

Jay College of Health Sciences

Application Form

Our Campus Location:

5275 Babcock St NE Palm Bay, FL 32905

(301) 844-5125 (301)335-4265

Please select your program of choice:

licensed practical nurse (LPN)

Bachelor of Science in Nursing (BSN)

Print clearly:

Mr. Mrs. Ms. Miss _____
Last Name First Name Middle Name

Address: _____
Number and Street City/Town State Zip

Phone Number (area code, number): _____
Home Work/Cell

Date of Birth: ____/____/____

Gender: Female Male

U.S. Citizen:

Yes No

High school/Institution where GED was obtained: _____

Address: _____ Year of Graduation/GED Completion: _____
City State Zip

Race/Ethnicity:

- Hispanic/Latino
- American Indian
- Native Hawaiian or other Pacific Islander
- Other
- White
- Asian
- Black/African American

This information is optional and sought solely for accreditation reporting purposes. Jay College Health Science has adopted privacy policies and practices designed to protect student's personal information. The information collected is only disclosed as permitted under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). The FERPA policy is printed in the student handbook and is available for review in the Student Services office.

Previous Education: Please list all post-secondary institutions previously attended.

Name of Institution	City/State	Dates Attended	Credential Earned

Current Employer: _____ Position/Title: _____

I certify that the information provided on this application is complete and accurate. I realize that failure to provide correct information is sufficient cause for reconsideration of my admission status.

Signature: _____ Date: _____/_____/_____

Personal Statement/Essay: A one page essay/personal statement is required that explains why you would like to be admitted to the program for which you are applying and why you believe yourself to be a strong candidate



Jay College of Health Sciences Inc

5275 Babcock Street NE, Suite #3,

Palm Bay, FL 32905,

Cancellation and Refund Policy

Charges will be posted by the fifth business day of each start date. Should a student be terminated or cancel the enrollment contract for any reason, all refunds will be made according to the following prorated refund schedule:

1. Cancellation must be made in person or by certified mail.
2. ***Drop/Add Policy for Nursing programs*** - The following tuition refund methodology applies:
 - Students who drop or withdraw from courses any time prior to one week after the start of class will receive a 100% refund of tuition and fees.
 - Students who drop or withdraw from courses after the first week but prior to the fourth week of the will receive a 50% refund of tuition and fees.
 - Students who drop or withdraw from courses after the fourth week of the term will not receive any refund of tuition and fees.
3. The refund policy for Nursing Programs is applied each every Student.
4. Termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
5. Refunds will be made within 30 days of termination or receipt of a cancellation notice.

Withdrawal Process

An official withdrawal occurs when a student formally informs the institution of their desire to withdraw. Students must inform the institution of their intent to withdraw in person or by certified mail. Jay College of Health Sciences, Inc. will automatically withdraw a student if the student incurs 10 consecutive absences, shows insufficient progress, or fails to pay program costs. Registration fees are non-refundable. All other payments are subject to the institution's Refund Policy.

Satisfactory Academic Progress

All students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP sets minimum requirements in the following standards: maximum time frame for Academic Program completion, successful course completion rate, and cumulative grade point average.¹

Satisfactory academic progress is measured in terms of qualitative and quantitative standards. Students must complete an educational program within a time frame that is no longer than 150% of the published length of the educational program. All attempted withdrawn, failed, repeated, and/or transferred credits that apply to a student's program count toward this maximum time limit. The qualitative measure of a student's progress is measured by cumulative grade point average. Students whose grade point averages (GPA) fall below minimum GPA requirements will receive notification that they have been placed in one of the categories of academic progress listed below. All of these categories will become permanently recorded on the student's official transcript.

Students unable to complete all program requirements within the published timeframe will be subject to dismissal. Students who experience unexpected extenuating circumstances that inhibit their ability to complete all program requirements within the specified timeframe may request an extension of time of up to one (1) year (maximum). Requests must be received prior

¹ Academic progress towards graduation is separate from the standards for SAP for financial aid purposes. Jay College of Health Sciences, Inc. does not offer financial aid or participate in federal student aid programs.

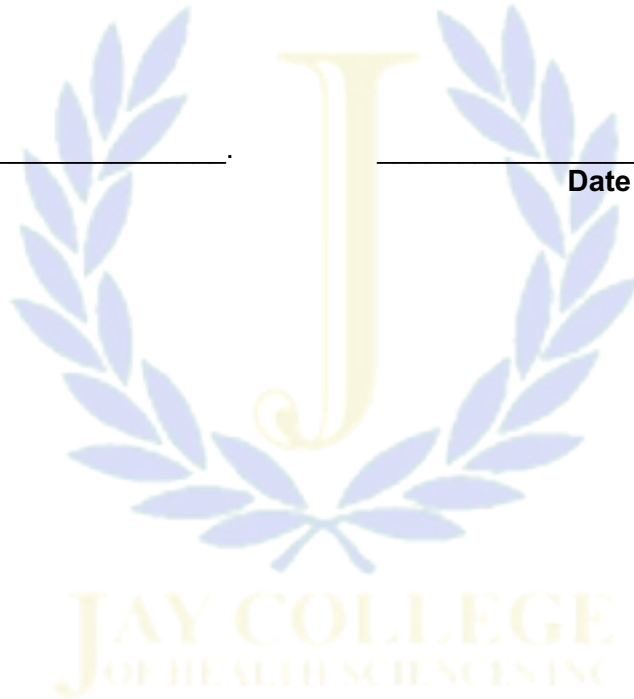
to the expiration of the timeframe for program completion. Students must be in good academic and financial standing to be eligible for an extension.

Student:

Name (First and Last name)	Signature	Date
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School Management:

Signature	Date
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Jay College of Health Sciences

Laboratory Code of Conduct

The purpose of the laboratory is to provide basic skills that are necessary for the nursing field. All required lab training hours must be completed before the student is permitted to do clinical. The following is a list of codes of conduct for using the laboratory.

Laboratory Hours:

The laboratory is open Monday to Wednesday from 11:00 am to 2:00 pm, 6:00 pm to 9:00 pm. Students will be notified if, at any time, lab hours warrant changing to accommodate federal holidays. Students must adhere to the hourly limits.

Students are not allowed to complete laboratory hours during their regular class time or during class breaks.

Laboratory hours can be done before the start of class for evening students or after completion of class for morning students. In addition, the student must sign in and out to receive credit for lab, and need to complete the entire Lab segment.

Students' Responsibilities:

- Students **MUST** sign-in online at livingspringonline.com -> My LSI under Class Registration - Skill Lab for their current course.
- Students can sign for a **maximum of 8 days**, any additional days **will be auto-cancelled**.
- Students should monitor their time in the lab and keep a record for reference.
- Students must come to lab prepared with necessary tools
- Students should ensure that their required tools and laboratory manual are readily available during lab sessions.
- Students must complete **16** hours of laboratory by the end of each Nursing Theory class, beginning with Anatomy through Trends.
- Students should have the Skills Checklist corresponding to the current class available during lab. The Skills Checklist should be signed by your Lab Instructor and/or the Lab Coordinator once you have demonstrated competency for the procedure.
- Students must present their signed checklist to Student Services no later than the week prior to the final exam.

Dress Code:

- Students are required to wear their **complete school uniform** while in the laboratory (please refer to Uniform Policy) for lab. No student should wear tight fitting or revealing clothing. **Closed shoes are required** for the lab. Open shoes such as open toes, flip flops, or sandals are not allowed in the lab.
- **Uniform rules must be adhered to, and any student who fails to comply with the rules will not be allowed in the laboratory.**

If you have any questions or concerns please speak to your Lab Instructor or the Lab Coordinator.

Code of Conduct:

- There must be no eating in the lab.
- Keep working area clean at all times.
- Be kind and respectful to fellow classmates, your Lab Instructor and/or the Lab Coordinator.

My signature confirms that I have read and understand the terms addressed in the Laboratory Code of Conduct and I will adhere to the rules listed herein.

Student Name (type) _____ Signature _____ Date _____

Jay College of Health Sciences

Nursing Program Infectious Disease Policy

Health Science Students Doing Healthcare Work:

The risk of contracting Hepatitis B virus or other infectious diseases is greater than the risk of contracting HIV, therefore recommendations for the control of Hepatitis B infections will effectively prevent the Spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and should be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.
2. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as possible to the area in which they are used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may require gowns, masks, and eye coverings. When performing procedures or post-mortem examinations, hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.
4. To minimize the need for emergency mouth to mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant health science students or students engaged in health care are not known to be at a greater risk of contracting the HIV virus than students who are not pregnant. If a student develops infection with the HIV virus during pregnancy, however, an infant has an increased risk of infection through prenatal transmission. Because of this risk, pregnant students should be especially familiar with precautions of the HIV virus.
6. Nursing students engaged in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any healthcare worker would be restricted.
7. For nursing students engages in health care that have been diagnosed as HIV positive, there is an increased danger from infection due to the disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other agents.
8. The nursing student's physician, in conjunction with the appropriate school official, will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.
9. A student with an infectious disease who cannot control bodily secretions, and students who have uncoverable oozing lesions, will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate school officials.
10. Students who are exposed to infectious body fluids in the clinical area must report to the clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

I have read and understand this policy

Signature _____ Date: _____

Jay College of Health Science

Nursing Program Requirements

Summary

The Program Director reserves the right to discontinue a student's enrollment at any time during the program, if in their judgment; the student does not possess the qualifications necessary for a nursing career and/or to safely carry put professional responsibilities. This includes but is not limited to violations of Jay College of Health Science Requirements, Nursing Program Requirements, Health Care Agency Requirements, Code of Student Conduct, Code of Professional Behavior, and Florida Nurse Practice Act as it pertains to the Practice of Nursing.

Student's Professional Commitment

I have read and I agree to abide, uphold, and comply with the Jay College of Health Science Nursing Program Requirements, Jay College of Health Science Catalog Requirements, Nursing Program Requirements, Health Care Agency Requirements, Code of Student Conduct, Code of Professional Behavior, and Florida Nurse Practice Act as it pertains to the Practice of Nursing.

Student Name (print): _____

Student Signature: _____

Date: _____

Jay College of Health Sciences, INC.

5275 Babcock Street NE Palm Bay, FL 32905

Physical Assessment

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Date of Birth: _____ (Please Circle) (F) Female (M) Male

Please Note: This health assessment must be completed by an MD, DO, PA, or ARPN.

Physical Assessment

Height: _____ Weight: _____ Temperature: _____

Vital Signs: _____ BP _____ P _____ R _____

Visual Acuties: R _____ L _____

Uses Eyeglasses: YES NO Uses Contact Lenses: YES NO

Hearing Acuties: R _____ L _____ Uses hearing Aid: YES NO

Immunization Records

MMR Date: _____ Hepatitis Series (1) Date: _____

Varicella Date _____ (2) Date: _____

Tetanus Diphtheria (TD) Date: _____ (3) Date: _____

Medical History

Circle Yes or No

Allergies Yes No If YES Explain: _____

Major illness Yes No If YES Explain: _____

Hospitalizations Yes No If YES Explain: _____

Orthopedic Problems Yes No If YES Explain: _____

Major Surgeries Yes No If YES Explain: _____

Heart Problems Yes No If YES Explain: _____

Lung Problems Yes No If YES Explain: _____

Abdominal Problems Yes No If YES Explain: _____

Mental Health Illness Yes No If YES Explain: _____

Current Medication Yes No If YES Explain: _____

Physical Assessment (Continued)

Skin			
HEENT			
Heart			
Lungs			
Abdomen			
Musculoskeletal			
Neurological			

THE FOLLOWING DIAGNOSTIC TEST ARE **REQUIRED**

Please attach copy of all lab results

TITERS	DATE	IMMUNE	NON-IMMUNE
Measles			
Rubella			
Rubeola			
Varicella			
Hepatitis B			
Tetanus			
Flu Vaccine			

	DATE	NORMAL FINDING	ABNORMAL FINDINGS
Urinalysis: 10 Panel Drug Screen			
*PPD			
Chest X-ray if history of positive PPD			

**if PPD is positive the student must provide documentation of a negative chest x-ray taken within the last 12 months or documentation as a previous positive reactor and written medical clearance from any active chest disease.*

THIS APPLICANT IS IN GOOD PHYSICAL CONDITION (ABLE TO LIFT UP TO %0 POUNDS), MENTAL HEALTH AND POSES NO THREAT TO THE HEALTH OF OTHERS.

. _____ YES
_____ NO

Healthcare provider Name and Title

_____ Healthcare
provider Signature

Healthcare provider Address

_____ City

_____ Zip Code

Healthcare Provider Telephone Number

Jay College of Health Science

Nursing School Uniform Policy

Students personal appearance shall reflect pride in your work. Patients will tend to feel more confident of the abilities of the nursing student who is professionally and properly attired. ***As a nursing student, your adherence to the dress code is required.***

1. The nursing uniform shall consist of a **white** scrub top with **navy blue** scrub pants. If a lab coat is worn with the uniform, it must be white, well-pressed, and at least three-quarter length.
2. Your hair should conform to the hospital dress code. The hair should be tied back if extremely long, because your hair should be worn off the collar. Hair ornaments should be kept to a minimum. Perfume should not be strong. The male nursing student may have a clean, neatly trimmed mustache and/or beard if desired. Those male nursing students without a neatly trimmed mustache and/or beard must be clean shaven.
3. Shoes are to be professional duty shoes or athletic shoes.
4. Hose/socks are to be plain, white, and without runs.
5. A watch with a second hand is required.
6. Solid white or maroon belt packs may be used to carry needed items such as stethoscope, bandage scissors and any other lab/clinical equipment as required. Protective eyewear, which meets OSHA standards, is required.
7. The Jay College of Health Science Photo ID must be worn at all times while in school and at clinical facilities. The Identification Badge must be worn on the right side of the upper torso with the picture side visible for quick and easy identification.
8. Minimal accessorizing
9. Chewing gum or eating is **NOT** permitted in the lab area or at the clinical sites at any time.
10. The uniform should be worn over a clean, healthy body. Consideration should be shown for the fact that the odor of the body, strong perfume, and cigarette smoke is offensive to many patients and should be avoided.
11. Fingernails should be short, clean, and well-manicured. No acrylic nails allowed.
12. Conservative application of cosmetics is encouraged.
13. When not in scrub uniform for select hospital or clinical attendance, the nursing student shall be conservatively and properly dressed. A white lab coat is required and the Nursing Student ID properly worn at all times.

NOTE: Nursing Students **SHALL** be professionally
and properly attired.

**A NURSING STUDENT NOT PROPERLY
ATTIRED SHALL BE SENT HOME FROM
CLASS, LAB AREAS OR ANY CLINICAL**

Print Name

Signature