

Pre-University School



Pre-University School

Taylor Hall, UWI

Mona, Kingston

Tel: (876)702-2405/2013/3415

**Practical Nursing Assistant
Program Manual**

Student Name:

Batch: 1

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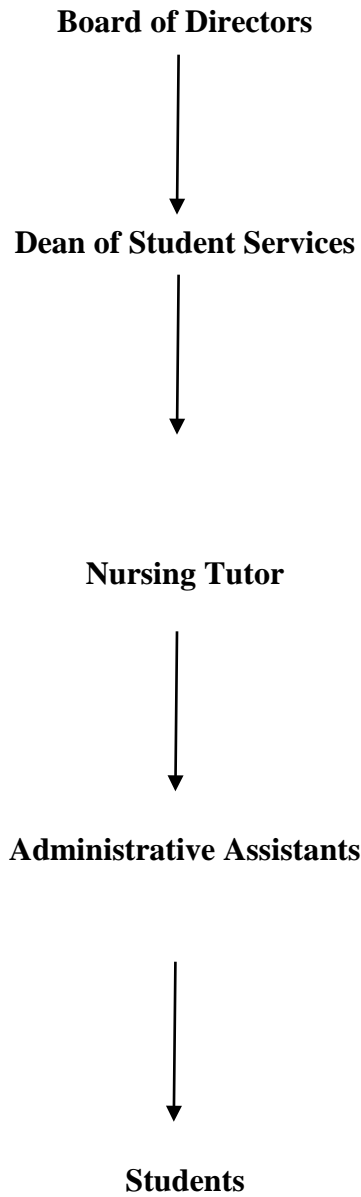
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Message from the Board of Directors

We take this opportunity to welcome you to the Pre-University School. As you embark on this new career path we know that you have made tremendous sacrifices to be here. With this in mind we will endeavour to provide you with the highest standard of knowledge transfer to properly prepare you for your new career. You are reminded that you are being trained to offer care and support to individuals in need and this will require the best of your attributes such as deportment, conduct, hygiene and dress as this inspires confidence as a care giver. We are sure that you will be of the standard that is required.

As you are aware this course is a relatively short one lasting just about six (6) months of curriculum and practicum. We implore you to apply yourself totally to the course of study as there is no room for error or tardiness. Note that this is a tremendous opportunity for employment and to represent the best of what Jamaica has to offer. Again we welcome you warmly and the best of luck as your career choice.

Organizational Structure



The chain of command must be always followed

GUIDELINES

All Pre-University School students are always expected to be in uniform while attending school or on the university campus, whether attending classes or conducting other business on campus. Students out of uniform will not be allowed to conduct business in the office and will be sanctioned for breaches of the dress code.

STUDENTS (MALE OR FEMALE) ARE NOT ALLOWED TO WEAR COLOURED HAIR OR COLOURED HAIR EXTENSIONS TO SCHOOL (GREEN, EXTREME RED, PINK, PURPLE, YELLOW, ORANGE OR OTHER EXTREME COLOURS).

NO MOHAWK HAIRSTYLES OR RAZOR CUT EYEBROWS ALLOWED.

STUDENT'S HAIR MUST BE WELL GROOMED. NO UNCOMBED OR UNCUT HAIR WILL BE ALLOWED. HAIR SHOULD BE NO HIGHER THAN HALF OF AN INCH (1/2 INCH) FOR MALE STUDENTS.

SHAVING OF ONE OR BOTH SIDES OF THE HEAD WILL NOT BE ALLOWED

STUDENTS WHO PRACTICE A PARTICULAR RELIGION THAT IS NOT IN ACCORDANCE WITH OUR DRESSCODE MUST SUBMIT A LETTER REQUESTING PERMISSION TO DO SO

NO EXTERNAL PIERCINGS ALLOWED (EYEBROW, LIP, NOSE, CHEEK, CHIN OR OBVIOUS BODY AREAS) EXCEPT FOR EARLOBE

PROHIBITED AREAS

Students are not allowed in any of the following locations:

▪	Students Union/Chapel Gardens
▪	Recreational areas, e.g. Pool Room & Game Area
▪	The 'Big Tree' by the Law School
▪	Halls of residence.

NB Loitering is not allowed in the following areas:

▪	KFC, Juicy Beef, Little Caesar's, Beehive and Board Walk Restaurants The area surrounding the Commissary behind Taylor Hall. Students are asked to make their purchases and leave immediately thereafter.
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Any student seen in the above prohibited areas are subject to immediate expulsion.

ALL registered students at the Pre-University School are governed by all rules and statutes of the Pre-University School and the University of the West Indies.

- Students are encouraged to participate in class but must do so in a respectful manner
- Students should be reminded that they are always under constant monitoring by campus security, campus police and student monitors.
- Public displays of intimate, lewd or inappropriate behavior will not be tolerated

Pre-University School

Individuals found in breach of the rules of the Pre-University School or the University of the West Indies will be subject to the following sanctions:

BREACH	SANCTIONS
<p><u>Loitering</u> No Pre-University School student should be found loitering for the entire day. If students do not have classes, they are expected to be home or in designated areas doing schoolwork.</p> <p>Students found loitering will be subject to the following:</p>	<p>1. SANCTION: Removed and escorted by security personnel from the campus and the student population immediately.</p> <p>*NB -Students should not use the cafes (KFC, Juicy Beef) for lounging; it is a place for eating.</p>
<p>2. <u>Smoking & Drinking</u> Students will not be allowed to smoke or drink alcohol while school is in session or while in school uniform</p> <p>Students who have alcohol, cigarette/marijuana smoke odor</p>	<p>2. <u>1st Offence</u> SANCTION: –The student will be asked to meet with the Dean accompanied by his/her parent or guardian, issued a warning letter and escorted from the campus.</p> <p><u>2nd Offence</u> SANCTION: – Expulsion.</p>
<p>3. <u>Fighting</u> Fighting on the grounds of the University campus or off the compound is strictly prohibited.</p>	<p>3. SANCTION: Immediate expulsion.</p>
<p>4. <u>Use/Possession of Deadly Weapons</u> The use or possession of weapons such as knives, guns, and etcetera is a criminal offence.</p>	<p>4. SANCTION: Immediate expulsion and legal proceedings as found applicable by law.</p>
<p>5. <u>Use or Possession of Drugs</u> The use of, possession of, or selling of marijuana, crack cocaine, opiates and other illegal drugs is a criminal offence.</p>	<p>5. SANCTION: Immediate expulsion and legal proceedings as applicable by law.</p>
<p>6. <u>Use of Expletives</u> The use of expletives is strictly prohibited and is an illegal offence. If any student is heard using profane language while on campus or in school uniform the following will apply:</p>	<p>6. <u>1st Offence</u> SANCTION: - A warning letter</p> <p><u>2nd Offence</u> SANCTION: - 3-day suspension.</p> <p><u>3rd Offence</u> SANCTION: - Immediate Expulsion</p>
<p>7. <u>Involvement in Campus Riots</u> Students MUST NOT BE involved in any form of riot or demonstration especially while on the university campus.</p>	<p>7. SANCTION: <u>1st Offence</u> - 1wk suspension. The student will be asked to meet with the Dean accompanied by his/her parent or guardian.</p> <p>SANCTION: <u>2nd Offence</u> Immediate expulsion.</p>

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8	<p><u>Willful Destruction of Property</u> The act of defacing items of furniture, walls, vegetation etcetera is a serious offence which is subject to a fine.</p>	8	<p>The student will be asked to meet with the Dean accompanied by his/her parent or guardian.</p> <p>SANCTION: Suspension. Where applicable, a valuation of the cost to restore the relevant item/s will be secured, and the relevant cost to repair/replace the item/s will be assumed by the student's parent/guardian</p>
9	<p><u>Theft</u> Stealing is a criminal offence. Where it can be proven that a student is guilty of such an offence, the following will apply:</p>	9.	<p>SANCTION: <i>Immediate expulsion.</i></p>
10.	<p><u>Sexual Misconduct</u> Rape is a criminal offence punishable by law. Any student or group of students found guilty of the actual offence or found colluding to conduct such an act will be summarily punished.</p>	10.	<p>SANCTION: Immediate expulsion and all legal proceedings, as applicable by law.</p>
	<p><u>Cellular Phones</u> Use of cellular phones are strictly prohibited in the offices, labs, classrooms and computer room.</p>		<p>1st Offence SANCTION: Removal from class</p> <p>2nd Offence: Referred to Principal</p> <p>3rd Offence: Suspension</p>
11.	<p><u>Dress Code</u> All students of the Pre-University School must at all times adhere to the proper dress code as stipulated by the school.</p>	11.	<p>1st Offence SANCTION: - Student will be sent home</p> <p>2nd Offence SANCTION: - Suspension</p> <p>3rd Offence SANCTION: - Expulsion</p>
12	<p><u>Gambling</u> Gambling in any form is strictly forbidden</p>		<p>1st Offence Sanction: -Suspension</p> <p>2nd Offence: -Expulsion</p>

**All school rules and sanctions can be modified by the schools' Executive Director and/or the school board.*

**Multiple breaches of the schools' rules and regulations will attract severe sanctions, including immediate expulsion.*

**All breaches of the schools' rules and regulations are reported to the Executive Director.*

GENERAL RULES

- Students are advised not to take large sums of monies and electronic gadgets to school.
- Students are further advised to have book bags, purses, handbags, wallets and any valuable items on their person at all times.
- The Pre-University school staff or Board of Directors will not be responsible for loss or theft of personal property.
- Friends or relatives who are not registered students are forbidden from entering the classrooms (zoom or otherwise). They must visit or call he office.
- All school rules and applied sanctions can only be modified by and at the sole discretion of the Executive Director and the school board.
- Respect must be shown at all times to the members of staff.
- Any breach in the school rules will result in disciplinary actions.

Online education has never been more important than it is today. The ability to learn online gives more flexibility to both educators and students.

While pandemics are not the typical cause for school emergency closures, the need for live streaming classrooms and online education solutions has made itself known in recent months since the coronavirus has made its way around the world. Digital distant learning would also be useful during other natural crises.

The internet and Zoom have been key players in the accessibility of online education. With the proper online video education platform and equipment, Zoom, live streaming lectures, webinars, and other educational content are quite simple.

Even in the absence of a crisis, distant learning is changing lives for many. It truly is opening the doors to the future of education.

There are other reasons why students may need to access online education:

1. International students who have delays in arriving to Jamaica related to COVID-19. This may include not receiving their visa in time for start of school, quarantines, travel bans and safety concerns.
2. Students with underlying health conditions who cannot risk infection from COVID-19.
3. Immediate family members who have underlying health conditions and cannot risk the student perhaps being exposed at school and bringing the infection into the home.
4. Students or parents who are anxious about in-person learning during the pandemic.
5. Students quarantined due to COVID-19 exposure but otherwise healthy.
6. Normal absences: students home sick, babysitting other family members or any myriad of reasons for being unable to be in school, do not have to anymore, miss classes.

Pre-University School offers a wide range of programs from the CSEC/CAPE level, Associate Degrees to Advanced Placement courses with the University of the West Indies, Mona Campus and Allied Health Care nursing program. There is a program to suit everyone. With access to the internet and a reliable device, getting an education just became easier and the Pre-University School is at the forefront of the online revolution in Jamaica.

In accordance with this innovation the following guidelines will be implemented

Please **note that the instructions below are general guidelines for how to participate in the Pre-University School classes via Zoom. Your instructor may give you instructions that are specific to their course.**

During this academic year 2020-21, Pre-University School students will attend all class sessions via Zoom. The instructor may be teaching from one of the classrooms or under special circumstances from their home office. A switch to a hybrid program may also be considered.

In the hybrid (blended) program, students will attend face to face (F2F) classes on a rotation basis and Zoom classes when they are not in the F2F classes. ****Face Masks are mandatory for face-to-face sessions or when interacting with school staff or peers.***

Students must

- Have access to a reliable device (laptop, tablet, Chromebook etc.)
- Have access to reliable internet service

ONLINE GUIDELINES

- Students must be on time for classes
- Students must remain muted unless they are acknowledged by the lecturer
- **Student's camera must always be on**
- Students must be in uniform or appropriately dressed (polo shirt, oxford shirt or plain T-shirt)
- Hair must be groomed- no unkempt hair, hats, tams, hair rollers or distracting accessories
- **Background must be plain and non-distracting**
- Avoid noisy areas
- Students should not be joined by persons not registered to the Pre-University School
- Students will attend classes in groups on a rotation basis- (when hybrid/blended program resumes)
- Students may not record classes without permission from the Executive Director (must submit a letter of request)

MANDATORY

Class registration will be done for each class, therefore the log in to the zoom classes must be done without exception as students will not be allowed into the Zoom lecture room. The following step must be done each time you log into a class

****Students must sign into Zoom classes with their full name (first and last) and email address and phone number***

If a group change is needed, a request form must be completed and submitted to the main office for approval. Approval must be obtained before changing group.

It now becomes especially important that students purchase the necessary textbooks on the booklists provided, as students will no longer be able to share or borrow textbooks.

**Please note that these guidelines may be altered as the need arises.*

**All other school rules must be observed.*

****Face masks are mandatory and social distancing will be enforced.***

TIPS

Create your own daily schedule. Maximize your time by planning for class attendance and homework, just as you would for your face-to-face classes. Prepare to spend an equal amount of time learning and practicing while classes are completely online. Try to find a study/homework space.

Guidelines for social distancing may require you to change where you spend your time completing homework, meeting with classmates, and studying for exams. While you are away from the University, seek out and maintain a space conducive for your work.

Keep track of your questions. You are accustomed to bringing up questions or concerns during face-to-face class meetings. As you attend classes online, write down any questions you may have so that you can present them in online discussion boards or in direct contact with your instructor.

Practice different ways of engaging new content. If you limit your class interactions to a screen, then it may become more challenging to remain engaged in new material and projects. Whenever possible, listen to your course content, write out your notes, or test your understanding by speaking/writing short summaries based on your memory and comprehension.

Maintain consistent communication with your team members from assigned team projects. After your lecturer communicate their expectations and guidelines, reach out to your assigned teammates to create new plans and strategies. Although your teams are likely to already incorporate online learning and file-sharing components, working completely online with your teammates will require a different approach. For example, your team may find it helpful to have a dedicated time when everyone is online live, such as your regular class time. Or give everyone a solid time to check email daily. Regular check-ins will reduce miscommunications and knowledge gaps.

Communicate with your lecturer. Your lecturers are also working through changes in course delivery. If you have any questions about utilizing online resources, completing assignments, or engaging course content, contact your lecturer according to their guidelines.

COURSE ASSESSMENT

Courses are assessed by the administration of modular examinations. Examinations will be given after each module as it appears on the timetable.

MARKS/GRADES

Marks on examination and assignments are given in percentage format. The grades are converted to an alpha grade for the final course grade. The pass mark for the module exams is 65%.

HONOURS

To complete the program with honours standing you must meet the following criteria:

- ❖ Obtain grades above 90% in all module exams
- ❖ Not have failed or repeated any course

GRADING SCALE

Alpha grade	Percentage scale
A+	99-100
A	95-98
A-	90-94
B+	85-89
B	80-84
B-	75-79
C+	70-74
C	65-69
C-	60-64
D+	55-59
D	50-54
F	0-49
The pass mark for all course is 65%	

SCHEDULING

The timetable is prepared for the duration of the program. All documents related to the program is located on the preuniversity.org website.

1. The class email address is:

Username: preuheartnta@gmail.com

2. WhatsApp Group

(876)350-3225 (PCA Nursing Batch 1) Please be respectful and do not text in the group between the hours of 8pm-7am.

STUDENTS CONDUCT IN ACADEMIC MATTERS

In most field of study, students benefit from sharing ideas. Often, during exchange of ideas an original idea can develop into a stronger or more complex idea. Students should read course material before class and arrive with questions and ideas relating to the topic to be taught.

Respect for your fellow students and program staff is expected. Many controversial subjects are discussed, and you are free to disagree with views presented by your instructors and fellow students, however, you must do so in a respectful manner.

Cellular phones must be turned off during class times.

Lab attendance is mandatory. All students must take part in lab practice and must be competent in all skills areas before going in the clinical area. Students are expected to practice professional behaviour learnt in the course during lab sessions. Lab and clinical practicum sessions will not be repeated.

During clinical practicum, any act of dishonesty or overt disruption has the potential for devastating results. Any act of dishonesty or overt disruption will result in a full review of the students file and all supporting evidence by the Executive Director to determine if the student will continue in the program. All decisions are final and students will not receive a refund of tuition paid.

Pre-University School/PCA/2021

COURSE ASSIGNMENTS

You are expected to submit course assignments by the date and time set by your instructor.

If you are unable to submit the assignment on the due date, you must request an extension at least three (3) days before the due date. You will be expected to provide documentation (e.g., Medical note) to support your request for an extension. Requests are valid only if signed by the program tutor. Assignments must be submitted within five days of deferral.

A late assignment will be assessed with a penalty of 10% deduction per business day. Penalties can only be waived at the discretion of the program tutor. Please see attached course work deferral form. Assignment grades will be released within ten working days after the assignment has been submitted.

Assignment grades will be released to individual students, unless authorized in writing to release said grades to an individual of your choosing. For the release of grades and/or personal information, a letter giving approval must be written to the Dean of Student Services. Valid identification of the student's designee, student's identification and the authorizing letter must be submitted for verification upon collection of grades/marks or other personal information.

EXAMINATIONS

Examinations are used to assess mastery of course outcome in all courses.

If a student will be absent for the writing of a module exam, the student is required to notify the institution prior to the start of the examination. Failure to notify the institution will result in an examination grade of zero.

Telephone: 876-702-2405/2013/3415. Office hours are 8am-4pm.

Pre-University School/PCA/2021

LATE ARRIVAL

If a student is late for an examination, he/she will be allowed to write the examination in the time remaining. Students will not be given added time.

EXAMINATION DEFERRAL

If a student is unable to write a module exam, the institution must be notified prior to the examination writing time. The student will then have forty-eight hours (48 hrs) in which to make an appointment to meet with the program tutor and request a rescheduling of the examination. If a student requests the deferral of an exam, the deferral form must be accompanied by supporting documents (e.g. medical exemption form). A deferred examination must be written within five days of deferral. Approval from the Dean of Student Services is required if deferral will be more than five (5) days

IDENTIFICATION REQUIREMENT

Each student is required to present an identification card to the invigilator prior to the sitting of any examination/s.

Students will not be allowed to sit examination/s if said student

1. Does not present an examination card or a valid identification card.
2. In lieu of an examination card, have written approval from the Dean of Student Services

REVIEW OF EXAMINATION

- ❖ Examination results will be placed on the notice board using student's identification numbers. Students will be given an opportunity to review their examination papers during class time.
- ❖ An appointment must be made with individual instructor for all questions relating to the review.
- ❖ All appeals for a failed examination grade/mark must be addressed to the Dean of Student Services

TECHNOLOGY IN EXAMINATIONS/CLASSROOM/LAB/CLINICAL AREA

Cellular phones, PDA's, iPods, iPads, laptops and notebooks are not allowed in the examination room. Laptops, iPads and Tablets will be allowed in classroom for the sole purpose of note taking or following along with the course being taught. All electronics and cellular phones are banned from the lab and clinical area.

All cellular phones must be turned off.

EXAMINATION PROTOCOL

- ❖ You are expected to work on your own during the examination.
- ❖ Glancing at the work of fellow students or exchange of glances is inappropriate.
- ❖ Sharing your answers with other students is not allowed.
- ❖ If you have a question, raise your hand and an invigilator will assist you.
- ❖ Check to ensure that you have the correct number of pages.
- ❖ All scrap paper used in the examination must be handed in to the invigilator at the end of the examination.
- ❖ All personal belongings must be left in the designated area before the start of the examination.
- ❖ You are only allowed to have writing equipment in your possession.
- ❖ Only clear see-through pencil cases are allowed.
- ❖ No writing is allowed on examination cards.
- ❖ Cellular phones must be turned off during all examination. If you are seen with your cellular phone during the examination, you will be asked to leave the examination room and will receive zero for that module examination.

- ❖ It is recommended that you do not leave the examination room during the examination. If you are required to leave the room, you must give your examination paper to your instructor and pick it up on your return.
- ❖ Students caught cheating will be removed from the examination room and will receive a grade of zero for that examination and must meet with the Dean of Student Services and the Executive Director. Sanctions will apply.

COURSE COMPLETION

A student is considered to have completed the program if the student.

1. Has sat all module examinations.
2. Passed all module examinations with a grade of 65% and above.
3. Gained a pass grade in the practicum evaluation.
4. Gained a pass grade in the final assessment and practicum examination.
5. Completed all session hours outlined in timetable.

ATTENDANCE

Attendance is mandatory and is taken in class. Clinical days are also mandatory. If you are absent or late, you will be required to make up the time outside of scheduled hours and at the convenience of the tutor. Clinical days may be scheduled outside the regular class hours. Clinical days may include Saturdays, Sundays, public holidays, mornings, afternoons, and nights.

DRESS CODE

- ❖ You must wear uniform while on practicum. The uniform must be clean, wrinkle-free and in good condition. Pre-University polo shirts should be worn with black or navy-blue pants or knee length skirt and a white jacket. Polo shirts must be worn tucked into pants or skirt. Uniforms should be loose fitting.
- ❖ Pre-University School identification cards must be displayed on your person at all times.
- ❖ Black or white shoes can be worn and should be in good repair. Shoes should have non-slip, flat and quiet soles with closed toes and backs, sneakers are allowed in lieu of a nursing shoe.
- ❖ Minimal cosmetics are allowed.

- ❖ Nails must be clean and trimmed. **Artificial or long nails are not allowed.** Nail polish must be in good repair and be clear in colour.
- ❖ Overall personal and oral hygiene and control of body odour must be practiced.
- ❖ Hair must be clean, always controlled and off the face and collar.
- ❖ Beards and moustaches must be clean and neatly trimmed or the face must be cleanly shaven.
- ❖ No false eyelashes are allowed.

JEWELLERY

- ❖ Only a flat wedding band may be worn. No other rings are permitted.
- ❖ Small conservative earrings are acceptable (knob). Dangling or large round jewelry is not allowed.
- ❖ A thin necklace may be worn with a small pendant but must be kept under the uniform.
- ❖ Bracelets are not to be worn. Medic Alert bracelets are an exception, which must be removed when giving care.
- ❖ A watch with a second-hand sweep is a part of the dress uniform and may be worn pinned on the uniform, preferably, or wrist.

WITHDRAWAL FROM PROGRAMME

In the event that a student has to withdraw from the programme for any reason:

1. A letter must be submitted addressed to the Dean of Student Services.
2. Students who fail the program or out of the program (at any point) will not be given a refund.

CLINICALS

Clinical areas are done at various facilities. Please be advised that the following protocols must be always adhered to:

1. Identification cards must be always worn
2. Pre-University School uniform, consisting of a Pre-University School polo shirt, black or navy-blue slacks or knee length skirt. Uniform should be loose fitting and non-see through.
3. White nursing shoes or black or white (solid colours) sneakers with non-slip/skid bottoms and no open toes or back.
4. Personal and oral hygiene is of paramount importance.
5. A stethoscope is mandatory
6. Attendance in the clinical area is compulsory. All clinical hours must be completed.
7. Clinical hours will cover the entire span of the facility's schedule. That means you must be prepared to work Saturdays, Sundays, public holidays, morning, afternoon/evening and night shifts.
8. Students will be given a timesheet and a Clinical Skills List. Timesheet must be signed by the nurse in charge and the skills list must be signed by the nurse in charge as they are completed. The team leader can also sign your timesheet and skills list.
9. A Reflective Practice Journal must be kept and written up either daily or the end of each week.
10. Student must be respectful and professional in the clinical area.
11. Honesty must be your value goal.
12. If you are unsure of about anything ask questions or contact your instructor. Do not do anything that will put you in jeopardy (legal, personal or your safety)
13. If something is wrong at your assigned facility, please do not confront staff or patient. Contact your instructor.
14. All policies and guidelines of the clinical facility must be obeyed.
15. Timesheet, Clinical Skills List and Reflective Practice Journal must be handed in within 5 days of completing clinicals.

OFFICE HOURS

The Pre-University office is open from 8:00 a.m. to 4:00 p.m. weekdays. Students are not allowed in the office unless conducting business.

LETTER OF RECOMMENDATION

Current and past students may request letters of recommendation from the Pre-University Office by completing the request sheet located in the office. Office must be contacted for cost related to having a recommendation prepared.

Requests take 3-5 working days and must be paid for in advance.

TRANSCRIPTS

Current and past students may request Transcripts from the Pre-University Office by completing the request sheet located in the office. Office must be contacted for cost related to having a transcript prepared.

Requests take 3-5 working days and must be paid for in advance.

****All rules are subject to modification as deemed necessary by the Executive Directors of the Pre-University School.***

Allied Health Care Patient Care Program
Deferral of Course Work Form

I _____ of batch _____ hereby request a
deferral of course work scheduled to be submitted on _____, 2021.

Reason for deferral

Supporting documents _____

Student Signature _____

Received by _____

Faculty Approval: Yes _____ No _____

New submission date _____

Instructor's Signature _____

Allied Health Care-Patient Care Program
Deferral of Examination Form

I _____ of batch _____ hereby request a
deferral of examination scheduled for _____, 2021

Reason for deferral

Supporting documents _____

Student Signature _____

Received by _____

Faculty Approval: Yes _____ No _____

New examination date _____

Instructor's Signature _____

Allied Health Care-Patient Care Program

Contract

(Student's copy)

Student Name _____

Batch _____

I have read and understood the rules and regulations governing the Allied Health Care-Patient Care Program, offered by the Pre-University School-HEART-NTA and is willing to comply and accept the consequences associated with any breach of the above stated guidelines.

Student signature _____

Date _____

Witness Name _____

School Employee

Witness signature _____

Date _____

Allied Health Care-Patient Care Program

Contract

(Institution's copy)

Student Name _____

Batch _____

I have read and understood the rules and regulations governing the Allied Health Care-Patient Care Program, offered by the Pre-University School-HEART-NTA and is willing to comply and accept the consequences associated with any breach of the above stated guidelines.

Student signature _____

Date _____

Witness Name _____

School Employee

Witness signature _____

Date _____