



**Richard Medical**  
— Academy —

“Excellence & Integrity”

***Practical Nurse Program***  
***Student Handbook***

Volume IX

Published – January 2023

Student's Name: .....

Registration #: 13-01-2005T

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## Student Handbook

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## SECTION I – ABOUT THE SCHOOL

### HANDBOOK INTRODUCTION

Welcome to the Practical Nursing Program (PN) at Richard Medical Academy (RMA). The purpose of the PN Student Handbook is to provide the nursing student with updated information regarding current administration, organizational, and educational requirements for the nursing program. The topics and policies discussed in this handbook apply to all students in the Practical Nursing Program.

Nursing students enrolled at Richard Medical Academy in the Practical Nursing Program will be responsible for observing the policies, rules and regulations as stated in the current student handbook. In addition to these, the policies, rules and regulations of each clinical site must also be observed.

The administration and governing body at Richard Medical Academy reserve the right to change, delete, supplement, or otherwise amend at any time the information, rules, and policies contained herein. Changes shall go into effect whenever the proper authorities so determine and shall apply to both present and prospective students. It is the student's responsibility to stay knowledgeable of these policies. A student handbook will be provided at the start of the Nursing Program. Any updates, deletions, supplements or amendments will be provided to students via official email notification in PDF form.

Richard Medical Academy PN Program's curriculum is derived from a philosophy and organized theme that can be followed throughout the program. The curriculum builds on the knowledge and skills obtained in a practical nursing program. The following is the philosophy, the mission statement, the goals, and the outcomes of the PN program.

### ADMINISTRATIVE, FACULTY AND STAFF PERSONNEL

**Director/President:** Dr. Takang Abunaw, MD, MBBS, MPH, RN

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

**Campus Director:** Dessie Huston

**Program Administrator:** Denise Shank MSN-Ed, BSN, RN

**Faculty:** Amanda Lodico BSN, RN

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

**Faculty:** Dr. Cassandra Bowers DNP, MSN-Ed, BSN, RN

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

**Faculty:** Dr. Hollis Hamilton DNP, MS, MSN, RN, RTT

**Faculty:** Dr. Mary Jo Mauer PhD, MSN, BSN, RN

**Faculty:** Tim Malsch BSN, RN

### OUR MISSION

Richard Medical Academy is dedicated to the task of producing graduates who will meet the needs of their career through quality education and training. Our school will provide personal fulfillment and appreciation for the dignity of work. ***We invite you to come in to learn and depart to serve.***

### OUR VISION

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

### OUR 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.

## Richard Medical Academy (RMA) PN ACADEMIC CALENDAR

January - March Quarter	2023
December 16 <sup>th</sup>	New Student Admission Requirements for Classes Deadline
December 28 <sup>th</sup>	New Student Orientation
January 3 <sup>rd</sup>	First Day of Classes for 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarter Students
January 9 <sup>th</sup>	First Day of Classes for 1st Quarter Students
<b>January 16<sup>th</sup></b>	No Classes – Martin Luther King Day (makeup assignment to be issued)
February 6 <sup>th</sup> - 10 <sup>th</sup>	Midterm Examination
February 13 <sup>th</sup>	Midterm Progress Report Due
March 17 <sup>th</sup>	Deadline for financial clearance for next quarter
March 20 <sup>st</sup> - 23 <sup>rd</sup>	Final Examinations
March 23 <sup>rd</sup>	Last day Of Classes
March 24 <sup>th</sup>	Final Evaluation Due
March 27 <sup>th</sup>	Final Grades Due
March 27 <sup>th</sup> – March 31 <sup>st</sup>	Vacation Break
April - June Quarter	2023
March 17 <sup>th</sup>	New Student Admission Requirements for Classes Deadline
March 24 <sup>th</sup>	New Student Orientation
April 3 <sup>rd</sup>	First Day of Classes
May 8 <sup>th</sup> - 12 <sup>th</sup>	Midterm Examination
May 15 <sup>th</sup>	Midterm Progress Report Due
<b>May 29<sup>th</sup></b>	No Classes – Memorial Day (makeup assignment to be issued)
June 16 <sup>th</sup>	Deadline for financial clearance for next quarter
June 19 <sup>th</sup> - 22 <sup>nd</sup>	Final Examinations
June 22 <sup>nd</sup>	Last day Of Classes
June 23 <sup>rd</sup>	Final Evaluation Due
June 26 <sup>th</sup>	Final Grades Due
June 26 <sup>th</sup> – July 2 <sup>nd</sup>	Vacation Break
July - September Quarter	2023
June 16 <sup>th</sup>	New Student Admission Requirements for Classes Deadline
June 23 <sup>rd</sup>	New Student Orientation
July 3 <sup>rd</sup>	First Day of Classes
<b>July 4<sup>th</sup></b>	No Classes – Independence Day (makeup assignment to be issued)
August 7 <sup>th</sup> - 11 <sup>th</sup>	Midterm Examination
August 14 <sup>th</sup>	Midterm Progress Report Due
<b>September 4<sup>th</sup></b>	No Classes – Labor Day (makeup assignment to be issued)
September 15 <sup>th</sup>	Deadline for financial clearance for next quarter
September 21 <sup>st</sup>	Last day Of Classes
September 22 <sup>nd</sup>	Final Evaluation Due
September 25 <sup>th</sup>	Final Grades Due
September 25 <sup>th</sup> – October 1 <sup>st</sup>	Vacation Break

<b>October - December Quarter</b>	<b>2023</b>
September 15 <sup>th</sup> September 22 <sup>nd</sup> October 2 <sup>nd</sup>	New Student Admission Requirements for Classes Deadline New Student Orientation First Day of Classes
November 6 <sup>th</sup> – 9 <sup>th</sup> November 13 <sup>th</sup> <b>November 23<sup>rd</sup></b> December 11 <sup>th</sup>	Midterm Examination Midterm Progress Report Due Deadline for financial clearance for next quarter No Classes – Thanksgiving Day (makeup assignment to be issued)
December 21 <sup>st</sup> December 22 <sup>nd</sup> December 25 <sup>th</sup> December 25 <sup>th</sup> – December 30 <sup>th</sup>	Last day Of Classes Final Evaluation Due Final Grades Due Vacation Break

<b>January - March Quarter</b>	<b>2024</b>
December 15 <sup>th</sup> December 22 <sup>nd</sup> January 5 <sup>th</sup> <b>January 15<sup>th</sup></b> February 5 <sup>th</sup> – 9 <sup>th</sup> February 12 <sup>th</sup> March 15 <sup>th</sup> March 18 <sup>th</sup> – 21 <sup>st</sup> March 21 <sup>st</sup> March 22 <sup>nd</sup> March 25 <sup>th</sup> March 25 <sup>th</sup> – March 31 <sup>st</sup>	New Student Admission Requirements for Classes Deadline New Student Orientation First Day of Classes No Classes – Martin Luther King Day (makeup assignment to be issued) Midterm Examination Midterm Progress Report Due Deadline for financial clearance for next quarter Final Examinations Last day Of Classes Final Evaluation Due Final Grades Due Vacation Break

<b>April - June Quarter</b>	<b>2024</b>
March 15 <sup>th</sup> March 22 <sup>nd</sup> April 3 <sup>rd</sup> May 6 <sup>th</sup> - 10 <sup>th</sup> May 13 <sup>th</sup> <b>May 27<sup>th</sup></b> June 14 <sup>th</sup> June 17 <sup>th</sup> – 20 <sup>th</sup> June 20 <sup>th</sup> June 21 <sup>st</sup> June 24 <sup>th</sup> June 24 <sup>th</sup> – July 1 <sup>st</sup>	New Student Admission Requirements for Classes Deadline New Student Orientation First Day of Classes Midterm Examination Midterm Progress Report Due No Classes – Memorial Day (makeup assignment to be issued) Deadline for financial clearance for next quarter Final Examinations Last day Of Classes Final Evaluation Due Final Grades Due Vacation Break



<b>July - September Quarter</b>	<b>2024</b>
June 14 <sup>th</sup>	New Student Admission Requirements for Classes Deadline
June 21 <sup>st</sup>	New Student Orientation
July 1 <sup>st</sup>	First Day of Classes
July 4 <sup>th</sup>	No Classes – Independence Day (makeup assignment to be issued)
August 5 <sup>th</sup> - 9 <sup>th</sup>	Midterm Examination
August 12 <sup>th</sup>	Midterm Progress Report Due
September 2 <sup>nd</sup>	No Classes – Labor Day (makeup assignment to be issued)
September 13 <sup>th</sup>	Deadline for financial clearance for next quarter
September 19 <sup>th</sup>	Last day Of Classes
September 20 <sup>th</sup>	Final Evaluation Due
September 23 <sup>rd</sup>	Final Grades Due
September 23 <sup>rd</sup> – September 29 <sup>th</sup>	Vacation Break
<b>October - December Quarter</b>	<b>2024</b>
September 13 <sup>th</sup>	New Student Admission Requirements for Classes Deadline
September 20 <sup>th</sup>	New Student Orientation
September 30 <sup>th</sup>	First Day of Classes
November 4 <sup>th</sup> – 9 <sup>th</sup>	Midterm Examination
November 11 <sup>th</sup>	Midterm Progress Report Due
November 28 <sup>th</sup>	No Classes – Thanksgiving Day (makeup assignment to be issued)
December 13 <sup>th</sup>	Deadline for financial clearance for next quarter
December 19 <sup>th</sup>	Last day Of Classes
December 20 <sup>th</sup>	Final Evaluation Due
December 23 <sup>rd</sup>	Final Grades Due
December 23 <sup>rd</sup> – December 29 <sup>th</sup>	Vacation Break

### DESCRIPTION OF THE SCHOOL

Richard Medical Academy is located at 5210 Renwyck Dr, Toledo Ohio 43615. RMA occupies 3 buildings, housing 6 classroom spaces, 4 lab/classroom combination spaces and 2 computer testing labs. The 6 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 campus network which provides easy access to information and stimulates additional learning opportunities. The three nursing labs are equipped with hospital beds, simulated patient mannequins, IV poles, laundry carts, sets of hospital linens, blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies.

Our dedicated and experienced faculty members bring their industry knowledge, information, and ideas into the classroom to allow you to gain a better understanding of how your studies will translate into your nursing career. With a maximum class size of 25 students, you will receive the personal attention you need to succeed.

## **PROGRAM PHILOSOPHY**

The philosophy of the Richard Medical Academy Program of Practical Nursing is congruent with the philosophy and objectives of the Richard Medical Academy and the philosophy of the Program of Practical Nurse Education.

### Teaching

The faculty believe that teaching is the giving of information through organized sequential experiences that lead to expanding a student's knowledge base.

### Education

The faculty believe that education is the result of teaching whereby the individual acquires knowledge, skills, attitudes, accountability, and responsibility to assist them to become an effective member of the health team.

### Health

The faculty believe that health is a holistic ever-changing state in which the individual can function at the highest level of physical, mental, social, spiritual, and economic well-being.

### Health Care

Health care is the shared responsibility of professionals and clients. The Practical Nurse is a necessary and effective member of the health care team, prepared to implement the nursing process in the practice of nursing promoting wellness, throughout the lifespan.

### Individual

The faculty believe human beings are unique individuals with many needs from infancy through adulthood, accountable for their own actions and decisions, with an equal right to be treated with dignity and respect.

### Nursing

The faculty believe nursing is both an art and a science based on scientific and humanistic concepts. It is a person-oriented profession directed at guiding human beings toward health by promoting adaptation between the individual and environment.

### Environment

The holistic approach of today allows the Practical Nurse to consider not only the physical problems, but other needs as well: emotional, social, community, economic, intellectual.

### Caring

Inherent to caring is having respect for life and concern for the preservation of human dignity; to accept the diversity of cultures and origins characterizing the global community.

### Collaboration

Cooperatively working as a single-purpose unit is an integral part of the educational philosophy; to function as a multidisciplinary team to achieve common goals.

## Integrity

As an organization dedicated to assisting individuals in becoming part of the health care team, there exists the commitment to being honest, fair, genuine and trustworthy; to adhere to ethical, legal and professional standards always.

## Excellence

As an Achievement of Excellence Organization, functioning at the highest level of performance is the expectation. To demonstrate commitment to quality outcomes and continuous improvement, predominantly in the areas of teaching and learning is the standard.

## Learning

Richard Medical Academy believes in the lifelong learning process which enables a student to enter the workforce at various stages during the educational process.

Personification of these core values will enable the school and its students to fulfill the vision of the institution: to excel in health care education in order to promote the health of society.

## **GOALS OF PRACTICAL NURSING PROGRAM**

- To provide an effective and comprehensive instructional curriculum that is well rounded in all fundamental concepts and theories as they apply to nursing modalities, procedures, and patient education.
- To graduate diploma nursing students who will reflect the highest standards of legal, ethical and moral conduct.
- To provide Practical Nurses whose skills and knowledge are commensurate with the expanding need for nursing services in Ohio and the nation.
- To work closely with the nursing community to understand the needs of patients specific to Northwestern Ohio and to improve the quality of services delivered.
- To maintain excellence in both clinical and didactic areas and value the importance of staying current in the field throughout the nursing career.

## **PROGRAM OUTCOMES**

1. The Program will obtain and maintain full approval of the Ohio Board of Nursing.
2. Graduates will successfully pass the NCLEX- PN to attain licensure as a practical nurse per the percent required.
3. Eighty percent of the Students Assessment of the Clinical Experiences will indicate a positive clinical experience.
4. Eighty percent of the students' course evaluations will indicate that the program maintains an effective educational environment conducive to the students achieving their maximum potential.
5. Eighty percent of responding students and graduates completing satisfaction surveys will indicate program satisfaction.
6. Eighty percent of employers responding to employer satisfaction surveys will indicate graduates have beginning level competencies to provide safe and effective direct care to individuals in structured health care settings.
7. Eighty percent of employers responding to employer satisfaction surveys will indicate graduates demonstrate accountability and responsibility in practice while adhering to legal and ethical standards.
8. Eighty percent of employers responding to employer satisfaction surveys will indicate graduates demonstrate clinical thinking skills,
9. Eighty percent of employers responding to employer satisfaction surveys will indicate graduates establish and maintain effective communication with patients, families, significant others and health team members.
10. Eighty percent of employers responding to employer satisfaction surveys will indicate satisfactory performance in the area of Provider of Care.
11. Program recruitment will maintain student enrollment of at least 20 students per student enrollment.
12. Program retention rates and graduation rates will remain above 80%.
13. All departmental instructors will show evidence of an annual professional development plan.
14. The program will maintain current contract agreements for clinical sites for 100% of all students.
15. The program will have adequate program resources as measured by meeting assessments criteria for library, equipment, instructional and support staff on annual assessments.

**CURRICULUM PLAN- 1240 Clock hours**

Student's progress through each course in succession through each quarter. Courses average 30 hours per week for four (4) quarters lasting 12 weeks each. See the individual course syllabi and the course schedule for the scheduled times per week.

<b>QUARTER ONE</b>	Wee ks	Theor y Hrs.	Lab Hrs.	Clinical Hrs.	Total Hrs.
NURS 101 Medical Terminology	4	20	-0-	-0-	20
NURS 102 Medical Mathematics	5	30	-0-	-0-	30
NURS 103 Anatomy & Physiology	6	40	-0-	-0-	40
NURS 104 Gerontological Nursing	9	60	-0-	-0-	60
NURS 105 Fundamentals of Nursing	12	62.5	62.5	55	180
Total Hours		212.2	62.5	55	330
<b>QUARTER TWO</b>					
NURS201 Fundamentals of Psychology	9	30	-0-	-0-	30
NURS 202 Pharmacology 1	12	40	-0-	-0-	40
NURS 203 Anatomy & Physiology 2	12	40	-0-	-0-	40
NURS 204 Medication Administration	12	20	30	-0-	50
NURS 205 Medical-Surgical Nursing 1	12	62.5	62.5	55	180
Total Hours		192.5	92.5	55	340
<b>QUARTER THREE</b>					
NURS 301 Healthcare Informatics	5	10	20	-0-	30
NURS 302 Fundamentals of Nutrition	3	20	-0-	-0-	20
NURS 305 Medical-Surgical Nursing 2	12	62.5	62.5	55	180
NURS 306 Pharmacology & IV Therapy	12	40	30	-0-	70
Total Hours		132.5	112.5	55	300
<b>QUARTER FOUR</b>					
NURS 304 Mental Health Nursing	12	40	-0-	30	70
NURS 404 Nursing Across the Life Cycle	12	80	-0-	60	140
NURS 401 Section 1 NCLEX Review / Job Readiness	12	80	-0-	-0-	80
		200	-0-	90	290
<b>TOTAL PROGRAM HOURS</b>					1260

## **EDUCATIONAL OUTCOMES**

Upon completion of the Practical Nursing Program, students are expected to be able to:

1. Use informatics to communicate, manage knowledge, mitigate error, and support decision-making.
2. Employ evidence-based practice to integrate best research with clinical experience and client values for optimal care.
3. Have skills to identify and apply best practices to nursing care by providing client-centered culturally competent care.
4. Respect client differences, values, preferences, and expressed needs.
5. Involve clients in decision-making and care management.
6. Coordinate and manage continuous client care consistent with the level of licensure.
7. Demonstrate the ability to supervise others and provide leadership of the profession appropriate for a diploma certified nurse.
8. Promote healthy lifestyles for clients and populations.
9. Work in interdisciplinary teams to cooperate, collaborate, communicate, and integrate client care and health promotion.
10. Participate in quality improvement processes to measure client outcomes, identify hazards, errors, and develop changes in processes of client care.
11. Demonstrate critical thinking skills by responding to problems, scenarios and arguments in order to reach sound solutions, decisions, and positions.
12. Model commitment to professional growth, continuous learning, and self-development.

## **APPROVAL-ACCREDITATION**

The Richard Medical Academy PN Program has been granted APPROVAL by the Ohio State Board of Nursing and meets the requirements of that agency. Program approval/registration has also been granted by the Ohio State Board of Career Colleges and Schools.

## **SECTION II – GENERAL INFORMATION – POLICIES**

### **STUDENT’S ADDRESS AND PHONE NUMBER CHANGES:**

It is mandatory that all students notify the Richard Medical Academy office staff of any changes in home address, e-mail address or phone number.

### **RICHARD MEDICAL ACADEMY (RMA) ADMISSION POLICY:**

It is the responsibility of Richard Medical Academy 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.

Richard Medical Academy publishes in its catalog, to inform all prospective 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. Richard Medical Academy consistently and fairly applies its admission requirements.

Potential Students are strongly encouraged to begin the admission registration process at least three months 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 receiving an invitation code from Richard Medical Academy.

### **ADMISSION REQUIREMENTS:**

- The admission requirements and process are to be completed electronically at [https:// login.castlebranch.com](https://login.castlebranch.com) .
- Application Form
- Student Enrollment Agreement

- Negative Drug Screen
- Emergency Contact Form
- Recommendation Letter (x2)
- Forms of Identification: Driver's License / Government - Issued Photo ID
- Social Security Card (To be Verified by RMA Admissions)
- FBI & BCI Fingerprint background record
- CNA/ STNA Certificate
- High School Transcript, Diploma, GED or Equivalent
- Student Consumer Course Certificate / Registration (Ohio State Board of Career Colleges and Schools)
- Active CPR Card (BLS Healthcare provider through American Heart Association)
- Attend Orientation

**CLINICAL REQUIREMENTS:**

- Physical Exam (good for 1 year)
- TB Mantoux (Current 2 Step), Chest X-ray or T-Spot
- MMR x2 (2 injection series within last 10 years or titers showing immunity)
- Tetanus (1 injection within the last 10 years)
- HBV (3 injection series with in the last 10 years or titers showing immunity)
- Varicella and Rubella Titer
- Proof Covid 19 vaccination
- Current influenza vaccine

**All students must provide proof of being vaccinated (vaccination records or titers). If these requirements are not met the student will not be permitted to begin clinical work.**

**READMISSION POLICY**

All courses in the nursing major curriculum must be taken in sequence. Students enrolled in nursing courses whose studies are interrupted and who wish to re-enter the program must reapply for the next class or course with current students.

The following will be evaluated prior to readmission:

1. Students will be readmitted to the program as space is available.
2. Requests for readmission must be received one quarter before intended readmission.
3. All readmitted students must abide by the curriculum, policies, and procedures currently being administered by the program and school.

**Leave of Absence Procedure**

It is the policy of RMA, in compliance with ACCSC standards, to require students desiring to take a leave of absence to review, initiate, complete and abide by the following procedure. This policy may not be used in lieu of disciplinary action to address any violations of RMA rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

Leave of Absence Procedure

1. A Leave of Absence must be properly requested by the student in accordance with the RMA's Leave of Absence policy and standards set forth here.
2. The student must submit a written, signed request and include the reason or reasons for the request and required documentation to sustain the request to the Campus Director.
3. The program administrator will review each individual case and will determine if there is a reasonable request for a leave of absence. The findings will be reported to the student via e-mail after the program director has reached a decision.
4. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.
5. Financial hardship is not grounds for a leave of absence.
6. The leave of absence must not exceed a total of 180 days in a 12-month period.
7. If the leave of absence is approved, the school will not assess the student any additional institutional charges.
8. Should a student require an extension or reduction of the leave period, the Campus Director is to be notified in writing.
9. A student who is not granted an approved leave extension, and also fails to enroll for the return term approved by the Campus Director or designee, will be required to apply for readmission.

10. Prior to or at a minimum, three (3) weeks prior to the first day of classes of the semester in which the student seeks to return, the student must notify the Campus Director, via e-mail, of their intention to return or re-enroll at the conclusion of the leave period.
11. Should the student have been granted a voluntary leave due to a medical or psychological condition, he/she must schedule an interview with the Campus Director prior to returning from an approved leave of absence and provide a "Certificate of Readiness to Return" from their physician.
12. Failure to contact the Campus Director within the designated time period (see # 8) may result in the denial to re-enroll.
13. Following the review of the re-enrollment request and upon consideration of recommendations made by any of the relevant Academy offices and information provided by the student's health care provider if germane to the situation, a decision will be reached by the Campus Director as to whether the student may return/re-enroll in his or her academic program. The Campus Director's decision is final.
14. The Campus Director or designee will notify the appropriate offices and administrator(s), as to whether the student is permitted to return.
15. The student is required to return to school at the start of the quarter.
16. 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.
17. If the student has left the program for one (1) year or longer the student will be required to re-apply to Richard Medical Academy to reenter and start from the beginning (Quarter 1).
18. The student must return without restrictions and supporting documentation must be supplied where applicable.
19. If the student does not resume attendance at the school on or before the end of the leave of absence, the school will treat the student as withdrawn from the last date of attendance.
20. Students dismissed from the program for academic reasons, may reapply to the program. ONE TIME ONLY
21. Students dismissed for behavior reasons will not be eligible for readmission.
22. The Campus Director will maintain a file outlining/containing completed LOA requests, copy of completed forms, dates received and acted upon and readmission status/dates and any other pertinent information. These documents will be available for annual executive review.
23. Annually, approved Leaves of Absence will be reviewed during the faculty/staff meeting in respect to the LOA student's progress or lack thereof. The LOA policy will also be reviewed annually during a faculty meeting for the input into revisions that may be desirable.

### **Repeat a Quarter Due to Course Failure**

1. If a student fails any course offered in a quarter, they will be required to repeat the entire quarter and will be charged the cost of the entire quarter.
2. A student receiving an "F" in a course may apply to repeat the quarter with the last failing grade replacing the original grade.
3. A student receiving an "F" in a course may apply to repeat the quarter with the last failing grade replacing the original grade.
4. These guidelines must be followed regarding repeating a course:
  - The student must file an "Option to Repeat a Quarter" letter with the Program Administrator.
  - Only students receiving an "F" in a course are eligible to repeat a quarter and have the grade replaced.
  - The last grade always prevails, and the original grade is removed from the GPA computation; however, the original grade remains on the transcript.
  - Class size will be a factor in repeating a failed course.
  - Classes may be repeated one time only.
5. All readmission applications to the PN program must be thoroughly evaluated and approved by the Program Administrator before readmission will be granted.

### **MANDATORY COMPUTER REQUIREMENTS**

It is mandatory that all nursing students have daily access to a laptop computer with wireless access, headphones or listening device to be used on a daily basis in the classroom. The minimum requirements are Windows XP or higher. Students will require these technology tools to properly access web-based learning tools both in the classroom and for graded assignments.

### **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 two letters of reference and complete interviews at least three months 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 Program Administrator.
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.

5. Core and general education courses to be considered for transfer must have been completed within the last seven years.
6. All transfer courses must have a minimum grade of "C". Cumulative GPA for transfer must be a 2.0.
7. 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 Program Administrator.
8. 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 Program Administrator.
9. Transfer students will be admitted as space is available in the program.
10. **Any student who has failed out of another accredited School of Nursing is not eligible for transfer.**

**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:**

1. Individuals seeking transfer must submit all relevant documentation of service, including the individual's military education and skills training.
2. The program administrator 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.



**PRACTICAL NURSING PROGRAM - COST:**

Code	Course title	Total Clock Hours	Quarter Credit Hours	Course Tuition	Clinical,Sup. Lab /Testing/ ATI Graduation Fees
<b>First Quarter</b>					
NURS 101	Medical Terminology	20	2.0	\$190.00	\$287.23
NURS 102	Medical Mathematics	30	3.0	\$285.00	\$50.23
NURS 103	Anatomy & Physiology 1	40	4.0	\$380.00	\$210.23
NURS 104	Gerontological Nursing	60	6.0	\$570.00	\$98.23
NURS 105	Fundamentals of Nursing	180	12.0	\$1140.00	\$1463.21
<b>Total</b>		<b>330</b>	<b>27.0</b>	<b>\$2565.00</b>	<b>\$2109.13</b>
<b>First Quarter Total</b>				<b>\$4674.13</b>	
<b>Second Quarter</b>					
NURS 201	Fundamentals of Psychology	30	3.0	\$285.00	\$229.23
NURS 202	Pharmacology for nursing I	40	4.0	\$380.00	\$50.24
NURS 203	Anatomy & Physiology II	40	4.0	\$380.00	\$50.24
NURS 204	Medication Administration	50	3.0	\$285.00	\$810.23
NURS 205	Medical-Surgical Nursing I	180	12.0	\$1140.00	\$1439.23
<b>Total</b>		<b>340</b>	<b>26.0</b>	<b>\$2470.00</b>	<b>\$2579.17</b>
<b>Second Quarter Total</b>				<b>\$5049.17</b>	
<b>Third Quarter</b>					
NURS 301	Healthcare Informatics	30	2.0	\$190.00	\$703.78
NURS 302	Fundamentals of Nutrition	20	2.0	\$190.00	\$135.78
NURS 305	Medical-Surgical Nursing II	180	12.0	\$1140.00	\$841.79
NURS 306	Pharmacology for nursing II & IV Therapy	70	5.0	\$475.00	\$1312.80
<b>Total</b>		<b>300</b>	<b>21.0</b>	<b>\$1995.00</b>	<b>\$2994.15</b>
<b>Third Quarter Total</b>				<b>\$4989.15</b>	
<b>Fourth Quarter</b>					
NURS 304	Mental Health Nursing	70	5.0	\$475.00	\$432.74
NURS 404	Nursing Across the Lifecycle	140	10.0	\$950.00	\$202.73
NURS 401	NCLEX-PN Review & Job Readiness	80	8.0	\$760.00	\$320.70
<b>Total</b>		<b>290</b>	<b>23.0</b>	<b>\$2185.00</b>	<b>\$956.17</b>
<b>Fourth Quarter Total</b>				<b>\$3141.17</b>	
<b>Sub total</b>		<b>1260</b>	<b>97.0</b>	<b>\$9215.00</b>	<b>\$8638.62</b>
<b>Grand total</b>					<b>\$17,853.62</b>

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.

Any student requiring make-up clinical time must pay, in advance of the make-up session, \$300.00 to the nursing program. All excused and unexcused classroom absences must be made up by the end of the quarter in which the excused and unexcused absence occurred. The cost for that is \$85 per missed hour.

## **Tuition Payment Information**

1. Tuition and fees are paid for by each individual quarter.
2. Payment for each quarter is due **two (2) weeks prior to the start date of the quarter.**
3. Students will not be permitted in class or clinical if fees are not paid two (2) weeks prior to the start date of class.
4. Late student entry into class / program due to non-payment or late payment is not permitted.
5. 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.

**Please note: All payments must be made by cash, credit card, debit card, check or money order. Students who are receiving any financial assistance from any agency or funding source; must be advised that it is their responsibility to make sure that all proper paperwork is filed in a timely fashion so that the school receives the proper tuition fees based upon the above payment schedule.**

**\*\*\*Tuition for each quarter must be paid in full before a student can progress to the next quarter  
Failure to meet the payment dates would be reason for dismissal from the PN Program.**

## **INSTITUTIONAL REFUND POLICY:**

Students are charged tuition and fees on a term-by-term basis. If a student withdraws during a term, tuition and fees owed are based on the following percentages:

If a student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5 (five) day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the Academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the Academic term is 15% completed but before the Academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the Academic term is 25% completed but before the Academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the Academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 (thirty) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an Academic school activity.

## **Refund Policy for Books and Supply Packs:**

## **AUDIO/VIDEO DEVICES**

Audio-taping or Videotaping of any type inside the classroom, lab, or clinical site is always strictly PROHIBITED.

## **ACADEMIC DISHONESTY**

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include

1. Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
2. Fabrication: The falsification of data, information, or citations in any formal academic exercise.
3. Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
4. Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
5. Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

## **Student Conduct, Discipline, and Due Process Rights**

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Code of Student Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

A student excluded for disciplinary reasons from one college or school may be denied enrollment into other colleges or schools, depending on the specific form of discipline. The Program Administrator may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges, universities or schools.

### **Student Code of Conduct**

Students are responsible for complying with all Richard Medical Academy regulations and for maintaining appropriate course requirements as established by the program administrator and instructors.

Disciplinary action may be imposed on a student for violation of rules and regulations. Student misconduct may result in disciplinary action by Richard Medical Academy and prosecution by civil authorities. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Willful misconduct which results in injury or death of any person on Richard Medical Academy owned or controlled property, or sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
2. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by Richard Medical Academy or to private property on campus.
3. Stealing or attempting to steal Richard Medical Academy property or private property on campus; or knowingly receiving stolen school property or private property on campus.
4. Unauthorized entry to or use of Richard Medical Academy facilities.
5. Committing or attempting to commit robbery or extortion.
6. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of Richard Medical Academy documents, records, or identification documents, or furnishing false information to Richard Medical Academy.
7. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind.
8. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive.
9. Lewd, indecent, or obscene conduct or expression on Richard Medical Academy owned or controlled property, or at Richard Medical Academy sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on Richard Medical Academy premises, or substantial disruption of the orderly operation of Richard Medical Academy.
10. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, Richard Medical Academy employees in the performance of their duty.
11. Obstruction or disruption of teaching, research, administrative procedures or other school activities.
12. Committing sexual harassment as defined by law or by school policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

13. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

### **EMERGENCY REMOVAL OF STUDENTS**

1. 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.
2. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises.
3. 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.
4. No prior notice or hearing is required for any removal under this policy.
5. 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.
6. 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.
7. 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.
8. Within one (1) school day of the decision to suspend, written notification will be given to the student the program.
9. 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.
10. 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.
11. 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.
12. 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.
13. If the student suspension involves absence from lecture, lab or clinical hours, all missed clock hours must be made up are subject to noted fees and must be scheduled with the instructor(s).
14. All make up clock hour fees must be paid in full prior to scheduling.

### **MATERNITY POLICY**

1. If a student suspects that she might be in the first trimester of pregnancy, she should inform the supervisor and clinical instructor in order to protect the student and fetus.
2. Upon confirmation of pregnancy, a doctor's statement, giving the due date of delivery and permission to continue in the program, is required and will be placed in the student's file.
3. If difficulties arise during the pregnancy a new physician statement will be required.
4. All information regarding pregnancy is considered confidential. Students must be able to complete all physical requirements of the program.
5. Students who must take maternity leave may use the number of days as outlined in the "**Absence and Tardy Policy**".
6. If more days are necessary, the Faculty will advise the student to take a leave of absence and return for the next school year.
7. The student will be readmitted at the beginning of the quarter not finished.
8. A student may re-enter the program one time only.

## **PURPOSE OF DRUG AND ALCOHOL TESTING POLICY**

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 Program of Practical Nurse Education will not be tolerated. Accordingly, the following Drug and Alcohol Testing Policy will help ensure that students enrolled in the Richard Medical Academy Program of Practical Nurse Education 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 class lab or 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 Richard Medical Academy Program of Practical Nurse Education where students spend a considerable amount of time learning patient care in a variety of clinical and academic 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 the **Richard Medical Academy Practical Nurse 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**

"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**

"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**

"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 Practical Nurse Education Students).

## **POLICY REQUIREMENTS**

## ILLEGAL DRUG AND ALCOHOL PRESCRIPTIONS AND DUTY TO NOTIFY

1. Under no circumstance should a student enrolled in the Richard Medical Academy Program of Practical Nurse Education participate in nursing-related courses or clinical activities while under the influence of illegal drugs or alcohol.
2. Nursing students determined by an instructor or program administrator to have violated these proscriptions may be subjected to a variety of academic-related sanctions, up to and including dismissal from the Richard Medical Academy Program of Practical Nurse Education.
3. 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. Any violation, if substantiated, will subject the student to dismissal from the Richard Medical Academy Program of Practical Nurse Education. 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 the Program of Practical Nurse Education.
4. It is the explicit responsibility of the Richard Medical Academy student to notify the Academy if prescribed medication that may alter cognition, function or ability to safely attend lecture, lab or clinical,

## PRE-ADMISSION DRUG AND ALCOHOL TESTING

1. Prior to admission into the Richard Medical Academy Practical 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 healthcare provider and may result in dismissal from the Program.
2. All students, prior to entering the **Richard Medical Academy Practical Nurse 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.
3. 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.
4. All costs associated with the pre-admission drug testing are the responsibility of the student.

## REASONABLE SUSPICION DRUG TESTING

1. 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 administration, faculty member and/or the clinical agency, hospital or healthcare 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, wide 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 healthcare 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.

2. 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, 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 Richard Medical Academy designee 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 Program Administrator of the Richard Medical Academy Program of Practical Nurse Education as soon as possible.
3. 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 Program 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". **All** costs of a reasonable suspicion drug test will be the responsibility of the nursing student.

### **DRUG AND ALCOHOL TESTING PROCEDURE**

The testing procedure below will be followed for *reasonable suspicion testing*.

1. 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
  - tissue test.
2. 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.
3. 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.
4. 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.
5. The testing laboratory will notify the designated administrator of the Richard Medical Academy Program of Practical Nurse Education of the test results.
6. 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.
7. The results are confidential and become the property of Richard Medical Academy by inclusion in the student's file.
8. **NOTE:** \* It is the student's responsibility to make known all medication, which may interfere with the test results **before** a specimen is obtained.

### **CONFIDENTIALITY**

1. 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.

### **STUDENT DISCIPLINE RELATED TO “CHEMICAL DEPENDENCY POLICY”**

1. 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.
2. 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.
3. Failure to comply with the terms of the intervention program will result in dismissal from the Richard Medical Academy Practical Nurse Program.
4. 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 follow the listed process will result in dismissal with no future readmission. Any future offenses will be cause for immediate dismissal.
- 5.

### **HIPAA POLICY**

1. 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.
2. All students will complete a 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.
3. In addition, ***no electronic devices are permitted in clinical settings***. This includes, but is not limited to:
  - Cell phones
  - Tape recorders
  - Cameras
  - Equipment for text messaging.
4. 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.
5. Failure to follow HIPAA guidelines is a serious event and will result in immediate dismissal from the program.

### **CHAIN OF COMMAND**

**Step I:**  
Students should deal personally and privately regarding concerns with the individual involved.

**Step II:**  
Meet with the instructor involved privately to resolve the problem.

**Step III:**  
Meet with the Program Administrator if concern is not resolved.

**NOTE:** Steps outlined in the “Grievance Policy” may also be employed if necessary.

### **GRIEVANCE PROCEDURE**



Within the PN program, the term "grievance" is defined as a dispute between a student and the PN Program regarding the interpretation, application of, or compliance with any provision of the *Richard Medical Academy* policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step I.

**STEP I:** The grieving student discusses the concern with the Instructor or Faculty member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

**STEP II:** If the grievance is unresolved after Step I, the student may further pursue the grievance process by submitting a completed grievance form (Appendix) to the Campus Director within six (6) working days of the original dispute.

Within five (5) working days from the submission of the completed grievance form, the student, Campus Director, and faculty member will meet for the purpose of resolving the grievance.

Following this meeting, the Campus Director's written disposition will be given to the student and the faculty member within three working days of the meeting.

The grievance will be considered resolved if an agreement is reached at this point.

**STEP III:** If the student is not satisfied with the Campus Director's disposition of the grievance, the student may appeal in writing to the Program Administrator and the Executive Director within three (3) working days after receipt of the disposition. The following conference will include the student, the involved faculty member, the Campus Director, the Program Administrator, and the Executive Director or Executive Director Representative.

Within five (5) working days of the conference, the Program Administrator shall submit a written disposition, which shall include reasons for the disposition.

Whether or not the grievance or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to:

**The Executive Director  
State Board of Career Colleges and Schools  
30 Broad Street, Suite 2481, Columbus, Ohio 43215  
Phone: Toll free 877-275-4219.**

The time limits set forth in the above procedure may be extended by mutual agreement of the PN Program and the student. "Working days" shall not include Saturdays, Sundays, holidays, or vacation days.

## **BLOODBORNE PATHOGENS POLICY**

### **INTRODUCTION**

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 blood borne 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.

Richard Medical Academy 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**

1. 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 blood borne pathogens and exposure control.
  - To comply with OSHA Blood Borne Pathogen Standard.
  
2. A Blood Borne Pathogen policy is designed to protect the:
  - Student
  - Student's Family
  - Patient
  - Hospital Personnel
  - Visitors to Health Care Institutions

## **POLICY**

### **EXPOSURE CONTROL PLAN**

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.

1. **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.
2. **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 Program Administrator 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.
3. Nursing students are not permitted to wear artificial nails or nail extenders during clinical as they may be a source of contaminates between patients.
4. 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.
5. 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.
  - c. Isolation PPE must be worn in accordance with facility policy and procedures.
6. 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 close-able, puncture resistant, leak proof on sides and bottom, and labeled or color coded.
7. 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.
8. 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.
9. Reusable containers should be handled with gloves.
10. 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.
11. 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.
4. 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, clinical instructor will document steps taken by student which includes treatment and recommendations. Medical evaluation may be completed by the student's personal health care provider, or an emergency treatment center.
5. Your instructor will report exposure to the Campus Director 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. The CDC recommends follow-up care within 1-2 hours of exposure.
8. Complete Exposure Incident Report Form from Richard Medical Academy immediately contact Environmental Services if a hazardous spill occurs.

### **INCLEMENT WEATHER**

1. Inclement weather plan will be communicated by the Campus Director.
2. The Campus Director exercises the right to make school related judgement decisions and will inform students, staff and faculty in the event alternate arrangements are made.
3. A plan for weather related clinical closings will be discussed with each individual clinical rotation group with safety being the priority concern.

### **STUDENT BREAKS**

#### **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:**

1. Two, 10-minute breaks will be permitted in a full day lecture, lab, clinical course.
2. One 10 -minute break will be permitted in half - day lecture, lab course.
3. One 30- minute lunch break is permitted in full day lecture, lab, clinical courses.
4. Time is not credited if breaks are missed due to class or clinical activities. 30-minute lunch break permitted on classroom days.

### **SOLICITATION**

Students are not allowed to conduct or participate in unauthorized solicitations of any kind.

## **SECTION III – ACADEMIC/CLINICAL PERFORMANCE**

### **CHEWING GUM AND FOOD POLICY**

1. Students are **not permitted** to chew gum in the school. Gum and food are forbidden in the classroom, lab and clinical areas.
2. Food and beverages are not permitted in the classrooms, labs or clinical areas.

### **ENDORSEMENTS**

1. Students are not permitted to endorse any particular service or product associated with the Clinical Site Affiliates.
2. By endorsing any product or service, you may be considered a representative of the Clinical Site Affiliates, which cannot endorse or recommend any allied product or service.

## **PROGRESSION POLICY**

A grade of "F" in any course will prohibit the student from progressing in the program. The following criteria are required for progression in the nursing program:

1. A minimum theory grade of "C".
2. A satisfactory lab performance.
3. A satisfactory (passing) clinical performance evaluation in each nursing course.
4. In each theory class a midterm progress report will be sent to each student through Gradelink to inform student of satisfactory or unsatisfactory progression.
5. An unsatisfactory clinical or lab 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.
6. A final minimum grade of "C" in all required related courses as identified in Gradelink at the end of each quarter.
7. In good standing with all policies in the Student Handbook.

If a student does fail a theory, lab or clinical course, the Admissions Counselor will reach out to the student via email or face to face to discuss all available options.

## **WITHDRAWAL POLICY**

1. When withdrawing from the program prior to the official graduation date, it is important for the student to complete appropriate paperwork with the Registrar's office and any sponsoring agency.
2. Students must complete an exit interview with the Program Administrator.
3. This procedure is to ensure credit for billing adjustments if they are required. Any refund due to the student will be processed within 30 days of a request.

## **STANDARDS OF ACADEMIC PROGRESS POLICY**

Grading Scale:

94 - 100	A
87 - 93	B
79 - 86	C
< 79	F

Course Evaluation:

**Homework & Quizzes – 25%** (Vary by course content & faculty determined weight but will not exceed 25%)

**Tests- 25%**

**Midterm-25%**

**Final Exam – 25%**

Grades are **not** rounded up. Students must pass the clinical portion of the course in order to pass the course and progress in the program.

According to School of Nursing Policy, a grade of "C" or better is required in all nursing courses.

Students will be periodically evaluated at midterm and receive a midterm grade in lecture, lab, and clinical.

## **CLINICAL GUIDELINES**

1. It is the student's responsibility to perform designated skills satisfactorily before doing them in the clinical agency. Students will document clinical skills in E-Value. Students will document clinical skills in E-Value to be verified by the clinical instructor.
2. Students will not photocopy, print, or remove copies of patient records. Doing so will result in immediate dismissal from the program. Photocopying is against agencies' confidentiality policy.

3. Telephone calls will not be made or received except in case of emergency. Please inform family to contact your clinical instructor at the appropriate agency in case of emergency. The instructor will then contact the student to make a return call. Other calls may be made at breaks or lunch when necessary.
4. Students are to remain on the unit to which they are assigned. The instructor will be notified prior to the student leaving the clinical area at any time. The instructor will determine breaks and lunches.
5. Visiting a family friend or family member as a patient during clinical is not permitted. When visiting a patient, the student must be off duty.
6. Students may be asked to leave the clinical area under any of the following circumstances:
  - Student is unprepared to meet clinical assignment as evidenced by absence of required clinical preparation papers
  - Student has failed to follow the dress code
  - Student has failed to notify the instructor of his/her late arrival
  - Student demonstrates behavior which conflicts with patient care safety
  - Student is determined to be physically incapable to complete clinical due to being under the influence of drugs, alcohol or prescribed drugs that have caused the student to be incapable of practicing safe patient care.

If any of the above instances occur, an absence will be recorded for the student's clinical day. (See "Attendance Policy")

7. Smoking is ***not permitted***, except in student's cars only. Butts are not to be left in parking lots.
8. No chewing gum or eating while in patient care areas.
9. Students must maintain the highest level of confidentiality for all patients. The patient's right to privacy must be maintained.
10. When in the clinical setting, to research clinical assignments, student uniform with lab coat and name badge must be worn.
11. The student will come to the clinical area with all assigned clinical preparation completed.
12. Students should be aware that contracts with clinical agencies state that the agency may deny a student access to a facility for failure to follow agency policies. Students will not be allowed to progress in the program if any clinical facility refuses to allow the student in the facility.
13. The student must inform the clinical instructor/supervisor before leaving the area and upon their return.

## **EVALUATION OF THE NURSING STUDENT IN THE CLINICAL AREA**

**Clinical evaluation is completed on E-Value and is based on the following:**

1. Observations of the student's functioning on assigned units.
2. Communications between the clinical instructor and the student while on the units assigned, or during pre/post conference.
3. Observations of the student's interactions with patients, patient's families, members of the multidisciplinary team, and faculty.
4. Completion of written assignments.
5. Communication and participation with other students and clinical staff personnel in the total care of patients assigned or present in the clinical setting.

## **CLINICAL EVALUATION OF STUDENT:**

Clinical evaluations will be conducted with students on an ongoing basis. Clinical instructors will document clinical performance via E-Value at midterm and review this information with the student. A mandatory clinical evaluation will be conducted at the end of each clinical rotation. A clinical evaluation may be done any time an instructor feels there is a need to give constructive feedback to the student. Electronic signatures will validate that the clinical evaluation form has been reviewed.

1. Students will complete a self-evaluation at the end of each clinical rotation.
2. All final clinical evaluations will be filed in the student's permanent record.
3. Any student whose final clinical grade is unsatisfactory will receive an "F" for the course.
4. A clinical evaluation of unsatisfactory can be given to a student who, exhibits any of the following but is not limited to:
  - Is consistently unable to meet the clinical objectives of the course as outlined in the syllabus
  - Uses unsafe methods in delivering patient care

- Shows inadequate preparation in preparing for patient care
- Shows unprofessional conduct in the clinical area
- Fails to submit satisfactory written assignments by due dates
- Exceeds absences or tardiness as outlined by attendance policy

A final clinical evaluation of “U” results in a grade of “F” for the course. Each quarter of the course syllabus includes a clinical evaluation tool that outlines the expected clinical behaviors.

### **CLINICAL GRADING:**

Clinical grading is based on satisfactory/unsatisfactory criteria achievement of clinical outcomes for each course as defined by the following:

**Satisfactory** – the student is performing at a level which expresses the application of knowledge and skills reflected in the course content, and integrated knowledge and skills from previous courses. Criteria are based on four factors:

- Consistency of performance
- Progressive independence of the student in giving nursing care
- Ability to perform procedures and make judgments when giving care for patients with increasingly complex health problems
- An increase in the number of patients and patient activity

**Unsatisfactory** – the student is performing in manner which expresses that knowledge and skills reflected in the current course content and from previous courses, are not being applied in the clinical area. Examples include but are not limited to:

- Inability to work as team member
- Inability to adhere to the attendance policy
- Violation of the clinical settings Confidentiality policy (HIPPA)
- Not notifying the clinical instructor of absences or tardiness
- Leaving the clinical site without the clinical instructor’s permission
- Violating the school’s dress code
- Not initiating care or initiating care inappropriately
- Inability to perform designed psychomotor skills safely
- Violates professional ethics
- Insensitivity to the needs of patients
- Not utilizing appropriate communication skills
- Requiring an unreasonable length of time to plan, organize, or implement nursing care

### **STUDENT CONDUCT WHILE PROVIDING NURSING CARE**

Per Rule 4723-5-12, the following is to be noted and adhered to:

1. A student shall, in complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to the 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 client record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports and other documents related to billing nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client, the student shall:

- a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b) Treat each client 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) section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a Practical 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 blood and body fluid 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 client.
    - b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
  10. A student shall not misappropriate a client's property or:
    - a) Engage in behavior to seek or obtain personal gain at a client's expense.
    - b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense.
    - c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
    - d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client 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 client.
  - b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual.
  - c) Engage in verbal behavior that is seductive or sexually demeaning to a client.
  - d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client.

For the purpose of this paragraph, the client 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 reasonably be 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.
14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that it 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 habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
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 means to summon assistance.
18. A student shall not obtain or attempt to obtain 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 a 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 faculty or preceptors, or to the board.

## **STUDENT CONDUCT POLICY**

### **Confidentiality and Social Media**



- 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.
- 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.
- 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.

All nursing students are expected to follow the Code of Academic and Clinical Conduct. The following reference the “**National Student Nurses’ Association, Inc.**” and the “**Code of Academic and Clinical Conduct**”:

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the thrust with which society has place in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### **A CODE FOR NURSING STUDENTS**

As students are involved in the academic and clinical environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.

- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

The nursing student is expected to always conduct himself/herself in a professional manner. The following guidelines are to assist the student in the development of professional behavior and relationships in academic and clinical environments:

- An appropriate title and surname are to be used when addressing instructors, co-workers, patients, and family members, unless the person being addressed indicated otherwise.
- Knock on doors before entering offices and ask permission to enter.
- Use of inappropriate language or behavior will not be tolerated at any time. Oral or written conduct or expression that slanders, harasses, demeans, degrades, bullies discriminate, or threatens and/or is offensive to the prevalent standards of the school, its student body, or its community, is prohibited.
- Intelligent questioning of staff/instructors is proper and welcomed. Questions should be constructive and geared toward learning outcomes.
- Students are to refrain from gossiping, needless complaining, loud talking, boisterous laughing, gum chewing, and other activities that disturb other classmates in the academic setting or patient in the clinical setting.
- Smoking is to occur only in designated areas.
- No “horseplay” is allowed in the lab or clinical setting.

Hazing [Effective as of Oct. 7, 2021]: As set forth in Ohio Revised Code section 2903.31, as amended, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Campus safety is our top priority, and we take all reports of misconduct seriously to protect everyone’s health and well-being. Richard Medical Academy depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources. We are all responsible for campus safety. If you see any concerning behavior or suspicious behavior report it at [Campus.Director@Richardmedicalacademy.com](mailto:Campus.Director@Richardmedicalacademy.com)

A display of unprofessional behavior on the part of the nursing student is inexcusable, even under trying conditions or situations. The student must remain professional and in control of his/her emotions. A student who does not adhere to the behavior code will be asked to leave the classroom or clinical area and will be reviewed for dismissal. Repeated offenses at any time during the progression of this program will be cause to question whether the student is able to accept personal and professional responsibility, and will result in dismissal.

### **POSITIVE DISCIPLINE**

Positive discipline means that the instructor’s efforts shall be directed toward developing the student and aiding him/her to achieve and maintain the status of a competent student. Activities cited in this provision that could result in disciplinary action are not intended to be all inclusive and are used as examples only:

- Interfering with or refusing to cooperate with security personnel.
- Gambling on the premises or at a clinical site.
- Any negligent or careless act which results or might result in property damage or personal injury.
- Wasting time, material, or supplies at clinical sites.
- Contributing to unsanitary conditions or poor housekeeping.
- Violating a safety rule or failure to file an incident report.
- Smoking in areas where smoking is prohibited.
- Insubordination.
- Leaving the clinical site without permission or notification of the clinical instructor.
- Parking in undesiguated areas.

The following discipline will be followed unless termination is warranted due to the severity of the infraction:

- Documented oral warning
- Written warning
- Dismissal from program

### **CONDUCT WARRANTING IMMEDIATE TERMINATION**

**This list is not inclusive and serves only as an example:**

- Concealment of a mistake.
- Unauthorized possession of narcotics, drugs, alcohol or substances that alter mental or physical conditions so as to impair or impede normal function.
- Immoral conduct.
- Sleeping during any kind of training.
- Intentional falsification or omission of information.
- Unauthorized removal of any clinical site property, property of a patient, physician, vendor, visitor, student, or employee.
- Any willful act injurious to the clinical site and its reputation.
- Unauthorized possession of a firearm or explosive on the school premises or clinical site premises.
- Violation of patient confidentiality including accessing patient information without a need to know.

Any student who disagrees with their disciplinary procedure may appeal via the grievance procedures as laid out in the student handbook.

### **CONFIDENTIALITY - PARTICIPANT INFORMED CONSENT**

#### **CONFIDENTIALITY OF STUDENTS/PATIENTS 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 disclosure of confidential information on social media.
- 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.

- The student may have access to the computer system at clinical facilities for necessary patient information input or output only after proper training and authorization.
  - Failure to respect the clinical site's ethics will be cause for disciplinary action including removal from the facility and depending on the severity of the breach, up to removal from the Nursing program at Richard Medical Academy.
  - Students will review policies at their respective clinical sites.
- Federal penalties for knowing misuse of protected health information can be up to \$250,000 and/or imprisonment of up to 10 years.

### **CLINICAL PROBATION POLICY**

A student shall be placed on probation for reasons that include but are not limited to the following:

- Unsatisfactory written assignments
- Late written work
- Exam grades less than 80%
- Excessive absences or tardiness

Probationary status must be corrected within two (2) weeks or dismissal will result.

### **ATTENDANCE POLICY**

A primary objective of the school is the demonstration of student accountability through responsible self-directed behaviors. Consistent attendance offers the most effective opportunity for students to gain command of the concepts and material. Daily attendance, prompt arrival, demonstration of a positive attitude of respect, and cooperation are expected.

**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.**

1. Students are expected to attend all scheduled learning activities, such as orientation, lectures, seminars, labs, observations, clinical, evaluation, conferences, etc.
2. No other activities are to be planned that conflict with learning activities. Students are responsible for their own transportation to and from clinical practice sites.
3. Classroom attendance is expected. Individual course faculty may establish course policies that consider attendance as a factor in determining course grades
  - Attendance includes arriving on time and staying the entire duration of all learning experiences. Students who fail to comply with attendance policies may be issued a failing or unsatisfactory grade for the involved course.
  - Students are accountable for all course content and achievement of all learning objectives, so that all students receive comparable levels of instruction.
4. Attendance at clinical laboratory and clinical sites is required. All experiences are designed to facilitate the transfer of theoretical knowledge to clinical practice. Therefore, scheduled clinical time **MUST** be achieved.
5. Attendance must be maintained at 100% (percent) in lecture and lab classes.
  - All Clock hours must be completed as scheduled.
  - Meet all clock hours.
  - Dismissal may result due to absenteeism.
6. Tests, quizzes, exams must be made up the next class day. Students are responsible for all material missed and should get lecture materials from a classmate. All lab competencies are required to be made up.
7. Students must have "Student Request to make up hours" form completed by instructor.

- Form must be taken to the Financial Officer
  - Fee must be paid to the Financial Office based on hours to be made up for lab, clinical, or theory hours documented on "Student Request to make up hours" for.
  - Scheduled make up time may not be arranged until fee clearance is received from the Financial Officer.
8. A maximum of 1 (one) theory lecture excused absence will be permitted per quarter. Students must have documentation from Physician/ NP indicating that the student is advised to be excused from theory class.
- Documentation must be received by the instructor on the next theory day and a copy emailed to the registrar for the students file.
  - All arrangements for make up must follow the process noted above.
  - If the student exceeds the maximum permitted days of absence, the student will receive an "F" in the course and be required to complete the course.

### CLINICAL ABSENCES

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.**

- The make-up date and time will be at the discretion of the instructor. Making up absence does not remove the absence; it allows the student to meet the course requirements. Requirements for make-up are at the discretion of the instructor.
- If a student must be absent from the clinical area, he/she must notify the agency and the clinical instructor at least one hour prior to clinical. The student will obtain the name of the staff person to whom the absence was reported. The first absence without notification will result in dismissal.
- A student shall be placed on clinical probation for reasons that include but are not limited to the following:
  - Less than satisfactory clinical performance
  - Unsatisfactory written assignments
  - Late written work
  - Absence without notification
  - Unprofessional appearance/conduct
  - Inadequate preparation for patient care
  - Unsafe methods in delivering patient care, example: medication errors, or performing any procedure without securing appropriate supervision.
- Any faculty member that recommends a student for probation will devise a written contract, to be approved by the program administrator or designee. 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.
- 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.
- Lateness to the clinical area is not tolerated. Students will be sent home if not on time for patient(s) assignment and care. A clinical absence will be given, and make-up time must be scheduled.
- A maximum of 1 (one) clinical day excused absence will be permitted per quarter. If the student exceeds the maximum permitted days of absence, the student will receive an "F" in the course and be required to complete the course clinical.
- **Again, Any student requiring make-up clinical time must pay, in advance of the make-up session, \$300.00 to the nursing program.**

### INCOMPLETE CLINICAL COURSE

A.) Definition:

An incomplete clinical course is a clinical course in which the student has not completed the required work by the end of the term.

B.) Criteria:

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.

### **STUDENT ILLNESS IN CLASSROOM OR CLINICAL SETTING**

Students are personally responsible for seeking medical assistance when ill. A faculty member may determine that a student should not remain in class or the clinical area due to illness. Faculty may dismiss the student if the health welfare of others, both peers and patients, are in question. The attendance policy shall apply in such instances. The student who, in the opinion of the faculty, has a physical, emotional, or behavioral health problem that interferes with safe practice will be removed from learning experiences until the problem is resolved to the satisfaction of the School. A health problem is defined to include behavior that is injurious or potentially injurious to either the student, her/his clients, or other persons, or that results in conduct detrimental to a classroom, seminar, clinical, or laboratory experience.

Professional ethics require a nurse to protect clients from unsafe practice. Thus, the nursing student is obligated to reveal to nursing faculty her/his own or others' questionable conduct that might interfere with safe practice. The faculty believes that most health problems are responsive to treatment and will not necessarily end a student's professional future when an evaluation and treatment program have been completed.

### **REMOVAL FROM A LEARNING EXPERIENCE**

- If a behavior or presents is found to be a detriment to a classroom, seminar, clinical, or laboratory experience, the student will be removed from that learning experience. At such time a conference will be scheduled between the faculty and student as soon as practical to discuss the behavior.
- A written record of this conference will be placed in the student's file, and the student will be given opportunity to make document rebuttal to be included in the student file.
- The student may be required to obtain professional help for any health problem that is not temporary.
- The entire cost of such help shall be the student's responsibility.
- The student may be required to provide documentation that he/ she is physically/ mentally able to safely complete the nursing program. Such documentation will be kept confidential in the student file.

### **DISMISSAL FROM THE NURSING PROGRAM DUE TO A HEALTH PROBLEM**

Dismissal from the nursing program due to a health problem may occur in the following situations:

1. If the conduct persists and the student does not get the required professional help.
2. If health problem is deemed to be long-term and missed experiences cannot be made up before the end of the session. The student may either withdraw from the course or negotiate for a grade of incomplete. The granting of an incomplete shall be solely at the discretion of the faculty.
3. If the health problem is not responsive to treatment, or the student continues to demonstrate insufficient improvement, or safe practice cannot be demonstrated by the student, she/he will be dismissed from the program and remain ineligible for readmission until safe practice can be demonstrated. Before the student is dismissed, a conference shall be scheduled between the faculty and student to discuss the health problem. A written record of this conference will be placed in the student's file, and the student will be given opportunity to make written comments of her/his own.

### **STUDENT ILLNESS/INJURY RESPONSIBILITY**

Richard Medical Academy or the affiliating clinical agency will not be responsible for any illness or injury to the student which may occur during the scheduled clinical experiences. Students are encouraged to maintain health insurance while in the Nursing Program.

- If a student becomes ill while attending a lecture / theory class, the student should report the illness to the lecture / theory instructor for recommendation.
- If a student becomes ill during clinical , they should report immediately to the clinical instructor. The student may elect to be dismissed from the clinical to see a physician. Any clinical time missed will need to be made up, per the clinical make up guidelines.
- If an injury has occurred during clinical training, the student will report directly to the clinical instructor. An incident report will be completed by the clinical instructor and the student. Incident report will be submitted to the appropriate facility authorities and a copy of the report entered into the student file.

### **INFECTIOUS DISEASE POLICY**

Students with Infectious Disease:

Students are required to refrain from any patient contact if they have or suspect they have any condition which is transmissible, by skin or droplet transmission.

Students are required to meet and maintain all health and physical requirements prior to attending clinical.

### **PREPARATION FOR CLINICAL PRACTICE**

All students in preparation for clinical practice will be instructed in the use of universal precautions and precautions applicable to individuals with infectious diseases. These precautions will be reviewed with students at the beginning of each rotation. Any specific infectious disease policies of the faculty or agency will be reviewed with the student prior to assignment in the facility. Faculty members of Richard Medical Academy will notify students of each facility policy and the course of action to be taken by the student if an incident occurs.

### **CHAIN OF COMMAND**

In the event of a dispute or disagreement the student will professionally and responsibly follow the chain of command steps to come to an agreement or resolve the dispute or disagreement.

**Step I:**  
Student should deal personally and privately regarding concerns with the individual involved.

**Step II:**  
Meet with instructor involved privately to discuss a resolution to the problem.

**Step III:**  
Meet with the Program Director if concern is not resolved.

**NOTE:**  
Steps outlined in the "Grievance Policy" may also be employed if necessary.

### **STUDENT COUNSELING/GUIDANCE POLICY**

The Program Director and Faculty 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.

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

- Meet each quarter to discuss goals for academic success with your faculty advisor.
- Accept responsibility for your education and seek academic counsel, not decisions, from your faculty advisor.
- Read and stay aware of Program policies as stated in student handbook.

### **FACULTY RESPONSIBILITIES RELATED TO THE SUPERVISION OF STUDENTS IN CLINICAL**

1. "Supervision of nursing student" means that a faculty member, teaching assistant, or preceptor shall be immediately available to the nursing student to provide guidance and evaluation of the student's performance.
2. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty instructor, teaching assistant, who meets the qualifications set forth in rule 4723-5-11 of the Ohio Board of Nursing Administrative Code.
3. One instructor shall be assigned to each clinical area to provide clinical supervision. The instructor and students are provided a clinical rotation schedule and the name of each clinical group prior to each clinical rotation. The instructor is available to the students and clinical department at all times.
4. The student receives their individual assignment from the instructor during pre-clinical conference. The student and instructor review and/or discuss the assignment for any clarification.
5. A student may not perform any clinical skill without the instructor present. The skills performed are in direct relationship to the clinical objectives of each rotation.
6. The instructor completes an anecdotal record of the student's performance. This is shared with and signed by the student and maintained by the instructor. The clinical evaluation is based upon this information.
7. The faculty will remain responsible for planning the student's clinical experience and for ongoing evaluation of the student.

### **LAB GUIDELINES**

1. Students must bring skills checklists to each lab. Failure to have skills checklists will result in student being unable to complete lab. Student must complete all of required lab return demonstrations, with a grade of "S" within one week of the skill being taught, or as assigned by the instructor. If a student makes a "U" on a lab return demonstration, it may be repeated twice to obtain a grade of "S". Failure to obtain a grade of "S" on the third attempt will result in a grade of "U" and failure of the course. Students are expected to use audio-visual resources and to practice independently before doing check-off performances.
2. Students will be provided the correct lab supplies needed for each skill. Those students who do not have lab supplies or who do not bring the correct supplies will not be able to participate in the lab.
3. Students are not to go into cabinets or drawers for any supplies or equipment needed without permission from faculty. Supplies and equipment are to be placed in counters for student practice and returns. All lab space is to be left clean and neat.
4. It is the student's responsibility to seek assistance from instructors for lab skill accomplishment.

### **DISMISSAL POLICY**

Students shall be dismissed from the Nursing Program for any of the following reasons:

1. Failure to meet academic or clinical criteria.
2. Physical or emotional problems, which indicate impairment in ability to provide safe nursing care, and care to the public.
3. Conduct not in accordance with the standards of a Practical Nurse according to the Ohio Board of Nursing Practice Act.



4. Failure to comply with the Nursing Program's attendance policy.
5. Violation of policy(s) so noted in the catalog or student handbook.
6. Evidence of falsification of information.
7. Demonstration of behavior causing concern related to alcohol or drug abuse. Student will be requested to submit to immediate drug/alcohol screening at his/her expense. Failure to comply with the screening test will result in immediate dismissal.
8. Failure to submit required paperwork within specified time frames.
9. A positive urine drug screen or criminal background check determined unsatisfactory by any clinical agency.

**Immediate dismissal MAY result for any of the following reasons:**

1. Plagiarism or copyright infringement.
2. Unauthorized communication (talking, eye contact, gesturing, etc.) during an examination.
3. Unauthorized giving or taking of information (copying, using others work as your own, etc.).
4. Unauthorized exit or re-entry into an examination room.
5. Theft or unauthorized possession of examinations, instructor's test, etc.
6. Cheating.

**Students are expected to Respect and Follow the Code of Conduct and Student Handbook Policies.**

**SECTION IV – SCHOOL POLICIES AND REGULATIONS**

**DRESS CODE**

**Proper attire for classroom, lab, and clinical experiences includes the following:**

- A clean and unwrinkled uniform designated by the school. Uniform size must fit appropriately
- A student name badge (Mandatory during clinical experiences).
- Clean solid white or black shoes. No open toe or open heeled shoes, clogs are not permitted.
- Absolutely NO flip-flops.
- No hats or headdresses unless approved by the program administrator.
- No denim, shorts, gym attire, tank tops, shirts with slogans, miniskirts, low rise pants or sleeveless, tight or low-cut shirts are to be worn at any time in the clinical setting or classroom setting.
- Mustaches and beards must be short and neat. Hair should be arranged neatly and simply with no extreme styles or hair color.
- Hair must be off the collar in the clinical settings.
- Make-up should be worn with discretion.
- No perfume, cologne or offensive odors (this includes deodorant and tobacco).
- Nails should be short and well-groomed with clear nail polish.
- No artificial nails are permitted.
- Jewelry will be limited to a wedding band or wedding set, and one set of non-dangling earrings and a watch. No earrings are to be worn during the psychiatric rotation.
- Watches are to be white, black, gold or silver in color only.
- No visible tattoos or body piercing.
- No badge other than the student ID badge is to be worn.
- Proper undergarments are always to be worn and are NOT to be visible.

**Students will be sent home if above policy is not followed.**

## **CELL PHONE POLICY –**

Cell phones are **NOT ALLOWED** in the classroom, lab, or clinical site.

***\*\*\*\*\*NO GUM CHEWING AND EATING OF FOOD IN THE CLASS, LAB OR CLINICAL AREAS\*\*\*\*\****

## **STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS**

### **A. Student Bill of Rights and Responsibilities:**

1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students must exercise their freedom in a responsible and respectful manner.
3. Each institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.
4. Under no circumstances will a student be discriminated against on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status.
5. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The school has a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
9. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
10. Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
11. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through the student senate, student membership or representation on faculty committees.
12. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
13. Disciplinary proceedings are instituted for violations of standards of conduct. These standards of conduct are published in the student handbook. It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
14. As citizens and members of an academic community, students have the same freedoms and obligations as the other members of the community.
15. Students have the right to belong or refuse to belong to any organization of their choice.
16. Students have the right to personal privacy to the extent that the welfare and property of others are respected.
17. Adequate safety precautions are provided by the school.
18. Students have a clear mechanism for input into the evaluation of faculty.

Adapted from the NSNA Student Bill of Rights and Responsibilities, initially adopted in 1974 and item #4 revised by NSNA House of Delegates in 2006.

Available at [www.nсна.org/pubs/billofrights.asp](http://www.nсна.org/pubs/billofrights.asp)

### **B. Academic Freedom and Educational Responsibility of Faculty and Students**

A school is a dedicated social place where students will encounter new knowledge, different perspectives, competing ideas, and alternative claims to truth. Liberal education helps students develop the skills of analysis and critical inquiry with emphasis on exploring and evaluating competing claims and different perspectives. Liberally educated students are curious about new intellectual questions, open to alternative ways of viewing a situation or problem, disciplined to follow intellectual methods to conclusions, capable of accepting

criticism from others, tolerant of ambiguity, and respectful of others with different views. Personal development is an integral part of intellectual development.

In any education of quality, a variety of competing claims to truth can be explored and tested free from political interference. The persons who drive the production of knowledge and the process of education are highly trained faculty. These individuals take responsibility for the quality of their scholarship and teaching.

***In order to foster a true educational experience, faculty and students must agree to the following principles:***

1. An atmosphere of civility must be maintained. Faculty and students must be respectful of each other's views, even if they are not in agreement.
2. Students do not have a right to remain free from encountering unwelcome or inconvenient questions. Students do have the right to hear and examine diverse opinions, but within the frameworks that knowledgeable scholars have determined to be reliable and accurate.
3. All competing ideas on a subject may not be included in a course or program. The professional judgment of faculty determines the content of courses.

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[www.aacu.org/About/statements/documents/AcademicFreedom.pdf](http://www.aacu.org/About/statements/documents/AcademicFreedom.pdf)

C. Student's Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:

1. The right to inspect and review the students' educational records within 45 days of the day Richard Medical Academy Program of Practical Nursing receives a request for access.

Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will decide for access 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 educational records the student believes to be inaccurate, containing misleading information or is in violation of the student's privacy rights.

Students may ask the school to amend a record they believe contains information that is inaccurate, misleading, or in violation of his/her rights of privacy. They should write to the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Richard Medical Academy in an administrative, supervisory, or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of directors; or a student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Richard Medical Academy 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 20202-4605

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for information from outside entities. The request should be submitted prior to the 12<sup>th</sup> day of class of the starting quarter. A request to withhold information may be submitted after the stated deadline for a quarter, but information may be released between the deadline and the receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information consists of a student's full name, participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors and/or awards received, grade level, the last educational agency or institution attended prior to the Richard Medical Academy Program of Nursing, and photograph.

The access and release of the student's non-public (non-directory) information such as educational records (or personal identifiable information they contain) without the student's prior consent are prohibited under federal law. However, federal law permits access to such information without the student's prior consent under certain circumstances or to certain individuals. These include the following:

- a) School officials, including faculty, who have a legitimate educational interest in the records.
- b) Officials of another school, upon request, in which a student seeks or intends to enroll.
- c) Certain officials of the U.S. Department of Education, the comptroller general, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- d) Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- e) Accrediting organizations in order to carry out their accrediting functions.
- f) Parents, if the student is a dependent as defined in Section 152 of the Internal Revenue Code.
- g) Appropriate parties in a health or safety emergency.
- h) To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- i) By judicial order or lawfully issued subpoena.

The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the school. Also, it affords students the right to request that amendments be made to ensure that their records be accurate.

Copies of the Act and Federal Regulations are available in the Financial Aid Office or by accessing the Department of Education's FERPA website at: [www.ed.gov/offices/OM/fpco.html](http://www.ed.gov/offices/OM/fpco.html)

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times: non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet School guidelines.

1. Material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar
- Advertises any product or service not permitted minors by law
- Intends to be insulting or harassing
- Intends to initiate fighting or presents a likelihood of disrupting school or a school event

2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **STUDENT COMMITTEE REPRESENTATIVES**

The school recognizes and values the right of students to have meaningful input into the curriculum and program policies. Each class will elect two (2) students to the position of Class Committee Representatives. These students will be invited attend designated faculty committee meetings and facilitating input from the student body, as well as, facilitating specific information regarding student input back to the student body.

### **STUDENT NOTIFICATION OF PROGRAM POLICY CHANGES/NEW POLICIES**

New program policies or changes to current program policies involving the PN Program shall be presented to the student body, faculty, and staff in written format and added as an addendum to PN Program Student Handbook. All new program policies or program policy changes shall be implemented and become effective on the first day of the subsequent quarter following the written notification, unless such changes are determined to be implemented immediately and written notification shall imply this in writing,

### **CURRICULUM PLAN**

<b>QUARTER ONE</b>	Wee ks	Theor y Hrs.	Lab Hrs.	Clinical Hrs.	Total Hrs.
NURS 101 Medical Terminology	4	20	-0-	-0-	20
NURS 102 Medical Mathematics	5	30	-0-	-0-	30
NURS 103 Anatomy & Physiology	6	40	-0-	-0-	40
NURS 104 Gerontological Nursing	9	60	-0-	-0-	60
NURS 105 Fundamentals of Nursing	12	62.5	62.5	55	180
Total Hours		212.2	62.5	55	330
<b>QUARTER TWO</b>					
NURS201 Fundamentals of Psychology	9	30	-0-	-0-	30
NURS 202 Pharmacology 1	12	40	-0-	-0-	40
NURS 203 Anatomy & Physiology 2	12	40	-0-	-0-	40
NURS 204 Medication Administration	12	20	30	-0-	50

NURS 205 Medical-Surgical Nursing 1	12	62.5	62.5	55	180
Total Hours		192.5	92.5	55	340
<b>QUARTER THREE</b>					
NURS 301 Healthcare Informatics	5	10	20	-0-	30
NURS 302 Fundamentals of Nutrition	3	20	-0-	-0-	20
NURS 305 Medical-Surgical Nursing 2	12	62.5	62.5	55	180
NURS 306 Pharmacology & IV Therapy	12	40	30	-0-	70
Total Hours		132.5	112.5	55	300
<b>QUARTER FOUR</b>					
NURS 304 Mental Health Nursing	12	40	-0-	30	70
NURS 404 Nursing Across the Life Cycle	12	80	-0-	60	140
NURS 401 NCLEX Review / Job Readiness	12	80	-0-	-0-	80
		200	-0-	90	290
<b>TOTAL PROGRAM HOURS</b>					1260

## COURSE DESCRIPTIONS

### **NURS 101 Medical Terminology**

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. 20 Hours Theory

### **NURS 102 Medical Mathematics**

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. 30 Hours Theory

### **NURS 103 Anatomy and Physiology I**

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. 40 Hours Theory

### **NUR 104 Fundamental of Gerontology**

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. 60 Hours Theory

### **NUR 105 Fundamentals of Practical Nursing**

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. 180 Hours: 62.5 Hours Theory, 62.5 Hours Lab, 55 Hours Clinical

### **NUR 201 Fundamental of Psychology**

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. 30 Hours Theory

### **NURS 202 Nursing Pharmacology I**

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. 40 Hours Theory

### **NURS 203 Anatomy and Physiology II**

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. 40 Hours Theory

### **NURS 204 Medication Administration**

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. 50 Hours: 20 Hours Theory, 30 Hours Lab

### **NUR 205 Medical Surgical Nursing for the Practical Nurse I**

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. 180 Hours: 62.5 Hours Theory, 62.5 Hours Lab, 55 Hours Clinical

### **NUR 301 Health Informatics**

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. 30 Hours: 10 Hours Theory, 20 Hours Lab

### **NUR 302 Fundamental of Nutrition**

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. 20 Hours Theory

### **NUR 304 Mental Health Nursing for the Practical Nurse**

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. 70 Hours: 40 Hours Theory, 30 Hours Clinical

### **NUR 305 Medical Surgical Nursing for the Practical Nurse II**

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. 180 Hours: 62.5 Hours Theory, 62.5 Hours Lab, 55 Hours Clinical

### **NURS 306 Nursing Pharmacology II & IV Therapy**

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. 70 Hours: 40 Hours Theory, 30 Hours Lab

### **NURS 401 NCLEX-PN Review and Job Readiness**

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, physiology integrity. 80 Hours Theory

### **NUR 404 Nursing Across the Life Cycle (Obstetrics and Pediatric Nursing)**

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. 140 Hours: 80 Hours Theory, 60 Hours Clinical

## **COMPLETION POLICY –**

### **Graduation Requirements**

Richard Medical Academy PN students are subject to the graduation requirements of the school and any additional nursing department requirements. Each student must achieve a minimum of a “C” in each course and a satisfactory in each clinical component as outlined in the nursing curriculum.

These include:

1. All academic documentation requirements for the nursing program admission & nursing program.
2. All fees must be paid to Richard Medical Academy before completion of the program.
3. All courses completed with a minimum grade of 79%
4. All clinical requirements must be completed with a “satisfactory” grade
5. Program HESI Exit Exam passed with grade of 850 or higher.
6. Attendance policy met.

## **GRADUATION POLICY**

The following are requirements to graduate from the Richard Medical Academy Practical Nurse Program:

- A. The student must have satisfied the following:



- 1) Satisfactorily completed all nursing and non-nursing courses prescribed in the program's curriculum.
- 2) Achieved a minimum cumulative grade point average of 2.0 (C) = 80%
- 3) Taken and passed required written and/or computerized standardized exams and a computerized HESI Exit Exam with a score of 850 or higher. (A specified level of achievement is required on exams.)
- 4) All monies owed to Richard Medical Academy have been paid in full

B. In addition:

- 1) The student is responsible for providing assurance and documentation that all courses required for the diploma have been successfully completed.
- 2) The student must have discharged all financial obligations to the school.

C. Only those students who meet the graduation requirements outlined above are eligible to participate in the graduation ceremony.

D. Graduating students are expected to attend graduation ceremonies.

### **RECORDS RETENTION - ACADEMIC**

Student and graduate records are retained in the following manner:

Current students – Files maintained in the office of the Registrar.

Graduates – Files retained intact for a period of two (2) years, after this period of time all contents will be destroyed with the exception of the following documents:

- Nursing Program transcripts
- Final clinical evaluation
- Skills Lab/ Clinical check-off list
- Other required records, as established by the Registrar's Office

File will then be placed in storage, which is kept in the alumnus records storage area.

Students not completing – Entire file maintained in student records area for a period of two (2) years. After this period of time all contents will be placed in storage.

### **POLICY FOR SUBMITTING PN PROGRAM LETTERS OF COMPLETION TO A BOARD OF NURSING**

Graduate letters of completion and final transcripts will be mailed to the Board of Nursing within 7-10 days following a student's successful completion of the Richard Medical Academy Graduation Policy.

**Note: Student must fulfill all graduation requirements listed below in order for the letter of completion to be sent to the Ohio Board of Nursing.**

- 1) Satisfactorily completed all nursing and non-nursing courses prescribed in the program's curriculum.
- 2) Achieved a minimum cumulative grade point average of 2.0 (C) = 80%
- 3) Taken and passed required written and/or computerized standardized exams and a computerized exit exam with a score of 850 or higher. (A specified level of achievement is required on exams.)
- 4) All monies owed to Richard Medical Academy have been paid in full

## **RICHARD MEDICAL ACADEMY PRACTICAL NURSING PROGRAM NURSING STUDENT AGREEMENT**

This is to acknowledge that I, \_\_\_\_\_, received the Richard Medical Academy Nursing Student Handbook, understand the contents within, and agree to abide by the policies and procedures contained in this handbook. I understand that failure to abide by these policies will result in disciplinary action that can range from a written warning up to dismissal from the program.

I have received and reviewed a copy of Richard Medical Academy's completion and placement statistics for this program.

I have reviewed the Core Performance Standards of Richard Medical Academy Department of Nursing in the Student Handbook. I state that I am able to perform in each of the areas without accommodation. I understand that if at any time that I cannot meet these requirements I will notify the Nursing Program Director to evaluate the accommodations needed.

I understand my participation in this program in which I will receive structural clinical experience is contingent upon my satisfactory performance and cooperation with the FACILITY & STAFF, and if at any time I do not abide by the below conditions, I understand that I may be removed from the program.

As in other medical and allied health programs, the Richard Medical Academy PN Nursing Program requires students to practice clinical procedures on each other in class and/or laboratory and clinical settings. These procedures include but are not limited to the following:

Activities of Daily Living	Patient/Family Education
Health Assessment	Physical Examination
Functional Training	Postural Training & Body Mechanics
Assistive/Adaptive Devices	Pulmonary Hygiene Techniques
Balance & Gait Activities	Therapeutic Exercise
Vital Signs	Personal Hygiene & Grooming
Universal Precautions/Infection Control	Wound Care
Orthotics/Prosthetics	

The student's ability to perform these procedures will not be required until the procedure has been explained and demonstrated. Instructor guidance and complete supervision of each student's performance is required to ensure safety. If a student has medical conditions that prevent his/her participation in any of these procedures, documentation of each condition is required and must be signed by a physician and the instructor must be informed of the condition. Further, I understand that during these procedures I may be at risk of exposure to infectious material and that if exposed, any post-exposure treatment costs are my responsibility.

I understand my clinical performance as it relates to program objectives will be evaluated on a regular basis by designated faculty and/or FACILITY representatives and that I may be dismissed if my performance is not satisfactory.

I understand that patient/student/faculty confidentiality is of the utmost importance. Patient confidentiality is regulated by the Federal Government through the Health Insurance Portability and Accountability Act (HIPPA) and by the state of Ohio through the Nursing Practice Act. I realize that as a health care professional, I could lose my license to practice if patient confidentiality is breached. I also understand that it is a breach of Richard Medical Academy policies to inappropriately disclose fellow student or faculty/staff information. Therefore, I pledge to abide by these laws and the Richard Medical Academy and Nursing Department's policies and procedures concerning confidentiality. I realize that a breach of student/faculty-staff confidentiality will result in at least a warning up to dismissal from the program. I realize that if I break this pledge concerning patient confidentiality (thereby violating the law); I would automatically fail a clinical course and be removed immediately from the internship site. If such an incident occurs, I would not be allowed to return to the nursing program.

I understand that during my participation in the clinical experience I am not an employee and am not entitled to any of the benefits of employment such as worker's compensation coverage, wages, or medical insurance. I understand that I also am not an employee of the FACILITY and am not entitled to any employment benefits during my participation in this program.

I understand that I am responsible for my transportation to and from the FACILITY and to my clinical assignment.

I understand that I am responsible for expenses related to my own illness.

I have received a copy of the Exposure Control Plan which outlines the program's requirements regarding vaccinations, precautions, and education concerning blood-borne pathogens, and my responsibilities and options should an exposure occur.

I understand that I am responsible for following the administrative policies of the FACILITY, and for completing and providing a record of mental and physical health, immunizations, current CPR certification, and other informational forms requested by the FACILITY or the Nursing Faculty.

I will submit to any additional laboratory tests required by clinical agencies with which the School has an educational affiliation agreement. I will follow the recommendations of a qualified health care provider for corrective measures in instances of a known health problem.

I understand that I am responsible for adhering to the dress code of the School and the FACILITY and for any necessary expense in attaining and maintaining appropriate uniforms.

I understand that I am responsible for reporting to the designated individual (faculty and FACILITY liaison) at the FACILITY on time during my scheduled assignment, and that I must notify the designated individual of any deviation from my scheduled arrival/departure times.

I agree to verbally report promptly to my clinical faculty instructor any incident of which I have actual knowledge which might involve legal liability on the part of myself, a classmate, or licensed nursing personnel. I agree to report promptly in writing to the Program Director and incident of which I have actual knowledge which might involve legal liability on the part of my supervising faculty instructor. Such report shall be filed within two days after the occurrence of such incident.

I pledge on my honor as a professional student that I will comply fully with all academic policies.

The nursing faculty has my permission to keep samples of my written work to use as exhibits for approval and accreditation processes.

I give my consent for Richard Medical Academy to release my student information including my medical information and criminal background checks to clinical education facilities. I understand that this information will remain confidential and is used by the facility to verify that I meet the institution's requirements for students who may provide care to the facility's patients.

*A copy of this contract will be filed in the student's academic folder after it is signed and dated.*

I acknowledge that I understand the above conditions of acceptance and agree to perform accordingly.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Richard Medical Academy Representative Signature \_\_\_\_\_ Date

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

I am hereby enrolling in the following 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 (Charge in the first quarter per 12-month Enrollment)	\$125.00
Clinical and Supervised lab fee (per quarter)	Variable depending on quarter
PN Program exit examination fee (Include in grand total)(non-refundable)	\$75.00
Graduation ceremony fees (Include in grand total)(non-refundable)	\$50.00
Payment plan enrollment fee (optional and per quarter)(non-refundable)	\$200.00
PN Program Exit Examination Fee (Exit)(Second Attempt) (non-refundable)	\$200.00
FBI/BCI Fees (Entrance and Exit) (non-refundable)	\$67.50 x 2
Textbooks/Materials (estimated, as consumed)	Variable depending on the quarter
Uniforms (if ordered non-refundable)	\$200.00
1st Quarter Digital Access (non-refundable) (Charge in the first quarter per 12-month Enrollment)	\$200.00

Code	Course title	Total Clock Hours	Quarter Credit Hours	Course Tuition	Supply, Lab, Technology, Testing, Elsevier & Graduation Fees
<b>First Quarter</b>					
NURS 101	Medical Terminology	20	2.0	\$190.00	\$287.23
NURS 102	Medical Mathematics	30	3.0	\$285.00	\$50.23
NURS 103	Anatomy & Physiology I	40	4.0	\$380.00	\$210.23
NURS 104	Gerontological Nursing	60	6.0	\$570.00	\$98.23
NURS 105	Fundamentals of Nursing	180	12.0	\$1140.00	\$1463.21
<b>Total</b>		<b>330</b>	<b>27.0</b>	<b>\$2565.00</b>	<b>\$2109.13</b>
<b>First Quarter Total</b>			<b>\$4674.13</b>		
<b>Second Quarter</b>					
NURS 201	Fundamentals of Psychology	30	3.0	\$285.00	\$229.23
NURS 202	Pharmacology for nursing I	40	4.0	\$380.00	\$50.24
NURS 203	Anatomy & Physiology II	40	4.0	\$380.00	\$50.24
NURS 204	Medication Administration	50	3.0	\$285.00	\$810.23
NURS 205	Medical-Surgical Nursing I	180	12.0	\$1140.00	\$1439.23
<b>Total</b>		<b>340</b>	<b>26.0</b>	<b>\$2470.00</b>	<b>\$2579.17</b>
<b>Second Quarter Total</b>			<b>\$5049.17</b>		
<b>Third Quarter</b>					
NURS 301	Healthcare Informatics	30	2.0	\$190.00	\$703.78
NURS 302	Fundamentals of Nutrition	20	2.0	\$190.00	\$135.78
NURS 305	Medical-Surgical Nursing II	180	12.0	\$1140.00	\$841.79
NURS 306	Pharmacology for nursing II & IV Therapy	70	5.0	\$475.00	\$1312.80
<b>Total</b>		<b>300</b>	<b>21.0</b>	<b>\$1995.00</b>	<b>\$2994.15</b>
<b>Third Quarter Total</b>			<b>\$4989.15</b>		
<b>Fourth Quarter</b>					
NURS 304	Mental Health Nursing	70	5.0	\$475.00	\$432.74
NURS 404	Nursing Across the Lifecycle	140	10.0	\$950.00	\$202.73
NURS 401	NCLEX-PN Review & Job Readiness	80	8.0	\$760.00	\$320.70
<b>Total</b>		<b>290</b>	<b>23.0</b>	<b>\$2185.00</b>	<b>\$956.17</b>
<b>Fourth Quarter Total</b>			<b>\$3141.17</b>		
<b>Sub total</b>		<b>1260</b>	<b>97.0</b>	<b>\$9215.00</b>	<b>\$8638.62</b>
<b>Grand total</b>					<b>\$17,853.62</b>

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.

Any student requiring make-up clinical time must pay, in advance of the make-up session, \$300.00 to the nursing program. All excused and unexcused classroom absences must be made up by the end of the quarter in which the excused and unexcused absence occurred. The cost for that is \$85 per missed hour.

**Method of payment:**

Payment to credit RMA student account can be easy, convenient ways for you to do just that.

Payments may be made in person at the RMA Bursar's Office, RMA academy main building, between 8:00 am and 5:00 pm., Monday to Friday.

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

(2) Mail Make checks payable to Richard Medical Academy and mail to:

**Richard Medical Academy Office of the Bursar 5237 Renwyck Dr  
Toledo, OH 43615**

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

(3) In-Person Pay by cash, personal check, money order, cashier's check and credit card payment at: Richard Medical Academy bursar's office of the Administration Building.

**CANCELLATION/ TERMINATION/ WITHDRAWAL AND 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 the 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 the 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 the 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 the 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 made an initial payment, who are more than 40% completion of the quarter, is not entitled to any refund.

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

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

RMA makes all required refunds within 30 days from the student's withdrawal or termination date.

### **STUDENT CODE OF CONDUCT**

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.

(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

## Complaint or Grievance Procedure

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

## Student disclosure – Acknowledgment

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

- (1) The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
- (2) The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
- (3) The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
- (4) The School reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
- (5) Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

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

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

\_\_\_\_ Student initials

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

\_\_\_\_ Student initials

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

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

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

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

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

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

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

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

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

**Richard Medical Academy (RMA) STANDARDS FOR APPLYING THE NURSING PROCESS AS A PRACTICAL NURSE (Ohio Board of Nursing Rule 4723-4-07).**

(A) A Practical nurse shall apply the nursing process in the practice of nursing as set forth in division (B) of section 4723.01 of the Revised Code and in the rules of the board. The nursing process is cyclical in nature and requires that the nurse's actions respond to the patient's changing status throughout the process. The following standards shall be used by a Practical nurse, using clinical judgment, in applying the nursing process for each patient under the Practical nurse's care:

(1) Assessment of health status:

The Practical nurse shall, in an accurate and timely manner:

(a) Collect data. This includes:

- (i) Collection of subjective and objective data from the patient, family, significant others, or other members of the health care team. The Practical nurse may direct or delegate the performance of data collection; and
- (ii) Documentation of the collected data.

(2) Analysis and reporting:

The Practical nurse shall, in an accurate and timely manner:

(a) Identify, organize, assimilate and interpret data.

(b) Establish, accept, or modify a nursing diagnosis that is to be addressed with applicable nursing interventions; and

(c) Report the patient's health status and nursing diagnosis as necessary to other members of the health care team.

(3) Planning:

The Practical nurse shall, in an accurate and timely manner:

(a) Develop, establish, maintain, or modify the nursing plan of care consistent with current nursing science, including the nursing diagnosis, desired patient outcomes or goals, and nursing interventions; and

(b) Communicate the nursing plan of care and all modifications of the plan to members of the health care team.

(4) Implementation:

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

(a) Executing the nursing regimen.

(b) Implementing the current valid order authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice.

(c) Providing nursing care commensurate with the documented education, knowledge, skills, and abilities of the Practical nurse.

(d) Assisting and collaborating with other health care providers in the care of the patient.

(e) Delegating nursing tasks, including medication administration, only in accordance with Chapter 4723-13, 4723-23, 4723-26, or 4723-27 of the Administrative Code.

(5) Evaluation:

The Practical nurse shall, in an accurate and timely manner:

(a) Evaluate, document, and report the patient's:

(i) Response to nursing interventions; and

(ii) Progress towards expected outcomes; and

(b) Reassess the patient's health status, and establish or modify any aspect of the nursing plan as set forth in this rule.

(B) For purposes of this rule, standards for implementing the nursing process also apply to a certified nurse-midwife, certified nurse practitioner, certified Practical nurse anesthetist, or clinical nurse specialist.

Effective: 02/01/2014

R.C. 119.032 review dates: 10/17/2013 and 10/15/2018

## **ETHICAL CODES OF CONDUCT**

Richard Medical Academy nursing students are expected to engage in ethical practice as a nursing student by following the ethical codes of conduct for their level of nursing and by practicing the expected behaviors. Students whose behavior is not consistent with these standards may be subject to dismissal from the program. Any violation of the ethical codes of conduct or violation of municipal, state, or federal laws by a student must be reported to the school administrator immediately. Review of the violation will be made to determine if the student may continue in the nursing program. Any student who fails to report violations of municipal, state, or federal laws may be dismissed from the nursing program.

## **AMERICAN NURSES ASSOCIATION CODE OF ETHICS**

Nursing students at Richard Medical Academy are also expected to act in accordance of the American Nurses Association (ANA) Code of Ethics. Students who do not act in accordance to the ANA Code of Ethics will be dismissed from the nursing program. The provisions are as follows:

- (1) The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness, of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- (2) The nurses' primary commitment is to the patient, whether an individual, family, group, or community.
- (3) The nurse promotes, advocate for, and strives to protect the health, safety, and rights of the patient.
- (4) The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse' obligation to provide optimum patient care.
- (5) The nurse owes the same duties to self as to others, including the responsibility to preserve the integrity and safety, to maintain competence, and to continue personal and professional growth.
- (6) The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession though individual and collective action.
- (7) The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- (8) The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
- (9) The profession of nursing, as represented by association and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## **STUDENT CODE OF CONDUCT**

Richard Medical Academy 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 Practical 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.

## **BEHAVIORAL STANDARDS FOR NURSING STUDENTS**

The Richard Medical Academy nursing student shall:

### **GENERAL**

- converse in an effectively well-modulated voice with peers, faculty, agency personnel, staff, and patients
- advocate for patients, families, visitors, and co-workers
- focus communication on the patient, not on self
- address the patient by their formal name unless the patient requests otherwise
- conduct self in the classroom, in clinical, and in the online learning environment in a professional, respectful manner

### **ATTITUDE**

- accept directions and suggestions from instructor or team member (initiates discussion whenever necessary)
- accept and use constructive criticism from instructor or team member (initiates discussion if not in agreement)
- demonstrate honesty by responsibly completing what they said they would do
- respect property rights of others by not stealing, borrowing without permission, or damaging others' property
- maintain confidentiality by discrete transfer of information
- deal with stressful situations by obtaining appropriate assistance from instructors and appropriate health team members



## **RELATIONSHIPS**

- maintain a constructive dialogue with staff, instructors, patients, or peers in matters relating to patient care
- share plan of care (verbal or written) with team member
- volunteer assistance without jeopardizing own patient assignments
- maintain appropriate nurse-patient relationship

## **DEPENDABILITY**

- report on and off clinical practice on time and to the proper individual
- start assignment promptly
- proceed independently with familiar procedures and treatments
- completes assignment in a timely manner
- report any incomplete assignments to the responsible individual allowing time for work completion by appropriate others
- comply with school attendance policies
- notify proper person for unavoidable tardiness/ absences according to school attendance policy

## **RESPONSIBILITY**

- is consistently prepared for clinical practice
- accepts responsibility for adequate preparation for the classroom learning environment, which includes significant study time outside of the classroom
- carry out safe nursing care whether under supervision or not
- seek guidance whenever necessary to carry out safe nursing care
- convey (verbal or written) results to instructor of findings suggested for independent study
- submits written material which is the product of own research
- report errors immediately
- practice within the limits of the Nurse Practice Act
- accept consequences of own actions through the use of "I" statements
- wear uniform according to school policy
- when unable to attend class, obtain any information missed from instructors/peers
- follow the policies (smoking, documentation, etc.) of the various facilities
- take examinations without incorporating the work of others

## **ACADEMIC HONESTY**

The Richard Medical Academy Policy on Academic Honesty as outlined below.

### **GENERAL:**

- Because an academic community functions most successfully when there is trust among all members, academic dishonesty is a serious breach of that trust which exists between a student, one's fellow students and/or the instructor.
- Academic dishonesty is a major violation of Richard Medical Academy policy which can result in a range of disciplinary actions from a reprimand to suspension or expulsion from the institution. Any student suspected of such a violation will be subject to charges in accordance with Richard Medical Academy regulations.
- Violations of academic honesty include, but are not limited to the following Richard Medical Academy (RMA) policies.

### **RESPONSIBILITY OF STUDENTS:**

- Students are responsible for knowing the policy on academic dishonesty and failure of an individual faculty member to remind the student as to what constitutes academic dishonesty shall not obviate this responsibility.
- Student should not provide opportunities for other students to engage in academic dishonesty.
- Students should inform the faculty member of academic dishonesty taking place by other students.

## **PROFESSIONAL BEHAVIORS EXPECTED OF NURSING STUDENTS**

The following behaviors are essential for professional nursing practice. These behaviors are rated by clinical faculty with each clinical rotation. Students must demonstrate satisfactory behavior in each of the following areas; otherwise the student will be dismissed from the nursing program:

- Accountability
- Responsibility
- Preparedness
- Willingness to learn
- Attendance
- Punctuality
- Empathy
- Appropriate attitude
- Respect
- Appropriate behavior
- Appropriate appearance
- Honesty
- Sensitivity
- Genuineness
- Non-judgmental behavior
- Commitment
- Integrity
- Ethical principles
- Appropriateness in seeking assistance
- Openness to change in self and others
- Recognition of dignity of all human beings

## **Richard Medical Academy TECHNICAL STANDARDS**

The Richard Medical Academy nursing curricula are designed to provide the education necessary for preparation and practice of nursing. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision making and problem-solving pertaining to the delivery of high quality nursing services.

Students admitted to Richard Medical Academy need the intellectual and physical abilities to acquire the knowledge, behaviors and skills taught within the program of nursing. In addition to satisfactory academic performance in all coursework, students are expected to fulfill the non-academic essential functions of the curriculum in a reasonably independent manner. These functions are specified by the physical, cognitive, and behavioral standards (referred to collectively as technical standards) necessary for the completion of the nursing program.

Technical standards of Richard Medical Academy are outlined below.

The Richard Medical Academy will consider for admission and advancement any individual able to perform pursuant to the standards, which are used as guidelines. Reasonable accommodations will be provided to qualified individuals with a disability in accordance with applicable laws and policies, while maintaining the integrity of program standards. Accommodations will be determined on a case by case basis.

- Acquire information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer information systems (including literature searches and data retrieval), and identify information presented in images from paper, videos, transparencies and slides.
- Independently use and interpret information from diagnostic maneuvers, (e.g. palpation, auscultation, percussion, etc.) diagnostic instruments (e.g. sphygmomanometer, otoscope, ophthalmoscope, etc.) and other diagnostic representation of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a health history, and other information required to adequately and effectively evaluate a client's condition.

- Accurately observe and assess a client's condition and be able to problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Synthesize information to develop a plan of care.
- Utilize intellectual ability, exercise proper judgment, and timely and accurately complete responsibilities attendant to the delivery of care to clients.
- Develop effective and appropriate relationships with clients, colleagues, coworkers and the healthcare team.
- Perform specific procedures and interventions (e.g. Basic Life Support techniques) sufficient to provide safe and effective nursing care according to prescribed therapeutic regimens.
- Communicate effectively and efficiently with faculty, patients, families and all members of the health care team about a patient's condition as called for under the circumstances, verbally, in writing and in an electronic medical record.
- Practice in a safe manner and respond appropriately to emergencies and urgencies.
- Adapt and function effectively under the various circumstances and rigors which are inherent in the clinical practice of nursing.
- Move and transfer patients and medical equipment as care provision requires.
- Practice universal precautions against contamination and cross-contamination with infectious pathogens (e.g. wearing personal protective equipment; working with sharp objects and hazardous chemicals; treating clients with infectious diseases.)

### **POLICY ON USE OF ALCOHOL, DRUGS AND OTHER MOOD-ALTERING SUBSTANCES**

All students are required to read the following policy on the Use of Alcohol, Drugs and other Mood-Altering Substances, and to adhere to it. Chemical use, as well as abuse, can interfere with your classroom and clinical performance. Even small amounts of mood-altering substances can affect your judgment and perceptions and therefore endanger the lives of your clients. The following departmental policy on alcohol, drugs and mood-altering substance use has a two-fold purpose:

- To ensure the safety of your clients.
- To help you recognize problematic actions and to assist you in seeking help.

The Richard Medical Academy faculty will not tolerate the presence of students in the classroom and clinical settings who are under the influence of alcohol/drugs and other mood-altering substances. Richard Medical Academy faculty's concerns are not limited to illegal drugs. The Richard Medical Academy policy absolutely forbids students to participate in the clinical setting with even the smell of alcohol on their breath or if exhibiting any behavioral manifestations indicative of mood-altering substance use, even where the substance is a legally prescribed medication.

Any student who is taking a prescribed medication or who has a medical problem that may cause them to appear to be under the influence of alcohol/drugs or other mood-altering substances must inform the faculty prior to starting any clinical rotation.

The use of alcohol several hours before clinical or heavy use the night before can result in the smell of alcohol on your breath, which is unacceptable. Some illegal substances have a long half-life (such as marijuana) and would show up in the screen one month after use.

The procedure that will be followed by faculty in dealing with students with the smell of alcohol/drugs on their breath or who are under the influence of alcohol/other mood-altering substances is as follows:

#### **IN THE CLASSROOM SETTING:**

The student will be spoken to by the faculty member. The departmental policy regarding the use of alcohol and other mood-altering substances will be reviewed. This conversation will be documented in the students confidential file and will be shared with the other Nursing faculty. If the student is found to be incapable of safely conducting himself/ herself the student will be asked to leave the class, lab, clinical and such action will be documented in the student file.

### IN THE CLINICAL SETTING:

- Both the client's and your personal safety will be taken into consideration.
- No further client contact will be allowed.
- You will be directed to get an immediate blood alcohol level or to use a breathalyzer or have an immediate drug screen. It will be your responsibility to pay for the costs involved, and to provide proof of the time and the date the testing was done.
- You will be dismissed from the program if your test results indicate the presence of alcohol/drugs or other mood-altering substances or if you refuse to take the required test. You may be dismissed from the program if your test results indicate the presence of a prescribed medication and you have not previously notified your clinical faculty member.

### CRIMINAL CONVICTION POLICY

Any student charged with or convicted of a crime before or after admittance to Richard Medical Academy must discuss his/her situation individually and confidentially with the Program Administrator to assess his/her chances of eventual licensure as a Practical nurse and the proper procedure to report his/her situation to the Ohio Board of Nursing.

In addition, some clinical agencies affiliated with the Richard Medical Academy require background checks on nursing students before allowing them to participate in clinical activities. Agency requirements are subject to change without notice. If a background check prohibits participation at certain clinical sites, the student may be unable to successfully complete clinical course requirements in Richard Medical Academy. Inability to successfully complete clinical course requirements will result in failure of the clinical course and dismissal from the nursing program.

### DISMISSAL POLICY

Students are continuously evaluated by the Richard Medical Academy faculty during their nursing education at Richard Medical Academy. Students can be dismissed from the program at any time of the academic year based on the following criteria:

1. Failure of any course within the nursing major.
2. Failure to provide safe care to clients as outlined on clinical evaluation instruments  
Academic dishonesty such as cheating on an examination, theft of an examination, or plagiarism of assignments from any printed source or the work of others. **Academic dishonesty may be seen as including the following:**
  - Presenting as one's own: words, ideas, or products of another without providing a standard form of documentation such as footnotes, end notes, or bibliographic documentation.
  - Fabricating facts, statistics, or other forms of evidence in papers, laboratory experiments, or other assignments.
  - Presenting someone else's paper or material as one's own work.
  - Writing or attempting to write an examination, paper, computer work or material for another student; allowing someone else to take one's examination.
  - Buying and/or selling of examinations; possession of examinations or answers to examinations without the permission of the instructor.
  - Using "cheat" sheets, looking onto another's paper or talking to someone other than the instructor or proctor during an examination without the instructor's permission.
  - Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated by him or her in a written course syllabus.
  - Presenting work for which credit has already been received in a previous course, without the consent of the instructor.
3. Lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes expressed in the classroom or clinical placement site.
4. Severe maladaptation to the educational process as evidenced by:
  - student's lack of ability to participate productively in a classroom and/or clinical situation.
  - a consistent pattern of inadequate class preparation.
  - a consistent pattern of late completion of assignments.
  - irresponsible behavior in class or clinical placement site.
  - a consistent pattern of absence and/or tardiness from class or clinical.
  - Students will receive written notification from their nursing instructor of impending dismissal due to unsafe behavior in a clinical setting. **Students may be asked to leave a clinical site immediately in the event of unsafe behavior. Written notification will follow.**

Students will be given the opportunity to be heard. In the event of dismissal from the Program the student will be informed of the right to appeal.

### **PROFESSIONAL APPEARANCE / UNIFORMS**

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. Richard Medical Academy 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 Richard Medical Academy 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 classes, skills check offs or at a clinical facility, the uniform regulations must be strictly adhered to or disciplinary sanctions will be imposed. Recommended school uniform must be worn in the classroom on a daily basis.**

### **UNIFORM DRESS CODE FOR CLASSES/SKILLS CHECK-OFF/CLINICAL FACILITY**

- I. **Uniforms** are to:
  - A. Consist of Richard Medical Academy navy blue uniform top and navy blue pants for classes.
  - B. Be clean and free from stains
  - C. Be free from tears and wrinkles
  - D. Include appropriate underclothes (no design or visibility through the uniform)
  - E. In inclement weather, students may wear a long-sleeved white shirt under the designed uniform top.
- II. **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
- III. **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
- IV. **Clean White Lab Coat** (which matches the uniform) This is not part of the required uniform.
- V. **Visible picture ID** will be worn at all times in the clinical site above the waist or otherwise in accordance with regulations of the state or clinical facility.
- VI. **Bandage scissors, stethoscope, penlight, blood pressure cuff, and watch with second hand are required.** (Gait belts if required by clinical facility)
- VII. **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
- 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.
- VIII. **Fingernails**
  - A. Clear fingernail polish in good repair
  - B. SHORT, to end of fingers, well-groomed and clean
  - C. No artificial fingernails allowed
- IX. **Chewing gum and eating food is not permitted in the classes, skills Lab and Clinical sites.**
- X. **All visible tattoos and/or body art must be covered for skills and clinical sites**

**XI. 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.

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

Any questions regarding uniform regulations should be discussed with the Program Administrator.

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

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

**Cancellation/Termination by Richard Medical Academy**

- 1) Any applicants who does not attend either the first day of class after the generally scheduled orientation will have the opportunity to withdraw without penalty within five (5) business days.
- 2) If the class is canceled 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.

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

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

Richard Medical Academy makes all required refunds within 30 days from the student’s withdrawal or termination date.

**COMPLAINT OR GRIEVANCE PROCEDURE**

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

## **GRIEVANCE**

Level I - Must be completed within time frame designated on grievance form.

1. Student meets with instructor/ faculty about dispute and discusses resolution.
2. All interaction with student and instructor must be documented under counseling on Gradelink. Instructor/ faculty shall note on documentation the outcome of the Level I.

Level II - If no resolution at Level I

1. Student shall initiate Grievance form and schedule appointment with Program Administrator.
2. Appointment shall include all involved parties of the grievance.
3. Documentation of discussion will be entered in the students file.
4. Documentation of the outcome with be entered in the students file.

Level III- If no resolution at Level II

1. Student will indicate elevation of grievance.
2. Grievance is elevated to Campus Director and / or Richard Medical Academy (RMA) President.
3. Meeting scheduled with all involved parties.
4. Final resolution obtained.
5. All discussion documented in student file.
6. Resolution documented in student file.

If student is not satisfied with the Level III resolution the student may notify:

Executive Director

State Board of Career Colleges & Schools

30 East Broad Street

Suite 2481

Columbus, Ohio 43215

Phone: 614-466-2752

Toll Free: 877-275-4219

**STUDENT DISCLOSURE – ACKNOWLEDGMENT**

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

- (1) The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
- (2) The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
- (3) The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
- (4) The School reserves the right to discontinue the student’s training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
  
- (5) Information concerning other Schools that may accept the School’s credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

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

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

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

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

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

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

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

Student’s initials\_\_\_\_\_.

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

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

Signed this\_\_\_\_\_day of\_\_\_\_\_20\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



Student Handbook Addendum  
2022-2023  
Revised 1-3-2023

The following policy will be in effect for the April 2023 academic quarter only unless otherwise modified or rescinded in writing. All policies will be reviewed throughout the year and may be modified if needed. Students will receive reasonable notice prior to policy changes.

Repeating 404 NCLEX- PN Review / Job Readiness due to Course Failure

1. If a former student has unsuccessfully attempted 404 NCLEX- PN Review / Job Readiness they will be offered a one (1) time opportunity to return to retake the 404 NCLEX- PN Review / Job Readiness class regardless of amount of time out of school or amount of prior enrollments in the 404 NCLEX- PN Review / Job Readiness class.
2. A student who received a non-passing grade in 404 NCLEX- PN Review / Job Readiness may apply to repeat the class with the last failing grade replacing the original grade.
3. Students must have received a passing grade in all classes other than 404 NCLEX- PN Review / Job Readiness course are eligible to repeat the class and have the grade replaced.
4. The last grade always prevails, and the original grade is removed from the GPA computation; however, the original grade remains on the transcript.
5. Class size will be a factor in repeating a failed course.
6. All readmission applications to the PN program must be thoroughly evaluated and approved by the Program Administrator before readmission is granted.

**Student Services** are accessible online at <https://richardmedicalacademy.com/student-services> and in person (office located in the Administration Building). Student Services include:

- (i) Disability and Accommodations <https://richardmedicalacademy.com/disabilities-1>
- (ii) Community Resources <https://richardmedicalacademy.com/community-resources> which include: Local Housing, Area Child Care, Public Transportation, Nearby Restaurants, COVID Vaccination Sites, Medical Testing Sites.
- (iii) Emotional Support services are referred to Mental Health & Recovery Services Board of Lucas County with a link on the website, fliers with copies available to students and posted on walls in Buildings 2, 3 and Administration. Phone number is posted on the door of the Office of Student and Alumni Services, too.
- (iv) Career Services with job postings and resume/CV help available in person or online <https://richardmedicalacademy.com/career-services> We have done outreach (email, calls and facility visits) to all healthcare facilities within close proximity to the campus to offer them the opportunity to recruit our students and graduates.
- (v) Grievance Procedure is in all Student Handbooks and fully covered in New Student Orientation. Grievance Forms were added to the website in PDF format on the students' access page and are available in hard copy in the lobby in the Administration Building. <https://richardmedicalacademy.com/my-rma>
- (vi) Online Newsletter initiated September, 2022 <https://richardmedicalacademy.com/campus-news>
- (vii) Quarterly student social events to foster relationship building between staff and students. (January: Warm Up to Winter, April: Your Time to Bloom, July: Summer Cookout, October: Trick or Treat). Event fliers are posted in the Campus Newsletter and on social media (Facebook).
- (viii) Student Services representation at all New Student Orientation programs.
- (ix) Online School Swag Shop (students requested)
- (x) Maintaining student bulletin boards in all three buildings to help keep students informed.
- (xi) Contact and coordination with employers wishing to recruit our students.
- (xii) Student Records are maintained by the Registrar utilizing Grade Link (electronic) and in the secure Records Room (hard copies of admissions documents, academic progress, graduation, withdrawal, termination, etc).

**Alumni Services** ( <https://richardmedicalacademy.com/alumni> ) include:

- (xiii) All graduates were sent an email introducing Alumni Services and given the opportunity to complete a Graduate Satisfaction Survey ( results: <https://richardmedicalacademy.com/about> )
- (xiv) NCLEX Prep class information and link
- (xv) Transcript Request Link (Parchment)
- (xvi) Contact Information Update form (Email)
- (xvii) Career Services <https://richardmedicalacademy.com/career-services>
- (xviii) Alumni records updated with any changes in contact information
- (xix) Administer Graduate Satisfaction Surveys (November and May) - Initial RN and PN survey initiated in November, 2022. NATCEP (STNA/CNA) survey developed with initial survey scheduled for May, 2023.
- (xx) Employer Surveys (RN PN programs) Developed March, 2023. Initial employer surveys scheduled April, 2023.
- (xxi) Online Newsletter initiated September, 2022.
- (xxii) Online School Swag Shop has alumni specific items

## **Amendment to Student Handbook**

**4/6/2023**

**Career Services** can be found online at <https://richardmedicalacademy.com/career-services> or in person in the Office of Student and Alumni Services in the Administration Building. Bulletin Boards are located in Building 2 Kitchen Area, Building 3 Main Hallway, Administration Building in the Lobby and across from the Registrar's Office. Help with Resume or CV development is available during your 4th Quarter NCLEX Review class. If you need additional support, you can stop by the office of Student Services and request help. We can review your resume, proofread for errors, make layout suggestions, help you find examples or templates on the internet.