

Richard Medical Academy

"Excellence and Integrity"



Practical Nursing Student Catalog

2014 – 2015

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Registration #: 13-01-2005T

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Faculty and Staff

Director/President/CEO: Takang Abunaw, MB, BS, MPH

Vice President: Clara Lumpa, MBA

Program Administrator: Angela Scardina, RN, MSN, CNP

Dean of Faculty: Lori Bibbee, RN, BSN, CHPN

2014 Academic Calendar – Full Time Option

Winter 2014

January 6..... Winter Quarter I Classes Begin
January 20.....No classes - Martin Luther King Day
March 17.....Spring I Registration Begins
March 24.....Winter Quarter I Ends

Spring 2014

March 31.....Spring Quarter I Classes Begin
May 5-9.....No Classes – Spring Break
May 26.....No Classes-Memorial Day
June 16.....Summer Quarter I Registration Begins
June 23.....Spring Quarter I Ends

Summer 2014

June 30.....Summer Quarter I Classes Begin
July 4.....No Classes – Independence Day
August 4-8.....No Classes – Summer Break
September 1.....No Classes – Labor Day
September 15.....Fall Quarter I Registration Begins
September 22.....Summer Quarter I Ends

Fall 2014

September 29.....Fall Quarter I Classes Begin
November 27-28.....No Classes – Thanksgiving Break
December 8.....Winter Quarter II Registration Begins
December 15.....Last Day of Class
December 22.....Graduation

2014 - 2015 Academic Calendar – Part Time Option

Fall 2013

December 16..... Winter Quarter 1 Registration Begins

Winter 2014

January 6..... Winter Quarter I Classes Begin

January 20.....No classes - Martin Luther King Day

March 17.....Spring I Registration Begins

March 24.....Winter Quarter I Ends

Spring 2014

March 31.....Spring Quarter I Classes Begin

May 5-9.....No Classes – Spring Break

May 26.....No Classes-Memorial Day

June 16.....Summer Quarter I Registration Begins

June 23.....Spring Quarter I Ends

Summer 2014

June 30.....Summer Quarter I Classes Begin

July 4.....No Classes – Independence Day

August 4-8.....No Classes – Summer Break

September 1.....No Classes – Labor Day

September 15.....Fall Quarter I Registration Begins

September 22.....Summer Quarter I Ends

Fall 2014

September 29.....Fall Quarter I Classes Begin

November 27-28.....No Classes – Thanksgiving Break

December 8.....Winter Quarter II Registration Begins

December 15.....Fall Quarter I Ends

December 22-26.....No Classes – Winter Break

Winter 2015

December 29, 2014.....Winter Quarter II Classes Begin
January 1.....No Classes-New Year's Day
March 9.....Spring Quarter II Registration Begins
March 16.....Winter Quarter II Ends

Spring 2015

March 23.....Spring Quarter II Classes Begin
May 4-8.....No Classes-Spring Break
May 25.....No Classes- Memorial Day
June 8.....Summer Quarter II Registration Begins
June 15Spring Quarter II Ends

Summer 2015

June 22.....Summer Quarter II Begins
July 4.....No Classes – Independence Day
August 3-7.....No Classes-Summer Break
September.....No Classes- Labor Day
September 8Fall Quarter II Registration Begins

Fall 2015

September 14.....Summer Quarter II Ends
September 21.....Fall Quarter II- Classes Begin
November 26-2.....No Classes-Thanksgiving
December 7.....Fall Quarter II Ends
December 19.....Graduation

ADMISSION REQUIREMENTS

- G.E.D and/or High School
- STNA Training
- Pass Background check
- BCI & FBI
- Current Immunizations
- Current Physical
- Current w/ CPR
- Successful completion of the ITA exam

ABSENCE, ILLNESS, TARDINESS AND MAKE-UP WORK POLICY STATEMENT

Richard Medical Academy expects that it's students will recognize that they have entered into a profession in which commitment to full participation in the learning environment is an essential component of what will become a style of life-long learning. Attendance is expected at all educational activities, including class, lab, clinical lab and clinical rotations in all classes, and will be recorded.

Instructors will monitor attendance in each course. Students should not expect to be excused from coursework for non-urgent situations such as personal/family events, vacations, transportation issues, outside employment, or other non-urgent matters.

In extraordinary circumstances an absence may be granted at the discretion of the course instructor or faculty. The request will be reviewed by the Program Director if necessary. This policy is designed for special circumstances and it should not be considered a guarantee that a student will be granted permission. Examples of extraordinary circumstances in which an absence may be granted may include personal illness/injury, illness of a dependent of the student (documentation may be required), death of an immediate family member (spouse, biological, adopted or step-parent, child, grandparent, sibling, grandchild, In-laws), inclement weather, religious observances that prevent the student from attending class and jury duty.

If the student has an illness or other extraordinary circumstance that makes it impossible to attend class or clinical, the student is to contact the Faculty or Teaching Assistant immediately and at least 1 hour before their scheduled class or clinical session. The faculty and teaching assistant's phone number can be found on the class Syllabus. If unable to reach the faculty member or teaching assistant, the student will contact Richard Medical Academy and speak to the Vice President or Director of the school. *The student must speak to someone and not leave a message, in order for the absence to be considered an excused absence.*

It is always the student's responsibility to follow specific procedures as outlined in the course syllabus for notifying instructors of absences, and to request make-up testing and assignments, and to complete make up testing and assignments within the required time frames. Tardiness or leaving a class, lab or clinical session early will be recorded as an absence.

Although an excused absence will not count against student's attendance record, the student will be required to meet all course objectives and will be required to make up clinical absences. Instructors may assign a portion of the course grade for attendance.

SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is required for all programs at RMA from all students. Satisfactory progress is necessary. Therefore, to continue as a student in good standing at RMA, the following satisfactory progress standards must be met.

Satisfactory progress is defined as all of the following:

1. Maintaining a minimum quarterly grade point average (GPA) of 2.0, = 79%, or grade of "C", or above.
2. Successfully pass the clinical component of courses with a clinical rotation.
3. Maintaining required health records
4. Maintaining current CPR
5. During all clinical and laboratory experiences, students must maintain client safety. Violation of safety may result in an immediate clinical failure, an administrative withdrawal and a grade of "F" for the course.
6. Students whose attitudes and behavior are viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a program hearing.
7. A nursing student must inform the Program Director immediately if there is a change in the student's criminal background or child abuse clearance while the student is enrolled in the nursing program. If changes occur in the student's criminal background or child abuse clearance during enrollment in the nursing program, the student's situation will be reevaluated and this may lead to termination from the Nursing program.
8. Should a student's grade fall below the above standards, a consultation will be scheduled between the student, the Administrator and a faculty member. A revised plan of study will be established for the student.

Grading Scale:

A	97-100%
A-.....	94-96%
B+	91-93%
B	88-90%
B-	85-87%
C+	82-84%
C	79-81%
C-	76-78%
D+	73-75%
D	70-72%
D-	67-69%
F	< 67%
S.....	Satisfactory (Select courses or sessions only-equivalent to grade of C (79%) or above).
U.....	Unsatisfactory (Select courses or sessions only-equivalent to F (<67%) or below
I	Incomplete

ACADEMIC NOTIFICATION

To assist the student in maintaining satisfactory progress during the 12-week quarter (term), the student is notified in writing when a course grade begins to fall below 79% (= grade of C or GPA of 2.0). This notification is to alert the student to take immediate action to improve the unsatisfactory grade. It is ultimately the responsibility of the student to monitor his/her grades and ask for assistance from the course instructor when he/she feels help is needed.

INCOMPLETES, WITHDRAWALS, REPETITIONS AND REMEDIAL WORK

Students with course incompletes, withdrawals, or repetition, and those doing remedial work are eligible to continue with the program if the following conditions are met:

1. The student is otherwise making satisfactory progress as defined above.
2. The time needed to make up and complete course work is within the program time frame.
3. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
4. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the program director.
5. An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.
6. An "I" will not be counted in the student's grade point average and academic progress in determining academic standing.

Only, completed work can be counted as making progress toward the degree. In addition, incomplete grades will not satisfy requirements for prerequisites.

PRIVACY OF EDUCATIONAL RECORDS AND SOCIAL SECURITY NUMBER

Each year RMA will inform students of the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The **Family Educational Rights and Privacy Act (FERPA)** of 1974 (as amended) affords students certain rights with respect to their education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The school of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school
educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy

Compliance Office
SW

Washington, DC 20202

Department of Education

Program Approvals and Authorizations

Our program has been approved and authorized by:

State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481
Columbus, Ohio 43215-3414
(614) 446-2762 Fax (614) 466-2219
Toll Free (877) 275-4219

Email: bpsr@scr.state.oh.us Website: <http://www.scr.ohio.gov>

Ohio Board of Nursing

17 South High Street, Suite 400
Columbus Ohio 43215-7410
(614) 466-3947 Fax (614) 466-0388
Website: www.nursing.ohio.gov

RICHARD MEDICAL ACADEMY SCHOOL OF PRACTICAL NURSING

CURRICULUM

FULL-TIME (DAY OPTION)

The Practical Nurse Day Option (full time) is designed to run over a period of 48 weeks or 12 months. This 12-month period is divided into (4) 12-week quarters. The student is required to successfully complete all **97** credit hours to be eligible for graduation.

		Total Quarter Credit Hrs.	Class*	Lab*	Clinical*
• <u>Quarter 1:</u>					
NURS 101	Medical Terminology	2	20		
NURS 102	Medical Mathematics	3	30		
NURS 103	Anatomy & Physiology 1	4	40		
NURS 104	Gerontological Nursing	6	60		
NURS 105	Fundamentals of Nursing	12	62.5	62.5	55
Semester Totals:		27	212.5	62.5	55
• <u>Quarter 2:</u>					
NURS 201	Fundamentals of Psychology	3	30		
NURS 202	Pharmacology 1	4	40		
NURS 203	Anatomy & Physiology 2	4	40		
NURS 204	Medication Administration	3	20	30	
NURS 205	Medical-Surgical Nursing 1	12	62.5	62.5	55
Semester Totals:		26	192.5	92.5	55
• <u>Quarter 3:</u>					
NURS 301	Healthcare Informatics	2	10	20	
NURS 302	Fundamentals of Nutrition	2	20		
NURS 305	Medical-Surgical Nursing 2	12	62.5	62.5	55
NURS 306	Pharmacology 2 and Intravenous Therapy	5	40		
Semester Totals:		21	32.5	112.5	55
• <u>Quarter 4:</u>					
NURS 304	Mental Health Nursing	5	40		
NURS 404	Nursing Across the Life Cycle	10	80		60
NURS 401	NCLEX-PN Review / Job Readiness	8	80		
Semester Totals:		23	200	0	90

Licensed Practical Nurse Program: DAY CLASS SCHEDULE

FULL-TIME OPTION (12-Months)

Quarter 1									
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday	
NURS 104	12	6	Gerontological Nursing: Class (No Clinical Hrs.)	5 hrs. 8:30 am - 2:30 pm*					
NURS 103	12	4	Anatomy & Physiology 1		3.5 hrs. 9:00 am- 1:30 pm*				
NURS 102	10	3	Medical Mathematics		3 hrs. 1:45 pm - 4:45 pm				
NURS 101	10	2	Medical Terminology	2 hrs. 2:15 pm – 4:15 pm					
NURS 105	9	12	Fundamentals of Nursing: Class / Lab			7 hrs. (Class) 8:30 am – 4:30 pm*	7 hrs. (Lab) 8:30 am - 4:30 pm*		
NURS 105	3		Fundamentals of Nursing: Clinical (55 hrs. Total)**	**Dates and times of clinical hours to be Assigned = 18.3 hrs. / week					

Quarter 2									
Course	Wks.	Credit	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday	
NURS 203	12	4	Anatomy & Physiology 2	3.5 hrs. 8:30 am - 12:00 pm					
NURS 202	12	4	Pharmacology 1	3.5 hrs. 12:30 pm – 4:00 pm					
NURS 204	9	3	Medication Administration: Class / Lab		5.5 hrs. (Class / Lab) 8:30 am – 3:00 pm*				
NURS 201	10	3	Fundamentals of Psychology		3 hrs. 2:30 pm - 5:30 pm				
NURS 205	9	12	Medical Surgical Nursing 1: Class / Lab			7 hrs. (Class) 8:30 am – 4:00 pm*	7 hrs. (Lab) 8:30 am – 4:00 pm*		
NURS 205	3		Medical Surgical Nursing 1: Clinical (55 hrs. Total)**	**Dates and times of clinical hours to be Assigned = 18.3 hrs. / week					

*Schedule Includes Lunch Brea

Quarter 3								
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 302	8	2	Fundamentals of Nutrition	2.5 hrs. 3:00 pm – 5:30 pm				
NURS 306	12	5	Pharmacology 2 & IV Therapy	6 hrs. (Class / Lab) 8:30 am – 3:00 pm*				
NURS 301	10	2	Healthcare Informatics				3 hrs. (Class / Lab) 9:00 am – 12:00 pm	
NURS 305	9	12	Medical Surgical Nursing 2: Class/Lab		7 hrs. (Class) 8:30 am – 4:30 pm*	7 hrs. (Lab) 8:30 am – 4:30 pm*		
NURS 305	3		Medical Surgical Nursing 2: Clinical (55 hrs. Total)**	**Dates and times of clinical hours to be Assigned = 18.3 hrs. / week				

Quarter 4								
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 304	8	5	Mental Health Nursing: Class	5 hrs. 8:30 am - 2:30 pm*				
NURS 304	4		Mental Health Nursing: Clinical (30 hrs. Total)**	**Dates and times of clinical hours to be Assigned = 7.5 hrs. / Week				
NURS 401	12	8	NCLEX-PN Review/Job Readiness			6.75 hrs. 8:30 am – 4:15 pm*		
NURS 404	9	10	Nursing Across the Life Cycle: Class	3 hrs. 2:00 pm – 5:00 pm	6 hrs. 8:00 am – 3:00 pm*			
NURS 404	3		Nursing Across the Life Cycle: Clinical (60 hrs. Total)**	**Dates and times of clinical hours to be Assigned = 20 hrs. / Week				

*Schedule Includes Lunch Break.

RICHARD MEDICAL ACADEMY SCHOOL OF PRACTICAL NURSING

CURRICULUM

PART-TIME (EVENING OPTION)

The Practical Nurse evening option (part time) is designed to run over a period of 96 weeks or 24 months. This 24-month period is divided into eight quarters lasting twelve weeks each. The student is required to successfully complete all **97** credit hours to be eligible for graduation.

	Quarter	Credit Hrs.	Class	Lab	Clinical
• <u>Quarter 1:</u>					
NURS 101	Medical Terminology	2	20		
NURS 102	Medical Mathematics	3	30		
NURS 103	Anatomy & Physiology 1	4	40		
NURS 201	Fundamentals of Psychology	3	30		
Semester Totals:		12	120	0	0
• <u>Quarter 2:</u>					
NURS 104	Gerontological Nursing	6	60		
NURS 202	Pharmacology 1	4	40		
NURS 203	Anatomy & Physiology 2	4	40		
Semester Totals:		14	140	0	0
• <u>Quarter 3:</u>					
NURS 105	Fundamentals of Nursing	12	62.5	62.5	55
Semester Totals:		12	62.5	62.5	55
• <u>Quarter 4:</u>					
NURS 204	Medication Administration	3	20	30	
NURS 301	Healthcare Informatics	2	10	20	
NURS 302	Fundamentals of Nutrition	2	20		
NURS 306	Pharmacology 2 and Intravenous Therapy	5	40	30	
Semester Totals:		12	90	80	0

• <u>Quarter 5:</u>				
NURS 205 Medical-Surgical Nursing 1	12	62.5	62.5	55
Semester Totals:	12	62.5	62.5	55
• <u>Quarter 6:</u>				
NURS 305 Medical-Surgical Nursing 2	12	62.5	62.5	55
Semester Totals:	12	62.5	62.5	55
• <u>Quarter 7:</u>				
NURS 404 Nursing Across the Life Cycle	10	80		60
Semester Totals:	10	80	0	60
• <u>Quarter 8:</u>				
NURS 304 Mental Health Nursing	5	40		30
NURS 401 NCLEX-PN Review / Job Readiness	8	80		
Semester Totals:	13	120	0	30
<hr/>				
PROGRAM TOTALS:	97	737.5	267.5	255

Licensed Practical Nurse Program: EVENING CLASS SCHEDULE

PART-TIME OPTION (24-Months)

Quarter 1								
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 101	12	2	Medical Terminology	1.75 hrs. 5:30 pm – 7:15 pm				
NURS 102	12	3	Medical Mathematics			2.5 hrs. 5:30 pm – 8:00 pm		
NURS 201	12	3	Fundamentals of Psychology	2.5 hrs. 7:15 pm – 9:45 pm				
NURS 103	12	4	Anatomy & Physiology 1		3.5 hrs. 5:30 pm – 9:00 pm			

Quarter 2								
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 104	12	6	Gerontological Nursing	2.5 hrs. 5:30 pm – 8:00 pm	2.5 hrs. 5:30 pm – 8:00 pm			
NURS 202	12	4	Pharmacology 1			3.5 hrs. 5:30 pm – 9:00 pm		
NURS 203	12	4	Anatomy & Physiology 2				3.5 hrs. 5:30 pm – 9:00 pm	

Quarter 3									
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday	
NURS 105	9	12	Fundamentals of Nursing: (Class / Lab)	3.5 hrs. (Class) 5:30 – 9:00 pm	3.5 hrs. (Class) 5:30 – 9:00 pm	3.5 hrs. (Lab) 5:30 – 9:00 pm	3.5 hrs. (Lab) 5:30 – 9:00 pm		
NURS 105	3		Fundamentals of Nursing: Clinical (55 hrs. Total)**	<i>**Dates and times of clinical hours to be Assigned = 18.3 hrs. / week</i>					

Quarter 4								
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 204	12	3	Medication Administration Class & Lab	4.25 hrs. 5:15 – 9:30 pm				
NURS 306	12	5	Pharmacology 2 & IV Therapy		3.5 hrs. (Class) 5:30 – 9:00 pm	2.5 hrs. (Lab) 5:30 – 8:00 pm		
NURS 301	12	2	Healthcare Informatics: (Class/Lab)				3 hrs. Class/Lab 5:30 – 8:30 pm	
NURS 302	10	2	Fundamentals of Nutrition					2 hrs. 5:30 – 7:30 pm

Quarter 5										
Course	Wks.	Credits	Course Name	Monday	Tuesday	Weds.	Thursday	Friday	Saturday	
NURS 205	9	12	Medical Surgical Nursing 1: Class & Lab	3.5 hrs. (Class) 6:00 pm – 9:30 pm	3.5 hrs. (Class) 6:00 pm – 9:30 pm	3.5 hrs. (Lab) 6:00 pm – 9:30 pm	3.5 hrs. (Lab) 6:00 pm – 9:30 pm			
NURS 205	3		Medical Surgical Nursing 1: Clinical (55 hrs. Total)**	** Dates and times of clinical hours to be Assigned = 18.3 hrs. / week						

Quarter 6										
Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday		
NURS 305	9	12	Medical Surgical Nursing 2: Class/Lab	3.5 hrs. (Class) 6:00 pm – 9:30 pm	3.5 hrs. (Class) 6:00 pm – 9:30 pm	3.5 hrs. (Lab) 6:00 pm – 9:30 pm	3.5 hrs. (Lab) 6:00 pm – 9:30 pm			
NURS 305	3		Medical Surgical Nursing 2: Clinical (55 hrs. Total)**	** Dates and times of clinical hours to be Assigned = 18.3 hrs. / week						

Quarter 7

Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 404	8	10	Nursing Across the Life Cycle: Class	4 hrs. 6:00 pm – 10:00 pm	3 hrs. 6:00 pm – 9:00 pm		4 hrs. 6:00 pm – 9:00 pm	
NURS 404	4		Nursing Across the Life Cycle: (60 hrs. Total)**	<i>** Dates and times of clinical hours to be assigned = 15 hrs. / week</i>				

Quarter 8

Course	Wks.	Credits	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 401	12	8	NCLEX-PN Review/Job Readiness	3.5 hrs. 6:00 pm – 9:30 pm		3.25 hrs. 6:00 pm – 9:15 pm		
NURS 304	8	5	Mental Health Nursing: Class		2.5 hrs. 6:00 pm – 8:30 pm			2.5 hrs. 6:00 pm – 8:30 pm
NURS 304	4		Mental Health Nursing: Clinical (30 hrs. Total)**	<i>** Dates and times of clinical hours to be Assigned = 7.5 hrs. / week</i>				

RICHARD MEDICAL ACADEMY PROGRAM DESCRIPTION:

In a period of 12 or 24 months (**1260 hours of instruction**) Students will learn, practical nursing skills through independent and web enhanced study, lectures, demonstrations, and return demonstrations. Students will learn and acquire nursing skills and practice these skills in a nursing lab under the guidance and direction of a Registered Nurse Instructor. Hands on experience in a clinical setting will take place in local area hospitals, long term care facilities and clinical settings. To continue and graduate from the practical nurse program, the student must complete all the required courses in nursing with a grade of "C" (=GPA of 2.0 or 79%) or better.

Program Outcomes

The graduate of Richard Medical Academy will:

1. Demonstrate completion of the curriculum objectives and associated competencies:
 1. Assist in the application of the nursing process to provide nursing care to individuals across the lifespan through efficient and effective use of resources in structured health care settings.
 2. Communicate effectively with patients, their support systems, and the health care team through the use of interpersonal skills and technology.
 3. Assess the health status and health care needs of patients through the collection of data within established protocols and guidelines.
 4. Employ basic clinical decision-making based or critical thinking skills to deliver safe effective nursing care under the supervision of an experienced registered nurse, physician, or dentist.
 5. Demonstrate caring interventions based on accepted standards of care and the physiologic and psychosocial needs of the patient.
 6. Collaborate with patients, support persons, members of the health care team and community agencies to provide patient-centered quality care.
 7. Utilize the teaching-learning processes to promote, maintain, and restore health to individuals within their communities.
 8. Demonstrate professional accountability and commitment to standards of professional practice while practicing nursing within legal, ethical and regulatory frameworks.
2. Students will be prepared to successfully complete the **National Council Licensure Exam for Practical Nurses (NCLEX-PN®)**.
3. Students will be satisfied with their nursing education.
4. Students will be prepared for and gain employment in a variety of settings.

COURSE DESCRIPTIONS AND OBJECTIVES

NURS 101 Medical Terminology (2 Cr Hrs.):

This course offers a systematic approach to understanding medical terminology. The focus is to enable students to use this specialized language in a professional health care environment and professional writing & documentation.

By successfully completing this course, students will be able to:

- ◆ Define and recognize basic word roots, prefixes, and suffixes.
- ◆ Describe human body orientation.
- ◆ Describe the human body in health and disease.
- ◆ Define terms relating to the cardiovascular system.
- ◆ Define terms relating to the digestive system.
- ◆ Define terms relating to the lymphatic system.
- ◆ Define terms relating to the musculoskeletal system.
- ◆ Define terms relating to the nervous system.
- ◆ Define terms relating to the respiratory system.
- ◆ Define terms relating to the skin and sense organs.
- ◆ Define terms relating to the endocrine system and urinary systems.
- ◆ Define terms relating to the male and female reproductive systems
- ◆ Define terms relating to medical procedures including accountability, responsibility and self-directed learning.

NURS 102 Medical Mathematics (3 Cr Hrs.):

This course is designed to provide a review of basic mathematic skills related to dosage calculations, a thorough knowledge of the systems of measurement and conversion, and application skills to compute equations related to healthcare.

At the completion of this course the student will:

- ◆ Pass NURS 102 Medication Mathematics with a **grade of C or above (79%)**

NURS 103 Anatomy and Physiology I (4 Cr Hrs.):

This course is half of a full course of Anatomy and Physiology which overall is designed to provide students with a basic understanding of the structure, function, and disorders of the human body. In Basic Anatomy and Physiology, the topics include an overview of the

integumentary, skeletal, muscular, and nervous systems, as well as discussion of tissues and special senses. By successfully completing this course, students will be able to:

- ◆ Describe the chemistry basics involved in Anatomy and Physiology.
- ◆ Describe the function of cells.
- ◆ Identify different types of tissues and their functions.
- ◆ Describe and identify specific parts and key terms of the Integumentary System.
- ◆ Describe and identify specific parts and key terms of the Skeletal System.
- ◆ Describe and identify specific parts and key terms of the Muscular System.
- ◆ Describe and identify specific parts and key terms of the Nervous System and the Sensory System.

NURS 104 Gerontological Nursing (6 Cr Hrs.):

This course will introduce the student to the unique needs of adults and older adults with an emphasis on common medical or surgical conditions. The student will be presented with normal aging as well as the common pathophysiology of common diseases affecting the older adult.

At the completion of the course the student will be able to:

- ◆ Discuss the normal aging process
- ◆ Identify common diseases affecting the older adult
- ◆ Describe the common diagnostic tests and expected medical management of these disorders.
- ◆ Apply the nursing process to the safe care of older adults.
- ◆ Describe risk factors contributing to disease in the older adult.

NURS 105 Fundamentals of Nursing (12 Cr Hrs.):

The course is a review of nursing history and the moral and legal responsibilities of the Practical Nurse. The disciplines in nursing, nursing theory, nursing practices, systems of health care delivery will be studied and analyzed as they relate to current issues in health care. Current trends in healthcare related law will be examined as they apply to nursing practice. The course will provide a framework of Nursing philosophy and objectives of the Nursing Education Program in the Richard Medical Academy.

At the completion of this course the student will:

- ◆ Describe the history of nursing from Florence Nightingale to the 21st century.
- ◆ Describe moral and ethical theory as it applies to nursing
- ◆ Identify significant healthcare law governing the practice of nursing
- ◆ Describe and apply Orem's SCD nursing theory to patient populations
- ◆ State the Richards Medical Academy Philosophy of Nursing
- ◆ Demonstrate competency in performing basic nursing skills in the lab setting and the clinical setting
- ◆ Demonstrate the use of Orem's Theory of SCD Nursing in performing a basic nursing assessment
- ◆ Demonstrate competence in documenting data gathered in the nursing assessment and during the provision of nursing care

NURS 201 Fundamentals of Psychology (3 Cr Hrs.):

This course serves as an introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: biological basis of behavior, motivation, sensation, perception, learning, personality, behavior disorders, and individual differences. This course focuses on the scientific study of the psychological processes and interpersonal interactions in and between groups or individuals

At the completion of this course, the student will be able to:

- ◆ Define the term psychology and demonstrate command of the basic terminology, concepts, and principles.
- ◆ Describe scientific methodology--the variety of ways in which psychological data are gathered and evaluated.
- ◆ Identify and compare the major perspectives in psychology: Recognize how each approach views human thought and behavior.
- ◆ Describe human adaptive and maladaptive behaviors.
- ◆ Discuss the ways that psychological theories are used to assess, predict, or change human behavior and how psychology is applied to influence and improve the lives of human beings.

NURS 202 Pharmacology I (4 Cr Hrs.):

This beginning class reviews the principles of pharmacology and medication administration. Drug classifications, medication assessment, procedures for administration, and dosage calculations of medications and intravenous fluid rates are covered. Safety precautions, guidelines, and documentation are discussed.

NURS 203 Anatomy and Physiology 2 (4 Cr Hrs.):

This course builds on concepts taught in basic A & P. The student explores structure, function and disorders of the human body with emphasis on the endocrine, lymphatic, cardiovascular, pulmonary, digestive, urinary and reproductive systems.

By successfully completing this course, students will be able to:

- ◆ Describe and identify specific parts and key terms of the Endocrine System and
- ◆ Lymphatic System.
- ◆ Describe and identify specific parts and key terms of the Cardiovascular System
- ◆ Describe and identify specific parts and key terms of the Respiratory System
- ◆ Describe and identify specific parts and key terms of the Digestive System
- ◆ Describe and identify specific parts and key terms of the, Urinary System
- ◆ Describe and identify specific parts and key terms of the Reproductive System

NURS 204 Medication Administration (3 Credit Hours)

This course provides the student with knowledge related to safe medication administration to populations across the lifespan.

Following satisfactory completion of this course, the student will:

- ◆ Describe principles that relate to the safe administration of medications by a variety of routes.
- ◆ Cite Ohio law and rule as it applies to LPN's and medication administration
- ◆ Demonstrate accurate documentation related to medication administration.
- ◆ Describe various methods of medication control systems

NURS 205 Medical Surgical Nursing I (12 Cr Hrs.):

The course emphasizes the application of nursing principles to medical-surgical health problems affecting patients across their lifespan; development of critical thinking and communication skills through clinical application in a variety of settings.

- ◆ Discuss the pathophysiology, risk factors and foundation of common disorders and diseases
- ◆ Review the common diagnostic testing and medical management of disease
- ◆ Describe typical medications, actions, uses, side effects used in the treatment of common medical-surgical disorders.
- ◆ Apply Orem's SCD Theory of Nursing as it applies to the medical surgical patient population.

- ◆ Demonstrate the ability to provide care for patients with a variety of medical/and or surgical health care needs as assigned under the direction of a Registered Nurse
- ◆ Demonstrate competence in performing a nursing assessment using Orem's SCD Theory to organize the nursing assessment data.
- ◆ Provide culturally competent nursing care to clients in a variety of settings
- ◆ Demonstrate beginning level skills in critical thinking, decision making, collaboration and coordination of care
- ◆ Demonstrate appropriate interactions with a multidisciplinary health care team in a manner that is appropriate for a beginning level nurse
- ◆ Demonstrate professional behaviors of accountability, responsibility and self-direction.

NURS 301 Healthcare Informatics (2 Cr Hrs.):

This course introduces the student to the role of healthcare technology as it applies to nursing. Electronic medical records, privacy, confidentiality, security and the use of electronic medical resources are discussed.

By successfully completing this course, students will be able to:

- ◆ Discuss laws that govern protection of health information
- ◆ Demonstrate use of electronic medical records
- ◆ Cite various available point of service electronic medical resources

NURS 302 Fundamentals of Nutrition (2 Cr Hrs.):

This course is designed to provide an overview of nutrition and its role in maintaining health and healing. The course focuses on nutrients, food sources, food selections and the use of food in disease management.

At the completion of this course the student will be able to:

- ◆ Describe food groups and their importance in health, healing and disease
- ◆ Select foods that contribute to health

NURS 304 Mental Health Nursing (5 Cr Hrs.):

This course provides the student with knowledge related to alterations in psychological well-being and the subsequent behavioral responses of clients of various ages. Students develop and analyze therapeutic nurse-patient relationships across the lifespan.

- ◆ Describe mental health disorders across the lifespan and the role of nursing in their care.
- ◆ Demonstrate effective communication skills

- ◆ Describe typical medications, actions uses, side effects used in the treatment of common mental health disorders.
- ◆ Demonstrate competence in performing a nursing assessment using Orem's SCD Theory to organize the nursing psychiatric assessment data.
- ◆ Provide culturally competent nursing care to clients with various mental health conditions in the clinical setting
- ◆ Demonstrate beginning level skills in critical thinking, decision making, collaboration and coordination of care
- ◆ Demonstrate appropriate interactions with a multidisciplinary health care team in a manner that is appropriate for a beginning level nurse
- ◆ Demonstrate professional behaviors of accountability, responsibility and self-direction.

NURS 305 Medical Surgical Nursing 2 (12 Cr Hrs.):

This course explores the principles of providing care for patients with multiple acute and/or chronic health problems who present in a variety of care settings. This course will include classroom, laboratory and clinical experiences to enable the student to participate in providing complex patient care utilizing complex care skills and current technologies.

- ◆ Discuss pathophysiology of complex diseases and disorders
- ◆ Review the common diagnostic testing and medical management of complex diseases
- ◆ Cite risk factors of complex disease
- ◆ Describe common medications, actions, uses, side effects, doses used in the treatment of complex diseases.
- ◆ Demonstrate the ability to provide culturally competent care for patients with a variety of complex medical-surgical nursing care needs under the direction of a Registered Nurse
- ◆ Apply the principles of Orem's SCD theory to care provided to medical-surgical complex patients in the clinical setting
- ◆ Demonstrate competent psychomotor skills by performing selected nursing interventions within a self-care framework
- ◆ Demonstrate professional behaviors of accountability, responsibility and self direction

NURS 306 Pharmacology 2 & IV Therapy (5 Cr Hrs.):

This course builds on the concepts learned in Basics of Pharmacology. Drug classifications and their effect on the various body systems are presented in this course. Specific drugs in each classification are emphasized according to expected effects, side effects, allergic, and adverse effects. Routes of drug administration and variables that influence drug action are covered throughout the class. Medication calculations will be required to demonstrate knowledge of safe dosing parameters. Safety precautions, which will assist with decreasing the incidence of errors in medication administration are stressed.

Following satisfactory completion of this course, the student will:

- ◆ Discuss the relationship of pharmacological interventions to selected disease states.

- ◆ Describe major drug classifications and categories.
- ◆ Describe adverse effects, contraindications, dosing and drug interactions in pharmacology across the lifespan.
- ◆ Describe the role and responsibility of the nurse for ethical, legal, safe and therapeutic drug therapy.
- ◆ Apply the steps of the nursing process as they relate to medication administration.
- ◆ Identify appropriate patient teaching for drug therapy across the lifespan.
- ◆ Cite Ohio law and rules as they apply to the accountability of LPN's and IV therapy.
- ◆ Demonstrate appropriate procedures and documentation that apply to IV therapy.
- ◆ Apply scientific principles such as A&P, microbiology, physics, mathematics, standard precautions as they apply to the administration of IV therapy.
- ◆ Perform venipuncture correctly.
- ◆ Safely perform the following: add solutions to existing IV's, maintain IV lines, hang and regulate flow of IV's, change IV tubing, perform IV dressing changes, discontinue IV's, flush and convert peripheral intermittent infusions and heparin locks

NURS 405 Nursing Across the Life Cycle (10 Cr Hrs.):

This course integrates nursing care across the human lifespan and includes nutritional needs of the mother and developing fetus as well as the basics nursing skills required to care for the mother throughout the antepartum, intrapartum and postpartum stages. The basic principles of pediatric growth and development are studied as well as the pediatric responses to wellness and illness. This course compares and contrasts the differences in the body systems between adults and children and the nursing care that is needed. The course includes an introduction to hospice care and issues arising at the end of the life cycle. At the completion of this review course the student will be able to:

- ◆ Describe the physiology of conception.
- ◆ Describe the nutritional needs of the pregnant mother and the developing fetus.
- ◆ Describe and demonstrate appropriate the nursing care of mothers during the antepartum, intrapartum and postpartum stages.
- ◆ Describe the normal growth and development of patients birth to 18 years of age
- ◆ Cite the age specific care needs of pediatric patients
- ◆ Describe signs of abuse, abuse prevention, neglect and abandonment
- ◆ Describe the philosophy of hospice and the nursing needs of patients at the end of life
- ◆ Demonstrate the application of the principles of Orem's SCD Theory of nursing and the nursing process as they apply to patients across the lifespan
- ◆ Demonstrate the ability to provide nursing care across the life cycle under the direction of the Registered Nurse
- ◆ Demonstrate the ability to provide safe, culturally competent care for patients with a variety clinical settings as assigned under the direction of a Registered Nurse
- ◆ Demonstrate competence in performing a nursing assessment using Orem's SCD Theory to organize the nursing assessment data for patients across the lifespan
- ◆ Demonstrate beginning level skills in critical thinking, decision making, collaboration and coordination of care
- ◆ Demonstrate appropriate interactions with a multidisciplinary health care team in a manner that is appropriate for a beginning level nurse

NURS 404 NCLEX-PN (National Council Licensing Exam- Practical Nurse) Review (8 Cr Hrs.):

The review course is based on the content of NCBSN (National Council for State Board of Nursing) NCLEX-PN Test Plan and is organized into four major client needs categories such as: Safe and effective care environment, health promotion and maintenance, psychosocial integrity, physiology integrity. At the completion of this review course the student will be able to:

- ◆ Recognize the nursing process as a scientific approach to client care that includes data collection, planning, implementation and evaluation
- ◆ Recognize the practical/vocational nurse role in providing support and compassion to help achieve desired therapeutic outcomes
- ◆ Recognize the importance of verbal and nonverbal interactions with clients, families, significant others and member of healthcare team
- ◆ Answer questions on the following topics in NCLEX-PN Exam:
 - I. Safe and Effective Care Environment
 - a. Coordinated Care 12-18%
 - b. Safety and Infection Control 08-14%
 - II. Health Promotion and Maintenance
 - III. Psychological Integrity
 - IV. Physiological Integrity
 - a. Basic Care & Comfort 11-17%
 - b. Pharmacological Therapies 09-15%
 - c. Reduction of Risk Potential 10-16%
 - d. Physiological Adaptation 11-17%

GRADUATION REQUIREMENTS

Upon successful completion of the Richard Medical Academy program, with all requirements met, a diploma will be awarded. Graduation from the program enables the graduate to apply and take the NCLEX-PN exam for practical nursing.

Graduate Practical Nurse Goals:

As an entry-level practitioner, the graduate practical nurse will be able to assume the role of a care provider prepared to practice in various health care settings where policies and procedures are specified and guidance is available. The graduate practical nurse will be practicing under the supervision of a licensed health care professional. Students will practice within the scope of practice for a practical nurse, as defined by applicable state laws and rules.

JOB OPPORTUNITIES:

A practical nurse has job opportunities in various health care settings such as:

- Hospitals
- Nursing Homes
- Physicians' clinics
- Health Care Centers
- Home Health Care Agencies
- Private

TRANSFER CREDIT

Richard Medical Academy will operate on a cohort system. RMA does not accept any transferred credits from any institution. Every cohort starts and completes the program together taking each and every course together.

GRIEVANCE / DISPUTE RESOLUTION PROCEDURE

It will be the policy of RMA to be fair in all matters pertaining to student affairs. From time to time, certain students may feel that they have been unfairly treated and may wish file an objection or grievance against another student, faculty member, or a member of the administration. Listed below are the levels of actions students will be required to follow in filing an objection, grievance of an academic, behavioral or professional nature a student, faculty member or member of the administration.

The Grievance / Dispute Resolution will be a separate procedure to be initiated by the student for the reasons for the reasons stated above, and is separate and distinct from the RMA Unprofessional Conduct / Behavior.

First Level:

A discussion of the issue will be required to take place between the student filing the objection or grievance and the person with whom the problem exists. If the problem is with another student, a staff or faculty member must arbitrate in any discussions. A student who decides to file a formal objection or grievance will be required to contact the instructor or faculty member to discuss the situation within two (2) weeks of the incident or learning a problem exists. The instructor or faculty member will further be required to document the discussion. If the problem is with an instructor or member of the administration, the student filing an objection or grievance will be permitted to request a mediator.

Second Level:

When no satisfaction is achieved at the First level, the student is permitted to contact either the Program Coordinator. The student will then be asked to give written documentation of the problem and the initial discussion at the First Level. The documentation will be expected to be in student's own words, expressing his/her side of the grievance. Requests will be required to be submitted no later than two (2) weeks after the First Level was accomplished. The written statement to either the Program Coordinator should include the filing student's name, the background of the problem, the exact nature of the grievance, the dispute resolution procedures followed by the student from the beginning up to the point of contact with the members of the administration.

The individual with whom the objection or grievance is being lodged will then be notified. The objection or grievance will be reviewed, and if necessary, will be discussed with both involved parties before a decision will be reached. The LPN Program Coordinator will respond in writing to the grievance within two (2) weeks of receipt of the objection or grievance.

Third Level:

When no Satisfaction is reached at the Second Level, the student is permitted to contact the CEO/Executive Director of RMA to request a review. The CEO/Executive Director will reexamine all documentation and evidence pertaining to the objection or grievance and may also interview involved parties. This request will be submitted no later than two (2) weeks after the Second Level is completed. The CEO/Executive Director will make the final decision within two weeks and notify concerned parties. Final decisions will be documented for the student records. The LPN Program Administrator or another Registered Nurse faculty designee appointed by the CEO/Executive Director and/or the Administrator will decide the final outcome of all matters pertaining to nursing practice including: nursing law and ethics, clinical issues and performance, and safe nursing practice.

If an objection or grievance filed by a student is not resolved to a satisfactory conclusion as felt by the student may contact:

State of Ohio
Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215-3414
(614) 446-2762 Fax (614) 466-2219
Toll Free (877) 275-4219
Email: bpsr@scr.state.oh.us Website: [http:// www.scr.ohio.gov](http://www.scr.ohio.gov)

TUITION REFUND POLICY

Refund Policy Due to Termination / Withdrawal:

If a student withdraws from a course(s) or program, the student's refund amount will be calculated using the Ohio State of Ohio Board of Career and Colleges and Schools Refund Policy 3322-1-10 which is as follows:

- A student who withdraws before the first class and after (5) day cancellation period shall be obligated for the registration fees.
- A student who starts class and withdraws during the first full calendar week of the academic quarter, shall be obligated for twenty-five percent (25%) of the tuition and refundable fees for the academic quarter plus registration fees.
- A student who withdraws during the second full calendar week of the academic quarter, shall be obligated for fifty percent (50%) of the tuition and refundable fees for the academic quarter plus the registration fee.
- A student who withdraws during the third full calendar week of the academic quarter, shall be obligated for seventy (75%) of the tuition and refundable fees for the academic quarter plus registration fees.

- A student withdrawal beginning with the fourth full calendar week of the academic quarter, will not be entitled to a refund of any portion of the tuition and or refundable fees.

TUITION AND FEES BREAKDOWN

There is a mandatory registration fee of \$125 for both full and part-time programs:

FULL-TIME

Quarter	Amt./Cr Hr.	Cr Hrs.	Total Tuition	Fees	Books + Tax	Total for Qtr.
1	\$ 95	27	\$ 2,565.00	\$ 650	\$ 485	\$ 3,700.00
2	\$ 95	26	\$ 2,470.00	\$ 1,100	\$ 457	\$ 4,027.00
3	\$ 95	21	\$ 1,995.00	\$ 1,300	\$ 670	\$ 3,965.00
4	\$ 95	23	\$ 2,185.00	\$ 690	\$ 185	\$ 3,060.00
Totals			\$ 9,215.00	\$ 3,740	\$ 1,797	\$ 14,752.00

PART-TIME

Quarter	Amt./Cr Hr.	Cr Hrs.	Total Tuition	Fees	Books + Tax	Total for Qtr.
1	\$ 95	12	\$ 1,140.00	\$ 350	\$ 243	\$ 1,733.00
2	\$ 95	14	\$ 1,330.00	\$ 300	\$ 227	\$ 1,857.00
3	\$ 95	12	\$ 1,140.00	\$ 550	\$ 257	\$ 1,947.00
4	\$ 95	12	\$ 1,140.00	\$ 550	\$ 130	\$ 1,820.00
5	\$ 95	12	\$ 1,140.00	\$ 600	\$ 300	\$ 2,040.00
6	\$ 95	12	\$ 1,140.00	\$ 700	\$ 370	\$ 2,210.00
7	\$ 95	15	\$ 1,425.00	\$ 500	\$ 100	\$ 2,025.50
8	\$ 95	8	\$ 760.00	\$ 190	\$ 170	\$ 1,120.00
Totals		97	\$ 9,215.00	\$ 3,740	\$ 1,797	\$ 14,752.00

Demand for nursing professionals continues, and RMA's LPN program can help you gain the skills required in today's dynamic healthcare environment.

Students are strongly encouraged to begin the application process **at least four weeks prior to the start date** of the program.

Students must either pay tuition and applicable fees or have other financial arrangements in place 2 weeks prior to the start of each quarter. Students who anticipate difficulty adhering to these deadlines should contact the business office immediately.

RMA provides students with an alternative to paying full tuition at the beginning of each quarter. Through this monthly payment plan, the student may spread the cost of the tuition over multiple months—interest-free. The Tuition Pay plan is not a loan, and there is an enrollment fee. Our enrollment advisors are committed to helping you identify your options and answer any questions you may have.

Simplify your school expenses with:

- ◆ Convenient monthly payments that allow you to pay tuition in manageable installments
- ◆ No-interest payments, which may eliminate your need for loans

For more information, contact the admissions office at 419 534-2371.