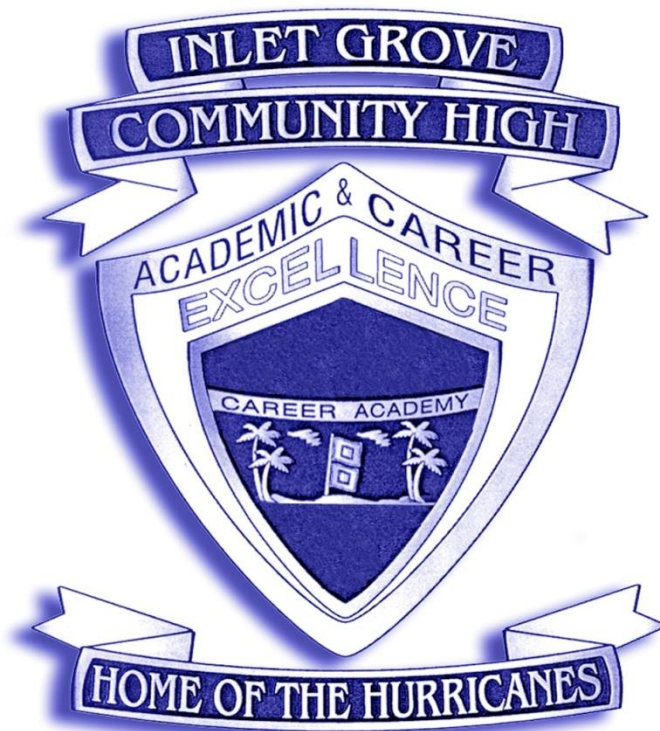


Inlet Grove Community High School

Medical Academy



High School Student Handbook 2018-2019

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A BIG Welcome from the CEO

Dear Students,

On behalf of the administration, faculty, and staff it gives me great pleasure to welcome you to a premiere Medical Program. It is a privilege to lead this learning community during a time of incredible change and tremendous possibility. Our challenge is to embrace the future and assure that our students are properly prepared to take on the challenges of a competitive workplace.

I ask that you reflect on your goals and strive not only to pursue personal excellence but also to demonstrate perseverance and integrity. I am here to support and encourage you as you explore different possibilities and grow in your studies. Remember that with this opportunity, comes both a personal and collective responsibility to be supportive of one another. I will count on you to go beyond tolerance and treat all members of this learning community with great respect. A school that aspires to greatness can expect no less.

Serving as the principal of Inlet Grove Community High School is a great honor. I believe that the foundation of our future accomplishments will be found in the power of our combined efforts to participate in the future of this great nation. I look forward to meeting you and welcome to Inlet Grove's Medical Academy!

Yours Truly,

Dr. Emma Banks

MEDICAL ACADEMY FACULTY MEMBERS

Principal

Francisco Lopez, M.Ed

Director/ Department Head

Rebecca Blair, MSN, RN

Teachers

Rebecca Blair, MSN, RN

Robert Ghassemi, MD

Naywona Graham, MSN, RN

Nancy Mackey, MS, RN

Mary Paramore, BS, RN

MISSION STATEMENT

The mission of Inlet Grove Nursing Program is to forever reach forward in support of student success, instructional fulfillment, program credibility and sustainability.

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VISION STATEMENTS

- ❖ Student Success will be manifested as competencies in nursing skills, knowledge and critical thinking evidenced by 100 % NCLEX passage rates and job placement in the nursing field. These competencies in nursing skills, knowledge and critical thinking will be achieved through theoretical concepts and clinical experiences in foundational & fundamental study, nutrition, pharmacology, medical surgical nursing, mental health, geriatric care, life span & cultural issues, maternal & newborn care and pediatrics. Student success will be measured in the classroom, nursing skills lab and simulations as well as acute care, long term care and community settings.
- ❖ Instructional fulfillment will be attained through faculty development, resources & technology and curriculum planning & methodology. Instructional fulfillment will be shown in student outcomes that are consistent with Bloom's taxonomy, targeted benchmarks & grades. Fulfillment taken as a whole will be consistent with faculty satisfaction.
- ❖ Program credibility will be evidenced by the compliance with federal & state requirements, Nurse Practice Act, education standards established by nursing organizations and professional standards set by accrediting bodies such as COE. Program credibility will lead to high-quality affiliations with clinical sites, medical/social agencies, other schools & employers. The program will maintain a Professional Advisory Committee, engage community outreach and maintain associations with various organizations.
- ❖ Program sustainability will be gainful and measurable by high enrollment & attrition, good financial standing, program growth & expansion.

VALUES

Nursing Concepts, Processes & Practices

Self-study & Evaluation

Commitment to Excellence

Patient Uniqueness and Individuality

Accountability, Integrity & Responsibility
ADMISSION REQUIREMENTS

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The Medical Academy offers two career tracks: (1) Pre-Medicine and (2) Practical Nursing. A specific set of course requirements and guidelines are mandatory for the career tracks and associated programs. A student will obtain a certificate of completion when all requirements for a specific program have been met. Based on the program the student will be required to complete a set amount of hours and competencies in course work and simulated laboratory and clinical experiences. Pre-requisites for all medical career programs are: Health Science 1 or Anatomy and Physiology and Health Science 2.

Admission requirements are as follows:

Pre-Medicine Program

1. Successful passing of the 10th grade FSA Reading and Algebra EOC 1.
2. GPA: 2.5 or higher
3. CPR card documenting successful completion of CPR requirements.
4. Successful completion of pre-requisites with a grade of a “C” or better:
 - ~ Health Science 1 or Anatomy & Physiology
 - ~ Health Science 2
5. Must obtain health documentation before attending any clinical site.

LPN Program

1. Successful passing of the 10th grade FSA Reading and Algebra EOC 1.
2. GPA: 3.0 or higher
3. CPR card documenting successful completion of CPR requirements.
4. Successful completion of pre-requisites with a grade of a “B” or better:
 - ~ Health Science 1 or Anatomy & Physiology
 - ~ Health Science 2
5. Must obtain health documentation before attending any clinical site.
6. Two letters of recommendation.
7. Must not have any disciplinary actions on their record.
8. Drug and Background Check
9. Fingerprinting

The mission of the Medical Academy is to offer students specialized learning experiences to successfully meet basic requirements, pursue advanced studies and/or qualify for medical careers within the health care industry.

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ADMISSION REQUIREMENTS cont.

Medical clearance includes a physical examination from a physician or nurse practitioner, drug screening and updated immunization profile. A health examination by a physician is **REQUIRED** prior to starting the nursing program. The form will be made available at the time of acceptance. This examination may be completed no earlier than three (3) months prior to acceptance into the program. The following reports are required and dated within a year of admission.

- ❖ Proof of varicella immunity.
- ❖ Two-Step Mantoux results (Tine tests not acceptable). If the student is a positive reactor to the Mantoux test, then a chest X-Ray is **REQUIRED**.
- ❖ Diphtheria and tetanus immunization documented within the past 10 years.
- ❖ An MMR vaccine or proof of mumps, rubella and rubeola screening indicating immunity.
- ❖ Hepatitis B vaccine (if a student chooses not to receive this vaccine, they must sign their refusal on the health form). Note: Health care professionals are considered “high Risk” for Hepatitis B because of the possibility of contact with blood products.

CODE OF CONDUCT

The Medical Academy adheres to a Code of Conduct to assure the privacy, respect and integrity of all students, faculty, and staff. The code reads as follows:

- ❖ Personal information shall be safeguarded by all.
- ❖ Every person shall accept personal responsibility for his/her own actions and education.
- ❖ A person shall be respectful when communicating with fellow students, faculty and staff.
- ❖ Uses of profanity, obscenities, or threats shall not be allowed and could lead to dismissal.
- ❖ While it is acceptable to study with another student, all coursework shall reflect a person’s own effort and understanding.
- ❖ We are a community of learners, it is necessary to maintain a positive and optimistic attitude to enrich a person’s life and that of others.

PRE-MEDICINE PROGRAM

Students who are accepted into the Pre-Medicine Program will choose from the following courses after they successfully completed *Health Science 1* or *Anatomy/Physiology* in addition to *Health Science 2*. All students must take and pass the specific certification examination.

Allied Health Assisting-CMAA Certification
1 Credit
One-Semester (18 weeks)

This program will provide students with an exposure to the health occupations, specifically Medical Administrative Assistant. Topics include medical terminology, work practices, medical recording and interpretation of medical orders, unit organization, reading medical information and operating basic unit equipment in the medical office setting.

EKG Technician-CET
1 Credit
One-Semester (18 weeks)

This program is designed to prepare students for employment as EKG Technicians (electrocardiograph technicians). Content includes, but is not limited to, a foundation in the cardiovascular system, safety measures for the individual, co-workers, and patients as well with training in the appropriate theories and instruments used by an EKG Technician.

First Responder: EMR Certification
1 Credit
One-Semester (18 weeks)

This program is related to the knowledge and skills of the first response duties and responsibilities in medical and trauma emergency situations to include Primary Assessment, Triage, Basic Life Support Procedures and Basic Care.

Note: All Pre-Medicine courses require 75 clinical hours. Transportation fees will be required to cover the cost of transportation to and from the clinical sites.

PRACTICAL NURSING PROGRAM

The purpose of this program is to prepare individuals for successful mastery of the competencies required for Practical Nursing and to prepare them for passing the National Council Licensure Exam. This program provides a foundation for nursing with a gradual building on the foundation through planned learning experiences. Students must demonstrate cognitive, psychomotor, and interpersonal competencies to acquire proficiency. The Florida Board of Nursing requires the completion of a set number of hours in theory, clinical and laboratory experiences in order to receive a Certificate of Completion from Inlet Grove Community High School and, as a result, sit for the state licensure examination, PN NCLEX. The Practical Nursing, PN, track comprises the successful completion of all courses listed. Every course must be taken in sequential order and passed with a grade of "B". A student must satisfactorily complete all comprehensive examinations prior to advancing; in addition, a student must pass the Comprehensive Exit examination in order to receive the Certificate of Completion.

Practical nurses are vital to consumers of health services to meet their needs in a variety of medical settings. The Nurse Practice Act defines practical nursing as the performance of selected acts including administration of treatments and medications, in the care of the ill, injured or infirm, and the maintenance of health and prevention of illness of others under the direction of a registered nurse, a licensed physician, a licensed osteopathic physician, a licensed podiatrist, or a licensed dentist. The educational objectives are designed for students to acquire the attitudes, knowledge and skills necessary to function as accountable and responsible members of the health team concerned with basic therapeutic, rehabilitative and preventive care for people of all ages and cultural diversities in various stages of dependency.

Practical Nursing
2 Year Program
(Min. 1350 Hours)

Practical nursing is a two-year period that encompasses the study of biological and behavioral sciences & nursing theory with correlation to selected clinical learning experiences in various areas of nursing practice. Graduates are eligible to apply to take the state licensure examination at the completion of the program. Instructors are qualified registered nurses who have met the requirements for teacher certification with the State Department of Education, School District of Palm Beach County, and the Florida Board of Nursing.

NOMINAL FEES for transportation to and from clinical sites, ATI access, and for specialized textbooks or additional instructional materials will be required. Completion of health requirements are also due before class begins. (See **Clinical Requirements.**)

NOTE:

The Practical Nursing Program is approved by the Florida Board of Nursing.

PHILOSOPHY & PURPOSE OF THE PRACTICAL NURSING PROGRAM

The Program has the philosophy that society and the community benefit from multiple levels of nursing education. The knowledge and skills needed to give nursing care have varying degrees of complexity requiring preparation at many different levels. We believe that practical nursing education comprises a basic core of nursing knowledge and that it allows access to nursing education for many persons. Our society provides opportunities for personal growth to persons of all cultural, social and economic strata. Nursing education should be responsive to the realities of contemporary society and provide access to appropriate levels of education for all.

Moreover, we believe that learning is a life-long process. Therefore, practical nursing students should acquire knowledge and skill competencies that will equip them to pursue college credit, advanced standing and career advancement. Today, there are various opportunities for practical nurses to continue their education and professional development. We regard this as a unique responsibility and challenge.

FLORIDA STATE BOARD EXAM

Students in the Practical Nursing (PN) Program should begin the process of applying for the State Board Examination when they begin PN IX. The responsibility of the student is to obtain, complete and mail the application. Upon completion of the program, the school will be able to send all completion records to the Board of Nursing. The Board will then notify the student when all requirements are met and when the student is eligible to take the examination that is a computer-adapted test. Under the **Guidelines for Students with Arrest Records**, Florida statutes provide that applicants for licensure by examination may be denied licensure for such reasons as:

1. Having been convicted or found guilty, regardless of adjudication, of a crime which directly relates to the practice of nursing or the ability to practice nursing.
2. Being unable to practice nursing with reasonable skill and safety by reason of illness or use of alcohol, drugs, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical condition.

Please be advised that criminal background checks may be required by clinical affiliations.

PN PRE-REQUISITE COURSES

Health Science Anatomy and Physiology and Health Science Foundations

PN Foundations 1 A

The objectives in the course include knowledge of the health care system and professions, safety, security and emergency procedures, HIV/AIDS, computer literacy, basic communication skills, legal & ethical nursing concepts, principles of infection control and aseptic technique.

PN Foundations 1 B

This course is a continuation of Practical Nursing Foundations 1A. The objectives in the course include basic nursing care procedures, geriatric care, restorative activities, organizational functions, structure and function of the body system across the lifespan and nutrition.

PN Foundations 2 A

The objectives in the course include growth & development across the lifespan, performance of nursing procedures, pharmacology, mental health, healthy lifestyle, and education for family and community awareness.

PN Foundations 2 B

This course is a continuation of Practical Nursing Foundation 2A and may be concurrent with Practical Nursing Foundation 2A. Clinical experiences will allow the student to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient and family.

Comprehensive Examination: *Dosage & Calculation, ATI: Fundamentals & Mental Health must be successfully passed with a Level 2 prior to advancing to Senior PN*

Medical Surgical Nursing 1 A

The objectives in the course include Medical/ Surgical Nursing procedures for the following body systems: Circulatory/ Cardiovascular, Respiratory, Lymphatic/Immune, Musculoskeletal, Endocrine, and Integumentary/Sensory and care for the Pre- Op and Post- Op patient.

Medical Surgical Nursing 1 B

This course is a continuation of Medical Surgical Nursing 1A and may be concurrent with Medical Surgical Nursing 1A. Clinical experiences will allow the student to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient and family

Medical Surgical Nursing 2 A

The objectives in the course include Medical/ Surgical Nursing procedures for the following body systems: Gastrointestinal, Neurological, Urinary, and Reproductive or Oncologic.

Medical Surgical Nursing 2 B

This course is a continuation of Medical Surgical Nursing 2A and may be concurrent with Medical Surgical Nursing 2A. Clinical experiences will allow the student to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient and family.

Comprehensive Nursing and Transitional Skills

The objectives in this course include obstetrics care, SUIDS education for patients, pediatric care, and graduate transition and employability skills for the practical nurse.

Comprehensive Examination: *Student must take and pass the ATI Exit exam with a minimal equivalent grade of 85% Predictability of Passing the NCLEX-PN on the first attempt.*

GRADING

Grading is based on the completion of course work in theory, laboratory and clinical experience. A student must obtain a grade of “B” or better and have a GPA of 3.0 or better for the Practical Nursing Program. Students in the Pre-Medicine Program must obtain a “C” or better and have GPA of 2.5 or better. ***Failure to maintain successful academic and career grades will result in dismissal from the Medical Academy.***

DISMISSAL

Dismissal from any Medical Academy program shall be based on any one of the following:

- ❖ Student letter grade is less than a “B” and/or GPA is below 3.0 for the PN Program
Student letter grade is less than a “C” and/or GPA is below 2.5 for the Pre-Medicine Program
- ❖ Insubordination or violation of a school or Medical Academy Policy/Procedure including referrals/suspension from other non-medical classes.
- ❖ Demonstration of poor character, immaturity, or unsuccessful aptitude for a health career.
- ❖ Tardiness and frequent absences.
- ❖ Drug or alcohol use affecting school and/or clinical hours.
- ❖ Cheating or passing on test data to other students.
- ❖ Any student dismissed from the Medical Academy will not be permitted to wear any part of the Medical Academy uniform.
- ❖ Failure to comply with policies and procedures of Inlet Grove Community High School, Medical Academy and/or any health facility.

HEALTH/ACCIDENT INSURANCE

In the event of an accident or injury while a student is in the Medical Academy Program, the student/parent is liable for all medical costs incurred as a result of the accident or injury. Therefore, it is recommended that students obtain a health care policy to assist in the payment of potential medical costs. An affordable policy through the Palm Beach County School District will be made available to students.

MALPRACTICE/LIABILITY INSURANCE

All students registering in the Medical Academy program will be covered under the schools blanket Malpractice/Liability Insurance. This insurance is a requirement of participating health care agencies.

DRESS CODE

The medical profession is highly regarded and readily identifiable by uniform and the general appearance of health care workers. Therefore, the Academy adheres to a strict uniform policy. All students enrolled in the Medical Academy must wear scrubs the **ENTIRE** school year whether or not they have a medical/health/nursing class that semester.

First and second year medical students will wear navy blue scrubs with totally white tennis shoes.

Upon Passing BOTH the math EOC and reading 10th grade FSA:

Pre-Med students will wear teal scrubs with totally white tennis shoes.

Practical Nursing students will wear purple scrubs with totally white tennis shoes.

❖ **Uniform**

- ~ Scrubs shall be clean, pressed, and in good repair.
- ~ Scrub tops and bottoms are not allowed to have any designs or lace on them.
- ~ Only clean plain white-laced shoes are permitted with no other colors or logos.
- ~ Only clean white socks or white/flesh colored hose must be worn at all times.
- ~ Only clean white undershirts are allowed and undershirts should not be longer than scrub tops. Undergarments and undershirts must be tucked in the scrub pants or skirt.
- ~ Only the white medical scrub jacket with the school logo is permitted.

❖ **Hair**

- ~ Hair should be away from the face and should be clean, simple, neat and professional in both clinical and classroom settings. Hair apparel which is white, black, or color of scrubs is acceptable.
- ~ Hair shall not be of extreme color or style-no designs or verbiage cut into hair.
- ~ Facial hair shall be short, trimmed, and well groomed.

❖ **Students who choose to wear cosmetics are required to create a professional and business- type appearance with no unnatural colors.**

❖ **Fingernails**

- ~ Shall be clean, neatly groomed, and trimmed to a conservative length
- ~ Only clear nail polish or nail hardener will be allowed.
- ~ Nail art jewelry, designs or decoration are not allowed.
- ~ No acrylic nails are permitted as per OSHA standards

❖ **No perfumes, aftershave lotions, or perfumed body lotions may be worn.**

❖ **Any electronic device such as cell phones or headphones may not be used while on duty.**

❖ **Jewelry**

- ~ Earrings shall be limited to one stud earring per ear (size of a dime). A white or plain (gold/silver) wristwatch with a second hand is permitted. Male students may not wear earrings. No other visible body piercing is permitted.
- ~ No hoop earring, necklaces, or bracelets are allowed. No nose or finger rings, or bangles are allowed.

❖ **Tattoos may not be visible.**

❖ **ID Badges must be visible and worn at all times!**

PENALTIES FOR VIOLATION OF DRESS CODE

Failure to comply with the uniform policy shall result in parent notification and, if necessary, withdrawal from the Medical Academy. Below are the following steps:

First Violation Student is issued a warning, which is recorded.

Second Violation Parent will be notified and a conference may be requested. This violation is recorded.

Students who are being consistently reprimanded for violation of rules will attend a parent conference attended by school administration.

Third Violation Student will be withdrawn from the Medical Academy.

Students in the clinical area who do not adhere to the Dress Code Policy will be sent back to school after parent notification and will be considered absent from clinical attendance. There are **NO** make-up days for Clinicals. Students who are prohibited from attending a clinical session will receive an "F" grade for the day if out of uniform.

CLINICAL REQUIREMENTS

DEPENDING UPON THE COURSE OR PROGRAM, STUDENTS IN THE MEDICAL ACADEMY MAY BE REQUIRED TO COMPLETE CLINICAL SESSIONS.

All students in the Nursing Assistant and Practical Nursing Programs will receive a packet of health forms which must be completed, signed, notarized, and returned to the Medical Academy secretary before the start of the school year 2018-2019. Students are responsible for 3 or more sets of uniforms and supplies such as stethoscope, bandage scissors, second hand watch, penlight, or any additional supplies as indicated by the instructor. Nominal fees will be required for specialized textbooks and bus transportation to and from clinical sites or for medical related field trips.

Clinical Schedule:

Clinical experience is a medical related experience in a laboratory setting, health institution and/or community setting. These experiences are under the authorization of the hosting institution or setting. Although the Academy will pre-arrange clinical sessions for specific days and periods, the sessions must be approved by the hosting institutions and, henceforth, are subject to changes, postponements or cancellation at their discretion. Except for school holiday and vacation times, students will be expected to attend the clinical session as authorized.

Prior to attending the clinical rotation, a student must demonstrate competency in all areas and, equally important, he/she must be medically cleared and in good standing within Inlet Grove and the Medical Academy.

Clinical Absences/Tardiness:

Clinical experience is a requirement for completion of the Practical Nursing Program and the Nursing Assistant Program. Because attendance in the clinical area is a vital component of both of these Programs, all clinical absences must be rescheduled with the instructor. **Absences that occur in clinical specialties will be scheduled only when and if the special rotation becomes available.**

If, for any reason, a student is unable to report to or will be tardy for a scheduled clinical location, he/she must contact the clinical instructor as soon as possible. Students who will be absent or tardy to a clinical location must notify the instructor **1/2 hour prior** to the scheduled class time using the appropriate cell number or telephone number.

Inlet Grove Community High School has no control over late District school buses. If students arrive late on a District school bus after the “clinical” bus has left, they will have to remain in school and make up hours lost at a time arranged by their clinical instructor. However, students who are allowed to make up their clinical requirements must have a note from their parents or school administrator stating that the lateness is excused because of a late bus or illness.

CLINICAL REQUIREMENTS cont.

Clinical Absences/Tardiness Cont.:

If the student knows the night before a scheduled clinical day that an absence or tardy will take place the next day, the clinical instructor must be contacted between 6 pm and 9 pm the night before the clinical. Note: Absences will be recorded as a 0 in the hour box as well as the clinical grade box for that day. It will not take long for frequent absences to decrease a student's grade point average. Frequent absences or gross infringement of clinical rules will result in expulsion from the program and failure of the course.

Dress Code:

Students who do not adhere to the Medical Academy Dress Code will have points deducted from their daily evaluation and will be subject to withdrawal from the Medical Academy.

Behavior/Attitude:

In order for all students to continue the high standards of the Medical Academy in conjunction with all clinical facilities they will be visiting, it is important that they behave professionally and maintain a cheerful cooperative attitude at all times.

Clinical students must abide by the policies and procedures of the clinical facility, Inlet Grove Community High School and the Medical Academy. In addition, clinical students must also adhere to the following rules:

1. Conduct themselves in professional manner at all clinical locations.
2. Be cooperative and respectful to all clinical staff.
3. Notify their clinical instructors at prearranged phone numbers to notify them of any absence or tardiness to the clinical location.
4. Obey all the rules of travel by promptly reporting to the scheduled clinical location and by returning directly to school during assigned hours.
5. Dress in the required uniform at all clinical locations.
6. Park only in assigned areas at the clinical locations.
7. Hold in confidence all information or facts pertaining to patients and respecting each patient's privacy by upholding HIPPA.
8. Use universal precautions at all times.
9. Remove no items from the clinical area.
10. Report to assigned health person before leaving and after returning to the care area.
11. Check with an instructor prior to leaving the clinical area for the day.

All students are required to adhere to the rules of the Medical Academy and clinical facility. Certain facilities may require a separate orientation and identification process.

Failure to follow any of the procedures listed here or in the Medical Academy Student Handbook will lead to dismissal from the Medical Academy at Inlet Grove Community High School.

Sensitive Issues: Medical/ Health Sciences

The Medical Sciences Academy's curriculum may study some health related issues which might be sensitive in nature. Since all pre-med and nursing students are asked to view the medical program with a professional attitude, a high maturity level is expected. Parents are advised to contact the medical instructor in writing of any issues that they would not feel comfortable in having their child participate in this school year.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

HANDBOOK RECEIPT FORM

I have received and read the Medical Academy Handbook (2018-2019) and certify that I understand the policies and procedures as stated. I have been given a copy for reference during my enrollment in the medical academy.

I understand that any violation of these regulations and policies is considered a serious matter and will result in a recommendation for withdrawal from the Medical Academy. My signature below states I understand and agree to abide to the policies of the Medical Academy Handbook.

_____ Print Student Name	_____ Date
_____ Student Signature	_____ Student Number
_____ Print Parent Name	_____ Date
_____ Parent Signature	_____ Cell Phone #
_____ Work Phone #	_____ Home Phone #
_____ Teacher Name	_____ Course