

## Casa College



### Reply to the External Evaluation Report for the “Certificate in Adult Nursing”

**Comment 1.1.1** The student admission requirements to the program of study, are based on specific regulations which are adhered to in a consistent manner.

**Answer:** For the Certificate in Adult Nursing students must possess an accredited bachelor’s degree in Nursing or any other healthcare relevant qualification. Registered nurses will be able to enroll in the programme. Admission to the College is possible at the beginning of any semester and it is granted depending on students' qualifications.

**Comment 1.1.3.2** The disclosure of the program’s curricula to the students, and their implementation by the teaching personnel

**Answer:** The programme of study has been revised. Old subjects have been replaced by new and 50% of the programme will be devoted to clinical training at Apollonio Private Hospital.

**Comment 1.1.4.1** Adequate and modern learning resources, are available to the students, including the following: facilities

**Comment 1.1.4.3** Adequate and modern learning resources, are available to the students, including the following: infrastructure

**Comment 4.2.3** The facilities are adequate in number and size.

**Answer:** Upon agreement with Apollonio Private Hospital, some of the teaching will take place in a simulation lab available to students before practising in the clinical setting under the supervision of the experienced nurses Mrs. Despoina Kotsiftopoulou and Mrs. Sophia Zepou (**see Appendix A for Letter of Agreement**).

**Comment 1.1.4.2** Adequate and modern learning resources, are available to the students, including the following: library

**Comment 1.2.7** Teaching materials (books, manuals, journals, databases, and teaching notes) meet the requirements set by the methodology of the program's individual courses and are updated regularly.

**Comment 4.2.1** There are suitable books and reputable journals supporting the program.

**Comment 4.2.5** Teaching materials (books, manuals, scientific journals, databases) are adequate and accessible to students

**Comment 4.2.6** Teaching materials (books, manuals, scientific journals, databases) are updated regularly with the most recent publications.

**Answer:** Due to the revised programme courses, new books in Nursing and Geriatrics will be added in the College Library. These books will be available to students in our library collection within 4 to 6 weeks (**see Appendix B for the Book List and Order Receipt**). Our College already has an agreement with other Universities in Cyprus for inter-library loan. We have already found databases related to Nursing and upon accreditation, these will be available online to students.

**Comment 1.2.1** The methodology utilized in each course is suitable for achieving the course's purpose and objectives and those of the individual modules.

**Answer:** According to the Committee's suggestions, the courses which were not relevant to the programme have been removed and new relevant courses have been added (**see Appendix C for the New List of Courses**). As a result, the methodology used in each course has been modified and 50% of the programme is devoted to clinical hours.

### **Comment 1.3 Teaching Personnel**

**Comment 2.5.2** The program attracts Visiting professors of recognized academic standing.

**Answer:** With regard to the teaching personnel, relevant full-time academic staff will be occupied at the institution. The minimum qualification required for all lecturers teaching the Certificate in Adult Nursing is a Master's Degree in Nursing, Gerontology Nursing or any other relevant field of expertise (**see Appendix D for CVs and Individual Employment Pre-Agreement Forms**). Our future aim is to invite visiting Professors with Doctorates and publications in the field to teach in the programme or as guest lecturers.

**Comment 1.3.11** The program's Coordinator has the qualifications and experience to efficiently coordinate the program of study.

**Answer:** The programme coordinator will be supported by additional staff members specialized in the instruction of Nursing teaching, Adult Nursing and Geriatric Nursing, as well as experienced staff members for the practical training when needed.

**Comment 2.1 Program Objectives and Learning Outcomes of the Program of Study**

**Answer:** The purpose of this programme is to offer registered nurses the opportunity to expand their knowledge on Nursing by specialising in Adult Nursing. This programme is designed to address the high demands of the labour market in Nursing providing nurses with an extra qualification which broadens their job opportunities. For these reasons, the programme is designed in a way that the purpose and objectives are achieved. Specifically, 50% of the programme is spent on lectures, where students acquire knowledge on the theoretical part of Adult Nursing, and 50% on clinical hours, where students apply the knowledge acquired previously and practise in a simulation lab/hospital. In this way, nurses/students of the Certificate in Adult Nursing are ready to enter the workplace as soon as they successfully complete the programme.

**Comment 2.4.5.3** Information relating to the program of study are posted publicly and include: The methodology

**Comment 2.4.5.5** Information relating to the program of study are posted publicly and include: The program's structure

**Answer:** As already mentioned in 1.1.4.2/1.2.7, the programme of study for the Certificate in Adult Nursing has been revised. Non-relevant courses have been removed and new relevant courses have been added according to the Committee's suggestions. Similarly, new course curricula and descriptions (as well as the content of the courses and modules) are created in order to maximise learning and achieve the goals of the programme (**see Appendix E for the Course Descriptions**).

**Comment 2.4.4** The academic hierarchy of the institution, (Rector, Vice-Rectors, Deans, Chairs and Programs' Coordinators, academic personnel) have the sole responsibility for academic excellence and the development of the programs of study.

**Answer:** The Quality Assurance Committee has the sole responsibility for academic excellence and the development of the programs of study.

**Comment 2.5.3** Students participate in exchange programs.

**Answer:** The College has applied for the renewal of the Erasmus Charter 2018-2020. As soon as the College obtains the renewal, we will proceed with the exchange of students. At the same time, we participate in the VET Mobility for Traineeship (**See Appendix F for the Erasmus Charter Application 2018**).

**Comment 4.2.3** The facilities are adequate in number and size.

**Comment 4.2.4** The equipment used in teaching and learning (laboratory and electronic equipment, consumables etc) are quantitatively and qualitatively adequate.

**Answer:** Regarding the equipment used in teaching and learning, there is one computer laboratory in Campus A and two computer laboratories in Campus B with the latest technologies.

The College accreditation team, consisting of nursing professionals, has recently contacted three software companies, specializing in adult nursing/geriatrics, to buy a software which will enable students to practise in the computer lab as well as to use during their practical training in the hospital setting.

In order to select the most suitable one, the team has requested a free trial of each product. We are expecting to install the software by the end of July 2018 (**See Appendix G for our email correspondence and some details about the software**).



# **APPENDIX A**



ΑΠΟΛΛΩΝΕΙΟ ΙΔΙΩΤΙΚΟ ΝΟΣΟΚΟΜΕΙΟ

APOLLONIO PRIVATE HOSPITAL

Λεωφόρος Λευκοθέου 20, Τ.Τ. 2054, Στρόβολος,  
Λευκωσία, Κύπρος Τηλ: 22469000 Fax: 22469001

20 Lefkotheou Ave., 2054 Strovolos,  
Nicosia, Cyprus Tel: 22469000 Fax: 22469001

E-mail: apollonion@cytanet.com.cy - Web: www.apollonion.com

Γιάννη Σαβεριάδη  
Διευθυντή  
Κολέγιο ΚΑΣΑ  
Λευκωσία

02/05/2018

Αξιότιμε κύριε Σαβεριάδη,

Μετά την επικοινωνία που είχαμε και τη προσωπική μας συνάντηση με την κυρία Ελίνα Σαβεριάδη και κυρία Μαρία Γιάννουλλου, εκπροσώπους του Κολεγίου ΚΑΣΑ, σας παραχωρούμε τον χώρο (δωμάτιο ...401.....) δίπλα από την Μονάδα Εντατικής Θεραπείας, το οποίο θα χρησιμοποιείται ως εργαστήριο προσομοίωσης για την πρακτική εξάσκηση των φοιτητών/τριών του πιστοποιητικού που θα προσφέρετε στο Adult Nursing.

Η επίβλεψη της πρακτικής εξάσκησης θα πραγματοποιείται από κοινού από τις κυρίες Δέσποινα Κοτσιφτοπούλου, Διευθύντρια Νοσηλευτικών Υπηρεσιών και Σοφία Ζέπου, Προισταμένη Καρδιολογικού Τμήματος.

Με εκτίμηση,

Δέσποινα Κοτσιφτοπούλου

Διευθύντρια Νοσηλευτικών Υπηρεσιών  
Απο

ΔΕΣΠΟΙΝΑ ΚΟΤΣΙΦΤΟΠΟΥΛΟΥ  
Διευθύντρια Νοσηλευτικών Υπηρεσιών  
ΑΠΟΛΛΩΝΕΙΟ ΙΔΙΩΤΙΚΟ ΝΟΣΟΚΟΜΕΙΟ

# **APPENDIX B**

# Casa College Book Order Form



<b>Course:</b> Certificate in Adult Nursing	<b>Date:</b> 26/6/18
<b>Supplier:</b> Solonion Bookstore	<b>Delivery:</b> 4-6 weeks

	Title	Author	Publisher	ISBN	Price
<b>Y1/S1</b>					
<b>Introduction to Fundamentals of Adult Nursing NUR -101</b>					
<b>1</b>	Fundamentals of Nursing: The Art and Science of Person-Centered Nursing Care	Carol Taylor; Carol Lillis Pamela Lynn Priscilla LeMone	Philadelphia: Wolters Kluwer Health, 2015	9781451193886	146.95
<b>2</b>	Adult Nursing Practice: Using Evidence in Car	Ian Bullock Jill Macleod Clark Jo Rycroft-Malone	Oxford; New York: Oxford University Press, 2012	9780199697410 0199697418	49.80
<b>3</b>	Study Guide for Fundamentals of Nursing: Active Learning for Collaborative Practice	Patricia A Castaldi Barbara L Yoost Lynne R Crawford	St. Louis, MO: Elsevier Mosby, 2016.	9780323358538 0323358535	37.90
<b>4</b>	Textbook of Basic Nursing	Caroline Bunker Rosdahl Mary T Kowalski	Philadelphia: Wolters Kluwer, 2017	9781469894201 1469894203	142.20

OOP: Out of Print

5	Fundamentals of Nursing Care: Concepts, Connections & Skill	Marti Burton Linda J May Ludwig	Philadelphia, PA: F.A. Davis Company, 2015	9780803639744 0803639740	118.50
6	Fundamentals of Nursing: Human Health and Function	Ruth F Craven; Constance J Hirnle; Christine M Henshaw	Philadelphia: Wolters Kluwer, 2017	9781496345509	150.00
7	Fundamentals of Nursing: Content Review Plus Practice Questions	Patricia Mary Nugent Barbara Ann Vitale	Philadelphia, PA: F.A. Davis 2014	9780803637061 0803637063	83.65
8	Study Guide for Fundamentals of Nursing: The Art and Science of Person-Centered Nursing Care	Marilee LeBon	Philadelphia, PA: Wolters Kluwer, 2015	9781451192728 145119272X	45.05
9	Principles and Practice of Hospital Medicine	Sylvia C McKean John J Ross Daniel D Dressler Danielle Scheurer	New York: McGraw-Hill Education, 2017	9780071843133 0071843132	289.10
10	Fundamentals of Nursing	Delaune, Sue C. Ladner, Patricia Kelly	Cengage Learning, 2015	9781133960683 1133960685	N/A
11	Rapid Adult Nursing	Andree Le May	Chichester: Wiley Blackwell, 2017	1119117119 9781119117117	33.15
<b>Introduction to Professional Adult Nursing Practice NUR -102</b>					
12	Adult Nursing: Preparing for Practice	Dave Barton, Andrée Le May	London: Hodder Arnold, 2012	9781444112146 1444112147	47.40
13	Vital Signs for Nurses: An Introduction to Clinical Observations	Joyce Smith Rachel Roberts	Chichester, West Sussex, UK: Wiley-Blackwell, 2011,	9781405190381	42.60
14	Introduction to Evidence-Based Practice: A Practical Guide for Nursing	Lisa Hopp Leslie Rittenmeyer	Philadelphia: F.A. Davis Co., ©2012.	9780803623286 0803623283	N/A
15	Nursing Practice: Knowledge and Care	Ian Peate; Karen Wild	Hoboken, NJ: Wiley, 2018.	9781119237471 1119237475	58.45
16	Professional Values in Nursing	Lesley Baillie Sharon Black	Boca Raton: CRC Press, Taylor & Francis Group, 2015	9781444180619 1444180614	42.65

OOP: Out of Print

17	Comprehensive Nursing Care	Roberta Pavy Ramont Dolores Maldonado Niedringhaus Mary Ann Towle	Upper Saddle River, N.J.: Pearson, 2012	9780132560269 0132560267	188.00
18	Fundamentals of Health Promotion for Nurses	Jane Wills	Chichester: Wiley Blackwell, 2014	9781118515778 1118515773	44.25
19	Study guide for Kozier & Erb's Fundamentals of Nursing, Concepts Process and Practice	Audrey Berman Barbara Kozier	Upper Saddle River, N.J.: Prentice Hall; London: Pearson Education 2011	9780138024666 0138024669	39.50
20	Student Nurses' Guide to Professional Practice and Development	Carol Ash Jane E Schober	London: Hodder Arnold; New York: Distributed in the United States by Oxford University Press, ©2006	0340759704 9780340759707	OOP
<b>Gerontology Nursing NUR -103</b>					
21	Gerontology Nursing Case Studies 100+ Narratives for Learning	Donna J Bowles	New York, NY Springer Publishing Company, LLC 2015	9780826194046 0826194044	97.90
22	Nursing Older Adults	Jan Reed Charlotte L Clarke Ann Macfarlane	Maidenhead, Berkshire: Open University Press/McGraw-Hill Education, 2012	9780335240845 0335240844	52.15
23	Ebersole and Hess' Gerontological Nursing & Healthy Aging	Theris Touhy Kathleen Jett	Mosby, 2017	0323401678 9780323401678	77.40
24	Nursing Home Care	John E. Morley	New York: McGraw-Hill Education, 2013.	9780071807654 0071807659	N/A
25	Basic Geriatric Nursing	Gloria Hoffmann Wold	St. Louis, Mo.: Elsevier/Mosby, 2012	9780323073998 0323073999	OOP
26	Gerontological Nursing: Competencies for Care	Kristen L Mauk	Burlington, M: Jones & Bartlett Learning, ©2014	9781449694630 1449694632 9781284027198 1284027198	OOP
27	Vision Loss in Older Adults: Nursing Assessment and Care Management	Susan Crocker Houde	New York: Springer, 2007	0826102182 9780826102188	133.50

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28	Career as a Nurse (RN): Geriatric Nursing	Institute for Research	Chicago: Institute for Research., 2009	1585113875 9781585113873	N/A
29	Geriatric Nursing: Growth of a Specialty	Priscilla Ebersole; Theris A Touhy	New York, NY: Springer, 2006	0826126499 9780826126498	135.10
30	Geriatric Nursing	Sidney Voss-Morice	Aurora, CO: Skidmore-Roth Pub., 1996	0944132901 9780944132906	OOP
<b>Y1/S2</b>					
<b>Dementia in the Elderly NUR -105</b>					
31	Geropsychiatric and Mental Health Nursing	Karen Devereaux Melillo Susan Crocker Houde	Sudbury, M: Jones & Bartlett Learning, 2011	9780763773595 076377359X	184.85
32	Oxford Handbook of Mental Health Nursing	Patrick Callaghan; Catherine Gamble	Oxford; Oxford University Press, 2015	9780198703853 0198703856	36.35
33	Acute Medicine in the Frail Elderly	Henry Woodford James George	Radcliffe Pub., 2013	9781908911582 1908911581	79.00
34	Dementia	David Ames John O'Brien Alistair S Burns	Boca Raton, FL: CRC Press, Taylor & Francis Group, 2017	9781498703109 1498703100	251.25
35	Dementia Care: A Practical Approach	Grahame Smith	Boca Raton, FL: CRC Press, Taylor & Francis Group, 2016	9781482245738 1482245736	41.00
36	Dementia Care in Nursing	Sue Barker, Michele Board	Thousand Oak, CA.: SAGE: London: Learning Matters, 2012	9780857258731 0857258737	116.90
37	Person-Centred Dementia Care: Making Services Better with the VIPS Framework	Dawn Brooker Isabelle Latham	London; Philadelphia: Jessica Kingsley Publishers, 2016	9781849056663 1849056668	28.45
38	Dementia Care: A Handbook for Long-Term Care Social Services Staff	Frosini Rubertino	Hcpro Inc, 2014	1556451326 9781556451324	N/A
39	Dementia Care an Evidence- Based Approach	Marie Boltz James E Galvin	Cham: Springer, 2016	9783319183763 3319183761	150.00
40	Sheldon Short Guide to Dementia Care	Christina Macdonald	Sheldon Press, 2016	184709399X 9781847093998	12.65
41	Dementia Care: A Practical Approach	Grahame Smith	Boca Raton, FL: CRC Press, Taylor & Francis Group, 2016	9781482245738 1482245736	N/A

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42	When Someone you Know is Living in a Dementia Care Community: Words to Say and Things to do	Rachael Wonderlin	Baltimore: Johns Hopkins University Press, 2016	9781421420646 1421420643	46.60
43	Evaluation in Dementia Care	Anthea Innes Louise McCabe	London; Philadelphia: Jessica Kingsley Publishers, 2007	1843104296 9781843104292	31.60
<b>Adult Nutrition and Special Diets NUTR -109</b>					
44	Introduction to Clinical Nutrition	Vishwanath Sardesai	Publisher: [S.I.]: CRC Press, 2017	1138114472 9781138114470	94.80
45	The Microbiota in Gastrointestinal Pathophysiology: Implications for Human Health, Prebiotics, Probiotics, and Dysbiosis	Martin H Floch Yehuda Ringel W Allan Walker	Amsterdam; Boston: Elsevier/AP, Academic Press is an imprint of Elsevier 2017	0128040246 9780128040249	218.00
46	Contemporary Nutrition: A Functional Approach	Gordon M Wardlaw Anne M Smith Angela Collene	New York, NY: McGraw-Hill Education, [ 2014	9781259706608	220.00
47	Introduction to Clinical Nutrition	Vishwanath M Sardesai	Boca Raton: Taylor & Francis / CRC Press, 2012	9781439818183 1439818185	252.80
48	Diet and Nutrition in Oral Health	Carole A Palmer Linda D Boyd	Upper Saddle River, New Jersey: Pearson Prentice Hall, 2016	9780134296722 0134296729	126.40
49	Nutritional Foundations and Clinical Applications: A Nursing Approach	Michele Grodner Sara Long Roth Bonnie C. Walkingshaw	Louis, Mo.: Mosby/Elsevier, 2012	9780323242103	109.00
50	Wardlaw's Contemporary Nutrition	Gordon M Wardlaw Anne M Smith Angela Collene	New York, N.Y.: McGraw-Hill Education, 2016	9781259918322 1259918327	69.10
<b>Rehabilitation</b>					
51	The Oxford Handbook of Rehabilitation Psychology	Paul Kennedy	Oxford; New York: Oxford University Press, 2012	9780199733989	189.60
52	Rehabilitation Counseling and Emerging Disabilities: Medical, Psychosocial, and Vocational Aspects	Lynn C Koch Phillip D Rumrill, Jr.	New York, NY: Springer Publishing Company, LLC, 2017	9780826120687	125.80



53	Orthopaedic and Trauma Nursing: An Evidence-Based Approach to Musculoskeletal Care	Sonya Clarke Julie Santy-Tomlinson	Chichester (West Sussex, UK): Wiley Blackwell, 2014	9781118438855	64.75
54	Handbook of Applied Disability and Rehabilitation Research	Kristofer J Hagglund Allen W Heinemann	New York, NY: Springer, 2006	9780826132550	186.45
55	Rehabilitation	C B Stone	Miami, Florida: Inkedplot Media, 2014	20149781503057944 1503057941	N/A
56	Engagement and Therapeutic Communication in Mental Health Nursing	Sandra Walker	London Learning Matters Thousand Oaks, Calif. SAGE 2014	9781446274798	109.05
57	Rehabilitation	Annika Grote	Kohlhammer Verlag, 2014	317022607X 9783170226074	N/A
58	Reaffirming Rehabilitation	Francis T Cullen Karen E Gilbert	London: Routledge: Taylor & Francis, 2016	9781138146532	173.80
59	Stroke rehabilitation	John Chae Pablo A Celnik	Philadelphia, Pennsylvania: Elsevier Inc., 2015.	9780323413480 032341348X	N/A
60	Practical Neuropsychological Rehabilitation in Acquired Brain Injury: A Guide for Working Clinicians	Gavin Newby Rudi Coetzer Audrey Daisley Stephen Weatherhead	London: Karnac, 2013	9781855757226	N/A
61	Movement Disorders Rehabilitation	Hsin Fen Chein Orlando Graziani Povoas Barsottini	Cham, Switzerland: Springer Science and Business Media: Springer, 2017	9783319460604	126.40
<b>Physiotherapy</b>					
62	Physiology and Healing: Treatment, Therapy and Hygiene: Spiritual Science and Medicine	Rudolf Steiner	Forest Row: Rudolf Steiner Press, 2013	855843803 9781855843806	N/A
63	Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace	Michelle E Heller	Boston, M: Cengage Learning, 2017	9781305110861	183.30
64	Disability-Affirmative Therapy a Case Formulation Template for Clients with Disabilities	Rhoda Olkin	Oxford New York Oxford University Press 2017	9780199337323	52.15

65	Occupational Therapy for Physical Dysfunction	M. Radomski	Philadelphia: Lippincott Williams & Wilkins, 2014	9781451189216	90.05
66	Mosby's Field Guide to Occupational Therapy for Physical Dysfunction	Cynthia Cooper, CHT Lisa Deshaies	St. Louis, Mo.: Elsevier Mosby, 2013	9780323067676	47.40
67	The End of Physiotherapy	David Nicholls	London; New York: Routledge, Taylor & Francis Group, 2018	9781138673557	165.90
68	Physiotherapy	Virginia Evans Jenny Dooley Susanne Hartley	Newbury (Reino Unido): Express Publishing, 2015	9781471542343	N/A
69	Grieve's Modern Musculoskeletal Physiotherapy	Gwendolen A Jull	Edinburgh: Elsevier, 2015	9780702051524	158.00
70	Psychologically Informed Physiotherapy: Embedding Psychosocial Perspectives within Clinical Management	Stuart B Porter	Edinburgh: Elsevier, 2017	9780702068171	63.20
71	Advanced Techniques in Musculoskeletal Medicine & Physiotherapy: Using Minimally Invasive Therapies in Practice	Fermín Valera Garrido; Francisco Minaya Muñoz	Edinburgh: Churchill Livingstone, 2016	9780702062346	110.60
72	Physiotherapy in Mental Health and Psychiatry: A Scientific and Clinical Based Approach	Michel Probst; Liv Helvik Skjaerven	Amsterdam Elsevier 2018	9780702072680	71.10
73	Practical Physiotherapy Prescriber	Gitesh Amrohit	New Delhi: Jaypee Brothers Medical Pub., 2013	9789350259863 9350259869	N/A
74	Essentials of Physiotherapy	Pete Edner	New York: Syrawood Publishing House, 2017	682864812 9781682864814	N/A
75	Getting into Physiotherapy Courses	James Barton	Trotman Education, 2016	1911067141 9781911067146	N/A
<b>Polypharmacy and Pain Management</b>					
76	Treatment of Chronic Pain by Medical Approaches: The American Academy of Pain	Timothy R Deer; Michael S Leong	New York: Springer, 2015	9781493918171	142.20

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	Medicine Textbook on Patient Management				
77	Comprehensive Treatment of Chronic Pain by Medical, Interventional and Integrative Approaches: The American Academy of Pain Medicine Textbook on Patient Management	Timothy R Deer Michael S Leong Asokumar Buvanendran	New York, NY: Springer, 2013	9781461415596	242.55
78	Fundamentals of Nursing Care: Concepts, Connections & Skills	Marti Burton; Linda J May Ludwig	Philadelphia, PA: F.A. Davis Company, 2014	9780803639744	118.50 duplicate order
79	Pain Management	Cheryl Rezek	[S.I.]: Sheldon Press, 2016	9781847094216	12.65
80	Pain Management	Dwarkadas K Baheti Sanjay Bakshi Sanjeeva Gupta Raghbirsingh P Gehdoo	New Delhi: Jaypee Brothers Medical (P), 2013	9789350903124	86.90
81	Pain Management	Perry G Fine Michael A Ashburn	Philadelphia, Pennsylvania Elsevier [2016]	9780323446075	101.10
82	Integrative Pain Management	Robert Alan Bonakdar Andrew W Sukiennik	Oxford; New York: Oxford University Press, 2016	9780199315246	94.80
83	Pain Management	Catherine Curtin	Philadelphia, Pennsylvania: Elsevier, 2016	9780323416900	101.15
84	Polypharmacy	Mary Ann E Zagaria	Philadelphia, Elsevier-Health Science, 2017	9780323528405	101.10
85	Polypharmacy in Psychiatry Practice	Michael S Ritsner	New York: Springer, 2013	9789400758056	N/A
<b>End-of-life Issues and Palliative Care</b>					
86	The Oxford Handbook of Ethics at the End of Life	Stuart J Youngner	New York: Oxford University Press, 2016	9780199974412	177.75
87	Potential and Possibility: Rehabilitation at End of Life: Physiotherapy in Palliative Care	Jenny Taylor; Claudia Bausewein	München: Elsevier, Urban & Fischer, 2013	9780702050275	57.75
88	Principles and Practice of Palliative Care and Supportive Oncology	Ann M Berger John L Shuster Jamie H Von Roenn	Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2013	9781451121278	267.05

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89	End-of-life Care in Cardiovascular Disease	Sarah J Goodlin	Springer London Ltd, 2016	9781447170365	171.45
90	Oxford Textbook of Palliative Nursing	Betty R Ferrell Nessa Coyle Judith A Paice	New York Oxford University Press 2015	9780199332342	165.90
91	Hospice Care: Health Services, Quality and Clinical Management	Jurgen Hanl; Sebastian Koeck	New York: Nova Science, 2013	1626184569 978162618456	N/A
92	Deconstructing Death: Changing Cultures of Death, Dying, Bereavement and Care in the Nordic Countries	Michael Hviid Jacobsen	Odense: University Press of Southern Denmark, 2013	9788776745950 8776745953	N/A
93	Gerontological Nursing: Competencies for Care	Kristen L Mauk	Burlington, MA: Jones & Bartlett Learning, 2014	9781449694630	OOP
94	Nursing Ethics and Professional Responsibility in Advanced Practice	Pamela June Grace	Burlington, Massachusetts: Jones & Bartlett Learning, 2018	9781284107333	93.20
95	Palliative Care	Christina Faull; Kerry Blankley	Oxford University Press, 2015	9780198702412	39.50
96	Psychosocial Palliative Care	William Breitbart Yesne Alici;	Oxford University Press, 2014	9780199917402	64.00
97	Essentials of Palliative Care	Nalini Vadivelu Alan David Kaye Jack M Berger	New York: Springer, 2013	9781461451631	€158.00
98	Palliative Care and Ethics	Timothy E Quill Franklin G Miller	Oxford; New York: Oxford University Press, 2016	9780190604448	47.40
99	Palliative Care in Nursing & Healthcare	Michelle Brown Martin Brock Kersten Hardy	Los Angeles: SAGE, 2016	9781446295694	36.35
100	End of life Care: A Practical Guide	Barry M Kinzbrunner Joel S Policzer	New York: McGraw-Hill Medical, 2011	9780071545273 0071545271	N/A
<b>TOTAL</b>					8202.30
<b>DISCOUNT</b>					1230.34
<b>FINAL</b>					6971.96
<b>DEPOSIT (25%)</b>					1800,00
<b>BALANCE DUE</b>					5171.96

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# ΣΟΛΩΝΕΙΟΝ ΚΕΝΤΡΟΝ ΒΙΒΛΙΟΥ

Bridgehouse Bookshop & Stat. Ltd  
Τ. Θ. 24527, 1300 Λευκωσία  
Βυζαντίου 24, 2064 Στρόβολος  
Tel : 22666799  
Fax : 22666997

## RECEIPT

Received from: **CASA COLLEGE**  
**ZAN ΜΩΡΕΑ 3**  
**1075 ΛΕΥΚΩΣΙΑ**

Receipt No : **R07682**

Receipt Date: **26/06/2018**

Account Code: **1202013634**

The amount of: **EUR** **1,800.00** (One Thousand Eight Hundred Only)

Comment/For: **RECEIPTS**  
**ΠΡΟΚΑΤΑΒΟΛΗ**

Cheque/Cash: **BOC34060484**

**\*\* Cheques are subject to realisation.**

ΣΟΛΩΝΕΙΟΝ ΚΕΝΤΡΟΝ ΒΙΒΛΙΟΥ

# **APPENDIX C**

## New List of Courses

**TABLE 2: DISTRIBUTION OF COURSES PER SEMESTER**

A/ A	Course Type	Course Name	Course Code	Periods per week Theory/ Practice		Period duration	Number of weeks	Total periods/ Theory/ practice		Number of ECTS
1 <sup>st</sup> Year/ 1 <sup>st</sup> Semester										
1.	Required	Introduction to Fundamentals of Adult Nursing	NUR-101	3	N/A	50	13	40	N/A	5
2.	Required	Introduction to Professional Adult Nursing Practice	NUR-102	N/A	9	50	13	N/A	118	6
3.	Required	Gerontological Nursing	NUR-103	4	7	50	13	60	83	7
4.	Required	Dementia in the Elderly – Nursing Interventions	NUR-104	4	7	50	13	60	83	7
5.	Elective	Elective Course (Students choose between GRE-101& GER-113)	N/A	3	N/A	50	13	40	N/A	5

A/ A	Course Type	Course Name	Course Code	Periods per week		Period duration	Number of weeks	Total periods		Number of ECTS
1 <sup>st</sup> Year/ 2 <sup>nd</sup> Semester										
1.	Required	Polypharmacy & Pain Management	NUR-105	3	N/A	50	13	40	N/A	5
2.	Required	Rehabilitation & Physiotherapy	NUR-106	4	7	50	13	60	83	7
3.	Required	End-of-life Issues	NUR-107	2	N/A	50	13	25	N/A	3
4.	Required	Palliative Care	NUR-108	4	7	50	13	60	83	7
5.	Required	Nutrition and Special Diets (Elders)	NUTR-109	2	N/A	50	13	25	N/A	3
6.	Elective	Elective Course (Students choose between GRE-101& GER-113)	N/A	3	N/A	50	13	40	N/A	5

# **APPENDIX D**





## Europass Curriculum Vitae

### Personal Information

First name / Surname **CONSTANTINA CONSTANTINOU- Full time lecturer**

Address 2A, Rigas Fereos Str., 2320 Lakatamia Nicosia, Cyprus  
 Telephone +35799354253  
 E-mail k.konstantinou@hotmail.de  
 Nationality Cypriot  
 Date of birth 11 April 1984  
 Gender Female  
 Marital Status Single

### Work experience

Dates	September 2017– Present
Occupation or position held	Lecturer of German Language
Name and address of employer	Casa College, Nicosia
Dates	September 2017– Present
Occupation or position held	Teacher of German Language
Name and address of employer	Centre of Higher Studies, Nicosia
Dates	July 2017 - September 2017
Occupation or position held	Researcher at Larnaca Airport
Name and address of employer	Rai Market Research, Cyprus
Dates	February 2017 - July 2017
Occupation or position held	Back Office Assistant
Name and address of employer	Ouroboros Trading Ltd Nicosia
Dates	September 2015 – May 2016
Occupation or position held	Teacher of German Language
Name and address of employer	State Institutes of Further Education, Nicosia
Dates	Jan 2015 – June 2015
Occupation or position held	Teacher of German Language
Name and address of employer	Intercity Education Centre, Nicosia

Dates	Sept 2013-June 2014
Occupation or position held	Teacher of German Language
Name and address of employer	Neorama Education Centre, Nicosia
Dates	June 2012-August 2013
Occupation or position held	Translations of scripts from German to Greek for TV
Name and address of employer	Studio 7 doo
Dates	May 2011-Sept 2011
Occupation or position held	Researcher at Larnaca Airport
Name and address of employer	Rai Market Research, Cyprus
Dates	July 2010 – March 2011
Occupation or position held	Cashier
Name and address of employer	Real Supermarket, Kassel Germany

### **Education and training**

Date	Feb 2016- present
Title of qualification awarded	Mediterranean Institute of Management
Name and type of organisation providing education and training	Master in Business Administration
Date	2007-2011
Title of qualification awarded	BA in German Language and Literature, Philosophy as a second subject: 40 ECS from 180
Name and type of organisation providing education and training	Universitat Kassel, Germany
Date	July 2002 – Feb 2003
Title of qualification awarded	Lessons in German Language
Name and type of organisation providing education and training	Institut fur Sprachen, Kassel, Germany
Date	Sept 2000 – June 2002
Title of qualification awarded	High School Diploma, Science Sector, 15 2/9
Name and type of organisation providing education and training	Archangelos Lyceum, Nicosia, Cyprus

### **Personal skills and competences**

Mother tongue(s)	Greek, German, English
Computer Literate	MS Word, MS Excel, MS PowerPoint, Internet Use
Sports	Cycling, Swimming, Kickboxing



## PERSONAL INFORMATION

Despina Kotsiftopoulou

📍 19B Evridikis street, 2312 Nicosia (Cyprus)

☎ 0035796719789 📠 0035722695241

✉ dkotsiftopoulou@yahoo.com

Sex Female | Date of birth 18/12/1969 | Nationality Greek Cypriot

## WORK EXPERIENCE

1999-2000 Nursing Lecturer on traumatology

- I.E.K. Lamia, Greece

2001-2002 Nursing Lecturer on pathology

- T.E.E. Livadia, Greece

2000-2005 Nursing Lecturer on pathology

- A.T.E.I Lamia, Greece

2003-2005 In charge of the psychiatric department

- Ε.ΠΑ.ΨΥ. Lamia, Greece

2006-2008 Senior Nurse

- Appolonion Hospital

2011-2012 Nursing lecturer

- Frederick University, Nicosia, Cyprus

2015-2017 Senior Nurse

- University of Nicosia

## EDUCATION AND TRAINING

1995-1999	Bachelor of Nursing University of Kapodistriako, Greece
2012-2014	MSc in Nursing Richford University, UK
2015-Today	Candidate Doctor in Nursing Richford University, UK

## PERSONAL SKILLS

Mother tongue(s) Greek

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user Common European Framework of Reference for Languages					

**Communication skills** Very good communication skills.  
Challenge driven.

**Organisational / managerial skills** Excellent organisational skills.

**Job-related skills** Health management

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

**Driving licence** A1, B

## ADDITIONAL INFORMATION



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s)	<b>Chrysostomos Eliades</b> - Full time lecturer
Address	10, Verenikis Str., 4 <sup>th</sup> Floor, Flat 401, P.C.: 2002, Nicosia, Cyprus
Telephone(s)	Mobile: 0035796 700100
E-mail	<a href="mailto:eliadeschr@yahoo.gr">eliadeschr@yahoo.gr</a>
Nationality	Greek
Date of birth	04.04.1978
Gender	Male

### Desired employment / Occupational field

**Clinical Nutritionist - Dietician**

### Work experience

Dates	October 2007 - onwards
Occupation or position held	Owner and director of private dietician nutritionist office collaborating with a private studio (personal training)
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Regular contact with clients on a daily basis</li> <li>- Dietary provision and dietary assessment</li> <li>- Consignment of body fat measurements</li> <li>- Conducting dietary programmes for healthy and for clinical situations</li> <li>- Providing nutritional advice</li> </ul>
Name and address of employer	Eliades Chrysostomos, 13 Kypranoros Str. 1061, Nicosia, Cyprus
Type of business or sector	Independent worker
Dates	October 2007 - onwards
Occupation or position held	Lecturer
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Aim for the students to capture the importance of each subject separately, in field of Hotel and Business Administration</li> <li>- Responsible for conducting and marking exam papers</li> </ul>
Name and address of employer	Casa College, 3 Jean Moreas str., 1075 – Nicosia, Cyprus
Type of business or sector	Education Sector
Dates	September 2007 – May 2012
Occupation or position held	Lecturer in the subject of “Health and Nutrition”, under the supervision of the Ministry of Education of Cyprus

Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Main responsibility is to emphasise on the importance of nutrition</li> <li>- Analysing different aspects of nutrition</li> <li>- Keep the interest of the students on a high level</li> </ul>
Name and address of employer	Ministry of Education, Kimonos and Thoukididis Str., 1434, Nicosia, Cyprus
Type of business or sector	Government
Dates	November 2005 – August 2006
Occupation or position held	Head of Dietetics Department of “New Day” Weight loss and Beauty Clinic
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Providing nutritional advice to customers</li> <li>- Conducting nutritional programmes</li> </ul>
Name and address of employer	New Day Beauty Clinic, Dodekanisou 2, Vardaris, Thessaloniki, Greece
Type of business or sector	Medical Sector
Dates	December 2005 - July 2006
Occupation or position held	Dietician – Clinical Nutritionist
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- In charge of body fat measurement practices</li> <li>- Nutritional provision and dietetic advice to patient</li> </ul>
Name and address of employer	Pontikis Charalambos, Ano Toumpa, Thessaloniki, Greece
Type of business or sector	Medical Field
<b>Education and training</b>	
Dates	2006 - 2007
Title of qualification awarded	MSc in Clinical Nutrition
Principal subjects/occupational skills covered	Thesis title: The effect of following a low glycaemic index (GI) for four-week diets on metabolic risk factors for type 2 diabetes
Name and type of organisation providing education and training	University of Glasgow, UK
Dates	2004 - 2005
Title of qualification awarded	MBA
Principal subjects/occupational skills covered	Thesis title: Key decisions in fields of high and rapidly evolving technology
Name and type of organisation providing education and training	Kingston University, UK
Dates	1999 - 2004
Title of qualification awarded	BSc in Nutrition and Dietetics
Principal subjects/occupational skills covered	Thesis title: Nutritional status assessment of basketball players
Name and type of organisation providing education and training	A.T.E.I School of Food Technology and Nutrition and Dietetics, Thessaloniki, Greece

## Conferences / Certificates

Dates	2009
Title of qualification awarded	Certificate of attendance at the Caravel Hotel, in Athens, on a two-day conference entitled “9 <sup>th</sup> Pan-Hellenic Convention of Nutrition and Dietetics”, Greece
Dates	2006
Title of qualification awarded	Certificate of English Language: TOEFL (2006)
Dates	2007
Title of qualification awarded	Certificate of attendance at the Caravel Hotel, in Athens, on a two-day conference entitled “8 <sup>th</sup> Pan-Hellenic Convention of Nutrition and Dietetics”, Greece
Dates	2005
Title of qualification awarded	Certificate of attendance at the Caravel Hotel, in Athens, at a two-day Conference entitled “7 <sup>th</sup> Pan-Hellenic Convention of Nutrition and Dietetics”, Greece
Dates	2002
Title of qualification awarded	Science fit, one-day conference: obesity, control of body weight, control of body composition, evaluation of physical condition, Thessaloniki, Greece
Dates	2001
Title of qualification awarded	“15 <sup>th</sup> Annual Convention by the Diabetological Organization of Northern Greece”
Dates	1995
Title of qualification awarded	Certificate of English Language “Ordinary Level” by University of London

## Personal skills and competences

Mother tongue(s) Greek

Other language(s) English

Self-assessment

*European level (\*)*

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
*	Excellent		Excellent	*	Excellent		Excellent	*	Excellent

Computer skills and competences

- Microsoft Office (Word, Excel, PowerPoint)
- S.P.S.S. For Windows
- Windows XP

Driving licence Possession of a clean driving licence



<b>Additional information</b>	<ul style="list-style-type: none"> <li>-Member of the Cyprus Dietetic Association</li> <li>-Military service completed (1996-1998), Special Forces of the National Guard of Cyprus</li> <li>-Member of First League Basketball Team in Cyprus (1990-1999)</li> <li>-Active member of a running club participating in many marathons</li> <li>-Up to 100% ability to travel</li> <li>-Interest in all kinds of sports activities</li> </ul>
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## PERSONAL INFORMATION

### **Evi Kalatha - Full time lecturer**

📍 12 Zodeias Street, 2417, Engomi, Nicosia

📞 00357-96260034

✉ [Evi.kalatha@hotmail.com](mailto:Evi.kalatha@hotmail.com)

Sex Female | Date of birth 10/09/1986 | Nationality Cypriot

## WORK EXPERIENCE

---

### **October 2011 - present**

Lecturer at CASA College

Educational Organization Saveriades

Campus A Theofanis Theodotou 16 Zena Palace, Nicosia 1160, Cyprus

Campus B Jean Moreas 3, Nicosia 1075 – Cyprus

Tel: +357 22 681882

Email: [info@casacollege.com](mailto:info@casacollege.com)

**October 2009 – January 2010**

Lecturer: Teaching Greek Language in pre-nursing program at Varna Free University – Casa College  
Educational Organization Saveriades  
Campus B Jean Moreas 3, Nicosia 1075 – Cyprus  
Tel: +357 22 681882  
Email: info@casacollege.com

**October 2008 – May 2010**

Teacher: Teaching Greek Language to the Center of Higher Studies  
Educational Organization Saveriades  
Campus A Theofanous Theodotou 16 Zena Palace, Nicosia 1160, Cyprus  
Tel: +357 22 681882  
Email: info@casacollege.com

**June-July 2009**

Teacher at Summer School of Kato Pyrgos  
Cyprus Ministry of Education and Culture  
Corner Kimonos and Thoukydidou Akropoli 1434 Nicosia  
Tel: 22800901/662/920  
Email: dde-eparchiako-lef@schools.ac.cy

**September 2008 - December 2009**

Organizational support in bookstore  
Antoniou Photocopy Centre (Marios Antoniou)  
Kallipoleos Avenue 65, Nicosia, Cyprus

**September 2010 - May 2012**

MSc in Educational Leadership and Management  
Cyprus International Institute of Management (CIIM)  
Excellent

**September 2004 – December 2008**

BA in Classical Studies and Philosophy  
University of Cyprus  
Very Good

**September 2001 – December 2004**

High School Diploma – Apolytirion  
Lyceum of Kato Pyrgos  
Excellent

**PERSONAL SKILLS**

Mother tongue(s) Modern Greek

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Common European Framework of Reference for Languages**Digital competence**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Levels: Basic user - Independent user - Proficient user

Digital competences - Self-assessment grid

## ECDL CERTIFICATE

- Syllabus Version: 4.0; 1. Concepts of Information Technology (IT) 2. Using the Computer and Managing Files (Windows) 3. Word Processing 4. Spreadsheets (Excel) 5. Database (Access) 6. Presentation (Power Point) 7. Information and Communication (Internet Explorer & Outlook).

- Basic knowledge of the statistical package SPSS

### ADDITIONAL INFORMATION

#### Seminars

Participation in the Seminar on ‘Teaching Greek Language as a Second / Foreign Language’, 12<sup>th</sup> & 13<sup>th</sup> of May 2012, University of Cyprus (Scientific Training Centre, Assessment and Development - K.E.P.E.A.A)

Participation in the 3<sup>rd</sup> Conference on Philosophy “World Philosophy Day” (25,28 / 2/2008, 3/3/2008)

KE.DI.MA Seminar entitled “Avoiding Mistakes in Written Texts” (20/2/2008)

KE.DI.MA Seminar entitled “Technological Tools for Research and Study Writing Conducting” (23/2/2008)

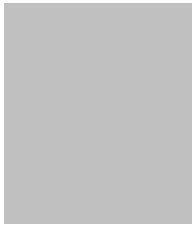
Participation in the 2nd philosophy conference on Philosophy “World Day of Philosophy” (15,19,22 / 11/2007)

KE.DI.MA Seminar entitled ‘Presentations Using PowerPoint’ (27/10/2007)

KE.DI.MA Seminar entitled” Preparing Bibliography” (17/10/2007)

## PERSONAL INFORMATION

### Nikolaos Erinakis - Full time lecturer



📍 Valaoriti 8, flat 202, Latsia, 2220. Nicosia, Cyprus

☎ 00357-22252621 📠 00357-96848616

✉ [nickerinakis@gmail.com](mailto:nickerinakis@gmail.com)



💬 Viper, What's up

Sex: Male Date of birth 06/03/1983 | Nationality Hellenic

## JOB APPLIED FOR POSITION

### PERSONAL STATEMENT

#### Nursing Mentor at CASA College

It will be a huge challenge for me to cooperate with your college in order to transfer my knowledge and nursing skills to the students. It has been a pleasant time for me due all my teaching periods in several Universities in Cyprus as mentor.

## WORK EXPERIENCE

#### **July 2017- Today**

Senior Nurse at Haemodialysis Renal Unit, General Hospital of Nicosia

#### **Sept 2016 – June 2017**

Head Nurse at Anticancer Society of Cyprus, Arodafnousa Palliative Care Center.

- Supervision of nursing care at end of life patients

#### **May 2016 – Sept 2016**

Senior Nurse at American Medical Center, Nicosia.

- Medical Ward, high nursing duties

#### **May 2013 – May 2016**

Nursing Manager at Hippocrateon Private Hospital, Nicosia, Cyprus.

- Responsible for the smooth operation, checking and organize the nursing departments of the Hospital, ICU, Genecology, Surgical, Internal Medicine, OR, Chemotherapy departments.
- Education of Nursing stuff and training the new ones
- Nursing Mentor with European University of Cyprus
- General checking and introduction of Nursing procedures
- Member of Committee of Health and Safety
- Member of Committee of In-hospital Infections
- Approval of new nursing or medical supplies
- PR of Nursing relationships with other Hospitals and Ministry of Health

### **May 2012 – May 2013**

Head Nurse of Surgical/General Department, Hippocrateon Private Hospital, Nicosia.

- Responsible for the smooth operation of the department
- Supervision and education on 27 employees
- Time shift duties schedule for the personnel
- Organize and ordering of medical and nursing consumables
- Nursing Mentor with University of Nicosia

### **January 2012- May 2012**

Full time Nursing Mentor of University of Nicosia, Clinical student practice at Nicosia General Hospital.

### **November 2007 – November 2011**

Head Nurse at Medical Ward of Aretaeio Private Hospital, Nicosia

- Responsible for the smooth operation of the department
- Supervision and education on 22 employees
- Time shift duties schedule for the personnel
- Organize and ordering of medical and nursing consumables
- Nursing Mentor with University of Nicosia (Intercollege)
- Nursing Mentor with Casa College (2010)

### **January 2007 - October 2007**

Staff Nurse at Medical Ward of Aretaeio Private Hospital

### **November 2005 – November 2006**

Military Nurse and rescue specialist, during my military service in Hellenic Army.

## EDUCATION

2014 – Today, Master of Science candidate, Contemporary Nursing , University of Nicosia

2001 – 2005, Bachelor degree of Nursing, ATEI of Crete, Greece.

2000 – 2001, Sports Scholarship, Trinity Episcopal High School, Richmond, Virginia, USA

1997 – 2000, High School Diploma, 8<sup>th</sup> Technical Lyceum of Chania, Crete, Greece.

## PERSONAL SKILLS

---

Mother tongue(s) Greek

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Excellent	Excellent	Excellent	Excellent	Very Good
IELTS 7/9					
Spanish	Good	Good	Poor	Poor	Poor
Replace with name of language certificate. Enter level if known.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

Very good communication skills gained through my experience as Head Nurse and Nursing manager in several Health Care Units. Also I developed my communications skills during all these years of teaching Nursing as Mentor.

Organisational / managerial skills

Very good organisational / managerial skills gained through my experience as Head Nurse and Nursing manager.

- leadership (currently responsible for a team of 20 people and more)
- Smooth operation of Medical/Surgical wards, patients needs.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

- Very good command of Microsoft office suite (word, Excel, Power point)

Other skills

Semi professional Handball athlete (2000-2017), Handball referee Cyprus National League.

Driving licence

Category B, B1, A,A1,A2

ADDITIONAL INFORMATION

Personal Interests

History and Science Documentaries, Cinema, Travelling, outfield Sports.



In addition statement Thanks a lot for your time.  
Any question is very welcome for further explanation. Approvals and copies are available if its needed

With Regards

Nikolaos Erinakis

## ΠΡΟΣΩΠΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

## Παναγιώτης Λάμπρου

📍 Μακαρείου 46 Κάτω Δευτερά, 2450 Λευκωσία (Κύπρος)

📞 99823232

✉ roullis-lam@hotmail.com

## ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΕΜΠΕΙΡΙΑ

01/2008–05/2012

## Συνεχής Νοσηλευτική Πρακτική Άσκηση

Τεχνολογικό Πανεπιστήμιο Κύπρου, Λευκωσία (Κύπρος)

09/2012–09/2013

## Κατ' Οίκον Νοσηλευτής

- Παροχή κατ' οίκον νοσηλευτικής φροντίδας και αποκατάστασης σε ηλικιωμένους ασθενείς
- Αλλαγή χειρουργικών τραυμάτων
- Περιποίηση έλκων πίεσης.
- Αιμοληψία

12/2013–06/2014

## Νοσηλευτής

Απολλώνειο Ιδιωτικό Νοσοκομείο

Απόκτηση Εργασιακής Πείρας στο πλαίσιο του έργου " ΤΟΠΟΘΕΤΗΣΗ ΑΝΕΡΓΩΝ ΝΕΩΝ ΠΤΥΧΙΟΥΧΩΝ ΓΙΑ ΑΠΟΚΤΗΣΗ ΕΡΓΑΣΙΑΚΗΣ ΠΕΙΡΑΣ ΣΕ ΕΠΙΧΕΙΡΗΣΕΙΣ" από την Αρχή Ανάπτυξης Ανθρώπινου Δυναμικού Κύπρου

06/2014–Σήμερα

## Νοσηλευτής ΜΕΘ

Απολλώνειο Ιδιωτικό Νοσοκομείο, Λευκωσία (Κύπρος)

- Εξειδικευση σε θέματα αυξημένης φροντίδας ασθενών συμπεριλαμβανομένων των ακόλουθων :
  - Μηχανικό αερισμό
  - Θεραπεία Αιμοκάθαρσης
  - Αιμοδυναμικό Monitoring
  - Καρδιοχειρουργημένος ασθενής
- Υπευθύνος Νοσηλευτής Βάρδιας
- Διευθύνων Νοσηλευτικού Προσωπικού Βάρδιας

## ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΚΑΤΑΡΤΙΣΗ

09/2008–12/2012

## Πτυχίο Νοσηλευτικής

Τεχνολογικό Πανεπιστήμιο Κύπρου, Λευκωσία (Κύπρος)

Πτυχιακή Εργασία:

ΟΙ ΑΡΝΗΤΙΚΕΣ ΕΠΙΠΤΩΣΕΙΣ ΤΗΣ ΧΡΗΣΗΣ ΕΞΑΡΤΗΣΙΟΓΟΝΩΝ ΟΥΣΙΩΝ ΣΤΗΝ ΑΝΑΠΤΥΞΗ ΤΟΥ ΕΜΒΡΥΟΥ ΚΑΤΑ ΤΗΝ ΔΙΑΡΚΕΙΑ ΤΗΣ ΕΓΚΥΜΟΣΥΝΗΣ

01/2015 Advance Life Support Course  
Cyprus Resuscitation Council

## ΑΤΟΜΙΚΕΣ ΔΕΞΙΟΤΗΤΕΣ

Μητρική(ές) γλώσσα(ες) ελληνικά

### Ξένες γλώσσες

αγγλικά

ΚΑΤΑΝΟΗΣΗ		ΟΜΙΛΙΑ		ΓΡΑΦΗ
Προφορική	Γραπτή (ανάγνωση)	Επικοινωνία	Προφορική έκφραση	
B2	B1	B1	B1	B1

GCE English Language (Edexcel 2006)

Επίπεδα: A1 και A2: Βασικός χρήστης - B1 και B2: Ανεξάρτητος χρήστης - C1 και C2: Έμπειρος χρήστης  
Κοινό Ευρωπαϊκό Πλαίσιο Αναφοράς για Γλώσσες

### Επικοινωνιακές δεξιότητες

Συνεργάσιμος

Καλή ικανότητα προσαρμογής σε πολυπολιτισμικό περιβάλλον, χάρη στην επαγγελματική μου εμπειρία στο εξωτερικό σε πρόγραμμα ανταλλαγής φοιτητών ERASMUS (Αντικαρκινικό-Ογκολογικό Νοσοκομείο Αθηνών" ΑΓΙΟΣ ΣΑΒΒΑΣ" )

### Οργανωτικές / διαχειριστικές δεξιότητες

- Γραμματέας Σωματείου Δόξα Δευτεράς
- Κοινοτικός Σύμβουλος Κάτω Δευτεράς

### Επαγγελματικές δεξιότητες

- Υπευθύνος Νοσηλευτής Βάρδιας
- Διευθύνων Νοσηλευτικού Προσωπικού Βάρδιας

ΠΡΟΣΩΠΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

Λυμπουρης Χριστοφορος

📍 Πειραιως 16 Α Καμαρες, 6040 Λαρνακα (Κυπρος)

☎ 99462704

✉ christoferlimpouris@gmail.com

ΕΠΑΓΓΕΛΜΑ

Στέλεχος νοσηλευτικών υπηρεσιών

ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΕΜΠΕΙΡΙΑ

01/10/2013–31/03/2014

**Στέλεχος νοσηλευτικών υπηρεσιών**

Γιωργος Ιωαννου, Λαρνακα (Κυπρος)

Είχα την Επίβλεψη του Γιώργου σε καθημερινή βάση

02/07/2014–16/09/2014

**Στέλεχος νοσηλευτικών υπηρεσιών**

Γενικό Νοσοκομείο Παπαγεωργίου, Θεσσαλονίκη (Ελλάδα)

Το Ευρωπαϊκό πρόγραμμα ERASMUS παρέχει την δυνατότητα σε φοιτητές να αποκομίσουν εμπειρίες στο Νοσοκομείο Παπαγεωργίου στην Θεσσαλονίκη. Εκεί είχα τις ακόλουθες αρμοδιότητες.

- 1ος Μήνας Συμμετείχα στην ομάδα πρώτων βοηθειών του νοσοκομείου.
- 2ος Μήνας Είχα την ευκαιρία να ασκήσω το επάγγελμα μου στο γυναικολογικό τμήμα του νοσοκομείου.
- 3ος Μήνας Είχα επίσης εργαστεί στο παιδιατρικό τμήμα του νοσοκομείου.

10/08/2015

**Στέλεχος νοσηλευτικών υπηρεσιών**

Κέντρο αποκατάστασης και αποθεραπείας- φυσιοθεραπευτήριο "Άγιος Ιωάννης ο Λαμπαδιστής", Λευκωσία (Κύπρος )

14/03/2016–Σήμερα

**Στέλεχος νοσηλευτικών υπηρεσιών-MONADA ΕΝΤΑΤΙΚΗΣ ΘΕΡΑΠΕΙΑΣ**

ΑΠΟΛΛΩΝΕΙΟ ΙΔΙΩΤΙΚΟ ΝΟΣΟΚΟΜΕΙΟ, ΛΕΥΚΩΣΕΙΑ (ΚΥΠΡΟΣ)

ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΚΑΤΑΡΤΙΣΗ

11/09/2006–10/06/2009

**Απολυτήριο Λυκείου**

Λύκειο Βεργίνας, Λάρνακα (Κύπρος )

02/10/2011–30/06/2015

**Πτυχίο Νοσηλευτικής**

Πανεπιστήμιο Frederick, Λευκωσία (Κύπρος )

Cumulative GPA 8.12

ΑΤΟΜΙΚΕΣ ΔΕΞΙΟΤΗΤΕΣ

Μητρική(ές) γλώσσα(ες)

ελληνικά

Ξένες γλώσσες

αγγλικά

ΚΑΤΑΝΟΗΣΗ		ΟΜΙΛΙΑ		ΓΡΑΦΗ
Προφορική	Γραπτή (ανάγνωση)	Επικοινωνία	Προφορική έκφραση	
B2	B1	B2	B2	B1

Επίπεδα: A1 και A2: Βασικός χρήστης - B1 και B2: Ανεξάρτητος χρήστης - C1 και C2: Έμπειρος χρήστης  
Κοινό Ευρωπαϊκό Πλαίσιο Αναφοράς για Γλώσσες

## Επικοινωνιακές δεξιότητες

Εξαιρετικές δεξιότητες επικοινωνίας με ασθενείς και οικογενειακού περιβάλλοντος.

## Ψηφιακές δεξιότητες

ΑΥΤΟΑΞΙΟΛΟΓΗΣΗ				
Επεξεργασία δεδομένων	Επικοινωνία	Δημιουργία Περιεχομένου	Ασφάλεια	Επίλυση προβλημάτων
Ανεξάρτητος χρήστης	Έμπειρος χρήστης	Ανεξάρτητος χρήστης	Ανεξάρτητος χρήστης	Βασικός χρήστης

Ψηφιακές δεξιότητες - Πίνακας αυτοαξιολόγησης

## Δίπλωμα οδήγησης

AM, A1, B1, B

## ΠΡΟΣΘΕΤΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

## Συνέδρια

- 12ον Παγκύπριο Συνέδριο Περιεγχειρητικής Νοσηλευτικής 28-29/9/2012
- 13ον Παγκύπριο Συνέδριο Περιεγχειρητικής Νοσηλευτικής 4-5/10/2013

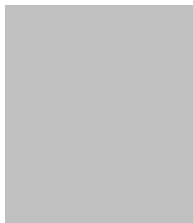
## Εσπερίδα

- Επείγοντα Θέματα Παιδιατρικής 7/5/2015

## Σεμινάρια

ADVANCE LIFE SUPPORT (ALS) 25/02/2017

## ΠΡΟΣΩΠΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ Σταύρος Κίττου



📍 Αντικαταστήστε με τον αριθμό του σπιτιού, οδό, πόλη, ταχυδρομικό κώδικα, χώρα

📞 99461368

✉ Stavros\_ks@hotmail.com

## ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΕΜΠΕΙΡΙΑ

16/11/15- έως σήμερα

### Νοσηλεύτης | Απολλώνειο Ιδιωτικό Νοσοκομείο

- Για περίοδο 6 μηνών εργάστηκα στο Τμήμα Πρώτων Βοηθειών. Ανάμεσα στα καθήκοντα μου ήταν η περίθαλψη ασθενών, αιμοληψίες, βοηθός ιατρών σε μικρά χειρουργεία, τοποθέτηση φλεβοκαθετήρων, ουροκαθετήρων κ.α..
- Στη συνέχεια μεταφέρθηκα στο Καρδιολογικό Τμήμα στο οποίο βρίσκομαι μέχρι και σήμερα από την ημέρα λειτουργίας του. Διατελώ υπεύθυνος της βάρδιας και μέριμνά μου είναι η σωστή περίθαλψη ασθενών με καρδιολογικές παθήσεις ή ασθενών που υποβλήθηκαν σε εγχείρηση ανοικτής καρδιάς ή σε καθετηριασμό αρτηριών.
- Πέραν αυτών, ανήκω στην αγγειοχειρουργική νοσηλευτική ομάδα. Φροντίδα της ομάδας αυτής είναι η άμεση ανταπόκριση σε επείγοντα περιστατικά που χρίζουν άμεσης αντιμετώπισης, όπως εμφράγματα, τοποθέτηση βηματοδοτών, stent κ.α. Ένεκα αυτού, βρίσκομαι επί καθηκόντος τις ώρες ανάπαυσής μου.
- Επίσης, εκτελώ καθήκοντα Γενικού Εφημερεύοντα.

10/08/13 – 15/11/15

### Νοσηλεύτης | Άγιος Ιωάννης Λαμπαδιστής

- Φροντίδα και περίθαλψη ασθενών με κινητικά ή άλλα προβλήματα, όπως φροντίδα ασθενών που βρίσκονταν σε μηχανική υποστήριξη. Καθήκον μου ήταν η επιμέλεια και ετοιμασία φαρμάκων και ικανοποίηση διαφόρων αναγκών και απαιτήσεων των ασθενών.
- Φροντίδα και περίθαλψη ασθενών με κινητικά ή άλλα προβλήματα, όπως φροντίδα ασθενών που βρίσκονταν σε μηχανική υποστήριξη. Καθήκον μου ήταν η επιμέλεια και ετοιμασία φαρμάκων και ικανοποίηση διαφόρων αναγκών και απαιτήσεων των ασθενών.
- Φροντίδα και περίθαλψη ασθενών με κινητικά ή άλλα προβλήματα, όπως φροντίδα ασθενών που βρίσκονταν σε μηχανική υποστήριξη. Καθήκον μου ήταν η επιμέλεια και ετοιμασία φαρμάκων και ικανοποίηση διαφόρων αναγκών και απαιτήσεων των ασθενών.

## ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΚΑΤΑΡΤΙΣΗ

27/07/13

- Πτυχίο Γενικής Νοσηλευτικής, Πανεπιστήμιο Frederick

24/02/2017

- Δίπλωμα Advanced Life Support (ALS) Provider |

03/10/17

- Έναρξη Μεταπτυχιακού προγράμματος 'Διοίκηση Μονάδων Υγείας και Σχεδιασμός Υπηρεσιών Υγείας' Ανοικτό Πανεπιστήμιο Κύπρου

### Επικοινωνιακές δεξιότητες

Πολύ επικοινωνιακός και κοινωνικός με έντονο το αίσθημα της ενσυναίσθησης.

### Οργανωτικές / διαχειριστικές δεξιότητες

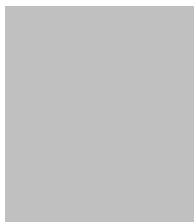
Ανάληψη υπευθυνότητας, οργανωτικός και προσεκτικός.

### Επαγγελματικές δεξιότητες

Πειθαρχημένος, σοβαρός και μεταδοτικός σε ό,τι αφορά τις γνώσεις που κατέχω.

## ΠΡΟΣΩΠΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

### Φούλα Στυλιανού



📍 Πετράκη Κυπριανού 15, 6050, Λάρνακα, Κύπρος

☎ 99432944

✉ Foula\_Stylianou@hotmail.com

📅 Ημερομηνία γέννησης 19/01/1988

Δεκέμβριος 2017 έως σήμερα

Γενική Εφημερεύουσα Απολλωνείου Ιδιωτικού Νοσοκομείου, Λευκωσία

Φεβρουάριος 2011 έως σήμερα

Νοσηλεύτρια στη Μονάδα Εντατικής Παρακολούθησης στο Απολλώνειο Ιδιωτικό Νοσοκομείο, Λευκωσία

Μάρτιος 2011 – Μάιος 2011

Νοσηλεύτρια στην Ιδιωτική Κλινική Σωτήρος, στη Λάρνακα

Οκτώβριος 2009 – Μάρτιος 2010

Πρακτική άσκηση στο Περιφερειακό Πανεπιστημιακό Γενικό Νοσοκομείο και στο Βενιζέλιο Νοσοκομείο Ηρακλείου

## ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΚΑΤΑΡΤΙΣΗ

Οκτώβριος 2005 – Οκτώβριος 2010

### Ανώτατο Τεχνολογικό Εκπαιδευτικό

Ίδρυμα Ηρακλείου - Απόφοιτη Τμήματος Νοσηλευτικής

Βαθμός πτυχίου: 7,34

2002 - 2005

Παγκύπριο Λύκειο Λάρνακας

## ΑΤΟΜΙΚΕΣ ΔΕΞΙΟΤΗΤΕΣ

Μητρική γλώσσα

Ελληνικά

Λοιπές γλώσσες

Αγγλικά

ΚΑΤΑΝΟΗΣΗ		ΟΜΙΛΙΑ		ΓΡΑΦΗ
Προφορική	Γραπτή (ανάγνωση)	Επικοινωνία	Προφορική έκφραση	
C1	C1	C1	C1	



Επικοινωνιακές δεξιότητες	<ul style="list-style-type: none"> <li>▪ Άριστες επικοινωνιακές δεξιότητες</li> </ul>
Οργανωτικές / διαχειριστικές δεξιότητες	<ul style="list-style-type: none"> <li>▪ Μεθοδικότητα, Ηγετικές ικανότητες, Υπευθυνότητα, Πρωτοβουλία</li> </ul>
Επαγγελματικές δεξιότητες	<ul style="list-style-type: none"> <li>▪ Αφοσίωση στην ομαδική εργασία</li> <li>▪ Παροχή ολοκληρωμένης και εξατομικευμένης φροντίδας σε κλινήρεις αρρώστους όλων των ηλικιών και ασθενειών</li> <li>▪ Μεταγγίσεις αίματος και παραγώνων</li> <li>▪ Πρόληψη πνευμονίας σχετιζόμενης με τον αναπνευστήρα (VAP)</li> <li>▪ Εφαρμογή πρωτοκόλλων επείγουσων ενεργειών</li> <li>▪ Αιμοδυναμική παρακολούθηση (monitoring) και οξεοβασικής ισορροπίας</li> <li>▪ Αποδέσμευση από τον αναπνευστήρα (Weaning)</li> <li>▪ Καταστολή και αναλγησία</li> <li>▪ Πρωτόκολλο εντερικής σίτισης</li> <li>▪ Χειρισμός και παρακολούθηση μηχανής αιμοδιαδιήθησης (CICA, CVVH, CVVHD)</li> <li>▪ Χρήση και προγραμματισμός αναπνευστήρα και χορήγηση οξυγόνου με όλους τους τύπους μάσκας</li> <li>▪ Νευρολογική εκτίμηση Ασθενούς – Κλίμακα Γλασκώβης</li> <li>▪ Τοποθέτηση ρινογαστρικών, φλεβικών, διουρηθρικών και αρτηριακών καθετήρων</li> <li>▪ Λήψη αίματος και καλλιεργιών αίματος</li> <li>▪ Αρτηριακή λήψη αερίων αίματος</li> <li>▪ Βρογχική παροχέτευση εκκρίσεων</li> <li>▪ Πρώιμη αντιμετώπιση σοβαρής σήψης/σηπτικής καταπληξίας</li> <li>▪ Λήψη μέτρων για πρόληψη και φροντίδα επιπλοκών από μακροχρόνια κατάκλιση</li> <li>▪ Πρωτόκολλο στοματικής υγιεινής</li> <li>▪ Χορήγηση φαρμάκων από όλες τις οδούς (ΚΦΓ, ΠΦΓ, PICC, Ρινογαστρικά, δια του στόματος, μέσω ορθού)</li> <li>▪ Πλήρης παρεντερική θρέψη (Κεντρικά ή/και Περιφερικά)</li> <li>▪ Ψυχολογική υποστήριξη και φροντίδα του αρρώστου και της οικογένειας του</li> </ul>
Ψηφιακές δεξιότητες	Γνώσεις Ηλεκτρονικών Υπολογιστών
Δημοσιεύσεις	«Νόσος των δυτών: Μέτρα πρόληψης της ασθένειας της αποσυμπίεσης και οι γνώσεις των δυτών της Κρήτης για τα μέτρα αυτά»

## ΠΡΟΣΩΠΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ Θεοδοσίου Χρυστάλλα - Full time lecturer

📍 Στέλιου Μαυρομμάτη 5, 1041 Παλλουριώτισσα-Λευκωσία (Κύπρος)

📞 96627686

✉ [christa.theo@hotmail.com](mailto:christa.theo@hotmail.com)

📅 **Ημερομηνία γέννησης** 10 Ιουνίου 1990

### ΑΙΤΟΥΜΕΝΗ ΘΕΣΗ ΕΡΓΑΣΙΑΣ **Νοσηλεύτρια**

#### ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΕΜΠΕΙΡΙΑ

Σεπτέμβριος 2010 – Φεβρουάριο 2014

#### **Νοσηλεύτρια/Νοσηλεύτρια**

Κέντρο Φυσιοθεραπείας και Αποκατάστασης, Άγιος Ιωάννης ο Λαμπαδιστής, Αγκραζιά-Λευκωσία (Κύπρος)  
Φροντίδα ασθενών.  
Νοσηλευτικές αρμοδιότητες.

Φεβρουάριο 2014-Παρόν

Απολλώνειο Ιδιωτικό Νοσοκομείο- Μονάδα Εντατικής Θεραπείας  
Ασθενείς σε αιμοκάθαρση  
Νοσηλεία ασθενών στον αναπνευστήρα  
Περίθαλψη τραυματιών  
Υπεύθυνη βάρδιας

#### ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΚΑΤΑΡΤΙΣΗ

Σεπτέμβριος 2008 – Ιούνιος 2013

#### **Νοσηλευτική**

Frederick University, Λευκωσία (Κύπρος)

##### Γενικός τομέας

- Έκφραση στα ελληνικά, ξένη γλώσσα αγγλικά.

##### Επαγγελματικός τομέας

-Νοσηλευτικές τεχνικές (ενέσεις, ασηψία, αλλαγές πληγών)

-Επιστήμες που συνδέονται με την υγιεινή

-Τεχνολογία του επαγγέλματος (βασικές αρχές, υγιεινή και ασφάλεια)

#### ΑΤΟΜΙΚΕΣ ΔΕΞΙΟΤΗΤΕΣ

Μητρική γλώσσα

ελληνικά

Λοιπές γλώσσες

αγγλικά

ΚΑΤΑΝΟΗΣΗ		ΟΜΙΛΙΑ		ΓΡΑΦΗ
Προφορική	Γραπτή (ανάγνωση)	Επικοινωνία	Προφορική έκφραση	
A2	A2	A2	A2	A2

Επίπεδα: A1/A2: Βασικός χρήστης - B1/B2: Ανεξάρτητος χρήστης - C1/C2: Έμπειρος χρήστης  
Κοινό Ευρωπαϊκό Πλαίσιο Αναφοράς για Γλώσσες

Επικοινωνιακές δεξιότητες

-Ομαδικό πνεύμα, πολύ καλή ικανότητα προσαρμογής, χάρη στην επαγγελματική μου εμπειρία.  
-Πολύ καλές επαγγελματικές δεξιότητες, οι οποίες αποκτήθηκαν μέσω εκπαίδευσης, εργασίας και παρακολούθησης σεμιναρίων.

Οργανωτικές / διαχειριστικές  
δεξιότητες

-Καλή αντίληψη της οργάνωσης.  
-Καλή εμπειρία στη συνεργασία ομάδας.

Επαγγελματικές δεξιότητες

-Καλό χειρισμό στην υγιεινή και ατομική φροντίδα ασθενών.  
-Ψυχολογική στήριξη ασθενών.

Δεξιότητες πληροφορικής

-Καλός χειρισμός των εργαλείων Microsoft Office (Word, Excel και PowerPoint)

ΠΡΟΣΘΕΤΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

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Συνέδρια

"Διευρυμένοι ρόλοι και σύγχρονες προκλήσεις". (21-22 Νοεμβρίου 2008, ξενοδοχείο Coral Beach, Πάφος)  
"Πρωτοβάθμια φροντίδα υγείας-Εξελίξεις και Προοπτικές" (15 Οκτωβρίου 2010, Frederick University, Λευκωσία)  
"Νέο Πρωτόκολλο βασικής υποστήριξης ζωής (ERC 2010)" (17 Δεκεμβρίου 2011, Κέντρο Αποκατάστασης, Άγιος Ιωάννης ο Λαμπαδιστής, Λευκωσία)  
"Διαπολιτισμική Φροντίδα" (19 Οκτωβρίου 2012, Frederick University, Λευκωσία)  
"Τεκμηριωμένη Πρακτική: Εχέγγυο αποτελεσματικότητας και αποδοτικότητας" (30 Νοεμβρίου- 1 Δεκεμβρίου 2012, ξενοδοχείο Coral Beach, Πάφος)  
"Advanced Life Support seminar (Σεπτέμβριος 2014)

EMPLOYMENT PRE-AGREEMENT

CASA College offers to FOULA STYLIANOU, the position of lecturer for the following subject:

1. Introduction to Professional Adult Nursing Practice

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

---

Elina Saveriades  
Human Resource Manager  
Date: 20<sup>th</sup> February, 2018

I, FOULA STYLIANOU, hereby accept to give lectures for the above-mentioned subject of the Certificate in Adult Nursing after its accreditation.

---

Foulá Stylianou  
Date: 20<sup>th</sup> February, 2018

EMPLOYMENT PRE-AGREEMENT

CASA College offers to SOFIA ZEPOU, the position of lecturer for the following subjects:

1. Introduction to Fundamentals of Adult Nursing
2. End-of-life Issues
3. Palliative Care

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

---

Elina Saveriades  
Human Resource Manager  
Date: 20<sup>th</sup> February, 2018

I, SOFIA ZEPOU, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

---

Sofia Zepou  
Date: 20<sup>th</sup> February, 2018



### EMPLOYMENT PRE-AGREEMENT

CASA College offers to DESPINA KOTSIFTOPOULOU, the position of lecturer for the following subjects:

1. Introduction to Professional Adult Nursing Practice
2. Dementia in the Elderly – Nursing Interventions
3. Polypharmacy & Pain Management

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

---

Elina Sáveriades  
Human Resource Manager  
Date: 25<sup>th</sup> February, 2018

I, DESPINA KOTSIFTOPOULOU, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

---

ΔΕΣΦΙΝΗ ΚΟΤΣΙΦΤΟΠΟΥΛΟΥ  
Despina Kotsiftopoulou  
Date: 25<sup>th</sup> February, 2018

EMPLOYMENT PRE-AGREEMENT

CASA College offers to STAVROS KITTOU, the position of lecturer for the following subject:

1. Rehabilitation & Physiotherapy
2. Palliative Care
3. Polypharmacy & Pain Management

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

\_\_\_\_\_  
Elina Saveriades  
Human Resource Manager  
Date: 24<sup>th</sup> February, 2018

I, STAVROS KITTOU, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

\_\_\_\_\_  
Stavros Kittou  
Date: 24<sup>th</sup> February, 2018



EMPLOYMENT PRE-AGREEMENT

CASA College offers to NICOLAOS ERINAKIS, the position of lecturer for the following subject:

1. End-of-life Issues
2. Palliative Care
3. Gerontological Nursing

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

---

Elina Saveriades  
Human Resource Manager  
Date: 22<sup>nd</sup> February, 2018

I, NICOLAOS ERINAKIS, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

---

Nicolaos Erinakis  
Date: 22<sup>nd</sup> February, 2018



EMPLOYMENT PRE-AGREEMENT

CASA College offers to CHRYSOSTOMOS ELIADES, the position of lecturer for the following subject:

1. Nutrition and Special Diets (Elders)

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

---

Elina Saveriades  
Human Resource Manager  
Date: 20<sup>th</sup> February, 2018

I, Chrysostomos Eliades, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

---

Chrysostomos Eliades  
Date: 20<sup>th</sup> February, 2018

EMPLOYMENT PRE-AGREEMENT

CASA College offers to PANAYIOTIS LAMBROU, the position of lecturer for the following subject:

1. Gerontological Nursing
2. Rehabilitation & Physiotherapy
3. Polypharmacy & Pain Management

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

\_\_\_\_\_  
Elina Saveriades  
Human Resource Manager  
Date: 22<sup>nd</sup> February, 2018

I, PANAYIOTIS LAMBROU, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

\_\_\_\_\_  
Panayiotis Lambrou  
Date: 22<sup>nd</sup> February, 2018

EMPLOYMENT PRE-AGREEMENT

CASA College offers to CHRISTOFOROS LIMBOURIS, the position of lecturer for the following subject:

1. Rehabilitation & Physiotherapy
2. Palliative Care

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

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Elina Saveriades  
Human Resource Manager  
Date: 22<sup>nd</sup> February, 2018

I, CHRISTOFOROS LIMBOURIS, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

---

Christoforos Limbouris  
Date: 22<sup>nd</sup> February, 2018

EMPLOYMENT PRE-AGREEMENT

CASA College offers to CHRYSTALLA THEODOSIOU, the position of lecturer for the following subject:

1. Rehabilitation & Physiotherapy
2. Polypharmacy & Pain Management

under the program of Adult Nursing (1-year certificate) upon evaluation from DIPAE Cyprus.

\_\_\_\_\_  
Elina Saveriades  
Human Resource Manager  
Date: 24<sup>th</sup> February, 2018

I, CHRYSTALLA THEODOSIOU, hereby accept to give lectures for the above-mentioned subjects of the Certificate in Adult Nursing after its accreditation.

\_\_\_\_\_  
Chrystalla Theodosiou  
Date: 24<sup>th</sup> February, 2018

# **APPENDIX E**



## COURSE DESCRIPTION

Course Title	Dementia in Elderly-Nursing Interventions				
Course Code	NUR-104				
Course Type	Compulsory				
Level	Certificate				
Year/Semester	Year 1/ Semester 1				
Lecturer's Name	TBA				
ECTS	7	Lectures/week	60 a.h	Laboratories/week	83 a.h
Course Purpose & Objectives	This course will provide instruction on understanding Alzheimer's Disease and related disorders and effective approaches for providing care. The major types of dementia and the behaviors that are frequently seen in persons with cognitive impairment will be discussed, as well as strategies for successful behavior management. Diagnosing memory disorders and treatments will be covered. The process and challenges of operating a special care unit and building a dementia care team will be explored. This course will also cover current research designed to understand the changes in the brain that cause dementia and new approaches for the prevention and treatment of Alzheimer's disease.				
Learning Outcomes	At the end of this course, students will be able to: 1. Demonstrate knowledge of Alzheimer's disease and related disorders, to include symptoms and stages of the disease process, genetics, treatment, and current research, 2. Develop strategies and interventions for the successful management of the challenging behaviors seen in persons with Alzheimer's disease and related disorders; and 3. Evaluate care settings/programs that address the special needs of people with dementia.				
Prerequisites	None	Required	N/A		
Course Content	Session 1	▪ Intro to Alzheimer's Disease			
	Session 2	▪ Mild Cognitive Impairment, Other Causes for Memory Loss			
	Session 3	▪ Testing, Diagnosing, and Preventing Alzheimer's ▪ Genetics of Alzheimer's Disease			
	Session 4	▪ Treatments for Alzheimer's Disease			
	Session 5	▪ Other Dementias			
	Session 6	▪ Alzheimer's Disease Behaviors and Alternative Treatments			
	Session 7	▪ Personal Care, Communication			
	Session 8	▪ Alzheimer's Disease Caregivers			
	Session 9	▪ Safety and Care Options			
	Session 10	▪ Activities, Sensitive Issues with Alzheimer's Disease, and Quality of Life			
	Session 11	▪ Nutrition in the elderly people with Dementia			
	Session 12	▪ Disease prevention			
	Session 13	▪ Caregiver stress			
Teaching Methodology	<ul style="list-style-type: none"><li>▪ Lectures</li><li>▪ Clinical Placement assessments</li><li>▪ Clinical competencies</li><li>▪ Team Teaching</li><li>▪ Assignments</li><li>▪ Group Lecturers</li></ul>				
Bibliography	Required Textbook/Readings:				
	Authors	Title	Publisher	Year	ISBN
	P. Murali Doraiswamy; Lisa Gwyther	The Alzheimer's Action Plan: The Experts'	New York: St. Martin's Press	2008	

		<u>Guide to the Best Diagnosis and Treatment for Memory Problems</u>			
	Ronald Petersen, ed. Rochester,	<u>Mayo Clinic Guide to Alzheimer's Disease: The Essential Resource for Treatment, Coping and Caregiving</u>	Mayo Clinic Health Solutions	2006	
	<b>Recommend Textbooks</b>				
	National Institutes of Health	<u>Alzheimer's Disease: Unraveling the Mystery</u>	National Institutes of Health	2008	
<b>Assessment</b>	Students will be assessed orally and in writing. There will be continuous assessment and final written exam (60%). The 40 marks of the continuous assessment are based on: <ul style="list-style-type: none"><li>▪ Mid-term exam (1-14 marks)</li><li>▪ Attendance (1-10 marks)</li><li>▪ Participation, co-operation and involvement in the lesson (1-8 marks)</li><li>▪ Homework, quizzes, tests, and other written exercises (1-8 marks)</li></ul> The 60 marks for the final written test refer to an exam at the end of the semester, which examines the whole of the content of a subject that has been taught in the current semester. The final mark is the total of the addition of the marks of the continuous assessment and the written exam at the end of that semester. This makes a total of 100 marks. The passing mark is 50 Grades for the course will be assigned as follows:				
	<b>ECTS MARK</b>	<b>FINAL GRADE POINT AVERAGE (GPA)</b>	<b>NUMBER MARK</b>	<b>MARK'S DESCRIPTION</b>	
	A	4.00	93-100	Excellent	
	A-	3.67	90-92	Very good	
	B+	3.33	87-89	Good	
	B	3.00	83-86	Good	
	B-	2.67	80-82	Good	
	C+	2.33	77-79	Satisfactory	
	C	2.00	73-76	Satisfactory	
	C-	1.67	70-72	Satisfactory	
	D+	1.33	67-69	Poor	
	D	1.00	60-66	Poor	
	D-	0.67	50-59	Unsatisfactory	
	F	0.00	0-49	Fail	
	I	0.00	0	Incomplete	
	W	0.00	0	Withdrawal	
	P	0.00	0	Pass	
	AU	0.00	0	Audit	
	TR	0.00	0	Transferred	
	<b>Language</b>	English			

## COURSE DESCRIPTION

Course Title	Polypharmacy in Geriatrics and pain management				
Course Code	NUR-105				
Course Type	Compulsory				
Level	Certificate				
Year/Semester	Year 1/ Semester 2				
Lecturer's Name	TBA				
ECTS	5	Lectures/week	3 a.h	Laboratories/week	N/A
Course Purpose & Objectives	<p>The purpose of this course is to provide nurses in all practice settings the knowledge necessary to ensure that geriatric patients are effectively treated while reducing unnecessary polypharmacy.</p> <p>Upon completion of this course, students will better understand the experience of pain, increase their knowledge of providing appropriate assessment and ethical interventions for pain, and consider issues regarding opioid use.</p>				
Learning Outcomes	<ul style="list-style-type: none"><li>▪ Define polypharmacy in the elderly patient.</li><li>▪ Identify guidelines to prevent the use of unnecessary medications in elderly patients.</li><li>▪ Describe physiologic changes of aging that cause differences in drug metabolism.</li><li>▪ Discuss the potential problems polypharmacy may cause in older patients.</li><li>▪ Evaluate the impact of polypharmacy in specific conditions as well as approaches to avoid inappropriate prescribing.</li><li>▪ Describe a prescribing cascade and the importance of medication assessment and reconciliation</li><li>▪ Explain the experience and physiology of pain.</li><li>▪ Outline the elements of a comprehensive pain assessment.</li><li>▪ Summarize the standards and guidelines for pain management.</li><li>▪ Describe pharmacologic and nonpharmacologic interventions and self-management strategies.</li><li>▪ Discuss the roles of nursing, occupational therapy, and physical therapy in pain management.</li><li>▪ Discuss the issues of opioid misuse, abuse, and diversion and drug-seeking behaviors.</li><li>▪ Consider issues involved in pain management for end-of-life care.</li><li>▪ Relate ethical concerns in pain management.</li></ul>				
Prerequisites	None		Required		
Course Content	Session 1		<ul style="list-style-type: none"><li>▪ Introduction-polypharmacy defined</li></ul>		
	Session 2		<ul style="list-style-type: none"><li>▪ Identification of problematic medication in the elderly</li></ul>		
	Session 3		<ul style="list-style-type: none"><li>▪ The Beers criteria and Stopp</li></ul>		
	Session 4		<ul style="list-style-type: none"><li>▪ Age related physiologic changes. Adverse drug reactions</li></ul>		
	Session 5		<ul style="list-style-type: none"><li>▪ Anticoagulant therapy. Antidiabetic medications</li></ul>		
	Session 6		<ul style="list-style-type: none"><li>▪ Management of insomnia. Antipsychotic medication</li></ul>		
	Session 7		<ul style="list-style-type: none"><li>▪ Medication reconciliation</li></ul>		
	Session 8		<ul style="list-style-type: none"><li>▪ What is pain and the consequences of untreated pain.</li></ul>		
	Session 9		<ul style="list-style-type: none"><li>▪ The physiology of pain.</li></ul>		
	Session 10		<ul style="list-style-type: none"><li>▪ Pain assessment.</li></ul>		
	Session 11		<ul style="list-style-type: none"><li>▪ Standards and guidelines for pain management</li></ul>		
	Session 12		<ul style="list-style-type: none"><li>▪ Opioids disuse, abuse and diversion</li></ul>		
	Session 13		<ul style="list-style-type: none"><li>▪ Ethical concerns in treating pain.</li></ul>		
Teaching Methodology	<ul style="list-style-type: none"><li>▪ Lectures</li><li>▪ Clinical Placement assessments</li><li>▪ Clinical competencies</li><li>▪ Team Teaching</li><li>▪ Assignments</li><li>▪ Group Lecturers</li></ul>				
Bibliography	Required Textbook/Readings:				
	Authors	Title	Publisher	Year	ISBN
	Holly Holmes	Polypharmacy, An Issue of Clinics in	Saunders	2012	



		Geriatric Medicine, Volume 28-2 1st Edition			
	Serpell, Michael	Handbook of pain management	Springer Healthcare Communications	2008	
	Shelah Wright	Pain Management in Nursing Practice	Sage Publications	2014	
	<p>Students will be assessed orally and in writing. There will be continuous assessment and final written exam (60%). The 40 marks of the continuous assessment are based on:</p> <ul style="list-style-type: none"><li>▪ Mid-term exam (1-14 marks)</li><li>▪ Attendance (1-10 marks)</li><li>▪ Participation, co-operation and involvement in the lesson (1-8 marks)</li><li>▪ Homework, quizzes, tests, and other written exercises (1-8 marks)</li></ul> <p>The 60 marks for the final written test refer to an exam at the end of the semester, which examines the whole of the content of a subject that has been taught in the current semester. The final mark is the total of the addition of the marks of the continuous assessment and the written exam at the end of that semester. This makes a total of 100 marks. The passing mark is 50</p> <p>Grades for the course will be assigned as follows:</p>				
	<b>ECTS MARK</b>	<b>FINAL GRADE POINT AVERAGE (GPA)</b>	<b>NUMBER MARK</b>	<b>MARK'S DESCRIPTION</b>	
	A	4.00	93-100	Excellent	
	A-	3.67	90-92	Very good	
	B+	3.33	87-89	Good	
	B	3.00	83-86	Good	
	B-	2.67	80-82	Good	
	C+	2.33	77-79	Satisfactory	
	C	2.00	73-76	Satisfactory	
	C-	1.67	70-72	Satisfactory	
	D+	1.33	67-69	Poor	
	D	1.00	60-66	Poor	
	D-	0.67	50-59	Unsatisfactory	
	F	0.00	0-49	Fail	
	I	0.00	0	Incomplete	
	W	0.00	0	Withdrawal	
	P	0.00	0	Pass	
	AU	0.00	0	Audit	
	TR	0.00	0	Transferred	
	Language	English			

## COURSE DESCRIPTION

COURSE DESCRIPTION					
Course Title	Rehabilitation and Physiotherapy Nursing Interventions				
Course Code	NUR-106				
Course Type	Compulsory				
Level	Certificate				
Year/Semester	Year 1/ Semester 2				
Lecturer's Name	TBA				
ECTS	7	Lectures/week	60 a.h	Laboratories/week	83 a.h
Course Purpose & Objectives	<p>Provides an in-depth analysis of specialist practice in rehabilitation and physiotherapy nursing. It examines the research basis underlying physical and technical rehabilitation measures of patients with chronic: neurological, respiratory, cardiovascular, immobilization and metabolic problems.</p> <p>To restore affected abilities to the highest possible level of function, To prevent further disability, To protect the person abilities/ re-educate self-care, To assist the person to use his abilities, To assist in physical mobility, Impaired skin integrity and eliminate complications of immobility.</p>				
Learning Outcomes	At the end of the course the students will be familiarized with the particularities of hospitalization of chronically ill patients and the equipment used for the rehabilitation, so that they will be able to help a patient reach the highest possible level of functional ability, according his physiologic or anatomical impairment and environmental limitations.				
Prerequisites	None	Required	N/A		
Course Content	Session 1	▪ Rehabilitation Process			
	Session 2	▪ The Rehabilitation Team			
	Session 3	▪ The role of specialist Nurse within Rehabilitatio			
	Session 4	▪ Rehabilitation settings			
	Session 5	▪ Psychological Issues in Rehabilitation			
	Session 6	▪ Preparing and Supporting Informal Carers			
	Session 7	▪ Impaired physical mobility ▪ Assess patient's ability to move (active and passive exercises) ▪ Assess muscle tone, strength ▪ Assess joint movement and positioning			
	Session 8	▪ Rehabilitation of Orthopedic Patients ▪ Stroke Care			
	Session 9	▪ Rehabilitation of Patients with an Acquired Brain Injury or a Degenerative Neuromuscular Disorder			
	Session 10	▪ Respiration and Cardio- Pulmonary Rehabilitation			
	Session 11	▪ Muscle and Skeletal Function			
	Session 12	▪ Rehabilitation of Patients with Spinal Cord Injury			
	Session 13	▪ Cancer Rehabilitation ▪ Supporting People with Long- Term Conditions			
Teaching Methodology	<ul style="list-style-type: none"><li>▪ Lectures</li><li>▪ Clinical Placement assessments</li><li>▪ Clinical competencies</li><li>▪ Team Teaching</li><li>▪ Assignments</li><li>▪ Group Lecturers</li></ul>				
Bibliography	Required Textbook/Readings:				
	Authors	Title	Publisher	Year	ISBN
	Rebecca Jester	Advancing Practice in Rehabilitation Nursing	Blackwell Publishing	2008	
	Shirley P. Hoeman	Rehabilitation Nursing: Prevention,	Elsevier Inc	2006	

		Intervention, and Outcomes, 4e Mosby			
	Kristen L. Mauk	Rehabilitation Nursing: A Contemporary Approach to Practice	Jones & Bartlett Learning	2011	
	<b>Recommend Textbooks</b>				
	Jennifer C. Nitz, Susan R. Hourigan	Physiotherapy Practice in Residential Aged Care	Butterworth Heinemann	2014	
<b>Assessment</b>	Students will be assessed orally and in writing. There will be continuous assessment and final written exam (60%). The 40 marks of the continuous assessment are based on: <ul style="list-style-type: none"><li>▪ Mid-term exam (1-14 marks)</li><li>▪ Attendance (1-10 marks)</li><li>▪ Participation, co-operation and involvement in the lesson (1-8 marks)</li><li>▪ Homework, quizzes, tests, and other written exercises (1-8 marks)</li></ul> The 60 marks for the final written test refer to an exam at the end of the semester, which examines the whole of the content of a subject that has been taught in the current semester. The final mark is the total of the addition of the marks of the continuous assessment and the written exam at the end of that semester. This makes a total of 100 marks. The passing mark is 50 Grades for the course will be assigned as follows:				
	<b>ECTS MARK</b>	<b>FINAL GRADE POINT AVERAGE (GPA)</b>	<b>NUMBER MARK</b>	<b>MARK'S DESCRIPTION</b>	
	A	4.00	93-100	Excellent	
	A-	3.67	90-92	Very good	
	B+	3.33	87-89	Good	
	B	3.00	83-86	Good	
	B-	2.67	80-82	Good	
	C+	2.33	77-79	Satisfactory	
	C	2.00	73-76	Satisfactory	
	C-	1.67	70-72	Satisfactory	
	D+	1.33	67-69	Poor	
	D	1.00	60-66	Poor	
	D-	0.67	50-59	Unsatisfactory	
	F	0.00	0-49	Fail	
	I	0.00	0	Incomplete	
	W	0.00	0	Withdrawal	
	P	0.00	0	Pass	
	AU	0.00	0	Audit	
	TR	0.00	0	Transferred	
	<b>Language</b>	English			

## COURSE DESCRIPTION

COURSE DESCRIPTION					
Course Title	End of Life Issues				
Course Code	NUR-107				
Course Type	Compulsory				
Level	Certificate				
Year/Semester	Year 1/ Semester 2				
Lecturer's Name	TBA				
ECTS	3	Lectures/week	25 a.h	Laboratories/week	N/A
Course Purpose & Objectives	<p>This course will assist nursing students, in identifying the needs of the dying patient and family, along with how to meet those needs. In the process, the student will be able to have practical tips for dealing with a dying patient, communication strategies of listening to individuals who are dying or suffering and respect for diverse cultural and spiritual beliefs.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"><li>1. Recognize the basic principles of palliative care (pain assessment and management) at the end of life within nursing practice.</li><li>2. Identify the influence of culture on end of life and palliative care issues.</li><li>3. Discover the aspects of grief, loss, and bereavement of patients and families.</li></ol>				
Learning Outcomes	The students will be able to respond to questions, understand and communicate with the patient and the family about the end of life issues.				
Prerequisites	None		Required	N/A	
Course Content	Session 1	▪ The End of Life and End of Life Caregiving			
	Session 2	▪ Hospice and palliative care Rehabilitation in end of life care End of life care in a critical care setting			
	Session 3	▪ Assessing Holistic Needs			
	Session 4	▪ Communication in end of life care			
	Session 5	▪ Responding to Questions about the End of Life			
	Session 6	▪ Cultural and Ethical issues in end of life care			
	Session 7	▪ Making Difficult Decisions Using Ethical and Legal Frameworks			
	Session 8	▪ Managing Physical Symptoms			
	Session 9	▪ Exploring Loss, Grief and Mourning			
	Session 10	▪ Sudden or Unexpected Death			
	Session 11	▪ Care after Death			
	Session 12	▪ Supporting Family and Friends			
	Session 13	▪ Legal aspects of palliative and end of life care			
Teaching Methodology	<ul style="list-style-type: none"><li>▪ Lectures</li><li>▪ Clinical Placement assessments</li><li>▪ Clinical competencies</li><li>▪ Team Teaching</li><li>▪ Assignments</li><li>▪ Group Lecturers</li></ul>				
Bibliography	Required Textbook/Readings:				
	Authors	Title	Publisher	Year	ISBN
	J.V. Zerwekh. F.A.Davis	Nursing Care at the End of Life: Palliative Care for Patients and Families	F.A DAVIS	2006	
	Joanna de Souza, Annie Pettifer	End-of-Life Nursing Care	SAGE	2013	
	Jane Nicol, Brian Nyatanga	Palliative and End of Life Care in Nursing	Second Edition, SAGE	2017	

	<b>Recommend</b>	<b>Textbooks</b>			
	Kathryn L. Braun, James H. Pietsch, Patricia L. Blanchette	Cultural Issues in End-of-Life Decision Making	SAGE	2000	
	Kath M Melia	Health Care Ethics Lessons from Intensive Care	SAGE	2004	
<b>Assessment</b>	Students will be assessed orally and in writing. There will be continuous assessment and final written exam (60%). The 40 marks of the continuous assessment are based on: <ul style="list-style-type: none"><li>▪ Mid-term exam (1-14 marks)</li><li>▪ Attendance (1-10 marks)</li><li>▪ Participation, co-operation and involvement in the lesson (1-8 marks)</li><li>▪ Homework, quizzes, tests, and other written exercises (1-8 marks)</li></ul> The 60 marks for the final written test refer to an exam at the end of the semester, which examines the whole of the content of a subject that has been taught in the current semester. The final mark is the total of the addition of the marks of the continuous assessment and the written exam at the end of that semester. This makes a total of 100 marks. The passing mark is 50 Grades for the course will be assigned as follows:				
	<b>ECTS MARK</b>	<b>FINAL GRADE POINT AVERAGE (GPA)</b>	<b>NUMBER MARK</b>	<b>MARK'S DESCRIPTION</b>	
	A	4.00	93-100	Excellent	
	A-	3.67	90-92	Very good	
	B+	3.33	87-89	Good	
	B	3.00	83-86	Good	
	B-	2.67	80-82	Good	
	C+	2.33	77-79	Satisfactory	
	C	2.00	73-76	Satisfactory	
	C-	1.67	70-72	Satisfactory	
	D+	1.33	67-69	Poor	
	D	1.00	60-66	Poor	
	D-	0.67	50-59	Unsatisfactory	
	F	0.00	0-49	Fail	
	I	0.00	0	Incomplete	
	W	0.00	0	Withdrawal	
	P	0.00	0	Pass	
	AU	0.00	0	Audit	
	TR	0.00	0	Transferred	
	<b>Language</b>	English			

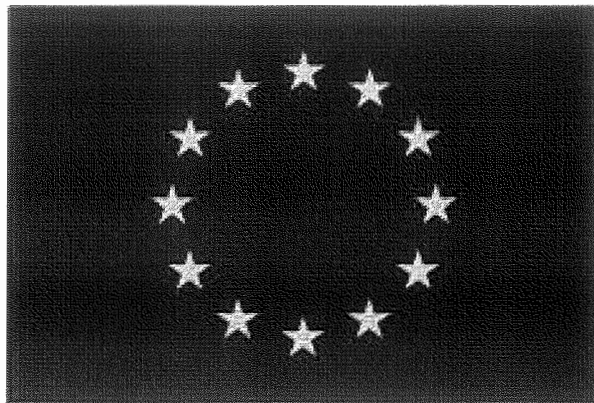
## COURSE DESCRIPTION

COURSE DESCRIPTION					
Course Title	Palliative Care				
Course Code	NUR-108				
Course Type	Compulsory				
Level	Certificate				
Year/Semester	Year 1/ Semester 2				
Lecturer's Name	TBA				
ECTS	7	Lectures/week	60 a.h	Laboratories/week	83 a.h
Course Purpose & Objectives	This course will explore the definitions and concepts of palliative care, investigate the best practices - evidence-informed -, and principles of hospital palliative care provision as well as integrate the essential principles for hospital palliative care into practice.				
Learning Outcomes	<p>After the completion of this course, students will be able to:</p> <ul style="list-style-type: none"><li>▪ Build upon professional practice and communication skills</li><li>▪ Broaden assessment and judgment skills related to hospital palliative care</li><li>▪ Increase capacity to identify and prioritize hospital palliative care management issues across the lifespan</li><li>▪ Develop strategies for teaching clients and their family members in various hospital palliative care scenarios and care settings</li><li>▪ Understand the various roles of an interdisciplinary hospital palliative care team</li><li>▪ Recognize and implement ways to provide effective and meaningful self-care when caring for dying persons and their families</li><li>▪ Explain how using CHPCA's Model's Eight Domains of Issues Associated with Illness and Bereavement Model helps provide holistic care</li></ul>				
Prerequisites	None	Required			
Course Content	Session 1	▪ Introduction to palliative care			
	Session 2	▪ Disease management			
	Session 3	▪ Physical domains of issues			
	Session 4	▪ Psychological domains of issues			
	Session 5	▪ Social domains of issues			
	Session 6	▪ Spiritual domains of issues			
	Session 7	▪ Practical domains of issues			
	Session 8	▪ End of life care			
	Session 9	▪ Management of loss and grief			
	Session 10	▪ Cultural considerations at The End of Life			
	Session 11	▪ Communication skills			
	Session 12	▪ The effects of palliative care patients to family and caregivers			
	Session 13	▪ Pain management			
Teaching Methodology	<ul style="list-style-type: none"><li>▪ Lectures</li><li>▪ Clinical Placement assessments</li><li>▪ Clinical competencies</li><li>▪ Team Teaching</li><li>▪ Assignments</li></ul>				
Bibliography	Required Textbook/Readings:				
	Authors	Title	Publisher	Year	ISBN
	Shaun Kinghorn and Sandra Gaines	Palliative Nursing-Improving end of life care	Bailliere Tindall	2008	
	Jacqueline Burchum, Laura Rosenthal and Jennifer Yeager	Study Guide for Lehne's Pharmacology for Nursing Care, 9th Edition	Saunders	2016	
	Recommend	Textbooks			
	Betty R. Ferrell and Nessa Coyle	Textbook of Palliative Nursing, Second Edition	Oxford University Press	2006	

<b>Assessment</b>	<p>Students will be assessed orally and in writing. There will be continuous assessment and final written exam (60%). The 40 marks of the continuous assessment are based on:</p> <ul style="list-style-type: none"> <li>▪ Mid-term exam (1-14 marks)</li> <li>▪ Attendance (1-10 marks)</li> <li>▪ Participation, co-operation and involvement in the lesson (1-8 marks)</li> <li>▪ Homework, quizzes, tests, and other written exercises (1-8 marks).</li> </ul> <p>The 60 marks for the final written test refer to an exam at the end of the semester, which examines the whole of the content of a subject that has been taught in the current semester. The final mark is the total of the addition of the marks of the continuous assessment and the written exam at the end of that semester. This makes a total of 100 marks. The passing mark is 50.</p> <p>Grades for the course will be assigned as follows:</p>		
	<b>ECTS MARK</b>	<b>FINAL GRADE POINT AVERAGE (GPA)</b>	<b>NUMBER MARK</b>
			<b>MARK'S DESCRIPTION</b>
	A	4.00	93-100
	A-	3.67	90-92
	B+	3.33	87-89
	B	3.00	83-86
	B-	2.67	80-82
	C+	2.33	77-79
	C	2.00	73-76
	C-	1.67	70-72
	D+	1.33	67-69
	D	1.00	60-66
	D-	0.67	50-59
	F	0.00	0-49
	I	0.00	0
	W	0.00	0
	P	0.00	0
	AU	0.00	0
	TR	0.00	0
<b>Language</b>	English		

# **APPENDIX F**





# ECHE Selection 2019

## Erasmus Charter for Higher Education

### Application eForm

### Call for proposals EACEA 03/2018

Note: The data of this application form will be used by the European Commission/ the Education, Audiovisual and Culture Executive Agency (EACEA) and National Agencies for evaluation and monitoring

<b>Program</b>	<b>The EU programme Erasmus + adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)</b>
<b>Action</b>	<b>Erasmus Charter for Higher Education</b>
<b>Call</b>	<b>2019</b>
<b>Deadline for Submission (dd-mm-yyyy)</b>	<b>22/03/2018 midday Brussels time (Central Europe Time - CET).</b>
<b>Application language</b>	<b>EN</b>
<b>Correspondence Language</b>	<b>EN</b>

\* Official Journal of the European Union L347/50 of 20th December 2013.

**272542-EPP-1-2019-1-CY-EPPKA1-ECHE**

**Erasmus Policy Statement (Overall Strategy) section B of this application form - original language (official EU languages): EN**

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

#### **Acknowledgement of receipt**

After the submission of this application form, you should be receiving an Acknowledgement of receipt, proving that the submission has been successful. If this is not the case, please contact the Education, Audiovisual & Culture Executive Agency (EACEA) immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Further to this, and shortly after the deadline for submission, EACEA will publish the list of applications successfully received on its website. If within 15 days after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA immediately (e-mail: EACEA-ECHE@ec.europa.eu).

## Applicant Organisation

### A.1. Applicant Organisation

PIC	906973863
Full legal name (official name in latin characters)	CASA COLLEGE
Full legal name (English name)	CASA COLLEGE
Acronym	CASA
Erasmus code (e.g. F PARIS33) - if available	NEW 2019
Address (N°, street, avenue, etc.)	3, Jean Moreas Street,
Country	Cyprus
Region	Extra-Regio
Post code	1075
City	Nicosia
Website	www.casacollege.com

### A.2. Legal Representative

Title	DIRECTOR
Gender	Male
First Name	YIANNIS
Family Name	SAVERIADES
Position	DIRECTOR
E-mail	DIRECTOR@CASACOLLEGE.COM
Telephone (including country / area codes)	+357 22 681882
Address (n°, street, avenue, etc)	3, Jean Moreas Street,
Country	CY, Cyprus
Region	Extra-Regio
Post code	1075
City	Nicosia

### A.3. Coordinator

Title	DIRECTOR OF STUDENT AFFAIRS
Gender	Female

First Name	MARIA
Family Name	YIANNOULLOU
Department	STUDENT AFFAIRS
Position	DIRECTOR OF STUDENT AFFAIRS
E-mail	STUDENTAFFAIRS@CASACOLLEGE.COM
Website	WWW.CASACOLLEGE.COM
Telephone (including country / area codes)	+35722681882
Address (n°, street, avenue, etc)	3, Jean Moreas Street,
Country	CY, Cyprus
Region	Extra-Regio
Post code	1075
City	Nicosia

**B.1. Erasmus+ activities included in your EPS**

In order to facilitate the evaluation of your current application form, please tick those Erasmus+ activities that are part of your current Erasmus Policy Statement

**Erasmus + Key Action 1 (KA1):**

Study between Programme Countries:

Programme Countries - Student incoming mobility

☒

Programme Countries - Staff Incoming mobility

☒

Programme Countries - Student outbound mobility

☒

Programme Countries - Staff outbound mobility

☒

Partner countries - Study between Partner Countries:

Partner countries - Student incoming mobility

☒

Partner countries - Staff Incoming mobility

☒

Partner countries - Student outbound mobility

☒

Partner countries - Staff outbound mobility

☒

Traineeships:

Traineeships - Student incoming mobility

☒

Traineeships - Staff Incoming mobility

☒

Traineeships - Student outbound mobility

☒

Traineeships - Staff outbound mobility

☒

Erasmus Mundus Joint Master Degrees

☒**Erasmus + Key Action 2 (KA2):**

Strategic Partnerships

☒

Knowledge Alliances

☒

Capacity Building Projects

☒**Erasmus + Key Action 3 (KA3):**

KA3 Projects

☐**Jean Monnet Activities**

Jean Monnet projects

☐**B.2. Erasmus Policy Statement: your strategy**

Please be aware that your Erasmus Policy Statement should reflect your intended involvement in Erasmus+. Should you wish to add additional activities in the future you will have to amend your Erasmus Policy Statement and inform your respective National Agency accordingly.

The Institution agrees to publish this overall strategy (all three parts of the Part B) on its website within one month after reception of the Erasmus Charter for Higher Education from the EACEA. ☒

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees:

Original language [EN]

CASA College's participation in the Erasmus+ Programme is part of its own strategy for modernisation and internationalisation whereby the key contribution of mobile staff and students and of participation in European and international cooperation projects is acknowledged strengthened and improved. Mobility of staff and students (EU and non-EU) and cooperation with other HEIs and other strategic partners, such as networks and enterprises through cooperation projects, is the central element of our institutional policy. About 90% of its students are international, representing over 15 different countries and studying in a multicultural environment that promotes friendship, cooperation and understanding. The language of instruction is English.

By signing the Charter, we agree to its principles and commits to work towards the 5 objectives that contribute to the European Union's modernisation and internationalisation agenda in higher education. More specifically CASA College undertakes to contribute in:

Increasing attainment levels to provide the graduates and researchers Europe needs. The student mobility scheme is an important marketing and recruiting tool and will help in attracting more students and thus producing more graduates. Through an inclusive access and policies for learning the College will further increase its number of students. Staff mobility will help develop 2nd cycle degrees (which at the moment they do not exist in our institution) and build research collaborations.

As far as improving the quality and relevance of higher education CASA College degrees will be modernised to address labour needs and applied research will be developed through industry-academia collaboration, research and innovation will be enhanced through the exchange of staff and teaching and learning will be enhanced through relevant 1st cycle degrees and training and through award schemes for recognising excellence in teaching/learning. Furthermore, the College will develop an e-environment and prepare students for the digital era through different ICT methods.

Strengthening quality through mobility and cross-border cooperation will be achieved through the attraction of better students and academic staff; thus, better quality degrees and research will be provided. Any barriers prohibiting cross-border education should be removed both at the national and institutional level.

The linking of higher education, research and business for excellence and regional development will be accomplished by allowing the institution to integrate into society and industry and develop applied and industry-oriented research for the benefit of society, also by developing industry-oriented degrees and produce graduates to meet labour needs, by integrating in degrees an industry mobility/practicum, creating industry advisory councils and adopting professional associations' regulations.

CASA College will modernise its governance in order to deal more efficiently and effectively with cross-border education. Through this we shall achieve the improve of governance and funding. The International Strategy and its implementation will require the building of strategic and human resource skills into managers and effective use of ICT. This will result in a better managed organisation that will adhere to its strategic directions, aims and objectives.

Inter-institutional agreements or partnerships will base on a comprehensive understanding and shared quality requirements with the partner institution, with special attention to the compatibility of academic profiles.

In the case of a Training Agreement all provisions to ensure a mobility of high quality shall be settled for both students and staff. CASA College ensures that equal access and opportunities are open to mobile participants from all backgrounds. Our mobility target groups will include both incoming and outgoing student credit mobility at Bachelor level from participating and non-participating countries for studies as well as placements in enterprises. At the same time academic and non-academic staff mobility between HEIs and enterprises is supported both for teaching and training with participating and non-participating countries. Staff from enterprises is also supported to deliver training courses.

CASA College agrees to respect in full the principles of non-discrimination, apply a selection process that is fair, transparent and documented, ensuring equal access and opportunities to all participants eligible for mobility. Furthermore, the College agrees to ensure recognition for completed activities concerning studies and traineeships

We are aware of the possible actions to be funded under the Programme and its priorities with regards to Learning mobility of individuals, cooperation for innovation and good practices, as well as support for policy reform.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme. If not applicable, please explain:

Original language [EN]

CASA College is planning a strategy for the organization and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Program. We follow the types of cooperation projects relevant for higher education that can be funded such as the strategic partnerships to foster intense, structured and long term cooperation among HEIs and with key stakeholders (enterprises in particular SMEs; local/regional authorities; other education and research institutions; social partners; youth organizations and other relevant actors) in order to contribute to achieving the objectives of the EU Modernization Agenda for Higher Education and to promote as well cross sector cooperation with the other educational sectors. The College acknowledges the necessity for knowledge alliances between higher education institutions and enterprises promoting creativity, innovation and entrepreneurship by offering relevant learning opportunities and works towards International cooperation and capacity building projects between HEIs in the participating countries and the Partner countries (i.e. third countries) with the objective to support the modernization and internationalization of Higher Education in the Partner countries.

It is essential that any project cooperation should be done in a pro-active way, for this reason we shall establish from the beginning the objectives of our participation, the role we intend to play and the results we expect to achieve. The results will lead to future development of the Institution's international involvement and development. The College binds itself to provide relevant support to staff and students participating in these activities. The participation in such international projects is seen as an important aspect of the professional development of the staff and of the modernization of our institution and is therefore considered as a key component in our staff evaluation.

The College will implement any outcomes which will result from the participation in projects either long term or short term. By making use of our website, the internet, different presentation at meetings, posters and other activities, the College should raise awareness within the academic community and beyond not only for the project results, but also for the funding of such activities which will lead to spin-offs and other initiatives.

Please explain the expected impact of your participation in the Erasmus+ Programme on the modernisation of your institution.

Please refer to each of the priorities of the renewed EU Agenda for higher education as well as the goals towards a European Education Area\* and explain the policy objectives you intend to pursue:

Original language [EN]



CASA College is aware of the possible actions to be funded under the Programme and its priorities with regards to Learning mobility of individuals, cooperation for innovation and good practices, as well as support for policy reform. By agreeing to the principles of the Charter, CASA College expects an impact on the modernization of its own structure and organization as well as further commitment to work towards achieving the objectives of the Modernization Agenda by participating in student and staff mobility (within Europe and Third Countries) in strategic partnerships, knowledge alliances, capacity building with neighbouring countries, capacity building with Third Countries, networks and policy support measures.

With regards to the priority of increasing attainment levels to provide the graduates and researchers Europe needs, CASA is expected to reinforce its mobility for transnational learning, studying at a partner institution, teaching, gaining work experience and undergoing training, reinforcing as such participation of young people in democratic life and enhancing the modernization and internationalization of education institutions, both to the benefit for EU and third countries.

As far as improving the quality and relevance of higher education, CASA is expected to participate with joint high-quality study programmes, implemented by EU and non-EU HEIs.

With regards to strengthening quality through mobility and cross-border cooperation our institution is expected to further promote strategic partnerships between education establishments and other relevant actors as well as large-scale partnerships between education and training establishments and business, in the form of Knowledge Alliances for higher education and Sector Skills Alliances. A more precise approach is to be undertaken for international cooperation and capacity building as it will aim at improving the quality, relevance and governance of CASA College as it already begun with collaborations in the Philippines not only with HEI but also with companies.

With regards to linking higher education, research and business for excellence and regional development promoting excellence and stronger links between education, CASA is expected to intensify language learning alongside transversal competences such entrepreneurship.

With regards to improving governance and funding, CASA believes that the dialogue between the academic world and policy-makers will consequently be strengthened since support for policy reform is critical for the achievement of Europe's 2020 strategic priorities. Our institution is expected to increase its support for the national implementation of EU transparency tools EQF, ECTS and EU wide networks. For strengthening quality through mobility and cross-border cooperation CASA College is expected to promote strategic partnerships between education establishments and other relevant actors as well as large-scale partnerships between education and training establishments and business, in the form of Knowledge Alliances for higher education and Sector Skills Alliances. A more precise approach is to be undertaken for international cooperation and capacity building as it will aim at improving the quality, relevance and governance of the College. By developing industry-oriented degrees and produce graduates to meet labor needs, through the integration of degrees as an industry mobility/practicum, creating industry advisory councils and adopting professional associations regulations, we shall accomplish the linking of higher education, research and business for excellence and regional development. The institution will ensure full recognition for satisfactory completed activity of study mobility and where possible, traineeship in terms of ECTS credits awarded, additionally we shall ensure inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement). The College respects in full the principles of non-discrimination set out in the Program and ensures equal access and opportunities to mobile participants from all backgrounds. We shall organize the selection of mobile staff and students and the award of grants in a fair, transparent, coherent and documented way, in line with the stipulations of our contract with the Cyprus National Agency. In order to provide to all potential participants especially to under-represented groups like students or staff with disabilities, students from lower socio economic backgrounds, people with part time jobs or families, we shall offer top-up grants according to the institutional requirements, appoint special counsellors, develop learning techniques within an environment adapted to students from disadvantaged groups.

In order to achieve successful, cost-efficient and sustainable results of a sufficiently high quality, it is necessary to organize clearly defined activities-before, during and after mobility.

\* COM (2017) 247 (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52017DC0247&from=ES>)

*The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.*

*For the academic year 2017-2018:*

**Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)**

Short cycle:

0.0

1st Cycle: (e.g. Bachelor)

641.0

2nd Cycle: (e.g. Master)

0.0

3rd Cycle: (e.g. Doctoral)

0.0

**Number of staff (Equivalent full-time) involved in Higher Education**

Teaching:

24.0

Administrative:

19.0

**Number of degree courses (study programmes in Higher Education) on offer**

Short cycle:

0.0

1st Cycle: (e.g. Bachelor)

2.0

2nd Cycle: (e.g. Master)

0.0

3rd Cycle: (e.g. Doctoral)

0.0

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STUDENTS (academic year 2017-2018)

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**1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)**

Number of outbound students for study mobility (Erasmus+ and/or other programmes): to programme countries

0.0

Number of outbound students for study mobility (Erasmus+ and/or other programmes): to partner countries

0.0

Number of outbound students for traineeships (work placement Erasmus+ and/or other programmes): to programme countries

0.0

Number of outbound students for traineeships (work placement - other programmes): to partner countries

0.0

Number of incoming students for study mobility (Erasmus+ and/or other programmes): from programme countries

0.0

Number of incoming students for study mobility (Erasmus+ and/or other programmes): from partner countries

0.0

**2. International Degree Students (students with foreign nationality enrolled for a full degree programme and/or students having completed a foreign previous degree)**

Number of foreign degree students, if applicable: from programme countries

0.0

Number of foreign degree students, if applicable: from partner countries

0.0

**3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with previous foreign degree) enrolled in double/multiple/joint degrees:**

Number of local students enrolled in double/multiple/joint degrees

5.0

Number of international students enrolled in double/multiple/joint degrees

636.0

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ACADEMIC STAFF (academic year 2017-2018)

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**All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes**

Number of outbound staff to programme countries

0.0

Number of outbound staff to partner countries:

0.0

Number of incoming staff from programme countries

0.0

Number of incoming staff from partner countries:

0.0

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COOPERATION

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**HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2017/2018: European and International HEI Agreements / Consortia / Networks**

Number of Erasmus+ interinstitutional agreements:

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, number of the consortia involving partner countries

0.0

**European and International Education and Training Projects with contracts running in 2017-2018 (e.g.: Erasmus+, Erasmus Mundus, Knowledge Alliances, Capacity Building, etc)**

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

**Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2017-2018)**

Number of staff at the central level:

0.0

Number of staff at the Faculty/School/Department Level:

0.0

**D**

## **General Organisation of Programme activities**

### **D1. General Organisation**

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to both the administrative and academic decision-making processes.

Describe also the operational and communication methods.

The International Office (IRO) of Casa College provides support to all new and continuing students. It specifically promotes the college's interests abroad, often in collaboration with foreign universities and colleges.

The International Office has various responsibilities. Maria Yianoullou is the Director of the IRO which is in collaboration with the Student Affairs Office. Her responsibilities include:

- handling enquiries from students and visitors from outside Cyprus
- dealing with enquiries from the college staff regarding international students
- processing and evaluating applications from potential students and exchange students
- determining calendar of selection and organizing the selections
- supporting students during applications
- tracking applications and mobility processes of incoming students and staff within Erasmus
- tracking mobility activities
- preparing and tracking documents to be signed by the President
- offering advice and support in problem solving
- promoting the college by visiting other countries

Evi Kalatha is the Erasmus Officer.

- facilitating the arrival of new students (information and advice before arrival)
- assisting with visa enquiries, such as extensions or deadlines
- operating a 'Student drop-in' centre for international students
- attending international exhibitions and meetings as a college representative
- paying the grants and calculating the payments
- supporting international students throughout their period of study

Marianna Kyriakou is the Erasmus Coordinator.

- organising orientation days for new international students
- organising events for international students
- creating promotional material for use in other countries
- organising staff meetings
- managing overseas offices and communicating with overseas university branches (depending on university)
- coordinating exchange programs with countries across the world
- updating the website weekly

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution which deals with the implementation and organisation of European and international mobility.

International Relations Office <http://www.casacollege.com/eos/student-info/>

Student Affairs Office <http://www.casacollege.com/eos/student-info/student-affairs/>

#### **D.1.1. (Optional) Additional Information for HEIs belonging to an Umbrella Organisation**

Please fill in this section only if you are applying for an HEI which does not have its own legal entity. For

example, if your HEI is part of a foundation or another similar umbrella organisation which is the legal entity: This includes the COMUE in France, which are composed of several institutions or bodies. Please specify the exact role of the umbrella organisation with regard to the other education institutions that are part of the consortium.

Please give information of the composition of your umbrella organisation and explain in particular if there are other education institutions attached to the same legal entity. If yes, please indicate if those institutions already hold the Erasmus Charter:

Not Applicable

## ***D2. Fundamental Principles***

**While we are conscious that your institution might not get involved in all the different types of Erasmus+ activities from the beginning, we ask you to comply with all the principles and to tick them accordingly as the Erasmus Charter for Higher Education offers you the entire portfolio from the very start.**

**By applying for the Erasmus Charter for Higher Education my institution will:**

Respect in full the principles of non-discrimination set out in the Erasmus+ Programme and ensure equal access and opportunities to mobile participants from all backgrounds. ☒

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent). ☒

Please explain the academic credit system (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units.

ECTS credits represent the workload and defined learning outcomes of a given course or programme. Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. Workload is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements and individual study required to achieve the defined learning outcomes in formal learning environments 60 credits are the equivalent of a full year of study or work. In a standard academic year, 60 credits broken down into two components carrying equally 30 credits. Credits awarded to students in one of our programmes may be transferred from our institution to be accumulated in another programme offered by our or another institution. Credit transfer is the key to successful study mobility. Our institution faculties and departments establish agreements which guarantee automatic recognition and transfer of credits. In order to allocate credits to the different course units a validation is taking place on behalf of the lecturers as well as the students. Based on the validation and the needs in class and out of class hours we came to the result that for every 25 hours of in class and out of class 1 ECTS credit will be awarded. The Diploma Supplement (DS) is the document which accompanies the higher education diploma and provides a standardised description of the nature, level, context, content and status of the studies completed by its holder. Our institution provides all students with such a Diploma at no charge. By doing this the College has more transparent qualifications, continued autonomy within a common framework accepted throughout Europe; greater visibility of the institution abroad; enhanced employment prospects for our graduates, both home and abroad and time savings by answering many of the questions commonly asked of institutions about the content and portability of their qualification

In addition, please provide the direct web link where the methodology is explained.

<http://www.casacollege.com/eos/about-us/accreditations/european-credit-transfer-system-ects/>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities. ☒

### ***D3. When Participating in Mobility Activities - Before mobility***

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow. ☒

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught.

Both Bachelors' are described in our prospectus issued every year under the guidance of the Ministry of Education of Cyprus and on our official website <http://www.casacollege.com/eos/courses/undergraduate/>  
Both Bachelor Degrees are taught in English.

In addition, please provide the direct web link to the course catalogue of your institution.

Official Website:

<http://www.casacollege.com/eos/courses/undergraduate/>

<http://www.casacollege.com/eos/courses/undergraduate/ba-hotel-administration/>

<http://www.casacollege.com/eos/courses/undergraduate/business-administration-bsc/>

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants. ☒

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

In addition, explain how and by whom the learning agreements for the mobile students will be managed:

We carry out mobility only within the framework of prior agreements between institutions, in order to establish roles and responsibilities between us and the other parties as well as our commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants. We hereby understand that successful Erasmus mobility activities are based on a prior signing of inter institutional agreements. The agreements should be based on a comprehensive understanding of the partner institution, compatibility of academic profiles and a relation of trust between the institutions concerning academic decisions. The person responsible to sign such agreements is the President of our institution, Mr. Yiannis Saveriades, under the guidance of the IROfficer and Students Affairs Director. The agreement should identify shared quality requirements such as selection criteria for the nomination of students and/or teaching staff by the sending institution including the the level of English proficiency to be attained before departure. The contact details for the responsible person is indicated in the contract. Monitoring of the existing agreements is essential in order to decide the update and optimise our offer of mobility places. In the case of inter institutional agreements between CASA College and a non participant country HEI, agreements will be signed, so that they are binding for the non-participating country to respect the Erasmus charter principles. Despite the fact that an agreement int binding for enterprises or other stakeholders the College will maintain and ensure all provisions of high quality in the learning agreements for student and staff mobility.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency. ☒

Please describe your institution's language policy for preparing participants for mobility, e.g. course providers within or outside the HEI.

CASA College ensures that its mobile staff and students are given sufficient preparation for their mobility period. This includes among other preparation for cultural and linguistic challenges which will be encountered during mobility. CASA College offers two Bachelor degrees taught in the English Language and the level of English proficiency is necessary. This is mentioned in the inter-institutional agreement and the learning agreements in case of traineeships. As far as student selection criteria we take into consideration both the relevant language skills at the selection stage and the capacity of each student to improve his/her language skills. In case of additional instruction of language, the sending institution is responsible to ensure pre-departure language sessions. We provide semesterly, before the mobility takes place, a language course within the framework of our general foreign language instruction policy and we expect the same for HEIs which will send students to us. It is the senders' responsibility to ensure that the mobile participants have obtained the necessary level of proficiency before departure. For staff, they should have the minimum required proficiency level in English before the selection stage.

If possible, please provide the direct web link for your language policy.

The language of instruction is mentioned <http://www.casacollege.com/eos/courses/undergraduate/> under the course description.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants. ☒

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants. ☒

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants. ☒

Provide guidance to incoming mobile participants in finding accommodation. ☒

#### ***D4. When Participating in Mobility Activities - During Mobility***

Ensure equal academic treatment and services for home students and staff and incoming mobile participants. ☒

Integrate incoming mobile participants into the Institution's everyday life. ☒

Have in place appropriate mentoring and support arrangements for mobile participants. ☒

Please describe mentoring and support arrangements (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships:

Casa College provides information and advice to mobile students during the registration period regarding the courses offered for selection. The College is very clear about the deadlines for registration. However, mobile students are given a two-week period after regular classes have started to make modifications in their learning agreement. The College makes sure that the credits earned by mobile students are recognised by the home institution so that it is not necessary for students to take any further courses or exams. With regard to staff mobility, an agreement is made between the sending institution and Casa College taking into account all necessary requirements such as the academic competences of the mobile staff and so forth. Casa College assists mobile students and staff who need a visa by issuing the documentation required for the visa application. Nevertheless, it should be clear that the application for the visa is also the responsibility of the mobile students/staff. The College is also responsible to provide insurance cover for the mobile students/staff and provides assistance in order to be certain that they have sufficient insurance cover. The College assists the mobile students/staff in their search for accommodation and helps them arrange all contract details. The College ensures that mobile students/staff receive the same academic treatment as regular home students/staff with regard to their learning opportunities, exams, grading and teaching, exams and marking respectively. Casa College also ensures that mobile students have support not only from the IRO but from Casa College in general and are made to feel part of the College and students' social organisations. In general, the College offers support to students facing problems in the host country, academic and/or personal. The orientation week that takes place when mobile students arrive, allows them to get all necessary information on practical/administrative issues. It also helps them reduce psychological pressure.

Provide appropriate linguistic support to incoming mobile participants.



Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period.

Casa College is aware of the needs and time limitations of mobile students and staff and is willing to provide adequate linguistic support, despite the fact that the sending institution is responsible to ensure that their outgoing mobile participants are properly prepared from a linguistic point of view according to our inter-institutional agreement. We are in the process of designing and implementing an on-line delivery of English language, as well as intensive courses during the orientation week.

If possible, please provide the direct web link for your language policy.

Not Applicable

### ***D5. When Participating in Mobility Activities - After Mobility***

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.



Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.



Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises.

Please describe the internal administrative steps and procedures established to recognise the mobility achievements.



Upon receipt of the transcript of records or the training certificate, the sending institution will certify that the mobile student has fulfilled all requirements stipulated in the Learning agreement. Also it will ensure the recognition of the mobility period abroad within the time-scale and according to the conditions stipulated in the institutional recognition framework. As a sending institution, Casa College will ensure that all credits earned by mobile students during the mobility period will be recognized and counted towards the final degree in a way that is apparent in the student's Diploma Supplement. CASA College being the receiving institution will be keeping records of the academic achievements of mobile participants in order to provide information such as the Transcript of Records whenever requested by the participants or their home institutions. The Transcript of Records must ensure a transparent recognition of the study containing all necessary information such as the study period abroad, the title of the course, modules, grades and ECTS credits obtained. The Transcript of Records must be duly signed, stamped and dated in order for it to be considered a legally valid document. After the completion of their traineeship, mobile students also obtain a certification attested from the enterprise where traineeship took place and also signed and stamped from the receiving institution.

In addition, please provide the direct web link for this recognition procedure.

Not applicable at present

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



Please describe your institution's measures to support, promote and recognise staff mobility:

The College ensures that mobile staff are not penalised in terms of career progression for their training or teaching period abroad. Their experience is valued and shared with other staff members by publishing articles where participants can share their experiences and the impact of mobility on their personal and professional development. Casa College as the sending institution is ready to provide administrative and academic counselling to assess the outcomes of the mobility and advise the mobility staff upon return how is the best way to use their competences acquired abroad. We are also eager to assist them back into their professional environments. The mobility of staff is becoming an internal part of human resources development schemes. Staff mobility is acknowledged as part of the regular workload, the staff working schedules will be adapted to meet requirements if necessary temporary replacements will be found during mobility period. During evaluation any language or cultural preparation, teaching and training mobility activities will be recognised as a component.

### ***D6. When Participating in European and International Cooperation Projects***

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.



Provide relevant support to staff and students participating in these activities.



Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Erasmus+ Programme:

The Casa College Erasmus Programme establishes from the very beginning the objectives for its participation and the results expected to achieve. The College fully supports mobile students/staff either as a sending or a receiving institution as this is seen as a significant aspect of the professional development and modernisation of the College. Casa College ensures the visibility of project activities and results in order to maximise the products at the College itself and beyond, particularly through the partnerships/cooperation with other institutions by the use of the Internet, presentations at meetings, posters and other dissemination activities. The Charter and the Erasmus Policy Statement are displayed on the College website which is accessible from the institution's main page.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community. ☒

### ***D7. For the Purposes of Visibility***

Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website. ☒

Promote consistently activities supported by the Programme, along with their results. ☒

In addition, please provide the web link where you will host the Erasmus Policy statement in the future:

<http://www.casacollege.com/eos/student-info/international-relations-office/>

## Endorsement of the application

*I, the undersigned, legal representative of the applicant institution,*

*certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;*

*agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;*

*agree to the publication of the Erasmus Policy Statement by the European Commission*

*Place: Nicosia*

*Name: Yiannis Saveriades*

*Date (dd/mm/yyyy): 21/03/2018*

☒ *I have read and accept the Privacy statement*

*Original signature of the legal representative of the Institution (as identified in section A.2 above)*

*Original stamp or seal of the Institution (if applicable)*

Educational Organization  
C.C. Saveriades Ltd



# APPENDIX G

**From:** studentaffairs@casacollege.com  
**Sent:** Πέμπτη, 28 Ιουνίου 2018 11:51 πμ  
**To:** 'Welcome@daycenta.com'  
**Subject:** RE: Daycenta for Saveriades Educational Organisation

Hello again! Due to time-zone difference I would like you to call me 8:00 AM Eastern Standard Time so that we discuss the details of the product and proceed to order and have a demo as well

Regards,

Maria Yiannoullou  
Director of Student Affairs  
Casa College  
Kasa High School  
3 Jean Moreas Street  
1075, Nicosia  
CYPRUS  
**Tel:** +357 22 681882  
**Fax:** +357 22 662414  
**Email:** [studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com)  
**Web:** [www.casacollege.com](http://www.casacollege.com)

---

**From:** Welcome@daycenta.com <Welcome@daycenta.com>  
**Sent:** Thursday, June 28, 2018 11:37 AM  
**To:** Maria Yiannoullou <studentaffairs@casacollege.com>  
**Subject:** Daycenta for Saveriades Educational Organisation

Hi Maria,

It's Anna from Daycenta. You have recently run an estimate of our software for Saveriades Educational Organisation.

I'm just dropping you a line to see if you would be interested in viewing our 15-minute demo. Please feel free to suggest day/time that better works for you. I'm attaching our brochure in the meantime.

Thanks

Anna Bennett from Daycenta



*P.S.- Daycenta's feature-rich software not only delivers all solutions necessary to achieve Saveriades Educational Organisation growth and profitability goals but goes further to seamlessly provide newest technological innovations.*

*In addition to technological software advances, one of Daycenta's greatest strengths is its ability to offer a premium level of service at a cost-effective price.*

*The bottom line is that this saves tremendous amount of time and money.*

*Thank you for your interest in Daycenta software and for considering using it at Saveriades Educational Organisation.*

## #1 Adult Day Care Software

Voted by reviews at Capterra, GetApp & Software Advice

Mobile: Run Day Care with Confidence  
and Precision from Anywhere

## Adult Day Care Management Solution

Features Cost Process

Daycenta, the ultimate in advanced adult daycare management software, is a cloud-based platform that features the next generation of robust workflow management and financial software solutions for both medical and non-medical adult day care facility.

Additionally, Daycenta has also earned a reputation as a software of choice for medical adult day care.



[Read Testimonials & Reviews](#)

## Agile Cloud-Based System

Unlike the competition, Daycenta has eliminated outdated technology, setting new standards with a platform specifically tailored to serve medical and non-medical adult day care.

Daycenta's clients are very receptive to leveraging the finest daycare care management and financial management technology in today's growing market. The robust new model is based on the convenience of software as a service combined with the concept of agile development.



**77%** of daycare businesses  
stating that  
management software makes the  
biggest impact on their daily  
operations.\*

**95%** of all operational errors  
could be avoided by  
using the right software.\*

\*The numbers based on customer surveys conducted by our company during the period from 2016-2018. Last updated June 1, 2018.

Questions? Ask here!

## Daycenta Solution Seamlessly Speaks to the Bottom Line

---

In addition to technological software advances, one of Daycenta's greatest strengths is its ability to offer premium level service at a cost-effective price. The bottom line is that this saves clients a tremendous amount of time and money.

Daycenta measurably reduces agency operating expenses, simplifies audits, and provides an unprecedented transparency for stakeholders. It also speaks to the bottom line with increased profitability.

Daycenta team has an in-depth understanding of the diverse challenges that health care providers and day care management facilities are constantly dealing with on a day-to-day basis.

This includes quality improvement initiatives that measure performance, accountability and security compliance. As the demand for medical and non-medical adult day care management continues to increase, the demand for services and management improvements will also increase.

*It's very easy to gain a detailed overview of our software. Why not schedule a Daycenta demo today?*

**VIEW DEMO TODAY**

## Feature-Rich Platform

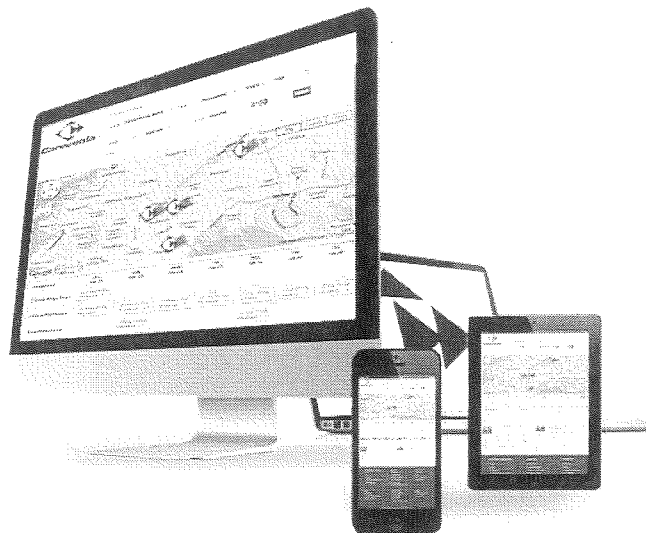
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Daycenta's feature-rich software not only delivers all the solutions necessary to achieve (take out your company) growth and profitability goals, but also goes further to seamlessly provide the newest technological innovations to give your business a competitive edge, including:

- Dashboard and Checkpoints Customized to Your Role
- Electronic Billing for All Insurance Carriers, MLTC, CHAR and Medicaid
- Seamless Integration with Clearing Houses, such as MDOL and RelayHealth
- Easy-to-Switch Intuitive System
- Comprehensive User Guides for Administrators, Schedulers, HR and Billing
- Medical and Non-Medical Option Support
- Multiple Locations
- Van Routes Management
- Remote Sign-In on Pickup, Arrival, Departure & Drop-Off
- Activities of Daily Living (ADL) Management
- Overall Provider Information

Questions? Ask here!

Fraud Prevention Technologies  
 Multiple Security Levels with Delegation  
 HIPAA Compliance  
 Unprecedented Transparency for Owners  
 Cross-Platform Compatibility  
 Mobile-Enabled User Application  
 Interoperability with Key Business Financial Systems  
 Initial and On-Going Training  
 Five-Star Live Person Support  
 Sophisticated Reports with Exporting



## Client Scheduling & ADL

Visual Scheduling  
 Real-Time Case Schedule Monitoring  
 Automated Case Discharge and Schedule Status Changes  
 Easy-to-Fill Appointment Options  
 Secure In-Office Messaging  
 Multiple Locations  
 Van Routes Management  
 Remote Sign-In on Pickup, Arrival, Departure & Drop-Off  
 Activities of Daily Living Management  
 Medical & Diagnosis Profiles  
 Live Scheduling View  
 Automated Paper Timesheet Processing  
 GPS and Cellular Sign-In Tracking  
 Attendance Verification  
 Referral Management  
 Authorization & Notifications

## Human Resources

Automated Compliance Population based on regulation in your state  
 Integrated Background and Immigration Checks  
 Integrated DOH Channel  
 Employee Time & Attendance Management  
 Mass Employee Notifications  
 Payroll In Minutes with Automated Audit  
 Secure Email and SMS Communication  
 Text & Email Notification to Out-Of-Compliance Employees in Advance  
 Mail Merge for Employee Mailing  
 DOL Handling Automation  
 InService Classes  
 Automated Compliance Monitoring and Reporting

## Billing & Payroll

Automated Account Receivables  
 Support for Billing All Insurance Companies, MLTC, CHAR and Medicaid  
 Seamless Integration with Clearing Houses such as MDOL and RelayHealth  
 Billing In Minutes with Automated Audit  
 Electronic Billing (EBilling)  
 E-Remittance with Automated EOP Processing  
 Invoice Forms: UB-04, 1500-2012 and dozens more generated in minutes  
 Invoices with Printed Timesheets  
 Real-Time Account Receivables Reports and Checkpoints

## Real-Time Activity Snapshot

Over 150 Real-Time Reports on Clients, Scheduling, Employees, Billing and Payroll  
 Get Notified About Critical Issues  
 Daycenta's advanced communication is a highly efficient messaging and notification system that reaches owner, administrator, or your staff wherever they are, via text, phone or e-mail.

**andmore...**

[VIEW DEMO TODAY](#)

## Low Cost of Entry and Ownership

You may find it interesting to note that the newest competitor's software is actually eight years old and completely

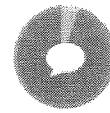
Questions? Ask here!



outdated. The associated costs for these outdated patched softwares are priced at a premium level.

Daycenta is built with the latest technologies from the ground up. In comparison, our new Software as a Service (SaaS) model completely eliminates the high cost of entry and management for the growing adult day care market.

At an affordable price Daycenta delivers a top tier software package with five-star customer service and support.



**72%** of adult day cares are new\*  
**15%** are migrating from other software packages\*

\*The numbers based on customer surveys conducted by our company during the period from 2016-2018. Last updated June 1, 2018.

“Another plus is that it's really fun to work with this incredible cloud-based software. I can check on schedules from anywhere: from home, or even in transit, solve any problems, find a replacement, etc.  
Tural Abasov  
Medical Day Care Owner

ESTIMATE YOUR COSTS

## Customer-Centric Perspective

As a company, our mission is to develop long-term partnerships with our clients. We are proud of the fact that our clients depend on the finest management software. For us, it's incredibly rewarding to know that we have played a part in helping them grow and thrive.

Our comprehensive initial and on-going training, combined with our five-star live person support assure stress-free smooth adoption of Daycenta in your organization.

[Read Testimonials & Reviews](#)

## Easy-to-Adopt System

[Features](#) [Cost](#) [Process](#)

Our starting point always begins with a relaxed client intake session, which can take place in person or over the phone. The next step is an internal detailed analysis of the client's specific needs and goals. During our portal configuration stage, this perspective is what triggered the development of a component-based architecture that allows clients to start and configure the system to support their existing needs. It is not one-size-fits-all.

Another advantage is that the architecture also addresses future expansion requirements and the need for scalable solutions.

Daycenta installation and configuration process is quick, reliable and seamless. You will be up in no time.

It's easy to get started. Schedule a demo of our solutions today. Dial **1(877) 775-5575** or click **GET STARTED**

**VIEW DEMO TODAY**

## About Daycenta

Daycenta provides robust solutions to the everyday management challenges facing medical and non-medical day care agencies. The software allows our clients to streamline their daily management routine and optimize internal processes there by saving a great deal of time and money. Read more about Daycenta

DAYCENTA, INC.

128 Brighton Beach Ave

Brooklyn, NY 11235

Toll-free: 1.877.775.5575

NYC: (646) 462-0100

Fax: (946) 402-0104

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[SUPPORT](#)

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**From:** studentaffairs@casacollege.com  
**Sent:** Παρασκευή, 29 Ιουνίου 2018 9:27 πμ  
**To:** 'kempton f'  
**Subject:** RE: Interest for PrognoCIS software

Hello,

And thank you very much for your prompt reply.

We are going to use this software as a way to teach students regarding clinical workflows based on adult nursing treatment.

We will have to train 8-10 students per semester. We would also like to use the free trial just to be sure that this is the software we are looking for.

Best regards,

Maria Yiannoullou  
Director of Student Affairs  
Casa College  
Kasa High School  
3 Jean Moreas Street  
1075, Nicosia  
CYPRUS  
**Tel:** +357 22 681882  
**Fax:** +357 22 662414  
**Email:** [studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com)  
**Web:** [www.casacollege.com](http://www.casacollege.com)

**From:** kempton f <kemptonf@prognocis.com>  
**Sent:** Friday, June 29, 2018 1:54 AM  
**To:** studentaffairs@casacollege.com; sales@bizmaticsinc.com  
**Subject:** Re: Interest for PrognoCIS software

Dear Ms. Yiannoullou,

Thank you for your interest.

Would you be interested in using **PrognoCIS** in a clinic setting for **Casa College** and treatment of your students, or as a way to teach students regarding clinical workflows?

We would be happy to get you some pricing if you can please clarify and let me know approximately how many doctors, nurses and general staff that you have.

I have also attached some general information regarding PrognocIS.

Thank you,

Kemp

**Kempton Stephens**  
**Vice President of Sales**  
[kemptonf@prognocis.com](mailto:kemptonf@prognocis.com)  
**Cell: (209) 604-6531**  
**Fax: (925) 215-2172**  
**4010 Moorpark Avenue, Suite 222**  
**San Jose, CA 95117**  
**Website: [www.bizmaticsinc.com](http://www.bizmaticsinc.com)**



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Thank you for your respect to privacy.

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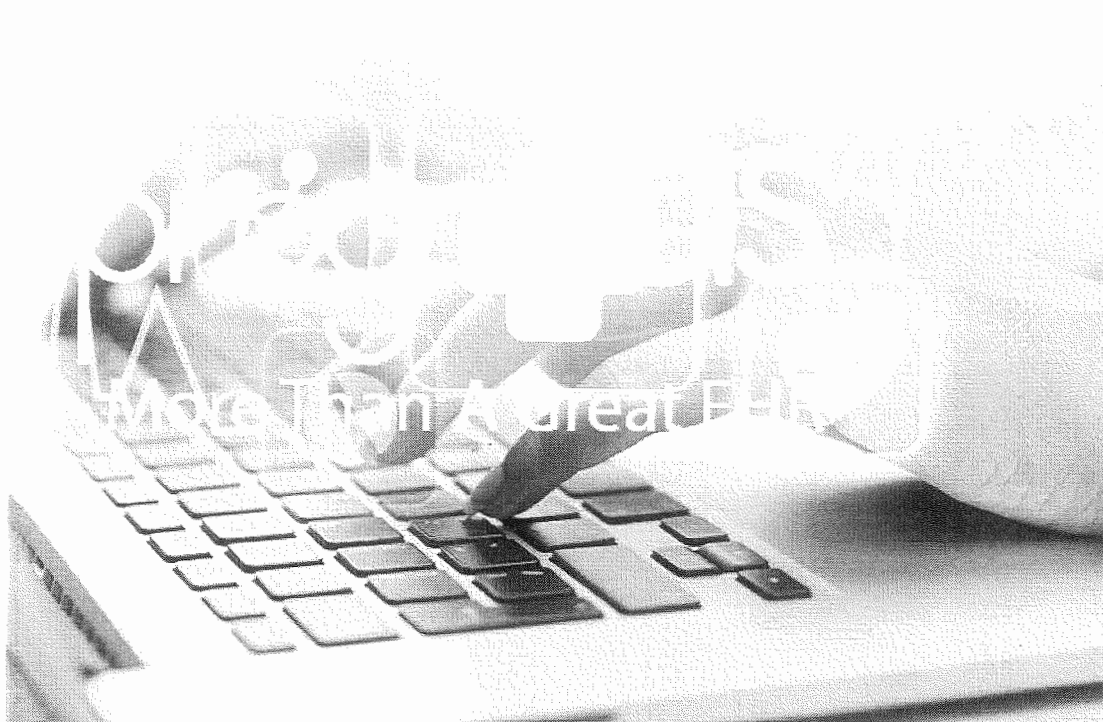
**From:** [studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com) <[studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com)>  
**Sent:** Thursday, June 28, 2018 12:18 AM  
**To:** [sales@bizmaticsinc.com](mailto:sales@bizmaticsinc.com)  
**Subject:** Interest for PrognocIS software

Dear Sir/Madam,

I am contacting you in order to discuss further the possibility of buying the Prognocis Software.  
Please contact me as soon as possible preferably within today at 0035799221833 in order to give me the pricing list and method of subscription.

Best regards,

Maria Yiannoullou  
Director of Student Affairs  
Casa College  
Kasa High School  
3 Jean Moreas Street  
1075, Nicosia  
CYPRUS  
**Tel:** +357 22 681882  
**Fax:** +357 22 662414  
**Email:** [studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com)  
**Web:** [www.casacollege.com](http://www.casacollege.com)



## Prognosis EHR Overview

### Features:

- Fully integrated EHR and practice management solution; access patient records, document hospital rounds and prescribe medication remotely. Includes F Helper, a powerful prescription analytics tool that uses millions of de-identified prescriptions.
- Scalable from single physician clinics to large, multi-location and specialty; cloud-based or client-server models deployable. Seamless communication between practice and labs, radiology, pharmacies, and referring doctors.
- Multiple methods of data entry, such as point and click, voice and handwriting recognition; complete scheduling management and health reminders; e-prescription and lab automation. iPhone and iPad compatible; new iPhone App feature: Dragon voice recognition.

### Benefits:

- Store and capture patient data quickly, securely and intuitively. With Prognosis, you and your staff can easily document patient data using multiple data entry methods such as point & click, voice recognition, and handwriting recognition. Once data is contained within the EHR, Prognosis allows for lightning-fast retrieval using an intuitive search functionality that allows you to search across your entire patient database based on specific requests. No more hunting for missing charts.
- Alert staff about patient health info, and decrease your liability. Keep staff aware of patient health maintenance, allergies, drug-drug interactions and more frequent, timely updates, EHR notifications, and alerts.
- Communicate seamlessly with other medical facilities. Whether you need to share data with a laboratory, another physician or a pharmacy, Prognosis EHR makes it possible. We support multiple interfaces for the purpose of improved inter-office communication, collaboration, and overall patient care.
- Practice more efficient billing. Each complaint within Prognosis has ICD codes assigned to it, making billing easier. Our software also enables you to configure the appropriate level of service based on your encounter using our built-in E&M coding. Additionally, encounters are quickly converted to billable paper claims for fast reimbursements.
- The latest technologies for your practice. Prognosis works with a variety of devices, including desktop computers, laptops, tablets and even smartphones.
- Our cloud-based technology allows for easy access to the Internet using a standard web browser.

## Prognosis EHR Feature Selection Guide

### Prognosis Features

EMR Software			
Customizable workflow and templates are created for your practice's specialty			
Technical Support			
24/7 support staff are available via support ticket, phone, email, or chat			
e-Prescription			
Quickly prescribe or refill prescriptions and send directly to the patient's preferred pharmacy			
PrognosisSign			
Electronically sign documents within EMR or patient portal with our HIPAA compliant e-signature feature			
Meaningful Use Support			
Choose from two service offerings to ensure your MU attestations are smooth and hassle-free			
Medication Management for Adherence			
Monitor patient prescription usage and medication adherence with this feature from Surescripts			

### Prognosis Prime Prognosis Productivity Prognosis

✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓

- Patient Portal
- Easily share lab results, appointment reminders, statements, and prescriptions with patients
- Online Payments
- Have patients complete secure credit card transactions from the comfort of their homes
- Practice Management
- Identify patient eligibility and easily reconcile patient accounting
- Revenue Cycle Management
- Use our RCM services to process statements and handle your claims, while you connect with patients
- Credentialing
- Quickly enroll your practice with third-party payers and begin seeing patients

## Switching Has never been so Easy.

To facilitate the transition, we assign all healthcare professionals a qualified implementation manager. This specialist's job includes: gathering pertinent information such as provider demographics, NPI number and Surescripts DEA number; coordinating the implementation of billing and lab interfaces; helping physicians get set up to match their practice's workflow; and training a point of contact at the practice on how to use the EHR. The implementation process typically takes 6 to 8 but it can vary from one practice to the next. We also offer a scanning and attaching service that's cost-effective and time-saving. Attaching the now-scanned document is the added value from our scanning service, other benefits include: digitizing your existing paper charts; having quick easy access to patient data that's accurate; secure; and receiving HIPAA-compliant quality control. Since each practice is unique and the size of the practice is individualized, please discuss your needs with Prognosis representative for an accurate price quote.

## Request EHR Software Demo

First Name: \*

Last Name: \*

Email: \*

Phone: \*

Preferred Demo Date:

Preferred Demo Time:

Time Zone:

☐ Send me a copy of the form

Submit

PST ▼

- Access patient records, document hospital rounds and prescribe medication remotely with our mobile app
- Scalable from single physician clinics to large, multi-location and specialty; cloud-based or client server models available
- Seamless communication between your practice and labs, radiology, pharmacies, and referring doctors
- Complete scheduling management, text reminders, e-prescription and lab automation
- iPhone and iPad compatible
- HIPAA Compliant; CCHIT; ONC-ATCB; HL-7 interfacing

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(tel: 952-931-9660)

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[Care Partners \(/care-partners\)](#)

## Senior Living EHR Exchange Software

Eldermark delivers the tools you need to revolutionize your business—from care and communications to meals and marketing.

### Product News

#### Eldermark Establishes First Strategic Partnership with NIC for Operator Data Contributions

[Read More \(/press-release/29/Eldermark Establishes First Strategic Partnership with NIC for Operator Data Contributions\)](#)

## Designed by and for senior care professionals

No one offers more electronic healthcare software solutions designed specifically for senior care than Eldermark. We understand the industry, as well as its unique needs and challenges. And we've developed a host of customizable solutions to help you meet them all.

[\(/service-minder\)](#)

## Service Minder

Create a qualified EHR that helps you reduce paperwork, increase time spent with residents and use clinical data to strengthen your business model.

[\(/service-minder\)](#) [Learn More \(/service-minder\)](#)

[\(/marketing\)](#)

## Marketing

Track leads, keep referral sources organized and maximize productivity with our innovative web-based Marketing module.

[\(/marketing\)](#) [Learn More \(/marketing\)](#)

[\(/emar\)](#)

## EMAR

Enable real-time communication between your clinical data base and your pharmacy, increasing efficiency and improving care.

[\(/emar\)](#) [Learn More \(/emar\)](#)

[\(/point-of-care\)](#)

## Point of Care

Electronically document scheduled and unscheduled services in real time—eliminating paperwork, human error and lost revenue.

[\(/point-of-care\)](#) [Learn More \(/point-of-care\)](#)

[\(/simply-connect\)](#)

## Simply Connect

100



At last, a powerful Health Information Exchange (HIE) designed specifically for the senior care industry.

(/simply-connect) [Learn More \(/simply-connect\)](#)

(/dashboards)

## Dashboards

Utilize over 250 online Dashboards to monitor performance across multiple clinical and operational metrics.

(/dashboards) [Learn More \(/dashboards\)](#)

(/notify)

## NOTIFY™

Connect caregivers and improve accountability with our mobile call and alert system.

(/notify) [Learn More \(/notify\)](#)

(/financials)

## Financials

Boost profit margins by integrating your community's essential financial data into one easy-to-manage tool.

(/financials) [Learn More \(/financials\)](#)

(/direct-messaging)

## Direct Messaging

Good-bye fax machine! Coordinate services by communicating across our secure email network.

(/direct-messaging) [Learn More \(/direct-messaging\)](#)

(/cloud-storage)

## Cloud Storage

Scan e-health records to our secure Cloud Storage to reduce administrative time, waste and error.

[\(/cloud-storage\)](#) [Learn More \(/cloud-storage\)](#)

[\(/wisdom2act\)](#)

## WISDOM2ACT

Communicate resident condition changes to clinicians in real time to promote early intervention.

[\(/wisdom2act\)](#) [Learn More \(/wisdom2act\)](#)

[\(/service-minder\)](#)

## Billing

Use real-time electronic billing to streamline the invoicing of services, clinical care and more.

[\(/service-minder\)](#) [Learn More \(/service-minder\)](#)

[\(/service-minder\)](#)

## Risk Management

Track incident reports, medication errors and more to foster accountability and limit liability exposure.

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## Get Started

.Our team can provide an online demonstration of our products at your convenience.

[Schedule a Demo](#)

[\(/schedule-demo\)](#)

[Contact Us](#)

**From:** Gabrielle Whitt <gabrielle@capterra.com>  
**Sent:** Πέμπτη, 28 Ιουνίου 2018 5:59 μμ  
**To:** studentaffairs@casacollege.com  
**Subject:** Re: Information about Eldermark ServiceMinder

Good Morning,

Thanks for contacting Capterra. We aren't a software vendor ourselves - we are a resource for buyers who are looking for software solutions.

Your best bet is to contact the vendor directly with product-specific questions. Their URL can be found on the left-hand side of this page: <https://www.capterra.com/p/79030/Service-Minder/>. Hope this helps!

Thanks,  
Gabrielle

On Thu, Jun 28, 2018 at 7:31 AM, <[studentaffairs@casacollege.com](mailto:studentaffairs@casacollege.com)> wrote:

Dear Sir/Madam,

I would like to receive all the information needed for prices and how to install the program.

Best regards,

Maria Yiannoullou  
Director of Student Affairs  
Casa College  
Kasa High School  
3 Jean Moreas Street  
1075, Nicosia  
CYPRUS  
  
**Tel:** +357 22 681882  
  
**Fax:** +357 22 662414

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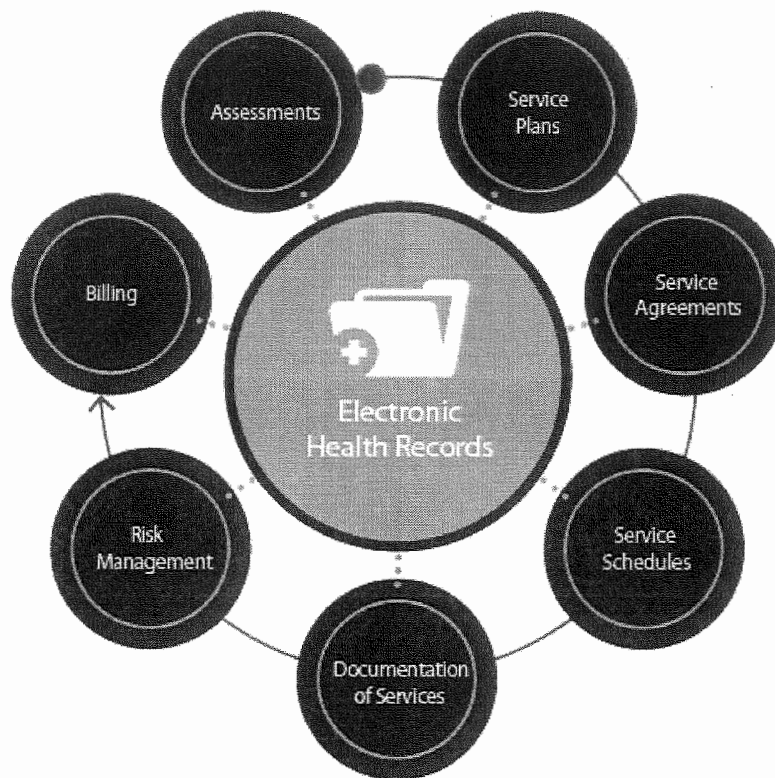
## Senior living EHR platform

Electronic Health Records (EHRs) play a critical role in helping staff, providers and vendors understand resident needs and deliver effective care. Now they can do even more.

Service Minder allows you to create a Qualified EHR that streamlines the flow of information across all departments—from clinical to billing—and provides comprehensive reporting within seconds. No more redundant data entry, no more exhausting paper trail.

Schedule a Demo  
(/schedule-demo?  
ServiceMinder)

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Minder.pdf)



## Save time and money from bedside to billing

When data flows through our template-based electronic health record system, essential forms are created and filled out—saving staff valuable time and reducing costs, workload and human error.

### Assessments

Enter/link critical data to assess each resident's needs that triggers the care plan.

## Service Plans

Instantly create resident-centered service plans based on assessment data.

## Service Agreements

Generate service agreements that adhere to regulatory requirements and your internal policies.

## Service Schedules

Create care schedules utilizing data from service plans and Point of Care.

## Documentation of Services

Capture and track delivered services in real time via mobile technology.

## Risk Management

Improve outcomes, control insurance costs and increase resident safety.

## Billing

Save your team over 20 hours each month by linking clinical activity to billing.

## Healthcare Software Solutions That Connect the Front Line to the Bottom Line

Service Minder makes it easy to enhance care delivery and reduce costs by connecting EHRs in senior communities with other long-term care software, including:

- Clinical and billing forms used across your operation

- Simply Connect, the industry's dedicated HIE

- Mobile technology like Notify and Point of Care

- EMAR, our innovative electronic medication management system