



Medical Solutions Academy Practical Nursing Handbook 2023-2024

306 Poplar Street

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Welcome New Student,

*Thank you for choosing
Medical Solutions
Academy.*

*It is the purpose of our
catalog to offer insight into
the academy. This catalog
includes policies and
program information that
will help you meet your
educational goals.*



*Medical Solutions Academy prepares individuals to go
directly into the workforce. If your purpose is to seek
gainful employment immediately after graduation,
our program may be appealing to you.*

*We look forward to assisting you to achieve a
rewarding and successful career as a Practical Nurse.*

Lakesha Curtis -Reed

Program Director

Changes in Programs, Cost, Schedules, etc.

Medical Solutions Academy reserves the right to make changes in regulations, courses, schedules, fees, office locations, and other matters of policy and procedures as and when deemed necessary.

Approvals, Licensure, and Accreditation

Medical Solutions Academy:

- Has conditional approval by the Commonwealth of Virginia, Board of Nursing to offer the Practical Nursing Program.
- Is accredited with The Council on Occupational Education (COE)
- Has approval by State Council of Higher Education for Virginia (SCHEV)

History of Medical Solutions Academy

Medical Solutions Academy (MSA) was a mere dream to owner and founder Lakesha Reed, RN, MSN. In October of 2010, she looked beyond her horizon and started the procedure to obtain a Nurse Aide program. By April of 2011, Medical Solutions Academy's nurse aide curriculum was approved by the Virginia Board of Nursing and this is when Lakesha's dream was starting to come to fruition. MSA is also approved to offer the Medication Aide, Medical Office Assistant, Medical Assistant and Practical Nursing.

Practical Nursing Mission Statement

"Medical Solutions Academy's mission is to provide quality education which promotes independent thinking, flexibility, and skills within the complex content of the community and cultural structure. This mission will be accomplished through an innovative program that focuses on the healthcare needs and trends of today's society.

Vision Statement

The vision of Medical Solutions Academy is to be the premier choice in the South-Western region of Virginia for nursing and allied health.

Philosophy

It is the belief of Practical Nursing Program that all students regardless of race, creed, age, gender, or ethnic origin have the right to a quality education which challenges their intellect, and curiosity, and prepares them to become effective members of a health care team. The Practical Nursing Program is an outcome-based program intended to not only prepare the students to function in the field of nursing, but also to facilitate successful completion of the NCLEX exam required for licensure as a Practical Nurse. We believe that nursing is a practice-centered discipline which functions in a dynamic and rapidly evolving environment that flows based on a continuum of health, illness and wellness. We believe learning is a lifelong, diverse process that should continually challenge the student to use critical thinking, imagination, creativity compassion, and skill.

We believe that nursing education offers opportunity for the continued growth of nurses. It should be based on concepts, synthesis of facts, principles, both traditionally and socially mandated.

General Description of Available Space, Equipment, and Facilities

The school is a 3000 sq. ft. facility, housing two classrooms, one lab/library, and two offices. The classrooms consist of the necessary equipment to train individuals to become nurse aides, medication aides, phlebotomists, medical assistants, pharmacy technicians, medical office assistants, and practical nurses. Nursing journals will be available for student use on site. Individuals attending MSA will be instructed to the free virtual library site www.libraryspot.com and digitalbookindex.com.

(Program Objectives) Within the scope of practice for Practical Nursing

1. Interrelate basic scientific principles in administering safe nursing care to patients.
2. Prioritize nursing care as it relates to clients' needs.
3. Provide students with the necessary foundation of knowledge in nursing theory, communication, and clinical nursing skills directed toward safe, effective, and patient centered care in a variety of settings.
4. Assist in the development of nursing care plans using established nursing diagnosis for clients.
5. Comply with the scope of practice as stated in the nursing practice act of the Commonwealth of Virginia Board of Nursing.
6. Comply with the Code of Virginia as it relates to nursing in the area of patient rights, prevention of patient abuse, neglect, and abandonment.
7. Demonstrate the necessary skills and adaptive abilities in administering patient care utilizing the nursing process.
8. Administer effective and ethical individual patient care through the application of the nursing process, nursing theory, and other theoretical outcomes.
9. Care for individuals, families, groups, and communities with diverse backgrounds, characteristics, health, and health requirements; assist clients in meeting goals for health maintenance, health promotion, and healing.
10. Participate in holistic nursing care for clients across their lifespans.
11. Use effective communication skills appropriately when interacting with clients, families, and health care team members.
12. Use critical thinking in applying nursing knowledge in the care of clients.
13. Provide skilled nursing care within the scope of the law and be accountable for personal and professional behavior and growth.
14. Promote lifelong learning fostering the development of professional growth, critical thinking, and leadership.
15. Incorporate HIPPA regulations into the nursing practice.
16. Prepare students to function at entry level in LPN practice.

(Program Outcomes) Graduates of Medical Solution Academy's Practical Nursing Program will:

1. Meets educational needs of eligible nursing applicants in the service areas, primarily in Danville and Pittsylvania Counties.
2. Graduates classes that pass the NCLEX-PN with a minimum of 80 percent passing rate on the first writing.
3. Graduates students who:
 - a. Become employed in nursing.
 - b. Verbalize reasonable satisfaction with their program of learning.
 - c. Demonstrate satisfactory nursing practice to their employers.
4. Graduates students who contribute to nursing and health care of individuals through employment in local clinical agencies.
5. Graduates students who continue with lifelong learning.
6. Maintains full approval from the VA Board of Nursing.
7. Employs evidence-based practices to integrate research with clinical expertise and client values for optimal care.
8. Assume the role of the practical nurse as care provider, advocate, teacher and manager.
9. Assume accountability and responsibility for his/her own actions and education as a contributing and competent member of the health care team, the nursing profession and society.

Graduate Competencies

Graduates of MSA Nursing educational programs can be expected to have the following competencies:

Assessing:

- Contributes to the identification of the basic physical, emotional, and cultural needs of the health care client.
- Identifies basic communication techniques in a structured care setting.
- Interviews health care clients to obtain specified information.
- Identifies overt learning needs of the health care clients.
- Observes the health care client and communicates significant findings to the health care team.
- Identifies appropriate resources in some other agencies within the health care delivery system.

Planning:

- Contributes to the development of basic nursing care plans in an institutional setting.
- Contributes, with assistance, to the development of health plans for the health care clients and/or families.

Implementing:

- Safely performs basic therapeutic and preventive nursing procedures, incorporating fundamental biological and psychological principles in giving individualized care.
- Shows respect for the dignity of individuals.
- Applies basic communication techniques in a structured care setting.
- Demonstrates the ability to do incidental teaching during routine care.
- Shares assigned responsibility for health care delivery in structured situations.

Evaluating:

- Seeks guidance as needed in evaluating the care given and in making necessary adjustments.
- Identifies own strengths and weaknesses and seeks assistance for improvement of performance.

The student nurse must seek out and take advantage of learning situations and opportunities for personal continuing education.

Acceptance Requirements

In order to be considered a candidate for Medical Solutions Academy's Practical Nursing Program, individuals must have completed the following requirements:

- Complete a Kaplan pre-admission standardized entrance exam. Students must meet a minimum of 55 on the exam.
- Have a personal interview with the School Director and/or designated staff member to discuss the student's desire and ambition, previous education and work experiences, and suitability of Medical Solutions Academy's Program to satisfy the student's needs.
- Current CNA Nurse Aide Certificate earned within the last 2 years
- English 111(college level)
- Supply proof of 1 Semester of Basic Human Anatomy and Physiology (college level)
- High School Chemistry or higher
- Official Transcripts from High School/GED Program
- Completed application and enrollment forms and pay application fee.
- TB/PPD, Hepatitis B vaccine series, initiation/completion or declination, and 2 series of MMR vaccinations.
- Negative random drug tests each semester
- Criminal background check- required by clinical facilities
- Student liability insurance that covers the entire term

There will be no exception to any of these acceptance requirements

Upon completion of the above requirements, the candidate's application is reviewed will be reviewed, and individuals will be notified as soon as possible in writing; generally, within five school days. Medical Solutions Academy admits applicants without regard to race, religion, color, disability, sex, age, or national origin.

Individuals who have a felony or misdemeanor conviction must request approval from the Commonwealth of Virginia, Board of Nursing, in order to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Board may either grant or deny this request.

Essential Behaviors

Essential behaviors refer to those physical, cognitive, and behavioral abilities and competencies required for safe, satisfactory completion of all aspects of the nursing program. These behaviors are non-domain specific, (i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions. Students in the nursing program must demonstrate competence in the following categories of behavior in order to successfully meet the programs objectives. Inability to demonstrate competency with or without accommodations, may prevent a student from successfully completing the requirements of the program.

Essential Mental Abilities

- **Cognitive:** Student must possess critical thinking skills sufficient for clinical judgment. Must be able to measure, calculate, reason, analyze, and integrate in the context of undergraduate nursing student. Possess short- and long -term memory. Adhere to rules and follow instructions. Apply classroom lectures, presentations, and skill lab procedures, to actual nursing practice. Ability to respond quickly and appropriately to emergency situations.
- **Behavioral/Emotional:** Maintain emotional control and appropriate behavior in the classroom and the clinical setting.
- **Communication:** Speak clearly while using correct grammar in order to communicate with health team members, families, faculty, staff, and peers. Handwriting should be legible. Written documents should reflect proper grammar and style as well as correct organization of information to be communicated.

Essential Sensory Abilities

- **Sensory/Observation:** Observe a patient accurately, at a distance and close at hand, observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. Must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds).

Essential Physical Abilities

- **Mobility:** The student should possess physical skills sufficient to move from room to room and maneuver in small spaces. Ability to stand and walk in and various clinical settings for extended periods of time (6 hours or more).
- **Motor Skills:** Perform CPR: manual compressions and ventilation. Possess hand/eye coordination that allows for performance of complex tasks: injections, venipuncture, suctioning,

catheterizations, implementation of sterile technique, opening sterile packages manual blood pressure monitoring, etc.

- **Weight-Bearing:** The student should possess the ability to maneuver and move 40-50 lbs. on a weekly or daily basis.

Essential Interpersonal Abilities

- **Professional Conduct:** Possess the ability to reason morally and practice nursing in an ethical manner. Students must be willing to learn and abide by professional standards of practice. Students must not engage in unprofessional conduct, and must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance, students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient's populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Exposure to Hazards

- Possible exposure to infectious body fluids.
- Possible exposure to toxic drugs and solution, and radiation.

Latex Allergy

In order successfully complete the Medical Solutions Academy Practical Nursing Program, students must complete clinical hours, which consists of spending a substantial number of hours in an environment containing latex. While the Nursing Program may be able to accommodate a dermatitis allergy, it is unable to accommodate a systemic latex allergy.

Services for Students with Disabilities

Nursing is a physically and mentally challenging occupation. Education related to this field is designed to prepare nurses for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning qualifications are encouraged to contact the School Director for individual consultation prior to formal application.

Transfer Credit

Medical Solutions Academy does accept transfer credits for Anatomy and Physiology 101 or higher, HS Chemistry or higher, and English 111 or higher for the practical nursing program. MSA will also accept college level Medical Terminology and college level Nutrition if students have taken the course within the last five years and are able to pass the Kaplan Benchmark Test. No other nursing courses will be allowed to be transferred into the program.

Academic Information

All students must maintain a grade of "B" or better to continue enrollment in the Nursing Program.

Grading System

The grading scale for the Practical Nursing Program is as follows:

Numerical Scale	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 & Below	F
I	Incomplete
W	Withdrawn

- Pass- Satisfactory completion of graded clinical training
- Fail- Unsatisfactory completion of clinical training

Comprehensive Course Exams

All students will be expected to pass a comprehensive exam at the end of courses PN 101, PN 111, PN 112-A, PN 112-B, PN 113, , PN 115, and PN 116. These exams will count as the final exam for each course. If a student is unsuccessful (does not meet Kaplan benchmark) on the first attempt the student must schedule to retest on version two (2) one week after remediation material is posted to the student's KAPLAN account. KAPLAN Remediation instructions will be given to the student. The student is expected to remediate during that time and then retake the exam. Scores from the first and second attempt will be averaged to achieve a final score. . * Students who do not remediate a minute per question will not be allowed to retest and will receive the grade made on the first attempt as their final exam score.

Comprehensive Final Semester Exit Exams

All final semester nursing students will be expected to pass a comprehensive exit exam in order to receive approval to apply for the NCLEX exam. If a student is unsuccessful on the first attempt the student must schedule to retest on version two (2) one week after remediation material is posted to the student's KAPLAN account. KAPLAN Remediation instructions will be given to the student. The student is expected to remediate during that time and then retake the exam. Scores from the first and second attempt will be averaged to achieve a final score. This exit exam is worth 25% of the students' grade.

Skills Lab

- Satisfactory skill performance in the campus laboratory is an essential component to insure adequacy of client care in the hospital. It is also necessary to utilize the laboratory facilities and personnel in the most effective manner. Therefore, students are expected to practice and demonstrate the ability to perform each skill appropriately.
- A minimal grade of “80%” must be achieved in performing each skill in order to safely administer client care. Students will be allowed three (3) attempts to perform the skill to achieve this goal. If a grade of “80%” is not achieved after the third attempt, the student will be dismissed from the course.
 - First Attempt will be with your instructor for said course
 - Second attempt will be with another instructor
 - Third attempt will be with the program coordinator
- The instructor will demonstrate said skill(s). The student(s) will have one week to practice said skills(s), ask questions, obtain clarification, etc. The instructor will provide a check off list to student of skill.
- Upon skills testing/checkoffs there will be no discussion of “how to perform” said skill(s). Grades will be determined by the check-off list & performance of said skill(s).
- It is mandatory for all students to attend scheduled demonstrations of laboratory skills along with supervised practice sessions. Demonstration and supervised laboratory practice sessions are considered part of the Lab hours.
- Students who do not arrive on time for their scheduled lab/skill check-off will forfeit their first of three attempts to check-off. The second attempt will be with course instructor. If a third attempt is needed another instructor will supervise the student. Ten points from your total score will be deducted for failure to arrive on time for schedule appointment. Failure to pass a skill check-off assignment following a third attempt will result in failure of the course and dismissal from the program.
- It is the responsibility of the student to contact their assigned clinical instructor PRIOR to the laboratory skills day if he/she is having difficulty in understanding and mastering the performance of any of the selected nursing skills.
- It is the responsibility of the student to review and practice all clinical skills inside and outside of the classroom/laboratory setting. Pre-requisite exams
- A drug/dosage & calculation test is given prior to the start of each clinical course of Med Surg I (PN 114) & Med Surg II (PN 116). The test must be successfully completed with a score of 80 % in order to attend that particular clinical rotation. Two attempts will be given to allow the student to successfully pass the exam. Tests administered will be different, but both will focus strictly on drug/dosage and calculation. Failure to meet the required score will result in failure of the course.
- Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

Program Supplies

It is mandatory that all students participating in the PN curriculum purchase supplies which include nurse packs needed for skills lab demonstration and check off as well as KAPLAN resources to enhance skill lab learning. Please refer to the cost sheet at the end of this document for itemized breakdown.

Re-entrance Policy

Students dismissed from the program due to misconduct or infraction of the academic integrity code cannot re-enter the training programs at Medical Solutions Academy. The student will be dismissed with status of not eligible for program re-entry.

If a student fails a course, he or she will be eligible to re-enter the program when the course is offered again. Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes. Students may be required to complete some skills remediation prior to readmission***

Students dismissed due to poor attendance will be considered for re-entry into the program 1 year after the student was dismissed from the program. The student must meet with the instructor and/or coordinator to obtain approval for re-entry first. Upon approval, the student can begin the admission process. **Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes.**

Nursing Drug and Alcohol Policy

MSA's Concern for the Health of Students (and Employees) Regarding Drug and Alcohol Use and Abuse

The basis for Medical Solutions Academy's policy regarding a drug free school stems from a concern for health and well-being of students and employees alike. Particularly for students, MSA encourages a lifestyle that is free from those elements that interfere with academic success and contribute to a variety of physical, social and interpersonal problems.

MSA's Policy for a Drug-Free School

The abuse and use of drugs and alcohol are subject of immediate concern in our society. These problems are extremely complex; there are no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also result in damage to school property. Therefore, it is the policy of this academy that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol while on school premises, or a party of any school-sponsored activities. Likewise, openly displaying, consuming, or serving alcoholic beverages on school premises, or as part of any school sponsored activities is prohibited. It is also the policy of MSA to prohibit being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) on school premises, or as part of any school-sponsored activities. Any employee or student violating this policy will be subject to prosecution.

Drug and Alcohol Testing

- A. Drug/alcohol testing is required as part of the entrance process to Medical Solutions Academy's Nursing Programs. All students must sign the acknowledgment form. **(If the student wishes to be considered for entrance into the nursing program, he/she must**

consent to testing and sign his/her Student Nurses' Acknowledgement of Medical Solutions Academy Programs of Nursing Drug and Alcohol Policy form.

Random drug screenings will be performed throughout the program and students will incur the cost of the tests which is approximately \$40. When sent for a drug screen, a specimen must be produced on the day and at the time assigned. The student must report to the testing site immediately. Failure to report to the assigned facility within 30 minutes of the assigned time or failure to remain at the site until a specimen is produced will result in dismissal from the program. **No exceptions to this policy.**

- B. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be dismissed from the Nursing Program.
- C. MSA and/or Nursing Program faculty might believe there are reasonable grounds to suspect that a student may be under the influence of drugs or alcohol in violation of this policy, but examples include the following:
1. Post -Accident. MSA and/or the nursing program faculty may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.
 2. Physical Indications. MSA and/or the nursing program faculty may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol use (i.e., significant disorientation or lack of coordination).
 3. Possession. If a student is found to possess drugs or alcohol on duty, MSA and/or the nursing program faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.
 4. Erratic Behavior. MSA and/or the nursing program faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications may include failure to follow instructions procedures, or safety rules, or behavior that nearly causes and accident.
- D. Student(s) taking prescribed medication or an over-the-counter drug which may affect the ability to perform his/her duties safely and effectively is expected to discuss the situation with their nursing instructor. Students may not participate in clinical activities if taking any medication that impedes his/her performance. Students with a positive drug screen must have documentation on file with Medical Solutions Academy from a physician verifying he/she is under supervised treatment. A written letter must be submitted to program coordinator with explanation for necessity of drug as well as statement of student ability to physically, mentally and/or emotionally progress through the nursing program. If the student failed to notify Medical Solutions Academy prior to the positive drug screen, the student will be dismissed from the program.
- E. Students must submit a medication list of drugs they are prescribed before any drug testing is done. Any time the student's medication list changes it must be resubmitted immediately to Medical Solutions Academy and the Practical Nurse Program Coordinator.
- F. Applicants who receive positive results for synthetic street drugs, amphetamines*, barbiturates*, cocaine, marijuana, benzodiazepines*, opiates*, phencyclidines*, Ritalin*, or Adderall* will be dismissed from the program immediately if the letter was not presented to the department prior to testing. *Positive results accompanied by a letter from the prescribing doctor may be reviewed.

- G. If illegal drug use is identified, the student will be dismissed from the Practical Nursing Program and will not be allowed to return as a student at Medical Solutions Academy.

**Student Nurses' Acknowledgement of
Medical Solutions Academy Nursing Program
Drug and Alcohol Policy**

Medical Solutions Academy
306 Poplar Street
Danville, VA 24541

Signing this form acknowledges that the student has received a copy of the Academy's Drug-Free Policy, has had the opportunity to discuss the Policy and have questions answered, and understands all of the provisions of the Policy. Although it reflects the Academy's current Policy regarding substance use, it may be necessary to make changes from time to time at the Academy's sole discretion, to best serve the needs of our school. However, any changes deemed necessary will be made in writing, and the modified Policy will be shared with every student.

By signing my signature below, I acknowledge that I have a copy of the Drug -Free Policy of the Academy. I understand that it is my obligation to read, understand and comply with the procedures and provisions contained within the Policy.

As a student of Medical Solutions Academy, I hereby acknowledge that the Academy's policy requires me to submit random drug testing to rule out the presence of non-prescribed or prohibited dangerous controlled substances in my system. I hereby freely and voluntarily consent to this request for a drug test and /or alcohol test and agree to participate in the testing program. I understand that if I test positive, refuse to be tested, or attempt to alter or tamper with a sample or any other part of the testing process, I will not be permitted to remain in the nursing program.

I hereby and herewith release Medical Solutions Academy, its employees, and agents from any and all liability whatsoever arising from this request for testing, from the actual testing procedures, and from decisions made concerning my application for or enrollment into the Practical Nursing Program based on the results of the analysis. I hereby agree to cooperate in all aspects of the testing program.

By signing this form, I acknowledge that I am responsible for the cost of testing. Medical Solutions Academy may request a drug/alcohol screen at any time throughout the academic course. I also understand that students will be random drug tested at least once during each semester.

Student Signature

Student Name (printed)

Date

Sexual Harassment Policy

Medical Solutions Academy shall not tolerate sexual misconduct in any form. Conduct creating an intimidating, hostile or offensive environment for either employees or students will not be tolerated, and those violating this practice may be subject to disciplinary action up to and including termination of employment or student status.

MSA investigates all allegations. Any person who believes that he/she has been subjected to sexual harassment may report all allegations to the Office Administrator who will then report it to the executive director of MSA.

Criminal Background Check

A criminal background check is a requirement for nursing students. Prior to starting clinical rotations at the contracted hospitals or healthcare facilities, the student will be required to undergo a criminal background investigation to ensure that the student meets the minimum requirements for licensure in the State of Virginia.

Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

Student Code of Conduct and Conditions for Dismissal

Medical Solutions Academy students are expected to conduct themselves in a professional manner at all time while in uniform and/or while representing the school. Students are expected to demonstrate professional behavior both in the classroom and in ALL clinical settings. The clinical agencies and healthcare consumers expect the students of the healthcare programs to be well prepared and conduct themselves with professionalism and integrity. Medical Solutions Academy reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in judgment of faculty, a student's conduct disrupts or threatens to disrupt the class, lab, or clinical setting appropriate disciplinary action will be taken to restore order.

Medical Solutions Academy maintains a high standard of academic integrity code. Conduct that violates this code may include, but not limited to cheating, falsification, plagiarism, or abuse of academic materials, destruction or unauthorized removal of school property, misconduct, sexual harassment, failure to meet financial obligations, possession or consumption of illegal drugs and/or alcohol. Any student who violates the academic integrity code is subject to disciplinary action which may include, but not limited to entry of the incident in the student record, reduced grades, and dismissal from the program.

There are behaviors that are serious enough to result in dismissal from the healthcare programs without possibility of return. Students who exhibit unacceptable behaviors will meet with their instructor for discussion and possible further action.

A student who commits any of the following acts may be subject to dismissal from the PN program:

- Failure to pay tuition
- Failure to comply with school or program regulations
- Plagiarism and cheating
- Falsification of information given on official school or state board documents
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Illegal possession, use, sale or distribution of drugs
- Illegal possession of weapons
- Theft
- Commitment of any act which would result in ineligibility for licensure or certification
- Chemical (drugs or alcohol) impairment in the school/clinical setting
- Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone, palm pilot, internet usage during classroom/ lab instruction) unrelated to the learning.
- Failure to meet expectations relating to student behavior as defined in the MSA student handbook and the Nursing student handbooks
- Failure to perform clinical duties and responsibilities as assigned by instructor
- Insubordination or any form of disrespect to program faculty and staff.
- Failure to maintain satisfactory progress
- Violation of the attendance requirements
- Leaving the clinical or classroom without proper notification to the instructor.

Students are expected to adhere to rules and regulations while in the clinical areas. Expectations include but are not limited to the following:

- Report to assigned area promptly and listen to report
- Report to nurse assigned to your patient before leaving unit for lunch and/or the day. (including any change or deviations from normal)
- Conform to dress code
- Follow procedure for absences and tardiness
- Submit homework on time
- Use clinical time wisely
- Keep patient(s) information confidential
- Control physical and emotional behavior

In-Patient Hospitalization

Students who are under inpatient hospital care may not attend clinical labs. Following inpatient care, students may not return to clinical labs until the faculty member has received a full medical release in writing. **There are no light duty assignments.**

Attendance Policy

Some nursing courses have three components: lecture, laboratory, and clinical. It is the expectation of faculty that upon enrolling in a course, the student is responsible for fulfilling the requirements of the course by regular attendance and completion of all course requirements.

Due to the intense and comprehensive nature of the curriculum, students are expected to attend all scheduled classes, labs, and clinicals. Students who miss 15 percent of the total course hours OR 15 percent of a component of the course (class, lab, or clinical), will be dropped from the course per Medical Solutions Academy's attendance policy.

When absent, it is the student's responsibility to obtain assignments and materials missed. Students who miss a test must contact the responsible instructor within 24 hours of the test. A make-up test will be a different test. Failure to notify the instructor and/or to take the test within the planned time frames will result in a 0 for the test.

Upon enrolling in a course, a student is responsible for fulfilling the requirements of the course by regular class attendance and completion of all course assignments. The final course grade will be affected when missed course work is not made up due to nonattendance. To receive course credit per MSA's policies, a student must attend a minimum of 85 percent of the contact hours of the course, including scheduled clinical rotation. Therefore, upon absences exceeding 15 percent of the course contact hours, the student will be dropped from the course.

Tardiness or leaving early for at least 20 percent of the instructional session may be considered an absence. Absences are counted on the day class officially begins. Hence, students registering late may have already accumulated a portion of the absence limit. At the discretion of the program director, the student may be reinstated to the class; however, the student must attend all remaining scheduled classes in order to receive a grade for the course or clinical rotation.

Unexcused Absences:

First offense: will result in a counseling session with the course instructor. Theory course work missed will be assigned a Zero "0" and will be averaged into make-up work if assigned by the instructor.

Second Offense: will result in a counseling session with the PN program coordinator or the executive director of MSA and possible dismissal from the program.

Excused Absences:

First Offense: will result in a grade of (69/F) in theory course work missed and will remain as your grade until the missed class is made up at which time that make up grade will be averaged with the original grade (69/F).

Second Offense: disciplinary action will be at the discretion of the course instructor, PN program coordinator, and executive director of MSA.

Validation of absences is required as follows:

Personal illness/injury	Doctor's statement
Emergency Dental appointment	Dentist's statement
Family member illness	Doctor's statement
Jury Duty	Copy Summon/Subpoena
Military Duty	Copy of Orders
Death in Immediate Family	Death notice from newspaper

**** Immediate family consists of parents, siblings, spouse, grandparents, In-laws and children****

Clinical Lab Attendance and Tardiness

Since the clinical nursing experience is a major part of the nursing curriculum, attendance and participation are mandatory. Valid excuses for absence can be found in the Nursing Student Handbook. All clinical hours must be made up in a clinical setting; no papers or classroom assignment can be used as make-up work. Any nursing student with repetitive tardiness and/or absences is in academic jeopardy.

Unexcused Absences:

First offense: will result in a counseling session with the Program Coordinator and course instructor. A Zero "0" will be given for that day and will be averaged into the make-up day grade for a final grade for that eight "8" hour clinical experience.

Second Offense: will result in dismissal from the program.

Excused Absences: (will be limited to one "1" incident)

First Offense: will result in a grade of (69/F) and will remain as your clinical grade until the missed clinical hours are made up at which time that make up grade will be averaged with the original grade (69/F).

Second Offense: disciplinary action will be at the discretion of the course instructor, program coordinator, and the executive director of MSA.

HOURS MAY NOT BE ABLE TO BE MADE UP DUE TO LIMITATIONS WITH INDIVIDUAL FACILITIES.

Students are expected to wear their full uniform to all skills laboratories.

The student, who is tardy for any reason to clinical without prior notification of the instructor, may be denied admission to the clinical session. If the student is not admitted to the session, the absence will be documented as unexcused. Any student unprepared for clinical will not be allowed to remain in clinical.

If a student leaves the clinical area prior to the completion of a session, the instructor will determine whether or not the experience will be counted as an absence based upon factors such as number of hours attended and completion of objectives.

No light duty is available on clinical floors for clinical hours/time.

Providing documentation for being absent does not remove the absence from the student's record.

Graduation from the program requires all students to complete the minimum hours of instruction per program.

TARDINESS IN CLINICAL IS UNACCEPTABLE!

See clinical handbook.

Attendance: Tests

Attendance is expected for all tests and quizzes.

When absent, it is the student's responsibility to obtain assignments and materials missed. Students who miss a test must contact the responsible instructor within 24 hours of the test. A make-up test will be a different test. Failure to notify the instructor and/or to take the test within the planned time frames will result in a 0 for the test.

An unexcused test absence is described as failing to notify your instructor on or before the day and scheduled time of the test, or the given reason is not an emergency.

All electronic devices must be turned off during tests and placed out of site/reach. No electronic devices may be on the desk during testing.

Academic Integrity Policy

Medical Solutions Academy requires all members to demonstrate and maintain high standards of academic integrity and personal conduct. It is the responsibility of every member to be familiar with and adhere to the academic integrity policies of the Academy.

Academic integrity will not be compromised at MSA. Students should act with personal integrity and honesty to help create and sustain an environment in which students are recognized for their own work. Students must not engage in or help others to commit acts of academic dishonesty, including cheating, plagiarism, lying, and gaining unfair advantage. Students are expected to report violations.

Cheating is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the instructor.

Plagiarism is defined as presenting another's work, words, ideas, opinions, theories, etc. either in whole or in part as though they were the student's own efforts.

In the context of academic integrity, lying is defined as intentionally providing false information to a fellow student or school employee. Gaining unfair advantage is defined as participation in any activity that intentionally or unintentionally gives a student unfair advantage in the student's academic work over another student.

Violation of the academic integrity policy will result in dismissal from the Program

Drugs and Calculations Competency Policy

Medical Solutions Academy nursing students will successfully complete a drugs and calculations test and must obtain at least an 80% to meet minimal competency of dosage calculations. Successful completion is defined as achieving 80% or more on a medication calculations test.

Each student will be allowed two (2) attempts at passing the test per semester of the nursing program.

If a student fails on the first attempt, he/she will be required to attend advising from a designated faculty member at a time specified by the faculty before the next scheduled test.

No student will be allowed to retest without attending advising, **No Exceptions.**

If the student is unable to achieve 80% following the initial writing and the 1 subsequent supplement test writing, this will be deemed unsatisfactory and the student will be unsuccessful for that clinical nursing course resulting in a failing grade and will be dismissed from the nursing program.

Students will be reminded during orientation to each clinical rotation that successful completion of a drug and calculations competency test is required prior to administering medications during a clinical rotation. Successful completion is defined as achieving 80% or more on a medication calculations test. These tests will be administered in the beginning of the PN 114 and PN 116 course.

Clinical Performance

In the clinical area, the nursing faculty reserves the right to use their professional judgment in determining if a student is capable of performing nursing care satisfactorily. If the performance of the student is inconsistent with safe and effective care or if the student is not prepared, the student will be required to leave the clinical area immediately. It is required that students have adequate sleep and preparation to deliver safe and effective care.

On a weekly basis, the clinical instructor will designate the level at which the clinical objectives have or have not been met on the weekly evaluative tools. The instructor makes this decision from observing the student's performance, evaluating written work, and receiving input from the clinical staff. If the instructor determines that the student's skills in the clinical area are unsatisfactory, the student may be required to attend mandatory open lab sessions. The student's clinical performance evaluation will be reviewed formally with the student at midterm and at the end of the course; however, the student may ask to see the evaluation at any time. Students must meet all objectives at a satisfactory level to pass the course. All objectives with a U or I require anecdotal comments by the instructor. Any objectives less than satisfactory at midterm or thereafter will require the student to submit a plan of action for the clinical instructor's approval.

Clinical Professional Behavior

- Student must turn keep all electronic devices on vibrate or silent in the classroom, laboratory, or clinical setting. Must follow facility policy on cell phones.

- Gum chewing will not be allowed during clinical experiences.
- Drinking alcoholic beverages while in uniform is prohibited.
- The faculty does not condone smoking while on duty due to patient preferences and health needs. However, smoking is permitted in some facilities. Please follow facility rules for designated smoking areas.

Clinical Rules and Regulations

Clinical is a critical component of learning in the Practical Nursing Program. In clinical the student represents the nursing profession and Medical Solutions Academy. Students are expected to be professional and provide safe client care. In order to do this, students are expected to:

1. When assigned to a patient care unit, the student will demonstrate accountability and responsibility.

Performance will be satisfactory when the student practices accountability and responsibility by:

- Be in agreement with school dress code
 - Presenting written work on time
 - Using clinical time wisely
 - Following procedure for absences and tardiness
 - Reporting to assigned area promptly and listening to report
 - Reporting to nurse assigned to you patient before leaving unit for lunch and/or the day (including any change or deviations from normal)
2. When Assigned to patient care unit, the student will participate in student/instructor consultation.

The student is expected to:

- Report on time to clinical consultation
 - Report on nursing aspects of assigned patients
 - Discuss questions or concerns
3. When assigned to a patient care unit, the student will maintain a professional attitude.

Performance will be satisfactory when the student conforms to expectations by:

- Keeping information about patient(s) confidential
- Controlling own physical and emotional behavior
- Getting along well with other members of the health team/student
- Accepting and benefiting from constructive criticism
- Performing within limits of capability and seeking instructor for clarification or advice
- Interacting with patient with respect for his/her values, rights, dignity
- Demonstrates caring behaviors

See student clinical handbook for further details

Standards for Satisfactory Progress

- Students should make every effort to attend all classes and clinical. Absences should only be for sufficient reasons.
- If a student should have a miss class or clinical time the time has to be made up in order to complete the program.
- In addition to completing the minimum hours of instruction (85%), it is required that students complete all homework and test at an 80% cumulative level for satisfactory progress.

Academic Probation

- A student may be placed on clinical probation for reasons, which include, but are not limited to, the following:
 1. Unsafe behavior/practice.
 2. Unsatisfactory clinical performance.
 3. Inadequate preparation for clinical experiences.
 4. Attendance and/or tardiness problems.
 5. Unprofessional conduct.

After conferences with the program director, the faculty member who places a student on clinical probation will notify the student in writing as to the reason for the probation, the corrective action required, and the time frame for correction. If a student fails to comply with the required correction or makes no progress toward the objective(s) in one week (for example, converting an I to an S), the student will receive an F for the clinical experience and, therefore, for the course.

The Practical Nursing faculty members reserve the right to recommend removal of a student from the program for the following reasons:

1. Infraction of health agency policies while at the clinical site.
2. Negligent acts that result or may result in harm to a client.
3. Behavior that impairs clinical judgment or conflicts with safety essential to nursing practice.
4. Behaviors that result from use of non-prescribed, prescribed, illegal drugs or alcohol that interfere with student's ability to give safe nursing care.
5. Unresolved physical or psychological problems that impede the ability to provide safe nursing care.
6. Violation of the client's right to privacy by failing to protect confidential information.
7. Failure to meet the academic standards of MSA and the Practical Nursing program.

Any student who is recommended for removal is suspended from clinical practice until a final decision is reached. The student will have a conference with the instructor and the Practical Nursing program director to discuss the reason(s) for recommendation for removal.

- A failure in clinical judgment or conflict with safety essential to nursing practice is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.

Academic Suspension or Termination

- If the student has not brought his/her grades to meet satisfactory progress (80%) or has not completed 85% of classroom or clinical time, then he/she will be withdrawn from the program.
- The student has a right to appeal the decision to the School's Director. The appeal should be submitted in writing within one week of the committee's decision.

Scholarships

- Medical Solutions Academy does not offer any scholarships at this time.

Incompletes

Students who fail to complete the program will be charged the registration fee, cost of books received, cost of supplies received, and a portion of the tuition cost. The enrollment agreement is a legally binding document, and the terms must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should address it with the Office Administrator.

Leave of Absences

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the School Director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the School's Director and the Program Coordinator. The School Director and student will both determine when and if the student will return to class.

Graduation Requirements

In order to graduate from the program students must pass each nursing course in the program with an 80 or higher final course grade and “satisfactory” on each clinical rotation. In addition, all financial obligations to the school must be current in order for a certificate to be issued.

Student Records

- School records will be kept on file for a period of five (5) years. Student transcripts are kept on file permanently.

School Calendar

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters.
- The weather will play a major role in actual class schedule. Classes cancelled due to weather are made up at the end of the program.
- The following holidays are observed, and no classes are held:
 - New Year’s Day
 - Martin Luther King Jr. Day
 - Easter Monday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- The school reserves the right to amend the calendar
- The hours per week vary depending if the class is academic, lab, or clinical. Please refer to the program’s detailed schedule.

During bad weather conditions, cancellation of classes and/or late openings will follow the schedule of Danville City Schools.

Dress Code

Classroom:

- The dress code at MSA is a royal blue scrub that is required to be worn at all times. One uniform is included in the tuition.

Clinical:

- Wear (clearly visible) school issued identification badge.
- Maintain clean, wrinkle free uniforms
- Exercise good hygiene while avoiding excessive use of cologne, perfumes, high scent deodorants and lotions.

- Limit jewelry to small, non-dangling earrings and necklaces; avoid use of nose rings, rings in eyebrows, and jewelry through the tongue during clinical.
- Limit fingernails to the end of the fingertips and use clear polish.

Students who do not follow dress code will be dismissed from class/clinical until he/she is able to follow the dress code guidelines. **No Exceptions.**

Identification and Student Record Policy

While on the premises of the clinical facility to perform clinical, students must wear school issued identification badges, which include students first and last name and appropriate title for Practical Nurse Student.

Student Grievance Procedure

Medical Solutions Academy believes that each student or individual who comes in contact with Medical Solutions Academy needs to have access to a forum to express dissatisfaction with the quality of education being provided by the program. Medical Solutions Academy affirms that each and every grievance will be handled accordingly and in a professional manner.

Order of correction is as follows:

- 1) Faculty (Instructor)
- 2) Program Coordinator
- 3) Administrative Assistant
- 4) Director of Medical Solutions Academy

When a satisfactory resolution of the problem is not obtained within the facility, the student may contact:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770)396-3790
www.council.org

Note: Students who do not follow the proper grievance procedure as outlined above may be terminated from school.

Counseling

Students are encouraged to seek academic counseling in the event that there is difficulty in successfully completing a course. Appointments can be made on an individual basis.

Gifts

As a student you may be offered gifts or favors from people in your care during the course of your clinical experience, however this is considered inappropriate. Students are prohibited from accepting items of value (whether money or other gifts). Students will be subject to disciplinary action for accepting any gifts from clients. Cards, thank-you notes, or candy of minimal value are approved examples of gratuity. If you are unsure whether or not it is appropriate to accept any token of appreciation, you should consult with the clinical instructor.

Insurance

The student is personally responsible for any expenses incurred from accidents or injuries, either in clinical area or at Medical Solutions Academy. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance must be purchased by the student prior to starting clinical.

Social Media Policy

Medical Solutions Academy follows the social media policy of Medical Solutions Academy on Facebook and Instagram. All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on closed-group pages, the student's personal pages, or other social media sites including but not limited to Twitter and Instagram.

Children in Class

Children are not permitted in the classroom, lab, or clinical area. Students who bring children to class with not be allowed to remain in class.

Course Fees

The total cost of the Practical Nursing Program will be \$15,000. A payment plan will be in place.

Payment Plans (if you do not qualify for FAFSA):

Down Payment Due before the first day of class \$4800.00
(Payable in 5 payments of \$960.00- 1st payment due 30 days after acceptance)

17 payments of \$600 due the 15th of each month.

Included in Payment Plans

Textbooks \$750.00
Liability Insurance \$ 40.00

Not Included in the payment plans:

Kaplan Review \$175.00/per semester
Uniforms \$250.00
Student Care Package \$250.00

These fees must be paid separately, however; they are included in the total price.

Not Included in the Total Cost

Nursing Pin \$Up to 100
Remar Review \$197-\$397

NO LATE PAYMENTS WILL BE ACCEPTED

Tuition Cancellation/Refund Policy

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

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

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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 will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. All refunds must be submitted within 45 days of the determination of the withdrawal date.
- D. Due to the fact that MSA has non-traditional terms, each program has different withdrawal dates.

Proportion of Total Program Taught by the 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

Refunds are made within 30 days of the cancellation date or date of withdrawal.

Please note: All students will be charged a non-refundable \$100 for the Practical Nursing Program application fee.

Plan of Study –Practical Nursing Program

<u>Term 1 (10 weeks)</u> <u>Hours</u>	<u>Lecture Hours</u>	<u>Clinical Hours</u>	<u>Lab</u>
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PN 101- Medical Terminology	15	0	0
PN 110- Basic Nutrition	48	0	0

Term 2 (12 weeks)

PN 111- Fundamentals of Nursing	64	130	84
PN 112-A Pharmacology (Principles of Med)	45	0	12

Term 3 (10 weeks)

PN 113- Mental Health Nursing	45	40	0
PN 115- OB/PEDS	40	40	8

Term 4 (10 weeks)

PN 114- Medical Surgical Nursing 1	60	80	0
PN 112-B Pharmacology (Pharmacokinetics)	28	0	0

Term5 (6 weeks)

PN 116- Medical – Surgical Nursing 2	60	110	8
PN 117- Trends of Practical Nursing	44	0	0

Course Descriptions

PN 101- Medical Terminology

This course will provide students with a basic medical terminology vocabulary for use in the health care setting. This knowledge will enable them to become successful communicators.

PN 110- Basic Nutrition

This course introduces the students to the basic concepts related to nutrition and the nutritional requirements to maintain health: Understanding of factors influencing eating habits & their relationship to an individual's nutritional status & health. It also gives a basic understanding of the practical aspect of nutrition through the preparation of simple diets for specific patient conditions.

PN 111- Fundamentals of Nursing

This course will introduce different concepts of nursing practice with an emphasis on foundational clinical and communication skills, and the use of the nursing process. Students will gain knowledge related to theoretical concepts, values, and norms of the profession while learning skills and develop professional attitude towards providing safe care to patients in health care settings.

PN 112 A -Pharmacology (Principles of Medication)

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Part A emphasizes basic medication administration, dosage calculations and an introduction to the use of the components of the nursing process when administering medication.

PN 112 B -Pharmacology (Pharmacokinetics)

.This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Part B Emphasizes specific pharmacokinetics for each body system and how medications interact with each system focusing on nursing responsibility to identify and prioritize medication interactions.

PN 113- Mental Health Nursing

This course introduces the learners to the concepts of mental health and mental illness, the various concepts of psychiatric nursing and its development in general. It further develops understanding of holistic approach to mental health nursing by applying the nursing process for patients and families in hospital settings. The course is also intended to explore personal and cultural perceptions, values, and beliefs about mental health problems and the need and relevance of community mental health care.

PN 114-Medical- Surgical Nursing 1

This course aimed to furnish learners with the knowledge and skills to care for an adult patient admitted to the hospital with a disease condition. It emphasizes on effective utilization of nursing process to provide care to the client and facilitate them in restoration of optimum health. Assessment Tool has been utilized as a tool for recognizing the responses towards disease process on individuals and their families and plan care accordingly. Specific nursing skills and procedures necessary to care for ill patients are included. Learners are exposed to the variety of clinical settings to integrate theory into practice under supervision.

PN 115- Maternity and Pediatric Health Nursing

This course focuses upon the role of the Practical Nurse in caring for clients and families experiencing childbirth, newborn, and pediatric childcare needs. The primary emphasis is on basic human needs during pregnancy, labor and delivery, postpartum period, and the pediatric client. Erikson's psychosocial theory of development is applied in the assessment of clients from infancy through adolescence. The responses of the child-bearing client, children, and their family to illness and hospitalization are discussed. Students are expected to apply theoretical knowledge and proficient clinical skills in interactions with childbearing, newborn, and pediatric clients. Interpersonal communication skills, legal and ethical considerations, cultural beliefs and practices, and a family-centered approach are integrated throughout. Clinical experiences will focus on nurse-client communication in in-patient and ambulatory settings. The nursing process will be used to guide students in all application of the learning environment.

PN 116- Medical Surgical Nursing II

This course provides opportunities to learners to give safe & competent care for musculoskeletal, Neurological and EENT disorders. They are assisted in development of critical thinking and nursing judgment while caring for a wide variety of patients including those who require long term care with emphasis on patient teaching and discharge planning.

PN 117- Trends of Practical Nursing

This course will introduce the future practical nurse on the evolution of nursing. It will also introduce effective study habits and time management. The student will also learn effective communication skills and rules and regulations of the Virginia Board of Nursing. This course will also prepare the student for interviews and at the completion of this course they will have an effective resume.

HIPPA

(Health Insurance Portability and Accountability Act of 1996)

On April 14, 2003, all covered entities (health care providers, health plans, and health care clearing houses) were expected to be in compliance with the standards that protect privacy of an individuals' health information. These privacy standards were authorized by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule (privacy standards) ensures that personal medical information shared with doctors, hospitals, and others who provide and pay for healthcare is protected.

Basically, the Privacy Rule imposes new restrictions on the use and disclosure of personal health information, gives patients a new system of rights and regulates relationships with third parties with whom information is shared. When a patient provides personal health information to a covered entity, that information becomes Protected Health Information (PHI), and every effort is made to prevent it from falling into the wrong hands.

HIPAA protects this fundamental right to privacy and confidentiality. That means HIPAA's Privacy Rule is everyone's business from the CEO to the healthcare professional to environmental service staff to all students attending a clinical rotation within a covered entity. For students special HIPAA education is provided prior to participation in a clinical experience.

HIPAA is serious about patient privacy. A proven violation of breaching a patient's confidentiality subjects the offender to disciplinary action by the covered entity as well as by the law.

When in doubt about HIPAA, communicate. Ask questions, share concerns or ideas. Safeguarding the privacy and confidentiality of PHI requires the effort of everyone working together.

CLIENT'S RIGHT TO CONFIDENTIALITY AND PRIVACY

In 1972, the American Hospital Association created the Statement on a Patient's Bill of Rights which addresses many of the basic rights a patient has when being treated in a hospital or nursing home. Confidentiality is one of these basic rights. A portion of this statement reads that:

The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. Also, the patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

To ensure that these rights are respected, many states have made this statement law.

In their book Family-Centered Nursing in the Community (1986), Logan and Dawkins explained confidentiality and privacy in the community health setting as follows:

Like nurses in the hospital setting, community health nurses must be constant protectors of their clients' privacy and confidentiality rights. Clients must know that the information they share with the nurse will not be discussed indiscriminately. If the nurse-client relationship is to thrive, it must be based on trust and honest disclosure. In order to ensure that information given to nurses and other health professionals is not shared with others than those directly involved in their care, the law has developed protection for such information is disclosed without their authorization.

The civil remedy of invasion of privacy allows individuals to sue if information shared about them interferes with their right to be free from unreasonable interferences into their personal life. There are several types of invasion of privacy actions. Some include publicly disclosing private facts concerning the individual and intruding upon the individual's private affairs or seclusion. Because community health nurses will often be in the position of receiving and having access to information highly personal to their clients, they should seek consent before disclosing that information to anyone other than those directly involved in the client's care unless another law mandates that the information be shared, such as in reporting abuse.

In addition to the legal protections afforded a client's privacy and confidentiality rights, ethical protections provide additional support. The American Nurses' Association Code for Nurses mandates that nurses protect the client's right to privacy by "judiciously" protecting information of a confidential nature and mandates disclosing information in a court of law only after permission is obtained by the client or when required by law.

Violating confidentiality does not just relate to naming the client and discussing their diagnosis, symptoms or problems. There are many clues that can lead a person to identify or believe they have identified a person you have described. Therefore, general discussion of the clients that you care for is not appropriate in a public setting or with persons who are not participating in their care. As nurses, we must protect the rights of our clients and present a professional image even when out of uniform.

Student Handbook Acknowledgment

I _____, acknowledge that I have received a copy of MSA's student handbook.

Signature

Date

School Administrators and Faculty

Lakesha Reed MSN, RN	Executive Director/Instructor
Phyllis Alexander MSN,RN	Instructor
Mary Williamson MSN, RN	Instructor
Jeteia James FNP, RN	Instructor
Tawanda Glenn BSN, RN	Clinical Instructor
Martha Redd BSN, RN	Clinical Instructor
Latoria Thomas, RN	Clinical Instructor



