



*SAINT MICHAEL SCHOOL OF ALLIED HEALTH*

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1106 BLADENSBURG ROAD, N.E. WASHINGTON, DC 20002-2512

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**CATALOG  
AND**

STUDENT HANDBOOK

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2017-2018

VOLUME TWO/ NUMBER TWO

May 2017

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## SAINT MICHAEL SCHOOL OF ALLIED HEALTH

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### HISTORY

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Saint Michael College of Allied Health (Governing Organization of Saint Michael School of Allied Health) was incorporated in the State of Virginia as a for-profit educational institution on July 3, 2007. The College was certified by the State Council of Higher Education for Virginia on October 14, 2008, to offer an Associate Degree in Applied Science in Nursing. Saint Michael College of Allied Health was granted provisional approval by the Virginia Board of Nursing on January 26, 2010, and full approval on September 10, 2014. On October 31, 2012, Saint Michael College of Allied Health was accredited by the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350. <http://www.council.org>, the accreditation reaffirmation is due in 2018.

Saint Michael School of Allied Health was initially approved by the District of Columbia Higher Education Licensure Commission and the District of Columbia Board of Nursing on July 2, 2003, as Comprehensive Health Academy School of Practical Nursing. The school name was changed in January 2013 after the school became a branch campus of Saint Michael College of Allied Health.

### OWNERSHIP

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#### SCHOOL OFFICERS

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President/ CEO: Michael Adedokun, Ph.D., RN, NEA-BC, CNE

Executive Vice President/Campus Administrator: Catherine Adedokun, MSN, FNP, RN

### MISSION, GOALS, AND OBJECTIVES

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#### MISSION

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The mission of the Saint Michael School of Allied Health is congruent with the core values, mission, and goals of the governing organization. The primary mission of Saint Michael School of Allied Health (SMSAH) is to provide Allied Health and Computer Network Technology education to men and women from diverse backgrounds and cultures. Upon completion of the College's educational programs, the Northern Virginia and District of Columbia communities will be provided with a professional workforce that is qualified and competent to practice in the culturally diverse professional environment.

#### GOALS

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- To provide an environment that will enhance and stimulate learning for students.
- To provide Allied Health and Computer Network Technology education to men and women from diverse backgrounds and cultures.
- To employ and retain qualified and experienced faculty who meet the State Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) criteria to implement a defined program of learning based on stated philosophy, goals and curriculum framework
- To prepare graduates who are eligible for licensure and are able to practice competently in entry level positions at a variety of health care settings
- To maintain a high level of successful first time NCLEX test takers so that nursing needs in the community are met in a timely fashion.

- **Integrity:** Respect for the dignity, equality, diversity, and potential of self and others in personal and professional interactions.
- **Responsibility:** Accountability in personal, professional, community, and fiscal affairs and services provided.
- **Accessibility:** Equal opportunity to advance professionally and personally in a clean, safe, stimulating, and aesthetically pleasing environment.
- **Collaboration:** Partnerships among students, faculty, staff, and community to promote open and effective communication, decision-making, and implementation of ideas and processes.
- **Life Long Learning:** Facilitation of intellectual and technical growth through a commitment to continuous improvement, innovation, and appreciation of individual's experience.

### PHILOSOPHY

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The School's philosophy is congruent with the college's philosophy; the administration and faculty of Saint Michael College of Allied Health support the philosophy, purpose, and objectives of the College. This philosophy is evident in the program of study. The faculty believes that nursing education is a life-long process. In addition, the faculty holds the following beliefs about:

**Humanity:** The human being is a bio-psycho-social-spiritual being with decision-making abilities who possesses the potential for optimal health. The human being is viewed as an individual, a member of a family, and as a member of society. The human being functions as a dynamic, integrated whole that is influenced by his internal and external environments. The human being's adaptive behaviors are continually being influenced by developmental stages, past learning and cultural influences, and by a hierarchy of self-care needs occurring throughout the life cycle. A human being has the right to participate in self-care and decisions affecting his well-being, health status, and care.

**Health:** Health is a dynamic process of biological, psychological, behavioral, social, cultural and spiritual well-being and reflects each individual's ability to interact with a constantly changing environment. Wellness and its absence are social, culturally and individually defined concepts representing the degree of variation in an individual's ability to alter or adjust to their environment. The nurse and the individual or community collaborate as partners to design, implement, manage and evaluate interventions for the promotion of well-being, the prevention of illness and the achievement of optimal functioning.

**Environment:** The environment consists of biological, psychological, behavioral, social, cultural and spiritual factors. The environment is dynamic and constantly changing, and this change may result in alterations in the health of an individual or community. Nurses provide health promotion, disease prevention, acute care, long-term care, and community care, become part of an individual's or community's environment. This function necessitates the use of both artful collaboration and scientific knowledge in achieving positive outcomes within a caring environment.

**Teaching and Learning:** The teaching learning process is essential to the practice of nursing. Teaching practices are highly individualized as a result of the instructor's teaching style, knowledge at hand, and clinical experience; and the learners' aptitude, learning style, culture and ability to learn.

Learning is a collaborative process in which the teacher and student work together to accomplish a shared goal. Students learn best when first given a foundation on which to build. The practice of presenting simple concepts and skills first and building complexity as student's progress through the program enhances learning. Learning materials must be varied, multidimensional, and designed to provide various sources of input for students with different learning styles. Incorporating the use of technology to enhance the overall learning experience of each student will increase the

likelihood students will understand and be able to utilize the theory presented. Application of theory to practice requires hands-on experiences in the laboratory and clinical situations.

### PROGRAMS OF STUDY

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#### Programs offered at Virginia campus

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Associate in Applied Science Degree in Nursing (A.A.S/ 24 months)  
Dental Assistant (Certificate Program/ 9 months)  
Medical Assistant (Certificate Program/ 9 months)

#### Programs offered at DC branch campus

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Practical Nursing (Certificate Program/ 14 months)  
Medical Assistant (Certificate Program/ 9 months)  
Dental Assistant (Certificate Program / 9 months)  
Computer Technology (Certificate Program/ 9 months)

### PRACTICAL NURSING PROGRAM

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Saint Michael School of Allied Health offers a Practical Nursing Program consisting of 1604 hours of theory and clinical practicum. The length of the program is 14 months during the day and 18 months for evening. Upon completion of all the requirements of the certificate program, students are eligible to take the National Council Licensure Examination for Practical Nurses [NCLEX-PN]. The course of study includes two phases as shown on page 11.

#### PROGRAM MISSION

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The mission of the Practical Nursing Program is to provide entry level nursing education to men and women from diverse backgrounds and cultures. Upon completion of the practical nursing program, the community and Washington D.C. metro area will be provided with graduate practical nurses that are competent, qualified, dedicated and caring to practice nursing in this culturally diverse and constantly changing environment.

#### PRACTICAL NURSING STUDENT LEARNING OUTCOMES

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1. **Relationship-Centered Care:** Demonstrate respect for the dignity and uniqueness of others, value diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires.
2. **Nursing Judgment/Evidence Based Care:** Utilize evidence based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan.
3. **Professional Identity:** Advocate for the LPN/LVN's unique role contributing to equal access to safe, high quality, affordable health care, with a special emphasis on management of long-term, chronic care for underserved and other vulnerable populations.
4. **System Based Care:** Demonstrate an awareness of and responsiveness to the larger context system of health care and ability to effectively call on system resources to provide care that is an optimal value.
5. **Safety:** Describe processes used in understanding causes of error and allocation of responsibility and accountability.
6. **Informatics/Technology:** Utilize information technology to improve patient care outcomes.
7. **Teamwork/collaboration:** Function effectively within nursing and the interprofessional healthcare team, to achieve quality patient care through open communication, mutual respect, and shared decision-making.
8. **Quality Improvement:** Participate in quality improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient care outcomes.

**PRACTICAL NURSING PROGRAM OUTCOMES**

- 1. Completion**
  - a. 70% of students will complete program in 150% time
- 2. Pass Rates**
  - a. Graduate first-time NCLEX rates will be at or above the national mean
- 3. Graduate Satisfaction**
  - a. 80% of students will agree or strongly agree that they were satisfied with the preparation for nursing practice provided by the nursing program
- 4. Employer Satisfaction**
  - a. 80% of students and employers will identify that they strongly agree or agree (Likert scale) that the students demonstrate proficiency in student learning outcomes
- 5. Placement**

80% of graduates will have job placement or be enrolled to further their education six months post-graduation.

**PRACTICAL NURSING GUIDING STANDARDS AND STUDENT LEARNING OUTCOMES**

<b>NLN Competencies/Quality and Safety Education for Nurses (QSEN)</b>	<b>Orem Self-Care Deficit Theory</b>	<b>Student Learning Outcomes</b>	<b>Course</b>
<b>Relationship-Centered Care (NLN)</b> Integrate and reflect respect for the dignity and uniqueness of others, valuing diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires.	<b>Self-Care Agency</b> Addresses the needs of the client across the lifespan. The client may be an individual, family or community.	Demonstrate respect for the dignity and uniqueness of others, value diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires.	Med-Surg Nursing I & II, Maternal Health, Pediatric Nursing, Mental Health,
<b>Nursing Judgment/Evidence Based Care(NLN)</b> Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.	<b>Nursing Systems</b> These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).	Utilize evidence based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan.	Fundamentals of Nursing, Pharmacology, Med-Surg Nursing I & II, Maternal Health, Pediatric Nursing, Mental Health, Gerontology Transition in Nursing

<p><b>Professional Identity (NLN)</b> Articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.</p>	<p><b>Nursing role</b> This encompasses the nurse as a provider as a provider, coordinator of care, and member of a team.</p>	<p>Advocate for the LPN/LVN's unique role contributing to equal access to safe, high quality, affordable health care, with a special emphasis on management of long-term, chronic care for underserved and other vulnerable populations.</p>	<p>Pharmacology, Maternal Health, Pediatric Nursing, Mental Health, Gerontology Transition in Nursing</p>
<p><b>System Based Care (NLN)</b> Nurses practice in systems of care to achieve health care goals. Nurses must demonstrate an awareness of and responsiveness to the larger context and system of health care and ability to effectively call on system resources to provide care that is an optimal value.</p>	<p><b>Nursing role</b> This encompasses the nurse as a provider of care, coordinator of care, and member of a profession. The PN collaborates with other health care team members to provide evidence-based care to promote optimal self-care</p>	<p>Demonstrate an awareness of and responsiveness to the larger context system of health care and ability to effectively call on system resources to provide care that is an optimal value.</p>	<p>Gerontology Transition in Nursing, Mental Health Nursing</p>
<p><b>Safety (QSEN)</b> Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>	<p><b>Supportive Educative Systems</b> The person is able to perform or should learn to perform required measures of externally or internally or oriented therapeutic self-care but cannot do so without assistance</p>	<p>Describe processes used in understanding causes of error and allocation of responsibility and accountability</p>	<p>Pharmacology, Fundamentals of Nursing, Pharmacology, Med-Surg Nursing I &amp; II, Maternal Health,</p>
<p><b>Informatics (QSEN)</b> Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.</p>	<p><b>Nursing Systems</b> These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).</p>	<p>Utilize information technology to improve patient care outcomes.</p>	<p>Pharmacology, Maternal Health, Nursing in Transition</p>



<p><b>Teamwork and Collaboration (NLN)</b> To function effectively within nursing and inter-professional teams are critical to effective and safe nursing practice. Team/collaboration refers to fostering open Communication, mutual respect, and shared decision-making to achieve quality patient care (NLN, 2010).</p>	<p><b>Nursing Systems</b> These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).</p>	<p>Function effectively within nursing and inter-professional teams, fostering open Communication, mutual respect, and shared decision-making to achieve quality patient care.</p>	<p>Fundamentals of Nursing, Transition in Nursing, Medical, surgical Nursing I</p>
<p><b>Quality Improvement (QSEN)</b> Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.</p>	<p><b>Nursing Systems</b> These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).</p>	<p>Participate in quality improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient care outcomes.</p>	<p>Medical surgical Nursing I &amp; II, Gerontology</p>

### CONCEPTUAL FRAMEWORK

The nursing program integrates Orem's Self-Care Deficit Nursing Theory as its conceptual framework. The person (or patient) is the central focus of nursing care. According to Orem, the person's health state is mediated by his/her environment. A person, who is healthy, is capable of self-care. When there is an illness in the person's health state, the person is not able to complete all self-care requisites. When this occurs, nursing care is needed to assist the person in completing his/her self-care. Nurses must assess the person's ability to provide his/her own self-care and the environmental context of the person to overcome health-associated limitations.

### ADMISSION POLICIES

#### GENERAL ADMISSION STATEMENT

Enrollment in the Saint Michael School of Allied Health Practical Nursing Program is open to applicants 17 years of age and older. The student must be 18 years old before taking the National Licensure Examination. All the rights, privileges, programs, and activities are made available to all students regardless of their religion, gender, race, color, and national origin.

## ADMISSION REQUIREMENTS AND PROCEDURES

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Application forms can be obtained from Saint Michael School of Allied Health located at 1106 Bladensburg Road, N.E., Washington, DC 20002-2512

Applicants will be considered for admission to Saint Michael School of Allied Health Practical Nursing Program after completing the following requirements.

- Submit completed application form and payment of application fee.
- Obtain a minimum score of 76% on Reading Comprehension and 70% on Math.
- Once the entrance exam is passed, an application for admission to the Practical Nursing Program can be obtained.
- A student may repeat the section of the entrance exam he/she fails; the exam may only be repeated once.
- Submit proof of high school education: diploma, transcript, or GED
- CPR Certification: Current certification is required for all clinical courses. Information for courses is available at the American Heart Association [AHA]. It is the student's responsibility to keep the certification current.
- Documentation of Health Requirements: Students must provide evidence of having received immunization for Measles, Mumps, Rubella, Diphtheria, Tetanus (within ten yrs), and Hepatitis B series [or sign a waiver of declination for the Hepatitis B immunization]. The student must also have proof of a negative tuberculin skin test (within one yr) or chest x-ray. A student with a positive PPD must have a chest x-ray or a statement from his/her physician that he/she is free from symptoms of TB, annually. These records must be on file within the first two weeks of classes; it is the student's responsibility to keep this information current.
- Insurance requirements: Health Insurance is strongly recommended. Saint Michael School of Allied Health assumes no responsibility for any injuries and illnesses incurred while performing duties as a student nurse. Professional Liability Insurance is provided for nursing students by Saint Michael School of Allied Health while performing duties on behalf of or under the direction of SMSAH.
- Submit two personal references from previous teachers, employers or co-workers.
- Interview with the Program Director and the school representative.
- Drug Screen must be done before beginning clinical courses.
- Students must abide by the drug screen policies of each Clinical agency in which a student is assigned for clinical practicum.
- Saint Michael School of Allied Health maintains a drug-free environment.
- Criminal background checks are required of all students before beginning Clinical Courses.
- If a student is prohibited from participating in a clinical rotation based on their criminal background screening, the school will make every effort to place the student in a comparable clinical setting. If the school is unable to facilitate this placement, the student will be dismissed from the nursing program due to their inability to progress.
- Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
- Students should also know that having a criminal background may hinder future employment opportunities in health care facilities or home care.

## CANDIDATE ACCEPTANCE PROCEDURE

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The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants who are granted admission into the SMSAH Practical Nursing Program are notified in writing.

ADMISSION RECORDS

Applications and documents submitted by applicants for the admissions process remain the property of SMSAH and will not be returned whether or not the applicants are admitted.

**Practical Nursing Program Curriculum Plan**

***PHASE: LEVEL ONE***

<u>COURSE NAME</u>	<u>THEORY HOURS</u>	<u>LAB HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
OR 100 Orientation	3			3
PN 101 Basic Sciences for Nursing: Anatomy and Physiology	110	20		130
Basic Nutrition	35			35
Microbiology	30			30
PN 102 Introduction to Pharmacology	60	20		80
PN 103 Fundamentals of Nursing	100	60	40	200
<b><u>TOTAL</u></b>	<b>338</b>	<b>100</b>	<b>40</b>	<b>478</b>

***SECOND PHASE: LEVEL TWO***

<u>COURSE NAME</u>	<u>THEORY HOURS</u>	<u>LAB HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
PN 104 Medical-Surgical Nursing I	120	16	200	336
PN 105 Medical-Surgical Nursing II	120	16	200	336
PN 106 Maternal Health Nursing	60	0	40	100
PN 107 Pediatric Nursing	60	0	40	100
PN 108 Mental Health Nursing	60	0	40	100
PN 109 Gerontology	40	0	40	80
PN 110 Transitions in Nursing	74			74
<b><u>TOTAL</u></b>	<b>534</b>	<b>32</b>	<b>560</b>	<b>1126</b>
<b><u>GRAND TOTAL</u></b>	<b>872</b>	<b>132</b>	<b>600</b>	<b>1604</b>

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## REQUIREMENTS FOR COMPLETION OF THE PROGRAM

To meet the program's completion requirement, a student must complete all courses, review classes, clinical rotations, meet attendance requirements, and obtain a passing grade on the Comprehensive Exit Exam. The Comprehensive Exit Examination may be given in an online format or paper and pencil.

## SMSAH PN-NCLEX PREDICTOR EXAMINATION POLICY FOR NURSING PROGRAM

A Comprehensive Exit Examination covering all program course material will be scheduled at the end of PN 110 Transitions in Nursing.

To be eligible to sit for the Comprehensive Exit Exam the student must:

- Fulfill his/her financial obligations to the school.
- Complete all the course work satisfactorily with a minimum 76%
- Complete Virtual ATI NCLEX-PN Review and achieve a green light status within six weeks of the Virtual ATI enrollment.
- If a student fails the Comprehensive Exit Examination on the first attempt, the student must complete an individualized study plan based on areas of strength and weakness; and then repeat the Exam on the 2nd attempt within six weeks.
- If a student fails the Comprehensive Exit on the 2nd attempt, the student will be asked to attend an external NCLEX-PN Review class recommended by the school and then repeat the Exam on the 3rd attempt within six weeks.
- If the student fails on the 3rd attempt, the student will be asked to withdraw from the program or retake PN 110 Transitions in Nursing if eligible.
- The School may administer its own Comprehensive Exit Exam using ATI online software or using HESI/ATI.
- The passing score for the school or ATI exam is 76% and 900 composite scores on HESI Exam.

For a student to be eligible for a letter of program completion, the student must meet all of the following requirements:

- a. Meet all his/her financial obligations to the school
- b. Complete all academic requirements
- c. Obtain a passing grade on the Examination
- d. Complete all clinical course work with a passing grade
- e. Meet the program's attendance requirements

## STATE BOARD LICENSURE APPLICATION AND EXAMINATION (NURSING PROGRAM)

- The National Council Licensure Examination for Licensed Practical Nurses [NCLEX-PN] is administered locally by the NCLEX throughout the year.
- Students certified by Saint Michael School of Allied Health for the licensure examination must submit an application for licensure with their official transcript to **the Virginia, District of Columbia or Maryland Boards of Nursing.**
- **Students must present SMSAH Board of nursing certification to sit for NCLEX within 90 days, failure to do so will require a recertification.**
- **Students must retake and pass Comprehensive Exit Exam, including clinical skills evaluation to be recertified after the expiration of the initial certification.**
- Students are again reminded that official transcripts will only be issued when all academic and financial requirements are met.
- Students must also register and pay for the NCLEX examination with Pearson VUE.
- Remember to use the school's program name and code number in the application form.

## MEDICAL ASSISTING PROGRAM

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Saint Michael School of Allied Health offers a certificate program in Medical Assisting that consists of 1080 hours of theory and clinical practicum. The length of the program is nine months during the day. Upon completion of all the requirements, the students will be eligible to take the National Certification for Medical Assistants.

### PROGRAM MISSION

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The mission of the Medical Assisting program is to provide quality Medical Assistants to the community through diversified and innovative educational programs, educate Medical Assistants who are competent, qualified, dedicated and caring to work in hospitals, clinics and physician offices in a culturally diverse and constantly changing environment.

### PROGRAM OBJECTIVES

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Upon completion of the Medical Assisting Program, the graduate can:

- Sit for the National Health Career Association(NHA) Medical Assistant Certification Exam
- Understand his/her role as a Medical Assistant
- Communicate and interact competently, on a one to one basis with patients, their families, and other health team members.
- Demonstrate sensitivity to patients' emotional, social, and mental health needs through skillful, directed interactions.
- Demonstrate competency in performing entry level medical assistant administrative and clinical skills.
- Demonstrate legal and ethical conduct suitable to a variety of medical office settings.
- Effectively participate as an integral part of a healthcare team by assisting providers and promoting positive patient relations.

### ADMISSION POLICIES

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#### GENERAL ADMISSION STATEMENT

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Enrollment in the Saint Michael School of Allied Health Medical Assisting Program is open to applicants 17 years of age and older. The student must be 18 years old before taking the National Certification. All the rights, privileges, programs, and activities are made available to all students regardless of their religion, gender, race, color, and national origin.

#### ADMISSION REQUIREMENTS AND PROCEDURES

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Application forms can be obtained from Saint Michael School of Allied Health located at 1106 Bladensburg Road, N.E., Washington, DC 20002-2512

Applicants will be considered for admission to Saint Michael School of Allied Health Medical Assisting Program after completing the following requirements.

- Submit completed application form and payment of application fee.
- Provide an official, translated high school transcript from an accredited high school or GED.
- Obtain a minimum score of 76% on Reading Comprehension and 70% on Math Admission Assessment.
- Once the entrance exam is passed, an application for admission to the Medical Assisting Program can be obtained.
- A student may repeat the section of the entrance exam he/she fails; the exam may only be repeated once
- Submit proof of high school education: diploma, transcript, or GED or attestation of having a high school diploma or GED.
- Documentation of Health Requirements: Students must provide evidence of having received immunization for Measles, Mumps, Rubella, Diphtheria, Tetanus (within ten yrs), and Hepatitis

B series [or sign a waiver of declination for the Hepatitis B immunization]. The student must also have proof of a negative tuberculin skin test (within one yr) or chest x-ray. Students with a positive PPD must have a chest x-ray or a statement from their physician that they are free from symptoms of TB, annually. These records must be on file within the first two weeks of classes; it is the student's responsibility to keep this information current.

- Insurance requirements: Health Insurance is strongly recommended. Saint Michael School of Allied Health assumes no responsibility for any injuries and illnesses incurred while performing duties as a student nurse. Professional Liability Insurance is provided for allied health students by Saint Michael School of Allied Health while performing duties on behalf of or under the direction of SMSAH.
- Submit two personal references from previous teachers or employers.
- Interview with the Program Director and the school representative.
- Drug Screen must be done before beginning Classes.
- Students must abide by the drug screen policies of each Clinical agency in which a student is assigned for clinical practicum.
- Saint Michael School of Allied Health maintains a drug-free environment.
- Criminal background checks are required of all students before beginning Classes.
- If a student is prohibited from participating in a clinical rotation based on their criminal background screening, the school will make every effort to place the student in a comparable clinical setting. If the school is unable to facilitate this placement, the student will be dismissed from the nursing program due to their inability to progress.
- Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
- Students should also know that having a criminal background may hinder future employment opportunities in health care facilities or home care.

#### CANDIDATE ACCEPTANCE PROCEDURE

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The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants who are granted admission into the Medical Assisting Program are notified in writing.

#### REQUIREMENTS FOR CERTIFICATE OF COMPLETION

To be eligible for a certificate of completion, students must;

- Achieve a passing score of 76% in didactic and satisfactory performance in clinical
- Obtain a satisfactory performance in skill labs.
- Successfully completion of the American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification course offered by the School or submit a current AHA CPR Certification card.

#### COMPUTER NETWORKING TECHNOLOGY PROGRAM

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Saint Michael School of Allied Health offers a certificate program in Computer Networking Technology that consists of 1080 hours of theory and externship. The length of the program is nine months during the day. Upon completion of all the requirements, the students will be eligible to take National Certification exams such as the A+ Certification, CISCO Network Associate and Network Professional Certifications.

#### PROGRAM MISSION

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The mission of the Computer Networking Technology Program is to provide quality Computer Networking professionals to the community through diversified and innovative educational programs, educate Computer Networking Professionals who are competent, qualified and dedicated

to work in hospitals, clinics, physician offices and other industries in a culturally diverse and constantly changing environment.

#### PROGRAM OBJECTIVES

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Upon completion of the Computer Networking Technology Program, the graduate can:

- Complete a battery of A+ Certification preparatory exams.
- Complete CCNA Cisco Certification preparatory exams.
- Networking Mathematics, Terminology, and Models
- Networking Media: copper, optical, and wireless
- Cable testing and cabling LANs and WANs
- Ethernet Operation and 10/100/1000/10 G versions of Ethernet
- Ethernet Switching
- Apply standard safety procedures.
- Accurately use and complete forms associated with computer repair.
- Correctly operate appropriate tools, equipment, and materials
- Demonstrate a fundamental knowledge of electronics and electronic circuits.
- Perform periodic maintenance on a computer workstation.
- Apply techniques used in the repair and building of electronic products
- Demonstrate knowledge of computer architecture, i.e., power supplies, motherboards, memory, processors, hard drives, modems, and bus and port connections.
- Apply business procedures for operating a service center.
- Apply techniques used in the repair and building of computers and their integrated components.
- Understand and install appropriate operating systems and drivers.
- Demonstrate knowledge of installation and maintenance of computer peripherals.
- Service, troubleshoot, and repair a variety of computer printers.
- Understand and troubleshoot basic computer networks.
- Describe how networks function, identifying major components, function of network components and the Open System Interconnection (OSI) reference model
- Using the host-to-host packet delivery process, describe issues related to increasing traffic on an Ethernet LAN and identify switched LAN technology solutions to Ethernet networking issues
- Describes the reasons for extending the reach of a LAN and the methods that can be used with a focus on RF wireless access
- Implement the necessary services at each layer of the network to all users to obtain membership in multicast groups in a working multilayer switched network.
- Identify the appropriate Cisco products for a given set of WAN technology requirements, including permanent or dial-up access to a central site, branch offices, and telecommuters.

#### ADMISSION REQUIREMENTS AND PROCEDURES

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Application forms can be obtained from Saint Michael School of Allied Health located at 1106 Bladensburg Road, N.E., Washington, DC 20002-2512

Applicants will be considered for admission to Saint Michael School of Allied Health Computer Networking Technology Program after completing the following requirements.

- Submit completed application form and payment of application fee.
- Provide an official, translated high school transcript from an accredited high school or GED.
- Obtain a minimum score of 76% on Reading Comprehension and 70% on Math Admission Assessment.

- Once the entrance exam is passed, an application for admission to the Computer Network Technology Program can be obtained.
- A student may repeat the section of the entrance exam he/she fails; the exam may only be repeated once
- Submit proof of high school education: diploma, transcript, or GED or attestation of having a high school diploma or GED.
- Submit two personal references from previous teachers or employers.
- Interview with the Program Director and the school representative.

#### CANDIDATE ACCEPTANCE PROCEDURE

The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants who are granted admission into the Computer Networking Technology Program are notified in writing

#### REQUIREMENTS FOR CERTIFICATE OF COMPLETION

- Achieve a passing score of 76% in didactic and satisfactory performance in clinical
- Obtain a satisfactory performance in skill labs.

#### DENTAL ASSISTANT PROGRAM

Saint Michael School of Allied Health offers a certificate program in Dental Assistant Program that consists of 1080 hours of theory and externship. The length of the program is nine months during the day. Upon completion of all the requirements, the students will be eligible to take the National Certification such as Dental Assisting National Board Radiation Health and Safety Certification Exam and Dental Assisting National Board Infection Control Certification Exam.

#### PROGRAM MISSION

The mission of the Dental Assistant Program is to provide quality Dental Assistants to the community through diversified and innovative educational programs, educate Dental Assistants who are competent, qualified and dedicated to work in hospitals, clinics, physician offices and other industries in a culturally diverse and constantly changing environment.

#### PROGRAM OBJECTIVES

Upon completion of this course, graduates will be able to:

- Sit for the Dental Assisting National Board Radiation Health and Safety Certification Exam.
- Sit for the Dental Assisting National Board Infection Control Certification Exam.
- Create a reference tool for decoding dental terminology
- Operate dental equipment
- Apply principles of sit-down dentistry
- Transfer dental instruments for various dental procedures
- Maintain clear operating field
- Maintain dental cutting instruments
- Adapt dental assisting techniques when assisting with dental examinations
- Record reported examination findings of the oral cavity structures
- Chart dental pathology
- Chart restorations
- Document the treatment and procedures that have been performed
- Assist with chair side pain control
- Adapt dental assisting techniques when assisting with an amalgam restoration
- Adapt dental assisting techniques when assisting with direct cosmetic restoration
- Define preventive dentistry and its importance to the patient
- Demonstrate proper tooth brushing and flossing techniques
- Interpret dental procedures to a patient, using lay terminology



## ADMISSION REQUIREMENTS AND PROCEDURES

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Application forms can be obtained from Saint Michael School of Allied Health located at 1106 Bladensburg Road, N.E., Washington, DC 20002-2512

Applicants will be considered for admission to Saint Michael School of Allied Health Dental Assistant program after completing the following requirements.

- Submit completed application form and payment of application fee.
- Provide an official, translated high school transcript from an accredited high school or GED.
- Obtain a minimum score of 76% on Reading Comprehension and 70% on Math Admission Assessment.
- Once the entrance exam is passed, an application for admission to the Dental Assistant Program can be obtained.
- A student may repeat the section of the entrance exam he/she fails; the exam may only be repeated once
- Submit proof of high school education: diploma, transcript, or GED or attestation of having a high school diploma or GED.
- Submit two personal references from previous teachers or employers.
- Interview with the Program Director and the school representative.

## CANDIDATE ACCEPTANCE PROCEDURE

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The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants who are granted admission into the Dental Assistant Program are notified in writing

## REQUIREMENTS FOR A CERTIFICATE OF COMPLETION

- Achieve a passing score of 76% in didactic and satisfactory performance in clinical
- Obtain a satisfactory performance in skill labs.
- Successful completion of the American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification course offered by the School or submits a current AHA CPR Certification card.
- Successful completion of the *DANB RHS Review* course offered by the DALE Foundation AND pass the national DANB Radiation Health and Safety (RHS) exam.

The Dental Assisting National Board's Radiation Health and Safety Review course offered by the DALE Foundation is an online review course; the estimated time for completion is 12 hours. The school will assist the students in registering for both the review course and the national DANB Radiation Health and Safety (RHS) exam. The cost of the *DANB RHS Review* course and the national DANB Radiation Health and Safety (RHS) exam is included in the tuition for the program

## REGISTRATION AND ORIENTATION

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Registration and Orientation activities are held during the first week of each newly admitted class.

Registration procedure:

- Complete all paperwork required for student's record at the admissions office.
- Complete and obtain financial clearance from the accounting office.

Academic and general orientation activities are held before the start of classes for the newly admitted class.

## LATE REGISTRATION

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A provision is made for late registration for students who were not able to register during the normal registration period. The Admissions and Academic Committees determine late registration period. Students must, therefore, register during this late registration period and will be assessed a late registration fee.

## TRANSFER POLICY

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### Transfer of Credits or Courses from other Institutions

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#### Nursing Program policy:

Advance standing will not be granted to an applicant who has withdrawn from other nursing programs.

#### Medical Assistant, Dental Assistant, and computer Networking Technology Program Policy:

Advanced placement and transfer of credit is discussed in the curriculum framework, *SMSAH School Catalog* and course syllabi, and is done on an individual basis by the Program Director based on a review of evidence of prior education and training. Students must submit official transcripts, course syllabi and certificates of program completion to the Program Director for consideration of the transfer of credit. The Program Director will determine credit for experiential learning on an individual basis. All official transcripts and certificates must be forwarded to the Admission Office before the start of the program.

### Transfer of Credits or Courses within the School

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Students wishing to transfer from one program to another within the school may do so only if they are in good standing in their current program. Any student dismissed for academic progress cannot transfer to another program within the school.

### Transferability of Credit to other Institutions

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Saint Michael School of Allied does not imply, promise or guarantee transferability of its credits or courses to any other institution. The fact that a school is licensed and accredited is not necessarily an indication that another school will accept courses taken or credit earned at that school.

## ACADEMIC POLICIES

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### ACADEMIC COMMITTEE

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The management of Saint Michael School of Allied Health shall appoint the Academic Committee.

1. Purpose -- The principal functions of the academic committee will be the administration and the implementation of the school's academic and general policies.
2. Composition -- The academic committee shall consist of three or four faculty members. These members shall include the Program Director who will be the chair.

### ACADEMIC CALENDAR

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Classes Begin .....	January 8
Last Day for Schedule Adjustments with Tuition Refund.....	January 22
Class begins .....	May 3
Last Day for Schedule Adjustments with Tuition Refund .....	May 17
Classes Begin.....	September 6
Last Day for Schedule Adjustments with Tuition Refund.....	September 18
Commencement Ceremony.....	June 23
Christmas Break start .....	December 21

The student academic year varies according to the student's month of entry into each program

### CLASS HOURS

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#### Morning and Evening Classes

#### Monday – Friday

- Classroom hours are from 8 AM to 4 PM for the day program.

- Classroom hours from 5 PM-10 PM for the evening program
- Clinical hours may vary per clinical site.
- Clinical Site hours are from 7 AM to 3 PM for the day program, 3-11 PM for the evening program
- A short break of usually one week is scheduled at the end of the year between Christmas and New Year's Day.
- The following holidays are observed: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

#### CLASS SCHEDULES

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Students have the opportunity to check class schedules any time. Each student will be given a class schedule at the beginning of each course.

#### ATTENDANCE

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SMSAH requires all students to adhere to the following class and clinical attendance guidelines strictly.

- Ninety percent [90%] attendance is required for all classroom time and ninety-five [95%] of clinical time. Any missed classroom and clinical time, excused or unexcused, will be included in the allowed time of 10% for classroom and 5% for clinical. If a student misses more than 10% of any given course, the student will be required to repeat the course.
- Students will arrive on time for classes and clinical site and be there for the entire length of the session as stated in the course or clinical schedule. Students must be at the designated place and unit at the clinical site five minutes to the beginning of the assignments. Students must remain on the units for the entire clinical time. Students will not leave for the day until all assignments and documentations are completed and the instructor dismisses them.
- Missing more than 10% of class time will affect the student's grade, and excessive absence or tardiness may result in the student's inability to complete the program. Missing more than 5% of the clinical time in any area will require clinical makeup.
- Examinations, quizzes, and return demonstration of clinical practicum missed due to absence or tardiness will not be made up. Exceptions will be made for illness or emergency that is officially documented.
- Tardiness or Absence: If a student must be tardy or absent, these procedures must be followed.
- The student must inform the Saint Michael School of Allied Health Office, the instructor, and the clinical facility no later than one hour to the beginning of the scheduled class or clinical.
- The student must arrange for a make-up clinical time, examination, quiz, and assignment with the instructor within one week of absence. This make
- If a student is 15 minutes tardy to the clinical site, the student may be sent home and be given an absence for that day. A second tardy to the clinical site will be referred to the program administrator for appropriate action.

#### DOCUMENTATION OF ATTENDANCE RECORD

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##### CLASSROOM ATTENDANCE RECORDS

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Instructors shall be responsible for maintaining attendance records during classroom sessions and clinical experiences. At the beginning of each class session, the instructor will allocate a few minutes at a specific time for the students to sign in on the attendance record or conduct a roll call. Before the end of the each class session, the instructor will again allocate a few minutes at a specific time for the students to sign out on the attendance record or conduct a roll call. The instructor must ensure that the attendance record sheets are turned in daily to the administration. A student is

considered absent if the sign-in or sign-out attendance record sheets are not signed, or the roll call sheet is not checked.

#### CLINICAL ATTENDANCE RECORDS

At the beginning of each clinical session, the instructor will record the attendance of the students and again at the end of the clinical session. The clinical instructor must ensure that the attendance record sheets are turned over to the administration as early as possible. A student is considered absent if either of the sign-in or sign-out attendance record sheets are not signed. *Clinical absences must be reported daily to the school administration as they occur.*

#### ATTENDANCE AUDIT

The attendance record for each student will be audited at the end of each course to determine if this requirement has been met or not. The attendance record is also used for tuition audit. Any student who does not meet this requirement will receive an “F” grade for that course regardless of the actual grade score and will be required to repeat the course. *\*IT IS THE RESPONSIBILITY OF THE STUDENT TO SELF-AUDIT THEIR ATTENDANCE ON A CONTINUING BASIS.*

#### ELIGIBILITY TO PARTICIPATE IN CLINICAL ROTATION OR INTERNSHIP

- Student health documentation requirements must be current.
- Student CPR certification must be current.
- The student must be physically and mentally fit.
- The student must adhere to the clinical dress code.
- The student must be financially up to date.

#### GRADING POLICY

*Program courses: The quality of student work in most core program courses is measured by a system of grades consisting four letter grades. To pass a student must earn a 76% (“C”). A student earning less than 76% of a course has failed that course. Instructors will, therefore, assign a percentage grade according to the letter system using the following scale:*

<b>A</b>	<b>Superior</b>	<b>90% - 100%</b>
<b>B</b>	Above Average	80% - 89%
<b>C</b>	Average	76% - 79%
<b>D</b>	Below Average	65%-- 75%
<b>F</b>	Below Average	Below 65%

- The academic rating of each student is determined by written examinations, quizzes, class participation, clinical experiences, laboratory competence, and return demonstrations.
- The course requirements and the computation of course grades and scores will be included in each course syllabus and given to students at the start of each course.
- Clinical rotations will be graded on a pass or fail basis. Evaluation of the clinical component of a course will be made based on the stated objectives for that particular course.

#### GRADE “I” -- INCOMPLETE

- The grade “I” may be assigned by an instructor after consulting with the program director if the students work in a course has been of passing quality but is incomplete for reasons beyond the student’s control.
- In this situation, there must be an official documentation of the cause which may include: a major illness, death of a close family member or a major catastrophe.

- A course graded “I” may not be included in the calculation of grades and will not appear on the transcript.
- The grade “I” can be changed to the earned grade provided the course work is completed no later than 30 days after the course is completed.
- If after 30 days the course work is not completed, the grade “I” will be changed to “F”

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### ACADEMIC STANDING, PROGRESSION, AND RETENTION IN THE PROGRAM

#### ACADEMIC STANDING AND PROGRESSION IN THE PROGRAM

Students are considered to be in good academic standing if they maintain at least a 76% (“C”) pass mark for all courses during the program. A student receiving a grade of less than 76% must repeat the course theory, earn at least a grade of 76%, and pass the clinical component. Students may repeat a failed course once.

- A student with two failures in the same course will be asked to withdraw from the program.
- A student who fails three courses will be asked to withdraw from the program.
- A student who is failing a course will be seen by the instructor to discuss procedures to improve grades. Tutorials will be offered for each course from 3:30pm-4:30 pm at the request of the students.

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#### RETENTION

- For students to remain in the program, a student needs to meet several conditions. These include the following:
  - Maintain a 76% pass for all courses during the program
  - Maintain a passing grade for all clinical courses during the program
  - Complete each course; may repeat a failed course only once
  - Adhere to all school’s academic and general policies
  - Demonstrate a pattern of safe clinical practices commensurate with their educational experience to date
  - Meet all financial obligations
  - A student will be asked to withdraw from the program if he/she has remained in the program for more than 24 months or 150% of the published length of the program.

Students and former students, who have met their financial obligations to the school, may make written requests for their academic transcripts. Written requests must include the student’s social security number, admission number, date of graduation or last year attended and payment of \$10. The school maintains students’ permanent records. Students may have access to their records after completing a release form.

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#### NURSING PROGRAM POLICY

Any student who has failed two nursing courses will be placed on Academic Probation and failure on the 3<sup>rd</sup> nursing course will result in the student being asked to withdraw from the nursing program.

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#### EXAMINATIONS AND QUIZZES

Examinations must be taken at the scheduled times. In the event of an excused absence resulting from illness or death of a close family member, the make-up examination must be taken within one week of the absence. Quizzes/exams are given at the start, during or at the close of class. Students must be on time and be there to take quizzes. There are no make-up quizzes for students who are late.

Student’s review of each exam/quiz is available for 72 hours only. There is no review for all final exams.

**Failure to earn a minimum weighted exam average of 76% will result in a non-passing grade for the course.**

### **SAINT MICHAEL SCHOOL OF ALLIED HEALTH STUDENTS EVALUATION AND TESTING POLICY**

It is the policy of Saint Michael School of Allied Health that formal evaluation processes are recognized as opportunities for the students to grow and develop and thereby provide a reward-challenge motivating factor in the acquisition of knowledge.

Student performance shall be evaluated by faculty using a variety of methods based on the philosophy, conceptual framework, program and course objectives, and pertinent professional standards and guidelines of the educational program. Faculty members shall use both formative and summative evaluation methods described below in determining student performance.

#### **EVALUATION METHODS**

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- Homework, workbook/study guide/ internet assignments
- Individual/group projects
- Classroom participation
- Laboratory procedure participation and return demonstrations
- Knowledge and demonstration of nursing practice critical elements
- Quizzes and tests
- Unit examinations
- Final examinations
- SMSAH Standardized Comprehensive Examinations

#### **PROCESSES OF STUDENT EVALUATION**

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Attendance: Student attendance [classroom and clinical] is continuously monitored throughout the entire program.

Homework, the Internet, and Workbook/Study Guide Assignments: All homework and workbook/study guide assignments given to students in a unit of any course taught will be discussed/reviewed before the start of the next unit.

Quizzes: A minimum of one quiz must be given at the completion of each unit in any course. *The quiz must be graded with the raw scores given and reviewed with the students by the next class day or immediately when the instructor holds the next class.*

Unit Examinations: In all the courses, every unit shall be concluded with a unit examination. For clarification and detail, please refer to the specified course syllabus or outline. *Unit examinations must be graded with raw scores given within seventy-two hours [72hrs] or three working days.*

Final Examinations: Every course shall be concluded with an end, of course, final examination. Also, a comprehensive external examination such as the National League for Nursing, ATI, or HESI will be administered in the nursing courses. National League for Nursing, ATI, or HESI specialty exam is 10% of each nursing course grade. *Final examinations must be graded with the raw scores given and Final grades reviewed with the students within five [5] working days.*

Class/Clinical Lab Component: Each nursing course contains a class and clinical laboratory component. The student to instructor ratio in every laboratory/simulation is no greater than 10:1. Students must pass the laboratory component to receive a passing grade in the course. All skills must be passed in the classroom laboratory before performing them in the clinical area. Students must meet the attendance requirement, and complete the clinical objectives in a course before moving to the next nursing course.

## EXAMS MAKE-UP POLICY

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Excused Absences include illness, accidents, family death, court dates or immigration appointments which cannot be avoided or changed. These absences must be supported by official documentation before a make-up quiz or exam will be given. A student can only achieve a 76% or lower grade on any make-up quiz or exam. At the end of each course, a day is assigned for makeup exams. A student who does not take the exam as scheduled will receive a zero percent (0%) grade for the exam.

## WITHDRAWAL AND READMISSION

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### WITHDRAWAL

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#### WITHDRAWAL FROM A COURSE

To withdraw from a course, the student shall complete the following steps:

- Get a course drop form from the Administrative Office.
- Complete the course information for each course to be dropped in the Drop section.
- Student and instructor must sign the form.
- Submit the completed form to the Program Director.

A student who is withdrawing will receive a withdrawal grade based on tests and assignments at the time of withdrawal. A student who withdraws and does not complete the course will receive a grade of "WF."

#### WITHDRAWAL FROM THE SCHOOL

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To withdraw from SMSAH, a student must:

- Secure the proper form, "Withdrawal Form", from the Administrative Office.
- Complete the Withdrawal Form (employment information, if applicable, should be provided on the form);
- Sign and date the form
- Submit the form to the Program Director for approval.

Equipment or books belonging to the school must be returned. The school is not responsible for any personal items left after withdrawal. Students who stop attending, but do not complete and submit the proper forms to the Student Program Director may remain on the roster for fourteen days and may be assigned a grade of "F" by the instructor. Students who officially withdraw from the school on or before the last date to withdraw will receive a grade of "WF" in each course, based on the course grade at the time of withdrawal. It is the student's responsibility to withdraw from the school. A student who leaves a course or program without completing the withdrawal paper work will not be considered to have left in "good standing".

For eligibility for a refund see Tuition Refund Policy in the Student Catalog/Handbook page 34.

#### READMISSION

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- A student must have left the program/school in good standing to be eligible for readmission.
- A student that fails one course may come back and take that course with the next cohort provided there is space available.
- A student who does not wish to return with the next cohort must submit a written request to the program director.
- A student who has been out of the program for longer than six months must meet all admission requirements before re-entering the program and must take and pass required exams specific to the re-entry level as determined by the Program Director. This will ensure that returning students have retained the information needed to move forward in the program.



- Students granted readmissions are subject to the policies, tuition rate, and fees in effect at the time of re-entry into the program.
- **A student who has been out of the program for more than 12 months will not be qualified for a readmission to the program.**
- **Students or ex-students who are not able to complete the program with their cohort are subject to the school's current tuition and policies irrespective of the student handbook they signed during their initial admission.**

#### LEAVE OF ABSENCE/EXCLUSION

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##### LEAVE OF ABSENCE

- SMSAH can approve up to two (2) weeks leave of absence. A student who does not return within two (2) weeks of an approved leave of absence may withdraw from the course. A student who does not return after two weeks and does not complete withdrawal paperwork will receive an "F" in the course, shall be considered to have failed the course, and will not be in "good standing" to return to the program.
- A student, who has missed seven (7) consecutive instructional days and has not obtained an approved leave-of-absence, will be asked to withdraw from the program.

##### EXCLUSION

- A student will be removed from the program if she/he is on probation during more than two semesters over the course of obtaining the degree.
- A student will be removed from the program if she/he fails to obtain a grade of C or better in a repeated course.
- A student will be removed from the program for demonstrating behavior that is grossly or consistently illegal, unethical, or unprofessional as determined by program faculty.
- A student will be removed from the program if she/he verbally or physically threatens a member of the school administration, faculty or staff; or another student; or a client in the practice setting.
- A student has the right to appeal the faculty's decision regarding academic standing.
- The Program Director shall be consulted concerning the appropriate procedures for appeal.
- Students should refer to the policy and procedures about grievances in this handbook.
- All applications for readmission from students who have been removed from the program are referred to the Program Director for appropriate action.
- A student who has been removed from the program is considered not in good standing, and will not be readmitted to the nursing program.

#### APPEAL OF GRADES IN COURSES AND EXAMINATIONS

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If you have a grievance about grades, you may appeal. The academic committee is responsible for hearing and resolving all cases of the appeal of grades and examinations.

##### ACCEPTABLE GROUNDS FOR APPEAL

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You have grounds for appeal if you feel:

- The consideration of race, politics, religion, sex, or sexual harassment affected student's grades.
- Student's work was evaluated by other criteria that do not directly reflect your performance on the course requirements.

##### APPEAL PROCESS

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- The student may appeal the suspension, dismissal from the program or grade assigned in a course. Before filing any appeal related to a grade assigned in a course, a student must first address their concerns in writing to the instructor who assigned the grade. If the grade assigned, resulted from computational or procedural error, the instructor will take steps to amend the grade through the use of a "GRADE CHANGE FORM". If the grade assigned did not result from



computational or procedural error, the student will request an appeal hearing in writing, stating the reason for the appeal and submit the request to the program administrator through the Program Director, who is the chair of the academic committee. This submission must be no later than one week after the student officially received the result of the course examination/clinical.

- The Program Administrator will upon receipt of the request for an appeal hearing, direct the Program Director to notify the faculty member involved. The Program Director will convene a meeting of the academic committee for an agreed time and place no later than three weeks after the receipt of the request. The Program Director will notify the student and the instructor involved.
- Before and no later than two weeks to the date of hearing, the student involved must submit a written account to support the grounds of appeal and setting forth the facts and circumstances upon which the student relies to support the appeal. This written account will be submitted to the chair of the academic committee [Program Director] who will send a copy to the instructor who assigned the grade. If the instructor chooses to respond, the response must be in writing and must be submitted to the chair of the academic committee no later than one week before the date of the hearing of the appeal, and a copy will be sent immediately to the student who was assigned the grade.
- The academic committee will hold a closed-door hearing with the program administrator in attendance. The president, if available may also be in attendance. At the beginning of the hearing, the Program Director will outline the rules and procedures for the hearing. The hearing will solely focus on the grounds of appeal submitted by the student. The burden of proof will be on the student to satisfy the appeal board by a statement of facts and clear and convincing evidence.
- Following the hearing, the instructor and the student involved will leave after stating their cases, and the academic committee members will remain to deliberate until a simple majority decision is reached.
- The Program Director will notify the instructor and the student involved in the writing of the academic committee's decision. The decision of the academic committee is final.
- If the decision is in favor of the student, necessary steps will be taken by the Program Director to initiate the grade challenge.

#### **ACADEMIC STANDARDS AND INTEGRITY POLICY**

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##### **THE HONOR CODE**

To prepare students for the high ethical standards of nursing, the school expects absolute integrity both in the classroom and the clinical setting. Therefore, cheating, plagiarizing, stealing academic work, including tests and related materials, submitting papers written by others, or failing to report an occurrence of academic dishonesty will make the student subject to the school's disciplinary procedures. The student's case will be referred to the academic committee. Students who are found to have breached the honor code may be expelled from the program.

##### **Cheating**

Cheating in the instructional setting is an intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both instructors; violating rules governing administration of examinations; violating any rules relating to academic conduct of a course or program.

### **Assignments and Examinations**

- (a) Instructors are solely responsible for establishing academic assignments and methods of examination.
- (b) Instructors are encouraged to provide to students clear explanations of their expectations regarding the completion of assignments and examinations, including permissible collaboration.
- (c) Instructors are encouraged to choose assignments and methods of examination believed to promote academic honesty. Examples of these include careful proctoring of examinations and the constant creation of fresh exams. Collaborative projects and proctored examinations do not violate the promotion of academic integrity.

### **Plagiarism**

Plagiarism is the act of submitting a paper in which the language, ideas or thought are identical to published or unpublished material from another without correctly giving credit to that source.

### **Cell Phone Policy**

- Cell phones, audio players/recorders, tablets, laptops, notebooks, Google Glass, Smart Watches, cameras or any other photographic equipment or any devices that can be used to record, transmit, receive or play back audio, photographic, text or video content are not allowed during the examination.
- Students will be provided a basket to put their cell phones during the duration of their exam.
- Students may be dismissed; scores can be canceled and may face additional consequences if caught with a cell phone during testing.

### **Academic Integrity Due Process Steps**

- Sanctions for the first-time violation of the academic integrity Policy are at the discretion of the instructor up to and including no credit for an assignment or assessment.
- Notification of violation will be sent to the Program Director who may impose additional sanctions.
- Students who violate academic integrity shall, after due process, be subject to school sanctions that may include failure on assignments and examinations, failure in courses, and suspension or expulsion. Established Academic Integrity policies, procedures, and sanctions are communicated in classes and Student Handbook.

### **GRADUATION REQUIREMENTS FOR NURSING PROGRAM**

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- Eligibility for graduation requires that all students complete all course requirements and maintain a passing mark of 76%. The student must also fulfill all academic and financial requirements.
- Complete Virtual ATI NCLEX-PN Review before taking Comprehensive Exit Exam.
- Sit for a Comprehensive Exit Exam and earn a passing score of 76% on ATI or 900 composite scores on HESI exam. Other standardized tests may also be used by SMSAH's Examination policy, and students will be informed the passing score before the exam.

### **GRADUATION REQUIREMENTS FOR MEDICAL ASSISTING, PHARMACY TECHNICIAN, COMPUTER NETWORKING TECHNOLOGY AND MEDICAL INSURANCE BILLING PROGRAM**

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- Eligibility for graduation requires that all students complete all course requirements and maintain a passing mark of 76%. The student must also fulfill all academic and financial requirements.

### **GENERAL POLICIES AND INFORMATION**

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#### **STATEMENT OF EQUAL OPPORTUNITY**

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Saint Michael School of Allied Health is an equal opportunity institution that is committed to the principle that access to its educational program and activities be accorded to each person [student, faculty, and staff member] by their merit. SMSAH does not discriminate against students because of

gender, sexual orientation, age, ethnic background, political affiliation, or disability. By the Americans with Disabilities Act of 1990 (ADA), SMSAH makes every effort to provide reasonable accommodations for all individuals with a disability. SMSAH shall comply with all applicable federal laws and regulations of the District of Columbia.

#### [CONDUCT WITHIN THE SCHOOL, AND CLINICAL SITE](#)

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Saint Michael School of Allied Health respects and protects the dignity and integrity of its students, faculty, and staff members. It maintains a Student/Faculty ratio of no greater than 10:1. All students, faculty, and staff members must comply with the school's policies and regulations that are necessary to maintain order, protect individuals and property, and to fulfill its purposes. SMSAH board of governors is responsible for disciplinary matters involving the faculty and staff members.

#### **STUDENT MISCONDUCT POLICY**

##### [STUDENT CODE OF CONDUCT](#)

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Saint Michael School of Allied Health is dedicated to upholding the rights, liberty, and freedom of individual student and others. It is, therefore, necessary to have an atmosphere that is conducive to pursue educational goals and development. To realize this objective, it is, therefore, necessary to have regulations and procedures. School disciplinary action will be limited to conduct which adversely affects the institution pursuit of its objectives. Where possible, every effort will be made by the faculty members in consultation with the Program Director to dispose of misconduct cases.

##### [PROCEDURE FOR DEALING WITH DISRUPTIVE STUDENT BEHAVIOR IN CLASSROOM/CLINICAL AREA](#)

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**Purpose:** The purpose of this policy is to provide a procedure that the instructor may elect to follow in dealing with disruptive student behavior in instructional areas.

**Definitions:**

- “Disruptive behavior” means any behavior that willfully disturbs the orderly conduct of the learning environment. There are two levels of disruptive behavior and disruption. Level I includes, but is not limited to, unwarranted talking, making noise, discussing, or demonstrating about matters that are not relevant to the subject matter of the class or activity; interrupting the instructor or other students; unnecessary physical activity or movement in an instructional area, or persistent tardiness that interrupts an instructional activity. Level II, in addition to behavior that disrupts the instructional area, is behavior that presents a threat to the safety of those present, and may include, but is not limited to, being under the influence and / or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in other verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment. Any student whose behavior falls into a Level II category will automatically be subject to a charge of a violation of the Code of Conduct.
- “Instructional area” means any area of SMSAH where instructional activities take place. This includes, but is not limited to, classrooms, laboratories, library facilities, faculty offices, clinical practice facilities, or field trip sites.
- “Instructor” means any person performing an instructional function for the school. This includes, but is not limited to, instructors, tutors, counselors, advisors, librarians, co-op coordinators, and mentors.
- “Interim Suspension” means exclusion from all classes, for a limited period pending investigation of the charges.

**Nondiscrimination:** This procedure is to be applied in a nondiscriminatory manner, without regard to a person's gender, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin.

**Election:** If a disruption occurs in an instructional area, the instructor may elect to take either or both of the following actions:

- a. Proceed under this rule as described in the following procedures, and
- b. File a charge with the Program Director Program in which event the matter will precede under the SMSAH student misconduct policy.

**Procedure for Dealing with Disruptive Behavior:**

- Level II: If a student’s behavior, in addition to disrupting the instructional area, presents a threat to the safety of those present, which may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a dangerous weapon, or engaging in verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment, the instructor should:
- Order the student to stop the disruptive behavior and leave the area;
- Notify the Director and file a charge under the SMSAH Student Misconduct Policy.

**INFRACTIONS**

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Infractions include but not limited to the following:

- Vandalizing school properties and premises.
- Stealing or conspiring to steal properties belonging to the school, students, faculty, or staff members
- Physical abuse or threat of physical abuse or harm to property or individual
- Disruption or obstruction of classes, assembly, or other school activities
- Failure to obey instructions of school officials in the discharging of their normal responsibilities
- Presenting false documentations and filing false accusations against other individuals

**PROCEDURE FOR DEALING WITH MISCONDUCT OR INFRACTIONS**

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- Cases regarding infractions and misconduct by students are handled by faculty members in consultation with the Program Director.
- Unresolved cases may be referred to the academic committee for further investigation and review.
- Usually, students unsatisfied with the determination of a case by a faculty member appeals to the academic committee.
- Cases regarding infractions and misconduct referred to the academic committee are handled the same way as grade appeal cases.

**POLICY ON STUDENT’S DISMISSAL**

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Saint Michael School of Allied Health promotes an environment that is safe for its students, faculty, staff members, and the general public. A student whose conduct violates and threatens the school’s policies and regulations may be dismissed.

**PROCEDURE FOR DISMISSAL**

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When the conduct of a student is considered by a faculty member to warrant dismissal, the faculty member will consult with the Program Director and after that notify the student in writing to cease attendance to classes and clinical rotation. The faculty member will then send a copy of the letter to the Program Director who will activate the academic committee for a hearing process.

**HEARING PROCESS**

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- The Program Director will notify the student and the faculty member of the time and place for a hearing to determine whether or not the student’s conduct warrant dismissal. The academic committee will follow the same process used in grade appeal hearing.

- The Program Director will communicate the decision of the committee in writing to the student and the faculty member.
- The student may appeal the decision of the academic committee to the SMSAH board of governors. The decision of the board of governors will be final.

#### GROUNDS FOR DISMISSAL RELATED TO NURSING PROFESSIONALISM

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1. Negligence: frequently omitting, not finishing or improperly completing an assignment in the clinical area.
2. Incidents (accidentally doing something wrong) in the clinical area, which might result in, actually caused harm to the client, will be reviewed on an individual basis. While it may be a most traumatic experience for the student, recognition must be given that accidents happen. Most incidents will not be cause for dismissal but may affect the clinical evaluation.
3. Attitudinal factors may precipitate dismissal. Students who antagonize the client, doctors, hospital personnel, instructors and who demonstrate personality traits incompatible with harmonious interpersonal relationships, who do not improve after adequate counsel and caution will be deemed unsuitable for the nursing vocation.
4. Cheating on exams or written assignments and plagiarizing will not be tolerated and will be grounds for dismissal.
5. Falsifying records will be grounds for dismissal.

#### DUE PROCESS LEADING TO DISMISSAL

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In every case, a written recommendation will be filed, with anecdotal backup, with the program director for action. The reasons for dismissal will be reviewed with the student involved. The accepted procedure for warnings, probation, suspension, and dismissal are subject to SMSAH policy as outlined in this handbook.

#### DRUG AND ALCOHOL POLICY

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- The abuse and use of drug and alcohol by students, faculty and staff members of Saint Michael School of Allied Health are strictly prohibited.
- Use and possession of illegal drugs and alcohol paraphernalia are prohibited on the school premises and clinical sites. Violation of this standard will be considered a very serious offense.
- All applicable local, DC, and federal laws will be enforced in accord with established standing orders, procedures, and guidelines. Students found in violation of this standard will be asked to leave the school premises or clinical site immediately. The Academic Committee may expel a student found in violation of this standard, from the school after a review of the case.

#### SEXUAL ASSAULT AND HARASSMENT POLICY

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The following policy applies to all students, faculty and staff members of Saint Michael School of Allied Health.

##### SEXUAL ASSAULT POLICY

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Saint Michael School of Allied Health is committed to providing an educational environment where all persons may pursue their studies, careers, and activities in an atmosphere free of all threat of unwelcome and unwanted sexual actions. Sexual offenses are highly condemned and will not be tolerated. Sexual offenders will be subject to local DC, and federal laws and actions are also subject to civil suit for damages.

##### SEXUAL HARASSMENT POLICY

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Sexual harassment is an unacceptable conduct and is not tolerated in Saint Michael School of Allied Health premises. Sexual harassment in all its forms is strictly prohibited in this educational atmosphere.

## WEAPONS POLICY

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The unauthorized possession, storage, display, or use of any ammunition, firearms, fireworks, explosives, air rifles, air pistols, or other lethal instruments are prohibited on Saint Michael School of Allied Health premises.

## SMOKING POLICY

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Saint Michael School of Allied Health maintains a smoke-free environment. Smoking of any lighted tobacco or material is prohibited on the school premises and clinical sites.

## FIRE POLICY

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- In the event of a fire, the fire department will be immediately notified.
- Students, faculty, and staff members are to leave the immediate fire area and the school building if necessary in an orderly manner through the doors marked EXIT.
- No one is to re-enter the building until an all-clear instruction is received from a faculty member and security personnel. Elevators are not to be used in the event of a fire.
- Fire drills will be conducted from time to time. The primary reason for the fire drills will be to acquaint students, faculty, and staff members about what to do in the event of a fire.
- Fire extinguishers will be located at strategic locations in the building.

## STUDENT IDENTIFICATION

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- Students of Saint Michael School of Allied Health will be issued a picture ID during the clinical phase of the program. This ID card must be on the student's uniform while at the clinical site.
- Students will be identified with their driver's license or another form of identification they normally use.

## UNIFORM POLICY

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Saint Michael School of Allied Health official uniform shall consist of:

- FEMALE- hunter green pant with white top tailored, cotton-blend uniform [no lace, ruffles, embroidery, or culottes] dress or tunic-top pantsuit with the SMSAH crest patch sewn on the left sleeve two inches below the shoulder seam; white hose and shoes.
- MALE- hunter green pant with white top uniform [no scrubs] with SMSAH crest patch sewn on left sleeve two inches below the shoulder seam; white socks and shoes.
- SHOES - must be white and comfortable; all white, leather tennis shoes are acceptable, as are the traditional oxford or loafer.
- White cardigan sweater [optional] is acceptable.
- Student ID is required to be worn with uniforms.

Miscellaneous items:

- Plain white lab coat with SMSAH crest patch sewn on the left sleeve two inches below the shoulder seam
- Bandage scissors
- Watch with second hand
- Pen [black ink]
- Stethoscope
- Small pocket calculator [optional]

## GENERAL GUIDELINES FOR UNIFORM POLICY:

- Jewelry should be limited to very small gold or pearl post-type earrings and wedding bands.
- Shoes and uniforms must be neat and clean at all times.
- Dress uniform length should be no shorter than knee length.
- Hair must be constrained and groomed by the policy of the clinical agency and site.

- Complete nursing uniforms are to be worn at the clinical site and laboratory unless otherwise instructed.
- A student inappropriately dressed may be asked to leave the clinical area and this will be considered an unexcused clinical absence.
- Student uniforms are only to be worn when students are functioning under the auspices of Saint Michael School of Allied Health practical nursing program.

#### SCHEDULING AND TRANSPORTATION TO CLINICAL SITES

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- Clinical will be scheduled with consideration to facility and staff availability.
- Clinical experiences may be scheduled on weekends or evenings for students to meet the required clinical hours.
- Students are expected to provide their transportation to and from clinical sites.

#### HEALTH AND SAFETY POLICIES

##### DOCUMENTATION OF HEALTH REQUIREMENTS

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- Students in the health care professions are at increased risk of exposure to communicable diseases and should review their immunization status. The health status of a health care worker not only affects his or her performance but also the quality of patient care they give. It is the duty of students to report any temporary or ongoing health concerns that may affect their performance.
- A student under the care of a physician must have a medical clearance from the attending physician before returning to class and clinical rotation. This statement of clearance from the physician must be presented to the faculty student coordinator before the student will be allowed to return to classes and clinical rotation [Physical examinations are required yearly].
- Students must provide evidence of having received immunizations for Measles, Mumps, Rubella, and Diphtheria, Tetanus (within ten yrs), Hepatitis B series or have a signed waiver of decline for hepatitis B vaccine. The student must also have proof of negative tuberculin skin test or chest x-ray. These records must be current during clinical courses. [Tb/PPD tests are required yearly. A Student with a positive PPD must have a chest x-ray, or a statement from their physician, that they are free from symptoms of TB, annually]
- Students CPR certification must be from AHA and be current during clinical courses.
- Health and Malpractice Insurance: Students are highly encouraged to carry their health insurance coverage during the program. Saint Michael School of Allied Health assumes no responsibility for any injuries and illness incurred while performing duties as a student nurse. Malpractice insurance is provided for nursing students by SMSAH while performing duties on behalf of or under the direction of SMSAH. Students are responsible for making their health file information current. A student may be excluded from clinical if this information is not current.

##### INCLEMENT WEATHER/SCHOOL CLOSING POLICY

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Saint Michael School of Allied Health students, faculty and staff members will follow the school closing policy of the District of Columbia Public School System; however, if the D.C. schools are on delayed schedule, SMSAH will open at the regularly scheduled time. If inclement weather occurs late in the day, students should check with the SMSAH office for advice.



## GRIEVANCE POLICY

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Students who have a grievance and feel he/she has not been covered under appeal of a grade, misconduct/infractions, and dismissal policies may appeal to the academic committee for resolution.

### PROCEDURE FOR GRIEVANCE POLICY

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- Aggrieved students must first request a conference with the faculty or staff member involved and the faculty student coordinator in writing. This letter must state the grievance and why the student feels it is not covered under the appeal of a grade, misconduct/infractions, and dismissal policies.
- The Program Director must, within one week of the receipt of the letter, arrange a conference and notify the student and the faculty or staff member of the time and place for the conference.
- If there is no resolution after the conference, the student may appeal in writing to the academic committee by the sending the appeal letter to the Program Director. The academic committee will be activated for a hearing within two weeks of the Program Director's receipt of the appeal letter. The Program Director will notify the student and the faculty or staff member involved in the time and place of the hearing.
- The Program Director will communicate the decision of the committee in writing to the student making the appeal and the faculty member.
- The student may appeal the decision of the Academic Committee to the SMCAH governing board. The decision of the board of governors will be final. If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the District of Columbia Education Licensing Commission, 810 First Street, NE., 2nd floor, Washington, DC 20002. A student will not be subjected to unfair actions as a result of initiating a complaint proceeding. Students may also submit their written complaint to:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Tel: 770 396 389



## FINANCIAL POLICIES

### GENERAL GUIDELINES AND STUDENT RESPONSIBILITIES

- By registering for classes, students accept responsibility for charges for the entire program.
- Registration shall not be completed unless all outstanding balances due to SMSAH are paid in full.
- The student's entire registration is canceled if payments or payment arrangements are not made in full by the end of the due date. A cancellation fee will be assessed.
- Tuition and fees are subject to changes and approval by the board of governors of Saint Michael School of Allied Health. All changes are announced in advance of the program phase during which the changes are to take effect.
- Saint Michael School of Allied Health reserves the right to make such changes in tuition, fees and other charges as may be necessary.

### TUITION AND FEES

Saint Michael School of Allied Health tuition covers classroom and clinical instructions only. A tuition deposit is due on or before registration and must be paid before the start of classes. The cost of books, uniforms, clinical supplies, and personal equipment such as a stethoscope, watch and sphygmomanometer are the responsibility of the student.

Practical Nursing Program	\$18,500.00
Medical Assistant Program	\$17,000.00
Computer Networking Technology Program	\$17,000.00
Dental Assistant Program	\$17,000.00

### FEES

Non-refundable fees:

Application	\$ 75.00
Aptitude Test	\$ 60.00
Graduation	\$ 150.00
Technology Fee	\$ 150.00
Laboratory Fee	\$ 150.00
ATI Fee	\$ 900.00
NCLEX-PN Review	\$ 450.00
Student ID	\$ 25.00
Readmission Assessment Fee	\$ 150.00

### FINANCIAL OBLIGATION

A student who has not met the financial obligations will not be allowed to attend classes or clinical, obtain a transcript, or have any other services provided SMSAH until all financial obligations have been met.

### FINANCIAL COUNSELLING

#### *Eligibility for financial counseling:*

- Student duly admitted to the SMSAH Practical Nursing Program
- Payment of tuition deposit
- Financial counseling sessions

Students who have met the eligibility criteria for financial counseling, and need to explore the payment plan options will request a session with SMSAH President/Program Director.

## Financial Aid Options

Financial Aid is available for those who qualify.

To apply for Financial Aid, a student must be currently enrolled and complete annual free application for Federal Student Aid (FAFSA). Students must meet the following requirements:

- Be enrolled in an eligible program of study
- Maintain satisfactory academic progress
- Not already in federal student loan default
- Must be a United States citizen or permanent residency or refugee status.

### FINANCIAL PENALTIES

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Failure to make payment on or before the due date will result in a late fee charge.

### TUITION PAYMENT

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Every enrolled student must pay his/her tuition in full by the first day of class. If a student is not able to pay his/her tuition in full for the program, the tuition may be divided into 14 equal monthly payments based on the length of the program. Any student on a payment plan must pay each month's tuition between the 1<sup>st</sup> and 5<sup>th</sup> of the month. Fifty (\$50.00) dollars late payment fee will be assessed if a monthly payment is made after the 5<sup>th</sup> of the month. *Each monthly tuition payment must be made in full; no balance may be carried over to the next month.* A student who fails to pay his/her monthly tuition by the 5<sup>th</sup> of the month shall not be allowed to remain in class or attend clinical; exceptions will not be made for any reason. Students may pay all or more than one month's tuition at a time if they so choose.

### TUITION REFUND POLICY

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Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant must provide a written notice of cancellation within (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to refund of all monies paid, excluding the \$100 non-refundable registration fee.

Other Cancellations: An application requesting cancellation more than three days after executing the enrollment agreement and making an initial payment, but prior to the add/drop deadline as stated in the student handbook is entitled to refund of all monies paid, less the maximum tuition fee of 15% of the stated cost of the course or \$100, whichever fee is less

Withdrawal Procedure:

- A student choosing to withdraw from the school the day after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last day of attendance and to be signed and dated by the student.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date with the date the student is scheduled to return to for the leave of absence but fails to do so.
- A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- All refund must be submitted within 45 days of the determination of the withdrawal date.

Portion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

### **PROPERTY DAMAGE FEES**

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Students will be charged for damage to property or equipment. Where the responsibility for the damage can be fixed, the student will be billed. Where responsibility cannot be fixed, the cost of repairing the damage or replacing the equipment will be prorated among all individuals held responsible.

### **PAYMENT OF TUITION FOR REPEATED COURSES**

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Students who are repeating a course anytime during the program will pay an additional amount for the repeated course. The payment for the course to be repeated may be required in advance. Repeated courses will not be factored into payment plan options.

### **PAYMENT OF TUITION FOR READMITTED STUDENTS**

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Students, who are granted readmission into the program, are subject to the tuition and fees in effect at the time of readmission. The readmitted students must meet all prior financial obligations to the school before continuing the program.

### **PHYSICAL FACILITY**

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Saint Michael School of Allied Health District of Columbia Branch Campus is located at 1106 Bladensburg Road, NE, Washington DC 20002. The 10,000 sq ft. The building was purchased by Saint Michael School of Allied Health. The facility has eight classrooms and a library/computer center. Each classroom is equipped with brand new state-of-the-art equipment, including student chairs with declinable over-board, instructor desks equipped with computer space and storage, projectors capable of image and letter display in a lighted or non-lighted atmosphere, 8 ft x 4 ft vinyl blackboards for erasable markers and a retractable screen.

The facility has one water fountain and nine restrooms available, five restrooms for ladies and four restrooms for men. The physical plants are adequate to support the proposed instructional programs. The facility is regularly inspected to ensure the safety of students, personnel, and guests. The school has a detailed Safety Plan, emergency procedures, and policies to ensure the routine and emergency health and safety of the school's employees, students, and guests. The plans, procedures, and policies will be introduced during student and faculty orientation and will be widely distributed, regularly evaluated, and revised as necessary.

### **Nursing Skill Laboratory**

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The Nursing Skill Laboratory is located on the school premises. It houses four patient beds for student practice with a sink and storage area to secure equipment and sharps. SMSAH's Nursing Skill laboratory is equipped with the following supplies and equipment: wound care supplies, thoracic torso model for wound care, central line kits, wound drains; medication cart, pulse oximetry, urinary catheter kits, male or female catheterization trainers, nasogastric tubes, tube feeding equipment, headwall with simulated oxygen, compressed air and suction outlets, assessment equipment, bedside stand, linen hamper, bed pads, anatomical models, tracheostomy model, surgical arm, Seymour buttocks for wound care, thoracic model for central suction catheter, sterile gloves, upright scale & pediatric scale, isolation and infection control supplies, electric thermometers, chest tube/water seal suction, model breast and testicles for teaching assessment. The Nursing Skill laboratory is also equipped with an AED for simulated code response, one Arm for IV insertion, one Germinie IV Pump, and one Sigman spectrum IV Pump.

All nursing beds are equipped with low-fidelity mannequins and other necessary equipment such as wall suction and oxygen for teaching nursing skills. The faculty identifies and adopts laboratory textbooks that are organized with the program outcomes. The digital ATI resources and textbooks are the portable classroom and laboratory resources for case studies, simulations, animations and companion internet resources to assist the student in developing laboratory skills and critical thinking. The program utilizes a variety of high and low-fidelity simulation equipment including Noelle S550.

## Student and Faculty Resources

Lounge spaces are available for students and faculty, vending machine, microwaves, and refrigerators are also available on campus.

The Dental assistant laboratory also includes the following equipment and supplies: Dental chairs (patient, operator, assistant) dental hand pieces compressor; teaching manikins; mixing bowls, pans, spatulas; vibrators; impression trays; lathes, and model trimmers.

The learning resources for the programs are adequately maintained to meet the school's objectives and support instructional objectives while simultaneously complying with applicable safety standards. Learning resources include materials such as DVD's, CD-ROMs, video tapes, audio tapes, software programs, reference books, professional periodicals, supplements to text materials, supplies, equipment, staff, and facilities used to enhance the educational program. Learning resources are housed in the program area where they are utilized as well as in a designated library/ computer center. Saint Michael School of Allied Health Library and Learning Resource Center are located on the school's campus. The Library contains approximately 100 books to support the programs. Twenty CD-ROM/Internet workstations provide computerized access to magazines, newspapers, and additional reference materials. The School subscribes to *ProQuest Nursing & Allied Health Source*; this online allied health library provides users with reliable healthcare information covering allied nursing health, alternative and complementary medicine, and much more. The library is open from 8:00 am until 8:00 p.m. when evening classes are in session and 8:00 am until 4:30 pm when there is only a day session attending classes. Hours may vary during term breaks and holidays.

### STUDENT SERVICES

Saint Michael School of Allied Health provides academic guidance, tutoring, career advising, and personal counseling to students. The school has relationships with the business community to assist students with job placement after graduation but cannot guarantee employment. SMSAH provides emergency health services to students at its campus. SMSAH does not provide any residential facilities; the majority of the students are recruited from Washington, DC, and adjacent communities.

Student Services Available at SMSAH	Person Responsible
Pre-admission testing	Administrative Assistant
Advising for prospective students	Nursing Administrator, Faculty, and Administrative Assistant
Advising for enrolled students	Faculty and Nursing Administrator
Child Care	Not available on Campus; referred to community resources
Health Care	Not available on Campus; referred to community resources
Financial Aid	Nursing Administrator, Faculty, and Administrative Assistant
Library Services	Faculty/Administrative assistant
Job Placement/employment	Faculty/Administration
Computer lab/Internet access	Administration
NCLEX preparation	Faculty, Nurse Administrator

## COURSE DESCRIPTIONS

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### **OR 101 ORIENTATION 3 Hours**

Orientation is designed to acquaint the new student with nursing program and facilities of the school. Information is provided on general expectations and the rules and regulations about academic requirements and student life. A review of the study, test-taking skills are included.

### **PRACTICAL NURSING PROGRAM**

#### **PN 101 BASIC SCIENCES FOR NURSING 195 Hours**

This is the foundation of the Practical Nursing Program. Content includes Anatomy and Physiology, Basic Nutrition, and Microbiology with special emphasis on infection control.

In Part I, Anatomy and Physiology, the physical and life sciences are introduced to serve as a basis for understanding the human body. The structure and functions of each system of the human body are emphasized and how the body maintains homeostasis (130 Hours).

In Part II, Basic Nutrition, food as nutrients and the nutritional needs of the human body to maintain optimum health is accentuated. The role of the nurse in diet modification is also contained in this unit (35 Hours).

In Part III, Principles of Microbiology, students are introduced to the major microorganisms and their effect on the human body. The infectious process with the application of infection control measures used in the work setting is also stressed (30 Hours).

These principles of basic sciences, nutrition, and microbiology will be reinforced and expanded during subsequent courses. Teaching methods include lecture, discussion, projects and laboratory sessions supported by appropriate audio-visual materials. The competency-based format of instruction is utilized.

#### **PN 102 INTRODUCTION TO PHARMACOLOGY 80 Hours**

The course is designed to provide the Student with an understanding of the classifications and actions of commonly used drugs. Emphasis is placed on the nurse's responsibility to anticipate, observe and report the effects of drugs on the patient. Calculation of accurate medication dosages is also included. The basic principles of administration of medications are included as well as the policies and methods of administration. Further study of medications is integrated throughout the curriculum.

#### **PN 103 FUNDAMENTALS OF NURSING 200 Hours**

The course is designed to introduce the student to the Practical Nursing Program, and to the broad fields of health and nursing. The student is introduced to selected developmental concepts; the physiological and psychological needs of people, effective communication skills, the principle of psychological nursing and the nursing process. Historical developments, the health care delivery system, legal and ethical aspects of nursing, and care of the elderly are also included.

The course provides clinical experience and laboratory practice in basic nursing principles and skills necessary to render safe and therapeutic care to patients with non-complex nursing problems in hospitals, long-term care and sub-acute health care facilities.

#### **PN 104 MEDICAL-SURGICAL NURSING I 336 Hours**

This course is designed to emphasize the application of the nursing process and Orem's self-care Deficit theory as a framework to organize, plan and implement an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The concept of total care is introduced so that the student recognizes that nursing is concerned with individuals as a whole and family unit. A study of selected acute-chronic health care problems is investigated by focusing on the pathophysiology, treatments, including medications, behavioral, and socioeconomic interrelationships. *Attention is given to the effects of poverty on the health of the individual, the family, and the community. Particular emphasis is given to health problems and cares to clients in an urban community setting. Changes in body systems related to aging are integrated as disease processes are discussed. Experience is provided in the delivery of nursing interventions to adults with minimal physiological alterations in hospitals, outpatient surgical units, and long-term care facilities. Emphasis is directed toward assisting with the formulation and*

*implementation of a nursing care plan reflecting the clinical application of the nursing process. Further study and practice of the preparation and administration of medications are integrated throughout the curriculum.*

**PN 105 MEDICAL-SURGICAL NURSING II 336 Hours**

This course is designed for the student to build on prior learning experiences to further knowledge and skills required in the practical nursing field. Students will continue to use the nursing process, within the self-care framework, to assist clients in meeting their physiological and psychosocial needs in both sub-acute and acute care settings. The learning experience is provided in delivering nursing care to patients and families with multiple medical-surgical nursing problems, which require specialized skills. The student is guided in the application of previous learning experiences to gain insight into the problems of families and the role of nursing and other health-allied occupations. Guidance on this level of progression is expected to lead to more self-confidence, self-direction as a nursing team member in the delivery of health care to individuals, patients, and family groups. Community hospitals, outpatient, long-term and sub-acute health care facilities are utilized for clinical experience.

**PN 106 MATERNAL HEALTH NURSING 100 hours**

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn and the parent. The information will form a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illnesses. The student will continue to use the nursing process within the self-care framework in providing care to the childbearing family. Further emphasis is on the application of the nursing process and the implementation of an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The student will spend time in the client care area and will be expected to assume more responsibilities for his/her nursing actions. Clinical experiences include care of mothers and newborns and are held in in-client and ambulatory maternal/child health settings

**PN 107 PEDIATRIC NURSING 100 hours**

This combined course is designed to provide discussions of family-centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will form a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illnesses. Child health theory is presented within a self-care framework of nursing process and the implementation of an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The student will spend time in the Client care area and will be expected to assume more responsibilities for his/her nursing actions. Related clinical experiences will take place in the hospital and out-client health care facilities

**PN 108 MENTAL HEALTH NURSING 100 Hours**

In this course, the student will explore the role of the Practical Nurse as a member of a multidisciplinary team caring for clients with mental health deviations. Students are introduced to the field of mental health nursing and clients in need of psychiatric or chemical dependency services. The focus is placed on rehabilitating clients to the least restrictive environment utilizing a range of psychiatric and medical services, which reflect the accepted standard of care and are in compliance with statutory and regulatory guidelines. The course content includes concepts and application of therapeutic communication, current and evolving principles in mental health care, legal and ethical guidelines, and human development needs. Clinical focus is directed toward a client centered communication interaction incorporating theoretical mental health nursing principles and attainment of self-care requisites. Clinical experiences are provided in inpatient mental health settings, with observation at a substance abuse program.

**PN 109 GERONTOLOGY 80 hours**

This course is designed to give the student a broader and deeper understanding of the complex needs of older adults and families with multiple health problems. Its ultimate aim is to assist the student in achieving the program objectives. Emphasis is placed on the concept of body image, the family in an urban community, its role in health maintenance and on the effect of illness on older adults. The student is guided in the application of previous learning experiences of a self-care framework of the nursing process to gain insight into the problems of families and the role of nursing and other helping occupations. Long-term and sub-acute health care facilities are utilized for clinical experience.

**PN 110 TRANSITIONS IN NURSING 74 Hours**

This course is designed to “bridge the gap” between the role of a nursing student and graduate. Content places emphasis on the ethical and legal responsibilities of the Licensed Practical Nurse, current legislation, and regulation that affect the LPN and the leadership and management role of the LPN in the nursing profession. Theory related to career management, job interviewing, and job retention skills will be included. Learning experiences include lecture, class discussions, independent study and projects, and job search which include identifying appropriate job opportunities, writing a resume and demonstrating an understanding of the interview process.

**MEDICAL ASSISTING PROGRAM****MDA 100 Medical Assisting Program 1080 HOURS**

The course is designed to provide the student Medical Assistant with the basic knowledge and skills that are essential to assist Physicians or other Medical Practitioners in an office setting with the ability to deliver health care services and stay current with new procedures under the supervision of a Physician or other Medical Practitioners. Learning experiences are provided in the classroom, skills laboratory and physician offices as well as medical facilities.

**COMPUTER NETWORKING TECHNOLOGY PROGRAM****CNT 101: A+ Certification course 324 HOURS**

This course is one of three courses for the student to earn a certificate in computer technology and it is intended to prepare students for computer support careers. Students enrolled in this course will learn how to perform shop maintenance, repair computers, install operating systems and software, acquire employment skills, as well as operate a service and support business. The course will provide students with concepts and skills necessary to achieve A+ certification in PC Repair and Technical Support. This distributed learning model of instruction provides a blend of instruction with hands-on experiences that reflect current industry practices. During the course, students will identify and use hand tools, PC hardware, and software, and will explore electronics theory. Installation, upgrade, and repair will be explored in new and older personal computer systems as well as printers and networks. Some operating systems also will be reviewed. Students will train in a simulated work environment using a distributed learning instructional model. Students will be trained to use tools, electronic test equipment, and software to analyze and solve PC problems. Students will learn about computer architecture and the basic concepts of interconnectivity through hands-on training. During the course, students will analyze defective equipment, determine corrective measures, and make the equipment operational if possible. Students will build a PC as part of the requirements of this course. Students will demonstrate their knowledge through computer-based instruction and exams, performance tests, hands-on service, and completion of various repair projects. Demonstration of performance and professionalism are major components of the student’s evaluation.

**CNT 102: Network Associate 324 HOURS**

This course is one of three courses for the student to earn a certificate in computer technology and it is intended to prepare students for computer support careers. Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) designation.

Network Basics introduces students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models,

cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Also, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. The second section focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, managing Cisco IOS Software, configuring routing protocol on routers, and set the access lists to control the access to routers. Switching Basics and Intermediate Routing is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Particular emphasis is given to students being able to demonstrate the ability to apply learning from the first and second part of the course to a network and to be able to explain how and why a particular strategy is employed. WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Particular emphasis is given to students being able to demonstrate the ability to apply knowledge from the first, second and the third part to a network and to be able to explain how and why a particular strategy is employed. Also, the student will prepare for taking the CCNA Exam.

### **CNT 103: Network Professional 324 HOURS**

This course is one of three courses for the student to earn a certificate in computer technology and it is intended to prepare students for computer support careers. The course validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions. The CCNP certification is appropriate for CCNA certified individuals with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions. Those who achieve CCNP have demonstrated the skills required in enterprise roles such as network technician, support engineer, systems engineer or network engineer. Building Scalable Cisco Internetworks (BSCI) focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. The course provides the learner with in-depth information on these interior gateway protocols (IGPs): Enhanced Interior Gateway Routing Protocol (EIGRP), Open Shortest Path First (OSPF), and Intermediate System-to-Intermediate System (IS-IS). It also provides information on Border Gateway Protocol (BGP), an exterior gateway protocol (EGP). The course covers routing principles of both distance vector and link-state routing protocols; IP addressing techniques; the theory behind the EIGRP, OSPF, IS-IS, and BGP routing protocols; and configuration and troubleshooting information for each protocol. Hands-on lab exercises allow the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in customer networks. BSCI is part of the recommended learning path for students seeking the Cisco Certified Internetworking Professional (CCIP), Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP), and Cisco Certified Internetwork Expert (CCIE) certifications

### **DTA 100 Dental Assisting Program 1080 HOURS**

The course is designed to provide the Dental student Assistant with the basic knowledge and skills that are essential to assist Dentist or in an office setting with the ability to deliver health care services and stay currents with new procedures under the supervision of a Dentist or other Medical Practitioners. Learning experiences are provided in the classroom, skills laboratory, and Dental offices as well as medical facilities.

**The policies in the Student Catalog/Student Handbook can be changed at any time during the program to reflect current situations and practice in education and healthcare. The administration is responsible for informing the students at Saint Michael School of Allied Health of the changes promptly. The new policy will**



**be distributed to the students. The student will keep a copy of the changed policy, and a signed copy will be kept on each student's record.**

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