



PALMETTO MEDICAL INSTITUTE

School Catalog 2023-2024

Vol III

Effective August 1, 2023

9245 SW 157th Street, Suite 209 Palmetto Bay, FL 33157

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Licensed by the Commission for Independent Education

Florida Department of Education

Additional information regarding this institution
may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-free telephone number (888)224-6684

Institution I.D. #11381

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A Message from the President

Congratulations on your decision to pursue a career for which you have a passion. **Palmetto Medical Institute** is pleased to help you gain the knowledge and skills that can lead you to success.

We take your education very seriously. We strive to stay attuned to your personal academic and career goals as we help you pursue studies geared toward advancing on your road to achieve your full potential. We encourage you to jump into your passion from the moment you engage in our classes.

On behalf of the entire faculty and staff, we welcome you to our institute. We applaud your commitment to developing your talents and your future. It is our privilege to provide you with the means to help you begin your allied health career.

Sincerely,

Ludgy R. Supplice

President

GENERAL INFORMATION

MISSION

The mission of Palmetto Medical Institute is to provide quality education to members of our community pursuing careers in allied health.

VISION

Palmetto Medical Institute's vision is to become a leading provider of allied health education in Palmetto Bay Florida, by offering our students a comprehensive curriculum, current technology, and a planned initiative for continuous improvement.

PURPOSE

Our objective is to provide high student satisfaction and a positive impact in the student experience. The Institute is committed to provide competitive quality and adhering to budget guidelines to ensure the sustainability and growth of the institution.

LOCATION

Palmetto Medical Institute is located at 9247 SW 157th Street, Suite 209, Palmetto Bay FL. 33157

LICENSURE

Palmetto Medical Institute is licensed by the Florida Commission for Independent Education, License #11381. Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Ph: (850) 245-3200 – Toll free: (888) 224-6684.

INSTITUTIONAL OWNERSHIP

The institution is owned by **Palmetto Medical Institute LLC**, a Florida registered, and active limited liability corporation, whose members are Ludgy Supplice and Emil Fertil.

GOVERNING BOARD

The governing board is constituted by

Ms. Ludgy Supplice, President

Mr. Emil Fertil, Secretary

Address: 9245 SW 157th Street, Suite 209 Palmetto Bay, FL 33157

CATALOG INFORMATION AND AVAILABILITY

The present student catalog is available at the school admissions office for prospective students, students, and members of the community. Each student receives a hardcopy or electronic version of the catalog prior to enrollment.

MODIFICATIONS TO THE CATALOG

Palmetto Medical Institute reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Students will be given advance notification of such changes. No changes will be made effective until approved by the Commission for Independent Education, Florida Department of Education.

FACILITIES

Palmetto Medical Institute is located at 9245 SW 157th Street, Suite 209 Palmetto Bay, FL 33157. An elevator and stairs are available for students, personnel, and guests to access the school that is located on a second floor. The facility is 1,125 Square feet which includes 2 classrooms, a laboratory, reception & student area, 1 restroom, and 1 administrative office. The main office is equipped for meetings and interviews with guests and students. The space is adequate for the programs offered.

HOURS OF OPERATION

The Institute's business hours are **Monday** through **Friday** from **9 AM** to **2 PM** and **4 PM** to **7 PM EST**.

ACADEMIC CALENDAR

Nursing Assistant Program

Full-Time Enrollment

Duration: 5 weeks

Starts the first Monday of every other month.

Morning Classes: Monday through Friday 9 am to 2 pm

Evening Classes: Monday through Friday 4 pm to 9 pm

Enrollment to a session available until the start date as listed below.

2023	2024
<i>Start Date & Estimated Graduation Dates</i>	<i>Start Date & Estimated Graduation Dates</i>
Session 1: September 11 to October 13, 2023	Session 1: January 8 to February 16, 2024
Session 2: October 23, to November 17, 2023	Session 2: February 26 to April 5, 2024
Session 3: November 27 to December 22, 2023	Session 3: April 15 to May 17, 2024
	Session 4: May 27 to June 28, 2024
	Session 5: July 8 to August 9, 2024
	Session 6: August 19 to September 20, 2024
	Session 7: September 30 to October 31, 2024
	Session 8: November 11 to December 13, 2024

Nursing Assistant Program

Weekend Enrollment

Duration: 8 weeks

Classes: Saturdays and Sundays from 8 am to 4 pm

Enrollment to a session available until the start date as listed below.

<i>2023</i>	<i>2024</i>
<i>Start Date & Estimated Graduation Dates</i>	<i>Start Date & Estimated Graduation Dates</i>
Session 1: September 23 to November 12, 2023	Session 1: January 7 to April 22, 2024
	Session 2: April 29 to August 12, 2024
	Session 3: August 19 to December 9, 2024

Home Health Aide Program

Full-Time Enrollment

Duration: 3 weeks

Starts the first Monday of every other month.

Morning Classes: Monday through Friday 9am to 2 pm

Evening Classes: Monday through Friday 4 pm to 9 pm

Enrollment to a session available until the start date as listed below.

<i>2023</i>	<i>2024</i>
<i>Start Date & Estimated Graduation Dates</i>	<i>Start Date & Estimated Graduation Dates</i>
Session 1: September 11 to September 29, 2023	Session 1: January 8 to January 26, 2024
Session 2: October 9 to October 27, 2023	Session 2: February 5 to February 23, 2024
Session 3: November 6 to November 24, 2023	Session 3: March 4 to March 22, 2024
Session 4: December 4 to December 21, 2023	Session 4: April 1 to April 19, 2024
	Session 5: April 29 to May 17, 2024
	Session 6: June 3 to June 21, 2024
	Session 7: July 1 to July 19, 2024

	Session 8: July 29 to August 16, 2024
	Session 9: August 26 to September 13, 2024
	Session 10: September 23 to October 11, 2024
	Session 11: October 21 to November 8, 2024
	Session 12: November 18 to December 6, 2024

<i>Home Health Aide Program</i>	
Weekend Enrollment	
Duration: 10 weeks	
Classes: Saturdays from 8 am to 4 pm	
Enrollment to a session available until the start date as listed below.	
2023	2023
<i>Start Date & Estimated Graduation Dates</i>	<i>Start Date & Estimated Graduation Dates</i>
Session 1: October 7 to December 9, 2023	Session 1: January 6 to March 9, 2024
	Session 2: March 16 to May 18, 2024
	Session 3: June 1st to August 3rd, 2024
	Session 4: August 17 to October 19, 2024

HOLIDAYS

The school will remain closed during the following holidays:

Holiday	2023	2024
Martin Luther King Day		January 15
President's Day		February 19
Memorial Day		May 27
Independence Day	July 4	July 4
Labor Day	September 4	September 2
Thanksgiving	November 23, 23, 24	November 27, 28, 29
Winter Break	December 18 through January 2	December 18 through January 2

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

HOME HEALTH AIDE PROGRAM ADMISSION REQUIREMENTS

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID.

Present a High School diploma, proof of higher education (associate degree, bachelor's degree), GED, or pass the Wonderlic Ability to Benefit Test (ATB). The online Wonderlic ATB test is administered at the school and has the minimum passing scores of 200 for Verbal and 210 for Quantitative evaluations. The student is responsible for the payment of \$35 for each Wonderlic ATB test. Students are allowed to retake after a week, for a maximum of 3 times.

2. Present proof of passing a Level 2 criminal background check.
3. In order to qualify for enrollment, a one-on-one appointment with one of the school admissions representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
4. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual. For a listing of approved translators visit the American Translators Association www.atanet.org. For an approved list of evaluators visit the National Association of Credential Evaluation Services www.naces.org
5. Applicants who are at least 16 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.

NURSING ASSISTANT PROGRAM ADMISSION REQUIREMENTS

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID.

Present a High School diploma, proof of higher education (associate degree, bachelor's degree), GED, or pass the Wonderlic Ability to Benefit Test (ATB).

The online Wonderlic ATB test is administered at the school and has the minimum passing scores of 200 for Verbal and 210 for Quantitative evaluations. The student is responsible for the payment of \$35 for each Wonderlic ATB test. Students are allowed to retake after a week, for a maximum of 3 times.

2. Present proof of passing a Level 2 criminal background check.

3. In order to qualify for enrollment, a one-on-one appointment with one of the school admissions representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
4. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual. For a listing of approved translators visit the American Translators Association www.atanet.org. For an approved list of evaluators visit the National Association of Credential Evaluation Services www.naces.org
5. Applicants who are at least 16 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
6. Students may be required to present additional verifiable documentation prior to start the course CNA103 Clinical Practicum at a designated clinical site. These additional requirements are set by the clinical site assigned to each student. The school will inform students of these requirements two weeks prior to the start of the clinical experience. Requirements may include proof of vaccinations, and medical clearance by a Florida licensed health care provider. Costs associated with clinical practicum sites requirements are not included in the costs of enrollment and are a responsibility of each student.

DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

IMPORTANT NOTIFICATION FOR NURSING ASSISTANT STUDENTS

Effective July 1, 2012, Section 456.0635, Florida Statutes (F.S.), provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended
2. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most

recent five years.

TRANSFER OF CREDITS OR CLOCK HOURS

Transfer of Credits Between Programs within the Institution

Palmetto Medical Institute does not give credits for studies at a previous program within the institution.

Transfer of Credits for Studies in Other Institutions

Palmetto Medical Institute does not give credits for studies in other institutions.

Transferability of Credits Earned at Palmetto Medical Institute to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

CREDIT FOR PRIOR LEARNING OR EXAMINATION

Palmetto Medical Institute does not grant credits for prior learning or by examination.

ANTI DISCRIMINATION POLICY

Palmetto Medical Institute is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect. Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. The complete fulfillment of payment obligations is a condition for graduation. At the time of enrollment, students may select from the following payment options:

- ✓ 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 following an agreed payment plan.
- ✓ Major credit cards are also accepted.

TUITION & FEES

Program	Registration Fee	Books & Supplies	Tuition	Total Program Cost
Home Health Aide	\$100	\$55	\$335	\$490
Nursing Assistant	\$100	\$65	\$600	\$765

ADDITIONAL COSTS NOT INCLUDED

Uniform	\$35
Background Check Fee (Estimate)	\$100
Official Transcript Fee (one provided for free upon graduation)	\$25
Nursing Assistant State Examination Fees	Student must confirm current application and examination fees directly with the Florida Board of Nursing, for fees are subject to change.
Late Payment Fee	\$25
Diploma Replacement Fee	\$50
Unofficial Transcript Fee	\$5

Students are responsible for purchasing their uniform, paying for their background check screenings and their state examination fees.

CANCELLATION AND REFUND POLICY

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

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 Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$100.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program hours will result in no refund.
6. Termination Date: 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. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

ACADEMIC POLICY AND PROCEDURES

EVALUATION SYSTEM

The school establishes its evaluations based on the results of the program theoretical and practical examinations.

CREDENTIALS AWARDED

Program	Credits Required	Credential Awarded
Home Health Aide	75 Clock Hours	Diploma
Nursing Assistant	125 Clock Hours	Diploma

GRADING SYSTEM

Students must maintain or earn a grade of 70 % or more to complete a program successfully. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects.

Theory, manual skills, and clinical performance work will be graded according to the following scale:

	Percentage		Letter Grade	Quality Points
Excellent:	90% -100 %	=	A	4.0
Good:	80% - 89%	=	B	3.0
Average:	70% - 79%	=	C	2.0
Unsatisfactory:	0% - 69%	=	F	0.0

Clinical and laboratory assessments are measured in a pass or fail basis as follows:

P: Pass – 100% - 4.0 F: Fail – 0% - 0.0

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administered and by the assigned projects related to the corresponding theoretical content. Practical grades are assigned based on the student's ability to apply the theory learned and the practical evaluations.

PROGRAM DURATION

Program and courses duration are measured in clock hours.

CLOCK HOUR DEFINITION

A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution 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. The numbers identify the course.

PREFIXES

HHA Home Health Aide Courses

HIV HIV/AIDS Courses

CNA Nursing Assistant Courses

CPR CPR Courses

GRADUATION REQUIREMENTS

A Diploma is presented to the student who has:

1. Successfully completed all required course competencies of the enrolled program.
2. Completed attendance requirements.
3. Achieved a minimum grade of 70% on all courses.
4. Fulfilled all monetary obligations to Palmetto Medical Institute.

SATISFACTORY ACADEMIC POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

Program of Enrollment	Program Duration	1 st SAP Evaluation	2 nd SAP Evaluation
Home Health Aide	75 Clock Hours	38 Clock Hours	75 Clock Hours
Nursing Assistant	125 Clock Hours	63 Clock Hours	125 Clock Hours

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement.

SAP - Quantitative Criteria

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ($450 \times 67\% = 302$).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

SAP - Evaluation and Timeframe to Complete (MTF) Policy

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement. This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond the 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are required to pay a tuition charge for every extra hour attended. For the cost of each hour see the *Additional Program Cost* section in this catalog. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdraw.

SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student will be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

ACADEMIC HONESTY

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

MAKE-UP WORK AND EXAMS

In order for a student to make up a class, lab or a clinical missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be scheduled at the discretion of the instructor. Make-up exams are a privilege and not a right. Students should be in attendance on examination days.

ADDITIONAL PROGRAM COST

Students are advised to attend classes and participate as directed by their instructors in order to assure completion of their program within the scheduled duration hours (see program duration specified in catalog and enrollment agreement). Students still in school beyond the total number of hours scheduled for their program of study as per their enrollment agreement will be required to pay a tuition charge for every extra hour attended. The cost of each additional hour of instruction is calculated as the cost of tuition divided by the number of hours of enrollment, based on the fees disclosed in the student's enrollment agreement contract. Students that do not successfully complete their program before reaching 150% of total hours will be automatically withdrawn as per the Satisfactory Academic Policy included in this school catalog.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be sent to the School's President and received in written form within 10 days of dismissal.

The School's President will confer with the Director of Education and arrive to a decision. The student will be notified in written of the final determination within 10 days.

SUSPENSION

The institution reserves the right to suspend any student for lack of payment, and/or breach of the conduct policies and academic regulations of the school.

CLINICAL POLICY

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student, and externship facilities. Students who successfully complete program courses and receive instructor approval in those programs, which so require, will be placed on clinical externship at local facility. The school maintains professional malpractice insurance on all students and faculty while at clinical sites.

All students on clinical externship are supervised by approved faculty or clinical onsite personnel. Adequate student supervision is provided at all times. Students may not substitute or replace paid staff members. The clinical Site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Clinical sites may require additional medical information, drug testing, background checks, insurance coverage and/or inoculations for the student to begin their clinical program. The student is responsible for any cost associated with these additional requirements.

CLINICAL DISCLOSURE

It is the student's **responsibility** to pay for any **travel** or **food expenses** during clinical experience.

CLINICAL EXTERNSHIP CONDUCT

Clinical externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform in a reliable and responsible manner. Students may not substitute or replace paid staff members. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment.

The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

CLINICAL ATTENDANCE REQUIREMENTS

Students must attend their clinical externship on the days and hours designated by the site. Days or times of clinical externship may not be rearranged without permission from the school. In the event a student will be absent from a clinical site, the student must call the clinical site and the clinical coordinator in advance. If the clinical site or School determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. Students are required to attend 100% of required clinical hours. Scheduled breaks do not apply to students on externship. It is the responsibility of the student to provide the school with a time sheet signed by the clinical site supervisor documenting clinical hours completed for each week no later than Monday of the following week. If a student has missed any clinical time, arrangements for makeup time must be made with the clinical coordinator. Students will not be considered to have completed their clinical externship until the coordinator has certified all required attendance hours.

DRESS CODE

Students are required to wear appropriate shoes and the school's uniform. Students are responsible to pay for the uniform cost of \$35.

POLICIES REGARDING PROFESSIONAL APPEARANCE AND REPRESENTATION

Perfumes, colognes, and body odor:

- Should be avoided, the odor of cologne and perfumes can be nauseating and distressing to someone who is ill,

Hair:

- Avoids hair falling over the shoulders, must be clean, well maintained, and, if below the collar, must be secured.
- Beards and mustaches must be short, trimmed neatly, and clean

Fingernails

- No false fingernails of any type, including acrylics, gels, or wraps
- Nails must be short enough to not be seen over the tips of the fingers

Jewelry

- Earrings: only one small earring in each ear lobe is permitted
- Body Piercing: other than earlobes, may not be visible. Only clear retainers may be used to maintain the piercing while the jewelry is out so as to make the piercing less noticeable.
- Rings: only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient or tear through gloves.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Students are to maintain the highest standard of personal, ethical, and professional conduct. Each student is expected to display behaviors that are indicative of the program they represent and are expected to carry themselves in a manner that represents the values and beliefs of Palmetto Medical Institute. The institution reserves the right to place on probation or dismiss of a student due to unprofessional or disorderly conduct that reflects negatively on Palmetto Medical Institute, affects other students, or is a potential safety issue.

1. Students are expected to bring the corresponding books, educational equipment, and all necessary materials to school daily.
2. All students must be punctual to class.
3. In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, to maintain his/her daily progress.
4. The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that students take advantage of this option.
5. A medical certificate is required in case of absence due to a medical condition.
6. The institution provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.
7. The student who is caught destroying or damaging School Property will be expelled and/or legally processed.
8. The Institution does not allow sales, promotions, or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

PROBATION

The institution reserves the right to place on probation a student due to unprofessional or disorderly conduct that reflects negatively on Palmetto Medical Institute, affects other students, or is a potential safety issue.

PERSONAL PROPERTY

Students are responsible to identify and protect their personal belongings, materials, and equipment always. The school will not take any responsibility for lost or misplaced personal property.

USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

SMOKING

Smoking is permitted during breaks or lunch *outside the building*. Smokers shall dispose of their cigarette butts in designated containers.

BREAKS AND LUNCHESES

The instructors shall schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school's *designated* break/lunch area or outside the school.

ALCOHOL AND DRUGS

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity will result in immediate termination.

CHEATING AND STEALING

If a student is caught cheating and/or stealing, he/she will be subject to termination from the program.

ANTI-HAZING, BULLYING

Palmetto Medical Institute will not tolerate hazing or bullying by any student or employee of the Institute. Failure to comply will result in the student's suspension from the program.

ATTENDANCE

A student with no attendance over a period of 14 consecutive days will be withdrawn from the program of enrollment. Students with a situation that may require to be absent from the school over a period of two weeks are encouraged to apply for a Leave of Absence (LOA). Please refer to the LOA policy included in the catalog under the Student Rights section.

In addition, and as per the Satisfactory Academic Progress Policy (SAP) Quantitative Criteria, students must complete at least 67% of the attempted clock hours of each evaluated period in order to remain in compliance with the institution's SAP Policy. Refer to the Satisfactory Academic Progress Policy published in the school catalog for a full description of the evaluation and probation criteria.

Students are expected to attend scheduled classes, laboratory sessions, and externships as scheduled. Students are solely responsible for all the information, materials, and instructions provided during the missed class. Palmetto Medical Institute has no obligation to provide any missed materials such as lectures, testing information, guidelines, or class notes.

TARDINESS

Tardiness is defined as showing up more than fifteen minutes late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence.

STUDENT RIGHTS

DISCRIMINATION AND HARASSMENT POLICY

Palmetto Medical Institute prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

Palmetto Medical Institute's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Palmetto Medical Institute complies with the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained the by the Student Services Office. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcript files are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the Student Services Office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 60 days.

A LOA may be granted for up to 60 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

One LOA shall be granted in a 12-month period. The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 60 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the Student Services Office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the Institute may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

GRIEVANCE POLICY

The administration, faculty and staff of Palmetto Medical Institute maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Palmetto Medical Institute.

Palmetto Medical Institute grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The School President will evaluate the grievance and gather information. The student will be kept informed by the School President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after of the incident in consideration. The School President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address and contact number
 - ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
 - ✓ Supporting evidence for your complaint
 - ✓ Describe any steps taken informally to resolve the matter
 - ✓ Include a reasonable solution for your complaint
 - ✓ Sign and date your statement
4. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission that regulates the institution:

The Commission for Independent Education (CIE), Florida Department of Education

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Phone: (850) 245-3200, Toll free: (888) 224-6684

www.fldoe.org/cie

STUDENT SERVICES

Student Services are available during normal business hours.

ACADEMIC, CAREER AND PERSONAL COUNSELING

Counseling is available to all students for career and academic needs. Students with counseling needs of a personal nature will be referred to local public or private agencies for professional assistance to best meet their needs.

CAREER SERVICES

The school does not make any guarantees of employment or salary upon graduation. The school will provide career services, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, and reference materials. The media services resource center is open during normal business hours.

FINANCIAL ADVISEMENT

The Financial Director is available to assist students work out any financial problems, discuss financial options or changes to current payment plans.

TRANSCRIPT REQUESTS

One copy of the official academic transcript is provided for free to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee.

A student may request a transcript from the Student Services Office by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts,

and \$5 for non-official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

PROGRAMS

NURSING ASSISTANT PROGRAM

125 CLOCK HOURS – 5 WEEKS

PROGRAM OBJECTIVE

The Nursing Assistant program prepares students to provide high-quality care to patients under the supervision of a registered nurse in a hospital or health care institution. Graduates of the program are prepared to sit for the State Exam and obtain Certification as a Nursing Assistant.

PROGRAM DESCRIPTION

The program provides 125 hours of training to students in all of the relevant aspects of long term patient care under the supervision of a Registered Nurse, including fundamentals of healthcare systems and health occupations; legal and ethics; resident rights; vital signs; anatomy and physiology; medical terminology; infection control; safety and security procedures; patient plan of care; charts and forms; personal patient care skills; nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; hospital functions specific to nurse assisting, CPR and First Aid; HIV/AIDS, Blood Borne Pathogens and OSHA. Students demonstrate their skills in a 40-hour clinical practice at a nursing home or long-term care facility. After completion students are prepared to sit for the Florida Board of Nursing examination and become a Certified Nursing Assistant.

NURSING ASSISTANT PROGRAM BREAKDOWN

Course Code	Course Title	Total Hours	Lab & Clinical Clock Hours
CNA101	Nursing Assistant I	40	-
CNA102	Nursing Assistant II	31	28 (Lab)
HIV101	HIV/AIDS, Blood Pathogens and OSHA	6	-
CPR101	CPR and First Aid	8	6 (Lab)
CNA103	Clinical Practicum	40	40 (Clinical)
TOTAL:			125 Clock Hours

CERTIFICATION REQUIREMENT FOR EMPLOYMENT

Graduates of this program are required to pass the Florida Board of Nursing, Nursing Assistant certification exam, obtain, and maintain an active Florida CNA license to accept employment as Nursing Assistant. For information regarding the NA certification and eligibility requirements visit the Florida Board of Nursing www.floridasnursing.gov

HOME HEALTH AIDE PROGRAM

75 CLOCK HOURS – 3 WEEKS

PROGRAM OBJECTIVE

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

PROGRAM DESCRIPTION

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

HOME HEALTH AIDE PROGRAM BREAKDOWN

Course Code	Course Title	Total Hours	Lab & Clinical Clock Hours
HHA101	Introduction to Home Care and Health Care System	2	-
HHA102	Legal and ethical issues	2	-
HHA103	Communication and Cultural Diversity	3	-
HIV101	HIV/AIDS, Blood Borne Pathogens and OSHA	6	-
HHA104	Safety and Body Mechanics	3	2
HHA105	Emergency Care	2	1
HHA106	Physical, Psychological and Social Health	3	-
HHA107	Anatomy of the Human Body in Health and Disease	3	-
HHA108	Human Development and the Aging Process	3	-
HHA109	Domestic Violence and Elder Abuse	4	-

HH A110	Death and Dying	2	-
HH A111	Transfer, Ambulating, and Repositioning	2	1
HH A112	Personal Care Skills	5	4
HH A113	CORE Health Care Skills and Residents Rights	5	4
HH A114	Rehabilitation and Restorative Skills	2	-
HH A115	Medication Assistance and Technology in Home Care	4	3
HH A116	Clients with Disabilities	2	1
HH A117	Mental Health and Mental Illness	2	-
HH A118	Working with Newborns and Infants	4	-
HH A119	Common Acute and Chronic Conditions	4	-
HH A120	Maintaining a Healthy Environment		-
HH A121	Meeting the Nutritional Needs of the Patient	2	-
HH A122	Employability Skills	2	-
CPR102	CPR	6	6
TOTAL:		75 CLOCK HOURS	

CERTIFICATION REQUIREMENT FOR EMPLOYMENT

Graduates of this program are not required to pass a certification or obtain a license to start employment. Students may apply for employment upon graduation.

COURSE DESCRIPTIONS

NURSING ASSISTANT COURSES

Course Number	Course Title & Description	Total Hours	Lab and Clinical Hours
CNA101	<p>Nursing Assistant I</p> <p>This course provides the theory instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting. Duration: 40 hours (theory). <i>Pre-requisites: None.</i></p>	40	-
CNA102	<p>Nursing Assistant II</p> <p>This course provides hands-on training where students practice the concepts and theory learned in course CNA101. Students complete the following practice: bathing, dressing and hygiene; providing catheter care and peri-care; bed making; TED hose; admission and discharge of a patient; patient transfer; wheelchairs; ambulate and prosthetics. Lab personal care skills practice. Duration: 31 hours (3 theory, 28 laboratory). <i>Pre-requisites: CNA101.</i></p>	41	28
HIV101	<p>HIV/AIDS, Blood Pathogens and OSHA</p> <p>This course is offered as part of the program as wells as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 hours (theory). <i>Pre-requisites: None.</i></p>	6	-

CPR101	<p>CPR and First Aid This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 8 hours (laboratory). <i>Pre-requisites: None.</i></p>	8	8
CNA103	<p>Clinical Practicum This clinical course consists of 40 hours of supervised clinical experience. It includes the required 20 hours of long-term care clinical instruction at a nursing home or long-term care facility. Under direct supervision by a registered nurse, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis. Duration: 40 hours (clinical). <i>Pre-requisites: CPR101, HIV101, CNA101, CNA102.</i></p>	40	40

HOME HEALTH AIDE COURSES

Course Code	Course Title & Description	Total Hours	Lab Hours
HHA101	<p>Introduction to Home Care and Health Care System Students are introduced to the Home Health Aide Program curriculum and the roles and responsibilities of an HA. The course also provides an overview of the Health Care System. Duration 2 hours (theory).</p>	2	-
HHA102	<p>Legal and Ethical Issues Students learn the importance of ethics in the health care setting and are introduced to the legal aspects of their profession, including HIPAA regulations. Duration: 2 hours (theory).</p>	2	-
HHA103	<p>Communication and Cultural Diversity This course provides students with instructions in effective communication with patients and other members of the healthcare team. Also provides instructions on the importance of Cultural Diversity and how to be sensitive to others, different cultural beliefs, whether they are patients or coworkers. Duration: 3 hours (theory).</p>	3	-
HIV101	<p>HIV/AIDS, Blood Borne Pathogens and OSHA This course is offered as part of the program as wells as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (theory)</p>	6	-

HHA104	Safety and Body Mechanics This course teaches students how to maintain safety and how to use proper body mechanics in the home setting. Special attention is given to proper responses to fires, falls, burns, and drowning. Duration: 3 hours (1 hour theory, 2 hours lab)	3	2
HHA105	Emergency Care Students learn information on how to handle emergencies. Emphasis is placed on Disaster Preparedness and Hurricane First Aide. Duration: 2 hours (1 hour theory, 1 hour lab).	2	1
HHA106	Physical, Psychological and Social Health Students will be introduced to basic human needs and will explore them from physical, psychological, and a social aspect. Duration: 3 hours (theory).	3	-
HHA107	Anatomy of the Human Body in Health and Disease This course teaches basic knowledge of the anatomy and physiology of the human body in terms of a healthy and an ill patient. Emphasis is placed on the elderly population, and those who may be ill within the role of a Home Health Aide. Duration: 3 hours (theory).	3	-
HHA108	Human Development and the Aging Process Students will explore the aging process and the challenges it presents to patients. An emphasis is placed on the care of Alzheimer's patients. Duration: 3 hours (theory).	3	-
HHA109	Domestic Violence and Elder Abuse This course teaches students about domestic violence and abuse, what symptoms to look for and how to report suspected abuse. Duration: 4 hours (theory).	4	-
HHA110	Death and Dying Students learn how to provide care to terminally ill patients, and how to deal with the death of a patient within the role of a Home Health Aide. Duration: 2 hours (theory).	2	-
HHA111	Transfer, Ambulating and Repositioning Students will learn how to transfer, reposition, and the ambulation of a patient during the activities of daily living. Students are be taught how often and how to accomplish the tasks. Duration: 2 hours (1 hour theory, 1 hour lab).	2	1
HHA112	Personal Care Skills Students learn the principles of personal care in the home setting, which includes feeding, toileting, and the activities of daily living. Skills taught will be demonstrated by the student to a competent level. Duration: 5 hours (1 hour theory, 4 hours lab).	5	4

HHA113	Core Health Care Skills and Resident's Rights Students are taught core healthcare skills, such as taking vital signs, wound care and hot and cold applications. Students also become aware of patients' rights. Duration: 5 hours (1 hour theory, 4 hours lab).	5	4
HHA114	Rehabilitation and Restorative Skills This course teaches students how to help patients regain independence with restorative and rehabilitative activities. Duration: 2 hours (theory).	2	-
HHA115	Medication Assistance and Technology in Home Care This course provides students with the knowledge and skills necessary to assist residents with self-administration of medication in the home setting. Students also learn how to take proper specimen collections. Duration: 4 hours (1 hour theory, 3 hours lab).	4	3
HHA116	Clients with Disabilities Students learn how to work with clients with special needs due to a disability. Duration: 2 hours (1 hour theory, 1 hour lab).	2	1
HHA117	Mental Health and Mental Illness This course teaches students the importance of mental health and discusses the special needs and characteristics of those who have a mental illness. Duration 2 hours (theory).	2	-
HHA118	Working with Newborns and Infants Students learn how to provide a safe, clean environment for infants and newborns and how to offer comfort and security. Duration: 4 hours (theory).	4	-
HHA119	Common Acute and Chronic Conditions This course teaches students how to work with patients who have common or chronic conditions in various systems of the body. Duration: 4 hours (theory).	4	-
HHA120	Maintaining a Healthy Environment Students learn proper cleaning techniques and how to keep a safe and healthy environment for the patient. Duration: 2 hours (theory).	2	-
HHA121	Meeting the Nutritional Needs of the Patient Students learn the principles of nutrition, which include shopping, safe food storage, meal planning, and food preparation. Duration: 2 hours (theory).	2	-
HHA122	Employability Skills This course prepares students for employment, which includes creating a resume, searching, and applying for a job. Self-care and time management are also stressed to maintain employment. Duration: 2 hours (theory)	2	-

CPR102	CPR This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (lab).	6	6
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STAFF & FACULTY

STAFF

President, Ludgy Supplice

Financial Director, Ludgy Supplice

Director of Education, Ludgy Supplice

Admissions, Emil Fertil

Student Services, Emil Fertil

Career Services, Emil Fertil

FACULTY

Ludgy R. Supplice

- **Master of Science in Nursing FNP-C,** Chamberlain University, Illinois
- **Bachelor of Science in Nursing,** University of Miami, Miami
- **Associate of Science in Nursing,** Miami Dade College, Miami

THANK YOU FOR CHOOSING

PALMETTO MEDICAL INSTITUTE!



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