



Richard Medical — Academy —

“Excellence and Integrity”

Practical Nursing Student Handbook 2019 - 2020

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Richard Medical Academy



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



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 for practical Nursing; State-Tested Nursing Assistant (STNA) and Diploma program in Licensed Practical Nursing (LPN).

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 CALENDER



Academic Calendar

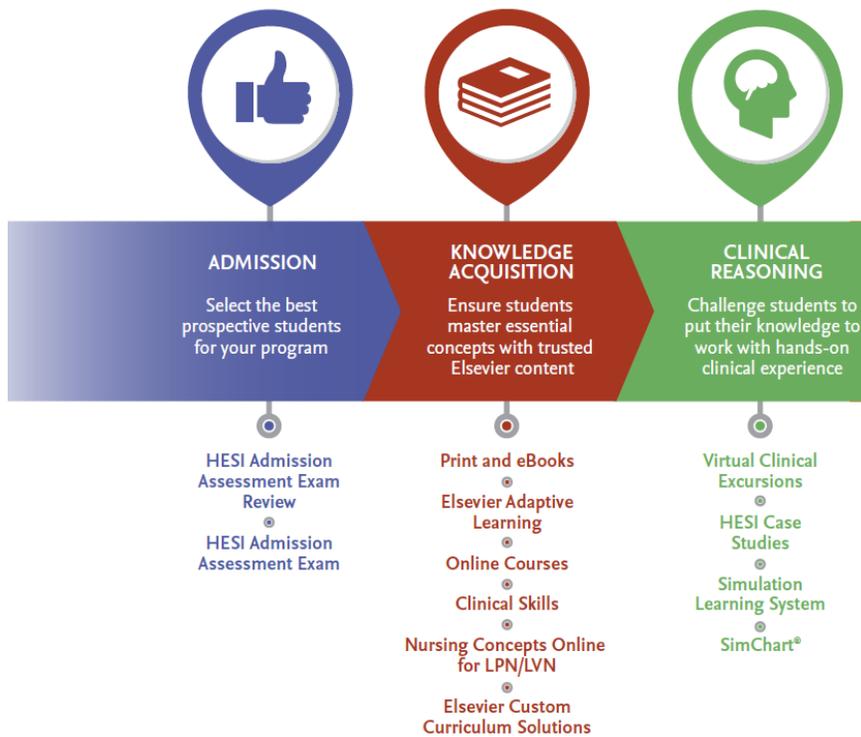
January - March Quarter	2019
January 4	Registration for classes due
January 7	First day of Classes
February 11-14	Midterm Examination
February 17	Midterm Progress Report due
	New Student Orientation
March 25-28	Final Examination
March 28	Last day of Classes
March 31	Final Progress Report due
April 1 - April 5	Vacation Break
April - June Quarter	2019
April 5	Registration for classes due
April 8	First day of Classes
May 13-16	Midterm Examination
May 19	Midterm Progress Report due
TBD	New Student Orientation
May 27	No Classes – Memorial Day
June 24-27	Final Examination
June 27	Last day of Classes
June 30	Final Progress Report due
June 28 - July 5	Vacation Break
July-September Quarter	2019
July 5	Registration for classes due
July 8	Start Date- Classes in Session
August 12-15	Midterm Examination
August 18	Midterm Progress Report due
September 2	No Classes-Labor Day
September 13	New Student Orientation
September 23 - 26	Final Examination
September 26	Last day of Classes
September 29	Final Progress Report due
	*NO Vacation Break
October - December Quarter	2019
September 27	Registration for classes due
September 30	First day of Classes (PN)
October 7	First day of Classes (LPN-RN)
November 4 - 7	Midterm Examination
November 10	Midterm Progress Report due
November 28	No Classes – Thanksgiving Day
November 29	Make up Classes for Thanksgiving Day
TBD	New Student Orientation
December 16 - 19	Final Examination
December 19	Last day of Classes
December 22	Final Progress Report due
December 23 - January 3	Vacation Three

January - March Quarter	2020
January 3	Registration for classes due
January 6	First day of Classes
February 10 - 13	Midterm Examination
February 16	Midterm Progress Report due
March 13	New Student Orientation
March 23 - 26	Final Examination
March 26	Last day of Classes
March 29	Final Progress Report due
March 30 - April 3	Vacation Break
April - June Quarter	2020
April 3	Registration for classes due
April 6	First day of Classes
May 11 - 14	Midterm Examination
May 17	Midterm Progress Report due
May 25	No Classes – Memorial Day
TBD	Make-up Classes for Memorial Day
June 12	New Student Orientation
June 22-25	Final Examination
June 25	Last day of Classes
June 28	Final Progress Report due
June 26 - July 3	Vacation Break
July - September Quarter	2020
July 3	Registration for classes due
July 6	First day of Classes
August 10 - 13	Midterm Examination
August 15	Midterm Progress report due
September 7	No Classes-Labor Day
TBD	Make up Classes for Labor Day
September 11	New Student Orientation
September 21 - 24	Final Examination
September 24	Last day of Classes
September 27	Final Progress Report due
	*NO Vacation Break
October - December Quarter	2020
September 25	Registration for classes due
September 28	First day of Classes
November 2 - 5	Midterm Examination
November 8	Midterm Progress report due
November 26	No Classes – Thanksgiving Day
TBD	Make up Classes for Thanksgiving Day
December 11	New Student Orientation
December 13 - 17	Final Examination
December 17	Last day of Classes.
December 20	Final Progress Report due
December 21 - January 3	Christmas Vacation Break

GENERAL INFORMATION



Promote Student Success *from*
EDUCATION *to* **EMPLOYMENT**



Contact Information

Richard Medical Academy
5237 Renwyck dr.
Toledo, OH 43615
Tel: 419 534 2371 Fax
Admission: liaison@richardhealthsystems.com

Richard Medical Academy Campus

5237 Renwyck dr. Toledo, OH 43615
Programs: Diploma, PN; Diploma, RN



The RMA Nursing programs, at the Toledo campus, utilize 10 classrooms, 2 nursing labs, 1 computer lab, 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 lab is equipped with 10 Computers for online simulation, study and practice.

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: Terrill Jean Saldana, RN, BSN, MSN, MBA/HCM

Faculty: Carole Hood, RN, BSN, MSN

Faculty: Laura Schiffer RN, BSN, MSN

Faculty: Denise Shank, RN, BSN, MSN-Ed

Faculty: Lakeesha Sims, RN, BSN, MSN-Ed

Faculty: Brenda Blausey, RN, BSN, MSN-Ed

Faculty: Kathryn Diem, RN, BSN

Faculty: Terryann Simpson, RN, BSN

Faculty: Mecca Cowart, RN, MSN/FNP

Adjunct Faculty: Courtney Saffle, RN, MSN/FNP

Clinical /Lab Instructor: Annie Hamilton, RN, BSN

Purpose of the PN Program

The diploma in Practical Nursing 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 Practical Nursing. Concurrent integration of theory into clinical practice is an important aspect of Practical Nursing education.

In a period of 12 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.

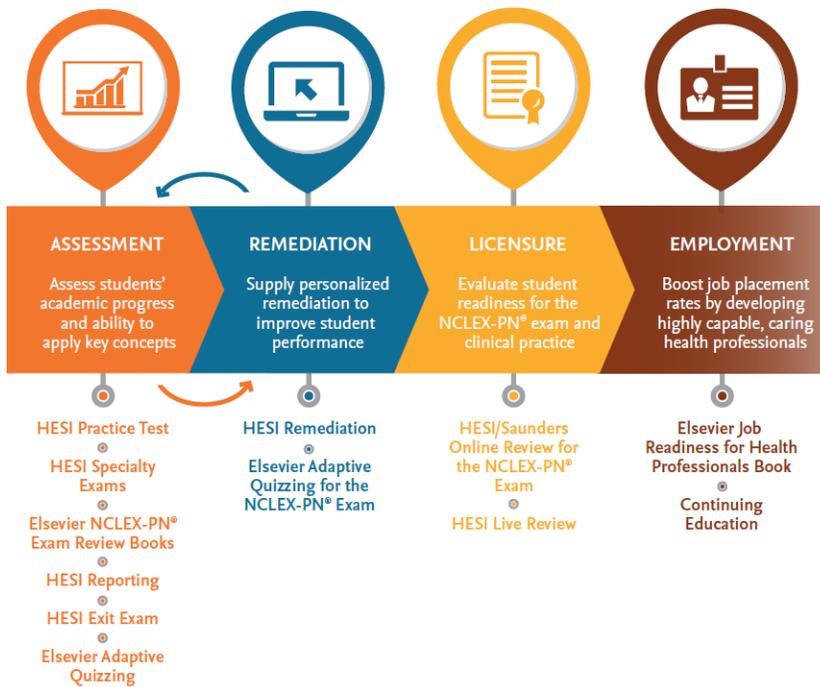
To continue and graduate from the practical nurse program, the student must complete all the required courses in nursing with a grade of “C” or better.

Program Outcomes

The graduate of the Practical Nursing Program will:

1. Students will be prepared to successfully complete the National Council Licensure Exam for Practical Nurses (NCLEX-PN®).
2. Students will be satisfied with their nursing education.
3. Students will be prepared for and gain employment at entry-level positions as members of the healthcare team in a variety of healthcare settings, such as hospitals, long-term care facilities, home healthcare, and a variety of other healthcare areas.

ADMISSION & ACADEMIC INFORMATION



Admission Policy

It is the Richard Medical Academy (RMA) responsibility to admit qualified students without regard to race, religion, national origin, political belief, and sexual orientation or any handicap or disability unless the disability prevents one from fully participating in all activities to the degree that successful completion of the program would not be feasible. It is also the policy of the school to readmit students who are deemed worthy and meet appropriate criteria.

RMA publishes in its catalog to inform all prospecting students, prior to admission, the program's admission requirements, process, and procedures; the nature of the training and education provided; and the program's responsibilities and demands. RMA consistently and fairly applies its admission requirements.

Potential Students are strongly encouraged to begin the admission registration process at least four weeks prior to the start date of the program and finish their registration with State Board of Careers College and Schools (SBCCS) using the student disclosure course video after getting or receiving an invitation code from RMA.

PN Admission Requirements

1. Pay admission registration fees.
2. Must be a high school graduate with any of the following:
 - a. High School Diploma or
 - b. High School Transcript (Official) or
 - c. GED or
 - d. Institutional Evaluation of Foreign Educational credentials noted that documentation supports and states it is equivalent to High school diploma.
3. Must have successfully completed a Nurse Aide Training Competency Evaluation Program (CNA/STNA)
4. Must have a negative criminal background check (BCI and FBI).
5. Must provide evidence of current immunizations and a two-step Mantoux tuberculin skin test or Chest X-ray or TB spot within the last year.
6. Must be physically fit to go through the LPN program confirmed by an MD or DO within the past year.
7. Must be CPR and First Aid certified.
8. Must successfully pass of the HESI entrance examination.
9. Must possess any government issued form of identification.

Immunization record: Proof of being vaccinated (Vaccination or Titers)

- All students **must have** submitted two (2) weeks prior to "Clinical Rotation" proof of being vaccinated (Vaccination or Titers). If these forms are not completed and submitted to Richard Medical Academy the student will not be allowed to start "Clinical Rotation".
 - **Hepatitis B** series **must have step one (1)** completed with the correct forms submitted **two (2)** weeks prior to the "Clinical Rotation" at Richard Medical Academy. The remaining series step two (2) and step three (3) of the Hepatitis B series form **must be** completed and submitted six (6) months after the start of course work. If these policies and procedures are not followed and forms submitted to Richard Medical Academy the student will be ineligible to start or complete "Clinical Rotation".
 - TB test:
 - Mantoux tuberculin skin test using the two-step method is required. Results of each step must be submitted. At least two (2) weeks required between each step and results of a **one-step** Mantoux tuberculin skin test must be submitted each year thereafter.
 - or
 - Results of Chest X-ray and physician follow-up must be submitted if TB test is positive.
 - or
 - TB spot may also be used and submitted proof of lab draw with results.

All applicants must have a complete application file containing all required documentation, if not the application will not be considered until completion.

Prior to enrollment, RMA personnel determines that an applicant meets the school's admissions requirements by securing documentation to demonstrate that each applicant meets all admission requirements or not.

RMA maintains admission documentation for five years that demonstrates that admission requirements were met or that explains the basis for any denial of admission.

RMA does not enroll or admit any person of compulsory school age or any person attending secondary level school unless the school has established through contact with properly responsible parties that pursuit of the training will not be detrimental to the student's regular schoolwork.

RMA conducts an annual review of all admission documentation and procedure with the aim to evaluate the effectiveness process for all students.

PN Program Admission and Readmission Procedure

1. Proof of Valid certification as a Nurse Aide Training Competency Evaluation Program (CNA/STNA)
2. Admission Application, including 2 reference forms. References must be able to speak to academic ability and/or work ethic.
3. Complete HESI Entrance Examination with a minimum score of 79%.
4. Attend a Nursing Information Session, obtain a Nursing Admission Application, and go over Nursing Program requirements. Nursing Information sessions vary in time and may be scheduled at any time.
5. A negative criminal background check. Students should aware that:
 - A felony conviction may affect ability to attain licensure.
 - Criminal background checks, including fingerprints, are required for licensure and are required by many clinical sites providing clinical experiences. If any clinical site refuses to allow a student to do a clinical due to a criminal background check, the student will receive a "U" in clinical and be unable to complete the nursing program.
6. Health Physical form verifying that the student is in good physical and mental health, including drug screen. (If drug screen is positive, this will disqualify student for admission.
7. Immunization record: Prove of being vaccinated (Vaccination or Titers)
 - Measles-Mumps-Rubella (MMR Series),
 - Tetanus,
 - **Hepatitis B** series **must have step one (1)** completed with the correct forms submitted **two** weeks prior to the "Clinical Rotation" at Richard Medial Academy. The remaining series step two **(2)** and step three **(3)** of the Hepatitis B series form **must be** completed and submitted six **(6)** months after the start of course work. If these policies and procedures are not followed and forms submitted to Richard Medical Academy the student will be ineligible to start or complete "Clinical Rotation".
 - Varicella and Rubella Titers
 - TB test:
 - Mantoux tuberculin skin test using the two-step method is required. Results of each step must be submitted. At least two (2) weeks required between each step and results of a **one-step** Mantoux tuberculin skin test must be submitted each year thereafter.
 - or
 - Results of Chest X-ray and physician follow-up must be submitted if TB test is positive.
 - or
 - TB spot may also be used and submitted proof of lab draw with results.
8. A proof of General Drug Testing.
9. Mandatory Computer Requirements:

- It is mandatory that all nursing students have daily access to a laptop computer with wireless access to be used daily in the classroom. The minimum requirements are Windows XP or higher.
 - Students are required to purchase and maintain a subscription to UWorld.com throughout the length of the program. These will be used utilized in the classroom and for homework assignments.
10. Current CPR & First Aide certification (Must cover Adult, Infant and Child.)
 11. Proof of Identification of the following:
 - Social Security Card
 - Driver's License or Government Issued ID
 12. Must be a high school graduate with any of the following:
 - High School Diploma or
 - High School Transcript (Official) or
 - GED or
 - Institutional Evaluation of Foreign Educational credentials noted that documentation supports and states it is equivalent to High school diploma.

Readmission Policy

All courses in the practical nursing major curriculum must be taken in sequence respecting all course prerequisites. Students enrolled in practical nursing courses whose studies are interrupted and who wish to re-enter the program must reapply for the next class with current students. The following will be put into consideration:

1. Readmission application must be complete and received at least two weeks before intended readmission.
2. All readmitted students must abide by the curriculum, policies, and procedures currently being administered by the program and school.
3. Due to the time interval between leaving the program and re-entry, Richard Medical Academy requires the date of departure from the program be set at six (6) months or less the student can re-enter and repeat the course/clinical he/she failed without repeating the complete quarter. If the student has left the program more than six (6) months up to one (1) year the student will re-apply and repeat the entire quarter if the course has the space available. If the student has left the program for (1) year or longer the student will be required to re-apply to Richard Medical Academy wishing to re-enter and start from the beginning (Quarter 1). The policy and procedure mentioned is subject to the Program Administrator approval upon meeting with the candidate (student) then forward supportive documentation to the Admission Committee for final approval.
4. Students dismissed from the program for academic reasons, may reapply to the program one time.
5. Students dismissed for behavior reasons will not be eligible for readmission.
6. Readmission applications to the PN program will be thoroughly evaluated and approved by the program administrator before readmission will be granted.
7. All readmitted students will pay the full tuition of the quarter to repeat before they can be allowed to be readmitted. Students will be readmitted to the program, as space is available.

	Admissions requirement	Documentation
1	Be a high school graduate or have a GED	High School Diploma or High School Transcript (Official) or GED or Institutional Evaluation of Foreign Educational credentials noted that documentation supports and states it is equivalent to High school diploma.
2	Valid certification as a Nurse Aide Training Competency Evaluation Program	Certified Nurse Aide (CNA) certificate State Tested Nurse Aide (STNA)
3	Criminal history or denied licensure by any Board of Nursing or whose license is currently suspended, surrendered or revoked in any US jurisdiction or in another country due to disciplinary action.	Pass Background check BCI & FBI
4	All nursing students must be vaccinated for high contagious diseases as evidenced	Immunization records and TB test results
5	To ensure the health and safety of patients, nursing students, faculty and other health care providers, while enrolled, will be required to be physically fit to be able to be in a very rigorous academic program; have the ability to be involved in very stressful situations when called upon to work with groups of people in demanding situations; required to use effectively all sensory organs; engage in activities which require above average manual dexterity; expected to bend, squat, reach, kneel and be able to carry and lift 50 pounds from the floor, to shoulder height and overhead; move, and turn persons who weigh at least as much as he/she does; required to be on his/her feet for six to twelve consecutive hours.	Medical physical examination report
6	Holder of a current basic life support CPR certification	Current unexpired BLS CPR card
7	Passed HESI admission assessment containing academically oriented subjects; basic mathematics, English (reading comprehension, vocabulary, grammar), biology, chemistry, physics, anatomy and physiology	HESI examination test report

Enrollment Status

Full-time: Students are enrolled for 16 or more credit hours per quarter.

Half-time: Students are enrolled for 8 credit hours per quarter.

RMA does not extend or reduce enrollment status.

Diploma in Practical Nursing

RMA expresses our beliefs 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 humanistic art and science that incorporates evidence-based principles from the biological, physical and behavioral sciences. The nurse cooperates with members of the health care team to assess health needs and assists the client to perform those activities that contribute to health. The goal of nursing is to assist the client

in self-directed wellness throughout the life cycle. The nurse contributes to this goal using the critical thinking inclusive of nursing process and evidence-based practice.

Richard Medical Academy has put together a very impressive twelve (12) months LPN program, which has been approved by the Ohio Board of Nursing. We are a registered school through the Ohio Board of Career schools and Schools. **Upon completion of our program, you will be awarded a diploma certificate and you will be eligible to take the board exam.** Once you pass the exam, you will then become a Licensed Practical Nurse.

We start a new class at the beginning of every quarter (January, April, July and October). Our goal is to avail that education to you by giving you the skills you need to become an excellent nurse. Arranged to be completed in 4 quarters.

Students who graduate from the PN program will be eligible to apply for the NCLEX®-PN exam. After graduation from the PN program and passing the NCLEX®-PN exam, students may choose to begin their career as a Licensed Practical Nurse, and/or they may choose to apply to the Associate Degree in Nursing program.

Preparation for Class and Supervised Laboratory Activity Policy

Students are expected to be prepared for class, which includes, but is not limited to:

- (a) Submitting written assignments as required by the instructor by specified date and class. Penalties may be imposed for incorrect grammar, misspelled words, poor legibility, and lateness of assignments.
- (b) Preparing for and participating in group assignments or discussions.
- (c) Being physically and emotionally prepared for the class/lab experience.
- (d) Bringing all required textbooks, equipment, and supplies to class/lab.
- (e) Completing all requirements related to tardiness, early dismissal, or absence. Make-up work may be required.

Preparation for Clinical Policy

Facilities for clinical experiences in nursing are provided by local health agencies on a voluntary cooperative basis. Richard Medical Academy students are always required to conduct themselves in a professional manner and wear approved RMA uniforms. See Policies on Professional Conduct and Uniforms.

Students are required to:

1. Complete written assignment according to the course syllabi.
2. Attend the clinical site prior to clinical rotation to obtain client information at the prescribed time in the appropriate uniform.
3. Be informed about the assigned client. This includes:
 - Knowledge of diagnosis, treatments and medications
 - Knowledge of pertinent laboratory assessments (always indicate normal values)
 - Other significant client data.
4. Complete student assignment sheet at the clinical site. These should be written neatly and legibly and should include:
 - Client's initials
 - Client's room number
 - Student's name
5. Prepare for and participate in the clinical conference.

Clinical Experience

Students are expected to be prepared for the clinical experience. Being prepared is indicated by, but not limited to:

- Being punctual for clinical
- Arrives in proper school uniform with the name badge and proper equipment: Watch, stethoscope, bandage, scissors, penlight, blood pressure cuff, and gait belt.
- Having their portfolio and appropriate paperwork.
- Cell phones are not allowed in the facility.
- Knowing client's/resident's name and understanding of diagnosis.
- Knowledge about client/resident treatments, medications and diagnostic tests.
Example:
Why is your client/resident receiving this medication?
What nursing intervention will you perform prior to administration of Lanoxin?
What lab value will you monitor for Plavix?
- Knowledgeable about procedures to be done and having proper equipment ready.

Any student who is not prepared for clinical including required paperwork and proper equipment will be given a Needs Improvement for the clinical day and may be placed on a clinical probation unless in opposition of clinical facility policy. Failure to adhere to the

terms of the clinical probation may result in failure of the current/ subsequent clinicals. **Proper equipment includes uniform, name badge, watch, stethoscope, blood pressure cuff, bandage scissors, penlight, gait belt and portfolio book.**

Portfolio

The student will maintain an up-to-date clinical portfolio as an organized method of tracking student progress. The portfolio is an important record of the student's clinical skill experience and becomes vital component for future employment. Course paperwork will be handed out by the class instructor. The clinical packet papers include;

- Skills Competency Verification Form
- Clinical Orientation Sheet
- IV therapy Competency/Verification Form
- Copy of the monthly Clinical Evaluations
- Course Specific Clinical Packet Worksheets
- SBAR (Situation; Background; re-Assessment; Recommendation)

Pre/Post Conference

Pre- & Post-conferences are the time when students and faculty meet to share pertinent information pertaining to the client and the clinical day. Therefore, students will be expected to attend pre- & post-conferences. Conferences will be done at the discretion of the instructor. If you have ideas or would like something reviewed please notify the instructor.

Students need to complete the shaded/asterisk areas of the clinical packet worksheet prior to the end of pre-conference.

Written Work

Students are expected to complete one clinical packet worksheet per week. If the student has two clients, the instructor will determine on which of the two clients the clinical packet worksheet will be completed.

Information contained in the shaded areas of the clinical packet worksheets represents caregiver reports.

Failure to have a completed clinical worksheet at the end of the clinical day may result in failure of the clinical which in turn can result in failure of the course.

Violation of Preparation Policy

Students not having the above information are considered unprepared for the clinical/lab/class experience. If the student is considered unprepared, he/she will not receive credit units for assignment. A clinical unsatisfactory grade for being unprepared must be made up according to nursing course guidelines related to tardiness/absences or being unprepared and sent home from the clinical site.

Bloodborne Pathogens Policy

Federal OSHA occupational health standard is intended to eliminate or reduce the health risks associated with exposure to Hepatitis B Virus, Human Immunodeficiency Virus, and other bloodborne pathogens that can be transmitted through exposure to blood and other potentially infectious material. The occupational health standard addresses employees who could come in contact with blood or bodily fluids as part of their work. In 2001, nursing students were addressed in the OSHA standard.

The Richard Medical Academy Department of Nursing recognizes that nursing students and faculty are at risk of exposure to bodily fluids. Due to the exposure risk, the Nursing faculty will teach and implement infection control procedures in campus laboratories and clinical agencies.

Purpose

The purposes of this policy are:

- To eliminate or minimize faculty or student exposure to blood or bodily fluids.
- To identify faculty or students exposed to blood or other potentially infectious material.
- To provide faculty and students training in bloodborne pathogens and exposure control.
- To comply with OSHA Bloodborne Pathogen Standard.

A Bloodborne Pathogen policy is designed to protect the:

- Student
- Student's Family
- Patient
- Hospital Personnel
- Visitors to Health Care Institutions

The Center for Disease Control and Prevention (CDC) in 1996 recommended guidelines for a two-level approach to isolation of infections. Occupational Safety and Health Administration (OSHA) created the standard.

Standard Precautions are work practices that help prevent contact with patient's blood and other bodily fluids. Standard Precautions assumes that **ALL** blood and bodily fluids should be treated as infectious. The only way to combat the spreading of infections is to provide a barrier between the nurse and bodily fluids that may be infectious.

Transmission-based Precautions uses personal protective equipment (PPE) as the barrier from potential infectious bodily fluids.

There are three categories of precautions which require specific practice measures:

1. **Contact Precautions:** This is the most important and frequent mode of transmission; it can either be from direct-contact transmission or indirect-contact transmission. Direct contact involves direct body-to-body surface contact. Indirect transmission involves a susceptible host with contaminated material. This may involve contaminated instruments, needles, dressings, gloves, or inappropriate hand washing.
2. **Droplet Transmission:** This can occur through coughing, sneezing, talking, and certain procedures such as suctioning.
3. **Airborne Transmission:** This can occur from evaporated droplets containing infectious microorganisms that remain suspended in the air for long periods of time such as in dust particles.

Exposure Control Plan

1. Standard precautions will be observed with all human body fluids. All faculty, staff, and students will attend annual exposure control class. Each faculty member participating in clinical activities will review the specific agency guidelines at the beginning of each semester. Those records will be maintained by the Nursing Department Director and will be kept in faculty/student files.
2. **Hand washing.** This is the single most important measure to reduce the spread of infections and microorganisms in hospitals and community health clinics. The CDC recommends that nurses must wash their hands for at least 15-30 seconds between each patient contact. The CDC also recommends the use of alcohol-based hand rubs when hand washing is impossible. The use of gloves does not eliminate the need for thorough hand washing.
Nursing students will not be allowed to wear artificial nails or nail extenders as they may be a source of contaminants between patients.
3. **Gloves.** Non-sterile gloves are to be worn to provide a protective barrier when contamination of the hands from blood, body fluids, secretions, excretions, mucous membranes and non-intact skin may occur. Gloves will be changed after contact with each patient and before touching environmental surfaces.
4. **Personal Protective Equipment (PPE).** These are items such as specialized gowns, designed to protect the health care worker from blood and bodily fluids. PPE also includes masks, respiratory protection, eye protection, hair covers, shoe covers, and face shields.
 - a. Gowns must be worn if soiling of clothes with blood or body fluids is anticipated.
 - b. Eye wear and mask/face shield are necessary if splatter of body fluids is possible.
5. Needles, syringes, and other sharp objects should be disposable and should be disposed of in rigid, puncture-resistant, leak-proof containers. Needles should not be recapped or removed from a disposable syringe. All needles shall be considered contaminated. Broken glassware which may be contaminated must not be picked up directly with hands, use a brush, dustpan, forceps, etc. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on sides and bottom, and labeled or color coded.
6. Instruments, work areas, and non-disposable items contaminated with blood or body fluids should be safely decontaminated with a 1:10 bleach and water solution, or a tuberculocidal disinfectant.
7. Warning labels are required on containers or waste that may contain contaminated materials, freezers and refrigerators used for blood or other potentially infectious materials, and containers that are used to transport, ship, or store blood or other potentially infectious material.
8. Reusable containers should be handled with gloves.
9. There will be no eating, drinking, applying lip balm, or handling contact lens in a campus laboratory or any potential exposure areas. There will be no storage of food in campus laboratories, or instructional work areas.
10. Infectious waste and items contaminated with body fluids shall be "red-bagged" in leak proof containers which are labeled with the "Biohazard" symbol; this includes any laundry suspected of possible contamination.

Occupation Exposure/Bloodborne Pathogen Occurrence

In the event of exposure to body fluids, the student and faculty member adhere to the following guidelines:

1. In the event of an exposure to eyes, mouth, mucous membrane, non-intact skin or parenteral contact, the area contacted should be washed with soap and water immediately.
2. Notify the instructor immediately, The Nursing Department Program Director should be contacted by the end of the clinical day.
3. A medical evaluation should be performed immediately. The student shall be responsible for any health care fees or charges associated with this policy. If the student refuses medical evaluation, the faculty member will record this declination in the student's personal health school record. Medical evaluation may be completed by the student's personal health care provider, or an emergency treatment center.
4. All expenses incurred by the student are the student's responsibility.
5. Your instructor will report exposure to the Infection Control Nurse and implement the completion of a facility exposure incident form.
6. The faculty/student shall have the responsibility of following through with the protocol suggested by the individual providing the medical evaluation.
7. Inform your clinical instructor as to the various steps throughout the exposure treatment process you are going through.
8. The CDC recommends follow-up care within 1-2 hours of exposure.
9. Complete Exposure Incident Report Form from Richard Medical Academy immediately contact Environmental Services if a hazardous spill occurs.

Student Attendance Policy

Attendance and Tardiness Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Attendance and professional behavior are expected in all classroom (General Education and Core Nursing), laboratory, and clinical settings. Attendance, prompt arrival, preparedness, and participation correspond to professionalism and professional accountability. As attendance is mandatory, students must not make plans to be away during a quarter. RMA recognizes the success of a student not only in performance in school courses but also student attendance and participation. Therefore, students are expected to attend all classes and to participate in all learning activities. Students should not expect to be excused from required coursework for personal/family events, such as attending family gatherings, presenting at conferences, or vacations. Absence may result in dismissal from the Nursing program.

Attendance must be maintained at 100% (percent) in lecture and lab classes. Meet all clock hours. Dismissal may result due to absenteeism.

In extraordinary circumstances, such as a personal emergency, an absence may be granted at the discretion of the course instructor and school administrator. This policy is designed for special circumstances, and it should not be considered a guarantee that a student will be granted this permission.

Present (P): Physically attended the course learning activity (didactic Class, Supervised Lab Class or Clinicals) or submitted an academic assignment on time. Academic presence is determined by a student's participation in at least one academically related activity. Students will be award learning credit units for activity completed on time.

Excused Tardy (ET): Students arriving 15 minutes after the established start time for didactic class or supervised lab activity and 30 minutes for clinical activity will be considered tardy to school. If student calls the school inform the school an hour before the class with a tangible, documentable proof of being late it will be considered excuse. Students are allowed three excused tardiness per quarter. The fourth tardy will be unexcused and the fourth tardy may result in disciplinary action.

Unexcused Tardy (UT): Students arriving 15 minutes after the established start time for didactic class or supervised lab activity and 30 minutes for clinical activity will be considered tardy to school. Student does not call the school an hour before the class with a tangible, documentable proof to be late it will be considered unexcused. Students with unexcused tardiness will face disciplinary action and financial liability.

Excused Absence (EA): Physical Absence from school activity with tangible, documentable reasons that seem acceptable to the program administrator. Students are allowed two excused absence per quarter. The third absence will be unexcused and may result in disciplinary action.

Unexcused Absence (UA): Physical Absence from school activity with no tangible, documentable reasons acceptable to the program administrator. Students unexcused absence will face result in disciplinary action.

All learning activities are awarded learning credit units to value the participation credit hours of the course. All students mandated to have complete learning credits. Students learning credit units will be deducted for misconduct and lack of participation.

	Didactic Class	Supervised Lab	Clinicals	Out-of-class Work
Present (P)	7 units	5.25 units	7 units	100% awarded units
Excused Tardy (ET)	6 units	4.25 units	6 units	80% awarded units
Unexcused Tardy (UT)	4 units	3.25 units	5 units	70% awarded units
Excused Absence (EA)	3 units	1.25 units	0 units	60% awarded units
Unexcused absence (UA)	0 units	0 units	0 units	0 units

Classroom

The student is responsible for all assigned course work and cannot be absolved of this responsibility. When enrolled in a course, the student is obligated to do all of the work assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences, excused or not, do not alter this responsibility.

Absences will be excused for:

- (a) Documented illness.
- (b) Official representation of the school.
- (c) Death of a close relative.
- (d) Religious holiday.
- (e) Other circumstances beyond the control of the student.

Students at RMA will always conduct themselves in a manner that serves to maintain, promote and enhance a high-quality academic environment. To this end, it is expected that all members of the learning community will adhere to the following guidelines:

- (a) Students are expected to attend all regularly scheduled classes.
- (b) Students are expected to arrive prepared for class and on time, and they will remain in class until the class is dismissed.
- (c) Students will treat all members of the learning community with respect. Toward this end, they will promote academic discourse and the free exchange of ideas by listening with civil attention to comments made by all individuals.
- (d) Students are to maintain an appropriate academic climate by refraining from all actions that disrupt the learning environment. Cell phones may not be used in class or clinical unless directed by the instructor. Students must follow clinical agency policies, including use of cell phones and social media.

Substantiation of excused absences is the responsibility of the student. Excuses for official representation of the RMA must be obtained from the official supervising that activity or event. Absences deemed excessive by the instructor may result in a lowered grade. Students whose unexcused absences exceed 15 percent of the scheduled classes and laboratories will be subject to failure at the instructor's discretion. Regulations more restrictive than those stated above, but not in conflict with them, may be established by the instructor for any course. Instructors are responsible for distributing this attendance policy, and any additions in writing, during the first-class meeting.

Clinical Externship / Supervised Laboratory

Attendance in clinical experience is mandatory. Absences will be excused only at the discretion of the instructor. Allowable reasons for absence from a clinical experience include unsafe weather conditions, documented illness and the death of a close relative. Makeup days will be scheduled with the student at the discretion of the instructor.

All experiences are designed to facilitate the transfer of theoretical knowledge to clinical practice. Therefore, scheduled clinical time **MUST** be achieved. Absences deemed excessive by the instructor will result in assignment of a grade of U for the clinical component of the course. This will result in an unsatisfactory course grade.

Clinical Hours may vary for the different facilities and clinical experiences. **All students are responsible for locating their assigned sites and hours before the first day of clinical.**

The following applies for any clinical tardiness issues:

- If a student is between five (5) minutes and thirty (30) minutes late for clinical, then the student will be placed on clinical probation for a period of three months. The student will be allowed to complete the clinical day. If a student is tardy a second time while on clinical probation, the student is dismissed from the clinical site, which may result in a clinical failure. Students dismissed from the clinical site need to contact the clinical coordinator/ Administrator. Extenuating circumstances with documentation will be taken into consideration for clinical make-up.

- If a student is more than thirty (30) minutes late, the student will be sent home, placed on clinical probation for a period of three months, and will be counted as a clinical absence which may result in failure of the course. Students who are sent home from the clinical site should contact the Administrator. Students sent home from clinical tardiness with documentation of an extenuating circumstance will be allowed to make-up the clinical day per the clinical make-up guidelines. Students without documented extenuating circumstances will receive a failing grade for the course. A second clinical tardiness of more than thirty (30) minutes may result in failure of the course. Special circumstances with documentation will be considered on a case-by-case basis.

*****Students may give out the school, instructor, or facility number for emergencies.**

Clinical instructor must be notified before taking any breaks. Pack a lunch, as you are not permitted to leave the clinical site during your clinical hours.

Students are expected to attend every clinical as assigned in accordance with the policies set forth in the Practical Nursing handbook. Students who cannot meet this standard due to extenuating circumstances may request special accommodations by **filing a written appeal accompanied by appropriate and relevant documentation of extenuating circumstances** with the Program Administrator, who will pursue the challenge with the appropriate faculty and issue a decision to the student. The student has three (3) business days after the absence occurred to file an appeal. Upon approval of the appeal, the student must attend any scheduled make-up time, and failure to do so will result in course failure.

Any student who is absent from a clinical and wishes to request special accommodations outside the policy may do so by filing a written appeal accompanied by appropriate and relevant documentation to the Program Administrator, within three (3) business days. If the student is still not satisfied by the ruling, they may follow the appropriate chain of command as outlined in the student handbook. This ruling will be final. All appeals must be in writing and accompanied by supporting documentation in order to be considered.

Ruling may consist of:

- Ability to make up the clinical
- Failure of the class

Clinical Probation Policy

Probation is a “trial period” during which the student is expected to improve within the stipulated time period. Clinical probation will be recommended by the clinical instructor for uncorrected deficiencies in any of the following areas:

- (a) Less than satisfactory clinical performance
- (b) Unsatisfactory written assignments
- (c) Late written work
- (d) Exam grades lower than 80%
- (e) Excessive absences/tardiness
- (f) Absence without notification
- (g) Unprofessional appearance/conduct
- (h) Inadequate preparation for patient care
- (i) Unsafe methods in delivering patient care, example: medication errors, or performing any procedure without securing appropriate supervision

Failure to notify the instructor or clinical coordinator of an absence prior to the start of clinical may result in failure of the clinical.

Any faculty member that recommends a student for probation will devise a written contract, to be approved by the program administrator. The contract will state the conditions of the probation, the deficiencies that must be corrected, and the time frame for correction.

Failure to comply with the probation contract will result in an unsatisfactory evaluation of “F” for the course. Probationary status must be corrected within two (2) weeks or dismissal will result.

Out-of-Class Academic Work

Students should be aware that for every hour of on-campus lecture, they should expect to spend two (2) to three (3) hours outside of class completing assigned work, including, but not limited to, readings, case studies, papers, homework assignments, and preparation for quizzes and exams, per the course’s topical outline. As an example, in a three (3) credit hour courses, students are expected to spend from six (6) – eighteen (18) hours outside of class in order to succeed in the lecture portion of the courses. Lab and clinical experiences may also require additional hours outside of the scheduled time to be successful in those portions of the course.

Student Breaks Policy

Clinical Sites:

Students are allowed a 30-minute lunch break on the days they are scheduled in clinical. Additional breaks will be determined by the clinical instructor. Students may not leave the clinical facilities for lunch.

Classroom:

Two, 10-minute breaks will be allowed. Time is not credited if breaks are missed due to class or clinical activities. 30-minute lunch break permitted on classroom days.

Course Completion Policy

A **completed course** is a course in which the student has completed the required work by the end of the quarter with documented sufficient learning units accumulated from learning activities (Class, Supervised lab, out of class work and Clinical course assignments) before the end of the term result in a grade of complete (C). A requires 2235 Learning credit unit for the whole program. Each course has specific learning credit units requirements for participation and grades of 79% or above for learning performance.

Unless the work is completed by the end of the term, the student may not progress to the next level. All course and clinical work must be completed to progress in the program.

An **incomplete course** is a course in which the student has not completed the required work by the end of the quarter. Class, Supervised lab, out of class work and Clinical course assignments not completed by the end of the term result in a grade of Incomplete (I).

Unless the work is completed by the end of the term, the student may not progress to the next level. All course and clinical work must be completed to progress in the program.

Incompletes, Withdrawals, Repetitions & Remedial Course

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.

Excused Absence and Make-Up Work Policy

RMA expects that its students will recognize that they have entered 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. Violation of the RMA Student Attendance Policy could result in removal from the course, and/or failure of the course.

The following documented absences may be considered excused for purposes of the attendance policy. Excused absences do not apply to preparation for class/out-of-class work. preparation for class, by their very nature, are designed to prepare students for specific lecture content and therefore cannot be made up. An excused absence means that a student will not be penalized under the attendance and tardiness policy and will only be considered for purposes of whether or not a student will be administratively withdrawn.

Examples of extraordinary circumstances in which an excused absence may be granted may include:

- (a) Personal illness/injury,
- (b) Illness of a dependent of the student (documentation is required),
- (c) Bereavement – Applicable in the event of the death of an immediate family member (spouse, biological, adopted or step-parent, child, grandparent, sibling, grandchild, In-laws). Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.

- (d) Inclement weather,
- (e) Religious observances that prevent the student from attending class and jury duty.
- (f) Court appearance – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- (g) Military Duty – All military personnel requesting an excused absence must submit a copy of their orders to the Program Administrator designee prior to the missed time.
- (h) Illness – In the event a student suffers personal illness or injury, either a written doctor’s note excusing participation in school or documentation of the stay in the hospital will be required.
- (i) Jury Duty – Documentation required (stamped jury duty form from court).
- (j) Extenuating Circumstance - Approved by the Program administrator.

If a student must miss time due to illness or personal emergency, he or she must call the instructor or school administrator one hour prior to the start of the class.

Missed class time due to obligations such as religious practice, jury duty, military service, or participation in other extracurricular activities will be considered excused absences. Documentation of the above approved excused absences should be presented to the Program administrator or designee upon returning to school or in advance when applicable.

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. Instructors will monitor attendance in each course using the learning credit units.

All clinical absences must be made up at the expense of the student, (this is not covered by financial aid or funding sources). The time must be made up before the end of the term in which the absence occurred, or clinical failure will result with dismissal. **The fee for such is \$300.00, payable to the school.**

Any student requiring make-up clinical time must pay, in advance of the make-up session, \$300.00 to the nursing program. This fee will cover instructor salary and the costs incurred by the school of nursing for record keeping.

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.

Tardiness to class is disruptive to the learning environment. Any student arriving after the start of class will be considered tardy. In addition, students arriving to class late after breaks and/or leaving before the end of the class are considered tardy. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any class time missed. Students should be aware that their tardiness may affect their grade. Arrival 15 minutes after class start or returning from break is considered tardy.

Classroom/Clock-Hour PN Program Attendance Policy

For all students in clock-hour programs all excused and unexcused absences from the classroom must be made up to equal the number of hours absent in all classes taken. All excused and unexcused classroom absences must be made up by the end of the quarter in which the excused and unexcused absence occurred before beginning the next quarter. No student will advance to the next quarter without making-up the missed classroom time. The classroom make up time will be at the expense of the student and should be paid before the make-up time session. **The cost for that is \$85 per missed hour.**

NO Call/NO Show Policy

A student who is absent from clinical, classroom, make-up or lab/simulation without giving proper notice is a "no call/no show", will loss the one learning credit unit and must meet with faculty. A second “no call/no show” may result in disciplinary actions.

Practical Nursing Curriculum

97 Credit hours ≈ 71 Quarter Credits hours - 1260 Clock Hours - 48 Weeks

Upon successful completion of four (4) quarters (48 weeks) of the Practical Nursing curriculum, and meeting all graduation requirements, the graduate will be awarded a diploma and be certified to the Ohio Board of Nursing, which will determine the student's eligibility to sit for the National Council Licensure Examination for Practical Nurses (NCLEX®-PN). 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 apply the nursing process in health promotion restoring and maintaining the clients' health as well as provide compassionate care to the dying.

Within the scope of practice for the licensed practical nurse, and at the direction of a licensed physician, dentist or registered nurse, the graduate will meet the client's needs by fulfilling the following program outcomes:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of structured healthcare settings within the scope of practice of the Practical Nurse.

- (a) Work with the Registered Nurse or other healthcare provider to identify patient needs based on the data collected.
- (b) Collect data related to physical, behavioral, psychological, and spiritual aspects of health and illness parameters in patients experiencing common health problems, using developmentally and culturally appropriate approaches.
- (c) Provide patient-centered care focusing on restoration, promotion, and maintenance of physical and mental health.
- (d) Contribute to a patient-centered plan of care based on knowledge of evidence and patient information/preferences to meet individual patient needs.
- (e) Provide patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health literacy considerations.
- (f) Communicate information about care provided and evaluation data including appropriate handoff at each transition in care.
- (g) Incorporate factors that create a culture of safety when providing patient care.
- (h) Implement nursing interventions to prevent illness, and restore, promote and maintain physical and mental health of patients across the lifespan.
- (i) Analyze collected patient outcome data to determine the effectiveness and impact of nursing care.
- (j) Assist with the revision of the plan of care based on an ongoing collection of patient data including recognition of alterations to previous patient conditions.
- (k) Accurately document all aspects of patient care.
- (l) Deliver care within expected timeframe.
- (m) Safely perform all psychomotor skills needed for efficient, safe, and compassionate patient care including accurate calculation of dosages.
- (n) Incorporate cultural awareness/sensitivity when providing care to diverse patients in a variety of healthcare settings.

2. Engage in clinical judgment to make patient-centered care decisions within the scope of practice of the Practical Nurse.

- (a) Use clinical judgment to ensure accurate and safe care when implementing all steps of the nursing process.
- (b) Anticipate risks and predict and manage potential complications for patients experiencing common health problems.
- (c) Incorporate knowledge of the healthcare system and how it impacts the nurse's ability to provide safe, quality care
- (d) Prioritize patient care.

3. Incorporate management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.

- (a) Demonstrate accountability for nursing care given by self and/or delegated to unlicensed personnel.
- (b) Advocate for patient rights and needs.
- (c) Initiate a plan for ongoing professional development and lifelong learning.
- (d) Practice within the legal and ethical frameworks of Practical Nursing.
- (e) Delegate nursing tasks to unlicensed personnel.

4. Incorporate quality improvement activities to improve patient care.

- (a) Report identified quality improvement concerns to appropriate personnel (e.g., nurse manager, risk manager, etc.).
- (b) Participate in quality improvement activities.
- (c) Use the data from quality improvement activities to plan patient care.
- (d) Implement National Patient Safety Goals in all applicable patient care settings.

5. Participate in teamwork and collaboration with the inter-professional team, the patient, and the patient's support persons.

- (a) Work with the Registered Nurse to plan for patient safety and quality improvements within the context of the inter-professional team.

- (b) Share pertinent, accurate, and complete information with the inter-professional team.
 - (c) Interpret the impact of team functioning on safety and quality improvement.
6. Use information technology to support and communicate the provision of patient care.
- (a) Use high quality electronic sources of healthcare information.
 - (b) Enter computer documentation accurately, completely, and in a timely manner.
 - (c) Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
7. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.
- (a) Reflect on care provided to continue to improve caring relationships.
 - (b) Deliver compassionate, culturally-competent care that respects patient and family preferences.
 - (c) Provide support, empowerment, and hope when caring for diverse patients.
 - (d) Maintain an environment conducive to well-being.

PN Curriculum Plan

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

The organizing framework of the RMA curriculum is Orem's Self Care Deficit Theory of Nursing. This theory will provide a platform for each course throughout the program.

Code	Course Title	Quarter Credit Hours	Class Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Clock Hours
First Quarter						
NURS 101	Medical Terminology	2.0	20	0	0	20
NURS 102	Medical Mathematics	3.0	30	0	0	30
NURS 103	Anatomy & Physiology 1	4.0	40	0	0	40
NURS 104	Gerontological Nursing	6.0	60	0	0	60
NURS 105	Fundamentals of Nursing	12.0	62.5	62.5	55	180
Sub - Total		27.0				320
Second Quarter						
NURS 201	Fundamentals of Psychology	3.0	30	0	0	30
NURS 202	Pharmacology for nursing I	4.0	40	0	0	40
NURS 203	Anatomy & Physiology II	4.0	40	0	0	40
NURS 204	Medication Administration	3.0	20	30	0	50
NURS 205	Medical-Surgical Nursing I	12.0	62.5	62.5	55	180
Sub - Total		26.0				340
Third Quarter						
NURS 301	Healthcare Informatics	2.0	10	20	0	30
NURS 302	Fundamentals of Nutrition	2.0	20	0	0	20
NURS 305	Medical-Surgical Nursing II	12.0	62.5	62.5	55	180
NURS 306	Pharmacology for nursing II & IV Therapy	5.0	40	30	0	70
Sub - Total		21				300
Fourth Quarter						
NURS 304	Mental Health Nursing	5.0	40	0	30	70
NURS 401	Nursing Across the Lifecycle	10.0	80	0	60	140
NURS 404	NCLEX-PN Review & Job Readiness / ATI	8.0	80	0	0	80
Sub -Total		23.0				290
Total Program Hours		97.0				1260

NURS: Nursing course

Curriculum Course Descriptions

NURS 101 Medical Terminology

2.0 Quarter Credit Hours (6 lectures/Assessments, 5 1-hour Out-of-Class Works)

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, human body orientation, human body in health and disease, terms relating to the different body system and medical procedures.

NURS 102 Medical Mathematics

3.0 Quarter Credit Hours (9 lectures/Assessments, 8 1-hour Out-of-Class Works)

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. These includes basic mathematical applications, including algebra, exponents, fractions, measurement units, and more essential for understanding medication administration.

NURS 103 Anatomy and Physiology I

4.0 Quarter Credit Hours (11 lectures/Assessments, 10 1-hour Out-of-Class Works)

This course is a detailed study of the structure and function of the human body. This is the first of a two-part series designed to introduce students to the essentials of human anatomy and physiology. The course uses a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. 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.

NUR 104 Fundamental of Gerontology

6.0 Quarter Credit Hours (17 lectures/Assessments, 15 1-hour Out-of-Class Works)

This course provides comprehensive understanding of the care of the aging population. The focus is on evidence-based nursing care related to the unique concepts of aging. 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. Emphasis is placed normal and abnormal age-related changes, cultural influences, and health promotion when planning effective nursing care for this population. The course is a module, case-based, on-line course.

NUR 105 Fundamentals of Practical Nursing - Credit Hours

12.0 Quarter Credit Hours (18 lectures/Assessments, 18 labs, 8 clinicals, 23 2-hours Out-of-Class Works)

This course focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns, with an introduction to the legal and ethical responsibilities of the Practical Nurse. This course introduces the use of clinical judgment applied to nursing, the nursing process, cultural diversity, and communication techniques used when interacting with patients, families, other support persons, and members of the inter-professional team. Other program concepts such as evidence-based care, teamwork/collaboration, and information technology are also introduced. Selected nursing skills are taught in the skills laboratory with opportunities to apply fundamental concepts to basic nursing skills.

NUR 201 Fundamental of Psychology - Credit Hours

3.0 Quarter Credit Hours (9 lectures/Assessments, 8 1-hour Out-of-Class Works)

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.

NURS 202 Nursing Pharmacology I - Credit Hours

4.0 Quarter Credit Hours (11 lectures/Assessments, 10 1-hour Out-of-Class Works)

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 II

4.0 Quarter Credit Hours (11 lectures/Assessments, 10 1-hour Out-of-Class Works)

This course is a detailed study of the structure and function of the human body. This is the second of a two-part series designed to introduce students to the essentials of human anatomy and physiology. The course uses a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. In Basic Anatomy and

Physiology, the topics include an overview of the endocrine, lymphatic, cardiovascular, pulmonary, digestive, urinary and reproductive systems.

NURS 204 Medication Calculations in Nursing

3.0 Quarter Credit Hours (6 lectures/Assessments, 9 labs, 8 clinicals, 13 1-hours Out-of-Class Works)

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. Mastery of drug dosage calculations through different routes.

NUR 205 Medical Surgical Nursing for the Practical Nurse I

12.0 Quarter Credit Hours (18 lectures/Assessments, 18 labs, 8 clinicals, 23 2-hours Out-of-Class Works)

This is the first of a two-part series designed to incorporate and builds on the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing various medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Application of knowledge and skills occurs in a variety of clinical settings.

NUR 301 Health Informatics

2.0 Quarter Credit Hours (3 lectures/Assessments, 6 labs, 8 1-hour Out-of-Class Work)

This course introduces the nurse to the relationship between informatics and modern patient care delivery. It prepares the nurse with practical and comprehensive information related to computer applications and information systems in health care. It reflects changes that have occurred in the rapidly evolving technology of health. General computer information, health care information systems, and specialty applications are covered. The themes of privacy, confidentiality, ethics, and information security are woven throughout the course.

NUR 302 Fundamental of Nutrition

2.0 Quarter Credit Hour (6 lectures/Assessments, 5 1-hour Out-of-Class Works)

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.

NUR 304 Mental Health Nursing for the Practical Nurse

5.0 Quarter Credit Hours (11 lectures/Assessments, 4 clinicals, 18 1-hour Out-of-Class Works)

This theory course incorporates and builds on previously learned concepts for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse patients needing various levels of mental health promotion and mental illness management while integrating legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in a variety of clinical settings during the concurrent Adult Health Nursing Course.

NUR 305 Medical Surgical Nursing for the Practical Nurse II

12.0 Quarter Credit Hours (18 lectures/Assessments, 18 labs, 8 clinicals, 23 2-hours Out-of-Class Works)

This is the Second of a two-part series designed to incorporate and builds on the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing various medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Application of knowledge and skills occurs in a variety of clinical settings.

NURS 306 Nursing Pharmacology II & IV Therapy

5.0 Quarter Credit Hours (11 lectures/Assessments, 9 labs, 18 1-hour Out-of-Class Works)

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. This course also offers the theoretical basis for intravenous therapy administered by the Practical Nurse. Hands-on learning and practice is accomplished in the skills laboratory. Supervised clinical practice of the skills of intravenous therapy learned in the course is provided in concurrent and subsequent clinical nursing courses.

NURS 401 NCLEX-PN Review and Job Readiness

8.0 Quarter Credit Hours (23 lectures/Assessments, 20 1-hour Out-of-Class Works)

This course integrates nursing care

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 clients needs categories such as: Safe and effective care environment, health promotion and maintenance, psychosocial integrity, physiological integrity.

At the completion of this review course the student will be able to answer questions on the following topics in NCLEX-PN Exam:

Safe and Effective Care Environment	
Coordinated Care	12-18%
Safety and Infection Control	08-14%
Health Promotion and Maintenance	
Psychological Integrity	
Physiological Integrity	
Basic Care & Comfort	11-17%
Pharmacological Therapies	09-15%
Reduction of Risk Potential	10-16%
Physiological Adaptation	11-17%

NUR 404 Nursing across the life cycle (Obstetrics and Pediatric Nursing)

10.0 Quarter Credit Hours (23 lectures/Assessment, 9 Clinicals, 18 2-hours Out-of-Class Work)

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 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.

Student Progression Policy

Students' academic progress will be evaluated at the end of each quarter. A satisfactory progress report indicating progress and academic standing in the program can be found in the Student Portal on campus management system gradelink in the format of an unofficial report.

1. The student must maintain satisfactory academic progress in order to continue in the RMA LPN program. Satisfactory progress is defined as: a grade of "C" (79%) or above in all classroom, laboratory and clinical portions of the courses, achieving a Satisfactory in any course component that is graded as a Satisfactory (S) or Unsatisfactory (U). (The student must achieve a Satisfactory (S) in each evaluated domain) Finally, the student must resolve any grade of "I" (Incomplete) within the specified time frame (See below). An unsatisfactory lab or clinical performance grade, regardless of theory grade will result in course failure and if eligible for course repeat, student must repeat lab, clinical and theory components.
2. A grade of "I" (Incomplete) will be given when a student has failed to complete all course requirements for a grade in the course. Notification of the incomplete grade will be forwarded to the Administrator. 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. An "I" will not be counted in the student's grade point average (GPA) and academic progress in determining academic standing. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites. Course Incomplete may occur as a result of extended student illness and/or other excused absence only, but not as a result of a student simply not completing and submitting assignments on time.
3. The student must maintain adequate health records, immunizations and record(s) of a medical exam (physical) as required by the Admissions Requirements.
4. The student must maintain current CPR certification.
5. During all clinical and laboratory experiences, the student must always demonstrate and maintain patient/client safety. Violation of proper safety measures may result in a grade of "F" for the course and dismissal from the program.
6. In good standing with all policies in the Student Catalogue Handbook.
7. Tuition must be paid for current quarter before the student can progress to the next quarter
8. The student must consistently demonstrate language, behavior and an attitude that is consistent with the highest standards of professionalism; failure to do so may result in dismissal from the program pending the results of a program hearing with the faculty member and the Administrator or his/her designee.

9. The student must inform the program administrator immediately if there is a change in the student's criminal background check or child abuse clearance while the student is enrolled in the LPN program, failure to report and/or negative reports may result in dismissal from the program.
10. Student progress will be monitored by Faculty and Teaching Assistants, recorded and students will be notified at regular intervals.
 - (a) Should a student fall below the above standards during the Quarter (term), a progress consultation may be scheduled between the student, Administrator (or designee) and faculty member/instructor.
 - (b) Faculty will notify each student in writing at mid-term of their grade if it is below "C" (79%.) This notification is to alert the student to take immediate action to bring up an unsatisfactory grade.
 - (c) It is ultimately the responsibility of the student to monitor his/her grades and ask for assistance from the course instructor when help is needed.
 - (d) If the student does not obtain the minimum quarterly grade of "C" (79%) in each course, the student will be terminated from the program.

Student Evaluation Policy

Evaluate Participation

Students are continuously being evaluated for participation and learning. Participation is evaluated using the learning credit unit that determines the participative input to learn what is required of the students. Instructors submit documented proof of participation and compliance for the students to earn learning credit.

Learning Activity

1 Clock hour of didactic class activity attendance and participation	- 2 units
1 Clock hour of Supervised laboratory activity attendance and participation	- 1.5 units
1 Clock hour of Clinical activity attendance and participation	- 1 unit
1 Clock hour of Out of class/ Online activity attendance and participation	- 0.5 units

The attendance will be prorated for tardiness, early departure and partial-participation. If absent no learning credit unit will be received unless excused.

Evaluate Learning

Student learning is evaluated based on their performance on graded assessments as follows

- (a) ATI (Out-of-Class work) - 25%
- (b) Class work and Quizzes - 15%
- (c) Unit Exams/Tests - 10%
- (d) Mid-Term Exam - 25%
- (e) Final Exam - 25%

Successful completion of the course requires an overall grade average of 79% ("C") = 2.0 GPA

Assessments will cover material from lecture, all assigned reading and media assignments, class experiences, and any supplemental material. The only valid excuse for missing an assessment is based on the excused absence policy. In either case, you must notify course faculty **before** the scheduled day of the assessment. Students missing an assessment must call RMA academic office to report they will be missing the exam **and** an email message to faculty. It is not acceptable to have a friend or family member to call in for you. Failure to follow this protocol will result in a score of zero "0" for the exam. No exceptions will be made.

The following In-Class assessment activities (75%) will be taken during regular class time and will cover course content from the assigned readings, media, laboratory, and lecture content.

- Class work and Quizzes (Weights 15%)
- Unit exams/Tests (Lessons, Lab activities or Clinical skills - Weights 10%)
- Midterm (Lessons and Lab activities - Weights 25%)
- Final Examination (Lessons, Lab activities and Clinical skills - Weights 25%)

The following Out-of-Class assessment activities (25%) will be taken during regular class time and will cover course content from the assigned readings, media, laboratory, and lecture content.

- ATI (Out-of-Class work and Practice Assessment - Weights 25%)

Make-up exams must be taken prior to the next scheduled class meeting. The make-up exam may be in an alternate format- multiple choice questions, short answer, fill-ins, and short essays. It is the student's responsibility to schedule a make-up exam with faculty. Failure to follow this procedure will result in the score of zero "0" for that exam.

RMA views cheating and plagiarism as a direct violation of the purpose of the educational program as noted in the Code of Ethics for the Profession of Nursing. Students found to be cheating can be immediately dismissed from the program.

The grading scale is as follows:

Grades	Scores	Symbol	Satisfaction
A	97 -100	S	Satisfactory
A ⁻	94 - 96	U	Unsatisfactory
B ⁺	91 - 93	I	Incomplete
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	Below 67		

Credit Hour Policy

A quarter-credit hour is equivalent to a minimum of fifteen (15) classroom hours or twenty (20) hours of supervised laboratory activity, on a 50-minute hour of instruction, with appropriate homework and study. Thirty (30) hours of clinical experience, on a 60-minute hour, equals one (1) quarter credit hour. On a practical basis, students will be giving learning credit units for positive learning activities and deducted for academic misconduct.

ATI Policy

ATI is the school assessment tool used by the school for practice quizzes and NCLEX preparation. All students must complete ALL assigned proctored tests before their final grade will concluded for each course. In an effort to prepare students for the proctored tests, the students must meet the required benchmark for each content area prior to the end of the corresponding course. If they do not, they are required to take a practice test every three days until they do meet the benchmark. After they meet the benchmark, then, they can take the proctored test.

If a student has received a 79% or <79% on any proctored test, they will be required to complete a focused review for one hour for each content area that they received a 79% or <79%. After completing the focused review, they will be required to retake the test. If they receive a 79% or <79% on the second test, they will be required to complete another additional hour of focused review on that proctored test. ATI practice tests and proctored tests are a graded part of course curriculum, and therefore, required to successfully complete courses to progress throughout the program. Each course syllabus will outline expectations for ATI testing.

All ATI Tests will be cumulative throughout the quarter as part of the student's grade, which requires a 25% to pass the course.

All testing and focused review must be completed before the conclusion of the course per quarter.

Grade Point Calculation Policy

The grade point average is determined by dividing the total quality points by total credit hours received. Quality points are determined by multiplying the grade point by the credit hours. Transferred coursework, withdraw/transfers, withdrawals, audits, and incompletes are not calculated into the grade point average; however, transfer credits are accounted for in the total hours earned.

Example:

Grade A = 3.0 grade points x 5 credit hours = 15 quality points

Grade B = 4.0 grade points x 4 credit hours = 16 quality points

Total quality points = (15 + 16) = 31 divided by total credits of (9) = 3.444 grade point average

Program Completion Policy

In order to complete the program and be eligible for graduation, the student must have satisfactorily completed all courses in the program.

The PN Exit Examination is a component of NURS 401 NCLEX-PN Review/ Job Readiness. In order to successfully complete this course, the student must pass the cumulative ATI practice and proctored assessments and Exit Exam with a score of 850 or higher. (** Students will be required to take the PN Program Exit Examination before the last day of the PN program end date).

Students will have two (2) opportunities to take the Exit Exam and must pass with a minimum score of 850 or higher. A second attempt to pass the exit exam must be scheduled with the Program Administrator and **must be completed within four (4) weeks after the program completion/ end date.**

They must have successfully completed all program requirements with a minimum of “C” (2.0 GPA) or better in all courses with no outstanding or incomplete course.

- (a) The student must have achieved the minimum number of credit hours required for the program of enrollment by completing all attendance requirements and any make-up assignments satisfactorily.
- (b) The student must free of indebtedness to the school
- (c) Pay applicable graduation fee(s).
- (d) Complete Exit Interview and Counseling with the Program Administrator during which all completed program requirements will be verified.

Program completion is a situation where a student has completed the required work by the end of the quarter with documented sufficient learning units accumulated from learning activities (Class, Supervised lab, out of class work and Clinical course assignments) before the end of the term result in a grade of complete (C). A requires **2235 Learning credit units** for the whole program.

Transcript/Document Request Policy

Transcripts

Students that need an official or unofficial transcript need to fill out a request form and turn the form into Student Services. Please do not call the office to request a transcript. There is no charge for the first official transcript request. Second request pay \$20.00 at Student Services.

Allow 5 business days for processing.

Transcript Requests for Graduates or Former RMA Students

Please go to the front office to fill out a transcript request form or you may print, complete and mail the form. There is no charge for the first official transcript request. Second request pay \$20.00 at Student Services. Phone and/or e-mail requests are not accepted.

Please mail completed request forms to:

5237 Renwyck Dr
Toledo, OH 436154
Attn: Joseph Adewale

Documents

Please fill out the **Document Request Form** and return to the school office if you need any of the following:

- Latest Report Card/Progress Report
- Diploma Certificate
- Immunization Records
- Any Document on file
- Other

Class Schedule (Full Time Students)

LPN Quarter 1								
Course	Wks.	QCH	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday
NURS 104	12	6	Gerontological Nursing: Class (No Clinical Hrs.)			3.5 hrs. 8:30am - 12:00pm		
NURS 103	12	4	Anatomy & Physiology 1		3.5 hrs. 8:30 am - 12:00 pm			
NURS 102	6	3	Medical Mathematics			3.5hrs. 1:00 pm - 4:30 pm		
NURS 101	6	2	Medical Terminology		3.5 hrs. 1:00pm - 4:30pm			
NURS 105	12	12	Fundamentals of Nursing: Class / Lab	7 hrs. (Class) 8:30 am – 4:30 pm			7 hrs. (Lab /Clinical) 6:30 am - 2:30 pm	
NURS 105	8		Fundamentals of Nursing: Clinical (55 hrs. Total)*	*Dates and times of clinical externship hours to be announced. Clinical Sites are assigned based on availability.				

* Schedule Includes 1-hour Lunch Break

LPN Quarter 2								
Course	Wks.	QCH	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. 8:30 am – 12:00 pm			
NURS 204	12	3	Medication Administration: Class & Lab			3.5 hrs. (Class / Lab) 1:00 pm – 4:30 pm		
NURS 201	10	3	Fundamentals of Psychology		3.5 hrs. 1:00 pm - 4:30 pm			
NURS 205	9	12	Medical Surgical Nursing 1: Class / Lab	7 hrs. (Class) 8:30 am – 4:30 pm			7 hrs. (Lab /Clinical) 6:30 am – 2:30 pm	
NURS 205	3		Medical Surgical Nursing 1: Clinical (55 hrs. Total)*	*Dates and times of clinical hours to be announced. Clinical Sites are assigned based on availability.				

* Schedule Includes 1-hour Lunch Break

LPN Quarter 3									
Course	Wks.	QCH	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday	
NURS 302	8	2	Fundamentals of Nutrition		3.5 hrs. (Class) 8:30 am - 12:00 pm				
NURS 306	12	5	Pharmacology 2 & IV Therapy	7 hrs. (Class) 8:30 am - 4:30 pm					
NURS 301	10	2	Healthcare Informatics		3.5 hrs. (Class / Lab) 1:00 Pm - 4:30 pm				
NURS 305	9	12	Medical Surgical Nursing 2: Class/Lab			7 hrs. (Class) 1:00 pm - 4:30 pm	7 hrs. (Lab /Clinical) 6:30 am - 2:30 pm		
NURS 305	3		Medical Surgical Nursing 2: Clinical (55 hrs. Total) *	* Dates and times of clinical hours to be announced. Clinical Sites are assigned based on availability.					

* Schedule Includes 1-hour Lunch Break

LPN Quarter 4									
Course	Wks.	QCH	Course Name	Monday	Tuesday	Wednesday	Thursday	Friday	
NURS 304	8	5	Mental Health Nursing: Class			3.5 hrs. (Class) 1:00 pm - 4:30 pm	First 4wks 7 hrs. (Clinical) 6:30 am - 2:30 pm		
NURS 304	4		Mental Health Nursing: Clinical (30 hrs. Total) *	* Dates and times of clinical hours to be announced. Clinical Sites are assigned based on availability.					
NURS 401	12	8	NCLEX-PN Review/Job Readiness	7 hrs. (Class) 8:30am - 4:30 pm		3.5 hrs. ATI Practice/Proctored Assessment 8.30 am – 12.00 pm.			
NURS 404	12	10	Nursing Across the Life Cycle: Class		7 hrs. (Class) 8:30 pm - 4:30 pm		last 8wks 7hrs. (Clinical) 6:30 am - 2:30 pm		
NURS 404	8		Nursing Across the Life Cycle: Clinical (60 hrs. Total) *	* Dates and times of clinical hours to be announced. Clinical Sites are assigned based on availability.					

* Schedule Includes 1-hour Lunch Break

Health Information System

General Communication

Effective communication is a vital component of the nurse's role and students are responsible for recognizing and reporting adverse changes of conditions immediately. Verbal reports should include normal and abnormal data collection. Verbal reports must be given to the primary nurse. The reports related to client care and condition should be on-going throughout the clinical day. All students are required to give a report to the primary nurse at the end of the day before going to post conference.

Do not wait until the end of the day to report client condition changes to your primary nurse and clinical instructor. **Failure to report condition changes or provide an end of shift report will result in an unsatisfactory grade in safety for the clinical day.**

Clinical Communication

One effective and efficient way to communicate important client information is through SBAR. SBAR offers a simple way to help standardize communication and allow parties to have common expectations related to what is to be communicated and how the communication is structured. Please utilize SBAR when communicating during the clinical experience.

S = Situation (a concise statement of the problem)

B = Background (pertinent and brief information related to the situation)

A = re-Assessment (collect and document objective/subjective data related to the client's health status)

R = Recommendation (action requested/recommended – what you want)

Abbreviations

Students are responsible for using the acceptable abbreviations for each facility. Abbreviations taught in class may vary according to the specific facility. Students should obtain an acceptable list of abbreviations which should be utilized throughout the month.

Nursing Procedures

In addition to competency-based evaluations, students must prove competency in the clinical setting. It is the responsibility of the student to maintain the Clinical Evaluation and the Competency/Verification checklist. Therefore, students should notify the clinical instructor of any nursing procedures they need to perform for their client. Students are not permitted to perform any invasive procedures or pass medications unless under the direct supervision of a RMA instructor.

NOTE: The instructor will check off procedures, once the student is able to perform them proficiently. The student is not checked off according to the number of times the procedure has been repeated, but rather by the student's proficiency in performing the procedure. Faculty reserve the right to observe all skills that a student performs. Do not assume since one instructor checked you off that you do not have to perform the skill for another instructor in another course or at another clinical site. Always ask if the instructor would like to be present to view and critique the performance of a skill before performing the skill on the client.

If your client requires a special procedure, have the following ready BEFORE calling your instructor:

- Check the policy and procedure for the specific facility
- Secure or verify the written order from a health care provider
- Know the name of the treatment/procedure
- Know the type and amount of solution to be used, if applicable
- Be aware of the time when the treatment or procedure is to be done
- Have the needed equipment at the bedside

In short, be prepared so not to keep other students waiting for the instructor.

Medical Pass Guidelines

This set of medication pass guidelines pertains to all nursing courses once the student has successfully completed the medication administration CBE.

The student is responsible to properly utilize the "RIGHTS" for medication administration. The "RIGHTS" for medication administration may vary based on facility policies.

Students must follow all procedures to satisfactorily complete the medication pass. This includes, but not limited to appropriate procedure for: G-tubes, Apical pulse, B/P.

Students may use their medication cards or texts/e-texts for their med passes each month.

Clinical Evaluations

Clinical Progress Requirements

The clinical instructor will write daily or weekly clinical evaluations on each student. These are tools of communication and facilitate solving problems and emphasizing positive areas. The student is encouraged to read through the evaluation on a weekly basis. Be sure to sign on the student signature line after reading. Signing indicates that you have read the anecdotal, not necessarily that you agree with what is written. The student may respond in writing on anything on the evaluation. If you receive an “Unsatisfactory” rating, you **MUST** discuss it with your instructor, as **IMPROVEMENT** will be expected.

Satisfactory: Consistently accurate in preparation and presentation of knowledge, prepared for procedures and able to perform with minimal/no guidance, documentation in timely manner using proper terminology and spelling, professional appearance, assists with other members of health care team with minimal direction, seeks out learning experiences.

Needs Improvements: Inconsistent preparation and presentation of knowledge, needs guidance and assistance in preparing and performing procedures, recognizes errors during procedures but able to correct without guidance/assistance, documentation in timely manner with minimal usage of improper terminology and incorrect spelling, spends time sitting in the station/room, needs reminding to assist other members of the health care team, needs direction to seek out learning experiences.

Unsatisfactory: Unsafe practice, not prepared for clinical experiences, unable to relate knowledge to clinical experience, not prepared for procedures, unable to perform procedure without direction, documentation not done in timely manner, improper terminology, misspelled words.

Examples include but are not limited to the following:

- Unrecognized break in sterile technique
- Leaving medication preparation area with wrong medication (med, dose, etc.)
- Not utilizing proper technique in medication preparation – liquids not measured at eye level, does not cover label with palm of hand, not utilizing the “RIGHTS” of medication administration.
- Violations of HIPAA

Non-Applicable/ Non-Available: Experience does not pertain to the nursing care situation or is not available currently.

Clinical Progress Related Disciplinary Actions

Student Academic Plan/Advisement: May be used when the instructor had identified a problem area that demands immediate attention. If the problem is not resolved within a reasonable length of time, (as designated by the instructor), clinical probation may result.

Verbal Warning: Any discussion between instructor and the student regarding deficiencies should be regarded as a verbal warning and will be indicated as such in the student’s file.

Written Warning: Will be used, as time or situation allows, if identified deficiencies are not corrected during the next clinical visit. Written warnings are not required before a student is placed on clinical probation. Written warnings are between the instructor and the student.

Clinical Probation: Probation is a “trial period” during which the student is expected to improve within the stipulated time period. Clinical probation will be recommended by the clinical instructor for uncorrected deficiencies in any of the following areas:

- Guidelines r/t OBN chapters 4723-5-12 (C) 1-26; 4723-4-08 as outlined in this handbook
- Safety considerations
- Knowledge
- Skill performance
- Professional judgement
- Pertinent observations
- Organization, prioritizing care
- Accountability
- Reliability
- Resourcefulness/adaptability
- Initiative
- Documentations
- Rapport and interpersonal relationships with client, staff, peers and instructors

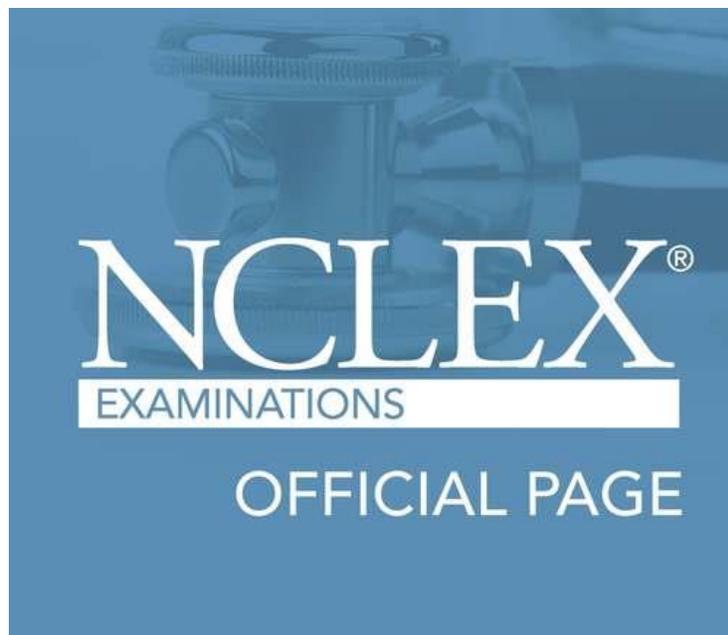
- Professionalism
- Abuse of Clinical Make-up policy

The decision to place the student on clinical probation will be made by the PN Associate Administrator/ PN Administrator. The student will receive notification from the Associate Administrator/ Administrator informing him/her of probationary status and the terms of the probation. If the student does not correct deficiencies within a reasonable period (as indicated in the terms of the probation), the student may be dismissed from the program.

NCLEX EXAM INFORMATION



NCLEX-PN® Examination



Ohio Board of Nursing Licensure Application Requirement

As of June 2004, the Ohio Board of Nursing requires all applicants for licensure to declare any existing psychiatric condition(s).

NCLEX Testing

The process of taking the NCLEX exam can be broken down into eight steps. These steps cover registration and scheduling, eligibility, identification requirements, and results processing.

1. Apply for licensure with one board of nursing (BON).
2. Register and pay \$200 with Pearson VUE via the Internet, telephone or by U.S. mail.
3. Receive an Acknowledgement of Receipt of Registration from Pearson VUE.
4. Receive eligibility from the BON.
5. Receive an Authorization to Test (ATT) letter from Pearson VUE. Candidates must test within the validity dates. There are no extensions.
6. Schedule an exam appointment via the Internet (by accessing your online account) or by telephone (telephone only for international scheduling).
7. Arrive for exam appointment and present your ATT letter and acceptable identification (ID). The only acceptable forms of ID for test centers in the U.S., American Samoa, Guam, Northern Mariana Islands and U.S. Virgin Islands are: U.S. driver's license (Department of Motor Vehicle-issued; if expired, a renewal slip that includes a photograph and a signature must be presented as well); U.S. state identification (Department of Motor Vehicle-issued); U.S. military identification; or Passport. The only acceptable form of ID for international test centers is a passport.
8. Receive results from the BON approximately four weeks after the exam.

Please note:

Licensure candidates can visit www.pearsonvue.com/nclex to register for the NCLEX® and obtain detailed instructions. A candidate may also register for the NCLEX® by contacting Pearson VUE at 1-866-496-2539.

Ohio Board of Nursing Felony Policy

Section 4723.28 of the Ohio Revised Code, the law regulating the practice of nursing, states that the Board of Nursing may deny a person the privilege of sitting for the licensing examination based on certain past behaviors or legal history. Each applicant for licensure will be required to answer questions on the application related to whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for 1) any misdemeanor committed in the course of practice in Ohio, 2) any felony, 3) any crime involving gross immorality or moral turpitude, or 4) any violation of a municipal, county, state, or federal law.

Proof Of Citizenship Required For NCLEX® Candidates

The federal law known as Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) limits state licensure to U.S. citizens and other qualified applicants. The State Board of Nursing is required to keep assurance of citizenship on record with applications for licensure.

STUDENT PROFESSIONAL RESPONSIBILITIES



RMA Student Code of Conduct

In addition to the policies required in paragraph (A) of this rule 4723-5-12, the RMA Program Administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record, or any other document prepared or utilized during, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
- (11) A student shall not:
 - (a) Engage in sexual conduct with a patient;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical

substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

RMA Standards for applying the nursing process as a licensed practical nurse (OBN Rule 4723-4-08).

(A) The licensed practical nurse shall contribute to the nursing process in the practice of nursing as set forth in division (F) of section [4723.01](#) of the Revised Code and in the rules of the board. The nursing process is cyclical in nature so that the nurse's actions respond to the patient's changing status throughout the process. The licensed practical nurse is directed in providing nursing care by the established nursing plan. The following standards shall be used by a licensed practical nurse in utilization of the nursing process:

(1) Contribution to assessment of patient health status:

The licensed practical nurse shall contribute to the nursing assessment of the patient. The licensed practical nurse shall, in an accurate and timely manner:

- (a) Collect and document objective and subjective data related to the patient's health status; and
- (b) Report objective and subjective data to the directing registered nurse or health care provider, and other members of the health care team;

(2) Planning:

The licensed practical nurse shall, in an accurate and timely manner:

- (a) Contribute to the development, maintenance, or modification of the nursing component of the care plan;
- (b) Communicate the nursing plan of care and all authorized modifications of the plan to members of the health care team;

(3) Implementation:

The licensed practical nurse shall, in an accurate and timely manner, implement the nursing plan of care, which may include:

- (a) Providing nursing interventions;
- (b) Collecting and reporting patient data as directed;
- (c) Administering medications and treatments prescribed by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice;
- (d) Providing basic nursing care as directed by a registered nurse, advanced practice registered nurse, or licensed physician, dentist, optometrist, chiropractor or podiatrist;
- (e) Collaborating with other nurses and other members of the health care team;
- (f) Delegating nursing tasks as directed, including medication administration, only in accordance with Chapter 4723-13, 4723-23, 4723-26, or 4723-27 of the Administrative Code; and

(4) Contributing to evaluation:

The licensed practical nurse shall, in an accurate and timely manner:

- (a) Contribute to the evaluation of the patient's response to nursing interventions;
- (b) Document the patient's responses to nursing interventions;
- (c) Communicate the patient's responses to nursing interventions to the directing registered nurse or health care provider, and members of the health care team; and
- (d) Contribute to the reassessment of the patient's health status and to the modifications of any aspect of the nursing plan of care as set forth in this rule.

Replaces: Replaces former 4723-4-08

Effective: 02/01/2014

Chewing Gum and Food Policy

Students are **not allowed** to chew gum in the school and eat food in the classroom. Gum and food are forbidden in both the classroom and lab areas.

Misconduct Policy

The following list of behaviors is intended to represent the types of acts that constitute violations of this RMA student Code of conduct.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to:

- (a) use of any unauthorized assistance in taking quizzes, tests or examinations;
- (b) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and
- (d) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

- (a) Misuse of RMA documents, including, but not limited to forging, transferring, altering or otherwise misusing a student tuition and fee card, student result slips, identification card or other RMA identification document, course registration document, schedule, transcript, or any other institution-issued document or record.
- (b) Knowingly furnishing false information to any RMA Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Ohio, RMA, the institution, or any member of the local Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

- (a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the

individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
 - verbal abuse of a sexual nature
 - pressure to engage in sexual activity
 - graphic or suggestive comments about an individual's dress or appearance
 - use of sexually degrading words to describe an individual
 - display of sexually suggestive objects, pictures or photographs
 - sexual jokes
 - stereotypic comments based upon gender
 - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.
- (b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).
- (c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
- Prostituting another person;
 - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
 - Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
 - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex); • Engaging in non-consensual voyeurism;
 - Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
 - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
 - Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from
 - o sexual assault, as defined in section 5 above;
 - o sexual assault in a spousal or cohabiting relationship;
 - o domestic violence;
 - o sexual harassment, as defined in section 5 above or,
 - o sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to:

- (a) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and
- (b) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for

continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

- (a) The contacting person knows or should know that the contact is unwanted by the other person; and
- (b) The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on RMA premises or at functions sponsored by or affiliated with the RMA.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at RMA or RMA premises, RMA web or social media sites, at a RMA-sponsored activity or in RMA courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any RMA premises or forcible and/or unauthorized entry on or into RMA premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and RMA regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, can cause death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on RMA premises.

21. Disruption or obstruction of any RMA function, activity or event, whether it occurs on or off the campus, or of any non-School function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on RMA premises or at supervised functions or interference with entry into or exit from RMA premises or with the free movement of any person.

23. Failure to comply with the directions of RMA officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published RMA policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of RMA property or the property of members of the local Community or of RMA Affiliates.
27. Theft, unauthorized use, or abuse of RMA computers and/or peripheral systems and networks, including, but not limited to:
 - (a) Unauthorized access to RMA computer programs or files;
 - (b) Unauthorized alteration, transfer or duplication of RMA computer programs or files;
 - (c) Unauthorized use of another individual's identification and/or password;
 - (d) Deliberate disruption of the operation of RMA computer systems and networks;
 - (e) Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
 - (f) Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
28. Abuse of the RMA conduct and disciplinary system, including but not limited to:
 - (a) Failure to obey the notice from a disciplinary subcommittee to appear for a meeting or hearing as part of the Student Conduct system;
 - (b) Falsification, distortion, or intentional misrepresentation of information to a disciplinary personnel, Program Administrator or member of a disciplinary subcommittee
 - (c) Initiation of a conduct or disciplinary proceeding knowingly without cause;
 - (d) Disruption or interference with the orderly conduct of a disciplinary proceeding;
 - (e) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
 - (f) Attempting to influence the impartiality of a disciplinary personnel, Program Administrator or member of a disciplinary subcommittee prior to, and/or during, the disciplinary proceeding;
 - (g) Harassment (verbal or physical) and/or intimidation of a disciplinary personnel, Program Administrator or member of a disciplinary subcommittee prior to, and/or during, the disciplinary proceeding;
 - (h) Failure to comply with the sanction(s) imposed under the Student Code; and
 - (i) Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Chemical Dependency (Drug and Alcohol Testing) Policy

PURPOSE: Richard Medical Academy is committed to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by students of the Richard Medical Academy PN Program will not be tolerated. Accordingly, the following Drug and Alcohol Testing Policy will help ensure that students enrolled in the Richard Medical Academy will conduct health care and educational activities free from the influence of illegal drugs or alcohol.

For obvious health and safety concerns, nurses must be in full control of their manual dexterity and skills, mental faculties and judgment when conducting health care and educational activities. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for clients, colleagues, Richard Medical Academy and affiliated clinical agencies. Preventing and/or detecting substance abuse is critical in the RMA LPN Program where students spend a considerable amount of time learning patient care in a variety of clinical settings.

The drug and alcohol screening policy is required in order to enable the nursing program to maintain an environment, which ensures safe, high-quality care to all assigned clients. The client for whom the student is caring must be protected from any adverse consequences that could occur as a result of the student's drug and/or alcohol usage. Students that are under the influence of drugs and/or alcohol may cause **RMA LPN Program** to lose the privilege of gaining valuable nursing care experiences at the local hospitals and health care facilities. The student, themselves, may suffer from adverse effects such as alteration in the normal functioning of the mind and body or a change in their perception of reality from these substances.

Definition of Terms Used in Policy

"Drug Testing" means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting the presence of an illegal drug or alcohol.

“Illegal Drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance *with bona fide* medical therapy. Examples of illegal drugs include but are not limited to: stimulants, depressants, narcotics, hallucinogens, cannabis, cocaine, heroin, methamphetamines, and phencyclidine (PCP).

“Reasonable Suspicion” means evidence which forms a reasonable basis for concluding that it is more likely than not that a person is under the influence of drugs or alcohol. Facts which could give rise to a reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job/educational performance, cognitive impairment, impaired judgment and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests or other sources or methods. (Refer to the Procedures for Suspected Chemical and/or Drug Impaired Registered Nurse Education Students).

Policy Requirements

Illegal Drug and Alcohol Prescriptions and Duty to Notify

Under no circumstance should a student enrolled in the RMA LPN Program participate in nursing-related courses or clinical activities while under the influence of illegal drugs or alcohol.

Nursing students determined by an instructor or program administrator to have violated these prescriptions may be subjected to a variety of academic-related sanctions, up to and including dismissal from RMA LPN Program.

A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use or distribution of an illegal drug or alcohol is strictly prohibited. Such violation, if substantiated, will subject the student to dismissal from the RMA LPN Program. Furthermore, a nursing student who fails to notify Richard Medical Academy within 5 days of an administrative action or legal conviction for any such violation will be subject to dismissal from RMA LPN Program.

Pre-Admission Drug and Alcohol Testing

Prior to admission into the Richard Medical Academy Registered Nurse Program, each student shall be required to sign a consent: (1) to abide by the illegal drug/alcohol policies and drug testing policies of the Program; (2) to submit to any drug/alcohol testing required by Richard Medical Academy or the affiliating clinical agencies, hospitals and health care providers; and (3) to release a copy of any drug/alcohol test results to Richard Medical Academy. Failure to sign the consent form shall be grounds for non-placement at an affiliating clinical agency, hospital or health care provider and may result in dismissal from the Program.

All students, prior to entering the **RMA LPN Program**, will undergo a drug screen test. A positive drug test shall be grounds for denial of admission into the Program. Richard Medical Academy shall notify the prospective student of a positive drug test. If a student tests positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.

A student’s failure to submit to a drug screen or a student’s attempt to tamper with, contaminate or switch a sample will result in denial of admission into the Program.

Students selected for admission into the Richard Medical Academy Nursing Educational Programs (LPN and LPN-to-RN) will be notified of the procedure to follow for the drug test in their letter of admission. Students will be required to follow the procedures established by Richard Medical Academy and should not obtain a drug test prior to being notified. All costs associated with the pre-admission drug testing are the responsibility of the student.

Reasonable Suspicion Drug Testing

Any nursing student who demonstrates behavioral changes reasonably suspected to be caused by the effects of drugs or alcohol, as defined in this policy, will be subjected to testing. A decision to drug test based upon a reasonable suspicion of substance abuse may be made by a Richard Medical Academy faculty member and/or the clinical agency, hospital or health care provider. A decision to refer a student for drug testing will be based on, but not limited to:

- Observable phenomena such as direct observation of drug or alcohol use and/or physical symptoms or manifestations of being under the influence of drugs or alcohol;
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, mood swings, or deterioration of work or academic performance;
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;

- Conviction by a court or a finding of guilty in an administrative or quasi-legal proceeding of a drug, alcohol or other substance-abuse offense.

If a student is referred for drug or alcohol testing, the Richard Medical Academy faculty member should confidentially instruct the student to report for testing immediately, if possible, or if this is not reasonable, provide a time frame for testing not to exceed 24 hours. When the student's condition/behavior suggests there is impairment, the faculty member will immediately accompany the student to the closest testing facility. The faculty member should also complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form and submit the Form to the Administrator of the Richard Medical Academy Nursing Educational Programs (LPN and LPN-to-RN) as soon as possible.

The student will be suspended from all class/clinical activity until the case has been reviewed by the administration of Richard Medical Academy. If the drug/alcohol screen is negative, the Administrator of the Richard Medical Academy Program or designee will notify the faculty to readmit the student to the course without penalty. If the test is positive, the student will be disciplined in a manner outlined in the section of this policy titled "Student Discipline". The cost of a reasonable suspicion drug test will be borne by the nursing student.

Testing Procedure

The testing procedure set forth below will be followed for reasonable suspicion testing.

Drug and alcohol tests will be conducted by a qualified laboratory using established methods and procedures. This test may be obtained by the following methods at the discretion of the qualified individual performing the drug test: urine sample, blood test, hair sample, breath test, saliva test, or tissue test.

Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedures for collection, as determined by the collection site, will involve witness to the voiding of urine or production of other type of sample, security of the sample in a container, and chain of custody procedures that ensure that the sample identified to a nursing student actually contains materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse.

The testing laboratory will notify the designated administrator of the Richard Medical Academy Program of Registered Nurse Education of the test results. The results of this test must be documented on the Richard Medical Academy Medical Form by the testing laboratory or a certified copy of the test results must be attached to the Form. The results are confidential and become the property of Richard Medical Academy by inclusion in the student's file.

* It is the student's responsibility to make known all medication, which may interfere with the test results **before** a specimen is obtained.

Student Discipline Related To "Chemical Dependency Policy"

A nursing student shall be subjected to discipline if the student refuses to submit to drug testing or if the student's drug testing results are positive. A student subjected to discipline under this policy will either be recommended for dismissal from the nursing program or be referred to a drug and alcohol treatment/intervention program selected by the program administrator. Failure to comply with the terms of the intervention program will result in recommendation for dismissal from the Richard Medical Academy PN Program.

If a student refuses to submit to drug testing or if the student's drug testing results are positive, and it is the student's first violation of this policy, the student will be required to seek guidance and comply with the recommendations of a licensed substance abuse counselor. Failure to do so will result in dismissal with no future readmission. Any future offenses will be cause for immediate dismissal.

Confidentiality

All drug test results will be treated by Richard Medical Academy as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. Richard Medical Academy shall have the right to use and disclose the results of the drug testing required

by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal agency.

Confidentiality - Participant Informed Consent Policy

During their course of study, students will have access to confidential information concerning patients, accidents, deaths, and illnesses. Students may inadvertently learn information concerning fellow students and faculty while working as lab partners in the classroom laboratory setting. All patients, faculty, and students are entitled to privacy regarding their diagnosis, condition, treatment, financial, and personal status. Student obligations involved with this information include:

- Recognizing that the patient/student/faculty has a right to privacy, confidentiality, and response to privacy complaints.
- Not disclosing patient information without authorization to individuals not participating in the patient's care or demonstrating a legitimate need to know.
- Taking reasonable steps to safeguard information (written, electronic, or oral) from those not entitled to it.
- Accessing only that information that is necessary for the job and treat as confidential any information known or received that relates to persons not under their care or job function.
- Not discussing patient/student/faculty information in social or non-working settings.
- Knowing the contact person to refer patients or family for issues relating to private information.
- Immediately informing your clinical instructor or preceptor of any practice or activity that appears to violate a patient's right to privacy and confidentiality.

A patient/student/faculty's privacy and confidentiality can be breached by:

- Careless/unintentional access, use or disclosure of confidential information.
- Intentional access, use or disclosure of information not part of one's job.
- Access, use or disclosure of information for personal gain/malice.

Federal penalties for knowing misuse of protected health information can be up to \$250,000 and/or imprisonment of up to 10 years.

HIPAA Policy

HIPAA regulations will require a number of changes in your work habits and in the accustomed culture of healthcare throughout this country. These HIPAA privacy requirements apply as much outside our institution, in parking lots, restaurants, and homes.

All students will complete HIPAA training course in the classroom before going to the clinical sites. Additional HIPAA guidelines may be required by clinical facilities of the student throughout the program.

In addition, no electronic devices are permitted in clinical settings. This includes, but is not limited to: cell phones, tape recorders, cameras, or equipment for text messaging. No cell phones will be permitted in the school building or clinical sites. Cell phones must be kept in cars and checked upon during breaks or at the end of the school day.

Failure to follow HIPAA guidelines is a serious event and will result in immediate dismissal from the program.

Disciplinary Sanctions

Sanctions which may be imposed for violations of the Student Code of conduct are listed below. In determining appropriate sanctions, the Hearing may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing shall have the authority to defer the imposition of any sanction when deemed appropriate. RMA may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

- 1) **Sanctions Which May Be Imposed for Violations of the Code:** The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code of conduct and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the School administrator and shall not be released without the written consent of the Student except to appropriate RMA enforcement personnel, staff and administrators, or as required by law.
 - (a) **Warning:** A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by RMA.
 - (b) **Fine:** A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
 - (c) **Probation:** Disciplinary probation is a designated period during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within RMA.

Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in RMA activities or events. Periodic contact with a designated member of the RMA instructors may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.

- (d) **Loss of Privileges:** Denial of specified privileges for a designated period.
 - (e) **Restitution:** Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
 - (f) **Discretionary Sanctions:** Work assignments, essays, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in RMA activities or events. Periodic contact with a designated member of the RMA instructor may be required.
 - (g) **Separation:** Separation of the Student for a definite period, after which the Student is eligible to return. Conditions for readmission may be specified.
 - (h) **Expulsion:** Permanent separation of the Student from RMA
 - (i) **Suspension:** Suspension is temporary disciplinary separation from RMA and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so, stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to RMA.
 - (j) **Revocation of Admission:** Upon the recommendation of the Hearing, admission to or any other program at RMA may be revoked by for fraud, misrepresentation, or other violation of RMA standards in obtaining admission
- 2) Consequences of Failure to Comply with a Duly Assigned Sanction: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
- (a) Denial of access to RMA services, including, but not limited to housing and parking;
 - (b) Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration,

Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in classroom or elsewhere on school premises, then the Executive Director or appropriate administrator may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify an administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the appropriate administrator, Executive Director or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the student in an adult education program 18 year of age or older. This notice will include the reasons for the suspension, the right of the student to appeal to the Executive Director or his/her designee, and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to dismissal, the hearing will take place within three (3) school days. The person who ordered or requested the removal will be present at the hearing.

If the Executive Director or administrator reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

Technology Requirements and Acceptable Use Policy

Students are required to have personal laptops for classroom and online learning experiences and any other educational activity. Technology requirements for student laptops for all programs are listed below:

- (a) A wireless card or built-in wireless networking
- (b) Microsoft Office 2010 or higher
- (c) Windows 7 operating system or newer
- (d) 20 GB of free hard disk space or more
- (e) A modern, multi-core Windows-compatible processor
- (f) Microphone and speakers or headset
- (g) A display capable of 1024 x 768 resolution or greater
- (h) 4 GB or RAM or higher
- (i) A modern graphics card capable of producing high-quality graphics and video
- (j) Anti-virus software (current and regularly updated according to the software manufacturer)

The latest versions of:

- (a) Google chrome
- (b) Firefox
- (c) Java
- (d) Adobe Acrobat Reader
- (e) Adobe Flash Player
- (f) Adobe Shockwave Player
- (g) Microsoft .NET Framework
- (h) DirectX

In addition, students need access to a broadband internet connection of 3Mbps or greater at home. Student will be giving access to the school internet. Students are encouraged to use the Internet to further their academic achievements and objectives. Individual Internet use should not interfere with others' use and enjoyment of the Internet. Internet use shall comply with all federal and state laws. RMA continuously monitor any Internet activity occurring through school equipment, networks, or accounts.

Cellphone Policy

Cellphones are NOT allowed to be used in the classroom. Students using cellphones in the classroom, even on a break, will be in violation of the Richard Medical Academy Practical Nursing Program's policies and procedures. All cellphones brought into the classroom MUST be turned off to "silence" and must be stowed away in the student's bookbag and/or purse.

Use of Social Media Policy

Personal participation in social media outlets is not objectionable; however, students are reminded that posts on such outlets are not private communications and should be part of the public domain. Students, faculty, and staff are always expected to maintain professional standards of behavior. If students choose to post about student life, best judgment should always be used. Postings and other communications on personal pages, blogs, journals, Twitter, Facebook, etc., that comment on other students or employees of the school and/or school activities, may become available to the school, and such posts may be held subject to professional standards and ethics that are set forth in the Student Catalog.

Students should not be connected to current or prior faculty on a social media outlet, even if the relationship existed prior to the student's enrollment, unless that social media outlet or website is professionally oriented (for example, LinkedIn).

Posts about faculty and/or other students that are derogatory, demeaning, threatening, libelous, or which reveal non-public information about patients, fellow students, school policies, processes, procedures, or private business matters may be used as grounds for discipline up to dismissal. Posting information about patients is illegal, and a violation of existing statutes and administrative regulations, including HIPAA, which may expose the offender to criminal and civil liability.

Dress Code and General Appearance Policy

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. RMA reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

Students will be required to wear the RMA regulation uniform as described below. Nursing uniforms and lab coats are to be ordered and paid for by the student. Any time a nursing student is on campus attending skills check-offs or at a clinical facility, the uniform

regulations must be strictly adhered to or disciplinary sanctions will be imposed. Professional dress (scrubs) must be worn in the classroom on a day to day basis.

Uniform Dress Code for Class and Skills Check-Off/Clinical Facility

1. Uniforms are to:

- (a) Consist of a Green uniform top and Green pants with logo for Class
- (b) Consist of a White uniform top and White pants with logo for Clinical
- (c) Be clean and free from stains
- (d) Be free from tears and wrinkles
- (e) Include appropriate underclothes (no design or visibility through the uniform)
- (f) In inclement weather, students may wear a long-sleeved white shirt under the designed uniform top.

2. Shoes:

- (a) Clean shoes and laces – WHITE ONLY
- (b) Shoes and heels in good condition
- (c) Regulation nursing shoes or athletic shoes, no crocs or open back shoes.

3. Hose/Socks: - WHITE ONLY

- (a) Clean and free from runs or holes
- (b) Standard weaves – NO PATTERNS
- (c) Plain white crew socks may be worn under slacks

4. Clean White or Green (which matches uniform) lab coat – This is not part of the required uniform.

5. Visible picture ID will always be worn in the clinical site above the waist or otherwise in accordance with regulations of the state or clinical facility. (Lanyards are not to be used)

6. Bandage scissors, stethoscope, penlight, blood pressure cuff, and watch with second hand are required. (Gait belts if required by clinical facility)

7. Cosmetics

- (a) Make-up should be used with discretion
- (b) Perfumes, colognes, aftershave should be used sparingly, if at all
- (c) Deodorant/antiperspirant is a MUST

8. Jewelry

- (a) Simple wedding bands without stones and a watch with second hand are permitted
- (b) Necklaces and religious insignias are to be worn out of sight
- (c) One small pierced stud type earring allowed in each lobe. Gauges, dangles, or hoops will not be allowed due to potential safety issues.
- (d) No jewelry is permitted in any other exposed pierced body part.

9. Fingernails

- (a) Clear fingernail polish in good repair
- (b) SHORT, to end of fingers, well-groomed and clean
- (c) No artificial fingernails allowed

10. Chewing gum is not permitted

11. All visible tattoos and/or body art must be covered for skills and clinical sites

12. Hair:

- (a) Off the face, off the collar, contained (no braids or ponytails may hang loose)
- (b) Devices used to hold the hair must be tightly secured and inconspicuous
- (c) Hair must always be clean and neat
- (d) No extreme hairdos or colors, natural occurring color tones only, no excessively high artificial hair pieces as hair styles
- (e) Facial hair must be neat and well-trimmed. If no beard or mustache – must be clean shaven.

Students are responsible for the laundering and care of their uniforms.

Any questions regarding uniform regulations should be discussed with the clinical coordinator /administrator.

The above professional appearance guidelines are supported by RMA. If a clinical facility has policies which are in addition to RMA's policies, students will be expected to abide by the additional policies.

Transfer Credit / Advanced Standing Policy

Students seeking transfer into the major nursing curriculum must meet the following criteria:

1. The student must meet all admission criteria.
2. Students must submit a Nursing Application and three letters of reference and complete interviews at least one month prior to the quarter in which they are seeking admission.
3. The transfer courses must have equivalent content as determined by catalog course description or evaluation by departmental faculty.
4. All transfer courses with nursing content must have been completed within two years prior and be documented on an official transcript or they will have to be repeated. Core and general education courses to be considered for transfer must have been completed within the last seven years.
5. All transfer courses must have a minimum grade of “C”. (Cumulative GPA for transfer must be a 2.0.)
6. All students desiring transfer credits for nursing courses must provide official transcripts from a Board of Nursing approved program and provide copies of outlines and syllabi of nursing courses for which transfer credit is desired. These documents will be reviewed by the Administrative team, Campus Director, Program Administrator, Admission Personnel and the Faculty for content compatibility. Each transfer situation is different, and the validation of skills or challenge exams may be necessary. The final decision for transfer credit rests with the Administrative team.
7. Transfer students will be admitted as space is available in the program

Advanced Standing Policy for Individuals with Experience in the Armed Forces of the United States, or in the national guard or in a reserve component: the program shall have a process in place to:

- 1.) Individuals seeking transfer must submit all relevant documentation of service, including the individual's military education and skills training;
- 2.) The program director will determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code.
- 3.) Applicants will be required to successfully complete a skills competency in the school's lab. The cost of the nursing skills competency is \$200.00 and is to be paid before the competency will be scheduled.
- 4.) Credit will be awarded to individuals for any substantially equivalent military education or skills training.

Grievance and Dispute Resolution Policy

RMA grievance and dispute policy are 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 to 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 against 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, or school directors. 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 the 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 or school director 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 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 schools and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215-3414

Tel (614) 446-2762 Fax (614) 466-2219
Toll Free (877) 275-4219
Email: bpsr@scr.state.oh.us Website: <http://www.scr.ohio.gov>

FINANCIAL INFORMATION



Tuition Policy

Tuition costs and charges, registration fees, retake fees and all incidental costs to training are disclosed to the prospective student before enrollment. Tuition changes in programs are bona fide and effective on specific dates. Tuition for students currently in school is changed only if authorized in the enrollment agreement and only if reasonable notice is provided in advance. The School requires that tuition, textbooks, and fees be covered in full at the time of registration and no later than prior to the first day of classes. A student may use financial aid, and/or payment can be made by cash, check, and credit or debit card. All fees and charges are subject to change without prior notice.

Tuition and fees are paid for/by each student for allocated course tuition and applicable fees. Students must either pay tuition and applicable fees or have other financial arrangements in place two (2) weeks prior to the first day of class or service provided.

All payments to credit student financial accounts must be made by cash, money order, checks and payment cards. All received payments charged to the student financial account must have an itemized and detailed receipt. Beware that it is the student or payer's responsibility to collect and be in possession of the payment receipt.

Tuition and fee charge for each quarter must be paid in full by student to progress to the next quarter. Failure to meet payment requirement would be a breach of enrollment agreement. Tuition and fee charges are subject to changes at the school's discretion. All student must be notified of any tuition or fee increase before it becomes effective.

Students who are receiving any financial assistance from any agency or funding source are responsible for all required paper work in a timely fashion to receive proper tuition and fees.

RMA fully discloses all financial tuition and fees as follows:

TUITION FOR PN DIPLOMA PROGRAM	
Cost per quarter credit hour	\$95.00
FEES FOR PN DIPLOMA PROGRAM	
Registration fee (One-time charge in the first quarter)	\$125.00
Clinical and Supervised lab fee (per quarter)	Variable depending on quarter
PN Program entrance examination fee	\$75.00
PN Program exit examination fee (Include in grand total)	\$75.00
Graduation ceremony fees (Include in grand total)	\$50.00
Payment plan enrollment fee (optional and per quarter)	\$200.00
Standard Examination (Entrance)	\$75.00
Standard Examination (Exit)(Second Attempt)	\$200.00
FBI/BCI Fees (Entrance and Exit)	\$67.50 x 2
Textbooks/Materials (estimated, as consumed)	Variable depending on the quarter
Uniforms	\$200.00

These costs will vary depending upon the provider. Cost of CPR, physical examination, and immunizations are not included in the above costs. Costs listed are estimated based on an average student. Books and other consumable costs may change. Tuition and fees are subject to periodic reviews. Estimated costs do not include applicable tax.

Code	Course title	Total Clock Hours	Quarter Credit Hours	Course Tuition	Clinical, Lab/Testing/ATI/ Graduation Fees	Sup.
First Quarter						
NURS 101	Medical Terminology	20	2.0	\$190.00	\$50	
NURS 102	Medical Mathematics	30	3.0	\$285.00	\$0	
NURS 103	Anatomy & Physiology 1	40	4.0	\$380.00	\$0	
NURS 104	Gerontological Nursing	60	6.0	\$570.00	\$0	
NURS 105	Fundamentals of Nursing	180	12.0	\$1140.00	\$1300.00	
Total		330	27.0	\$2565.00	\$1350.00	
First Quarter Total				\$3915.00		
Second Quarter						
NURS 201	Fundamentals of Psychology	30	3.0	\$285.00	\$0	
NURS 202	Pharmacology for nursing I	40	4.0	\$380.00	\$0	
NURS 203	Anatomy & Physiology II	40	4.0	\$380.00	\$0	
NURS 204	Medication Administration	50	3.0	\$285.00	\$0	
NURS 205	Medical-Surgical Nursing I	180	12.0	\$1140.00	\$1100.00	
Total		340	26.0	\$2470.00	\$1100.00	
Second Quarter Total				\$3570.00		
Third Quarter						
NURS 301	Healthcare Informatics	30	2.0	\$190.00	\$200.00	
NURS 302	Fundamentals of Nutrition	20	2.0	\$190.00	\$0	
NURS 305	Medical-Surgical Nursing II	180	12.0	\$1140.00	\$1100.00	
NURS 306	Pharmacology for nursing II & IV Therapy	70	5.0	\$475.00	\$390.00	
Total		300	21.0	\$1995.00	\$1690.00	
Third Quarter Total				\$3685.00		
Fourth Quarter						
NURS 304	Mental Health Nursing	70	5.0	\$475.00	\$0	
NURS 404	Nursing Across the Lifecycle	140	10.0	\$950.00	\$1225.00	
NURS 401	NCLEX-PN Review & Job Readiness	80	8.0	\$760.00	\$75.00	
Total		290	23.0	\$2185.00	\$1,300.00	
Fourth Quarter Total				\$3485.00		
Sub total		1260	97.0	\$9215.00	\$5440.00	
Grand total					\$14,655.00	

Students who anticipate difficulty adhering to these deadlines should contact the Admissions personnel immediately.

Tuition and fees are paid for by each individual quarter. Payment for each quarter is due two (2) weeks prior to the start date of the quarter. Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Payment Plan Policy

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 Payment plan is not a loan, and there is an enrollment fee.

RMA Bursar (financial adviser) help students identify their options and answer any questions they may have. RMA expenses are simplified with convenient monthly payments that allow students to pay tuition in manageable installments, No-interest payments, which may eliminate your need for loans.

RMA methods used in requesting or demanding payment are all in good taste, following sound and ethical business practices. If a student is not paying the full tuition and fees before the first day of class, they must opt for the payment plan as described as follows.

LPN Grand total tuition & fees payment plans

Quarter	1st	2nd	3th	4th
LPN	\$4115.00	\$3770.00	\$3885.00	\$3685.00
Weekly	\$316.00 (13)	\$290.00 (13)	\$354.00 (11)	\$335.00 (11)
Biweekly	\$686.00 (6)	\$628.00 (6)	\$648.00 (6)	\$615.00 (6)
Monthly	\$1372.00 (3)	\$1257.00 (3)	\$1295.00 (3)	\$1229.00 (3)

All students enrolled in payment plan are obliged to respect the plan contract agreement stipulating that all payment must be paid on a timely basis to be eligible to continue schooling. Any bridge of payment agreement contract could lead to disruption of the student schooling activities. No student will be allowed to register for a new academic quarter owing money in a previous quarter.

All late payments must be paid to restart schooling. It is imperative that the duration for bridge of school activity lies within seven (7) business days if not of which disciplinary action may follow.

Cancellation, Termination, Withdrawal & Refund Policy

Cancellation/Termination by Richard Medical Academy

- 1) 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.
- 2) 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:

- 1) 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.
- 2) 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 plus a registration fee (\$125).
- 3) 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 plus a registration fee (\$125).
- 4) 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 plus a registration fee (\$125).
- 5) 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.

% of the clock hours attempted:	Tuition refund amount:
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.

Enrollment Agreement

Student Name:			
Student DOB:		Last 4 digits of SSN	XXX-XX-
Address:			
Phone:		Email	

I am hereby enrolling in the following diploma 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.

Diploma Program: PN Program

Length of curriculum (Approved Hours): 1260 hours

Schedule of sessions: Class start date ____/____/____

Expected graduation date ____/____/____

PN student schedule: Classes operate Monday to Thursday from 8:50am to 4:40pm (HST), 8 hours daily, 32 hours weekly.

Hours of school operation: 8:00am to 5:00pm Monday to Friday

TUITION FOR PN DIPLOMA PROGRAM

Cost per quarter credit hour \$95.00

FEES FOR PN DIPLOMA PROGRAM

Registration fee (One-time charge in the first quarter)	\$125.00
Clinical and Supervised lab fee (per quarter)	Variable depending on quarter
PN Program entrance examination fee	\$75.00
PN Program exit examination fee (Include in grand total)	\$75.00
Graduation ceremony fees (Include in grand total)	\$50.00
Payment plan enrollment fee (optional and per quarter)	\$200.00
Standard Examination (Entrance)	\$75.00
Standard Examination (Exit)(Second Attempt)	\$200.00
FBI/BCI Fees (Entrance and Exit)	\$67.50 x 2
Textbooks/Materials (estimated, as consumed)	Variable depending on the quarter
Uniforms	\$200.00

Code	Course title	Total Clock Hours	Quarter Credit Hours	Course Tuition	Clinical, Lab/Testing/ATI/ Graduation Fees	Sup.
First Quarter						
NURS 101	Medical Terminology	20	2.0	\$190.00	\$50	
NURS 102	Medical Mathematics	30	3.0	\$285.00	\$0	
NURS 103	Anatomy & Physiology 1	40	4.0	\$380.00	\$0	
NURS 104	Gerontological Nursing	60	6.0	\$570.00	\$0	
NURS 105	Fundamentals of Nursing	180	12.0	\$1140.00	\$1300.00	
Total		330	27.0	\$2565.00	\$1350.00	
First Quarter Total				\$3915.00		
Second Quarter						
NURS 201	Fundamentals of Psychology	30	3.0	\$285.00	\$0	
NURS 202	Pharmacology for nursing I	40	4.0	\$380.00	\$0	
NURS 203	Anatomy & Physiology II	40	4.0	\$380.00	\$0	
NURS 204	Medication Administration	50	3.0	\$285.00	\$0	
NURS 205	Medical-Surgical Nursing I	180	12.0	\$1140.00	\$1100.00	
Total		340	26.0	\$2470.00	\$1100.00	
Second Quarter Total				\$3570.00		
Third Quarter						
NURS 301	Healthcare Informatics	30	2.0	\$190.00	\$200.00	
NURS 302	Fundamentals of Nutrition	20	2.0	\$190.00	\$0	
NURS 305	Medical-Surgical Nursing II	180	12.0	\$1140.00	\$1100.00	
NURS 306	Pharmacology for nursing II & IV Therapy	70	5.0	\$475.00	\$390.00	
Total		300	21.0	\$1995.00	\$1690.00	
Third Quarter Total				\$3685.00		
Fourth Quarter						
NURS 304	Mental Health Nursing	70	5.0	\$475.00	\$0	
NURS 404	Nursing Across the Lifecycle	140	10.0	\$950.00	\$1225.00	
NURS 401	NCLEX-PN Review & Job Readiness	80	8.0	\$760.00	\$75.00	
Total		290	23.0	\$2185.00	\$1,300.00	
Fourth Quarter Total				\$3485.00		
Sub total		1260	97.0	\$9215.00	\$5440.00	
Grand total					\$14,655.00	

Tuition and fees are paid for by each individual quarter. Payment for each quarter is due two (2) weeks prior to the start date of the quarter. Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Students who fail to comply with the statement due date, will receive monthly past due invoices for a minimum of three invoices per quarter. A telephone reminder will also be made available to those students who fail to meet the statement due date. After an account is 60 days past due, account holders can expect to receive a series of collection letters. Late penalties will be attached at this time.

An invoice that is 120 days past due may be referred to a collection agency. This action may affect your personal credit rating and will add additional collection costs to the past due balance. Requests to change the payment option or billing address must be made by the student by submitting a new payment agreement. The student is responsible for notifying the Bursar's Office if their billing address changes at any time and is responsible for all late payment fees resulting from delays in the delivery of the Statement.

Duplicate Diploma/Degree Fee

There is a \$15 fee for each duplicate diploma/degree. Students with an outstanding balance will not be issued a diploma or degree.

Replacement ID Badge Fee

Lost ID badges shall be replaced immediately. There is a \$10 replacement cost for each badge.

Returned Check Fee

All returned checks are subject to a \$30 returned check fee. This fee is in addition to any fees charged by your bank or financial institution.

Transcript Fee

The first official transcript request is free, \$15 fee for any other official transcript. Students with an outstanding balance will not be issued transcripts.

Right to Cancel Policy

A student who completes an enrollment agreement or application may cancel their enrollment at any time up through the end of the first calendar week of the student's first enrollment quarter. A student that withdraws during the first calendar week of their first enrollment quarter will receive a refund of any tuition paid to the school. Refunds will be processed based on the student's right to cancel section of the signed enrollment agreement. Books and technology fees are subject to the bookstore policy.

Bookstore Refund Policy

RMA does not participate in a buy-back program for textbooks or other required course material, including, but not limited to, the technology package. For products being returned, the item and all included materials must be returned in the original packaging in original condition and must be accompanied by an original receipt and returned within 30 days of purchase. No refunds are given for the technology package if consumed.

STUDENT SERVICES & RESOURCES



Overcome challenges and save time with TEACH

Academic Advising

Academic advising is available to students throughout the student's course of study. Students seeking academic advising should schedule an appointment with a faculty member or academic support advisor outside of regular class time. In addition, students are provided the opportunity to participate in one-on-one, group, student-to-student, faculty-led, and online tutoring sessions. Students can participate in tutoring sessions throughout their education and are encouraged to seek assistance from faculty on a regular basis. RMA does not offer counseling services. Students seeking counseling services should speak with the School director for appropriate referrals to community service organizations.

The Campus Director, Program Administrator and Faculty (ies) serve as students' personal advisor in each academic program of study. Faculty meet with students regularly each quarter to discuss academic progress throughout the program. The student may meet with theory instructors and with clinical instructors as needed for help and guidance. Each student will be assigned a faculty advisor. There is a student support advisor to whom student not being able to be handled by the instructor are sent to. He reports to each program administrator providing information for final decision on cases.

To better serve the student it is advised that the student:

1. Meet regularly with their faculty or student support advisor to discuss goals and options for meeting those goals
2. Accept responsibility for your education and seek counsel, not decisions, from their faculty or student support advisor.
3. Read and stay aware of program policies as stated in student handbook, and nursing program student handbook.
4. Make your advisor aware of any special circumstances that affect your education, such as their job or family responsibilities.
5. Remember, come prepared!
6. And the door is always open!!

Procedure

1. The Administrator or faculty or designee will provide guidance during the enrollment period upon referral from faculty or by request of the student.
2. When necessary, the Administrator or faculty or designee will assist the student in finding guidance or counseling services outside the school for personal problems or other issues that may interfere with the student's progression through the program.
3. The Administrator or faculty and/or designee may also assist the student with time management and study skills.
4. The Administrator or faculty or designee may assist the student(s) with finding tutoring or a setting up a study group.
5. All records must be documented in the campus management system (Gradelink)

Career Assistance Services

RMA aids alumni in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying appropriate job leads. Through career development, including professionalism, motivation, and the maintenance of ethical standards, students and alumni are empowered with the skills necessary to foster a successful and ongoing career. Obtaining employment is ultimately the alumni's responsibility. Alumni are highly encouraged to pursue their own independent employment opportunities. Recent alumni who have yet to obtain employment in their field of study should contact the school about available job openings in their community. In pursuant to accreditation standard, RMA will confirm an alumni's employment by contacting both the employer and alumni. RMA does not guarantee employment or salary.

Laboratory Resources

The nursing skills lab and the Computer lab are available for student practice during opening school hours. may seek additional help during these times.

Transcript Request

Requests for official transcripts must be made in writing and submitted to the liaison's office, along with applicable processing fees. The transcript request form can be found is available at the school. Students with an outstanding balance will not be issued a transcript.

Student Parking

Every campus offers free parking to Richard Medical Academy Nursing students. Students must park in designated school parking spaces and adhere to regulations regarding handicapped and special parking. Violators will be towed at the owner's expense. RMA is not responsible for lost or stolen items. Students attending clinical may be required to obtain an additional parking pass. Students are responsible for any parking expenses and fees incurred while attending the School or any off-campus locations related to their education at the school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Richard Medical Academy receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements and notify the student 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.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable (PII) information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The federal regulations may be accessed at <http://www.ed.gov/policy/gen/reg/ferpa/index.html>

Student Directory

Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The school has designated the following information to be considered directory information:

- (a) Name
- (b) Address
- (c) Telephone number
- (d) E-mail
- (e) Dates of attendance
- (f) Enrollment status
- (g) Graduation date and anticipated graduation date
- (h) Diploma/Degrees and awards received
- (i) Photo

Students should contact the liaison’s Office at liaison@richardhealthsystems.com to elect to withhold the release of their directory information or to remove a hold placed on the release of their directory information.

Job Opportunities:

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

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

Equal Opportunity Statement

Richard Medical Academy declares and affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination, where applicable, in the provisions of educational services to the public. No individual is excluded from participation in or denied benefits of programs and employment-related opportunities at the school on the grounds of race, color, religion, national origin, gender, age, physical or mental handicap, sexual orientation, gender identification, gender expression, or veteran or military

status. the school will fully comply with all laws and regulations to guarantee equal opportunities. Prospective students seeking a reasonable accommodation for admissions testing must contact the program administrator for approval. Persons who believe they have not been afforded equal treatment in accordance with this policy should contact the School Director. All complaints of unequal treatment will be fully investigated, and corrective action will be taken when necessary.

Americans with Disabilities Act (ADA)

Richard Medical Academy is committed to providing educational services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended). Richard Medical Academy will provide reasonable accommodations for qualified students with disabilities.

To be eligible for reasonable accommodation (or academic adjustment), the student must have:

- (a) A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
- (b) Documentation on file with Richard Medical Academy that supports the need for the requested documentation; and
- (c) Medical documentation that substantiates the disability and how the accommodation will assist the student.

Qualified students with disabilities seeking reasonable accommodations are responsible for initiating contact with the Program Administrator or designee to request an appropriate reasonable accommodation. Essential program outcomes, course objectives, and/or skill competency achievement standards cannot be substantially lowered, waived, or otherwise modified as accommodations. Any modifications in the manner in which a course, lab, and/or clinical is conducted are restricted to changes in the format of instruction or evaluation. Such modifications must not substantially lower the essential academic standards or modify basic content of the course, lab, and/or clinical.

No accommodations may be made prior to the notification of disability and the submission of documentation. Students must identify themselves to the Program administrator or designee and provide the required documentation at least 30 days in advance of the start of the accommodation being requested. It is the student's responsibility to ensure that documentation meeting the published requirements are submitted 30 days prior to the start of the accommodation(s).

If the accommodations provided are not meeting the student's needs, it is the student's responsibility to notify the Program Administrator or designee as soon as possible.

Safety & Emergency Procedures

Safety and security of students, faculty, and staff is a top priority. When an emergency situation arises, students are expected to fully cooperate. The following information should be used as a guide to emergency best practices.

If a problem appears to be life threatening or could cause immediate damage to the property, please contact the police or fire department immediately by dialing 911 from a cellular phone, or by dialing 0-911 from an on-campus phone. Report the incident to the Campus Executive Director or a faculty member immediately.

Building Safety

If the building requires evacuation, all persons will evacuate the building in a quick and orderly manner. No persons will be allowed re-entry until administrators or emergency personnel give the all-clear.

Outside doors must remain closed and at no time should be propped open.

Personal Safety

Do not bring valuables to the clinical area. Lock belongings in the trunk of your car, out of clear view.

Do not leave personal belongings in an unsecured place. All unattended belongings will be taken to the Campus Executive Director's office.

Notify campus personnel of any accident, theft, or injury in order to complete an incident report.

Request an escort to park after hours or after dark.

Report suspicious persons to security, faculty, or campus personnel.

Weather Emergencies

In the event of a tornado warning, all persons will proceed to the following areas in a quick and orderly fashion:

Interior corridors.

Interior rooms of any campus facility.

Student Injury or Illness

Students are responsible for all expenses that occur due to an injury, accident, or illness at either the campus or the clinical site. the school is not responsible for any medical expenses. If a student becomes ill during class or while in the lab, it is the responsibility of

the faculty member to assess the illness, and together with the student, determine an appropriate course of action. In the event that the student does not feel he/she can remain in class, he or she should seek treatment from a physician. The school reserves the right to request documentation of the doctor's visit.

If a student becomes ill during an exam or skills check-off, the student shall notify the faculty member proctoring the exam. In case of injury or exposure to infection, the student must follow the agency protocols. If emergency treatment is needed, the student may elect to go to the emergency room for treatment, or to their own healthcare provider.

Students who become ill during clinical experiences must report to the clinical instructor immediately. All agency policies related to student illness, accident, or injury will be followed. Students will be able to see the healthcare provider of their choice, as the school does not provide a campus health center.

Immunization Policy

Upon initial enrollment in the Nursing Program, the student must submit required immunizations forms and records which will be kept on file in the record department. These records are expected to be updated every year and booster doses respected.

If the student fails to provide the completed Immunization and the consent/refusal form for Hepatitis B vaccine as directed by the course instructor, the student will not be allowed to attend any clinicals.

Student Identification Card Policy

Richard Medical Academy issues a photo identification card (ID) to each student and employee. The ID card serves as proof of student/employee status within Richard Medical Academy and provides access to many resources provided Richard Medical Academy including access to its facilities, classes, halls, and services as well as providing basic access to campus buildings themselves. The Office of the Admissions and Compliance Coordinator issues all student ID cards. The Office of Human Resources issues all employee ID cards.

Students and employees must carry a current ID card with them while on campus. The cardholder is responsible for the care and safekeeping of the ID card. It is prohibited to punch any holes in the card or to stick stickers, pins, or other items to the card. Students and employees must keep the card away from magnetic fields. The card may only be carried and used by the person to whom Richard Medical Academy issued the card. The ID card remains the property of Richard Medical Academy and must be presented upon the request of an appropriate Richard Medical Academy official. The card may be revoked at any time by Richard Medical Academy.

Any transfer, alteration, falsification, or forgery of an ID card constitutes a violation of the Code of Student Conduct and may result in disciplinary action by the Office of Admissions and Compliance or, in the case of employees, with the Office of Human Resources. In addition, fraudulent or illegal use of the campus identification may result in criminal charges and/or civil proceedings.

PROCEDURES

Obtaining an ID Card

The Office of the Admissions and Compliance issues all student ID cards. One initial ID card is issued without charge. To request an ID card a student must present his or her ten-digit student ID number. The Office of the Admissions and Compliance will verify that the student has an active student status before taking a head shot photo image of the student, and the ID card is printed and presented to the owner. Compliance officer grants facility access to the student temporarily.

The Office of Human Resources issues all employee ID cards. Human Resources verify employment, take a photograph for the card, and then produce the card. Compliance officer grants facility access to the employee temporarily.

1. **Placing a Missing ID Card on "Lost" Status.** When an ID card cannot be found it must be placed on an ID card "lost" status. Placing a card on "lost" status protects the student and employee by de-activating the associated ID card privileges. Lost or stolen cards must be reported to RMA compliance officer either in person or by calling 419-534-2371.
2. **Building Access Without an ID Card**
The Office of the Admissions and Compliance may offer temporary access to Richard Medical Academy buildings at their discretion. Students should obtain a replacement ID card from the Office of the Admissions and Compliance during normal business hours as soon as possible. Employees must obtain their replacement ID card from the Office of Human Resources. Building access is active approximately five (5) minutes after a replacement ID card is printed.
3. **Unauthorized Transactions**
If anyone believes there has been an unauthorized transaction made with the ID card, please report the concern and details immediately to the Administrator at 419-534-2371.
4. **ID Card Found by a Non-Owner**

ID cards found by a non-owner should be returned to Admissions and Compliance personnel as soon as possible or the Office of Human Resources on a regular basis.

5. Re-activating a Found ID Card

A missing ID card that has been placed on “lost” status by the owner can be re-activated by the owner if a replacement ID card has not already been printed. To re-activate an ID card that has been found when a replacement ID card has not yet been printed, the owner must come to Admissions and Compliance office during normal office hours.

6. Replacing a Missing or Damaged ID Card

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there is a \$25.00 non-refundable ID card replacement fee, payable by credit card or check. Students also have the option of charging the fee to their student account in the Office of the Finance.

A replacement ID card may be obtained by students from the Office of the Admissions and Compliance during normal office hours (Monday through Friday) and by employees from the Office of Human Resources. The process of having a new ID card printed permanently deactivates the most recently issued card. Richard Medical Academy staff will dispose of any invalid ID cards.

Student Notification Policy

The student will be notified in writing when a course grade begins to fall below a 79% during the 12-week quarter (term). This notification is to alert the student to take immediate action to bring up 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.

Notification of Program Changes

The Ohio Board of Nursing, regulation 4723-5-12 requires program administrator (s) to establish and implement a written policy including procedures for notifying students of changes in program policies. Students in the Practical Nursing program receive notification of policy changes through the following manner:

- A letter from the Program Administrator or written documentation provided to each student
- Addendums
- School Bulletins
- School Catalog & Student Handbook

Violence and Weapons in the Workplace

The School requires that all employees should be treated with dignity and respect and, as such, acts of violence or threats of violence will not be tolerated. Examples of "violence" include: physical harm, shoving, pushing, harassment, intimidation, coercion, brandishing a weapon, threats or talk of violence, or joking about violence.

Also as a part of our commitment to the safety of our employees, students and other School visitors, the School prohibits weapons on School property. Employees, students and other visitors may not possess weapons, ammunition, explosives or firearms while on School property, including School parking lots and in School-owned vehicles. Even if an individual is licensed under Ohio’s Concealed Carry Law, he or she may not carry or bring a weapon onto School property.

We all share in the responsibility to prevent violence in the workplace. Report any instance of violence immediately to the Directors or your supervisor.

Emergency Procedures Policy

Richard Medical Academy believes safety is a top priority. However, emergencies and other incidents could occur. The academy has developed an emergency procedures plan. This document includes how to respond to emergencies that might occur on campus in the classroom setting and at the clinical site.

Evacuation:

In the event of an evacuation, the emergency assembly area for this campus is in the Parking Lot in front of the school. Take all of your belongings with you. While we will try to evacuate together as a group, if you become separated, we will regroup at the assembly area in the parking lot. Do not leave campus or the assembly area unless instructed to do so by the campus representative or another responsible official (police, fire, etc.). At the clinical site, follow the facility emergency procedures policy.

Emergency:

In the event of faculty, staff, student, or visitor health emergency at the campus or clinical facility, 911 is to be called immediately. A member of faculty or staff is to remain at the scene until emergency support arrives. In the event of student illness or emergency, at the campus or clinical site, the emergency medical contact will be notified, or the person of choice notified immediately by faculty or staff. The instructor will remain with the student until arrangements have been made for transportation from the site, if the student is unable to transport him or herself. The Executive Director and/or Campus Director will be immediately notified. Richard Medical Academy is not responsible for any charges incurred.

Important phone numbers and location of emergency supplies:

Life threatening emergency – regular phones	911
Life threatening emergency – campus phones	911
Life threatening emergency – cell phones	911
Student health emergency at campus or clinical site	911
Accessible campus phone	419-534-2371
Program Administrator (cell phone)	734-790-0501
Fire alarm	911
Fire extinguisher	Located in each room red area on wall
First aid kit	Located in Bursar’s office on shelf

Receipt of Student catalogue & Handbook

This will acknowledge your receipt of our Employee Handbook and your obligation to read it and comply with its provisions.

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ACKNOWLEDGMENT OF RECEIPT OF STUDENT CATALOGUE & HANDBOOK

I acknowledge that I have received a copy of the Richard Medical Academy’s student Catalogue & Handbook. I understand that it is my obligation to read and comply with the policies and provisions contained within the catalogue & handbook. I understand that violation of any of the policies in this handbook may lead to immediate disciplinary action and including termination of employment. I further understand that if I have any questions about any policies or provisions, it is my responsibility to contact my supervisor or the Executive Director.

Student Printed Name

Student Signature

Date

*****Detach after student signs and place in personnel file.***



Happy Richard Medical Graduates