



# **Richard Medical** — Academy —

*“Excellence and Integrity”*

**Nurse Aide Training Competency Evaluation Program  
(STNA/CNA) Student Handbook  
2019 - 2020**

**Publication: September 2019**

**Registration Number: 13-01-2005T**

5237 Renwyck Drive, Toledo, Ohio 43615.

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## DISCLAIMER

*This handbook/Catalog is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the handbook is updated only once each year prior to the start of the fall term.*

*RMA reserves the right to make changes at any time with respect to program offerings and requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the reader, and RMA expressly disclaims any liabilities that may otherwise be incurred.*

*This version of the handbook supersedes all previous versions. Students are responsible for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.*

*Addenda to the student catalog may be published throughout the academic year and will be issued to the student. This updated information should accompany the student catalog when issued as a hard copy.*



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## WELCOME MESSAGE

Welcome to Richard Medical Academy (RMA), where seeing you succeed with excellence and integrity, is our mission.

Nursing is a most satisfying and stimulating career, and your success in this field depends entirely on the effort and sincerity you give to your education.

Richard Medical Academy offers an extensive and rigorous curriculum for our students and offers the much-needed encouragement and support from our qualified staff to our students for them to complete the program successfully.

Our staff takes joy in their ability to make a difference in our student's lives and to help them pursue their goals and objectives in the medical field.

## SCHOOL HISTORY

Richard Medical Academy (RMA) became [registered with the Ohio Secretary of State](#) as a limited liability company (Richard Medical Academy, LLC) on April 18th, 2012 and obtained its employer identification number (EIN) in April of 2012. These two registrations make Richard Medical Academy, LLC in compliance with the State and Federal regulations for conducting any form of educational business both in Ohio.

On January 2013, RMA met the provisions of chapter 3332 of the Ohio Revised Code rules and regulations. The Ohio Board of Career schools and Schools is charged with the responsibility of regulating the activities of post-secondary career schools in Ohio and granted [RMA registration number 13-01-2005T](#) thereby providing an authorization to run a Certification program in Nurse Aide Training Competency Evaluation Program, that is, State-Tested Nursing Assistant (STNA) and Certified Nursing Assistance (CNA) and Diploma program in Practical Nursing (PN).

By June 2013, RMA was granted [approval of the Licensed Practical Nursing Program by the Ohio Board of Nursing](#) with which student enrollment started in September 2013 and first classes effectively started in January 2014. RMA has since then continuously been training students to date.

In April 2018, a new transition program from Licensed Practical Nursing to Registered Nurse (LPN-RN program) was [approved by the Ohio Board of Career schools and Schools](#) as well as the [Ohio Board of Nursing](#).

#### MISSION STATEMENT

Our mission is to provide excellence in education within a Holistic learning environment that delivers a knowledgeable, proficient workforce dedicated to life-long learning and the promotion of health and healing within the community.

#### VISION STATEMENT

The vision of Richard Medical Academy (RMA) is to prepare all students to become successful in their future and contribute to the society through quality education and training.

#### OBJECTIVE AND PHILOSOPHY

The philosophy of RMA expresses its belief that nursing education is one of commitment to lifelong learning and the provision of safe, compassionate, quality nursing care to individuals, families, and communities.

Nursing is a profession within the healthcare sector focused on the care of individuals, families and communities so they may attain, maintain, or recover optimal health and quality of life. The nurse cooperates with members of the healthcare team to provide health needs and assists the client to perform those activities that contribute to health.

The goal of nursing is to improve lives as front-line members of the health care delivery team to help individuals, families, groups and communities to reach an optimum state of well-being by restoring, maintaining and promoting their health. They independently assess and monitor patients, and taking a holistic approach, determine what patients need to attain and preserve their health. Nurses then provide care and, if needed, alert other health care professionals to assist. One of the most important roles of the nurse is to be a patient advocate when the patients themselves cannot because of illness or inadequate health knowledge. Nurses empower patients, guiding them toward health behaviors and support them in time of need.

RMA philosophy provides an overall framework for general and specific nursing objectives as well as a foundation from which all aspects of our community of nursing students are developed.

To create high standards of learning experiences for all student nurses and nursing aides by providing access to all areas of their learning curriculum.

To create a stimulating and lively learning environment to prepare future nurses.

To create a caring, secure environment so that all its student nurses and nursing aides can feel a sense of worth.

To develop a caring attitude for the society and community.

To create a partnership with parents, community and healthcare communities.

To develop a positive place within the Toledo local community.

To create a ‘feel good’ factor, so that everyone feels happy and positive about what they do.

Recognition of the individual by enhancing self-esteem and the ability to value each person’s own worth through a contented, caring, enriching and secure environment.

Variety of nursing and nursing aide’s experiences, skills, attitudes, concepts, and knowledge to fully develop each future nurses and nursing aide’s potential.

To develop an awareness of self and self-confidence, sensitivity to others, self-discipline, self-esteem, acceptable behavior, and cooperation.

To develop a caring mind, independent thought, perseverance and ability to make reasoned nursing judgments and choices.

To be able to identify problems, investigate, find solutions, plan independent work and organize their own time.

To encourage creative thinking and how to acquire information from various sources

To be able to communicate ideas and information in a variety of ways for different occasions and purposes.

To develop each student to his/her full potential through offering a wide range of high-quality nursing experiences by providing a constructive learning experience to meet individual needs and equal opportunity for all.

To develop social awareness, group responsibility and empathy of its students through the social context of learning by being sensitive to the needs of others and enjoy the same experiences irrespective of sex, race, religion or color.

To develop a set of beliefs, values, confidence to make and hold moral judgments.

To develop respect for ethical values and better ways of life.

To provide first-hand experiences which enable nursing students and nursing aides to acquire concepts and skills which will help them to understand themselves, bringing care and extensive knowledge to help improve the lives of patients.

To promote the nursing culture of excellence.

## ACADEMIC CALENDAR

### **2019 Morning Class Dates:**

September 16th – September 27th, 2019

September 30th – October 11th, 2019

October 14th – October 25th, 2019

October 28th – November 8th, 2019

November 11th – November 22nd, 2019

November 25th – December 9th, 2019

December 10th – December 23rd, 2019

### **2020 Morning Class Dates:**

January 6th – January 17th, 2020

January 20th – January 31st, 2020

February 3rd – February 14th, 2020

March 2nd – March 13th, 2020

March 16th – March 27th, 2020

March 30th – April 10th, 2020

April 13th – April 24th, 2020

April 27th – May 8th, 2020

May 11th – May 22nd, 2020

June 1st – June 12th, 2020

June 15th – June 26th, 2020

July 20th – July 31st, 2020

August 3rd – August 14th, 2020

August 17th – August 28th, 2020



## HOLIDAYS AND OBSERVANCES IN RICHARD MEDICAL ACADEMY

Jan 1	New Year's Day
Feb 17	Presidents' Day (Most regions)
May 25	Memorial Day
Jul 3	'Independence Day' observed
Jul 4	Independence Day
Sep 7	Labor Day
Nov 26	Thanksgiving Day
Dec 25	Christmas Day

## CONTACT INFORMATION

Richard Medical Academy

5237 Renwyck dr.

Toledo, OH 43615

Tel: 419 534 2371 Fax

Admission: [liaison@richardhealthsystems.com](mailto:liaison@richardhealthsystems.com)

### RICHARD MEDICAL ACADEMY CAMPUS

5237 Renwyck dr. Toledo, OH 43615

#### **Programs:**

Certificate, STNA/CNA

Diploma, LPN;

Diploma, LPN-RN

The RMA Nursing programs, at the Toledo campus, utilize 10 classrooms, 2 nursing labs, 2 computer labs, and 1 student study room to accommodate the multiple classes offered throughout the week. The 10 classrooms include a permanent mounting of a PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. The PCs are connected to the School network which provides easy access to information and stimulates additional learning opportunities. The two nursing labs are equipped with 4 hospital beds, 4 simulated moderate-fidelity patient mannequins, 4 IV poles, 2 laundry carts, 8 sets of hospital linens, 4 blood pressure cuffs, a wheel chair, crutches, a multitude of additional hospital equipment and numerous supplies. The Computer labs are equipped with 28 Computers for online simulation, study, practice and testing.

**The maximum number of Students in the Classroom and Laboratory is Twenty-Five, 25.**



ADMINISTRATIVE, FACULTY AND STAFF PERSONNEL

**Director/President:** Takang Abunaw, MD, MBBS, MPH

**Director/Co-President:** Clara Lumpa, MBA, BBA

**Campus Director:** Rodney Farthing B.A

**Program Administrator:** Marsha Sebetto RN, BSN, MD

**Faculty:** Alicia Starsher, LPN, TTC

**PURPOSE OF THE PROGRAM**

Richard Medical Academy's NATCEP (Nurse Aide Training Competency Evaluation Program) is specifically designed to meet your need. The training program has been carefully designed for individuals who have the passion and commitment to care for the needs of others.

The certificate in Nurse Aide provides an opportunity for students to acquire principals and knowledge from the biological and behavioral sciences as well as the science of nursing. This knowledge forms the basis for utilizing the nursing process in the field of Nurse Aide. Concurrent integration of basic theory into clinical assisting practice is an important aspect of Nurse Aide education.

This training prepares students for entry-level positions as nursing assistants and as candidates for the State of Ohio Nurse Aide Examination. The focus of this training program is on the care of elderly or disabled individuals in a nursing facility and in the home. The training also covers knowledge on care for people with different limiting medical conditions such as diabetes and cardiovascular diseases. Our program prepares you to take The State Board Exam for Nurse Aides, and is aimed at producing nurse aides who are specifically trained, competent and able to perform assigned functions of personal care to the patient in their residence, long-term care facility, hospital, assisted living or hospice care.

Our NATCEP (Nurse Aide Training Competency Evaluation Program) in Toledo, Ohio day or evening classes are taught by Registered Nurses who are qualified and certified instructors in compliance with the Ohio Health Department regulations. Our instructors are qualified nurses with experience in both health care provision and classroom settings.

The Day class lasts only TWO weeks! Day Classes are from 8:00 am until 5:00 pm Monday through Friday. Evening Classes are from 5:00 pm until 10:15 pm Monday through Friday. This program also takes only Three weeks to complete. Registration is fast and simple, and we provide a continuous schedule for future classes. \* Our classes run Monday through Friday \*

STATE TESTING IS AVAILABLE ON SITE.

**TRAINING AND COMPETENCY EVALUATION PROGRAM (TCEP) (CHAPTER 3701-18 OAC)**

The TCEP is composed of a 75-hour curriculum. The curriculum is composed of the following topic areas.

**Topic Areas**

Introduction to the TCEP  
Interpersonal Skills

Respecting Residents’ Rights  
Skills

Service Needs

**Total Hours = 76**

**Pre-resident Contact**

16 total hours classroom Communication and  
Infection Control

Safety and Emergency Procedures

Promoting Residents’ Independence

Basic Nursing

**Resident Contact** Personal Care Skills

60 hours of a combination of Mental Health and Social

classroom, and clinical skills Basic Restorative Services

Residents’ Rights

**TUITION AND FEES:**

Book Fee.....	\$50.00
TB Shot.....	\$20.00
Tuition Fee.....	\$390.00

Tuition: \$390.00 when paid in full. Tuition with the payment plan is \$430.00 with minimum of \$60.00 deposit with a \$185.00 weekly payment for 2 weeks. **Textbooks and TB Shot fee are not included in the tuition fee.** The balance is due before the start of clinical.

**Other Requirements:**

BCI (Fingerprint background check)

Uniform (Hunter Green)

These are not included in the above cost but are required to attend and clinical.

**CANCELLATION AND REFUND POLICY:**

Deposit is **non-refundable and non-transferable**, unless class is cancelled. We accept cash, check, and money orders. **WE DO NOT ACCEPT CHECKS AS YOUR LAST FORM OF PAYMENT IF YOU SIGN UP FOR THE PAYMENT PLAN.**

STNA TRAINING CLASS ATTENDANCE ACKNOWLEDGEMENT:

I understand that the State of Ohio Department of Health requires a minimum of 76 hours of training to graduate and receive my certification for STNA.

I understand tardiness and absences are cumulative and **must** be made up to complete my training, and before I can receive my certificate.

I understand that any missed lectures, skills training and/or clinical training, regardless of the reason, **MUST** be completed **BEFORE** I graduate.

I understand that I will be responsible for compensating an instructor \$25.00 per hour to come in and train me for any missed time.

COMPLAINT OR GRIEVANCE PROCEDURE

All Student complaints should be first directed to the class instructor. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus OH 43215, Phone 614.466.2752: toll free 877.275.4219.

## **STUDENT POLICIES AND RULES RELATED TO THE NURSE AIDE TRAINING COMPETENCY EVALUATION PROGRAM (TCEP)**

We appreciate that you have chosen Richard Medical Academy (RMA) for your Nurse Aide Education. To ensure that all students are able to have a fulfilling educational experience, we, the owners and staff of RMA, have established the following policies and rules incorporated with the required Ohio Department of Health (ODH) regulations for TCEP training.

### **ATTENDANCE POLICY:**

Lecture class and clinical **attendance is mandatory** as mandated by the Ohio Department of Health (ODH) regulations for the TCEP training. All students must sign-in at the beginning of each class session or you will not be given credit for attending the class. We understand that an absence may be unavoidable due to illness or death in the family. In either case you will be eligible for a make-up session.

All absences are to be made up at RMA training center. The first sixteen (16) of class lecture/instruction, according to the Ohio Department of Health (ODH) must be made up

HOOR FOR HOOR before the student will be allowed to have direct contact with any Long-Term Care (LTC) resident/patient. Documentation of any missed time, all make up work, and make up class hours which have been completed satisfactorily, will be included in the student's file.

Any student who fails to complete missed hours will not be allowed to take the final exam or attend the clinical experience at the LTC facility. In addition, the student must be reported to ODH as "in process" and they will have 60 days to complete the missed work or their name will be reported as "dropped" to the ODH, and the entire class will need to be repeated. Any student missing more than two (2) days will be dropped from the class and will have to repeat the class from Day 1. Class or Clinical credits are not accepted from other TCEP training sites to RMA nor transferred from RMA to another center.

All students are expected to be in the classroom, in their seats promptly at the beginning of class. The sign in the sheet will be removed at the beginning of the class and the student's tardy time recorded. Tardiness will be "accumulated time" that must be made up before attending clinical or taking the final exam per ODH. If you are going to be late, or cannot make it to clinical or class, you must call RMA at 419-534-2371.

### **SUCCESSFUL COURSE COMPLETION AND GRADING POLICY:**

Performance in the classroom, skills lab, and clinical setting means achieving a final score of 80% or greater on all classroom, written, skills lab and the clinical experience in order to be reported as "passed" to the ODH. If a student fails either the classroom portion or the skills portion, they must return to repeat that portion of their training. There will be **no refund** of any kind for any student who fails a class. Your instructor will help you if you are having problems with either the written portion or the skills portion of this training.

RMA will retain all TCEP training records for a period of two (2) years.

## CLINICAL HEALTH:

All students are required to have a two-step TB skin test or chest x-ray report, within the past 12 months, before attending clinical and patient contact. This is a state regulation for the prevention of disease in the State of Ohio. Students may submit a copy of their current TB (Mantoux) skin test from their Doctors office or place of employment. If you have not had a TB test within the last 12 months, you may obtain one from The Health Department, your doctor's office, an Urgent care Center, or here at RMA. Your TB test takes two days before it can be read or evaluated for a negative or positive reaction, so please plan accordingly. A second step TB is required 1-3 weeks after the reading of the first step. A reactive TB skin test will mean an additional chest x-ray exam is required. Again, anyone who has not had a negative TB test cannot attend clinical in an LTC facility and will not be allowed to take the final exam.

## GENERAL CLASSROOM AND CLINICAL BEHAVIOR:

Respect, dignity, and professionalism for residents, fellow students, RMA staff, and visitors are expected at **ALL TIMES** from the students in the adult training sessions for TCEP education. Fighting, either verbally or physically on RMA property or RMA clinical site, will not be tolerated and will result in immediate expulsion from RMA training center without refund of any kind. In addition, the police will be called, you will be restrained from entering the training center and site, and a report of the problem will be sent to the proper State authorities and the TCEP Department of the Ohio Dept. of Health. **All documentation will remain part of the student's permanent file, and any student file of a person with a dismissal or expulsion from the program will be kept on file beyond the 2-year regulation period.**

Foul and/or abusive language will not be tolerated at any time while on RMA property.

Any problems related to resident/patient care during the clinical experience, including but not limited to, harm, neglect, or attempting to receive funds from a resident or theft of any type, will be reported immediately to the proper authorities.

All resident/patient care at our clinical site will be done according to the TCEP training and ODH rules. No student is allowed in the clinical area without the instructor being present per ODH.

## DRESS CODE:

### CLASSROOM:

All students must be properly dressed in clean neat attire and free from odor. Ripped or dirty clothes with offensive slogans or words are not permitted. Revealing clothing that may be disruptive to the class are not acceptable including very short skirts or shorts and tight clothing that "rides up" or "down" revealing undergarments and/or skin. You should purchase your scrubs prior to the end of your third classroom day and begin wearing them each day thereafter.

### CLINICAL EXPERIENCE:

You are required to wear a clean, wrinkle free, well fitted scrub top and bottom with white socks and athletic shoes. Your identification tag from RMA should be worn on your left scrub pocket at all times. A plain



white t-shirt may be worn under your scrub top with short or long sleeves. But nothing over top of scrub top. All tattoos must be covered, and no hats or head coverings are allowed (proof of religion). The only ring allowed to be worn is a wedding band and the only piercing allowed is one set of stud earrings to the ears. All other piercing must be removed and left at home, as well as excess rings, bracelets, and necklaces. This is for the resident/patient and student safety. Artificial nails will not be permitted for any reason. Fungus and many germs reside under these kinds of nails and would be an endangerment to the residents/patients you care for. Fingernails of both male and female are to be clean with jagged edges filed to no more than ¼ “over the fingertips. No heavy perfumes or after shave is allowed, but underarm deodorant is expected. No cigarettes allowed in the uniform pocket or lighters are allowed in the facility due to the oxygen safety rules. Keep these in your car. Do not bring s purse to the site as storage and safety cannot be guaranteed. RMA is not responsible for the lost or stolen items that you take to the site so please leave at home.

Refusal to follow the above dress code rules will result in dismissal, that day, from the classroom and/or clinical area. The day will have to be made up when the student becomes compliant with rules. There will be no exceptions!

#### ELECTRONIC DEVICES:

No cell phones and/or earbuds will be permitted to be turned on during the classroom, skills lab, or clinical setting (**immediate expulsion**). Text messaging is not permitted. Electronic devices are very distracting and do not interrupt the classroom and skills lab and are considered rude and disruptive behavior. If you are having children or family problems, you will have to leave the course until you can return and give full attention to your training.

#### VIOLENCE, WEAPONS, DRUGS:

Richard Medical Academy has zero tolerance to violence, weapons, and/or drugs in the workplace and will result in a 911 Call to the police and the student(s) will be expelled immediately without further discussion. It is the policy of RMA to keep a safe and healthy environment for our trainees and the residents/patients that they may come in contact with.

#### CHEATING:

RMA will not tolerate cheating of any kind and cheating will result in immediate failure of the course and dismissal from the training. Any reported cheating will be investigated, and the student reported will be counseled and/or expelled. If the report is false, then the student reporting the false information will be counseled and/or expelled.

#### SMOKING POLICY FOR RMA:

Smoking by students and/or staff will be permitted **ONLY** in the designated smoking area away from the front door of the building entrance. There is a container for the cigarette butts, please use it. You may also smoke in your car but do not throw cigarette butts in the parking lot.

#### INCIDENT, ACCIDENT OR INJURY REPORTING:

All incidents, injuries, accidents that occur while on RMA premises, must be reported to the TCEP instructor as soon as it happens. Each person witnessing or involved in an accident or any incident must complete an incident report prior to leaving the class or clinical area on the day of the accident or incident.

#### HARASSMENT:

You have the right to a harassment-free environment. Sexual harassment is unlawful and unacceptable in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is illegal whether an instructor, trainee, applicant, manager, or any non-employee initiates it. Because of the importance we place on these types of issues, this company has instituted a procedure for investigating harassment complaints. It is our policy to investigate and resolve these issues in a prompt manner. If you have been harassed, or another's conduct creates an intimidating, hostile, or offensive environment, follow the chain of command.... Notify your instructor, the Program Coordinator, the DON or the Chief Operating Office.

#### CONFIDENTIALITY:

In the course of the program, trainees will have access to personal information regarding residents/patients. This may be in the form of medical information, behavior management, social services, personal background information or personal care needs, medications, etc.

All information regarding the resident's condition or any aspect of their medical or nursing care is **CONFIDENTIAL** and must not be revealed to unauthorized persons. This includes other TCEP trainees, your family members, other residents/patients, etc. if asked a question regarding your clinical resident, explain you are a trainee and refer them to a staff nurse.

Posting comments, videos, photos on Facebook or any other social media forum regarding RMA or the clinical site, is a HIPPA violation and strictly prohibited. Dismissal from the course with a failing grade reported to ODH will be sent immediately.

#### CLINICAL EXPERIENCE POLICY ADDENDUM:

All rules, policies, and standards of conduct per RMA apply to both the classroom and clinical portion of your training.

All resident/patient care and transfers must be performed by two persons/students in the presence of the instructor. No care of any kind is to be given to a resident/patient by a student without the instructor's prior knowledge and approval (ex: Hoyer/mechanical lift).

#### **There will be no exceptions.**

To attain a passing grade, the trainee must comply with the facility's dress code policy.

RMA will give all trainees an ID badge that must be worn at all times during your training.

No student trainees are allowed in the clinical area or the RMA facility without the instructor's knowledge and approval during non-training hours. Wandering around the facility by yourself or/and sleeping at clinicals/is unacceptable. All students will enter the clinical floor together with the instructor and all students will leave together with the instructor at the end of the day.

No student trainees are allowed to sleep while at RMA facility or clinical site. If student trainees are sleeping in resident/patient room and/or open areas of clinical site, will result in immediate expulsion from RMA training center without refund of any kind.

**COURSE DESCRIPTION**

COURSE TITLE: NURSE AIDE TRAINING AND EVALUATION PROGRAM 101

COURSE CODE: NAT 101

PRIMARY INSTRUCTOR: Alicia Stasher, LPN

PROGRAM COORDINATOR: Dr. M. Sebetto, RN,BSN

DATES: September 30 – October 11, 2019

TIME: 8am – 4:30 pm

COURSE HOURS: Theory – Day 1 and Day 2 – 16 hours

Combined Lab/Clinical - 44 hours

Clinical Experience – 16 hours

Total = 76 approved hours

GRADING POLICY: Grading Scale: 94-100 = A

87 - 93 = B

80 - 86 = C

<80 = F

Course Evaluation: Quizzes = 25%

Midterm Exam = 50 %

Final Exam = 25%

Clinical Experience = Pass/Fail

A final grade of 80% or better is required to pass the course and to receive certification.

REQUIRED TEXT:

Fuzy, J. RN, MS., (2019). *Nursing Assistant Care: “The Basics”* (5<sup>th</sup> edition). Albuquerque, NM: Hartman’s.

## COURSE DESCRIPTION:

The Ohio Department of Health (ODH) curriculum is used for all NATCEP classes. Through a combination of classroom, lab, and the clinical experience, the student will learn the basic beginning of the nursing the process.

**TIME REQUIREMENT:** 76 clock hours. Any missed time must be made up hour for hour. Missed time is recorded with the Ohio Department of Health (ODH) and you will be considered “In-Process” for a maximum of 60 days. If you do not complete the course prior to the expiration of 60 days, you will be dropped with ODH and you will have to complete the entire course.

**LEARNING ENVIRONMENT:** Classroom, skill lab, and clinical experience in a skilled nursing facility.

**STUDENT ATTENDANCE POLICY:** In order to receive a certification of completion, students must attend all 76 clock hours of the course.

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

1. Apply communication and interpersonal skills learned.
2. Identify infection control and the practices that prevent the growth and spread of pathogenic microorganisms. Promote resident/patient independence, and respecting their rights.
3. Apply Basic Nursing skills, observation, recognizing signs and symptoms of common diseases, nutrition and fluid needs, and measuring vital signs.
4. Identify and apply personal care skills.
5. Understand basic needs, mental health, and social service needs.
6. Practice and understand basic restorative services

**TEACHING STRATEGIES:** Lecture, skill lab, mock skills, group activities, video’s, handouts, practice questions.

**CLINICAL EVALUATION:** Students must pass the 16 hour clinical experience in order to receive certification. A skills check list is given to each student and the primary instructor observes and checks off as complete for each skill as a pass or fail. Inappropriate behavior during the clinical experience will result in failure.

Ohio Curriculum for Nurse Aide Training Programs	Corresponding pages from Hartman's Nursing Assistant Care: The Basics, 5 Edition by Hartman Publishing
<b>TOPIC AREA I: INTRODUCTION TO NATCEP</b>	
1. Program overview	Not included
<b>TOPIC AREA II: COMMUNICATION AND INTERPERSONAL SKILLS</b>	
1. Work environment	Ch 1, pp 3-4,7, 10
2. Role and responsibilities of the nurse aide	Ch 1, pp 3-4
3. Policy and procedure manuals	Ch 1, pp 7-8
4. Behavior and appearance	Ch 1, p 9
5. Communication and interpersonal skills	Ch 2, pp 21-30
6. Communication and interacting with resident with impairments	Ch 2, pp 26-28, Ch 5, pp T14-116
7. Resident comprehensive assessment, care plan and care conference	Ch 1, p 7
8. Legal responsibilities	Ch 1, p 10
9. Medical records	Ch 1, pp 17-18
<b>TOPIC AREA III: INFECTION CONTROL</b>	
1. Infection control	Ch 2, DD 45-49
2. Practices that prevent the growth and spread of pathogenic microorganisms	Ch 2, pp 45-49
3. Signs and symptoms of infection	Ch 2, p 44
<b>TOPIC AREA IV: SAFETY AND EMERGENCY PROCEDURES</b>	
1. General safety practices and procedures	Ch 2, DD 31-45
2. The use of oxygen and oxygen equipment and safety measures	Ch 7, pp 199-200
3. Fire prevention and procedures to follow in case of a fire disaster	Ch 2, pp 35-36
4. Natural disaster preparedness	Ch 2, pp 36-37
5. Principles of ergonomics, body mechanics and body alignment	Ch 2, pp 31-32; Ch 6, p 163; Ch 9, pp 232-233
6. Alternatives to restraints and safe restraint use	Ch 7, pp 188-190
7. Mobility and ambulation technique	Ch 9, pp 229-232
<b>TOPIC AREA V: PROMOTING RESIDENTS' INDEPENDENCE</b>	
1. Promoting residents' independence	Ch 3, pp 62-63
<b>TOPIC AREA VI: RESPECTING RESIDENTS' RIGHTS</b>	
1. The Resident's Rights	Ch 1, pp 10-13; and in special boxes throughout the textbook (see <i>Residents' Rights boxes</i> in index for complete list)
<b>TOPIC AREA VII: BASIC NURSING SKILLS</b>	
1. Observational skills	Ch 2, pp 21-22; there are observing and reporting lists throughout the textbook.

2. Recognizing changes in body functioning	Ch 2, pp 21-22; there are observing and reporting lists throughout the textbook.
3. Recognizing signs and symptoms of common diseases	Ch 4 includes lists of symptoms to observe and report in conjunction with discussions of diseases and conditions.
4. The long-term care facility as home	Ch 7, pp 200-202
5. Bed making techniques and comfort measures	Ch 7, pp 202-207
6. Admission and discharge	Ch 7, pp 169-173
7. Mealtime	Ch 8, pp 219-226
8. Nutrition and fluid needs	Ch 8, pp 209-213
9. Height and weight	Ch 7, pp 186-188
10. Observing and measuring vital signs	Ch 7, pp 173-184
<b>TOPIC AREA VIII: PERSONAL CARE SKILLS</b>	
1. Oral hygiene	Ch 6, pp 147-152
2. Bathing	Ch 6, pp 129-133, 136-138
3. Additional personal care skills	Ch 6 contains information about personal care and related skills.
4. Special skin care	Ch 6, pp 125-128
5. Urinary elimination/catheters	Ch 4, pp 96-98; Ch 7, pp 196-199
6. Toileting	Ch 6, pp 152-157
7. Intake and Output	Ch 7, pp 190-192; Ch 8, pp 216-218
8. Bowel elimination	Ch 4, pp 98-101
<b>TOPIC AREA IX: MENTAL HEALTH AND SOCIAL SERVICE NEEDS</b>	
1. Basic facts and misconceptions about the elderly	Ch 3, pp 68-69
2. Meeting the basic emotional needs of residents	Ch 3, pp 60-61
3. Rest and sleep	Ch 7, p 202
4. Sexuality in aging	Ch 3, pp 58-59
5. Special needs populations	Ch 5, pp 111-123
6. Care of the confused resident	Ch 5, p 111
7. Care of the depressed resident	Ch 3, pp 70-72; Ch 5, p 120
8. Care of the dying resident	Ch 3, pp 72-75
<b>TOPIC AREA X: BASIC RESTORATIVE SERVICES</b>	
1. Preventing complications of immobility	Ch 3, pp 64-65; Ch 9, pp 227-229
2. Bowel and bladder program	Ch 9, pp 239-240
3. Prosthetic devices	Ch 2, pp 26-27; Ch 6, pp 128-129; Ch 9, pp 233-234
<b>TOPIC AREA XI: RESIDENTS' RIGHTS</b>	

I. Summary of Residents' Rights	Ch 1, pp 10-13; and in special boxes throughout the textbook (see <i>Residents' Rights boxes</i> in index for complete list)
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Nurse Aide Trainee: \_\_\_\_\_

#		Date Passed Classroom	Date Passed Clinical	Instructor Initials  Comments/Suggestions
	Hand washing			
	Abdominal Thrust on Conscious Resident			
	Ambulation Using a Gait Belt			
	Ambulation with Walker			
	Applying Anti-embolic Stocking to One Leg			
	Bedpan/Fracture Pan & Output			
	Catheter Care			
	Denture Care			
	Dressing Resident			
	Emptying a Urinary Drainage Bag			
	Feeding the Dependent Resident			
	Hair Care			
	Changing an Adult Brief			
	Mouth Care			
	Making an Occupied Bed			



	Nail care One Hand			
	Partial Bed Bath-Face, Arm, Hand & Underarm			
	Perineal Care for a Female			
	Position Resident on Side			
	Range of Motion Hip & Knee			
	Range of Motion One Shoulder			
	Stand Pivot Transfer from Bed to Wheelchair using Gait Belt			
	Stand Pivot Transfer from Wheelchair to Bed using Gait Belt			
	Vital Signs – Temperature, Pulse & Respiration			
	Weighing an Ambulatory Resident			
	Shaving			

I have reviewed the checklist with the primary instructor.

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

### ENROLLMENT AGREEMENT

<b>Student Name:</b>			
<b>Student DOB:</b>		<b>Last 4 digits of SSN</b>	<b>XXX-XX-</b>
<b>Address:</b>			
<b>Phone:</b>		<b>Email</b>	

I am hereby enrolling in the following certificate program and my enrollment is subject to the terms and conditions stated in this enrollment agreement. Richard Medical Academy and above-mentioned student are entering into an agreement under which the student will pay complete tuition and fees as indicated below as well as adhere to the school’s rules and regulations as set forth in the RMA specific program handbook. RMA will instruct the above-mentioned student in the curriculum listed below.

**Certificate Program:** NATCE Program

**Length of curriculum (Approved Hours):** 76 hours.

**Schedule of sessions:** Class start date \_\_\_\_/\_\_\_\_/\_\_\_\_

Expected graduation date \_\_\_\_/\_\_\_\_/\_\_\_\_

**NATCEP student schedule:**       **2 weeks** classes operate Monday to Friday from 8:00am to 5:00pm (HST),

8 hours daily, 40 hours weekly. Clinical: 7am – 3:30 pm/ last day is 4 hrs.

**3 weeks** classes operate Monday to Friday from 5:00pm to 10:15pm (HST), 5 hours daily, 25 hours weekly. Clinical is 2 pm – 10:30 pm

The training includes 76 hours of lecture time, skills training, and two 8-hour days of clinical training experience.

**TUITION AND FEES FOR NATCEP CERTIFICATE PROGRAM**

Application fee (Include in grand total)	\$50.00
Book and TB Fee	\$50.00
Tuition Fee	\$340.00
<b>TOTAL TUITION AND FEES</b>	<b>\$390.00</b>
<b>PAYMENT PLAN TUITION (optional)</b>	<b>\$430.00</b>

Tuition and Fee is **\$390.00** when paid in full. Tuition with the payment plan is **\$430.00** with minimum of \$50.00 deposit as application fee on or before the first day of class followed with a \$190.00 weekly payment for 2 weeks. The balance is due before the start of clinical.

Code	Course title	Total Clock Hours	Quarter Credit Hours	Course Tuition, Lab & Clinical Externship Fees	Books and TB Test Fee
STNA 101	Nursing Assistant Skills Tasks	76	N/A	\$340.00	\$50.00
<b>Grand Total</b>					<b>\$390.00</b>

**Method of payment:**

Payment to credit RMA student account can be easy, convenient ways for you to do just that. Payments may be made in person at the RMA Bursar’s Office, RMA academy main building, between 8:00 am and 5:00 pm., Monday to Friday.

(1) Phone

Call **419-534-2371** and request to make payment at the bursar’s office with either MasterCard or VISA credit card, debit card, or enroll in the installment payment plan.

(2) Mail

Make checks payable to Richard Medical Academy and mail to:  
**Richard Medical Academy**  
**Office of the Bursar**  
**5237 Renwyck Dr**  
**Toledo, OH 43615**

Mail payments must be RECEIVED by the appropriate deadline. You should allow a minimum of 5 days for delivery prior to the deadline. Improperly completed checks may be returned to you unprocessed and will not be posted to your account.

(3) In-Person

Pay by cash, personal check, money order, cashier's check and credit card payment at: Richard Medical Academy bursar's office of the Administration Building. **WE DO NOT ACCEPT CHECKS AS YOUR LAST FORM OF PAYMENT IF YOU SIGN UP FOR THE PAYMENT PLAN.**

## **CANCELLATION/ TERMINATION/ WITHDRAWAL AND REFUND POLICY**

### **Cancellation/Termination by Richard Medical Academy**

Any applicants who have not visited RMA prior to enrollment will have the opportunity to withdraw without penalty within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

If the class is cancelled by the school, the student will receive a full refund or have option to start the next available class or quarter.

### **Cancellation/Termination by Richard Medical Academy Student**

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:

All refundable fees paid by an applicant are refunded if requested within five (5) days after signing an enrollment agreement and making an initial payment without registration fee. An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and made an initial payment, and is less than 15% completion of quarter, is entitled to a refund of 75% of the program tuition paid and all refundable fees paid minus a registration fee (\$125).

An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 15% to 25% completion of quarter, is entitled to a refund of 50% of the program tuition paid and all refundable fees paid minus a registration fee (\$125).

An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 25% to 40% completion of quarter, is

entitled to a refund of 25% of the program tuition paid and all refundable fees paid minus a registration fee (\$125).

An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and making an initial payment, who are more than 40% completion of quarter, is not entitled to any refund.

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
15% or less	75%
More than 15% and less than or equal to 25%	50%
More than 25% and less than or equal to 40%	25%
More than 40%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

RMA makes all required refunds within 60 days from the student’s withdrawal or termination date.

## STUDENT CODE OF CONDUCT

### Attendance:

Lecture class and clinical **attendance is mandatory** as mandated by the Ohio Department of Health (ODH) regulations for the NATCEP training. All students must sign-in at the beginning of each class session or you will not be given credit for attending the class. We understand that an absence may be unavoidable due to illness or death in the family. In either case you will be eligible for a make-up session.

All absences are to be made up at RMA training center. The first sixteen (16) of class lecture/instruction, according to the Ohio Department of Health (ODH) must be made up hour for hour before the student will be allowed to have direct contact with any Long-Term Care (LTC) resident/patient. Documentation of any missed time, all make up work, and make up class hours which have been completed satisfactorily, will be included in the student’s file.

Any student who fails to complete missed hours will not be allowed to take the final exam or attend the clinical experience at the LTC facility. In addition, the student must be reported to ODH as “in process” and they will have 60 days to complete the missed work or their name will be reported as “dropped” to the ODH, and the entire class will need to be repeated. Any student missing more than two (2) days will be dropped from the class and will have to repeat the class from Day 1. Class or Clinical credits are not accepted from other NATCEP training sites to RMA nor transferred from RMA to another center.

All students are expected to be in the classroom, in their seats promptly at the beginning of class. The sign in the sheet will be removed at the beginning of the class and the student’s tardy time recorded. Tardiness will be “accumulated time” that must be made up before attending clinical or taking the final

exam per ODH. If you are going to be late, or cannot make it to clinical or class, you must call RMA at 419-534-2371.

### **Successful Course Completion and Grading Policy:**

Performance in the classroom, skills lab, and clinical setting means achieving a final score of 80% or greater on all classroom, written, skills lab and the clinical experience in order to be reported as “passed” to the ODH. If a student fails either the classroom portion or the skills portion, they must return to repeat that portion of their training. There will be **no refund** of any kind for any student who fails a class. Your instructor will help you if you are having problems with either the written portion or the skills portion of this training.

RMA will retain all NATCEP training records for a period of two (2) years.

### **Clinical Health:**

All students are required to have a two-step TB skin test or chest x-ray report, within the past 12 months, before attending clinical and patient contact. This is a state regulation for the prevention of disease in the State of Ohio. Students may submit a copy of their current TB (Mantoux) skin test from their Doctors office or place of employment. If you have not had a TB test within the last 12 months, you may obtain one from The Health Department, your doctors office, an Urgent care Center, or here at RMA. Your TB test takes two days before it can be read or evaluated for a negative or positive reaction, so please plan accordingly. A second step TB is required 1-3 weeks after the reading of the first step. A reactive TB skin test will mean an additional chest x-ray exam is required. Again, anyone who has not had a negative TB test cannot attend clinical in an LTC facility and will not be allowed to take the final exam.

### **General Classroom and Clinical Behavior:**

Respect, dignity, and professionalism for residents, fellow students, RMA staff, and visitors are expected at **ALL TIMES** from the students in the adult training sessions for NATCEP education. Fighting, either verbally or physically on RMA property or RMA clinical site, will not be tolerated and will result in immediate expulsion from RMA training center without refund of any kind. In addition, the police will be called, you will be restrained from entering the training center and site, and a report of the problem will be sent to the proper State authorities and the NATCEP Department of the Ohio Dept. of Health. **All documentation will remain part of the student’s permanent file, and any student file of a person with a dismissal or expulsion from the program will be kept on file beyond the 2-year regulation period.**

Foul and/or abusive language will not be tolerated at any time while on RMA property.

Any problems related to resident/patient care during the clinical experience, including but not limited to, harm, neglect, or attempting to receive funds from a resident or theft of any type, will be reported immediately to the proper authorities.

All resident/patient care at our clinical site will be done according to the TCEP training and ODH rules. No student is allowed in the clinical area without the instructor being present per ODH.

**Dress Code:**

**Classroom:**

All students must be properly dressed in clean neat attire and free from odor. Ripped or dirty clothes with offensive slogans or words are not permitted. Revealing clothing that may be disruptive to the class are not acceptable including very short skirts or shorts and tight clothing that “rides up” or “down” revealing undergarments and/or skin. You should purchase your GREEN scrubs prior to the end of your third classroom day and begin wearing them each day thereafter.

**Clinical experience:**

You are required to wear a clean, wrinkle free, well fitted GREEN scrub top and bottom with white socks and athletic shoes. Your identification tag from RMA should be worn on your left scrub pocket at all times. A plain white t-shirt may be worn under your scrub top with short or long sleeves. But nothing over top of scrub top. All tattoos must be covered, and no hats or head coverings are allowed (proof of religion). The only ring allowed to be worn is a wedding band and the only piercing allowed is one set of stud earrings to the ears. All other piercing must be removed and left at home, as well as excess rings, bracelets, and necklaces. This is for the resident/patient and student safety. Artificial nails will not be permitted for any reason. Fungus and many germs reside under these kinds of nails and would be an endangerment to the residents/patients you care for. Fingernails of both male and female are to be clean with jagged edges filed to no more than ¼ “over the fingertips. No heavy perfumes or after shave is allowed, but underarm deodorant is expected. No cigarettes allowed in the uniform pocket or lighters are allowed in the facility due to the oxygen safety rules. Keep these in your car. Do not bring purse to the site as storage and safety cannot be guaranteed. RMA is not responsible for the lost or stolen items that you take to the site so please leave at home.

Refusal to follow the above dress code rules will result in dismissal, that day, from the classroom and/or clinical area. The day will have to be made up when the student becomes compliant with rules. There will be no exceptions!

**Electronic devices:**

No cell phones and/or earbuds will be permitted to be turned on during the classroom, skills lab, or clinical setting (**immediate expulsion**). Text messaging is not permitted. Electronic devices are very distracting and do interrupt the classroom and skills lab and are considered rude and disruptive behavior. If you are having children or family problems, you will have to leave the course until you can return and give full attention to your training.

**Violence, weapons, drugs:**

Richard Medical Academy has zero tolerance to violence, weapons, and/or drugs in the workplace and will result in a 911 Call to the police and the student(s) will be expelled immediately without further discussion. It is the policy of RMA to keep a safe and healthy environment for our trainees and the residents/patients that they may come in contact with.

**Cheating:**

RMA will not tolerate cheating of any kind and cheating will result in immediate failure of the course and dismissal from the training. Any reported cheating will be investigated, and the student reported will be counseled and/or expelled. If the report is false, then the student reporting the false information will be counseled and/or expelled.

**Smoking Policy for RMA:**

Smoking by students and/or staff will be permitted **ONLY** in the designated smoking area away from the front door of the building entrance. There is a container for the cigarette butts, please use it. You may also smoke in your car but do not throw cigarette butts in the parking lot.

**Incident, Accident or Injury reporting:**

All incidents, injuries, accidents that occur while on RMA premises, must be reported to the NATCEP instructor as soon as it happens. Each person witnessing or involved in an accident or any incident must complete an incident report prior to leaving the class or clinical area on the day of the accident or incident.

**Harassment:**

You have the right to a harassment-free environment. Sexual harassment is unlawful and unacceptable in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is illegal whether an instructor, trainee, applicant, manager, or any non-employee initiates it. Because of the importance we place on these types of issues, this company has instituted a procedure for investigating harassment complaints. It is our policy to investigate and resolve these issues in a prompt manner. If you have been harassed, or another's conduct creates an intimidating, hostile, or offensive environment, follow the chain of command.... Notify your instructor, the Program Coordinator, the DON or the Chief Operating Office.

**Confidentiality:**

In the course of the program, trainees will have access to personal information regarding residents/patients. This may be in the form of medical information, behavior management, social services, personal background information or personal care needs, medications, etc.



All information regarding the resident's condition or any aspect of their medical or nursing care is **CONFIDENTIAL** and must not be revealed to unauthorized persons. This includes other NATCEP trainees, your family members, other residents/patients, etc. if asked a question regarding your clinical resident, explain you are a trainee and refer them to a staff nurse.

Posting comments, videos, photos on Facebook or any other social media forum regarding RMA or the clinical site, is a HIPPA violation and strictly prohibited. Dismissal from the course with a failing grade reported to ODH will be sent immediately.

**Clinical Experience Policy addendum:**

All rules, policies, and standards of conduct per RMA apply to both the classroom and clinical portion of your training.

All resident/patient care and transfers must be performed by two persons/students in the presence of the instructor. No care of any kind is to be given to a resident/patient by a student without the instructor's prior knowledge and approval (ex: Hoyer/mechanical lift). **There will be no exceptions.**

To attain a passing grade, the trainee must comply with the facility's dress code policy.

RMA will give all trainees an ID badge that must be worn at all times during your training.

No student trainees are allowed in the clinical area or the RMA facility without the instruction's knowledge and approval during non-training hours. Wandering around the facility by yourself or/and sleeping at clinicals/is unacceptable. All students will enter the clinical floor together with the instructor and all students will leave together with the instructor at the end of the day.

No student trainees are allowed to sleep while at RMA facility or clinical site. If student trainees are sleeping in resident/patient room and/or open areas of clinical site, will result in immediate expulsion from RMA training center without refund of any kind.

**NATCEP Class Attendance Acknowledgement:**

1. I understand that the State of Ohio Department of Health requires a minimum of 75 hours of training to graduate and receive my certification.

2. I understand tardiness and absences are cumulative and **must** be made up to complete my training, and before I can receive my certificate.
3. I understand that any missed lectures, skills training and/or clinical training, regardless of the reason, **MUST** be completed **BEFORE** I graduate.
4. I understand that I will be responsible for compensating an instructor \$25.00 per hour to come in and train me for any missed time.

### **Complaint or Grievance Procedure**

All Student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus OH 43215, Phone 614.466.2752: toll free 877.275.4219.

**Student disclosure – Acknowledgment**

The School does not accept credit for previous education, training, work experience (experimental learning)

The School does not guarantee job placement to graduates upon program/course completion or upon graduation.

The School reserves the right to reschedule the program start date when the number of students scheduled is too small.

The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.

The School reserves the right to discontinue the student’s training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules

Information concerning other Schools that may accept the School’s credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

This document does not constitute a binding agreement until accepted in writing by all parties.

I hereby acknowledge receipt of the School’s catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The RMA’s \_\_\_\_\_ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

\_\_\_\_\_ Student initials

Also, I have carefully read and received an exact copy of this enrollment agreement.

\_\_\_\_\_ Student initials

I understand that RMA may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School. I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.

Richard Medical Academy

I also understand that RMA does not guarantee job placement to graduates upon program/course completion or upon graduation.

\_\_\_\_\_ Student's initials

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Richard Medical Academy.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been enrolled by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

**RICHARD MEDICAL ACADEMY STUDENT POLICY  
AGREEMENT/ACKNOWLEDGEMENT**

I have read the policies for the TCEP training class for RMA (Updated 07/10/2019) and I am aware of the implications of signing and initialing these policies and do so of my own free will. By signing/initialing these policies I am acknowledging that I will follow all policies while I am a student in the RMA training program. I am also aware that I must return all reference books and any other materials, for which I take responsibility to return, on the morning of the last day of class. **All tuition fees have to be paid before clinical to proceed further with classes.** If any **materials are not returned or paid** for by the time of **graduation certificates will be withheld.**

Student Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial each policy as read and understand**

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Successful Course Completion
- \_\_\_\_\_ Clinical Health
- \_\_\_\_\_ General Classroom and Clinical behavior
- \_\_\_\_\_ Dress Code: classroom and clinical site
- \_\_\_\_\_ Electronic Devices
- \_\_\_\_\_ Violence, weapons, drugs
- \_\_\_\_\_ Cheating
- \_\_\_\_\_ Smoking Policy for Richard Medical Academy
- \_\_\_\_\_ Incident, Accident or injury reporting
- \_\_\_\_\_ Harassment
- \_\_\_\_\_ Confidentiality
- \_\_\_\_\_ Clinical Site Policy