



DIGNITY
NURSING SCHOOL, INC.



Campus location:
8492 Hiram Acworth Hwy.,
Building 207,
Dallas, GA 30157

www.DignityNusingSchool.org

Tel: 770-529-6801 Fax: 678-653-9622

Dignity Nursing School is a private 501(c)(3) charitable organization that solely operates to provide qualified medical personnel resources to our Healthcare Industry.

Purpose:

Dignity Nursing programs provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the Healthcare Industry.

Dignity Nursing School's graduates are competent in the general areas of communication, math, and interpersonal relations and in the occupational areas of anatomy and physiology, drug calculations, administration of medications, disease processes, nutrition and diet therapy, nursing ethics, patient care, patient teaching, and wellness and prevention of illness.

Our graduates are prepared for licensure as set forth by the Georgia Board of Examiners of Licensed Practical Nurses and certification from Regulatory Organizations.

Philosophy:

DNS only facilitates Healthcare Educational Programs for the multifaceted healthcare system. After the Health Journal of Regulations released data affirming the coronavirus (COVID-19) pandemic strain on the healthcare infrastructures, which crippled the nursing workforce, DNS Directors were instantaneous in expanding training to combat the crisis. As a result, DNS expanded its healthcare discipline(s) to include the Practical Nursing Program.

DNS was derived under the auspices of its founders, Mr. William and Nikki Benford, in January 2012. Thanks to their efforts to be impactful, DNS is fully engaged in supplying healthcare solutions for medical infrastructures nationally. The expansion of our educational efforts, including the application for accreditation during this crisis time, accentuates the epitome of Dignity Place's overall Commitment to the Healthcare profession, which can be summoned up in its mantra:

"Gracefully, Serving the Community 'ONE' Student... at a time."



DNS-HC is approved by
Georgia's Medical Care Foundation (GMCF)
1455 Lincoln Pkwy
E. Atlanta, GA 30346
(678) 527-3000
<https://www.allianthealth.org/>

Georgia's Board of Nursing
237 Coliseum Dr.
Macon, GA 31217
(844) 753-7825
<https://www.exploremedicalcareers.com/boards-of-nursing/georgia/>

Nonpublic Postsecondary Education Commission (GNPEC)
2189 Northlake Pkwy Bldg. 10 Ste. 100,
Tucker, Georgia 30084
(770) 414-3235
<https://gnpec.georgia.gov/locations/gnpec-office>
Accreditation Status
ACEN Assurance Review Process 08/15/2022 Accepted

Acknowledgment

Dignity Nursing School sincerely thanks Ms. Kimberli Roberts (Program Director), Faculty, Staff, and Dr. Linda Morgan (Georgia Board of Nursing) for their continuous support of the Dignity Nursing School Practical Nurse Program. The research, patience, motivation, enthusiasm, insight, and immense knowledge in the development of the program have been noted with high regard. The guidance helped DNS in the research and writing of the P.N. Program. We could not have imagined having a better set of advisors, developers, and curriculum support mentors.

Dignity Nursing School would also like to thank the rest of the Developmental Committees: Leigh Wells (A. F. Davis Textbooks), ATI Review Coordinators, and Ga Board of Nursing (Policies and Regulatory Agency), for their policies, encouragement, and insightful comments, and complex questions.

We humbly request your prayers as we endeavor to bring Healthcare Education to Georgian's local communities.

Again, Thank you Sincerely,
Nikki Benford, Ed., and Dignity Nursing School's Family

Printed April 15, 2023



TABLE OF CONTENT

Campus Name, address, telephone number, and Website	Cover Page
History and Ownership	P.G. 1
Mission Statement	P.G. 1
Accreditation and State Licensure	P.G. 2
Catalog Printing Date	P.G. 2
DNS does not guarantee employment	P.G. 3
Officers, Staff, Faculty	PG 4
Educational Programs	P.G. 5
Nondiscrimination, Tuition, Entrance, Admission Policies	P.G. 6
School Closure	P.G. 7
Placement, Attendance, Progress, Grading Policies	P.
8 Conduct, Dismissal, Complaints/Grievance Procedure Policies	P. 9
Refund Policy, Technical Standards	P. 10
Transfer/Transcript Credit	P. 11
Learning Resource, Facilities	P 12
Program Objectives, Schedules, grade scale, description, and delivery:	
Nurse Assistant	P.G. 12
Electrocardiogram Tech	P.G. 14
Practical Nurse	PG 16
P.N. Admission	P.G. 17
P.N. Admission Points	P.G. 19
Phlebotomy Tech	P.G. 20
CEU, Clinical Compliance, Student Accessibility	P.G. 22
Rules, Incidents, Emergencies	P.G. 23
Tuition breakdown, including registration fee	P.G. 26
Directory Extensions	P.G. 27

DNS Career Service Advisors provides support in student planning, such as Career Options, Resume Building, Interviewing Practice/Tips, Internship Connections, and Networking assistance at no cost to the student. "Dignity Nursing School and Students agree and acknowledge that such student support efforts do not constitute a Student Agreement or any employment contract. DNS does not guarantee employment; however, it reserves the right to terminate a student's contract based on volitation and unsatisfactory educational performance.



DNS is governed by its Board of Directors and Officers:
L. Maxie, CFO; W. Benford, COO; L. Benford, Executive Director, Secretary Ollie Harrison

Faculty Members.

Chief Operation Office/Data Manager:

Mr. William Howard Benford Jr. holds dual roles as full-time COO and DNS's Informational Technology Specialist Data Manager. He is a graduate of DeVry Institution with a Bachelor of Science degree in Information Technology. Mr. Benford serves as Chief Financial Officer with Dignity Place Home Care Agency in Acworth, GA.

Executive Director:

Mrs. LaMonique "Nikki" Benford is a full-time Director and holds a Master's in Business Administration (American Interconnectional University) and a Bachelor's in Education (Nicholls State University)

Program/Project Director:

Mrs. Kimberli Roberts is DNS's full-time Program Director. Mrs. Roberts is a graduate of Bronx Community College. She holds a Ph.D. from Duquesne University School of Nursing, a Master's in Nursing Education, an MSN from the University of West Georgia, her BSN from Kaplan University, and an ASN from Mary Mount University. She is currently a registered nurse in the State of Georgia.

Program Coordinator/Preceptor:

Mrs. Staci Miller is a full-time instructor and Coordinator of DNS. Mrs. Miller is a graduate of Ohio State University with a Bachelor of Science in Nursing (BSN). She is currently a registered nurse in the State of Georgia.

Preceptor:

Vickie Barker is DNS's full-time Nurse Assistant, Phlebotomist, and Electrocardiogram Technician Instructor with DNS. Ms. Barker is a graduate of Savannah Technical College, holds an associate nursing degree, and is a licensed practical nurse (1988).

Student Career Service Advisor:

Mrs. Nicoletta Lee has been DNS's full-time Student Services Advisor
Since 2012, Mrs. Lee has graduated from Dignity Nursing School as a Certified Nurse Aide, Phlebotomist, and Electrocardiogram Technician.

Student Records/Registrar's Office Administrator:

Mrs. Tammy O'Reilly has been DNS's full-time Executive Administrative Assistant and Compliance Officer since 2018





CERTIFICATE PROGRAMS/COURSES

Essential Life Support (BLS): BLS is a 4-hour prerequisite course to enhance Dignity Nursing School's healthcare programs. The BLS certificate is issued through the American Heart Association (AHA) and must be renewed every two years. The AHA Cardiopulmonary Resuscitation (CPR) is an emergency lifesaving procedure when the heart stops beating. Immediate CPR can double or triple the chances of survival after cardiac arrest. This course is mandatory for individual in medical personnel, as they are often challenged with adequately responding to victims with life-threatening illnesses or injuries.

Electrocardiogram Tech (EKG/ECG): This Basic EKG Course is 50 hours (3 weeks), and it covers the anatomy of the heart, electrophysiology, basic EKG structure, pacing, rhythm strip, interpretation of basic arrhythmias, supraventricular arrhythmias, ventricular arrhythmias, on-conducting rhythms, and atrioventricular blocks. This course can be used in preparation for an AHA ACLS or PALS course or for anyone who wishes to feel more comfortable responding to cardiac emergencies and identifying dysrhythmias.

Nursing Assistant (NA): Nurse Assistants are trained to assist with patient care in hospitals, clinics, and long-term care facilities under the supervision of a licensed or registered nurse. Dignity Nursing Students must complete the state-approved N.A. Program, which is 109 hours, (4) weeks of didactic and lab. After completing this course, the student will receive a Certificate of Completion and be eligible for the Georgia Certification Examination.

Practical Nursing (P.N.): The P.N. course is 1365 clock hours and a 59-credit hour with 475 Didactic, 390 Lab, and 500 Clinical programs. The program is 13 months in length, not including Holidays or prerequisites. The P.N. content includes basic Nursing Skills, Biology, Anatomy, Physiology, Emergency Care, Pediatric Nursing, Obstetric Nursing, Medical/Surgical Nursing and more. Upon completing the practical nursing (P.N.) program, students must apply for the NCLEX-PN examination to obtain licensure as an LPN.

Phlebotomy Tech: Phlebotomists are trained to draw blood primarily from the patient's veins for clinical or medical testing, transfusions, donations, or research. Phlebotomists collect blood primarily by performing venipunctures and collecting minute quantities of blood (finger sticks). Dignity Nursing Schools training program consists of (60) hours of instructions in Basic Medical Theory (100 hours of clinical experience) or ten capillary sticks, "hands-on practice."

Nondiscrimination statement

DNS is an Equal Opportunity School that prohibits discrimination against anyone due to race, color, religion, national origin, sex (gender), disability, sexual orientation, age, citizenship status, marital status, veteran status, or genetic information.

Programs-Courses-Tuition

Basic Life Support Certificate	\$105.00
Nurse Aide Training Program.....	\$1150.00
Electrocardiogram Course.....	\$950.00
Practical Nursing.....	\$26,777.00
Phlebotomy Course.....	\$1150.00

Entrance Requirements

***Dignity Nursing School does not discriminate based on race, sex, religion, ethnic origin, or disability
DNS does not accept (ability-to-benefit students) into its Certificate Programs***

Prospective students must have a high school diploma or equivalent to be accepted. Suppose applicants are beyond the age of compulsory school attendance in Georgia and do not possess a certificate or equivalency diploma. In that case, they may complete an ability-to-benefit test outlined by the Georgia Postsecondary Education Commission. The school does not administer this test but will provide information upon request, and late enrollment is not allowed.

Admission Requirements

The DNS admissions process exists to screen and evaluate each applicant's credentials before an applicant is notified of acceptance or rejection status. Personal interviews are not customary but may be arranged by a Program Director at the discretion of the Executive Chain of Command.

DNS admission requirements clearly state the basis for admission, which includes testing, advanced standing, experiential learning requirements, and transfer of credit for points. Remedial courses and refresher courses are not considered credit points.

DNS accepts students with reasonable assurance qualifications and backgrounds compatible with the program's curricular objectives to ensure the likelihood of student success.

Applicants beyond the compulsory age in Georgia can reasonably expect to benefit from the training programs offered by DNS.

Readmission Policy

1. Students previously suspended or expelled from a Postsecondary Educational Academic Program for any reason can request a one-time reconsideration allowance.

2. Students must send a student email to ADMIN@DNSHC.org, and in the subject line, write: Reconsideration Request. The Reconsideration Request should address the following:

Plan of Correction (POC)

- A Student must respond to the deficiency finding that led to suspension or expulsion.
- Students will identify why noncompliance occurred and create a plan of correction (POC) and a reoccurring prevention statement.
- Students must submit a [Reconsideration Request Form](#) to the Career Service Coordinator addressing each of the statements above within sixty calendar days of receiving the suspension or expulsion.
- The CSC Administrator will review and respond to the request with a decision within (2) business days.

Class Schedules

AM Students:

Monday through Friday: 7:00 am – 3:45 pm

Saturday: 7:00 am – 1:00 pm

PM Students:

Monday through Friday 3:45 pm – 10:30 pm

Saturday: 7:00 am – 6:00 pm

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, radio, or T.V. broadcasting efforts that provide closure information as a public service.

School Closure Day

New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Thanksgiving, Christmas Eve, and Christmas Week

Postponement of Start Date

Postponement of a start date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a.) whether the postponement is for the convenience of the school or the student, and b.) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced or the student fails to attend by the new start date outlined in the agreement, the student will be entitled to an appropriate refund. The prepaid tuition and fees will be returned within 30 days of the deadline of the new start date outlined in the agreement. The procedure is determined following the school's Refund Policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981

Placement Assistance

We offer job lead referrals, job skills development, and employment assistance to graduates. While we assist in our graduate's job search, we make no guarantee, express, or imply a statement of employment or job security. Currently, the law prohibits any school from guaranteeing job placement as an inducement to enroll students. DNS does not accept advanced orders and credit for experiential learning.

Attendance Requirements

Students are expected to arrive on time for class with proper materials—an overall attendance rate of no more than two missed days. Instructors may request a student's withdrawal from a course or program if absences or tardiness exceed (3) days of classroom protocols.

Students who cannot continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they can return to class—proper documentation is needed to substantiate a student's withdrawal.

Progress Policy

Students must maintain a 70% overall grade point average or higher. Students who do not support a 70% average or higher must retake the program. If the student cannot achieve at least the minimum average requirement of 70% during the retake session, the student may be terminated from the program.

Grading System

GRADING STANDARDS (will be Initialed at orientation)

I understand that: _____

_____ Passing is 70% or above in theory/ dictation and a "satisfactory" evaluation in clinical practice and laboratory skills.

_____ An "unsatisfactory" evaluation in clinical and laboratory will result in a "F" course grade, regardless of the theory grade.

_____ A theory grade of 70% or less will result in a "D," and below 60% will result in an "F," regardless of the clinical or college laboratory performance.

_____ Unsatisfactory clinical performance, which jeopardizes client safety, will result in student dismissal from the clinical area and a grade of "F" for the assigned course.

I understand that: _____

DNS Nursing course grades are based on the following scale:

90 - 100% = A

80 - 89% = B

70 - 89% = C

60 - 79% = D

Below 60% = F

A graded progress report will be issued to students throughout the program.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, or alcohol of any kind is not permitted on DNS premises at any time! Any violation of school policies shall result in permanent dismissal from the school.

Dismissal

A student may be dismissed for violating rules and regulations, as outlined in DNS publications. Students must also withdraw from classes if they do not prepare sufficiently, are negligent, or make unsatisfactory progress. The Executive Director, after consultation with all parties involved, shall make the final dismissal decision. The Executive Director of DNS may temporarily suspend a student whose conduct is disruptive or unacceptable in the academic setting or on the premises of DNS. After the implementation of a student's Plan of Correction (POC). The student who genuinely desires to conform to school conduct standards may be allowed to resume attendance. It's the job of the Executive Director and Program Director to review each case and decide upon re-admittance.

Complaint / Grievance Procedure

The Commission requires that all students utilize an institution's grievance *procedure* to resolve any complaint or concern before submitting a complaint to the Commission. If the resolution is not satisfactory, a student may then appeal to the Commission, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.

Dignity Nursing School's grievance forms are in a central, accessible, conspicuous place within the student's lobby. Forms and the Grievance Procedures are accessible to all students. Complaint(s) are written in English, with a paper size of at least 8½" x 11" and 18 font size. The process is announced to students via the catalog, student handbook, and Website.

Procedure for filing a Complaint

- They are located in the break area behind the administrative offices.
- Place a completed form in the locked box for review.
- The complaint logs are secured in the lock box and checked daily.
- Acknowledgments and status updates about the complaint(s) are sent to the student's email within three days from the date of the filed complaint.
- The process includes an investigation (average of less than three business days from the date of the filed complaint).
- The investigator (Executive Director) will make the final decision/resolution.
- The complaint and resolution are both logged for review.
- The student has a right to appeal all unsatisfactory decisions of institutions. If the student resolution is not satisfactory on the instructional level, the student is given

the option to contact:

Contact Information

GNPEC 2082 East Exchange Place Ste. 220 Tucker, GA 30084
Telephone 440-414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Refund Policy

They are following GNPEC Minimum Standard #13: Cancellation Policy. "If Dignity Nursing School cancels or changes a program of study or course (time or location) in such a way that a student who has started the course cannot continue or decides, promptly, to accommodate the needs of each student enrolled in the program. Dignity Nursing School shall refund all money paid by the student for the program of study or course within 30 days when:

- a. The date on which the school receives written notice of the student's intention to discontinue the training program or
- b. Date in which the school made changes to the program in such a way that impedes the student from continuing or
- c. The date on which the student violates published school policy which allows for termination. The Registration Fee shall also be refunded in such manner

Refunds calculation(s)

Tuition shall be fully refunded (amount paid) if the student withdraws before 50% program completion. However, refunds are not required after 50% of the program completion. All refunds are remitted within 30 days of the request.

Technical Standards (Essential Program Requirements)

Physical Requirements

- Provide nursing care for clients for 6-8 hours
- Perform one-person CPR
- Lift and move clients and objects of 35 lbs. or more
- Move from room to room quickly and maneuver in limited spaces
- Demonstrate a high level of manual dexterity and use both hands simultaneously
- Work at different heights/levels

Sensory Abilities

- **Hearing:** can recognize and respond to auditory assessments, instructions, and requests with or without assistance devices
- **Vision:** Acuity: identify the correct client; perform visual assessments of clients through inspection
Read instructions, labels, and records. Differentiate the color spectrum.
- **Speech:** clearly and succinctly explain procedures, provide education, and communicate client status to appropriate persons.

- **Communication:** speak in English enough for most clients to understand; understand the verbal communication of English-speaking clients
- **Touch:** perform physical assessments through palpation; discriminate between sharp/dull, hot/cold

Cognitive Abilities

- Read in English with comprehension
- Utilize Algebra in solving mathematical problems
- Interpret graphs, numerical tables, and charts
- Analyze data and solve problems
- Communicate effectively in writing
- Communicate verbally using appropriate grammar, vocabulary, and word usage

Emotional Abilities

- Function safely under stressful conditions
- Adapt to ever-changing environments inherent in clinical situations involving client care
- Provide service to all clients regardless of race, age, color, sex, religion, disability, national origin, veteran status, or disease process
- Demonstrate emotional stability and effective coping when providing client care

Work Environment

- Possess the ability to conduct procedures that prevent the spread of infection (i.e., frequent hand washing, using a face mask and gloves and goggles)
- Possess the ability to function in a group setting

Transfer / Transcript Credit

- A. Dignity Nursing School accepts Math 101, Math 102, Anatomy and Physiology, and English 111 as acceptable points into the P.N. programs; these points are not credits but are credited to the student as [Admission Points](#)
- B. Dignity Nursing School does not guarantee the acceptability of earned clock or credit hours into other programs.
- C. Students can obtain a copy of their transcripts and grades anytime by submitting a request to the student record office. We ask that you keep up with the login and password you gave during orientation/registration. There is no charge for a student to access the web portal. Pas word reset contact the call 770- 529-6801-ext 707.

Learning Resource Policy

Dignity Nursing School offers face-to-face learning options in the classrooms, clinical and online. The online lectures are educational reinforcements that offer different training strategies and remedial practices. We also provide various simulations, books, and literature as learning aids, which students can check out or access. Before the Final Exams, equipment, books, and supplies should be returned.

Facilities

Dignity Nursing School is located at 8492 Hiram Acworth Hwy, in Building 205, 207, and 209. Building 207 is regarded as the Administrative Building. On the right side of the administrative building is suite 205. Suite 205 is the Practical Nursing Classroom, with two access points from the Administrative Building. On the left side of the organizational structure is where suites 209 A and 209 B are located. Suite 209A is the Testing Center and DNS Literary Resource Center. The suite can be accessed through the lobby of the administrative building. There are also adjoining double doors from 209A to Suite 209B. Suite 209B is the Nurse Assistant, Phlebotomy, Electrocardiogram, and Practical Nurse II Classroom. The administrative offices can also access suite 209 B.

Both lavatories are in the back of the administrative building. The school is approximately 3100 sq. feet and on the right side of the Dallas Retail Center Complex.



NURSE AIDE PROGRAM

4-week program

COURSE DESCRIPTION

Nurse Aide Training Program is a 4-week course that provides entry-level nursing skills. Class begins on the first Monday of each month. Once a student has completed the program, a certificate of completion is issued (prerequisite) for the state N.A. Examination. After successful completion of the N.A. The exam, student name, and certification number are listed on the Georgia State Registry.

COURSE GOAL

To prepare students for entry-level success in healthcare. As a pathway leading to postsecondary programs that license healthcare professionals.

PROGRAM REQUIREMENTS

- Clear Criminal Background Check (no felonies)
- T.B. skin test within (12) months or current chest x-ray
- Valid AHA First Aide/CPR Card

COURSE GRADING

Students must perform ALL skills with **100%** accuracy before certification.

CERTIFICATION CRITERIA

All candidates must have a minimum of **(110.50)** class/lab and clinical hours. **(40)** E-Lecture classroom hours, **(43.50)** lab hours, and **(27)** clinical hours to be completed at Cartersville Heights Nursing Home. The NACES Foundation gives the certification exam.

ATTENDANCE POLICY

All students must sign in on an attendance sheet. No student will be allowed to take the written exam and skills exam for certification with less than **110.50 hours of classroom/lab and clinical hours.**

CLASS TUITION

The tuition is \$1150.00. A **\$150.00 refundable registration fee** is required and due on or before the orientation day. The \$150.00 refundable fee is applied toward the student's tuition.

The tuition is \$1150. The payment plan includes a \$150.00 registration (applied against tuition balance), a \$500 payment due on day one of week two, and a \$500 payment due on day one of week three. Dignity Nursing School (DNS) will only accept payment methods through a money order or certified check payable to Dignity School of Nursing or DNS.

		40.00	43.50	27.00	110.50	67.00-	110.50
Course Number	Course Titles	CLOCK HOURS					
		Lecture	Lab	Practicum, Externship, Internship	TOTAL in class clock hrs.	* Recognized outside clock hours.	TOTAL clock hours
NA105 (online)	NURSING BASIC/ MOBILITY-ROM	8				8.0	8.00
NA110 Th	INFECTION CONTROL/VITALS		4.5		4.5		4.50
NA115 (online)	ADL	8				8.0	8.00
NA120 F	INFECTION CONTROL/ ADL/DOUMENTATION		4.5		4.5		4.50
NA200	CLINICAL ROTATION I			9.00		9.0	9.00
NA205 Sat	RESIDENT'S ENVIRONMENT		4.5		4.5		4.5
NA210 (online)	BEDSIDE SKILLS AND ELIMINATION	8				8.0	8.00
NA215 Th	MEDICAL ABBREVIATIONS	4	4.5		4.5	4.0	8.50
NA220 F	REPORTING/CHARTING		4.5		4.5		4.50
NA225 (online) Sat	IMPAIRMENTS AND DEVICES	8	4.5		4.5	8.0	12.5
NA300	CLINICAL ROTATION II			9.00		9.0	9.00
NA 305 Th	INTEGRATED COMPREHENSIVE SKILLS	4	2.50		2.5	4.0	6.50
NA110 F	LAB PRACTICUM I		6.00		6.00		6.00
NA 400	CLINICAL ROTATION III			9.00		9.0	9.00
NA405 Sat	LAB PRACTICUM II		6.00		6.00		6.00



ELECTROCARDIOGRAM TECHNICIAN CERTIFICATE

3-week Residential Program

COURSE DESCRIPTION

Electrocardiogram Tech course is 50 clock hours of Synchronous Learning that combines theory and practice to provide instructions in all aspects of EKG Technology with patient care. Class begins on the first Monday of each month. Students will learn about the anatomy and physiology of the cardiovascular system, appropriate patient care, and how to conduct an electrocardiogram (ECG) properly. The course will also teach students how to diagnose different rhythms discovered through ECG tests. Additional topics include pacemakers, ECG cardiogram artifacts, the 12-lead ECG, and acute myocardial infarction.

COURSE GOAL

Prepare students for entry-level success in healthcare as a pathway leading to postsecondary programs that license healthcare professionals.

PROGRAM REQUIREMENTS

- Clear Criminal Background Check (no felonies)
- T.B. skin test within (12) months or current chest x-ray
- Valid First Aide/CPR Card (included)

COURSE GRADING

Students must perform ALL skills with **100%** accuracy before certification.

CERTIFICATION CRITERIA

All candidates must have a minimum of (50) class and lab hours.

ATTENDANCE POLICY

All students must sign in on an attendance sheet. No student can take the final or skills reading exam without less than 50 classroom/lab hours.

CLASS TUITION

The tuition is \$950.00. A **\$150.00 refundable registration fee** is required and due on or before orientation day. The \$150.00 fee is applied toward the student's tuition.

The tuition is \$950. The payment plan includes a \$150.00 registration (applied against the tuition balance), a \$400 payment due on the first day of week two, and a \$400 payment due on day one of week three. Dignity Nursing School (DNS) will only accept payment methods through a money order or certified check payable to Dignity School of Nursing or DNS.

Recommended Prerequisites: High School Graduate or GED.
3-week Residential Program

Course Number	Course Titles	Lecture	Lab	In-Class Clock Hours	Total Clock Hours
EKG 100	Anatomy & Physiology	10.00		10.00	10.00
EKG 200	Arrhythmias	10.00		10.00	10.00
EKG 300	Atrioventricular	10.00		10.00	10.00
EKG 400	12-Lead ECG	5.00	5.00	10.00	10.00
EKG 500	ECG Scans and Review		10.00	10.00	10.00



PRACTICAL NURSE DIPLOMA 60-week Residential Program

Practical Nurses (PN) adhere to practice standards and an ethical framework. They are responsible and accountable for safe, competent, and ethical nursing practice. Students must demonstrate professional conduct reflected through personal attitudes, beliefs, opinions, and actions. P.N.s focus on personal and professional growth and are expected to utilize knowledge, critical thinking, critical inquiry, and research to build evidence-informed practice.

COURSE DESCRIPTION

Our Practical Nursing Diploma Program aims to provide our students with the appropriate Didactic and Clinical skills necessary to prepare them for a career as a Practical Nurse.

DNS philosophy is the belief that nursing education is a lifelong commitment to learning. Continued Nurse Education accentuates Competent, Compassionate Caregivers (CCC) compliance and readiness in a multifaceted healthcare industry.

CLASS TUITION

The tuition is \$26,777.00. There is a **\$75 non-refundable registration fee** and a **\$75 non-refundable Critical Thinking Exam**. Both the registration fee and the Critical Thinking Exam must be completed before the admission deadline for program consideration.

Payment is due on the first day of class. Your financial aid advisor must approve any Contractual Payment Plans. The Dignity Nursing School (DNS) payment method is a money order, certified check payable to Dignity School of Nursing or DNS.

Program Length

DNSHC PN program 60 week (4/15 weeks sessions), 1365- clock hour or 59Credit hour program (515 Didactic, 350 Lab, and 500 Clinical.) The Practical Nursing Program has two terms annually, Spring and Fall. Open enrollment begins two months before the term starts, which is announced on the Website (www.dignitynursingschool.org).

		515.00	350.00	500.00	1,365.00
	Course Titles	CLOCK HOURS			
		Lecture	Lab	Practicum, Externship, Clinical	TOTAL in class clock hrs.
PRNS 100	INTRO TO NURSING	24.00	-		24.00
PRNS 110	INTO TO PHARMACOLOGY	60.00	60.00	-	120.00
PRNS 111	FUNDAMENTALS OF NURSING	60.00	60.00	-	120.00
PRNS-118	MANAGEMENT IN GERIATRICS	60.00	-	-	60.00
ATI-150	ATI FOUNDATION NURSE	21.00			21.00
PRNS 212	MEDICAL SURGICAL NURSING I	60.00	60.00		120.00
PRNS 213	MENTAL HEALTH	30.00	-	30.00	60.00
PRNS 315	MEDICAL SURGICAL NURSING II	60.00	60.00		120.00
PRNS 325	MATERNITY NURSING	32.00		32.00	64.00
PRNS 326	PEDIATRIC NURSING	28.00		28.00	56.00
PNRS-452	NCLEX REVIEW	40.00	-	-	40.00
PNC 118	GERIATRIC CLINICAL			54.00	54.00
PNC 220	INPATIENT CLINICAL			72.00	72.00
PNC 251	CLINICAL JUDGEMENT I SIM		75.00		75.00
PNC 314	CLINICAL JUDGEMENT II SIMS		75.00		75.00
PNC 330	INPATIENT CLINICAL II		-	72.00	72.00
PNC 431	SENIOR Clinical		-	212.00	212.00

Admission Requirements

A High School Diploma, GED equivalent, or home-school transcript are admission requirements. College-level prerequisite course transcript(s) are preferred.

Admission to the P.N. program is competitive; therefore, a numerical value is assigned to each admission requirement. A student's acceptance is based on a ranking of the total score.

Admission to the P.N. program is a competitive process; therefore, DNS assigns a numerical value to each admission requirement. A student's acceptance is based on a ranking of the total admission score.

APPLICATION PHASE I

A. Apply to the P.N. Program on the DNS website (www.dignitynursingschool.org)

B. Complete the application checklist by uploading:

1. A valid Driver's License or Government-issued I.D.
2. Social Security
3. High School diploma, GED, or Home -School transcript (required)
4. (1) Math, (1) English, (1) Psychology or Humanities with a minimum grade of C (College-level schoolwork is preferred but not required.)

Transcript(s) should include Anatomy & Physiology (A&P), preferably both A&P I & II, including the coinciding Labs A&P (I & II); these courses **MUST** be completed before the second quarter/session. Any student admitted into the Dignity Nursing School P.N. Program under a "special consideration" will be classified by "Pending Status (P.S.)" in the Learning Management System (Orbund). Pending status students who have accepted a conditional admission will sign a contractual

agreement committing to fulfill all terms listed in the pending provisional agreement. Additionally, conditionally accepted students will be placed on probation until all A&P courses are completed. Again, students cannot and will not enroll in Quarter Three until the "P.S." Conditional Waivers IE., A&P Courses, tuition payment(s), or any other P.S. condition is successfully satisfied. There are no exceptions to this policy!

C. Standardized Testing

***IF THE APPLICANT HAS ALREADY TAKEN ATI (WITHIN THE PAST 5 YEARS) ***

Upload adjusted TEAS score of $\geq 60\%$.

To waive the mandatory DNS- ATI Critical Thinking Entrance Exam (<60% Score), students who take the TEAS and score >65% are considered eligible applicants

Applicants will receive a payment email confirmation, which will contain the next steps in the admission process.

APPLICATION PHASE II

Complete Required Standardized Test:

ATI Critical Thinking Assessment Requirement

Applicants must take the DNS-ATI Critical Thinking Assessment and score >70% on the assessment to be considered for admission.

Upon applying to the program, all applicants will receive an instructional email on their registration for the Critical Thinking assessment. The assessment is \$75.00 for each attempt.

TEAS Assessment Requirement

Applicants who score less than 70% on the Critical Thinking assessment can opt to take the ATI TEAS assessment. Students scoring >65% on TEAS can continue their application process.

Please note that a student with a Critical Thinking score of $\leq 70\%$ but has an adjusted >65% TEAS score is considered program-eligible

TEAS Test

Students who score less than <70% on the DNS- ATI Critical Thinking Assessment will receive an email with instructions on how to take the TEAS Test.

DNS-PN HANDBOOK

Transfer Students / Transfer Credit:

You must transfer all prerequisite credits to Dignity Nursing School via transcripts. All prerequisites must be received by the institution's document deadline.

Required Pre-Admission Course Work:

Final Class Selection:

Class selection is based on the total number of admission points. The students with the highest point value will be accepted first. If a student attempts these classes more than twice, only the first (2) attempts will be considered when calculating admission points.

PRE-ADMISSION / PREREQUISITE POINTS BREAKDOWN

Course	Title	Example	Max Points
ENGL	Composition	3	30
MATH	Foundations of Mathematics, High School, or College Algebra	3	30
BIOL plus Lab	Anatomy & Physiology I	3	30
BIOL plus Lab	Anatomy & Physiology II	3	30
Social Science	Psychology	3	30
			TOTAL 150 points
	OPTIONAL CREDIT/POINTS		
Patho	Pathophysiology	3	30
AHLS	Medical Terminology	3	30
All Courses	C or Better Required A=30, B=20, C= 10 points		TOTAL 60 points (extra credit)

Point Summary	Categories	Max Points	Points Earned
FYI credits are considered admission points. They are not transferrable into the program	ATI Critical Thinking ≥ 70 OR TEAS ≥ 65 AND ATI Critical Thinking ≥ 60	100 ATI Critical Thinking	
	Pre-Admission Courses	150	
	Optional Course	60	
	Total Maximum Points		310

PHLEBOTOMY TECHNICIAN CERTIFICATE

3-WEEK RESIDENTIAL PROGRAM

COURSE DESCRIPTION

Phlebotomy Technician Class is a three-week/60-hour Clock program. Classes begin on the first Monday of each month. Students work with hands-on training on mannequins with venipuncture and classroom instructions. Dignity Nursing School will train phlebotomists in all medical settings: hospitals, laboratory doctors' offices, home health agencies, research clinics, blood banks, and more. Students will complete a minimum of 10 successful venipuncture procedures and ten successful capillary sticks by the last day of class.

Course Number	Course Titles	Lecture	Lab	In-Class Clock Hours	Total Clock Hours
PHLE 100	THE HEALTHCARE SETTING	15.00		15.00	15.00
PHLE 110	THE HUMAN BODY	15.00		15.00	15.00
PHLE 120	BLOOD COLLECTION		15.00	15.00	15.00
PHLE 140	SPECIAL PROCEDURES	5.00	10.00	15.00	15.00

COURSE GOAL

Prepare students for entry-level success in healthcare as a pathway into postsecondary programs that license healthcare professionals.

PROGRAM REQUIREMENTS

- Clear Criminal Background Check (no felonies)
- T.B. skin test within (12) months or current chest x-ray
- Valid First Aide/CPR Card (included)

COURSE GRADING

Students must perform ALL skills with **100%** accuracy prior to certification.

CERTIFICATION CRITERIA

Each student will complete a minimum of 10 successful venipuncture procedures and 10 successful capillary sticks by the last day of class.

ATTENDANCE POLICY

All students must sign in on an attendance sheet. No student can take the final or skills reading exam without less than 60 classroom/lab hours.

The tuition is \$1150. The payment plan includes a \$150.00 registration (applied against tuition balance), a \$500 payment due on day one of week two, and a \$500 payment due on day one of week three. Dignity Nursing School (DNS) will only accept payment methods through a money order or certified check payable to Dignity School of Nursing or DNS.

Recommended Prerequisites: High School Graduate or GED



Continuing Education Units

CEU stands for Continuing Education Unit. CEU is a unit of credit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions.

Doctors, Nurses, Nurse Assistants, caregiver r(s), and other professionals must participate in continuing education programs for a certain number of hours yearly to keep their certificates, or licenses to practice. The annual number of CEUs required varies by state and profession.

Healthcare Clinical Compliance

Enrolled students must participate in clinical experiences to fulfill their course requirements. Nursing students participating in clinical experiences must meet DNS and Clinical immunization requirements. The conditions must be fulfilled before the student begins their clinical rotation. The DNS student's contract and the Department of Nursing's clinical requirements were adopted on 2/2022. The students must document the required immunizations/test results before clinicals.

Student must provide a U.S. government-issued photo identification to establish their physical location. Student must notify the school of any change to their physical location. DNS will verify the new site based on a U.S. government-issued identification and a signed student attestation of the new area. Students who relocate to a state where DNS does not have approval to operate may adversely impact the student's ability to complete the program.

Student Services

DNS Career Service Advisors provides support in student planning, such as Career Options, Resume Building, Interviewing Practice/Tips, Internship Connections, and Networking assistance at no cost to the student. "Dignity Nursing School and Students agree and acknowledge that such student support efforts do not constitute a Student Agreement or any employment contract. DNS does not guarantee employment; however, it reserves the right to terminate a student's contract based on volition and unsatisfactory educational performance

DNS Student Service includes orientation, financial assistance, referrals to community resources, employment assistance, and unique accommodations. DNS designates these responsibilities to its Career Service Support division. This department specializes in relations with graduates of the respective student areas. DNS provides Student Services during regularly scheduled hours to accommodate student schedules.

In compliance with Federal guidelines, DNS is committed to providing accommodations and services to students with disabilities to ensure a comprehensively accessible learning experience. We engage in an interactive process with each student and review requests for

accommodations on a case-by-case basis. We consider each student's condition(s), history, experience, and demand in determining reasonable accommodations. Depending on documentation, the following services are provided but not limited to:

- Testing accommodations, including proctors and.
- Extended time in a separate, distraction-reduced room.
- Learning disabilities-related advisement
- Preferential registration and advisement
- Assistive technology
- Referrals

College personnel is available to discuss various disability management issues such as course load, learning strategies, academic accommodations, and referral to campus and community resources.

Rules and Regulations

SAFETY RULES

- Do not use equipment until you have been adequately instructed and demonstrated competency.
- Use proper body mechanics.
- Notify the instructor of any broken equipment or a hazard observed in the classroom.
- Wash your hands before and after performing using a classmate as a "patient."

CLASSROOM and CLINICAL RULES

- Be present! Be punctual! Be prepared!
- Wear a white monogrammed Lab Coat and Dark Green scrub top bottom
- Display honesty and integrity
- Have a kind, courteous, and friendly attitude toward others.
- Accept instructions graciously
- Be respectful in tone and language
- Actively participate in class discussions and activities.
- Cell phones must be silent, and there must be no texting during class.

CLINICAL POLICY

In addition to clinical rules, DNS students and staff must not wear open-toe shoes, hoop earrings, musical jewelry, long/colored nails, or open-toe shoes.

Incident Reporting/First Aid Log

DNS Executive Director Nikki Benford will be the initial contact point following an accident or

incident during a school event. The **Incident Report** will serve as documentation for (DNS purposes) and NOT be part of the student's school record.

On-site Emergency

The Executive Director will first respond to an on-site and evaluate the situation per protocol. The DNS Executive Director and the designated staff are the trained first responders.

The alarm codes are **RED & GREEN**

Students and staff will exit the building according to the Fire Drills and Training via the labeled diagrams on the Walls at the sound of the code **RED alarm**. The red alarm exits are in the rear of the building, and the gathering place is in front of Kids Time Academy.

At the sound of the **GREEN alarm**, all individuals in the building are to exit according to the fire drills training. The Green alarm exit is through the front doors of the building. The gathering place is in the parking lot nearest Crossroads Day Center. At the sound of each alarm, all individuals in the building are to exit according to fire drill training and the wall-labeled diagrams. The meeting place after each alarm is in the designated parking lot.

For any emergency deemed beyond the training, 911 will be contacted. Also, in any trouble involving a life-threatening situation, an ambulance will be requested, and the individual involved in such instance will be responsible for any cost or fees relating to the emergency.

DNS emergency preparedness plan (Risk Assessment) is communicated at Orientation to both Staff and Students. The Executive Director is responsible for implementing the Risk Assessment, which includes practice evacuations, Fire drills, and Lockdown scenarios. The Executive Director or Chief Operations Officer shall communicate any incident status to staff, students, and family members according to DNS policy RA002023.



GOVERNING BODY STATEMENT

Nursing School is a private, not-for-profit-operated vocational school that provides education through independent study and self-paced courses via in-class and distance education. Dignity Nursing School is located at 8492 Hiram Acworth Hwy Building 207, in Dallas, GA 30157, in Dallas County, Georgia.

The school provides outstanding continued support through its Career Service Department. Student services are easily accessible to all students. Throughout their

various programs, students are encouraged to utilize Career Service Advisement.

Dignity Nursing School offers the latest healthcare education with a phenomenal curriculum development staff constantly integrating new vocational courses. The e-courses propel its students with relevant skills needed for today's healthcare careers and tomorrow's challenges.

Dignity Nursing School provides the courses and support needed to start your new career path and achieve your desired financial independence. Dignity Nursing School is proud to be your educational partner, and we are 100% committed to your success!



**2022-2025
FEES/TUITION**



- **BLS/RATE \$105.00**
2-YRS CERTIFICATION AHA

- **NURSE ASSISTANT TUITION \$1150.00**
STATE EXAM FEE IS NOT INCLUDED

(CPR) fee	<u>\$125.00</u>
Background check	<u>\$125.00</u>
Total Program Fees	\$300.00
<u>Tuition</u>	<u>\$850.00</u>
Total NA Program Cost	\$1150.00

- **PRACTICAL NURSE TUITION \$26,777.00**
PN NCLEX EXAM FEE IS NOT INCLUDED

Application Fee:	\$75.00	
Background Check	125.00	
Technology fee	\$2700.00	
Clinical Fee	\$256.00	
Parking Fee	\$325.00	
Cardiopulmonary Fee	\$125.00	
F. A. Davis e-book Fee	\$1000.00	
Uniform Fee	\$425.00	
Protective Equipment/Supplies	\$665.00	
Fees:		\$5,696.00
<u>Tuition:</u>		<u>\$21,081.00</u>
PN Program Total Cost:		\$26,777.00

- **PHLEBOTOMY TECH TUITION \$1150.00**
FINAL EXAM FEE IS INCLUDED

(CPR) fee	<u>\$125.00</u>
Background check	<u>\$125.00</u>
Total Program Fees	\$300.00
<u>Tuition</u>	<u>\$850.00</u>
Total NA Program Cost	\$1150.00

- **ELECTROCARDIOGRAM TECH TUITION \$950.00**
FINAL EXAM FEE IS INCLUDED

(CPR) fee	<u>\$125.00</u>
Background check	<u>\$125.00</u>
Total Program Fees	\$300.00
<u>Tuition</u>	<u>\$850.00</u>
Total NA Program Cost	\$950.00

Dignity Nursing School's Extension and Contact Directory 770-529-6801 EXT

Chief Operation Office/Data Manager
William Benford wbenford@dnshc.org

Executive Director:
Nikki Benford nikkibenford@dignityplace.org

I.T. Support Desk 770-529-6801 ext.707

Program/Project Director:
Dr. Kimberli Roberts kroberts@dnshc.org

Student Career Service Advisor:
Nicoletta Lee info@dignitynursingschool.org
770-529-6801 ext. 106

Student Records/Registrar's Office Administrator:
Angel Owens
admin@dignitynursingschool.org
770-529-6801 ext. 0



