands-on experience necessary for successful performance in their respective areas of study. While completion of a program does not guarantee employment, it qualifies students to seek positions appropriate to the training received, including roles commonly available in long-term care facilities, hospitals, outpatient centers, and other healthcare settings.

LNA Health Careers does assist with job placement but does not guarantee it. LNA Health Careers encourages all students to participate in routine job fairs and meetings with the Job Placement Specialist.



Graduates from the LNA program will receive an employment survey by email or text, up to two times the first year after graduation, in an effort for the school to track employment statistics.

We appreciate you taking the time to complete those brief surveys.

## s. Emergency Preparedness

The plan may be obtained on each floor of the school in a red and white binder.

## t. Distance Education

All Policies and Procedures in the LNA Health Careers Student Catalog and Handbook Also Apply in the Distance Education Program

### **LNA Health Careers-Distance Education Mission Statement**

Here at LNA Health Careers, we recognize that Distance Education programs are the programs both of today and of tomorrow. We emphasize the importance of accessibility, technological advancement, lifelong learning, practices of diversity and inclusion, personalized learning, critical thinking through creative assignments and global citizenship. Our programs are based on trauma informed educational practices and situate around an interactive model with student-leading emergent learning. Our curriculum is based upon the most current research in the field of technological education and framed within the Universal Design for Learning.

### **Elements that Compose the Distance Education Program**

- Digital Literacy
- Online Learning
- Gamification of Learning
- Assistive Technology
- AR and VR Education
- Digital Divide- socioeconomics
- Ethical AI
- Digital Age and Mental Health
- Digital Collaboration



- Student Engagement
- Diversity and Inclusion
- Multiple Intelligences

**Expected Outcomes**

- 1) Technology Skills
- 2) Global Citizenship
- 3) Critical Thinking
- 4) The Skills of Academic Integrity

**Participation Grades**

Your participation grade is a part of your final grade overall. This also includes the completion of all distance education forms, documents, requirements and training specified in Polischool.



**Technical Specs Minimum Recommended Requirements**

Graphics card: @1080p NVIDIA GeForce® GTX 1660 Super / Radeon™ RX 5600XT | @4K  
NVIDIA GeForce® RTX 2080 or RTX 3060 Ti / Radeon™ RX 6800

CPU: Intel® Core™ i5-9600 / AMD Ryzen™ 7 3700X

RAM: 8 GB RAM

Storage space: 55 GB available space

Operating system: Windows 10 (64 bit version only)

DirectX: Version 12

**Feedback**

We welcome your feedback on the accessibility of LNA Health Careers - Distance Education Courses. Please let us know if you encounter accessibility barriers on Learn Dash:

- Phone: 603-647-2174
- E-mail: [info@lnahc.com](mailto:info@lnahc.com)
- Postal Address: 70 Market Street, Manchester, New Hampshire 03101

**Lifelong Learning**

We recognize here at LNA Health Careers that all students, faculty and staff are all lifelong learners and though we enter this process to learn, that we appreciate and accept learning in any format including digitally beyond the means of our school. We emphasize both student achievement and student satisfaction as lifelong learners.

**Practices of Diversity, Equity and Inclusion**

Within the Distance Education program, we recognize that each and every learner is unique, with their own passions and goals. We are committed to meeting the needs of ALL of our diverse learners through Distance Education courses that build connection. We strive each and every day to make content accessible to all learners that is fair, equitable, and inclusive.

**Learning Paths**

Within the LNA Health Careers Distance Education program, it is recognized that each and every individual is an expert in progress. Therefore, our curriculum involves personalized learning and numerous pathways for students to complete their Distance Education requirements. The foundation of our Distance Education program stems from the work of Howard Gardener's Multiple Intelligences. These Multiple Intelligences weave through all of the Distance Education content and structure of the assignments.

## **Rationale for the Creative Assignments**

The LNA Health Careers Distance Education program is proud to present an array of assignments that are both student led and creative in nature. It is our belief that through creative assignments which do not leave room for academic dishonesty in AI, that students will take an active role in the research process and engage in their own preferred learning. We base such practices on current research surrounding student achievement and student retention.

## **Responsible Use of AI**

An element within the distance education program that is explicitly taught is the responsibility of each student to appropriately use AI within the program. We believe as a program that AI has many misuses and that there are also opportunities for its appropriate applications. Therefore, the responsible use of AI will be incorporated throughout all of the distance education programs.

## **Resources for Students**

In the Distance Education program, students receive a great deal of support overall from videos, website resources, and a variety of tools that will support their overall learning. Students will be required to advocate for themselves whenever possible should they need additional resources available to them.

## **Student Interaction**

In the LNA Health Careers Distance Education Program, we put a high value on the interaction from student to student and from student to instructor. We believe in active learning and processes of engagement that ultimately uplift the students in their program. We have created a multitude of ways within the Distance Education program that students can engage in such interactions.

## **TECHNICAL ISSUES WITH LEARN DASH**

Should there be technical issues with Learn Dash or a malfunctioning with the “facial recognition software” it is requested that students inform the Director of Distance Education at [info@lnahc.com](mailto:info@lnahc.com) with the specifics as to what technical issues have occurred.

In your email, please address the following:

- 1) The technical issue occurring and if there is an ERROR code
- 2) What you have tried to remedy
- 3) The name of the assignment you were working on
- 4) The instructor’s name for the class
- 5) If applicable, a SCREENSHOT of the ERROR code.

Once you have sent this email, a record is created with this request and in addition, all late submissions will be forwarded to the instructor at their own discretion.

### **INTERNET OUTAGES**

There are times in which an Internet Provider will be struggling to Whenever an internet outage occurs:

- 1) Students are encouraged to report the outage to their service provider

### **u. Credentials Awarded by Program**

- Licensed Nursing Assistant Program – Certificate
- Medication Nursing Assistant Program – Certificate
- Phlebotomy Program – Certificate
- IV Therapy – Certificate
- Licensed Practical Nurse Program - Diploma

## 5. Licensed Nursing Assistant Program Information

### a. Clinical Requirements

Students are required to provide documentation of a negative TB test or negative chest x-ray prior to the first day of clinical. The TB test must be dated within 12 months and must remain current throughout the duration of the program. The chest x-ray must be dated within 5 years and must remain current throughout the duration of the program. Failure to provide the results of a current TB test or chest x-ray prior to the first day of clinical will result in termination from the program.

During flu season (October-April), all students and staff are required to complete a “Flu Vaccine Information or Declination” form. This form states that the student has either had the flu vaccine for the current flu season and the month that it was received, or that the student declines to receive the flu vaccine. If a student declines to receive the flu vaccine, they will be required to wear a mask during clinical.

### b. Expected Outcomes

Training will be conducted in a New Hampshire Board of Nursing approved environment that fosters growth and where students are given the opportunity to succeed. The classroom preparation will include theory as well as varied clinical experiences. During the clinical and theory, student outcomes will include the following:

- Demonstrate comprehension of training and provide care through a holistic approach.
- Demonstrate strong interpersonal skills with both patients and the healthcare team to ensure optimum care is provided.
- Demonstrate sound decision-making abilities and provide safe practices based on direction from a registered or licensed practical nurse.
- Demonstrate understanding of the importance of reporting significant information regarding their clients.
- Demonstrate understanding of the importance of the role of the caregiver and to always maintain professionalism.
- Demonstrate safety at all times.

## c. Curriculum

Teacher to student ratio will be no greater than 8 students to 1 instructor during clinical days. Clinical will follow completion of theory and will offer varied opportunities for learning. Students will be monitored closely by the instructor and will be instructed on safe practices. The instructor, through documentation on the Proficiency Skills Checklist, will measure students on all learning experiences.

Theory will consist of the body system, disease process, rehab, death and dying, and communication skills through a holistic approach. The importance of professionalism, stress reduction, and time management skills will also be introduced.

A class calendar will be given to each student. Theory is provided first followed by lab, and then clinical. Credit is not issued for prior education. Theory and clinical experiences will include but may be limited to:

- Performance of ADLs with a varied client population to foster independence whenever possible.
- Continuation of rehab/restorative programs through ambulation, ROM, and ADL skills. To include use of personal adaptive equipment.
- Safety of client in varied situations based on diseases processes under the supervision of a registered or licensed practical nurse.
- Care of the terminally ill client and providing end of life care with preservation of dignity and postmortem care.
- Admitting, transferring, and discharging of clients.
- Privacy, dignity, and confidential care to support, comfort, spiritual needs, and attainment of client's goals. Encouragement of activity programs to promote wellbeing.
- Comparison of caregiver roles in different settings such as homecare vs. long term or hospital care as well as SNF vs. ICF.
- Life safety concerns - to include fire safety, environment safety, security, and resources to assist with decision-making.
- Infection control practices.
- Environmental and personal safety involving housekeeping concerns, adaptive devices, and special clothing, including personal protective equipment.
- Emotional support including appropriate behavioral response, the aging process, identification of resources, preservation of dignity, assuring freedom from fear/reprisal.
- Comfort, rest, and activity including privacy, physical and occupational skills.
- Emergency situation including appropriateness of action or non-action, fire drills, security of environment, resources available.
- Time management and organizational skills.



- Special procedures
- Demonstrate observational and documenting skills required for reporting of care recipient's health, welfare, physical and mental condition, and general wellbeing.
- Provide safe nursing-related activities under the supervision of a registered or licensed practical nurse.

#### d. Program Requirements

**Students are required to be 16 years or older.** There are four (4) areas that are required to pass the course; in addition to meeting the criminal record policy, you must pass academically, clinically and with attendance.

#### e. Academics/Grading/Clinical

Examinations will be as follows:

Throughout the program, there are four (4) tests, and a final exam. Each test/exam is worth 25% of your grade. A 70% or greater must be obtained on each theoretical test/exam taken to pass the program (Pursuant to Nur 704.09 (k)). Grades are listed as pass or fail. There are no letter grades. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

Clinical competence will be evaluated through accurate completion of the proficiency skills checklist and by direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills to be eligible for certification.

If a student fails the course and is eligible for readmission, they may enroll later.

Credit hours are provided upon successful completion of the course.

- 126 clock hours
- 7.8 quarter credit hours
- Credit awarded upon successful completion of all instructional components

## f. Attendance

LNA Health Careers' training consists of 126 hours; 50 hours of theory, 16 hours of pre-clinical lab, and 60 hours of clinical. Our expectation is that students will come to class prepared, on time and as scheduled. A class schedule/calendar will be provided to each student. Leaving early/coming in late more than 2 times for any reason will result in progressive disciplinary action.

Logging in to your online course work counts as attending a class.

Students must provide proof of an excused absence for any missed time. An excused absence consists only of: (1) a doctor's note, (2) vehicle accident report, (3) pre-approved court appearance or (4) death in the immediate family.

Any missed clinical time must be made up. Clinical make-up is **ONLY** available to students who provide proof of an excused absence. **All excused clinical absence must be made up and will be an additional fee of \$65 per make-up hour.** Students that miss clinical may attend the next scheduled clinical day; all make-up hours must be made up prior to graduation.

Students who complete their theory work online are required to attend 16 hours of preclinical lab and may not attend clinical until all 16 hours are completed. Any unexcused absence during preclinical or clinical time will result in termination. Students may not miss more than 10 hours of the program. Missing more than 10 hours of the program, regardless of the circumstances surrounding the missed time, will result in termination.

All make-up time must be scheduled with the LNA Health Careers' office and will be the financial responsibility of the student regardless of the circumstances surrounding the missed time. Make-up time must be complete within 9 months from the anticipated date of graduation of the student's class. Make-up time not completed within the 9-month period will result in attendance failure. Program can be completed in as little as 4 weeks.



## g. Detail of Fees - LNA

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>	\$450	<b>Registration for one class</b>
<b>Supplies Fee</b>	\$225	<b>Choice of eBook or Textbook, gait belt, online coursework, name badge</b>
<b>State Exam Fee</b>	\$200	<b>Paid to Excel Testing for licensing exam</b>
<b>Liability Insurance</b>	\$125	<b>Covers student while practicing skills and during clinical rotation</b>
<b>Criminal Record Check</b>	\$35	<b>NH State Police criminal background check</b>
<b>Tuition</b>	\$1,715	<b>LNA program tuition</b>
Late Fee	\$50 every 30 days past due	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	\$65/hour	Assessed for any missed clinical time
State Exam Retake – Written	\$100	Assessed if a student fails the written portion of the state exam.
State Exam Retake – Clinical	\$100	Assessed if the student fails the clinical portion of the state exam.
Tutoring	\$130 per 2 hours	Optional for students who request additional support
<b>Paid Parking</b>	\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour + convenience fee (Passport app)	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## h. Underage Students

Students under the age of 18 may not use any mechanical lifts while in training or as an LNA in the field. Per federal labor laws, anyone under the age of 18 employed in a facility may not use mechanical lifts. While there are facilities that do employ LNAs between the ages of 16-18, please be aware it may be difficult to obtain employment as a minor.

Students under the age of 18 will also be required to have a parent/guardian sign a release form prior to attending the first day of class.

## i. Graduation Requirements

Students completing the Licensed Nursing Assistant Program will be awarded a certificate for Licensed Nursing Assistant after meeting the following requirements:

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 70% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Make up all necessary clinical time.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Licensed Nursing Assistant program are eligible to take the state exam for licensure.

## 6. Medication Nursing Assistant Program Information

### a. Philosophy

LNA Health Careers goal is to educate and prepare caring, competent, and compassionate MNAs who will function in this role in long-term care and assisted living facilities. The MNA's will adhere to the NH BON regulations for MNA medication administration. MNAs will assist the nurse as a team member in the nursing department.

Our MNA Students will provide care for individuals that are chronically ill. The MNA's will promote dignity and maintain resident's rights. Medication Nurse Assistants interact with residents and other members of the health care team to promote, maintain, and restore health through the administration of medications. The MNA's will be safe and cautious and promote comfort when giving medications.

The scope of practice for the Medication Nurse Assistant is directed toward collaborating with the RN for the administration of medications to support stable individual's response to common well-defined health problems. The MNA will perform these functions under the direct supervision of an RN.

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice, and clinical application.

### b. Program Hours

The Federal guidelines set forth by the NH Board of Nursing require a minimum of 30 hours of theory and 30 hours of clinical instruction for the MNA program.

The MNA program at LNA Health Careers exceeds this requirement by consisting of 35 hours of theoretical instruction and 35 hours of clinical instruction, for a total of 70 hours of training. Once all training hours have been met, the written competency exam is then offered.

### c. Classroom/Lab Training (Theory)

Training will be conducted in a New Hampshire Board of Nursing approved environment that fosters growth and where students are given the opportunity to succeed. The theory portion of the program consists of 35 hours of classroom instruction, including 4 written tests. You will then attend lab, and then clinical.

Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities including jeopardy and classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the Instructor will measure students on all learning experiences. Clinical skills required for an MNA will be practiced in the lab setting prior to beginning clinical. The following topics will be covered during theory:

- ✓ Information related to individual rights regarding accepting or denying medications.
- ✓ Review of the law and rules pertinent to nursing and nursing-related activities in NH.
- ✓ Review of the policies, protocols, and procedures of the facility where clinical training will take place.
- ✓ Review of anatomy and physiology as it relates to medication administration.
- ✓ Principles of infection control and aseptic procedures as they relate to medication administration.
- ✓ The 6 principles of medication administration as follows:
  - Right Drug
  - Right Time
  - Right Dose
  - Right Person
  - Right Route
  - Right Documentation
- ✓ Residents have the right to refuse medication.
- ✓ Methods of administration of medication to stable clients.
- ✓ Common reactions to medications.
- ✓ Quality management related to storage, disposal, security, recording, and error control pertinent to medications.
- ✓ Methods of documenting the administration of medications and the storage and disposal of medications, including security for supplies of medications and errors in the administration of medications.
- ✓ Effective communication with residents about their medications.
- ✓ Behaviors and performance expected of an MNA administering medications.

## d. Clinical Training

Clinical training will consist of 35 hours of experience, conducted in a long-term setting. Students must have an active LNA license for least 1 years. The ratio of MNA Instructor to student will not exceed 1:4 during any hour of clinical instruction. The content of the clinical component is designed to teach the accurate and safe administration of medications by the following methods complying with NUR 804.02 (6)a-h.

- Topical
- Oral
- Nasal
- Ocular
- Auricular
- Vaginal
- Rectal
- Enteral Tubes



All clinical training will be held in a long-term care facility that meets the following criteria:

1. There are one or more nursing clients who are in-patients.
2. A nursing care plan has been established for such clients by a registered nurse.
3. The care of such clients is managed by a healthcare team.
4. The student is permitted to participate in the care of the clients.

## e. Expected Outcomes

The MNA program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide LNAs the knowledge and understanding of the NH Board of Nursing regulations for MNA medication administration and the skill and knowledge to safely administer medications to a stable population under RN supervision. Expected outcomes include:

- Demonstrate Understand the role of the Medication Nursing Assistant within the healthcare system.



- Demonstrate comprehension and basic knowledge of medication categories and commonly prescribed medications within those categories as well as associated side effects and possible adverse effects.
- Identify basic drug actions and factors that affect them.
- Demonstrate strong communication skills.
- Ability to strictly adhere to the principles of medication administration.
- Demonstrate understanding of infection control practices.
- Identify and understand medical terms/abbreviations necessary for MNAs to communicate while charting and/or verbally.
- Demonstrate understanding of all legal and ethical responsibilities as they relate to nursing and nursing-related activities in NH.
- Identify ethical and legal issues of the MNA.
- Demonstrate understanding of clients' rights regarding accepting or denying medications.
- Always demonstrate professionalism.
- Safely administer medications under the supervision of a Registered Nurse
- Ability to report changes and concerns to the delegating nurse for feedback and assistance.
- Always demonstrate safety.

## f. Program Requirements

Active LNA license for 1 years. There are three (3) areas that you are required to meet to pass the course: You must pass academically, clinically, and with attendance.

LNA Health Careers also follows NUR 806.03, which states after the completion of the theory and clinical components of the medication administration education program, a student shall pass with a minimum of 90% on a final competency written exam.

## g. Academics/Grading/Clinical

Examinations will be as follows:

There is a Final Competency Written Exam administered at the completion of the course. The written competency exam is administered upon completion of all 75 program hours within 5 business days. A minimum grade of 90% must be obtained on the Final Competency Written Exam to pass the course and apply for your MNA Certification.

If a student does not score a 90% or greater on the competency exam, they are given the opportunity to retake a different version of the Final Competency Written Exam for an additional \$25 fee. Only two retakes are allowed. If after 2 retakes the student has not met the minimum 90% requirement, the student will be required to retake the course over the rate of \$2750 (tuition & registration fee).



Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills to be eligible for certification. If there is a concern with the student regarding the clinical component of the course, the instructor will identify those areas with the student in the form of a counseling report, and the instructor will send a copy of the counseling report to the Medication Nurse Reviewer. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the instructor based on the skills checklist. Program can be completed in as little as 3 weeks.

If a student fails the course and is eligible for readmission, they may enroll at a later date at full price.

Instructional Component	Clock Hours	Credit Hour Conversion	Quarter Credit Hours
Theory (Lecture)	35	10:1	3.5
Clinical	35	30:1	1.2
<b>Total</b>	<b>70</b>		<b>4.7</b>

Credit hours are provided upon successful completion of the course.

- 70 clock hours
- 4.7 quarter credit hours

## h. Detail of Fees - MNA

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>	\$450	<b>Registration for one class</b>
<b>Supplies Fee</b>	\$200	<b>Textbook, Online Learning platform, class and lab supplies, and name badge</b>
<b>Criminal Record Check</b>	\$35	<b>NH State Police criminal background check</b>
<b>State Exam</b>	\$200	<b>Written and Clinical Exam Fee</b>
<b>Liability Insurance</b>	\$125	<b>Covers the student while practicing skills and during clinical externship</b>
<b>Tuition</b>	\$1740	<b>MNA Program Tuition</b>
Late Fee	\$50 / every 30 days late	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	\$65/hour	Assessed for any missed clinical time
Tutoring	\$130 per 2-hours	Optional for students who request additional support
Final Competency Written Exam Re-Take	\$25 per retake	Only two re-takes allowed
<b>Paid Parking</b>	\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour + convenience fee (Passport app)	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## i. Graduation Requirements

The students completing the Medication Nursing Assistant Program will be awarded a certificate for Medication Nursing Assistant after meeting the following requirements:

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 80% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Medication Nursing Assistant Program are eligible to take the state exam for licensure.



## 7. Phlebotomy Program Information

### a. Philosophy

The purpose of this program is to prepare students for employment as phlebotomists or to provide supplemental training for persons previously or currently employed in this occupation. The content includes, but is not limited to, communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR; delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

### b. Program Hours

LNA Health Careers follows the guidelines set forth by the National Healthcareer Association, certifying agency, which requires completion of a formal phlebotomy training program, successful completion of 30 venipunctures and 10 dermal punctures. The program can be completed in as little as 6 weeks.

The Phlebotomy Training Program at LNA Health Careers consists of 60 hours of theoretical instruction and then 30 hours of clinical instruction as simulated lab time, for a total of 90 hours of training. Once all training hours have been met, the written competency exam is then offered, and an optional 40–80-hour Clinical externship can be arranged. Changes have been made due to COVID-19.

### c. Classroom/Lab Training (Theory)

Training will be conducted in an environment that fosters growth and where students are given the opportunity to succeed. The theory portion of the program consists of 60 hours of classroom instruction, including online and in-person instruction. Our classes are 1:10 in the classroom and lab.

Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities including jeopardy and classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the Instructor will measure students on all learning experiences. Clinical skills required for a phlebotomist will be practiced in the lab setting prior to beginning any clinical externship. The following topics will be covered during theory:

1. Basic laboratory terminology and abbreviations.
2. Anatomy and Physiology Suggested systems: Cells and Blood Circulation, Heart, Respiratory, Lymph, Urinary, Musculoskeletal
3. Blood Composition, specifics of different blood cells, function, plasma, and serum.
4. Venipuncture procedures with: Vacutainer, Syringe Butterfly. **Including specifics about the order of draw, blood tube colors, and additives.**
5. Blood culture collection
6. Skin-puncture procedure including heel, finger sticks.
7. Responsibility and role of the phlebotomist, health care provider, where the field is headed today.
8. Professionalism
9. Ethical and legal issues
10. Safety in the laboratory
11. Infection and Isolation protocol
12. Quality control and quality assurance
13. Special and timed laboratory procedures: Bleeding Time Tests, TDM, GTT's, etc.
14. Departments within the laboratory and the hospital
15. Processing and transporting of laboratory specimens.
16. Significance of laboratory tests, as related to the body systems.
17. Physical problems that can occur in the field.
18. Patient types, problems, and complications
19. Diseases that can affect laboratory personnel, AIDS, hepatitis, TB.
20. CPR, certificate program
21. Computer skills should be part of the program if used in the hospital and laboratory setting.

Throughout the theory component of training, there are 2 written tests. Students must maintain an overall average of 80% on their written tests to continue to successfully complete all components of training. Students are given the opportunity to retake one test throughout the duration of theory. If an 80% average is not achieved by the last day of theory, the student will be in academic failure and will not be able to graduate with their certificate of completion.

Students in academic failure are eligible to retake the course at the rate of \$2750 (tuition and registration fee).

#### d. Expected Outcomes

The Phlebotomy Technician Program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide students the knowledge and understanding of the Phlebotomists role and designed to meet the standards of the National Healthcareer Association suggested curriculum. Expected outcomes include:

- ✓ Demonstrate entry-level phlebotomy skills for routine procedures.
- ✓ Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.
- ✓ Communicate accurately and precisely using written, verbal and non-verbal techniques, ensuring understanding by the recipient.
- ✓ Demonstrate skills representative of safe working practices as defined by the CDC and OSHA.
- ✓ Describe health care systems, including functions, components and organizational structures.
- ✓ Describe the components and functions of departments of the clinical laboratory. Define
- ✓ medical terminology associated with the function of a phlebotomist.
- ✓ Relate basic anatomy and physiology concepts to the practices and procedures of a phlebotomist.

**Demonstrate safety at all times.**

#### e. Program Requirements

There are three (3) areas that you are required to meet to pass the course: You must pass academically, clinically and with attendance.

LNA Health Careers Phlebotomy Training Program students must pass with a minimum of 80% on the final competency written exam.

LNA Health Careers does not accept transfer of credits from other Phlebotomy programs.

## f. Academics/Grading/Clinical

Examinations will be as follows:

There will be 2 written tests to be graded during the theory portion of the program. You must pass with an 80% average or better to successfully earn your certificate of completion. Students are given the opportunity to retake one test to bring up their average, if necessary.

There is a Final Competency Written Exam administered at the completion of the course. The written competency exam is administered upon completion of all 90 program hours. A minimum grade of 80% must be obtained on the Final Competency Written Exam to pass the course and receive a certificate of completion. If a student does not score 80% or greater on the competency exam, they are given the opportunity to retake a different version of the Final Competency Written Exam for an additional \$25 fee. Only two retakes are allowed. If after two retakes the student has not met the minimum 80% requirement, the student will have the option to retake the course over at the rate of \$2750 (tuition and registration fee).

Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills to be eligible for certification. If there is a concern with the student regarding the clinical component of the course, the instructor will identify those areas with the student in the form of a counseling report and the instructor will send a copy of the counseling report to the Phlebotomy Director. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the instructor based on the skills checklist.

Clinical Skills are based on a pass or fail standard. There are no letter grades. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

If a student fails the course and is eligible for readmission, they may enroll at a later date. The fee will be \$2750 which includes the registration fee and tuition.

Credit hours are provided upon successful completion of the course.

- 90 clock hours
- 7 quarter credit hours



<b>Instructional Component</b>	<b>Clock Hours</b>	<b>Credit Hour Conversion</b>	<b>Quarter Credit Hours</b>
Theory (Lecture)	60	10:1	6.0
Clinical	30	30:1	1.0
<b>Total</b>	<b>90</b>		<b>7.0</b>

## Detail of Fees - PHL

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>
<b>Supplies Fee</b>	<b>\$250</b>	<b>Textbook, online learning platform, class supplies, lab supplies, and name badge</b>
<b>Criminal Record Check</b>	<b>\$35</b>	<b>NH State Police criminal background check</b>
<b>Liability Insurance</b>	<b>\$125</b>	<b>Covers the student while practicing skills and during clinical externship</b>
<b>Tuition</b>	<b>\$1890</b>	<b>Phlebotomy program tuition</b>
Late Fee	\$50 / every 30 days late	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	\$65/hour	Assessed for any missed clinical time
Tutoring	\$130 per 2-hour session	Optional for students who request additional support
Final Competency Written Exam Re-Take	\$25 per retake	Only two re-takes allowed
Optional Externship	\$200	Covers administration fees accrued while arranging externship opportunity
<b>Paid Parking</b>	\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour+convenience fee (Passport app)	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## g. Certification

Any student wishing to obtain a National certification from the National Health Career Association will be required to register with the Program Director via the Admissions team.

Hospitals, laboratories, and other employers have an increasing demand for phlebotomists. Most seek, and many require, a professional certification. With a CPT certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field.

Phlebotomists are critical team members at hospitals, diagnostic laboratories, and blood donor centers. As advancements in medical technology rise, it is an especially exciting time to begin a career in this thriving field. Earning your Phlebotomy Technician Certification (CPT) certification from NHA can give employers confidence in your skills and abilities. Set yourself up for success and reach your career goals in the rewarding healthcare industry.

Individuals with a positive criminal record, especially those within the past 3 years, may have difficulty finding gainful employment in the healthcare field. LNA Health Careers cannot be held responsible for any individual not being eligible for employment or who has falsified information on their application.

## h. Graduation Requirements

Students completing the Phlebotomy Program will be awarded a certificate for Phlebotomy after meeting the following requirements:

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 80% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Make up all necessary clinical time.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Phlebotomy program need to obtain an 80% or better on the final exam to apply for national certificate



## 8. Licensed Practical Nurse Program Information

### a. Philosophy

Becoming a Licensed Practical Nurse at LNA Health Careers prepares you for a career in a fast-paced healthcare environment. The Practical Nursing Training program incorporates classroom learning with simulated clinical activities in our lab and will prepare you for a successful entry into the healthcare workforce. With a high demand in New Hampshire for LPN, there is no better time to start than today!

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

### b. Program Hours

The Practical Nursing Training program is a 12-month, full-time program. The hours each day vary depending on progress through the program. General education and non-nursing classes are offered in a distance learning format where students learn content independently with access to an instructor for assistance as needed. Internet connection is required along with a camera and computer. Credits are awarded per semester.

### c. Classroom/Lab Training (Theory)

Training will be conducted in an environment that fosters growth and where students are given the opportunity to succeed. Classroom may have up to 24 students, most labs and clinicals are 1:8. Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities including learning games, classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the instructor will measure students on all learning experiences. Clinical skills required for a Practical Nurse will be practiced in the lab setting prior to beginning the clinical rotation. The following topics will be covered during theory:

1. Pathophysiology
2. Writing Skills
3. Anatomy and Physiology
4. Mathematics
5. Pharmacology
6. Communication
7. Diversity
8. Leadership
9. Psychology
10. Human Growth and Development, and
11. Ethics

Students must have an overall average of 77% and a test grade average of 77% to be considered passing. Clinical is Pass or Fail. Students are given the opportunity to retake one test throughout the duration of each semester. If an 77% average is not achieved by the last day of the semester, the student will be in academic failure and will not be able to continue in the program. Students in academic failure are eligible to retake the course at the approval of the Program Director after the completion of remediation process. Students wishing to retake courses will also be charged the full cost of tuition and admin fees for the course retake.



#### d. Expected Outcomes

The Practical Nursing Training Program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide students with the knowledge and understanding of the Practical Nurses role and designed to meet the standards of the National Council of Nurses suggested curriculum. Expected outcomes include:

1. **Pass the LNAHC Prep course with a PASS grade. Students who FAIL cannot move on in the nursing part of the program.**
2. Demonstrate basic knowledge, skills, and abilities of a practical nurse.
3. Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs.
4. Utilize the nursing process in meeting the health needs in any healthcare setting.
5. Function within the legal scope of practice and the standards of nursing conduct related to practical nursing.
6. Be eligible to sit for the NCLEX-PN Exam.
7. Identify the need for personal responsibility in continuing education and the advantage of participation in professional organizations.
8. Demonstrate safety at all times.
9. Achieve at least a 77% on each test/exam and overall average of 77% in each course.

## e. Program Requirements

Students are required to have an active LNA license, active BLS AHA CPR certificate, a high school diploma or GED, TEAS exam within the last 12 months, faculty interview and financial interview.

1. Applicants for the LPN Program must submit two (2) letters of reference before their interview with the LPN Program directors.
2. The two (2) references must come directly from a past or current supervisor.
3. The enrollment team will collect the contact information from the supervisor and send the form directly to them.
4. Applicants failing to provide both letters of reference will not be eligible for admission into the LPN program.

**Students who do not pass the LNAHC Prep Course cannot continue on in the program. The course is Pass or Fail.**

There are three (3) areas that you are required to meet in order to pass each semester of the LPN Program with: You must pass academically, clinically and with attendance. LNA Health Careers Practical Nursing Training Program students must pass with an exam average of 77% for all exams, in addition to an overall average of 77%.

Students are expected to wear their LNAHC issued ID badge at all times while on campus and at clinical sites. Replacement badges will incur a \$5.00 replacement fee payable with **any** new badge request. Limit of 2 (two) badge replacements per program. More than 2 replacements will be subject to progressive discipline as badges are part of the dress code policy and failure to wear the badge is a breach of that policy.

## f. Academics/Grading/Clinical/LPN Specific Attendance

Examinations will be as follows:

You must pass with a 77% average or better for all exams (unit tests and final exam) to remain in the program. Students are given the opportunity to retake one in-person test/exam per semester to attempt to bring up their average if necessary.

All assigned course work is due the day defined by the instructor. Make up assignments are evaluated as noted below:

- ✓ All assignments, including quizzes and examinations will be reduced by 10% per class if not submitted or taken on an assigned or scheduled day. Exams and quizzes must be taken within the prescribed time during the day to avoid a late penalty of 1 day. The exam must be made up within one (1) calendar week of the original due date as scheduled by the instructor.
- Students absent on the day of the final examination must make prior arrangements with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member or birth of a son or daughter.

**Standardized Testing:** Students are required to take ATI assessments, both Practice and Proctored, as part of their courses. These ATI assessments provide a certain percentage (10 %) of the final grade in the course. Points for the Practice assessments are based on taking the assessment and remediation; points for the Standardized Proctored Assessments are based on the student score/level and remediation. In the final semester of PNC3, an ATI NCLEX Predictor Assessment is given. All proctored assessments will be administered using a secure, proctored environment.

The Practical nursing program integrates the ATI standardized exam testing and remediation program in Pharmacology, Medical Surgical, Community Health, and Maternal-Pediatric Care. Remediation is required for all students who score less than level 2 on the practice exams. ATI provides the remediation activities recommended for individual students based on their testing report. Students will take ATI Test Taking Strategies and Critical Thinking Assessment (Entrance) in PNC 2. Students in PNC 3 will take Critical Thinking Assessment (Exit), ATI Predictor Assessment, ATI Live Review and Complete pre-graduation Virtual ATI modules by the dates indicated on the PNC 3 syllabus.

**\*Failure to complete pre-graduation Virtual ATI modules will result in an "Incomplete" course grade. Student records cannot be released to the NH BON until all course work is completed. Students must complete all course work prior to final grade submission to graduate.**

Accomplishment of each level indicates that a certain level of competency is achieved. Measuring that competency is an important step in student progression and assessing curriculum. ATI content maps to our curriculum and learning outcomes and provides comprehensive analysis of its effectiveness. ATI products measure competency by guiding students in their preparation and by providing remediation to achieve levels, and measure likelihood of success on NCLEX. ATI



provides the NCLEX PN Licensure Prep Course for graduating senior students at the end of the semester (ATI Live Review). Attendance is mandatory.

### **ATI Testing**

Students in PNC 3 must complete ATI practice exams A and B by the date specified in their course syllabus. Students scoring less than a Level 2 on the practice exams should complete the required remediation activity provided. ATI testing and remediation will account for **10%** of the total course grade.

### **ATI Benchmark Levels**

Level 3 – Indicates the student has exceeded competency and is likely to exceed NCLEX-related content standards in this area.

Level 2 – Indicates the student has met competency and is likely to meet NCLEX-related content standards.

Level 1 – Indicates the student has not met competency and is unlikely to meet NCLEX-related content standards. Therefore, the student's knowledge may be considered unsafe for adequate patient care. Remediation is required.

Below Level 1 – Indicates the student is far below competency in this content and will not meet NCLEX standards. Therefore, the student's knowledge is considered unsafe for adequate patient care. Remediation is required.

### **Predictor Exam PNC 3**

On the Predictor Exam, students must achieve a minimum of 72%, which equates to a 94% likelihood of an NCLEX pass. Remediation activities will be completed by all students for Practice A assessment and is required for students who do not achieve 72% on Practice B. Additionally, students who do not achieve a 72% on the first predictor test in PNC 3 must complete and submit their remediation before completing their second attempt (retake) on the proctored predictor test.

All courses that administer standardized exams (ATI) will conduct remediation activities according to the remediation process below.

**Remediation Process: Content Mastery PNC 2**

1. The remediation packet is generated by ATI and is specifically tailored to what the student missed on their practice or proctored exam as a focused review.
2. Any student scoring less than a Level 1 should schedule an appointment with course faculty to discuss recommendations for further review.
3. Students will be given a remediation tool called an Active Learning Template (ALT) for every section of the exam they get wrong.
  - a. There is no max to the number of ALT's a student can receive.
  - b. ALTs are not graded but provide ongoing support for remediation. Students must submit the report to their course faculty. Course faculty will use this information to monitor remediation activities and confirm completion of successful remediation prior to deadline date

**PRACTICE ASSESSMENT: 4 points****Complete Practice Assessment A.****Remediation:**

- Minimum 1-hour Focused Review on initial attempt
- For each topic missed, complete an active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.

**Complete Practice Assessment B.****Remediation:**

- Minimum 1-hour Focused Review on initial attempt
- For each topic missed, complete an active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.

**STANDARDIZED PROCTORED ASSESSMENT:** Level 3 = 4 points; Level 2 = 3 points  
Level 1 = 1 point; Below Level 1 = 0 points; Remediation = 2 points

**Level 3**

- Minimum 1-hour Focused Review
- For each topic missed, complete an active learning template as part of the required remediation process. Remediation = 2 points: NO RETAKE REQUIRED  
10/10 points=100%

## Level 2

- Minimum 2-hour Focused Review
- For each topic missed, complete an active learning template as part of the required remediation process. Remediation = 2 points: NO RETAKE REQUIRED 9/10 points=90%

## Level 1

- Minimum 3-hour Focused Review
- For each topic missed, complete an active learning template as part of the required remediation process. Remediation = 2 points: RETAKE REQUIRED 7/10 points=70%

## Below Level 1

- Minimum 4-hour Focused Review
- For each topic missed, complete an active learning template as part of the required remediation process. RETAKE REQUIRED 6/10 points=60%

**\*\*Students can earn 1 additional point on the proctored retake, IF they score a level 1 or 2 on the retake. Example: a level 1 student scoring level 1 or 2 on the retake would now get 80% and a below level 1 student would now get a 70% score.**

**\*\*\*\*Based on a total score possible of 100%\*\*\*\***

## **Remediation Process: Comprehensive Predictor PNC 3**

1. Students will complete the proctored exam.

There is no remediation or second attempt for the Comprehensive Predictor.

## **Methods of Evaluation**

Method of evaluation is based on the combined scores from homework assignments, online quizzes, projects, skills performance, class participation, unit exams, independent study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course.

**Clinical is Pass or Fail.**

☐ Submit documentation of a safe to work exam by a medical provider within 18 months of

start date. Students are responsible to obtain a new safe to work examination if required.

☐ Submit documentation of Hep B vaccine series or declination.

☐ Submit proof of immunization records for measles, mumps and rubella, varicella,

tetanus (within 10 years), and a full COVID-19 vaccination series.

☐ Submit copy of immunization records to Practical Nursing Clinical Director.

☐ Provide a copy of current BLS Healthcare Provider CPR card that will not expire before the completion of the program.

☐ Submit proof of personal health insurance

Clinical requirements policy: All requirements must be current at the time of clinical placement.

1. IGRA: QuantiFERON®-TB Gold **OR** T-SPOT® TB test  
**OR** 2-Step Mantoux tuberculin skin test (TST).

A 2-step TST requires a PPD placed and read 48-72 hours later, followed by a second PPD placed 1-3 weeks later and read 48-72 hours later.

2. Two doses of MMR vaccine or positive titer
3. Two doses of Varicella vaccine or positive titer/history of varicella infection
4. Three doses of Hepatitis B vaccine; documentation of positive **Hepatitis B Titer** results or signed declination.  
*\*\* If titer is negative re-immunization is required with follow-up titer.*
5. Tdap (tetanus/diphtheria/pertussis) within 10 years
6. Current CPR Certification
7. Flu Shot-Medical waivers accepted only from qualified practitioners. No religious exemptions accepted. Must be current for calendar year. Signed declinations: any student refusing a flu vaccine is subject to clinical site policy, up to and including refusal of the facility to allow student to participate in clinical. No alternative clinical sites are offered to students who are barred from attending by the clinical facility.

8. COVID-19 vaccination: one J&J **OR** two Pfizer/Moderna. Subject to change based on current CDC recommendations.
9. Urine drug screening is conducted before clinical placement each semester starting with the second semester. Positive urine drug screening (in the absence of valid, current prescription) will result in the student being same day scheduled to obtain a third-party screening scheduled through Health Street (located at 195 McGregor Street, Suite 25 Center Entrance, Manchester NH 03102). The student will be responsible for the cost of the test. A third-party positive drug test or refusal to comply with screening will result in immediate expulsion from the program. Students are not able to attend clinical unless they pass a drug screening. Inability to attend clinical will result in a failing grade for the course. Clinical sites reserve the right to randomly drug screen students. LNA Health Careers also reserves the right to perform drug testing for suspicion of drug use/intoxication during class/clinical/simulation/lab hours.

Clinical competence will be evaluated through successful completion of the proficiency skills checklist, satisfactory rating on the Clinical Performance Evaluation Tool and continuous direct observation by the instructor with a ratio of no more than 8 students to 1 instructor. The checklist will be reviewed during each semester. All students must demonstrate proficiency in basic skills to continue in the program. If there is a concern regarding the clinical component, the instructor will identify and address it with the student in the form of a counseling report. A copy of the report will be sent to the Program Director, and it may result in probation or program termination based on the concern's severity. The final clinical evaluation will be based on the skills checklist.

To continue in the clinical portion of the program students must meet a minimum average of 77% on all nursing exams and overall grade of 77% in each course. Clinical is based on pass or fail. There are no letter grades for clinical. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

Use of Artificial Intelligence for writing assignments is considered academic dishonesty since it is not the work of the student submitting the assignment. All written assignments will be subject to AI checking software. Any assignment with a 20% or above AI score will result in progressive discipline up to and including termination from the LPN program.

In the event that a student fails a course the student will need to complete the process of remediation; complete a reflection questionnaire that demonstrates accountability for academic performance, meet with the faculty to review the reflection questionnaire and faculty feedback and develop a plan for success to determine the appropriate plan for readmission. **A student may only be readmitted into the LPN program once after failing. If a student is readmitted for**

**a second time into the LPN program and fails a nursing course again, they will not be allowed to be readmitted in the program a third time.**

### **Academic Probation LPN program**

Students who are not performing at a successful level either academically or clinically will be placed on academic probation. During the time of academic probation, the student will closely be monitored by faculty to ensure improvement. If there is no improvement noted the student may be dismissed from the program. Students may also be placed on academic probation for being in violation of school policies (Please see code of conduct). Students may be placed on academic probation for the following:

- ☐ Students in the LPN program must have a grade of 77% or better
- ☐ Students in the LPN program who fall below the grade of 77% for any course (General Education, PNC courses) average, including nursing test scores, will meet with the program directors and review the Academic Probation Form.
- ☐ The student and faculty will work together to identify barriers and create a time-sensitive, measurable plan for academic success.
- ☐ Students in PNC 2 and PNC 3 who are placed on Academic Probation will attend Friday study hall (1000-1430) until grades in each course are at or above passing (77%). If at any time after this achievement grades drop below passing, the student will be mandated to attend Friday from 1000-1430 until grades improve.
- ☐ Student will meet weekly with one or both LPN program directors to monitor progress and facilitate success.
- ☐ Students placed on Academic Probation will remain so until the end of the semester.
- ☐ Academic Dishonesty or Plagiarism
- ☐ Unsafe or unprofessional conduct

### **LPN Program Attendance Policy**

#### **Attendance:**

Our expectation is that students will come to class prepared, on time and as scheduled. A class schedule/calendar will be provided to each student. If a student will be absent, they must notify the faculty/clinical instructor one hour prior to start of class/clinical (see No call/No show policy). Leaving early/coming in late more than 2 times for any reason will result in progressive disciplinary action. Students must provide proof of an excused absence for any missed time. An excused absence consists only of: (1) a doctor's note, (2) vehicle accident report, (3) pre-approved court appearance or (4) death in the immediate family. Any missed time must be made up regardless of the reason for the missed time. All absences must be made up and will be an additional fee of \$50 per make up hour

regardless of the reason for the missed time. Absences regardless of the circumstances surrounding the missed time, may result in termination. **Missing 40 or more hours of the course will result in termination from the program.**

**Students are expected to stay current with tuition payments. Students who have missed/late payments resulting in “lock -out” from the learning management system are subject to progressive discipline after the third incident of a late/missed payment.**

### **Professional Communication Expectations:**

Students will ensure that the email address provided and available in PoliSchool is current and active. Students have 24 hours Monday-Friday, and 48 hours Saturday-Sunday and holidays to respond to communications from LNA Health Careers (those requiring acknowledgement and/or responses). Failure to answer communications promptly may result in progressive disciplinary action.

### **No call/No show:**

In healthcare, no call/no show places an unacceptable burden on staffing and places clients, facilities and organizations at risk. Failure to notify the designated individual of absence for a scheduled shift may also be seen as abandonment. It is crucial that prospective healthcare providers understand the repercussions of no call/no show.

No call/no show is defined as the failure to notify the clinical instructor at least one hour after the start of clinical/simulation via telephone (see Attendance). In the event of an unforeseeable circumstance (e.g. car accident on the way to clinical/simulation, unexpected death or illness requiring emergent care/hospital admission or an immediate family member, or student emergency room/emergent hospital admission) the no call/no show policy will be evaluated on a case-by-case basis. For said circumstances, the student will be expected to provide proof (e.g. police report, emergency room/hospital document with date of admission).

Failure to notify the clinical instructor within one hour after the designated start of the clinical/lab/simulation will constitute no call/no show. ***No student is to request that a classmate notify the instructor for them.*** A call from the clinical director will be placed to the student **at the end of the clinical day** to notify of pending disciplinary action (exemption: unforeseen circumstances with designated documentation). The final determination of no call/no show will be that of both the clinical director and the program director.

No call/no show, barring exemption (see above), will result in the student being terminated from the program ***effective immediately.***

**Student return to class due to COVID**

1. If a student has tested positive for COVID:
  - a. Take note of symptoms they are having
  - b. Take note of date of positive COVID test
  - c. Notify faculty immediately
  - d. Student must submit positive results from a health care provider, photos of positive COVID test kits will NOT be accepted.
  - e. Students failing to provide signed PCP/HCP documentation of a positive COVID test will be held responsible for any fees and missed class/clinical time in accordance with the general attendance and progressive discipline policies, up to and including potential expulsion from the program.
2. Direct the student as to when they can return:
  - a. If they are asymptomatic direct them to quarantine for 5 days and submit a negative COVID test to return.
  - b. If they are symptomatic they need to quarantine for 10days and have a negative COVID test to return.
  - c. If you do not know what the policy is, call the facility and ask by speaking to your contact at the facility.  
Facility policies ALWAYS supersede our policies regarding COVID.
3. If after 10 days, the student continues to test positive follow the facility policy for return. If unsure of policy, reach out to the Infection Control nurse at the facility.
4. If a student has been exposed to COVID:
  - a. Clarify vaccination and booster status
  - b. If vaccinated and asymptomatic they may attend class wearing a mask and monitoring for symptoms. They will need to test 5 days after exposure per CDC guidelines
  - c. If vaccinated and symptomatic they may not attend class and will need to provide a negative COVID test to return.
  - d. If unvaccinated (symptomatic or asymptomatic) the student will quarantine for at least 5 days (CDC guidelines) and retest at 5 days after exposure.
5. Clinical facilities with COVID positive patients:
  - a. Students and instructors need to follow the facility policy for PPE
  - b. Students will **not** care for COVID+ or PUI patients/residents at clinical sites. Fit testing is currently unavailable for pre-clinical screening and students will not be placed at risk when the Clinical Director is unable to perform on-campus fit testing.
  - c. Students and faculty may not attend clinical at sites experiencing COVID outbreak until the Infection Control nurse at the facility has given an all-clear.



6. **Licensed Practical Nursing** students who miss clinical/theory days due to observance of LNA HC COVID Policy will not be charged for clinical make up days. The student must attend all scheduled clinical make-up (to be arranged by the Clinical Director) to meet the BON requirement for clinical days. Missed theory days will not be counted as such; home study will be allowed and count toward program hours, make-up exams will be scheduled as necessary. Students should not be penalized for following the COVID policy to protect their classmates, our faculty and staff, and residents/clients at clinical sites.

### g. Dress Code for LPN Students

Students are expected to always present themselves in a professional manner, including their appearance. This dress code applies to classroom, lab, simulation, and clinical areas. Per Board of Nursing regulations, students must be easily identifiable. For this reason, LNA Health Careers has established the following dress code for LPN students.

- ☐ Navy-blue uniform scrub top, navy-blue scrub pants, optional white or navy-blue scrub jacket. Must be clean and in good repair. No spandex or tight-fitting clothing is acceptable. No hoodies, fleece, or sweatshirts unless they bear the LNA Health Careers logo, and then only during classroom instruction. Not to be worn during lab, simulation or clinical. White, black, or navy blue under scrub or undershirts may be worn. Male students must wear a black, white, or navy undershirt with their scrub top. No visible undergarments. Scrubs must be clean and free from wrinkling/creasing/pet hair etc. Students may wear any color of scrubs during theory/classroom.
- ☐ White, black, or navy-blue socks or nylons. No exposed ankles in clinical.
- ☐ Clean, closed toe, closed heel shoes, non-skid sneakers are acceptable. Black, white, or navy-blue predominant colors. NO brightly colored footwear and NO “croc”, flipflops, or slippers at any time. Boots are appropriate footwear for classroom instruction during inclement weather but not appropriate for the clinical site, lab, or simulation areas. Students must bring and change into appropriate footwear for these areas.
- ☐ LNA Health Careers will supply name tags which will be worn at all times, in addition to any required identification from a clinical facility while on facility property.
- ☐ A watch with a second hand is required. No bracelets, wristbands (except medical alert jewelry/bands).
- ☐ Large jewelry, dangling earrings and necklaces are not to be worn during lab, simulation or clinical. Rings must be limited to wedding bands or sets, silicon band (1), or one discreet ring. Large, ornate, or multiple rings are not to be worn for safety and infection control purposes.

- ☐ Visible tattoos must be covered. Visible facial piercings must be small, discreet, and tasteful or they must be removed or covered for lab, simulation and clinical. One pair of stud earrings only, no ear tunnel earrings during clinical, lab or simulation. Students will abide by the piercing coverage policy of the individual clinical facility.
  - ☐ Acrylic nails are not allowed in clinical for infection control purposes. Nails are to be trimmed to no more than  $\frac{1}{4}$  inch, clean and free of chipped polish. Nail polish colors are limited to nudes and/or neutral colors only. Neutral French and reverse French manicures of no more than  $\frac{1}{4}$  inch natural nails (NO acrylics) are acceptable. No dark or neon colors. No nail art, no objects glued or placed on nails- for infection control purposes.
  - ☐ Hair longer than collar length will be pulled up during lab, simulation or clinical. Hair may be worn back in a ponytail for classroom instruction.
  - ☐ Practice good personal hygiene including:
    - o Showering daily
    - o Using deodorant
    - o Oral hygiene
- \*\*Male students are to be clean shaven or maintain neatly trimmed, short facial hair that does not interfere with PPE requirements.**

**AVOID SCENTED BODY LOTION/COLOGNE/PERFUME/BODY SPRAY.** In the clinical setting, strong scents can trigger patients with nausea/respiratory issues and we must also be considerate of classmates/faculty/staff who may be sensitive to strong scents.

Any student coming to class or clinical without proper attire will be sent home and all hours missed will be documented and charged (clinical) as per the attendance policy. Disciplinary action will be enforced for students who fail to follow the dress code.

## h. Detail of Fees - LPN

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>Application Fee</b>	<b>\$100</b>	<b>Application for program</b>
<b>Registration Fee</b>	<b>\$450</b>	<b>Registration for program</b>
<b>Supplies Fee</b>	<b>\$2000</b>	<b>Class supplies, research library, tools, and name badge</b>
<b>Textbook Fee</b>	<b>\$1,050</b>	<b>Textbooks for the program</b>
<b>Criminal Record Check</b>	<b>\$35</b>	<b>NH State Police criminal background check</b>
<b>Liability Insurance</b>	<b>\$150</b>	<b>Covers the student while practicing skills and during clinical rotation</b>
<b>Lab Fee</b>	<b>\$1500</b>	<b>Simulation and lab supplies</b>
<b>NCLEX Prep</b>	<b>\$2,500</b>	<b>NCLEX Prep throughout program</b>
<b>Tuition</b>	<b>\$25,240</b>	<b>Practical Nursing program tuition</b>
<b>TOTAL</b>	<b>\$33,025</b>	
<b>Late Fee</b>	<b>\$50 or according to payment plan of choice</b>	<b>Assessed if payment is received after due date</b>
<b>Paid Parking</b>	<b>\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour + convenience fee (Passport app)</b>	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## i. Graduation Requirements

Students completing the Licensed Practical Nursing Program will be awarded a Licensed Practical Nursing Degree after meeting the following requirements:

- Students must achieve successful completion of all courses with a grade of C+(77) or better for all courses.
- Students must achieve successful completion of all nursing courses with a test grade average of C+ (77) or better.
- Maintain satisfactory clinical performance in all areas.
- Make-up all necessary clinical time, LNAHC Prep course, ATI Capstone, and ATI Live NCLEX review.
- Students must attend Live NCLEX-PN review sessions provided at LNA Health Careers.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Licensed Practical Nursing program are eligible to take the National Council's Licensing Examination (NCLEX- PN).

## j. Academic Calendar/Curriculum

The LPN Program is a total of 3 semesters over 12 months. Classes are held in Manchester and clinical locations are within an hour and a half from Manchester, NH.

LNA Health Careers		
LPN Program Curriculum Sequence		
Prep Program (4 weeks)		
ITEM #	TITLE	CREDITS
LPN-PREP	LNAHC Prep Program	0
First Semester (15 weeks)		
ITEM #	TITLE	CREDITS
LPN-ENG	English Composition	3
LPN-AP1	Anatomy and Physiology 1	3
LPN-N1	Practical Nursing Care 1	18
Second Semester (16 weeks)		
ITEM #	TITLE	CREDITS
LPN-AP2	Anatomy and Physiology 2	3
LPN-PHARM	Pharmacology	6
LPN-N2	Practical Nursing Care 2	12
Third Semester (16 Weeks)		
ITEM #	TITLE	CREDITS
LPN-CPH	Community and Public Health	9
LPN-MNW	Maternity, Newborn & Women's Health	9
LPN-PSYCH	Psychology	3
LPN-HGD	Human Growth and Development	3
<b>Total Credits:</b>		<b>69</b>

## k. Course Descriptions

**LNAHC Prep Course-** This course is designed with our students in mind. Students learn and review critical skills needed for nursing program success. Included is a guided online ATI Launch program that contains foundational review modules used in conjunction with live classes that review topics such as basic math, emotional intelligence, nursing ethics, leadership and professionalism. All successful students will be able to continue to the nursing portion of the LPN program.

**Practical Nursing Care 1-** This is an in-person course. This foundational course introduces the student to the fundamentals of nursing principles and skills and starts development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to provide care to adult and elderly clients. The nursing process is introduced to assist in the adaptation of care plans and implementation of planned care in the clinical setting. Laboratory and clinical experiences reinforce theory concepts. **This course is a prerequisite for Practical Nursing Care 2.**

**English Composition-** This is a distance education course that offers enhancement of writing skills through instruction in the writing of expository essays. Students will log into their student portal to review lecture materials, complete and revise draft essays for final submission and participate in online discussions with peers.

**Anatomy and Physiology I-** This is a distance education course. Included is an interactive online course that introduces the student to human anatomy and physiology from an integrative perspective. Students will log in to their online platform to read their online text, participate in computer-based activities and take online quizzes. Students learn the structure and function of the tissues, the skeletal system, the nervous system, the endocrine system, and muscle function from the level of the cell to the level of the organism. **This course is a prerequisite for Anatomy and Physiology 2.**

**Human Growth and Development-** This is a distance education course. Students will access the course through their student portal and complete assigned essays, cases studies, projects and online discussions. This course focuses on human growth and development over the lifespan, and assists the LPN student to manage various physical, intellectual, and socioemotional issues. This course will also examine the research methods used by psychologists across these areas to study the origins and variations in human behavior.

**Anatomy and Physiology 2-** This is a distance education course. Included is an interactive online course that allows students to continue learning about the systems of the body. This course is a continuation of Anatomy and Physiology 1. Students will

log in to their online platform to read their online text, participate in computer-based activities and take online quizzes.

**Practical Nursing Care 2-** This is an in-person course that focuses on medical surgical nursing. The course presents principles of health promotion, maintenance, and restoration across the lifespan for the various disease processes of the body. Students will learn how to connect clinical judgment to nursing care of these disease processes by attending lecture and completing weekly virtual clinical scenarios and clinical judgment cases. Laboratory and clinical experiences reinforce theory concepts.

**Pharmacology-** This is an in-person course offers an introduction to pharmacology, dose calculations, classification of drugs, medication administration and nursing care for a client taking prescription medications. Students will learn about medications and how they affect each system of the body including therapeutic indications, side effects, and client education.

**Maternal, Newborn, and Women's Health-** This is an in-person course that introduces the student to the foundations of women's health, pregnancy care, and newborn care. Students will learn how to manage care for the pregnant client, the postpartum client and the newborn. Health promotion principles are used to improve client outcomes. Laboratory and simulation experiences reinforce theory concepts.

**Community and Public Health-** This is an in-person course that introduces the student to the foundations of community and public health nursing. Students will learn how to identify health needs of individuals, families, and communities while identifying social determinants of health. This course includes group and individual projects that accentuate the role of the public health nurse. Simulation experiences reinforce theory concepts.

**Psychology-** This is a distance education course that offers an introduction to the field of psychology. Students will access the course through their student portal and complete assigned essays, cases studies, projects and online discussions. Students will explore key figures, diverse theoretical perspectives, and research findings that have shaped some major areas of contemporary psychology.

**ATI Capstone and Virtual ATI-** Designed to partner with our nursing program as you prepare for graduation. Capstone is integrated as a supplement to the LNA Health Careers LPN curriculum in preparation for the Comprehensive Predictor exam. Our students will be assessed, and remediation will occur on important content, increasing their accountability for quality NCLEX results. 100% participation has been proven to result in a passing NCLEX score.



**ATI Live Review-** This engaging and interactive seminar covers every essential subject area on the NLCEX exam. During the seminar, students apply nursing knowledge and use critical thinking, clinical judgement, and test-taking strategies. The review is led by an expert ATI Nurse Educator who knows exactly what material to review shortly before the exam.

**LPN Specific - Transfer Credit Policy:** LNA Health Careers will consider general education courses (including science courses) from other post-secondary institutions with a grade of C+ (77%) or better taken within the last 5 years for transfer into the LPN Program. LNA Health Careers transfer of credit policy follows a systematic approach to evaluate whether courses taken outside of the school are comparable in scope and content to the school's own coursework. This policy ensures that students receive appropriate credit for their prior learning and educational experiences, allowing them to progress smoothly and efficiently through their academic journey.





## 10. Other Programs

### a. LNA Refresher Program Information

LNA Health Careers offers a refresher program for LNAs seeking to reinstate their license. This 6-hour course is highly recommended for those who've been out of the field before taking the state competency exam.

The refresher program covers topics such as infection control, safety, resident's rights, communication, abbreviations, and basic nursing skills. It includes practical clinical scenarios to prepare candidates for the competency exam and real-world application. **All refresher courses are held in person or online.**

- Admission Requirements  
None
- Program Hours  
This program is 6 hours in length.
- Academics/Grading/Clinical  
This course is Pass or Fail.

- **Detail of Fees -Refresher**

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>	\$300	<b>Registration for one class. Nonrefundable for any reason.</b>
<b>State Exam – Written</b>	\$100	<b>Written portion of the state exam.</b>
<b>State Exam – Clinical</b>	\$100	<b>Clinical portion of the state exam.</b>
<b>Total Tuition Fee</b>	\$500	<b>Total tuition cost of registration fee and state exam fees</b>
State Exam Retake – Written	\$100	Assessed if a student fails the written portion of the state exam.
State Exam Retake – Clinical	\$100	Assessed if the student fails the clinical portion of the state exam.
<b>Paid Parking</b>	\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour + convenience fee (Passport app)	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## b. IV Therapy

### 1. 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 with a ratio of no more than 6 students to 1 instructor.

## 2. Admission Requirements

There are no prerequisites to joining this course, however, participants cannot practice in the state of NH without an active LPN or RN nursing license.

## 3. 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. Certification can be completed in as little as 3 weeks.

## 4. Academics/Grading/Clinical

This is a Pass or Fail course.

## 5. Detail of Fees - IVT

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>	\$500	<b>Registration for one class. Nonrefundable for any reason.</b>
<b>Paid Parking</b>	\$0.75/hour (coins) \$1.00/hour (card) \$1.00/hour + convenience fee (Passport app)	<b>Students are responsible for cost of street parking while at Market St. Campus</b>

## IV Therapy Certification Fast Track Program

1. Students graduating from the LPN program at LNA Health Careers qualify for the IV Therapy Certification Fast Track Program after they have successfully passed their NCLEX and have an active LPN license on the BON website.
2. If a student meets the above criteria and signs up for the IV Therapy Certification Class within 42 days of graduation day, they will qualify for a 40% discount. The normal price is \$500.00 per class. The discounted rate will be \$300.00.
3. If a student meets the above criteria signs up for the IV Therapy Certification Class within 70 days of graduation day, they will qualify for a 25% discount. The normal price is \$500.00 per class. The discounted rate will be \$375.00.

4. Students must enroll in an available IV Therapy Certification class with a start date within 3 months (90 days) of enrollment.
5. The class must be completed within 6 months (180 days) if the student needs to transfer to another date and time.
6. Students must be up to date with any tuition payments when they enroll and when their scheduled IV Therapy class starts.



## 11. Accreditation

All Nursing Programs are NH Board of Nursing Approved (LNA, MNA, LPN).

All programs offered through LNA Health Careers are approved and licensed through the Department of Education.

LNA Health Careers is in the initial phases of Accreditation with ACCSC, Accrediting Commission of Career Schools and Colleges.

LNA Health Careers is seeking Accreditation with ACEN, Accreditation Commission for Education in Nursing.



# LNA Health Careers

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