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# **BROWARD-MIAMI** **HEALTH INSTITUTE**

## **INSTITUTION CATALOG** **2024 - 2025** **Vol. III**

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## GENERAL INFORMATION

### MISSION

The mission of **Broward-Miami Health Institute** is to source excellent post-secondary education and guidance to its students by preparing them for thriving careers, professional development, academic exploration, and community connection, while helping the graduate in attaining employment in their chosen focus within the healthcare field.

### PROGRAM PHILOSOPHY

The program philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge.

**Patient Centered Care:** Patient-centered care is the practice of caring for patients (and their families) in ways that are meaningful and valuable to the individual patient. It includes active listening, informing, and involving patients in their care.

**Broward-Miami Health Institute** practices *Principles of Patient Centered Care*:

1. Respect for patients' values, preferences and expressed needs.
2. Coordination and integration of care
3. Information and education
4. Physical comfort
5. Emotional support and alleviation of fear and anxiety
6. Involvement of family and friends
7. Continuity and transition
8. Access to care

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health states are dynamic. The nurse will provide care for individuals and groups in this multi-cultural community. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with members of the healthcare team and community agencies will assist in meeting patient needs and reaching positive outcomes of patient care.

Home Health Aide is a practice discipline where the goal is to provide a safe, effective care environment; promote physiologic and psychosocial integrity, and to meet patient needs. Contemporary health care delivery focuses on wellness and the management of chronic conditions. Along with the shift of care into the community, the aging of our population and nation's increasing cultural diversity, the Home Health Aide focus includes data and rationales of care based on informatics and critical thinking. The expansion of scientific knowledge and technology marks a different approach to home health care in the new century.

### OBJECTIVES

In support of its mission, the Institute's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.
- To provide students with all of the materials, faculty, and administrative support needed to successfully complete their program.

- To encourage and foster the value of life-long learning in our students.
- To provide students with the most up-to-date and comprehensive information available in their field of study.
- To utilize Broward-Miami Health Institute tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.
- To maintain an educational environment that respects and welcomes diverse individual backgrounds, abilities, interests, and opinions.

## OWNERSHIP

**Broward-Miami Health Institute** is a Limited Liability Company owned and operated by Jennifer Paul.

## FACILITY AND EQUIPMENT

**Broward-Miami Health Institute** is located at 6320 Miramar Pkwy Ste I, Miramar, FL 33023 and is approximately 2000 sq feet. The space is divided into, reception area, break room, two classrooms, an administration office, and a wet lab for student learning. The mailing address for Broward-Miami Health Institute is 6320 Miramar Pkwy Ste I, Miramar, FL 33023.

There will be adequate space for the first year of operations. The school is fully air-conditioned to provide a comfortable learning environment. A small library is available that will include computers, dictionaries, thesaurus, and other learning materials. The equipment is available on-site to allow a hands-on training approach.

The facility and equipment used fully complies with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

1. The training facilities are designed with the total learning and comfort needs of the students as the main focus.
2. Our educational environment is created with lecture, demonstration/practice, and testing.
3. It is equipped with medical supplies required for demonstration in the relevant program.
4. The administrative offices are located on-site, adding to the convenience for students.
5. The classroom is equipped with multi-media technology.
6. There is adequate parking for all students.
7. Care of Facilities - We rely on all students, staff, and guests to care for our facilities with pride.
8. There is to be no eating or drinking in the classrooms and on the entrance patio.
9. Kindly refrain from littering. Trash bins are provided for disposal of trash.

## STATEMENT OF LICENSURE

Broward-Miami Health Institute is licensed by the Florida Commission for Independent Education, Florida Department of Education, License #9021. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll Free telephone number (888) 224-6684 ([www.fldoe.org/cie](http://www.fldoe.org/cie)).

## DISCLOSURE STATEMENTS

The school is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

Broward-Miami Health Institute is not accredited by any national agency and therefore cannot offer students access to Federal Student Aid programs.

The acceptance of the transfer of credits or clock hours earned at this Institute is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not clock hours earned at Broward-Miami Health Institute will be accepted by another institution of the student's choice.

The Institute does not offer advanced placement based on work experience.

As a prospective student, you must review this catalog prior to signing an enrollment agreement.

It is the policy of the school to provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

## STUDENT RIGHTS AND RESPONSIBILITIES

While it is not possible to address all eventualities, it is important that rights of Broward-Miami Health Institute students be embraced by the community and observed in the spirit of the Academy's mission. These rights include, but are not limited to:

1. The right to be treated equally in academic and social settings.
2. The right to live and/or attend classes in a physically safe environment.
3. The right to express diverse opinions in an intellectually safe environment.
4. The right to privacy
5. The expectation of a positive living/learning environment
6. The right to learn without disruption.
7. Access to academic and support services that enhance student learning.
8. The right to pursue academic interests.
9. The right to engage in mutual collaboration.
10. The right to explore personal spiritual growth and development.
11. The right to know academic requirements and to be evaluated fairly.
12. The right to engage in service opportunities that enhance learning outcomes, both on and off campus.
13. The right to associate with student organizations of one's own choosing.
14. The right to participate in a system of shared governance.
15. The right to assemble.

While it is not possible to address all eventualities, it is important that the responsibilities of Broward-Miami Health Institute students be embraced by the community and observed in the spirit of the Institute's mission. General responsibilities include, but are not limited to:

1. Responsible for cultivating personal growth and development through academic, civic, and social engagement.
2. Responsibility to pursue educational opportunities to the best of one's ability.
3. Responsible for academic progression and career planning.
4. Responsibility to explore personal growth and development.
5. Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment.
6. Responsibility to other students.
7. Responsible for approaching differing and diverse views and opinions with an open mind.
8. Responsibility to recognize the value of diversity and an exchange of ideas.
9. Responsibility for showing respect to other students.
10. Responsibility to the community
11. Responsible for engaging in appropriate service-learning experiences that improve the quality of life of those around them.
12. Responsible for complying with laws, rules, and regulations.
13. Accountability for one's own actions.

- 14. Responsibility to maintain the property and facilities of Broward-Miami Health Institute
- 15. Responsibility to maintain a positive image of Broward-Miami Health Institute

## ACADEMIC CALENDAR

2023 – 2024	
Session 1	01/02/2024 – 01/19/2024
Session 2	02/13/2024 – 03/01/2024
Session 3	03/26/2024 – 04/12/2024
Session 4	05/07/2024 – 05/24/2024
Session 5	06/18/2024 – 07/05/2024
Session 6	07/30/2024 – 08/16/2024
Session 7	09/10/2024 – 09/27/2024
Session 8	10/22/2024 – 11/08/2024
Session 9	12/03/2024 – 12/20/2024

**Registration:** Students must register 2 weeks prior to the session’s start date.

## SCHOOL HOLIDAYS

If a holiday falls on a Saturday it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday.

Holiday	2024	2025
New Year’s Day	January 1	January 1
Martin Luther King Day	January 15	January 20
President’s Day	February 19	February 17
Memorial Day	May 27	May 26
Independence Day	July 4	July 4
Labor Day	September 2	September 1
Veterans Day	November 11	November 11
Thanksgiving Day	November 28	November 27
Day after Thanksgiving	November 29	November 28
Christmas Eve	December 24	December 24
Christmas	December 25	December 25

## HOURS OF OPERATIONS

Day Classes	Monday – Thursday: 9:00 am - 4:30 pm
Evening Classes	Monday – Thursday 5:00 pm - 9.00 pm
Administrative Offices	Monday – Friday 8:00 am - 2:00 pm

# FINANCIAL INFORMATION

## TUITION & FEES

Program	Credit/Clock Hours	Tuition Cost
Home Health Aide	75	\$450.00

Fees	Cost
Registration Fee ( <i>non-refundable as per the refund policy</i> )	\$150.00
Returned Checks	\$35.00
Background Check	\$75.00
Books, Supplies & Uniforms	\$75.00

- \* Students must allow two weeks for processing receipts which are requested to be sent by mail or fax.
- \* Types of Payment: Visa, MasterCard, Bank Wire, Check or PayPal.
- \* Tuition is subject to change.

## PAYMENT OPTIONS

Students have the option to make payments as follows:

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

## CANCELLATION & REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee (not to exceed \$150.00) and background fee.
4. A student cancellation after attendance has begun through 50% completion of the program will result in a Pro-Rata refund computed based on the numbers of hours completed to the total program hours. There is no refund of the registration fee and background fee after the third business day.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the President, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.



# ACADEMIC INFORMATION

## HOME HEALTH AIDE

### PROGRAM DESCRIPTION

This program is designed to prepare the student to enter the work force as a home attendant or Home Health Aide. The program content provides instruction in services that assist in maintaining maximum independence and safety in the home environment. The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control, emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, and personal care needs.

### PROGRAM OBJECTIVE

- Demonstrate knowledge of the health care delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate knowledge of the Home Health Aide's legal and ethical responsibility including HIPAA.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations including BLS-CPR.
- Recognize and practice infection control procedures.
- Demonstrate basic computer skills.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including AIDS.
- Apply basic math and science skills.
- Demonstrate knowledge of the legal and ethical responsibilities of the Home Health Aide including identifying signs of domestic violence.
- Perform personal patient care procedures.
- Apply principles of nutrition.
- Provide care for geriatric patients including active or passive range of motion.
- Apply the principles of infection control OSHA.
- Provide bio-psycho-social support.
- Perform supervised management functions, following the patient's plan of care.
- Assist with rehabilitative activities.
- Perform home health services.

### PROGRAM BREAKDOWN

Course Number	Course Title	Clock Hours
CHC 101	Introduction to Healthcare & Caregivers	6
CHC 102	Patients' Rights	2
CHC 103	Interpersonal Skills	1
CHC 104	HIV/AIDS	4
CHC 105	Body Mechanics	2
CHC 106	Medical and Surgical Asepsis	4
CHC 107	Weights and Measures	3
CHC 108	Vital Signs	3
CHC 109	Observation And Charting	2

<b>CHC 110</b>	Medical Errors	2
<b>CHC 111</b>	Domestic Violence	2
<b>CHC 112</b>	Nutrition	3
<b>CHC 113</b>	Emergency Procedure	4
<b>CHC 114</b>	Changes in Health	2
<b>CHC 115</b>	Rehabilitative Nursing	3
<b>CHC 116</b>	Patient Care Skills	10
<b>CHC 117</b>	Death and Dying	2
<b>HHA 201</b>	The Health Aide in the Home Setting	4
<b>HHA 202</b>	Maintenance Tasks of Home Care	4
<b>HHA 203</b>	Dietary Duties for Home Care	4
<b>HHA 204</b>	Safety Factors in Home Care	4
<b>HHA 205</b>	Assistance with Self-Administration of Medications	4
<b>TOTAL</b>		<b>75</b>

## ADMISSION REQUIREMENTS

The applicant must be 18 years of age and submit a valid picture ID. If the applicant is less than 18 years of age, a parent or guardian signature is required to enroll the student in the program.

## RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll, a student must follow the required admissions procedures. If a student has been dismissed from the program for any reason, they must appeal that decision with the President, and only the President can decide if the appeal is granted or denied.

## ORIENTATION

A new student is oriented to the school's facilities, policies, and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.

## GRADUATION REQUIREMENTS

To graduate from Broward-Miami Health Institute, and to receive a diploma, the student must:

Complete each required course / meet each course's minimum standards in addition to obtaining an overall CGPA of 3.0 or higher and satisfy all financial obligations.

## CREDENTIALS AWARDED

Program	Clock Hours Required	Credential Awarded
Home Health Aide	75	Diploma

## DEFINITION OF A UNIT OF CREDIT AND CLOCK HOUR

**1 Clock Hour** means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

## **COURSE WITHDRAWAL POLICY**

To apply for a withdrawal, students will provide notification of intent to withdraw, in writing or orally, to the Registrar's Office. The Registrar will document the reasons and date of the student request.

- Withdrawals with Refund: Courses in which the student applies for withdrawal during the drop/add period will be refunded according to the Cancellation and Refund Policy.
- Withdrawals without Refund: When students request a withdrawal from a course, after the due date established by the institution for withdrawals with refund, it may affect the student's academic progress.

## **WITHDRAWALS POLICY**

Any student wishing to officially withdraw from the school must notify the President in person or send a letter by certified mail. A student who missed school for five (5) consecutive days and does not notify the President will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution they will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the school's refund policy based on the withdrawal date.

## **TRANSFER OF CREDIT**

The school will accept transfer of credits on an individual basis. Students can only transfer in a maximum of 75% of clock hours needed to complete the program. At least 25% of the program must be completed at the Institute. Transfer of credit will be permitted for previous education and/or training based on evaluation and tests set forth by our Institution. Transfer students must have an official transcript and the evaluation and decisions will be made by Broward- Miami Health Institute. The school from where the student requested the transfer must be recognized by the Florida Department of Education or the US Department of Education.

It is the student's responsibility to confirm whether or not credits will be accepted by the receiving institution. Students wishing to transfer from Broward-Miami Health Institute to another institution will need to review that institution's policy as we do not guarantee transfer of credit. Also, please know that the Satisfactory Academic Progress Transfer credits that are accepted by Broward-Miami Health Institute are included in the calculation of the Maximum Time Frame.

## **TRANSFER OF WORK EXPERIENCE OR BY EXAMINATION**

Broward-Miami Health Institute does not grant credit or clock hours for non-traditional learning experiences such as technical training, professional licensure, and certification.

## **LICENSURE FOR HOME HEALTH AIDE**

There is no state licensing or certification of Home Health Aides in Florida. The state of Florida does not have a state-administered test of Home Health Aides. There is no state law that requires the licensing or certification of Home Health Aides in Florida. To work for a Medicare or Medicaid home health agency, a Home Health Aide must complete at least 75 hours of training and/or successfully complete a competency evaluation given by the home health agency.

## STUDENT SERVICES

Students will receive advisement and or counseling with the following topics: **Academic Planning** which includes **academic advising**, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

### FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the school. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$150.00 is required to be paid at the time of registration.

At times, loan services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. Broward-Miami Health Institute or its members will not be liable for any loan default or any fraud with respect to this financial transaction. Broward-Miami Health Institute will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the Student Services' office.

### ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one is in need of academic counseling services during business hours.

### CAREER SERVICES

The President serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings
4. Maintaining employment once hired
5. Developing and utilizing a network of professional contacts who can aid the job search effort.

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

The school shall not deny admission or discriminate against students enrolled on the basis of race, creed, color,

sex, age, disability, sexual orientation, or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

## LEAVE OF ABSENCE

A leave of absence shall not exceed 60 days. A student requesting a Leave of Absence must do so in writing. The letter must state both the reason for the Leave of Absence and the time required. The decision shall be at the sole discretion of the Program Director.

A student who does not return at the end of their Leave of Absence will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. The school will permit a student to take one (1) Leave of Absence (LOA) during any program.

## SATISFACTORY ACADEMIC PROGRESS

### GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of skills. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	GPA
A	90 - 100%	4.0
B	80 - 89%	3.0 – 3.99
C	70 - 79%	2.0 – 2.99
D	60 - 69%	1.0 – 1.99
F	0 - 59%	0.0 – 0.99

### MEASUREMENT OF ACADEMIC PROGRAM/PROGRESS

It is recommended that a student plans to dedicate at least two – to - four hours of independent reading and/or study for every hour of class they attend. Estimated hours spent on out-of-class activities will be defined in more detail by the course syllabus and are not applicable to the total clock hours of the program.

The CGPA is a weighted average calculated by multiplying the clock hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 3.0 or above to be eligible for graduation from their program of study.

Broward-Miami Health Institute courses follow a progressive course numbering system and courses are labeled in two ways:

**HHA = Home Health Aide**

### SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain enrolled at the institute. Satisfactory academic progress is determined by measuring the student's **cumulative grade point average (CGPA)** and the student's **rate of progress toward completion of the academic program**. These are outlined below.

To remain in good standing, the student must maintain at least a cumulative grade point average of 3.0 or a B. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 3.0 at the

time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation.

The institution must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are Standards.

Broward-Miami Health Institute is a non-degree Diploma granting institution. Satisfactory progress is based on clock hours completed and is checked three times during the program. The first check will be made at 25% of the program at which time the student must have a minimum of a 3.0 GPA. The second check is done at 50% of the program and the student must have a minimum grade point average of 3.0 GPA. The third check is done upon completion, where the student must achieve a minimum of a 3.0 GPA.

At each evaluation satisfactory progress is checked. If the student is not maintaining the grade point average as previously specified, the student will be put on a thirty-day probationary period, at the end of which time the student should have raised his/her average to minimum standard. If, however, the student was unable to raise his/her GPA after the probationary period, he/she will receive a failing grade at that point. However, student may be allowed to repeat the failed course at a later cycle or be dismissed from the program.

At each assessment point satisfactory academic progress, students will be required to have successfully completed (passed) a minimum of 67% of the total number of credits attempted up to that point in time.

- \* Home Health Aide – 75 clock Hours  
First check: 100% = 75 Hours (Minimum of 3.0 G.P.A.)

## SANCTIONS

If a student does not meet the minimum SAP standards, the student will be placed on a warning status for the following term.

- If at the end of the warning term, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive warning terms.
- If the minimum SAP standards are not achieved by the end of the warning term, the student may continue taking classes for one additional term but will be placed in a status of probation.
- If the student does not meet the minimum SAP standards after the additional term (probation), the student will be dismissed from Broward-Miami Health Institute.
- The student will be notified in writing of each change in their SAP status.
- Upon successful completion of the Home Health Aide course, the student will be awarded a diploma.

## POLICIES AND PROCEDURES

### DRESS CODE

All students are required to wear name badges and uniforms from Broward-Miami Health Institute. The uniform is embroidered with the school logo. All students are required to wear leather (no mesh) athletic all white tennis, waterproof, and are in new or like-new condition. Also, clean socks must be worn at all times. Uniforms may be purchased from the school. All students are required to always maintain the highest level of hygiene.

No artificial nails, natural colors, tattoos must be covered with an all-white under shirt, natural hair color (no loud colors), minimum jewelry, small round earrings (two holes max per ear), no visible piercings, no tongue

or belly piercings, nails  $\frac{1}{4}$  inch length from nail bed, no chipped or peeling polish.

Students must purchase uniforms before the start of class. Students have the freedom to use any vendor they choose to purchase scrubs if they are white. Broward-Miami Health Institute Iron On patches will be provided to each student. The cost for the uniforms may vary and is the responsibility of the student.

1. During lecture, pre-assignment, and laboratory classes, the student will wear Broward- Miami Health Institute scrubs.
2. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual, unnatural hair colors.
3. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.
4. Fingernails will not extend beyond  $\frac{1}{4}$  inch of the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.
5. A long sleeve white T-shirt with no pictures, prints, lettering, or patterns on the front or back) may be worn under the uniform top for warmth.
6. Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a grade of "U" assigned for the day(s).
7. Strong fragrant colognes and perfumes must not be worn.
8. Makeup should be natural looking. No excessive make-up should be worn.
9. Facial hair must be clean and neatly trimmed.
10. Students who do not abide by the dress code could be subject to be sent home and receive an absence for the day.

## **REQUIREMENT FOR CRIMINAL BACKGROUND CHECK**

The nursing curriculum contains a didactic, laboratory, and clinical component. All students must complete a criminal background check prior to enrollment. Agencies review the results of each student's criminal background check and either accept or deny the student the opportunity to complete their clinical rotation.

## **ACADEMIC PROBATION**

The probation period shall not exceed one evaluation period. An evaluation period shall be once a week for Home Health Aide program. The student must maintain a minimum academic grade point average of 3.0 or B or better during the probation period. Any student that fails to meet a minimum academic grade point average of 3.0 or B or better during the probationary period shall be dismissed. They may appeal against the dismissal by following the student appeals procedure outlined in this catalog. A student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent program six (6) months after termination.

## **REMEDIAL WORK AND REPEATED COURSES**

The school does not offer remedial or make-up work.

## **ADVISEMENT, COUNSELING, AND TUTORIALS**

The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the

student's inability to advance to the next term of coursework.

The full-time faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment. Broward-Miami Health Institute can assist students in study skills and connect students with available student support services.

Tutorial assistance is provided for students enrolled and is available through the Student Services Center. Faculty may require that you attend counseling and/or a tutorial session.

## STUDENT CONDUCT POLICY

At Broward-Miami Health Institute appropriate student conduct in each class and when communicating with others in the Institute is very important. Any inappropriate conduct could result in dismissal from the Institute.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Plagiarism: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The Institute considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.
3. Other forms of dishonesty include but are not limited to fabricating information, furnishing false information, or reporting a false emergency to the Institute.
4. Forgery, alteration, or misuse of any Institute document, record, key, electronic device, or identification.
5. Unauthorized entry to, possession of, receipt of, or use of any Institute services; equipment; resources; or properties, including the Institute's name, insignia, or seal.
6. Sexual harassment, as defined here: Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the Institute will respond to reports of any such conduct.
7. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the Institute to seriously alarm or torment the person; and where the threat is additionally determined by the Institute to serve no legitimate purpose.
8. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Institute activities.
9. Failure to identify to, or comply with the directions of, a institute official or other public official acting in the performance of his or her duties while at official Institute functions; or resisting or obstructing such Institute or other public officials in the performance of or the attempt to perform their duties.
10. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the Institute in advance and explicitly permitted by the



course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying -for any commercial purpose- handouts, readers or other course materials provided by an instructor as part of the Institute course unless authorized by the Institute in advance and explicitly permitted by the course instructor or the copyright holder in writing.

## **PENALTIES FOR MISCONDUCT**

The school Director may impose penalties for violations of institute policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If because of an official appeal it is determined that the student was improperly disciplined, the Director of Nursing shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the Institute may provide written notice to a student that his or her alleged behavior may have violated Institute policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of institute policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

- **Warning/Censure:** Written notice or reprimand to the student that a violation of specified institute policies or campus regulations has occurred, and that continued or repeated violations of the institute policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
- **Disciplinary Probation:** A status imposed for a specified period during which a student must demonstrate conduct that conforms to the institute standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.
- **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of institute policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.
- **Suspension:** Termination of student status at the institute for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of institute policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
- **Dismissal:** Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.
- **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the institute or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for

damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

- Revocation of Awarding of Degree: Subject to the concurrence of the Institute Governing Board.

## **CHEMICALLY IMPAIRED STUDENT**

1. Broward-Miami Health Institute endorses the federal government's effort in implementing the Drug-Free Schools and Community Amendments of 1989 (Public Law 101-226). See Broward-Miami Health Institute's Student's Rights & Responsibilities.
2. Students are subject to disciplinary action in accordance with the Broward-Miami Health Institute's Student's Rights and Responsibilities from the Catalog.
3. Students are prohibited from reporting to lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities.
4. The student will be responsible for any costs associated with testing for alcohol or controlled substances.
5. When the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the Department Director or designer. The Director or designer will meet with the student and the faculty member. The faculty member will document the incident in writing.
  - a. Upon verification of the behavior, the Director will:
    - Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
    - Contact security to escort a student who becomes loud or abusive to the Health Office or Emergency Room.
6. A student who has been dismissed for chemical impairment may appeal for reinstatement by presenting evidence of successfully completing an intervention program to the President.

## **STUDENT/STUDENT INTERACTION**

It is expected that students will consistently display a professional and positive attitude in interactions with fellow students.

- Students will complete all assignments alone, without the aid of another student.
- Students will perform cooperatively when working in assigned areas with other students.
- Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.

## **STUDENT/INSTRUCTOR INTERACTION**

It is expected that students will consistently display a professional and positive attitude when interacting with instructors.

- Students will work to the best of their ability to complete all assignments.
- Students will use established procedures in mediating any differences between yourself and the instructor.
- Students will always demonstrate respect for the instructor regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.
- Students will always demonstrate appropriate behavior and adapt to instructional input.

## **ANTI-HAZING**

At **Broward-Miami Health Institute**, the practice of hazing is prohibited. Hazing is defined as any action

taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

## **STUDENT AGREEMENT**

Students are expected to comply with all policies, procedures, and regulations of Broward- Miami Health Institute. It shall be your responsibility to receive, become thoroughly familiar with, and adhere to any expectations and policies as outlined in the most recent printing of:

- School Catalog
- Broward-Miami Health Institute Lecture Schedule
- Broward-Miami Health Institute Program Objectives and Syllabi
- Broward-Miami Health Institute Student's Rights and Responsibilities
- Student Confidentiality Statement

It is the student's responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the Student Catalog. It is the responsibility of the Institute and the instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of program competencies. This includes administering and enforcing all information outlined in the catalog as well as providing appropriate didactic instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

## **ATTENDANCE POLICY**

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. Students must maintain a minimum of 80% attendance in class. If a student misses a class, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than five (5) consecutive school days, the student will be dismissed.

After an extended illness of more than three (3) days, a student is required to present written clearance from a physician to return to school. If, for any reason, a student is not able to attend a scheduled class, the student must call the school at least two (2) hours prior to the scheduled class. A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

## **ABSENCE POLICY**

Excused absences may be granted for any of the following reasons:

- Death in the immediate family (parent, spouse, child, sibling, in-law)
- Student's illness documented by a physician.
- Illness or injury of an immediate family member (parent, spouse, child, sibling, in-law) documented by a physician.
- Military duty with documentation.

## TARDINESS

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as absent.

## ATTENDANCE PROBATION

Students must maintain a minimum of 80% attendance in class. If a student's overall attendance drops below 80%, the student is advised by the President and will be placed on probation for one evaluation period. At the end of an evaluation period the student will be re-evaluated. If the following conditions are met, the probationary status will be lifted.

- Students are required to have an overall attendance rate of 80%.
- Students must achieve a grade of "C" or higher.
- Students must have a satisfactory progress report from the instructor.
- Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the President.

## DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. Broward-Miami Health Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress.
- Missing more than 20% of instruction time.
- Not maintaining the minimum grade point average.
- Not meeting financial responsibilities to the school.
- Violation of probationary status.
- Non-compliance of the rules and regulations of the school.
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession, or use of drugs on school premises or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the school.

The President will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

## STUDENT COMPLAINT/GRIEVANCE POLICY

A grievance procedure is available to any student who believes an institute decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the school Director in writing. If the School Director is unable to resolve the student's complaint, he will refer it to the President. The President will take steps to resolve the complaint. The President's decision is final.

All grade disputes must be made within two (2) weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue

between the instructor and the student, the student may contact the President for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The President shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven (7) days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the President should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, he/she may do so. All written complaints will be resolved within ten (10) days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The Institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels they have been discriminated against must file a complaint with the President or Program Director.

## **DRUG-FREE POLICY**

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

- That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.
- That violations of this prohibition will result in discharge or other appropriate actions.
- That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement and will notify the President of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
- All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.
- This policy follows the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

## **SMOKING, FOOD AND BEVERAGE**

To protect the health and safety of all persons, no smoking is allowed in the school - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

## **STUDENT RECORDS**

Permanent student educational records are filed and maintained in the administrative office for each individual student under lock and key. Broward-Miami Health Institute guarantees each student access to that student's records indefinitely. Broward-Miami Health Institute requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The school provides

and permits access to student and school records as required for any process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

As a current or former Broward-Miami Health Institute student, FERPA affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request.
- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified.
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by Broward-Miami Health Institute to comply with the requirements of FERPA.

## DEFINITION OF EDUCATION RECORDS

Education records are those records directly related to a student maintained by Broward-Miami Health Institute or by a party acting for Broward-Miami Health Institute.

## RELEASE OF EDUCATION RECORDS

Except as provided in FERPA or other applicable law, Broward-Miami Health Institute will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released.
2. To whom the information is to be released.
3. The purpose for which it is to be released.
4. Your signature and the date signed.

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

## TERMINATION DATE

The termination date for refund calculation purposes is the last date of actual attendance by the student unless earlier written notice is received.

- Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
- A student can be dismissed, at the discretion of the President, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
- If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
- For a student who is on a Leave of Absence, the termination date is the date the student was scheduled to return from the Leave of Absence and failed to do so.

## COURSE DESCRIPTIONS

### COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the Institute and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

**Sample Course Number**      **(HHA 201)**  
**Letters** = Discipline = Home Health Aide  
**Digits** = 201 = Program Sequence

#### Academic Discipline

HHA: Home Health Aide

### HOME HEALTH AIDE

#### **CHC 101: Introduction to the Healthcare Industry & Caregivers – 4 Theory Hours, 2 Lab Hours**

During this module, the student learns the role and responsibility of being a caregiver in the healthcare field. An overview of the various aspects of healthcare and how modern technology has gained importance to the execution of job duties. The student will also learn techniques on how to be fiscally responsible. Discussion of employment and self-employment opportunities will be covered as well. Upon completion of this course, the student will have created a resume based on their positive attributes as well as the tools needed to interview well with potential employers. **Prerequisite:** NONE

#### **CHC 102: Patient Rights – 2 Theory Hours**

The student is instructed in patient rights as specified in Florida Code of Regulations and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. **Prerequisite:** CHC 101

#### **CHC 103: Interpersonal Skills – 1 Theory Hours**

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. **Prerequisite:** CHC 101/CHC 102

#### **CHC 104: HIV/AIDS – 4 Theory Hours**

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients. **Prerequisite:** NONE

#### **CHC 105: Body Mechanics – 1 Theory Hours, 1 Lab Hour**

In this module, the student learns the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques. **Prerequisite:** CHC 101/CHC 102/CHC 103

**CHC 106: Medical & Surgical Asepsis – 2 Theory Hours, 2 Lab Hours**

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105*

**CHC 107: Weights and Measures – 1.5 Theory Hours, 1.5 Lab Hours**

During this module, the student learns to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length, and liquid volume. The student will also learn military time i.e., a twenty-four (24) hour clock. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106*

**CHC 108: Vital Signs – 1.5 Theory Hours, 1.5 Lab Hours**

During this module, the student learns the vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure and different parameters of vital sign and nursing care management, reporting and proper documentation. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107*

**CHC 109: Observation and Charting – 1 Theory Hour, 1 Lab Hour**

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. There is also an introduction to medical terminologies. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108*

**CHC 110: Medical Errors – 2 Theory Hours**

The purpose of this course is to educate healthcare professionals about the performance improvement process, the influence of human factors in errors, how to identify situations where errors commonly occur, and how to apply strategies for prevention. **Prerequisite:** NONE

**CHC 111: Domestic Violence – 2 Theory Hours**

This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. It concludes with strategies for healthcare workers to use in identifying and managing victims of domestic violence. Aspects of recognizing signs of substance abuse will also be discussed. **Prerequisite:** NONE

**CHC 112: Nutrition – 2 Theory Hours, 1 Lab Hour**

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, and Principles of Fluid Balance. **Prerequisite:** *101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109*

**CHC 113: Emergency Procedures – 2 Theory Hours, 2 Lab Hours**

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.



**Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112*

**CHC 114: Changes in Health – 2 Theory Hours**

The purpose of this course is for the student to utilize their observational sense to detect any changes in the emotional, physical, and psychological health of the patient and how to handle those situations.

**Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113*

**CHC 115: Rehabilitative Nursing – 2 Theory Hours, 1 Lab Hour**

During this module, the students learn importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114*

**CHC 116: Patient Care Skills – 3 Theory Hours, 7 Lab Hours**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing, and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents. The student learns how to collect specimens, including stool, urine, and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, or changing the tubes). Student also learns the meaning of intake and output, bed making, cleansing enemas and laxative suppositories, bandages, and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces. **Prerequisite:** *CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115*

**CHC 117: Death & Dying – 1 Theory Hour, 1 Lab Hour**

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care. **Prerequisite:** *CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115/CH 116*

**HHA 201: The Health Aide in the Home Setting – 3 Theory Hours, 1 Lab Hour**

The student will learn an orientation to home health care, understanding and working with various client populations, practical knowledge, and skills in home management. This course teaches verbal and written communication skills applicable to the home health aide practice. The student will learn the legal and ethical responsibilities of the home health aide. It teaches the home health aide how to perform home health care services while providing a safe and comfortable environment for the patient.

**Prerequisite:** NONE

**HHA 202: Maintenance Tasks of Home Care – 2 Theory Hours, 2 Lab Hours**

This course is designed to prepare the student on how to properly maintain the patient's home and belongings. Topics covered include how to properly clean the living areas including the kitchen, how to do laundry. Students will also learn the importance of watching for various objects in the home that may currently or at some time in the future become a safety hazard. **Prerequisite:** *HHA 101*

### **HHA 203: Dietary Duties for Home Care – 2 Theory Hours, 2 Lab Hours**

In this course, the factors related to food in the client's home are addressed. The student will learn what factors to take into consideration when food shopping, how to properly store food and fluids, and prepare and serve food trays in the home. An emphasis will be placed on how to prevent the potential of food poisoning, balancing a proper diet with fluids, and checking for expired items regularly.

**Prerequisite:** HHA 201/HHA 202

### **HHA 204: Safety Factors in Home Care – 2 Lecture Hours, 2 Lab Hours**

In this course, the student will learn when it is proper to report any safety concerns to the family and/or employer. The student will learn how to set up the resident's home to ensure the highest level of safety possible. An emphasis will be placed on preventing falls by making sure all walkways are free of any obstructions. The proper care of the resident's bathroom will also be a focus including use of shower chairs, rubber mats both inside and outside the bathtub/shower and other specialized equipment used in the bathroom that could pose a threat of injury including potential slip and fall emergencies.

**Prerequisite:** HHA 201/HHA 202/HHA 203

### **HHA 205: Assistance with Self-Administration of Medications – 2 Theory Hours, 2 Lab Hours**

This course covers all the aspects of assisting residents with self-administration of medication as outlined by the Florida Department of Elder Affairs. The student will learn how to set up a medication storage system that prevents medication errors. The various routes of medication intake will be stressed as well as how to read prescription bottles in the event that the resident needs assistance. The student will also learn the documenting requirements involved with this process. **Prerequisite:** HHA 201/HHA 202/HHA 203/HHA 204

## **ADMINISTRATION & FACULTY**

### **STAFF**

- Jennifer Paul **President**
- Jennifer Paul **Program & Campus Director**
- Imane Hancock **Administrative Assistant**

### **FACULTY**

- **Jennifer Paul, MSN**
  - Master of Science in Nursing from Maryville University, University of Maryland, Maryland
  - Bachelor of Science in Nursing from Howard University, Washington, D.C.
- **Anita Goins, RN**
  - Bachelor of Science in Nursing from University of Phoenix, Miramar FL
  - Associate of Science in Nursing from Miami Dade College, Miami FL
  - Practical Nursing Diploma from Lindsey Hopkins Miami FL
- **Christina Stephenson, MSN**
  - Master of Science in Nursing from College of Mount Saint Vincent, Riverdale, NY
  - Bachelor of Science in Nursing from College of Mount Saint Vincent, Riverdale, NY

## CATALOG RECEIPT

I, \_\_\_\_\_, certify that I have received the most recent copy of the **Broward-Miami Health Institute** catalog. By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours, and academic responsibilities may cause my student status to be withdrawn from this program.

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Student Signature

Date

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Admission Representative

Date