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Students;

Welcome to the Ohio Institute of Allied Health! We would like to extend a warm greeting as you begin your educational journey.

I certify that the information contained in this publication is true and correct in content and policy.

I have an open-door policy - even if the door is closed it's open to you. If I can be of assistance to you during your enrollment and beyond, please feel free to stop by my office. OIAH personnel make every effort to maintain an open-door policy for all our students and graduates. Welcome aboard and full speed ahead as you prepare for a great experience today and for a lifetime.

Lisa Mendenhall

Sincerely,
Lisa Mendenhall
School Director

Section 1

Introduction

The Ohio Institute of Allied Health, Inc., also referred to as OIAH or The Institute, is a non-profit 501(c)(3) educational facility offering Holistic Health, Allied Health and Nursing Education programs side by side with community holistic health seminars and integrative medical services.

General School Information

- Address: 6245 Old Troy Pike, Huber Heights, Ohio 45424
- Phone: (937) 237-1010
- Fax: (937) 237-0506
- SBCCS Registration Number: OH.Reg. 10-03-1924T
- Many programs offer convenient daytime, evening and weekend classes
- Holistic body, mind and spirit approach to healing
- Financing options available for those who qualify

Admissions/Administration Office

- Monday through Friday, 9:00 a.m. to 5:00 p.m.
- Contact an admissions counselor today at (937) 237-1010

Learning Resource Center

- Monday through Friday, 9:00 a.m. to 5:00 p.m.

Voicemail Available 24 Hours a Day

- (937) 237-1010

Introduction

About OIAH

OIAH is a non-profit 501(c)(3) educational facility established in 2010 after purchasing the Ohio Academy of Holistic Health which was established in 1996. The Ohio Academy of Holistic Health was formerly called The Ohio Academy of Hypnotherapy which was located in Beavercreek, Ohio and was established in 1987. OIAH offers educational programs in Holistic Health, Massage Therapy, Allied Health and Nursing Education. The core philosophy of holism is integrated into all programs. Today, holistic practitioners are utilized in medical, dental and psychological health care delivery as well as establishing their own private practices. The Institute plays a vital role in the integration of traditional mainstream and holistic medicines.

Our Mission

We are committed to the promotion of choice in health care for all individuals and in serving as a bridge between holistic and traditional healing philosophies. This is achieved by providing quality education programs.

Institutional Vision

- Introduce holistic health, allied health and nursing therapies to individuals with a personal and/or professional interest and expand the competence levels among holistic practitioners
- Offer a variety of programs representing the most recent and authoritative interests in the field of holistic and traditional medicines
- Develop high competence levels in student performance by promoting the establishment of professional standards
- Perform research and development activities of newly introduced theories and techniques to expand awareness and learning opportunities for the student body
- Participate in promoting the acceptance of holistic practices as distinct and separate disciplines and as complementary to medical therapies
- Provide an environment reflecting an appreciation and understanding of cultural, aesthetic and human values

Introduction

Regulatory Agencies

- Accredited with the Council on Occupational Education (COE)
- Registered with the State of Ohio Board of Career Colleges and Schools Ohio Regulation 10-03-1924T. 30 East Broad Street, Suite 2481



Columbus, OH 43215



- Approved for the training of veterans
- Approved for the training from the Ohio Department of Education
- Provider of Ohio Medical Board approved program (Massage Therapy)



- Provider of Ohio Department of Health approved program (State Tested Nursing Assistant (STNA) Program) and (General X-Ray Machine Operator (GXMO) Program).



- Provider of National Healthcareer Association (NHA) approved programs (Medical Assisting, Phlebotomy, EKG and Billing and Coding Specialist)



- Provider of Ohio Board of Nursing (OBN) approved programs (LPN/RN)



Upon request you may obtain or review any accreditation, approval or licensing documentation. Call 237-1010 for details.

Financing the Institute

OIAH receives funding from:

- Federal Pell Grant Program
- Federal Direct Student Loan Program
- Various Local County Job and Family Service Agencies
- Veteran's Administration – GI Bill
- Sallie Mae and Wells Fargo Student Loans

Tuition and fees cover only a portion of the cost of operation. The remaining amount comes from generous donors, including alumni, family, friends, corporations, and foundations.

Introduction

Adapting Policy and Procedure Changes

Ohio Institute of Allied Health reserves the right to make changes in organizational structure and policy and procedures as circumstances dictate. Ohio Institute of Allied Health reserves the right to make changes in equipment and materials and modify the curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Campus and Facilities

The OIAH campus is located at 6245 Old Troy Pike in Huber Heights, Ohio just minutes from Dayton, Ohio. Situated on two and a half acres, OIAH features a 20,000 square foot holistic and medical health facility housing the following:

- ☞ Administration offices including registrar, admissions, and career services
- ☞ Classrooms with state of the art medical technologies
- ☞ Student computer lab available for use
- ☞ Student commons with vending machines and tables for breaks and study groups
- ☞ Learning Resource Center to expand awareness of a variety of healing modalities
- ☞ Tranquility Spa, Tropical Smoothie Café, and Jet's Pizza steps away from campus.



Admissions

Academic Calendar 2018-2019

OIAH observes the holidays listed below. All offices are closed when there are no classes in session due to a holiday. ** Days – Essential Staff Will Report.

	MA Program/PCT Program /MT Program/PN Program Ohio Institute of Allied Health, Inc. Nursing Education Program-RN Diploma Program
Fall Quarter	
Begins	October 1, 2018
Veteran's Day - No Classes **	November 12, 2018
Thanksgiving Day - No Classes **	November 22, 2018
MA/PCT/MT Ends	December 14, 2018
RN/PN Ends	December 21, 2018
Winter 2019 Quarter	
Begins	January 7, 2019
Martin Luther King Day - No Classes **	January 21, 2019
MA/MT Ends	March 22, 2019
PN/RN Ends	March 29, 2019
Spring 2019 Quarter	
Begins	April 8, 2019
Memorial Day – No Classes	May 27, 2019
MA/MT Ends	June 21, 2019
PN/RN Ends	June 28, 2019
Summer 2019 Quarter	
Begins	July 8, 2019
Labor Day – No Classes	September 2, 2019
MA/MT Ends	September 20, 2019
PN/RN Ends	September 27, 2019

Section 2

Admissions

The admissions process varies depending on the program of interest. For this reason, general admissions policies along with financial assistance information are presented first, followed by program-specific admissions requirements, policies and procedures.

General Admissions Policies

The programs offered are designed to prepare an individual for employment in their field of study. Prospective students are invited to visit the school to discuss their needs, goals and objectives with an Admissions Representative.

Non-Discrimination – OIAH is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

1. Prospective students must submit a completed application to attend OIAH along with an \$100.00 application fee. The application can be obtained either through the website www.oiah.edu or by visiting the school and obtaining it through the Admissions office.
2. All programs require that the student be a high school graduate and as such, prospective students must supply the Admissions office with an official high school transcript or official GED certificate. High School Diploma copy will also be accepted in extreme circumstances, “I.E. School is no longer in existence” with the approval of the School Director. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
3. OIAH will accept applicants who have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test.
4. Initial Registration – All applicants must have an initial interview with an Admissions Representative. All applicants must provide a valid driver’s license, state ID with photo, or valid passport and a verifiable Social Security Number. All applicants must be able to speak, read, and write fluently in English (all classes are taught in English) and provide documentation of eligibility to work in the United States.
5. Acceptance into OIAH Programs – The Admissions Committee reserves the unconditional right to grant or deny admissions.
6. OIAH does not at this time have any programs which accept Ability-to-Benefit students and does not offer a Comprehensive Transition Postsecondary Program.
7. Disabled Applicants – Due to the nature of the vocational training programs, disabled students (mental and physical) must be evaluated for their ability to benefit from the training. Disabled students who are deemed to be unable to benefit from the training will be encouraged to seek other career paths.

OIAH complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles

Admissions

and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at OIAH, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

Financial Arrangements:

*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see “Method and Terms of Payment”.

The student must make financial arrangements with the Financial Aid Office in regard to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, OIAH requirements and the requirements of the governing body for the program in which the student is enrolling.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student’s satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will offer the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

Transfer Students

The Ohio Institute of Allied Health accepts transfer credit for any programs only at the discretion of the Program Coordinator with the approval of the School Director. A student may be permitted to “Test Out” of a course previously taken but not eligible for transfer only at the discretion of the Program Coordinator with the approval of the School Director. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university (community and junior colleges are included).
2. College general education requirements may be fulfilled by transfer credit.
3. Liberal arts core requirements may be fulfilled by transfer credit.
4. Credit will be granted only for a grade of a “B” or better.
5. Approval of all courses are based on an official transcript and if necessary course syllabi, outlines, and descriptions, provided by the student.
6. No more than 20% of the previous educational hours will be considered for transfer. The student must complete at least 80% of quarter hours at OIAH to fulfill graduation requirements.
7. Online courses which are considered as regular courses in a degree program at a regionally accredited institution are acceptable at OIAH. Regular courses are those which are numbered according to the institution’s official numbering system for courses which satisfy degree requirements.
8. Credit from a foreign institution of higher education will be evaluated on a case by case basis.

Admissions

9. Credit earned through military or non-traditional programs that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations. However, because only satisfactory grades are awarded, the credit will not affect the grade point average.
10. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hour credits.
11. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.
12. Dual credit earned while in high school will be accepted for credit at OIAH.
13. No courses over 5 years old will be accepted for credit at OIAH.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Admission Orientation

All students are required to attend an orientation meeting. Orientation will familiarize new students with OIAH policies and procedures. Topics include but are not limited to:

- Program expectations
- Student services
- Attendance policies
- Clinical training policies
- Time management policies
- Grading scale policy
- Student safety and evacuation policies and procedures

How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
 - Men exempted from the requirement to register include;
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the **FAFSA** stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

Admissions

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
2. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
3. Have a GREEN CARD
4. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
5. Have an ARRIVAL-DEPARTURE RECORD
6. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 7. Refugee
 8. Asylum Granted
 9. Cuban-Haitian Entrant (Status Pending)
 10. Conditional Entrant (valid only if issued before April 1, 1980)
 11. Parolee
 12. Have BATTERED IMMIGRANT STATUS
 13. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
 14. Have a T-VISA
 15. You are eligible if you have a T-visa or a parent with a T-1 visa.

Veterans Benefits/Other Funding Sources

Selected programs of study at OIAH are approved for veteran educational benefits. The determination for VA funds is made directly through the department of Veteran's Affairs. Students interested in applying for these benefits, please visit the website: www.gibill.va.gov – an online application is provided.

Additional funding may be obtained for eligible candidates through many different programs including; Arkansas Department of Workforce Services, Central Arkansas Planning and Development and Arkansas Rehabilitative Services (ARS). The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period

Admissions

- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Federal Financial Aid

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted at www.oiah.edu and can be found in the student catalog. Paper copies are available upon request.

Audit Policy

If the student has previously paid full tuition for a class, attended all the required amount of hours of that class, and received a passing letter grade upon completion of the class, then the student is eligible to review the class through auditing if they so choose.

The student can at that time pay 70% off the current cost of the class. The student can then audit the class and not be required to complete the homework or take any of the tests for the class.

In circumstances in which the School Director deems a student's education was affected by something out of the student's control, then the student may be eligible to audit a class at no charge, except for textbooks and supplies.

Admissions

Advanced Placement

The philosophical framework of Ohio Institute of Allied Health incorporates the holistic and modern client-centered care to facilitate a unique approach to health care delivery. Transfer credit for any coursework from other schools will be accepted only at the discretion of the School Director and with approval from the Admissions Committee.

Prospective students must fill out Transfer Request forms with and provide official transcript(s), Course syllabi, outlines and other information to aid in the decision-making process may be required.

Military Training and Enrollment/Transfer Credit

The Ohio Institute of Allied Health (OIAH) evaluates military training according to the American Council on Education recommendations. The potential student must provide an official military transcript to the Admission's Office that is acceptable for evaluation.

1. Student must have applied for admission to OIAH, been accepted in a current program and paid the fees.
2. Students will receive credit only on courses in which OIAH offers an equivalent course.
3. OIAH will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses the institution offers.
4. Students who have already received transfer credit at a different institution for a course will not receive credit again at OIAH.
5. Credit awarded is treated as transfer credit at OIAH.

A student may request the School Director/Program Coordinator to review official transcripts and verify the professional character/clinical performance of the student and allow the student to take a competency examination in lieu of particular program courses. The student will be responsible for paying a fee of \$75.00 for competency materials.

Documentation can be requested from the following institutions:

USAF:

As applicable, request an official transcript to be sent to Ohio Institute of Allied Health from:

The Community College of the Air Force
Office of the Registrar
Maxwell AFB, AL 36112-6655

The Air Force Institute of Technology
2950 P Street, Bldg. 641
WPAFB, OH 45433-7765

USAF Extension Course Institute
50 S. Turner Blvd.
Maxwell AFB, AL 36118-5643

US ARMY:

Request an official transcript to be sent to the Ohio Institute of Allied Health from AARTS.

US COAST GUARD:

Submit your DD-214 (Military Discharge Papers) and Achievement Tests or your CG-5316 Warrant Officer Evaluation Report to the Office of Registration & Student Records.

USMC OR USN:

Submit a copy of your DD-295 (Application for the Evaluation of Educational Experiences) or your DD-214 (Discharge Papers) and your course completion certificates to the Office of Registration & Student Records.

Admissions

If you have misplaced your discharge papers, complete form 180 and mail to:

General Services Administration
National Personnel Records Center
Military Personnel Records
9700 Page Blvd.
St. Louis, MO 63132

Financial Assistance

OIAH students have several options for financing their education:

1. Tuition may be paid by the course or per an installment plan
 - Accepted payment types include cash, check, money order, or credit card
2. OIAH offers the following assistance from Federal Programs:
 - Federal Pell Grant
 - Federal Direct Student Loan Program
 - Sallie Mae and Wells Fargo Student Loans
3. OIAH works with several government agencies for student financing:
 - Work Investment Act (WIA)
 - Ohio Department of Job and Family Services Transition Center (TAA)
 - Bureau of Vocational Rehabilitation (BVR)
 - Veterans Administration (VA)
4. The Ohio Institute of Allied Health Educational Opportunity Scholarship or Academic Excellence Grant

➤ **The Ohio Institute of Allied Health Educational Opportunity Scholarship**

OIAH offers a scholarship opportunity to all prospective students. The prospective student must submit a written essay and be prepared if necessary to interview with a grant and scholarship committee. The committee who will be reviewing the essay shall be composed of individuals who are employed outside the Ohio Institute of Allied Health.

Essays must be typewritten in no more than 550 and no less than 450 words.

Correct spelling and grammar is included in the evaluation process.

1. Describe your professional goals and how education at OIAH will help meet these goals.
2. Detail how a scholarship will be a benefit in relation to your financial needs.

Essays will be reviewed by a scholarship/grant committee and in the case of a tie applicants will be contacted for an interview to determine final awardees. The committee has the ability to issue up to 2 scholarships per quarter start. Scholarships are at the discretion of the Medical Director and Board of Directors and as such as not guaranteed to be offered each quarter. 15 verified hours of community service or volunteering and 3 letters of professional recommendation are also required. Letters of recommendation cannot be from family or friends. The decision of the committee is final.

If a scholarship is not granted to a new student they are welcome to apply for a grant after they complete 1 full quarter and receive their grade card – grant rules and regulations apply.

If a student completes a diploma program and begins another they are permitted to apply for a scholarship for the new program as long as they have received the diploma from the first and are in good financial standing.

The Ohio Institute of Allied Health, Inc. (OIAH) offers scholarships in compliance with the State of Ohio, Board of Career Colleges and Schools.

***The following criteria shall be used to clarify the rules of the award process of the Ohio Institute of Allied Health Educational Opportunity Scholarship.

- The Ohio Institute of Allied Health Educational Opportunity Scholarship has a value of \$2000.00

Admissions

- No more than \$1,000 may be applied per quarter for full-time attendance; no more than \$500 may be applied per quarter for part-time attendance.
- In keeping with the above guidelines if \$2000 is awarded, \$500 will be awarded per quarter for full time students and \$250 per quarter for part-time students. This award will be posted to the student's ledger after the completion of each quarter, providing the student has grades which will allow advancement to the next quarter.
- If a student fails to complete any quarter and withdraws, they forfeit any remaining scholarship amount still to be awarded. If said student then reapplies to the program or another program at OIAH, they will have to reapply for the scholarship.
- The scholarship is not a cash award and cannot be refunded to a withdrawing student.

➤ **The Ohio Institute of Allied Health Academic Excellence Grant**

OIAH offers a grant opportunity to all students after they have completed one full quarter with grades allowing for advancement into the next quarter. The student must submit a written essay and be prepared if necessary to interview with a grant and scholarship committee. The committee, who will be reviewing the essay, shall be composed of individuals who are employed outside the Ohio Institute of Allied Health.

Essays must be typewritten in no more than 550 and no less than 450 words.

Correct spelling and grammar is included in the evaluation process.

1. Why did you choose the program in which you have enrolled?
2. Why do you feel that you deserve this grant?

Essays will be reviewed by a scholarship/grant committee and in the case of a tie applicants will be contacted for an interview to determine final awardees. Decisions of the grant committee are final. The committee has the ability to issue up to 3 grants per each new quarter. Grants are at the discretion of the Medical Director and Board of Directors, and as such are not guaranteed to be offered each quarter. Grant applications and essays will not be accepted after a student begins the final quarter of the program in which they are enrolled.

*** The following criteria shall be used to clarify the rules of the award process of the Ohio Institute of Allied Health Academic Excellence Grant.

- Grants will be issued prior to the start of the incoming quarter – grants may be awarded for quarters 2 - 4.
- Grants may only be awarded to students who have completed the essay requirements, met with the grant committee if necessary, and have successfully completed the first quarter of the program in which they are enrolled. Students must also have achieved a GPA of 3.50 or higher for that quarter.
- The Ohio Institute of Allied Health Educational Grant has a value of \$2000.
- No more than \$1,000 may be applied per quarter for full-time attendance; no more than \$500 may be applied per quarter for part-time attendance.
- This award will be posted to the student's ledger after the completion of each quarter, providing the student has grades which will allow advancement to the next quarter. Awards will begin after the completion of the award quarter and continue until the grant is awarded in its entirety.
- If a student fails to complete the award quarter and withdraws, they forfeit the grant award in its entirety. If said student then reapplies to the program or another program at OIAH, they will have to reapply for the grant.
- The grant is not a cash award and cannot be refunded to a withdrawing student.

Admissions

5. The Dayton Outpatient Center (DOC) Scholarship of Excellence

➤ **The DOC Scholarship of Excellence**

OIAH administers a scholarship opportunity through the Dayton Outpatient Center (DOC) to current high school seniors who have a GPA of 3.5 or above. The senior must also have signed documentation of 80 hours of volunteer/community service, 2 personal recommendations and 2 academic recommendations. The prospective student must submit a written essay and be prepared if necessary to interview with a DOC scholarship committee. The committee who will be reviewing the essay shall be composed of individuals who are employed outside the Ohio Institute of Allied Health and are a part of the DOC organization.

***The following criteria shall be used to clarify the rules of the award process of the DOC Scholarship of Excellence.

- The DOC Scholarship of Excellence for 100% - has a value of up to \$16,000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The DOC Scholarship of Excellence for 75% - has a value of up to \$12,000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The DOC Scholarship of Excellence for 50% - has a value of up to \$8,000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The scholarship may be used to attend any full-time diploma or degree program offered at the Ohio Institute of Allied Health. The cost of the program will determine the award.
- The scholarship is non-transferable and may only be used to complete one program.
- The scholarship is not a cash award.
- Withdrawing from a program makes the scholarship null and void for re-enrolling into another program.

Contact the financial aid department at (937) 237-1010 for more information.

Massage Therapy Program

OIAH admissions requirements, policies, and procedures are as follows:

1. All applicants for programs must be 18 years or older and a high school graduate or possess a GED certificate.
2. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)). Applicants must submit a clean rapid 10 panel drug test.
3. If an applicant is being sponsored (tuition paid by an employer or social service agency) a student/sponsor agreement must be signed by the applicant AND an authorized representative of the sponsoring agent.
4. The admissions committee of OIAH reserves the unconditional right to grant or deny admission
5. Admission to these programs is competitive and therefore potential candidates must demonstrate competency on all portions of the entrance test. A student must successfully complete the Ohio Institute of Allied Health's College Readiness Exam as requirement for admission. The Entrance testing is done at the school during designated times only. There are two general test areas that will be covered including: Reading and Mathematics.
6. Prerequisite documentation includes:
 - Official High School transcript or GED Certificate
 - Rapid Test (drug screen) – must be clean
 - Pass the OIAH College Readiness Exam
7. Admission into OIAH will be considered after evaluation of the entrance application, the applicant's admission questions, recommendation forms, and a personal interview with OIAH Admissions Department.
8. Prior to acceptance into the above listed programs, applicants must submit to fingerprinting and a background check to maintain compliance with the Ohio Revised Code. If background check has not been received prior to first day of classes, student must sign a waiver attesting to a background free of items that would prohibit licensing/employment. If results reveal and/or student has knowingly falsified waiver, then student will be removed from program.
9. Prior to the end of the first quarter, the student must provide documentation of a recent physical examination, two step Tuberculosis Testing or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, and Hepatitis B series (completion, in-progress or declination statement).
10. Prior to the end of the first quarter, the student must successfully complete a Health Care Provider (CPR) class or already have a current Health Care Provider (CPR) card. Documentation is required. Students are responsible for ensuring that training remains current while enrolled in program.
11. Upon acceptance into the above programs, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. A positive result from a screening could result in dismissal from the program.
12. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected. Failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
13. The student understands that the cost of tuition and fees does not include:
 - The cost of any required immunizations.
 - The cost of personal health insurance that may be required to work a clinical site.
 - The cost of transportation to and from school or clinical sites, including parking.
 - The cost of vehicle insurance.
 - The cost of additional uniforms and apparel other than the issued uniforms.
 - The cost of criminal background checks and substance abuse tests.
 - Any other cost that is not specifically identified above as being part of OIAH tuition and fees.

Student Services

Medical Assisting Program

OIAH admissions requirements, policies, and procedures are as follows:

1. All applicants for programs must be 18 years or older.
2. Must be a high school graduate or possess a GED certificate. Official transcripts must be sent from the originating school (or GED facility) directly to the Admissions Office of OIAH.
3. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)). Applicants must submit a clean rapid 10 panel drug test.
4. Admission to the MA Program is competitive and therefore potential candidates must demonstrate competency on all portions of the entrance test. A student must successfully complete the Ohio Institute of Allied Health's College Readiness Exam as requirement for admission to the MA program. The Entrance testing is done at the school during designated times only. There are two general test areas that will be covered including: Reading, and Mathematics. Waiver of the entrance testing may be considered on a case by case basis based on previous education within the last five years and is solely at the discretion of the School Director/Program Coordinator.
5. Prior to the end of the first quarter, the student must successfully complete a Health Care Provider (CPR) class or already have a current Health Care Provider (CPR) card. Documentation is required. Students are responsible for ensuring that training remains current while enrolled in program.
6. Prior to acceptance into the MA Program, applicants must submit to fingerprinting and a background check to maintain compliance with the Ohio Revised Code. Note: Students convicted of crimes identified in ORC Sections 2903-2925 and 3716 are ineligible to participate in the MA Program since they will not be permitted to participate in clinical experiences nor take the National Healthcareer Association exam upon successful completion of the program. If background check has not been received prior to first day of classes, student must sign a waiver attesting to a background free of items that would prohibit licensing/employment. If results reveal and/or student has knowingly falsified waiver, then student will be removed from program.
7. Meeting all minimum admissions requirements does not guarantee admission to the MA program. The Admissions Committee may reject any applicant except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final.
8. Prior to acceptance into the MA Program, the student must provide documentation of a recent physical examination, two step Tuberculosis Testing or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, and Hepatitis B series (completion, in-progress or declination statement).
9. Upon acceptance into the MA Program, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. A positive result from a screening could result in dismissal from the program.
10. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected. Failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
11. If an applicant is being sponsored (tuition paid by an employer or social service agency) a student/sponsor agreement must be signed by the applicant AND an authorized representative of the sponsoring agent.
12. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of vehicle insurance.
 - e. The cost of additional uniforms and apparel other than the issued uniforms.
 - f. The cost of criminal background checks and substance abuse tests.
 - g. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.
13. The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

State Tested Nursing Assistant/GXMO Program

OIAH admissions requirements, policies, and procedures are as follows:

1. Applicants for STNA program must be 18 years or older and a high school graduate or possess a GED certificate.
2. Applicants must submit a completed application to the Admissions Office.
3. If an applicant is being sponsored (tuition paid by an employer or social service agency) a student/sponsor agreement must be signed by the student AND an authorized representative of the sponsoring agent.
4. Though students do not need a background check, please note: Students convicted of crimes identified in ORC Sections 2903-2925 and 3716 may have difficulty in finding employment.
5. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next class.
6. Meeting all minimum admissions requirements does not guarantee admission to the STNA/GXMO program. OIAH may reject any applicant except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin.
7. Upon acceptance into the STNA Program, the student must provide documentation of a two-step Tuberculosis Testing or chest X-Ray if a known positive responder.
8. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected. Failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
9. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of additional uniforms and apparel other than the issued uniforms.
 - e. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.
10. The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.
11. The student is required to abide by all rules and regulations of the clinical sites

Patient Care Technician Certificate

OIAH admissions requirements, policies, and procedures are as follows:

1. Applicants for the PCT program must be 18 years or older and a high school graduate or possess a GED certificate.
2. Applicants to this program must possess a current STNA license at the time of enrollment.
3. Applicants must possess a valid CPR/First Aid card at the time of enrollment.
4. Applicants must submit a completed application to the Admissions Office.
5. If an applicant is being sponsored (tuition paid by an employer or social service agency) a student/sponsor agreement must be signed by the student AND an authorized representative of the sponsoring agent.
6. Though students do not need a background check, please note: Students convicted of crimes identified in ORC Sections 2903-2925 and 3716 may experience difficulty in finding employment.
7. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next class.
8. Meeting all minimum admissions requirements does not guarantee admission to the PCT program. OIAH may reject any applicant except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin.
9. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected. Failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
10. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of additional uniforms and apparel other than the issued uniforms.
 - e. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.
11. The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.
12. The student is required to abide by all rules and regulations of the clinical sites

Practical Nursing (PN) Diploma

The following admissions requirements are in compliance with the Ohio Administrative Code 4723-5-12:

1. Must be a high school graduate or possess a GED certificate. Official transcripts must be sent from the originating school (or GED facility) directly to the Admissions Office of OIAH. Transcripts can be sent electronically via Parchment. Go online to *Parchment.com* to see if your high school or GED program can send transcripts electronically.
2. Must possess a State Approved Nursing Assistant (STNA) Certificate indicating successful completion of the STNA exam. Other health career credentials may be accepted with proper documentation and at the discretion of the Director of Nursing Education. Documentation is required prior to registering for classes. Any exceptions to this requirement must be approved by the Director of Nursing Education.
3. Applicants must submit a clean 9-10 panel drug test. The drug test can be substituted by a more specific and/or sensitive test *and* tests for the following drugs; marijuana, cocaine, amphetamines, opiates, oxycodone, PCP, barbiturates, benzodiazepines, methadone and ecstasy.
4. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)), and testing fee of \$58.00. An application is considered complete when official transcripts, admissions questions, three letters of recommendation, drug test and Entrance Testing is complete and on file.
5. Admission to the PN program is competitive; therefore, potential candidates must demonstrate competency on all portions of the entrance test. All students will be required to complete the ATI Test of Essential Academic Skills (TEAS), performed at the school via computerized testing during designated testing times only. There are four general test areas that will be covered including: Reading Comprehension, Spelling/Grammar, Science and Mathematics. More information about the exam is available at <https://www.atitesting.com/TEAS>.
6. A prospective PN student that has completed the nurse aide training/medical assisting program at OIAH with a passing grade of B or better and has achieved competency on all portions of the entrance exam may be considered for admission, at the discretion of the Director of Nursing Education.
7. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next cohort. Ranking on the waiting list will be based upon their entrance examination scores, references, answers to admissions questions and previous coursework at OIAH. Entrance testing may be repeated one time for an additional fee - after the second attempt the potential student may be required to wait 6 months to re-test. Re-testing is at the discretion of the Director of Nursing Education.
8. Meeting all minimum admissions requirements does not guarantee admission to the nursing program. The Admissions Committee may reject any applicant, except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final.
9. Upon acceptance into the PN Program, the student must successfully complete an American Heart Association Health Care Provider CPR or BLS class or already have a current American Health Association CPR or BLS card for Health Care Providers, due by week 6 of the 1st quarter. If appropriate documentation is not received by week 6 of the 1st quarter the student will not be able to progress to 2nd quarter. Students are responsible for ensuring that training remains current while enrolled in program.
10. Upon acceptance into the PN Program, the student must provide documentation of a recent physical examination by a health care provider (physician or nurse practitioner), two step Tuberculosis Testing (or evidence of annual PPD) or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus Varicella, influenza, and Hepatitis B series (completion or in-progress). Documentation is required by week 6 of the 1st quarter. If appropriate documentation is not received by week 6 of the 1st quarter the student will not be able to progress to 2nd quarter.
11. Upon acceptance into the PN Program, the student must submit to fingerprinting and a BCI/FBI background check to maintain compliance with Ohio Administrative Code 4723-07. If results reveal and/or student has knowingly falsified waiver, then student will be removed from program. Note: Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the PN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Practical Nurses (NCLEX-PN) upon successful completion of the program. More information can be found at <http://www.nursing.ohio.gov>. OIAH will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during backgrounds checks. Documentation is required prior to week 6 of the 1st quarter.
12. **Students that fail to comply with requirement 9, 10 and 11 or submit any necessary documentation by week 6 of the 1st quarter may be administratively withdrawn.**

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13. Upon acceptance into the PN Program, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. A positive result from a screening could result in dismissal from the program.
14. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
15. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of vehicle insurance.
 - e. The cost of additional uniforms and apparel other than the five issued uniforms.
 - f. The cost of criminal background checks and substance abuse tests.
 - g. Any other cost that is not specifically identified above as being part of OIAH tuition and fees
16. The student is a potential representative of the health care profession, and the student's actions and inaction may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

Student Services

Ohio Institute of Allied Health, Inc. Nursing Education Program -Registered Nursing (RN) Diploma

The following admissions requirements are in compliance with the Ohio Administrative Code 4723-5-12:

1. Must be a high school graduate or possess a GED certificate. Official transcripts must be sent from the originating school (or GED facility) directly to the Admissions Office of OIAH. Transcripts can be sent electronically via Parchment. Go online to Parchment.com to see if your high school or GED program can send transcripts electronically. A diploma copy in addition to an official transcript from a previous accredited college may be accepted at the discretion of the School Director/Director of Nursing Education should there be circumstances that make obtaining the official high school transcript difficult.
2. Applicant must hold a current, unrestricted, and unencumbered license as a practical nurse in a US state. If not an OIAH practical nursing graduate, an official transcript from the practical nursing program attended must be submitted in an appropriate amount of time to determine if the practical nursing program is comparable and transferable. The transcript must include proof of IV competency or equivalent. IV competency is required before admission to the RN program. OIAH offers an IV Competency course (NRS 112) that may be taken pending space availability.
3. Applicants must obtain a negative result on a 9-10 panel drug test administered at OIAH. 4. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)), and testing fee of \$52.00. An application is considered complete when official transcripts, OHIO Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) background check, admissions questions, three letters of recommendation, drug test and Entrance Testing is complete and on file. If the student is a continuing OIAH LPN and is in good standing (academic, professional, and financial), a written letter of intent to continue into the RN program must be received at least 90 days prior to the start of the next RN program cohort in lieu of an application.
4. Student must submit to fingerprinting and a BCI/FBI background check before classes begin to maintain compliance with Ohio Administrative Code 4723-09 and clinical facilities where students receive clinical learning experiences. If results reveal the student has been convicted, pled guilty to, or had a judicial finding of guilt for any violation set forth in 4723-092 of the Ohio Revised Code and/or student has knowingly falsified the waiver, then student will be removed from program. Note: Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the RN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Registered Nurses (NCLEX-RN) upon successful completion of the program. More information can be found at <http://www.nursing.ohio.gov>. OIAH will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during background checks. Note: A past felony or misdemeanor conviction may disqualify a student from entering a clinical setting, testing for licensure, or being hired by healthcare employers.
5. Admission to the RN program is competitive; therefore, potential candidates must demonstrate competency on the entrance test. All students will be required to complete the ATI PN Comprehensive Predictor, performed at the school, via computerized testing during designated testing times only. More information about the exam is available at <https://www.atitesting.com/>
6. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next cohort. Ranking on the waiting list will be based upon their entrance examination scores, previous coursework at OIAH, PN GPA, references and answers to admissions questions. Entrance testing may be repeated one time for an additional fee - after the second attempt the potential student may be required to wait 6 months to re-test. Re-testing is at the discretion of the Director of Nursing Education.
8. Meeting all minimum admissions requirements does not guarantee admission to the nursing program. The Admissions Committee may reject any applicant, except for reasons based on race, color, sex,

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- religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final.
9. Upon acceptance into the RN Program, the student must successfully complete an American Heart Association Health Care Provider CPR or BLS class or already have a current American Heart Association CPR or BLS card for Health Care Providers card. Documentation is required before classes begin. Students are responsible for ensuring that training remains current while enrolled in program.
 10. Upon acceptance into the RN Program, the student must provide documentation of a recent physical examination from a health care provider (physician or nurse practitioner). The physical must confirm the ability to participate in the program (class, lab, and clinical) without limitations. In addition, the following immunizations are required to participate in clinical: two step Tuberculosis Testing (or documentation of annual PPD) or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, Varicella, updated Influenza, and Hepatitis B series (completion or in-progress). All documentation must be submitted to OIAH before classes begin.
 11. **Students that fail to comply with requirement 9 and 10 or fail to submit any necessary documentation prior to orientation may be administratively withdrawn.**
 12. Upon acceptance into the RN Program, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. Students may be randomly selected to complete drug and/or alcohol screening throughout the program without cause. A positive result from a screening could result in dismissal from the program.
 13. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
 14. Students must be able to speak, read, and write English fluently as all courses are taught in English.
 15. The applicant must be a U.S. citizen or permanent resident of the United States. Applicants must submit official, unexpired government-issued documentation needed for admission (driver's license, state ID, or proof of citizenship or permanent residency if not a U.S. citizen).
 16. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations and/or physical
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of vehicle insurance.
 - e. The cost of additional uniforms and apparel other than the issued uniforms.
 - f. The cost of criminal background checks and substance abuse tests.
 - g. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.
 17. The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.
 18. OIAH PN graduates within 5 years of graduating will have the following courses transferred. Refer to the OIAH EDU 13 Transfer Credit Policy for additional information and policy rules.

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The Ohio Institute of Allied Health Practical Nursing Program courses	Ohio Institute of Allied Health, Inc., Registered Nursing Program
101 Holistic Foundations: Historical Survey	101 Holistic Foundations: Historical Survey
120 Herbology 102 Holistic Interventions 1	200 Transition to Holistic Nursing Practice
110 Therapeutic Communications	110 Therapeutic Communications

19. Students should note that courses will require use of the internet. Student should make arrangements for:
- Internet access
 - A computer/tablet with a minimum of Windows 2000 or equivalent operating system
 - A printer
 - Basic computer skills, such as, navigating the internet, sending emails, using attachments, and using a word processing program.

Note: Students have the opportunity to use OIAH computers, internet, and printer for school purposes during normal business hours during the weekdays. The student will need to abide by the OIAH computer use policy. Please note: OIAH computers and printers are on a first come first serve basis and as such may not be available at certain times.

Section 3

Student Services

OIAH offers a wide range of student services, including academic advising, hands-on experience opportunities, as well as placement assistance.

Tutoring

Free tutoring is available to all current and prospective students of OIAH. Every tutoring session is one-to-one and is personalized to the student's subject and unique needs. For prospective students, tutoring is designed to help prepare for the OIAH College Readiness Exam, TEAS PN Entrance Exam, or the LPN Step Assessment RN Entrance Exam.

If you need tutoring, please contact Bryan Edwards at 937-237-1010 Ext 252 or stop by the Career Services Office to set up an appointment.

Academic Advising

Program Coordinators assist students in developing and following an academic plan providing for the timeliest and most efficient completion of their program of study. Periodic counseling sessions are scheduled to monitor and evaluate student progress. Students may contact their respective Program Coordinator at any time throughout the course of their studies by phone or e-mail.

Program	Contact Name	Phone
Tutoring/Student/Career/Placement Counseling	Bryan Edwards	937-237-1010 (Ext 252)
Massage Therapy	Lisa Mendenhall/Tina Bolanger	937-237-1010 (Ext 247)
Medical Assisting	Gwendolyn Upshaw	937-237-1010 (Ext 228)
State Tested Nursing Assistant/Patient Care Tech	Angie Hoyng	937-237-1010 (Ext 227)
Nursing Education Programs	Carolyn Gersch	937-237-1010 (Ext 234)

Placement Assistance

OIAH offers placement assistance to all graduates. OIAH cannot guarantee employment upon completion of the program. OIAH offices frequently receive telephone calls from individuals or employers seeking to hire holistic health and medical professionals, and as such referrals are made.

Ohio Institute of Allied Health maintains relationships with medical institutions and health care agencies throughout the state. Placement Assistance services are available through the OIAH Administration office.

Student Practitioner Program

As an innovator in the field of holistic education, OIAH participates in health fairs, conferences, sporting events and numerous other community/corporate events to increase public awareness of holistic health services and educational opportunities. In addition, at a point specific to each program, students will qualify to participate as Student Practitioners at these events. Participation provides the students: 1) A powerful marketing and networking tool for future employment opportunities, 2) An opportunity to meet academic requirements for independent practicum, and 3) Practical hands-on experience. Activities and events are available throughout Ohio. Available positions may be limited for these opportunities.

Section 4

Massage Therapy Diploma Program

Massage Therapy (MT) Program

**The U.S. Department of Labor expects up to a 26% increase in
EMPLOYMENT OPPORTUNITIES
for Massage Therapists by the year 2026**



If you are ready to begin a fulfilling career helping others on their wellness journey, then this one-of-a-kind, Ohio Medical Board-approved Massage Therapy Diploma program is for you! At OIAH, holistic health concepts are integrated into all coursework while preparing the student to take the Ohio State Board of Massage Therapy examination.

Our program is specially designed for people who want to focus on the clinical and rehabilitative approaches to massage therapy with a holistic understanding of healing. The OIAH massage therapy program has a strong foundation in traditional anatomy, physiology, pathology, kinesiology, and medical terminology.

OIAHs' unique perspective integrates aromatherapy into massage therapy, and also teaches students the appropriate use of healing imagery to integrate into their practice. Additional topics covered include business training and starting your own practice.

Upon completion, the OIAH graduate is qualified to take the Ohio State Board Massage Therapy examination to become a Massage Therapist. Licensed Massage Therapists (LMT's) work in medical settings or in private practice, they work in sports massage, in spas, on cruise ships – the possibilities are endless! Given the special holistic perspective OIAH provides its students, graduates will be able to integrate aromatherapy and healing imagery into their massage work, making it a complete body, mind and spirit healing experience for the client.

58 Credit Hours

Maximum Time to Complete 78 Weeks

Tuition: \$200 Per Credit Hour

Tuition Cost \$11,600

Books & Materials Estimated Cost \$1,500

Holistic Health Programs

Massage Therapy Diploma Program Coursework

Course		Prerequisite	Credit Hours	Class/Lab/ Clinical Hours	Cost
Quarter 1					
ALH 102	Medical Terminology	Admission To Program	1.5	15 Class	\$300
ALH 104	Ethics for Massage Therapy	Admission To Program	1	10 Class	\$200
ARO 100	Aromatherapy for Massage Therapists	Admission To Program	1	5 Class/10 Lab	\$200
BIO 200	Anatomy & Physiology: Intro to the Body	Admission To Program	4	30 Class/20 Lab	\$800
MAS 100	Massage Theory Fundamentals	Admission To Program	1.5	10 Class/10 Lab	\$300
MAS 110	Massage Theory I	MAS 100	4	30 Class/20 Lab	\$800
Quarter 2					
ALH 103	Business and Ethics	MAS 400	3	25 Class/10 Lab	\$600
BIO 210	Anatomy & Physiology II	BIO 200	3.5	30 Class/10 Lab	\$700
BIO 250	Pathophysiology	ALH 102	3	25 Class/10 Lab	\$600
MAS 200	Massage Theory II	MAS 110 & BIO 200	1.5	10 Class/10 Lab	\$300
MAS 210	Art of Massage Therapy I	MAS 200	2	15 Class/10 Lab	\$400
NDI 101	Non-Directive Imagery for Massage Therapists		1	5 Class/10 Lab	\$200
Quarter 3					
BIO 260	Pathophysiology II	BIO 250	4.5	35 Class/20 Lab	\$900
BIO 300	Anatomy & Physiology: Advanced	BIO 260	4.5	35 Class/20 Lab	\$900
MAS 250	Art of Massage Therapy II	MAS 210	3	30 Class	\$600
MAS 300	Massage Theories & Techniques	MAS 250	4	20 Class/60 Clinical	\$800
Quarter 4					
BIO 350	Pathophysiology III	BIO 300	5	40 Class/20 Lab	\$1,000
BIO 360	Anatomy, Physiology & Pathophysiology IV	BIO 350	5	40 Class/20 Lab	\$1,000
MAS 400	Advanced Massage Therapy	MAS 300	2	10 Class/30 Clinical	\$400
MAS 450	Advanced Massage Therapy II	MAS 400	3	20 Class/30 Clinical	\$600
Total Credit Hours & Tuition			58	440 Class/200 Lab/120 Clinical Hours	\$11,600
Estimated Cost of Textbooks, Skills Lab Materials, Uniforms (2), Liability Insurance					\$1,500
Total Program Cost					\$13,100

Holistic Health Programs

Additional Requirements

Massage Therapy students also have the following requirements for which they are responsible:

- One (1) outside speaking engagement
- Participation in two (2) OIAH events as a Student Practitioner
- Receive two (2) massages from two (2) Licensed Massage Therapists
- Give two (2) massages to two (2) Licensed Massage Therapists

Learning Outcomes

Upon completion of the Massage Therapy Diploma Program, the student will be able to:

- Sit for the State of Ohio Massage Therapy Board Exam for licensure in Ohio
- Perform full body massage (therapeutic and relaxation)
- Understand indications and contraindications for massage
- Utilize imagery techniques appropriate for the massage setting
- Understand indications and contraindications for aromatherapy in massage
- Utilize aromatherapy in massage
- Upon licensure, work as a Massage Therapist
- Sit for the National Certification Board for Therapeutic Massage and Bodywork Exam for national certification
- Sit for the Ohio State Medical Board Exam for Licensure

Potential External Clinical Locations

- Tranquility Spa - 6227 Old Troy Pike, Huber Heights, OH 45424
- Jean Johnson Massage Therapy – 225 Market St., Brookville, OH 45309

Equipment Used Within Program

The massage therapy classroom has massage tables, reflexology chairs, recliners, screens, essential oils, a computer, and projector and various other equipment and supplies that would be used in a spa or clinical setting.

Class Scheduling

Massage Therapy classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6PM. Typically, students can expect to attend at least 3 days a week.

*All classes, except for externships and clinicals, are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

Call to speak to an admissions counselor today!

(937) 237-1010

Section 5

Allied Health Programs

**Did you know the US Department of Labor projects faster than average
EMPLOYMENT GROWTH in the Allied Health fields?**

If you are seeking a career in the healthcare field and you love working with people, you will love a career in the Allied Health medical fields. With the completion of one of these programs, you can find employment in many health care facilities where blood collection and lab procedures are necessary. In addition to hospitals, physician's offices and laboratories, and medical centers, many facilities now employ graduates to work in home health care settings.

At OIAH you can work in your new field in very little time! Our allied health programs are listed below along with tuition and books and material costs as well.

Program	Credit Hours	Tuition	Books & Materials Estimate	Total Estimated Cost
Medical Assisting (MA) Diploma	51 Credit Hours	\$10,200	\$2,746	\$12,946
Patient Care Technician	185 Clock Hours	\$1170	\$445	\$1615
Allied Healthcare Additional Education GXMO Course	Min. 20 Classroom Hours/30 Clinical Hours	\$600	\$139.99	\$739.99

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Medical Assisting (MA) Diploma

Do you have a **CARING** presence and a deep desire to help others?

Medical Assistants provide care and comfort to people with healthcare needs, and fulfill job responsibilities ranging from clinical to administrative tasks.

OIAHs' Medical Assisting diploma program is comprehensive and offers a unique blending of traditional courses with holistic modalities. This unique program has a holistic focus, including a survey course in holistic/complementary therapies. Students learn about complementary applications such as the therapeutic effects of herbal remedies, uses of complementary modalities and energy work.

The OIAH MA program teaches the student a variety of front- and back-office skills, including: computer and communication skills, appointment setting and telephone skills, and medical office software, as well as vital sign monitoring, minor office surgery and other medical offices duties. This comprehensive program includes training in Billing and Coding, EKG and Phlebotomy, and allows the student to gain valuable hands-on experience by performing an externship at a local medical facility.

Upon successful program completion, graduates eligible for work in the following areas:

- Entry-level Medical Assistant
- Clinical Assistant
- EKG Technician
- Billing and Coding
- Phlebotomy Technician
- Administrative Assistant
- Medical Receptionist



51 Credit Hours

39 Week Program

Maximum Time to Complete 58 Weeks

Tuition: \$200 Per Credit Hour

Tuition Cost \$10,200

Books & Supplies, Etc. Estimated Cost \$2,746

*All classes, except for externships and clinicals, are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

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Allied Health Programs

Medical Assisting Diploma Program Coursework

Course		Prerequisite	Clock hours	Credit Hours	Cost
Quarter 1					
ALH 102	Basic Medical Terminology	None	15 Class	1.5	\$300
PHL 101	Phlebotomy Technician Specialist	None	40 Class/40 Lab/30 Clinical	7	\$1400
BIO 108	Anatomy, Physiology & Disease	None	30 Class/20 Lab	4	\$800
HIM 260	Medical Office Coding & Procedures	None	15 Class/20 Lab	2.5	\$500
ALH 101	Introduction to Medical Assisting: Including Professionalism and Law & Ethics	None	30 Class	3	\$600
Quarter 2					
COM 110	Therapeutic Communication	None	30 Class	3	\$600
GXMO-MA	General X-Ray Machine Operator for MA Diploma	None	20 Class/30 Clinical	3	\$600
ALH 201	Survey of Drug Therapy	BIO 140	20 Class/20 Lab	3	\$600
MA 206	Medical Laboratory Procedures	ALH 101, BIO 140	20 Class/20 Lab	3	\$600
MA 201	Medical Practice Clinical Procedures I	ALH 102, BIO 140	20 Class/20 Lab	3	\$600
MA 104	Basic Clinical Procedures	ALH 102, BIO 140	20 Class/20 Lab	3	\$600
Quarter 3					
ALH 130	Allied Health Informatics	None	10 Class	1	\$200
HOL 101	Holistic Foundations: Historical Survey	None	20 Class	2	\$400
MA 202	Medical Practice Clinical Procedures II	MA 201	10 Class/20 Lab/180 Clinical	8	\$1600
ALH 111	Medical Administrations	ALH 101, COM 110, ALH 102	10 Class/20 Lab	2	\$400
MA 105	Medical Office Management	None	10 Class/20 Lab	2	\$400
Total Credit and Lab/Clinical Hours and Tuition			320 Class/220 Lab/ 240 Clinical	51	\$10,200
Estimated Cost of Textbooks, Lab Fees, Uniforms (5), Technology Fees, Supply Fees, Liability Insurance, NHA MA Certification Exam, NHA Phlebotomy Certification Exam					\$2,746
Total Program Cost					\$12,946

Clinical Training

- Completion of in-house clinical training
- Completion of clinical training during externship; which are held outside of campus.

Additional Requirements

- Students must have a BCI/FBI background check and a clean rapid drug test on file at OIAH prior to starting the program. Before beginning the externship hours, students must have a valid CPR card, have obtained both a 2-step tuberculosis (TB) test or chest x-ray with non-significant results, and a HEP B series (completed, in progress, or have signed a declination statement).

Allied Health Programs

Learning Outcomes

Upon completion of the Medical Assisting Diploma Program, the student will be able to:

- Perform a range of front and back-office functions
- Demonstrate computer skills
- Demonstrate communication skills
- Perform appointment setting
- Demonstrate telephone skills
- Demonstrate use of medical office software
- Perform billing and coding tasks
- Perform and interpret EKGs
- Demonstrate phlebotomy skills
- Check vital signs
- Perform minor office surgery
- Perform various other medical office duties

Potential Clinical Locations

- **Dayton Outpatient Center/AccessMD Urgent Care** - 1010 Woodman Drive, Dayton, OH 45432
- **AccessMD Urgent Care** - 8210 Springboro Pike, Dayton, OH 45342
- **Access MD Urgent Care** - 1403 Wagner Ave., Greenville, OH 45331
- **Premier Health Care-Troy Primary Care** - 998 South Dorset Rd. Suite 301, Troy, OH 45373
- **Premier Health Care-North Dayton Rheumatology** - 9000 North Main St. Suite 200, Dayton, OH 45415
- **Premier Health Care-Fairfield Road Physicians** - 722 North Fairfield Rd., Beavercreek, OH 45434
- **Rocking Horse Community Health Center** - 651 South Limestone St., Springfield, OH 45505
- **Dan F. Bautista MD LLC** - 1840 Commerce Center Blvd., Fairborn, OH 45324

Equipment Used Within Program

The medical assisting classroom contains exam tables, CPR equipment, microscopes, venipuncture arm, autoclave, centrifuge, glucose meter, privacy screens, a computer, a projector, and various other equipment and supplies that would be used in an urgent care setting.

Class Scheduling

Medical Assisting classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6PM. Typically students should expect to attend at least 4 days a week, however some quarters, especially those with externships/clinicals the student may be required to attend 5 days a week.

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Allied Health Programs

Allied Health Care Additional Education

General X-ray Machine Operator (GXMO) Course

****This course was designed for certified and licensed healthcare professionals. To be enrolled in this course you must be certified or licensed in healthcare career fields such as Medical Assisting or Nursing. This course is designed to provide additional educational experience which may be used for career advancement. It is not a stand-alone program.**

The General X-ray Machine Operator Program is designed to prepare the student to perform restricted x-rays in accordance with the Ohio Administrative Code (OAC) 3701-72. The program will include twenty (20) classroom hours and thirty (30) clinical hours. Classroom will include but not be limited to physics, radiation safety, biological effects of radiation exposure, math, and positioning. Clinical hours will cover the modality which the student has chosen to be competent. The state recognizes the following areas for competencies:

1. Chest/abdomen
2. Extremity
3. Skull/ sinuses
4. Spine
5. Podiatry
6. Bone densitometry
7. Digital Certification

The final exam will reflect the material which will be on the state licensure exam that is required to obtain the state GXMO license.

GXMO Course Note:* In the event the student is/or becomes pregnant while attending OIAH, the student **will not be permitted to attend clinical. Once the pregnancy is complete, clinical time will be scheduled for completion at no extra cost. This is to insure the safety of both the mother and fetus for the duration of the pregnancy.

General X-ray Machine Operator Training Coursework

Course		Prerequisite	Contact Hours	Cost
GXMO 101	General X-ray Machine Operator Training	HS Graduate or GED Certified/Licensed Healthcare Professional	20 Classroom/ 30 Clinical	\$600.00
Total Contact Hours & Tuition			20 Classroom/ 30 Clinical	\$600.00
Estimated Cost of Textbook				\$139.99
Total Program Cost				\$739.99
OIAH will allow for the completion of clinical hours only if necessary - fee does not include any textbooks or class time			20 Clinical	\$245.00

Additional Requirements

- Students must have a two-step tuberculosis (TB) test or chest x-ray with non-significant results on file at OIAH prior to clinical training.

Learning Outcomes

Upon successful completion of this course the student will be able to:

- Compare the role of the limited x-ray machine operator with that of the registered Radiology technologist
- Identify x-rays
- Explain the primary purpose of the ASRT, the ARRT, and the Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Describe the legal requirements for the practice of radiography in his/her state
- Describe the typical work environment of the GXMO
- Describe in a general way the duties of the GXMO

Class Scheduling

GXMO classes are held 1 Day a week. The classes run from 8 Am – 4 PM

Patient Care Technician (PCT) Certificate

Is providing Direct Patient Care in a variety of healthcare environments seem like the perfect career path?

Patient Care Technicians are health care professionals who work under the supervision of a nurse or a physician. The Patient Care Technician must be a State Tested Nurse Aide (STNA).

A patient care technician may work in a Long-Term Care Facility, a hospital setting, home health or clinic setting.

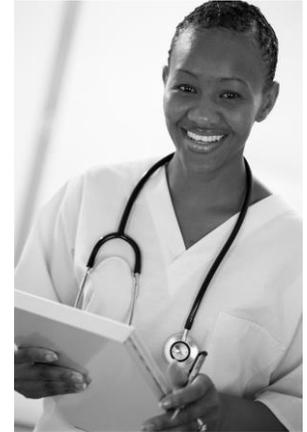
The Patient Care Technician can perform the duties of a nursing assistant, examples: respond to patient calls and requests, assist patients with personal hygiene tasks, tidy patients' rooms, serve meals and feed patients, assist with therapies and monitor vital signs. The Patient Care Technician can also perform additional skills required to work in a clinic or hospital setting, such as: drawing laboratory specimens including all aspects of the phlebotomist role, perform glucose monitoring, perform dressing changes, insert and remove catheters, remove IV's, perform some dressing changes, perform ECG's, setting up equipment, and assist with oxygen therapy.

Obtaining a certificate of completion requires the student to successfully complete a state approved STNA Program which is approximately 75-81 hrs. prior to enrollment in the PCT course. The student then completes the PCT/ECG program portion which is 120 hours total and Phlebotomy program portion which is 65 hours making the entire PCT program 185 hours.

Successful completion of the program allows the student to sit for the certification exams in Phlebotomy and Patient Care Technician.

Upon successful program completion, graduates eligible for work in the following areas:

- Patient Care Technician
- State Tested Nurse Aide or Certified Nurse Aide depending on the wording on the job description.
- EKG Tech (Non-Certified)
- Home Health Aide
- Certified Phlebotomist



160 Clock Hours

10 Week Program

Maximum Time to Complete 15 Weeks

Tuition: \$775.00

Books & Supplies, Etc. Estimated Cost \$284.00

*All classes, except for clinical, are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

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Allied Health Programs

Patient Care Technician Certificate Program Coursework

Course		Prerequisite	Contact Hours	Cost
PHL 100	Phlebotomy	18 Years of Age, HS Graduate or GED	40 Class	\$775.00
PCT 100	Patient Care Technician	Current STNA, Valid CPR/First Aid, PHL 100 Or Certified Phlebotomist	30 Class/90 Clinical	
Total Contact Hours & Tuition			70 Class/90 Clinical	\$775.00
Estimated Cost of Textbooks, Skills Lab Materials, and Uniforms (3) ****Certification Exam Fees Are Included.				\$284.00
Total Program Cost				\$1059.00

Clinical Training

- o Completion of in-house or off site clinical training

Additional Requirements

- o Before beginning the program, students must have a current STNA License, a valid CPR/First Aid card, and have obtained a 2 -step tuberculosis (TB) test.

Learning Outcomes

- o Explain the role of the Patient Care Technician in the hospital/clinic/office setting. Demonstrate proficiency in basic STNA skills.
- o Understand role in caring for dying patients (including emotional support of patient and families)
- o Will understand basic anatomy, function of the heart and common conditions with the cardiovascular system.
- o Understand and demonstrate specimen collection and glucose monitoring.
- o Demonstrate procedures for 3-lead, 5-lead and 12-lead ECG's and interpret common arrhythmias.
- o Understand and demonstrate the concepts of sterile technique including the concept of sterile technique used in catheterization. Understand and demonstrate sterile techniques and clean technique used in dressing changes.
- o Follow a plan of care and understand the PCT's role in documentation

Potential Clinical Locations

- o AccessMD Urgent Care - 1010 Woodman Drive, Dayton, OH 45432
- o AccessMD Urgent Care - 8210 Springboro Pike, Dayton, OH 45342
- o AccessMD Urgent Care - 540 W. Central Ave., Springboro, OH 45066

Equipment Used Within Program

The patient care technician classroom contains beds, exam tables, CPR equipment, microscopes, venipuncture arm, autoclave, centrifuge, glucose meter, privacy screens, a computer, a projector, and various other equipment and supplies that would be used in an urgent care or hospital setting.

Class Scheduling

Patient Care Technician classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6PM. Typically students should expect to attend at least 4 days a week, however some quarters, especially those with externships/clinicals the student may be required to attend 5 days a week.

Section 6

State Tested Nursing Assistant Program

State Tested Nursing Assistant (STNA) Program

Our program focuses on basic nursing and personal care skills, as well as mental, social services and basic restorative needs. The patient's/resident's rights are also discussed as an important aspect of being a STNA.

Upon completion, our graduates are qualified to take the State Tested Nursing Assistant exam and qualify to work in home health, long term care and hospital settings.



Minimum 75 Contact Hours

Tuition Cost \$420.00

Books & Materials Estimated Cost \$ 180.00

*All classes, except for externships and clinicals, are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

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(937) 237-1010

Nursing Education Programs

State Tested Nursing Assistant Program Coursework

Course		Prerequisite	Contact Hours	Cost
STNA 100	State Tested Nurse Aide Training	18 Years of Age, HS Graduate or GED	Min. 75 59 Class/16 Clinical	\$420.00
Total Contact Hours & Tuition			Min. 75	\$420.00
Estimated Cost of Textbooks, Skills Lab Materials, and Uniforms (2) ****State Testing Fee Is Included.				\$180.00
Total Program Cost				\$600.00

Clinical Training

- Completion of outside clinical training

Additional Requirements

- Students must have a two-step tuberculosis (TB) test or chest x-ray with non-significant results on file at OIAH prior to clinical training.

Learning Outcomes

Upon successful completion of this course the student will be able to:

- Explain the nursing assistant role in the long-term care facility, in-home care, and in a hospital setting
- Describe chronic disease symptoms of the elderly
- Discuss/implement appropriate interventions for common elderly limitations
- Follow a nursing assistant plan of care
- Understand the Nursing Assistant role in documentation

Potential Clinical Locations

- **Vancrest** - 1885 N. Dayton-Lakeview Rd., New Carlisle, OH 45344
- **Cypress Pointe Trilogy Health Services** – 600 West National Rd., Englewood, OH 45322

Equipment Used Within Program

The STNA classroom contains beds, mannequins, a lift chair, wheel chairs, walkers, a computer, a projector, and various other equipment and supplies that would be used in an urgent care setting.

Section 7

Nursing Education Program

Practical Nursing (PN) Diploma

Do you have a passion for **CARING** and **HELPING** others?
 Are you ready to **MAKE A DIFFERENCE**, one person at a time?

Then become a Nurse! At OIAH, our Nursing Education program integrates holistic perspectives into standard nursing practices. Our practical nursing program prepares the student for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to become an LPN.



Program	Credit Hours	Tuition	Books & Materials Estimate	Total Estimated Cost
Practical Nursing (PN) Diploma	60	\$15,00	\$4,100	\$19,100

Practical Nurse (PN) Diploma

The Nursing Education Department (NED) shares the OIAH mission to facilitate health promotion and the healing process of individuals and communities through:

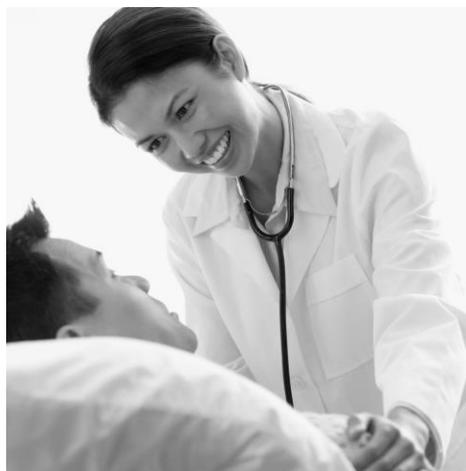
Integrated nursing practices that recognize and respect the principles of a MIND-BODY-SPIRIT CONNECTION

The OIAH Practical Nurse (PN) diploma offers a unique holistic focus to the standard Nursing program. Our students learn about today's fast growing complementary and alternative techniques, as well as learn hands-on techniques to utilize in your future career as a PN! In just four quarters you can receive your diploma!

The PN program prepares the graduate to competently and safely provide basic nursing care within the State of Ohio Nurse Practice Act mandated scope of practice for selected clients in various structured health care settings. The traditional practice role of the PN has been at the bedside providing routine maintenance medications and treatments for hemodynamically stable clients or general data collection and lifestyle teaching in physician offices. As the nursing shortage intensifies, the current PN role and responsibilities will continue to shift to meet client needs according to the established plan of care.

This competency-based program is 40 instructional weeks in length and incorporates the nursing process as a teaching/learning tool. The student will have opportunity to learn about nursing concepts and skills in a familiar classroom environment as well as through textbooks and online learning modalities. In addition, students will practice simulated experiences in the skills lab and perform competencies in the actual care environment under the supervision of an experienced registered nurse.

Successful completion of the first year of the Nursing Education Program will lead to a diploma and eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).



Holistic Nursing practice promotes healing energy through creativity, caring, presence and homeodynamic restoration.

60 Credit Hours

Maximum Time to Complete 78 Weeks

Tuition: \$250 Per Credit Hour

Tuition Cost \$15,000

Books, Supplies and Other Fees Estimated Cost \$4,100

*All classes, except for externships and clinicals, are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

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Nursing Education Programs

Practical Nurse Diploma Program Coursework

Course	Prerequisite	Credit Hours	Theory/Lab/Clinic Hours	Cost	
Quarter 1					
ALH 150	Allied Health Study Skills (5 Weeks)	Program Admission	.5	5 Theory	\$125
ALH 140	Allied Health Nutrition (5 Weeks)	Program Admission	.5	5 Theory	\$125
BIO 140	Integrated Body Science	Program Admission	4	30 Theory/20 Lab	\$1,000
NRS 100	Medical Terminology/Charting	Program Admission	1.5	15 Theory	\$375
NRS 101	Practical Nursing Foundations	Program Admission	4	30 Theory/20 Lab	\$1,000
NRS 110	Math for Nursing Medication Administration	Program Admission	3	30 Theory	\$750
NRS 111	Nursing Pharmacology	Program Admission	3.5	25 Theory/20 Lab	\$875
Quarter 2					
ALH 130	Allied Health Informatics	Program Admission	1	10 Theory	\$250
HOL 101	Holistic Foundations: Historical Survey	Program Admission	2	20 Theory	\$500
BIO 175	Holistic Human Functioning	BIO 140	4	30 Theory/20 Lab	\$1,000
HOL 120	Therapeutic Herbology	NRS 101	1	10 Theory	\$250
COM 110	Therapeutic Communication	Program Admission	3	30 Theory	\$750
NRS 102	Integrative Nursing	NRS 101	6	30 Theory/20 Lab/ 60 Clinical	\$1,500
Quarter 3					
NRS 106	Legal and Ethical Practice	Program Admission	3	30 Theory	\$750
HOL 102	Holistic Interventions I	HOL 101	2	20 Theory	\$500
NRS 103	Integrative Nursing II	NRS 101, NRS 102	8	30 Theory/ 150 Clinical	\$2,000
NRS 112	IV Therapy Competency	NRS 101, NRS 102	1	5 Theory/3 Lab/ 12 Clinical	\$250
Quarter 4					
PSY 100	Understanding Growth & Development Across the Lifespan	Program Admission	3	30 Theory	\$750
NRS 104	Lifespan Nursing	NRS 101, NRS 102, NRS103	7	30 Theory/20 Lab/ 100 Clinical	\$1,750
NRS 109	Practice Transitions	NRS 101, NRS 102, NRS103	2	20 Theory	\$500
Total Credit and Lab/Clinical Hours and Tuition			60	435 Theory/123 Lab / 322 Clinical	\$15,000
Estimated Cost of Textbooks, Technology Fees, Lab Fees, Supply Fees, ATI Testing Fees, Uniforms (5), and Liability Insurance					\$4,100
Total Program Cost					\$19,100

Nursing Education Programs

Clinical Training

- Completion of outside clinical training is required for this program
- Refer to the *Nursing Program Policies Handbook* for details

Additional Requirements

- Students must have a BCI/FBI background check and a clean rapid drug test on file at OIAH prior to starting the program.
- Before beginning the clinical hours, students must have a valid CPR card and have current immunizations or have signed a declination statement.

Learning Outcomes

Upon successful completion of the PN program, the student will be able to:

- Utilize the holistic nursing process approach in providing safe, practical nursing care to client's biological, psychological, spiritual and sociological needs
- Provide practical nursing interventions that integrate the science of traditional modalities with the uniqueness of alternative energy healing therapies
- Demonstrate safe clinical practice and critical thinking skills to promote health of clients across the life span
- Promote a practice environment of respect and harmony by consistent display of professionalism in interactions and communication skills with clients, peers and members of the interdisciplinary team
- Demonstrate knowledge of computer technology and informational literacy appropriate for the entry level health care professional
- Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing

Potential Clinical Locations

- D.O.C. Surgery Center - 1010 Woodman Drive Dayton, Ohio 45432
- Clinton Memorial Hospital 610 West Main Street Wilmington, Ohio 45177
- The Sanctuary @ Wilmington Place - 264 Wilmington Place Dayton, Ohio 45420
- Miami Valley Headstart - 215 Horace Street Dayton Ohio 45402
- Kindred Hospital - 707 South Edwin C. Moses Blvd, Dayton, OH 45417
- NAMI – Clark, Greene, Madison Counties – 222 East St., Springfield, OH 45505
- Trilogy-Cypress Pointe/Legacy – 600 W. National Rd., Englewood, OH 45322
- Trilogy-Forest Glen Health Campus/Legacy – 2150 Montego Dr., Springfield, OH 45503

Equipment Used Within Program

The Nursing Classrooms contains beds, mannequins, wheel chairs, walkers, microscopes, stethoscopes, blood pressure cuffs, simulated patient mannequins, intravenous pumps, surgical instruments, examination tables, and injection arms/skins, a computer, a projector, and various other equipment and supplies that would be used in an urgent care setting.

Class Scheduling

Nursing program classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6 PM. Clinical Classes may start as early at 6 AM and end as late as 7 PM. Typically students should expect to attend at least 4 days a week, however some quarters, especially those with clinical the student may be required to attend 5 days a week.

Nursing Education Programs

Ohio Institute of Allied Health, Inc. Nursing Education Program

-Registered Nursing (RN) Diploma

Do you have a passion for **CARING** and **HELPING** others?

Are you ready to **MAKE A DIFFERENCE**, one person at a time?

Then become a Nurse! At OIAH, our Nursing Education program integrates holistic perspectives into standard nursing practices. Our registered nursing program prepares the student for the National Council Licensure Examination for Practical Nurses (NCLEX-RN) to become an RN.



Program	Credit Hours	Tuition	Books & Materials Estimate	Total Estimated Cost
Registered Nursing (RN) Diploma	57	\$19,950	\$4,891	\$24,841

Nursing Education Programs

Ohio Institute of Allied Health, Inc. Nursing Education Program

-Registered Nursing (RN) Diploma

The Nursing Education Department (NED) shares the OIAH mission to facilitate health promotion and the healing process of individuals and communities through:

Integrated nursing practices that recognize and respect the principles of a

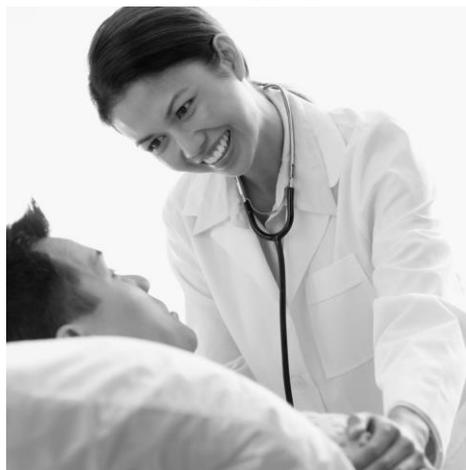
MIND-BODY-SPIRIT CONNECTION

The OIAH Registered Nurse (RN) diploma offers a unique holistic focus to the standard Nursing program. Our students learn about today's fast growing complementary and alternative techniques, as well as learn hands-on techniques to utilize in your future career as a RN! In just four quarters you can receive your diploma!

The RN program prepares the graduate to competently and safely provide basic nursing care within the State of Ohio Nurse Practice Act mandated scope of practice for selected clients in various structured health care settings. **The traditional practice role of the RN can be expanded through the completion of the RN program at OIAH. As the nursing shortage intensifies, the current RN role and responsibilities will continue to shift to meet client needs according to the established plan of care.**

This competency-based program is 52 instructional weeks in length and incorporates the nursing process as a teaching/learning tool. The student will have opportunity to learn about nursing concepts and skills in a familiar classroom environment as well as through textbooks and online learning modalities. In addition, students will practice simulated experiences in the skills lab and perform competencies in the actual care environment under the supervision of an experienced registered nurse.

Successful completion of the Nursing Education Program will lead to a diploma and eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).



Holistic Nursing practice promotes healing energy through caring, presence and homeodynamic restoration.

57 Credit Hours

Maximum Time to Complete 78 Weeks

Tuition: \$350 Per Credit Hour

Tuition Cost: \$19,950

Books, Supplies and Other Fees Estimated Cost: \$4,891

*All classes, except for externships and clinical are held on the main campus located at
6245 Old Troy Pike, Huber Heights, OH 45424*

Call to speak to an admissions counselor today!

(937) 237-1010

Nursing Education Programs

Registered Nurse Diploma Program Coursework

Course		Prerequisite	Credit Hours	Theory/Lab/Clinic Hours	Cost
Quarter 1					
NRS 210	LPN-RN Transitions	Program Admission	1	10 Theory	\$350
NRS 200	Transition to Holistic Nursing Practice (1: 1)	Program Admission	2	20 Theory	\$700
HOL 101	Holistic Practice and Philosophical Foundations	Program Admission	2	20 Theory	\$700
PSY 102	Psychology for Holistic Nursing Practice	Program Admission	3	30 Theory	\$1,050
NRS 201	Promoting Psychological Adaptations	Program Admission	6	30 Theory/90 Clinical	\$2,100
NRS 209	E-Nursing Concepts	Program Admission	2	20 Theory	\$700
Quarter 2					
NRS 202	Family Nursing (3: 3)	NRS 210, NRS 200, NRS 201	6	30 Theory/90 Clinical	\$2,100
BIO 151	Holistic Physiology for Nurses	Program Admission	4	30 Theory/20 Lab	\$1,400
ENG 101	Basic Composition	Program Admission	3	30 Theory	\$1,050
COM 110	Therapeutic Communication	Program Admission	3	30 Theory	\$1,050
Quarter 3					
NRS 207	Integrated Microbiology and Environmental Nursing	BIO 151	4	30 Theory/ 20 Lab	\$1,400
NRS 203	Caring for the Community	NRS 202	4	30 Theory/50 Clinical	\$1,400
HOL 200	Holistic Perspectives and Intervention II	HOL 101, NRS 200	4	20 Theory/ 30 Lab	\$1,400
Quarter 4					
NRS 204	Advanced Nursing Care (2: 5)	NRS 201, NRS 202, NRS 203, NRS 207	7	50 Theory/ 170 Clinical	\$2,450
NRS 205	Nursing Management for Personal and Professional Growth	NRS 201, NRS 202, NRS 203, NRS 207	2	20 Theory	\$700
NRS 211	Professional Transitions	NRS 201, NRS 202, NRS 203	1	10 Theory	\$350
ENG 102	Advanced Composition	COM 110, ENG 101	3	30 Theory	\$1,050
Total Credit and Lab/Clinical Hours and Tuition			57	440 Theory/ 70 Lab / 400 Clinical	\$19,950
Estimated Cost of Textbooks, Technology Fees, Lab Fees, Supply Fees, ATI Testing Fees, Uniforms (5), and Liability Insurance					\$4,891
Total Program Cost					\$24,841

Nursing Education Programs

Clinical Training

- Completion of outside clinical training is required for this program
- Refer to the *Nursing Program Student Handbook* for details

Additional Requirements

- Students must have a BCI/FBI background check and a clean rapid drug test on file at OIAH prior to starting the program.
- Before beginning the clinical hours, students must have a valid CPR card, and have current immunizations or have signed a declination statement.

Learning Outcomes

Upon successful completion of the RN program, the student will be able to:

- Utilize the holistic care process to assess, plan, and evaluate traditional and/or integrated nursing care interventions that honor the uniqueness of individuals, families and communities.
- Demonstrate professionalism and competence as a provider of holistic healing nursing care, manager of care and as a member of the nursing profession.
- Recognize the need for lifelong learning, service and commitment to self-care to develop personal awareness of being an instrument of healing to better care for the client's biological, psychological, spiritual and sociological needs.
- Utilize critical reasoning and person-centered care approach to establish priorities to promote, maintain or restore balance within the client's mind-body-spirit-social connection.
- Communicate effectively with clients, peers, and other members of the interdisciplinary team through recognition of cultural differences and principles of homodynamic restoration.
- Develop a personal and professional support system to effectively transition to the roles and responsibilities of the professional nurse including successful demonstration of readiness for NCLEX testing.

Potential Clinical Locations

- D.O.C. Surgery Center - 1010 Woodman Drive Dayton, Ohio 45432
- Clinton Memorial Hospital 610 West Main Street Wilmington, Ohio 45177
- The Sanctuary @ Wilmington Place - 264 Wilmington Place Dayton, Ohio 45420
- Miami Valley Headstart - 215 Horace Street Dayton Ohio 45402
- Kindred Hospital - 707 South Edwin C. Moses Blvd, Dayton, OH 45417
- NAMI – Clark, Greene, Madison Counties – 222 East St., Springfield, OH 45505
- Trilogy-Cypress Pointe/Legacy – 600 W. National Rd., Englewood, OH 45322
- Trilogy-Forest Glen Health Campus/Legacy – 2150 Montego Dr., Springfield, OH 45503

Equipment Used Within Program

The Nursing Classrooms contains beds, mannequins, wheel chairs, walkers, microscopes, stethoscopes, blood pressure cuffs, simulated patient mannequins, intravenous pumps, surgical instruments, examination tables, and injection arms/skins, a computer, a projector, and various other equipment and supplies that would be used in an urgent care setting.

Class Scheduling

Nursing program classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6 PM. Clinical Classes may start as early at 6 AM and end as late as 7 PM. Typically students should expect to attend at least 4 days a week, however some quarters, especially those with clinical the student may be required to attend 5 days a week.

Section 8

Course Descriptions

Algebra (ALG)

ALG 201 Algebra

30 hours/3 credit hours

- **Course Description:** This course provides a working knowledge of college-level algebra and its applications. Emphasis is placed upon the solution and the application of linear and quadratic equations, word problems, polynomials, and rational and radical equations. Students perform operations on real numbers and polynomials and simplify algebraic, rational, and radical expressions. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear, quadratic, absolute value, and piecewise-defined functions and solve and graph exponential and logarithmic equations. Other topics include solving applications using linear systems as well as evaluating and finding partial sums of a series.
- **Learning Outcomes:** 1) Perform operations on real numbers and polynomials. 2) Simplify algebraic, rational, and radical expressions. 3) Solve both linear and quadratic equations and inequalities. 4) Solve word problems involving linear and quadratic equations and inequalities. 5) Solve polynomial, rational, and radical equations and applications. 6) Solve and graph linear, quadratic, absolute value, and piecewise-defined functions. 7) Perform operations with functions as well as find composition and inverse functions. 8) Graph quadratic, square root, cubic, and cube root functions. 9) Graph and find zeroes of polynomial functions. 10) Perform vertical and horizontal shifts and reflections of a basic graph. 11) Perform stretches and compressions on a basic graph. 12) Transform the graph of a general function. 13) Graph quadratic functions by completing the square, using the vertex formula, and using transformations. 14) Solve and graph exponential and logarithmic equations. 15) Solve systems of linear equations and inequalities. 16) Model and solve applications using linear systems. 17) Evaluate and find partial sums of a series. 18) Evaluate and find sums of arithmetic and geometric sequences. 19) Solve application problems involving arithmetic and geometric sequences and series.
- **Prerequisite:** None

Allied Health (ALH)

ALH 101 Introduction to Medical Assisting: Including Professionalism/Law/Ethics

30 hours/3 credit hours

- **Course Description:** Overview of the health care industry, including organization of ambulatory care practice groups, individual physician's offices, hospitals, professional organizations, and federal health care programs; the role of the medical assistant in different work environments and health care delivery trends and issues. Fundamentals of medical ethics and law in the medical office setting with special emphasis on patient confidentiality; physician-patient relationship; implied, verbal and written consent; professional liability; malpractice, contracts, statutory reports, medical legal issues; ethical issues of modern health care.
- **Learning Outcomes:** 1) Understand and apply principles of office management, planning, policy development, supervisory process, personnel training, equipment and facility maintenance, and time management 2) Apply principles of effective oral and written communication skills with patients, their families and other health care providers; teach patients methods of health promotion 3) Think rationally, systematically, and logically; solve problems through proper means of analysis/synthesis 4) Discuss challenging situations faced or potentially encountered during the directed practice and propose workable, competent solutions to the identified problem 5) Review and select areas of study in preparation for successful performance on the AMT National Certification Examination and 6) Develop a resume and job search strategies 7) Distinguish between ethics and etiquette 8) Distinguish between laws and standards
- **Prerequisite:** None

ALH 102 Basic Medical Terminology

15 hours/1.5 credit hours

- **Course Description:** The student will be introduced to basic prefixes, roots and suffixes, as well as disease terminology including anatomic, diagnostic, symptomatic, eponymic terms and standard abbreviations of the basic body systems.
- **Learning Outcomes:** 1) Define and evaluate data content and structure 2) Define prefixes and suffixes in relation to medical terminology 3) Interpret medical terms for patients 4) Record health status of patient using medical terminology and abbreviations accepted by the medical profession
- **Prerequisite:** None

Policies & Procedures

ALH 103 Business & Ethics

25 Theory/10 lab/3 credit hours

- **Course Description:** In this course the student will make a life plan which will include both personal and business goals. The student will begin to set up their business, choosing a business name, location, as well as considering the office design and equipment need, permits, licensing or zoning that may be required.
- **Learning Outcomes:** 1) Explain specifics of starting a business 2) Describe legal and ethical parameters of scope of practice 3) Create marketing materials 4) Develop business plan
- **Prerequisite:** Completion of all coursework for respective program modality

ALH 104 Ethics for Massage Therapy

10 hours/1 credit hour

- **Course Description:** In this course, students study the ethical issues involved in massage. Discussion emphasizes the guidelines for safe and ethical conduct and the importance of understanding and respecting professional boundaries in a massage therapy practice. Students also learn how to sensitively respond to clients with a history of physical and emotional abuse, appropriately decline and dismiss clients, reduce lawsuit liability and benefits of hands-on therapies for trauma and abuse survivors.
- **Learning Outcomes:** 1) Explain the Code of Ethics for Massage Therapists 2) Describe the issues involved with transference and counter-transference 3) Identify boundary issues as well as establishing, maintaining, and changing boundaries 4) Demonstrate effective communication skills for establishing and maintaining boundaries 5) Explain dual relationships 6) Explain how to create safe, desexualized touch therapy 7) Demonstrate how to decline and dismiss clients 8) Describe how to reduce lawsuit liability 9) Explain benefits of hands-on therapy for trauma and abuse survivors
- **Prerequisite:** None

ALH 111 Medical Administrations

10 class hours/20 lab hours /2 credit hours

- **Course Description:** This course is an introduction to the ambulatory care clinical setting involving structured observation and participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant. Other topics include assisting with patient preparation, physical examinations, scheduling appointments, bookkeeping tasks and medical transcription.
- **Learning Outcomes:** 1) Apply principles of effective oral and written communication skills with patients, their families and other health care providers 2) Teach patients methods of health promotion and nutrition 3) Demonstrate competence in performing administrative duties and managing medical practice finances, Medical Records Management 4) Perform all aspects of patient reception and processing 5) Maintain the office environment and all daily operations
- **Prerequisite:** ALH 101, COM 110, ALH 102, ALH 130

ALH 130 Allied Health Informatics

10 theory hours /1 credit hours

- **Course Description:** This overview course introduces the student to current technology routinely utilized in the patient care arena and learning environment. Potential ethical and legal issues associated with use of technology in health care will also be explored.
- **Learning Outcomes:** 1) Identify various types of hardware, software and interface technologies associated with health care informatics 2) Describe technology-based allied health applications in hospitals, community health agencies, education and research based activities 3) Discuss ethical and legal considerations related to proprietary software, data security, information privacy and confidentiality while providing direct patient care activities 4) Discuss the importance of lifelong learning as it relates to the challenges of implementing, operating and upgrading health management information systems
- **Prerequisite:** PN - Admission Practical Nursing to program/MA - None

ALH 140 Allied Health Nutrition

5 theory hours/0.5 credit hours

- **Course Description:** This course covers basic nursing concepts in nutrition, and covers content relevant to NCLEX preparation and entry level nursing practice.
- **Learning Outcomes:** 1) Identify components of a quality nutritional assessment 2) List rich dietary sources of a specific nutrition component 3) Describe the nursing role in health promotion regarding nutrition 4) Identify the guidelines for healthy eating 5) List common food-medication interactions and identify interventions to prevent or reduce the impact of these interactions 6) Identify nutritional needs across the lifespan 7) Identify sources of enteral nutrition and the nurse's role in safe, effective provision of enteral nutrition 8) Identify sources of parenteral nutrition and the nurse's role in safe, effective provision of parenteral nutrition 9) Identify what client findings (lab results, weight, intake and output) indicate a need for dietary alteration, what client findings should be monitored, and what client findings indicate effective dietary management
- **Prerequisite:** Admission Practical Nursing to program

Policies & Procedures

ALH 150 Allied Health Study Skills

5 theory hours/0.5 credit hours

- **Course Description:** This course helps prepare the incoming student for the challenges of being a nursing student through the introduction of basic study skills, test taking strategies, and time management skills.
- **Learning Outcomes:** 1) Demonstrate utilization of basic study skills 2) Identify test taking strategies for multiple choice exams and essay exams 3) Create a time management plan for their student nursing career
- **Prerequisite:** Admission Practical Nursing to program

ALH 201 Survey of Drug Therapy

20 class hours/20 lab/3 credit hours

- **Course Description:** This course provides an overview of the conventional drug classes presenting only the more commonly prescribed preparations primarily emphasizing common effects and indications for use.
- **Learning Outcomes:** 1) List drug classes 2) Identify commonly prescribed drugs and be able to calculate drug dosages for administration 3) Describe common effects and indications for specific prescription drugs including: basic principles of kinetics & dynamics, autonomic pharmacology, cardiovascular pharmacology, analgesic & anti-inflammatory pharmacology, psychotropic pharmacology, endocrine pharmacology, antimicrobial therapy, urinary/gastrointestinal/reproductive
- **Prerequisite:** BIO 175

Aromatherapy (ARO)

ARO 100 Aromatherapy for Massage Therapists

5 class/10 lab /1 credit hours

- **Course Description:** The students will learn about the history of aromatherapy. They will learn the indications and contraindications for the specific carrier oils as well as the specific essential oils. Each student will be given the opportunity to mix essential oils for specific problems.
- **Learning Outcomes:** 1) Explain history of aromatherapy 2) Describe aromatherapy, application and application methods 3) List indications and contraindications of specific carrier and essential oils 4) Understand application of oils in massage therapy
- **Prerequisite:** None

Biology (BIO)

BIO 108 Fundamentals of Disease Processes

25 class hours/10 lab hours/3 credit hours

- **Course Description:** This course encompasses a survey of the disease process, integrative medicine, alternative therapies, pain and its management, infectious diseases, neoplasms, congenital diseases and disorders, and mental health diseases and disorders.
- **Learning Outcomes:** 1) Discuss the mechanisms of disease, diagnosis, and treatment options 2) Define the various disease states and symptomology of the human organ systems 3) Recognize the effects that disease has on a person 4) Integrate holistic philosophy with medical theory as it applies to the disease process 5) Create a knowledge base to increase communications with other healthcare professionals 6) Identify ways for the prevention of various diseases and disorders
- **Prerequisite:**

BIO 140 Integrated Body Science

30 theory hours/20 lab hours/4 credit hours

- **Course Description:** Overview course to orient the student to components of the biological, physiological and societal domains that impact the human perception of balance or health. Topics to be explored include foundations of environmental science, chemistry and cellular biology including microbes, nutrition requirements and metabolism.
- **Learning Outcomes:** 1) Describe the human body as an integrated series of sophisticated systems that sustain life as a result of continual balance among internal, environmental, psychological and spiritual domains 2) Identify and describe the base components and respective properties of the organic elements 3) Identify the core components of the human body at the cellular level necessary to promote and sustain life 4) Define microbiology and identify elements that promote or inhibit growth of pathogenic microbes and normal flora 5) Describe application of the four environmental principles impacting the health of individuals and communities 6) Define nutrition and differentiate between the components comprising the human diet and implications on health status
- **Prerequisite:** Admission into the Practical Nursing Program

Policies & Procedures

BIO 151 Holistic Physiology for Nurses *30 class hours/10 lab hours/4 credit hours*

- **Course Description:** Overview and review of the human body structures learned in the Holistic Anatomy course. This course will focus more on the physiology (or how) the individual body systems work independently and together to promote balance and optimal functioning of the human being. Students will have opportunity to learn through doing in the weekly simulated laboratory experience.
- **Learning Outcomes:** 1) Describe the functional aspects of each of the major body systems as an individual unit as well as the role of each body system in maintaining balance to support homeostasis 2) Verbalize the general impact of psychological, spiritual and social domain maladaptations on the biological functioning of the human body 3) Utilize critical reasoning skills to apply known, basic physiological principals in planning for holistic interventions 4) Provide an accurate, learner sensitive presentation on how one of the major body systems functions.
- **Prerequisite:** Program Admission

BIO 175 Holistic Human Functioning *30 Theory hours/20 lab hours /4 credit hours*

- **Course Description:** This course focuses on human function and structure of the major body systems. Laboratory experiences will assist the learner to visualize and manipulate the components of the concepts learned in theory. The relationship of the individual body system to the overall perception of balance or health will be discussed.
- **Learning Outcomes:** 1) Outline the systems that maintain the human body including a description of the general function and relative location of the major body cavities 2) Describe the interrelationship of each body system to promote homeostasis 3) Demonstrate knowledge of basic terminology used in the study of the human body 4) Apply the principles of body structure and function to promote, maintain or restore select client's and personal wellness
- **Prerequisite:** PN - BIO 140/MA - None

BIO 200 Anatomy & Physiology: Intro to the Body *30 class/20 lab/4 credit hours*

- **Course Description:** This course explains how the human body is organized at different levels. The students study various regions and parts of the body; the importance of the chemicals that make it up; and how cells, tissues, and organs form the systems that keep humans alive and healthy.
- **Learning Outcomes:** 1) Identify various regions and parts of the body 2) Define the importance of the chemicals that make up the body 3) Explain how cells, tissues and organs form the systems that keep humans alive and healthy
- **Prerequisite:** Admission to Program

BIO 210 Anatomy & Physiology II *30 class/10 lab /3.5 credit hours*

- **Course Description:** This course is a requirement for the massage therapy program and discusses the various ways in which the body is supported and the different movements it can perform.
- **Learning Outcomes:** Explain how both support and movement are made possible by the cooperative effort of bones, joins, and muscles
- **Prerequisite:** BIO 200

BIO 250 Pathophysiology *25 class/10 lab/3 credit hours*

- **Course Description:** This course is a requirement for the massage therapy program and is designed to examine the types of diseases and the agents of disease.
- **Learning Outcomes:** 1) Explain various types of disease 2) List the agents of disease, 3) List methods of infection control, 4) List universal precautions 5) Identify muscular pathologies 6) Learn characteristics of muscle tissue and the muscular system including muscle origins, insertions, actions, and nerve innervations
- **Prerequisite:** ALH 102

BIO 260 Pathophysiology II *35 class/20 lab /4.5 credit hours*

- **Course Description:** The students study the significance of the nerve impulse in making rapid adjustments for maintaining homeostasis. Students will also study neurological pathologies.
- **Learning Outcomes:** 1) Explain nerve impulses in relationship to homeostasis 2) Explain how the nervous system detects changes in the environment, selects a course of action and responds to the changes 3) Identify and understand major pathologies of the brain, spinal cord and related branches
- **Prerequisite:** BIO 250

Policies & Procedures

BIO 300 Anatomy & Physiology: Advanced

35 class/20 lab /4.5 credit hours

- **Course Description:** This course teaches students the role of hormones in maintaining long term homeostasis as well as other ways the body maintains homeostasis on a day-to-day basis. Two systems, the cardiovascular system including the blood, heart and blood vessels and lymphatic system are described in their use by the body to maintain homeostasis.
- **Learning Outcomes:** 1) Explain the role of hormones in homeostasis, 2) Explain the structure functions of the cardiovascular system and its role in homeostasis 3) Explain the structure and functions of the lymphatic system and its role in homeostasis.
- **Prerequisite:** BIO 260

BIO 350 Pathophysiology III

40 class/20 lab /5 credit hours

- **Course Description:** This course gives the students an understanding of the respiratory system, digestive system including metabolism, and the urinary and reproductive systems. Discussion concerning nonspecific resistance to disease, immunity, fluid and electrolyte balance, and acid-base homeostasis is also included.
- **Learning Outcomes:** 1) List the functions of the respiratory system 2) List the functions of the digestive system and effects on metabolism 3) List the functions of the urinary system 4) Understand the major pathologies of the respiratory, digestive, urinary and reproductive systems
- **Prerequisite:** BIO 300

BIO 360 Anatomy, Physiology and Pathophysiology IV

40 class/20 lab/5 credit hours

- **Course Description:** This course is a comprehensive review for massage therapy students of all the material presented in the previous anatomy, physiology and pathophysiology coursework. This class is designed to narrow the student's focus and help them prepare for the State Medical Board massage therapy exam.
- **Learning Outcomes:** 1) Demonstrate a thorough knowledge of anatomy concepts 2) Demonstrate a thorough knowledge of physiology concepts 3) Demonstrate a thorough knowledge of pathophysiology concepts
- **Prerequisite:** BIO 350

Communications (COM)

COM 110 Therapeutic Communication

30 Theory hours /3 credit hours

- **Course Description:** Integrated beginning communication course to outline the key components and approaches to effective communication with clients, peers and other health care providers. Students will participate in a simulated learning experience to practice learned techniques in a controlled environment. A presentation will be included to assist the student in teamwork and public speaking.
- **Learning Outcomes:** 1) Demonstrate beginning levels of appropriate therapeutic intrapersonal, interpersonal and public communication 2) Describe effective communication approaches/techniques to assist the client to express spiritual, biological, psychological and sociological needs and expectations 3) Utilize the concepts and approaches of Neuro Linguistic Programming to enhance relationships between the nurse/client and interdisciplinary team
- **Prerequisite:** PN - Admission to Practical Nursing Program/RN - If Non-OIAH PN Graduate - Admission to Registered Nursing Program/MA - None

English (ENG)

ENG 101 Basic Composition

30 class hours/3 credit hours

- **Course Description:** Review of basic components of the English language. Involves writing based on logic, primary research techniques and student's own personal experiences. All writings will highlight APA organization and formatting.
- **Learning Outcomes:** 1) Recognize that writing is a significant part of a college education as well as life skill to communicate effectively 2) Model the writing process of critical thinking, composing, revising, editing and publishing 3) Use the library and research databases as a significant source of information for College courses 4) Write clearly organized, well developed essays to meet course requirements 5) Follow APA guidelines for documenting source references.
- **Prerequisite:** Program Admission

Policies & Procedures

ENG 102 Advanced Composition

30 class hours/ 3 credit hours

- **Course Description:** Composition of formal essays, reviews and reference papers based on the study of logic and current library research. Writing will stress APA organization, the logic of argument, referencing techniques and use of Standard English.
- **Learning Outcomes:** 1) Write a variety of research based assignments which demonstrate the ability to think critically, evaluate resources, and to analyze content 2) Analyze the work of professional writers for their ability to support a claim, structure effective argument, avoid fallacy, use authority and apply the logical processes of generalization, comparison and causal analysis 3) Accept the responsibility for finished drafts that are well developed and well edited 4) Follow APA guidelines for documenting source references.
- **Prerequisite:** COM 110 and ENG 101

GXMO (GXMO)

GXMO 101 General X-Ray Machine Operator

20 clock hours/30 clinical hours

- **Course Description:** This course is to prepare the student to function effectively and safely as a GXMO in the healthcare system. The course will cover the basic principles of x-ray operation and radiation safety to the patient and the operator.
- **Learning Outcomes:** 1) Compare the role of the limited x-ray machine operator with that of the registered Radiology technologist 2) Describe the legal requirements for the practice of radiography by the state of Ohio, and the various accrediting agencies 3) Describe the typical work environment and general duties of the GXMO 4) Radiobiology and radiation safety 5) Fundamentals of radiographic equipment 6) X-ray circuit and tube heat management 7) Screen/film image receptors 8) Digital image receptors 9) Darkroom and film processing 10) Identifying x-rays 11) Radiology terminology
- **Prerequisite:** High School Graduate/GED/Certified or Licensed Professional

GXMO-MA - General X-Ray Machine Operator for MA Diploma 20 clock hrs/30 clinical hrs/3 credit hrs

- **Course Description:** This course is to prepare the student for the role of GXMO in the healthcare system.
- **Learning Outcomes:** 1) Describe the limited role of the GXMO with that of the registered Radiology technologist 2) Describe the legal requirements for the practice of radiography by the state of Ohio, and the various accrediting agencies 3) Describe the typical work environment and general duties of the GXMO 4) Radiobiology and radiation safety 5) Fundamentals of radiographic equipment 6) X-ray circuit and tube heat management 7) Screen/film image receptors 8) Digital image receptors 9) Darkroom and film processing 10) Identifying x-rays 11) Radiology terminology
- **Prerequisite:** Admission MA Program

Health Information Management (HIM)

HIM 260 Medical Office Coding & Procedures 15 class hours/20 lab hours/2.5 credit hours

- **Course Description:** This course teaches entry-level skills for computer-based management of a medical office emphasizing software for patient records, billing and collections, daily financial transactions, insurance processing, and the production of routine reports and summaries manual patient financial accounting, collection techniques, employee payroll, banking procedures, medical supplies purchasing and inventory. Out-of-class lab work is required. Participants will learn basic rules, regulations and principles for assigning ICD-9-CM codes to patient encounters for billing physician services.
- **Learning Outcomes:** 1) Demonstrate proficiency with computer technology at a level compatible with business/industry requirements 2) Demonstrate proficiency in computer operations and applications relative to patient care and the management of a medical office 3) Understand structure and analysis of health data 4) Be able to do basic ICD-9 coding and indexing of information 5) Comprehend management of reimbursement systems for health insurance claims 6) Perform word processing, spreadsheet applications, database applications, internet searches and billing functions 7) Demonstrate competence in performing administrative clerical duties and managing medical practice finances 8) Post entries on a day sheet, adjustments, non-sufficient fund checks, collection agency payments 9) Perform accounts receivable, billing and collection procedures, process refunds and credit balances, inventory of supplies and equipment 10) Prepare a bank deposit 11) Utilize computer software to maintain office systems
- **Prerequisite:** None

Holistic Health (HOL)

HOL 101 Holistic Foundations: Historical Survey

20 theory hours/2 credit hours

- **Course Description:** This course focuses on studying the historical development of integrative approaches to healing and health care. Integrative medicine promotes an expanded view of healing by combining both conventional and complementary methods of diagnosis and treatment in order to enhance the healing process as well to promote overall wellbeing and prevention of health-related illnesses. The course will begin with studying the history of holistic, also known as complementary/alternative health practices from ancient cultures to modern practices, followed by the current trend of integrating these approaches.
- **Learning Outcomes:** 1) Describe the historical countenance of holistic medicine 2) Articulate differences and similarities between the Holistic, Integrated approach to meeting health care needs and the traditional medical model 3) Identify the holistic interventions most frequently utilized in providing care to clients across the lifespan
- **Prerequisite** PN - Admission into the Practical Nurse Program/RN - if Non-OIAH PN Graduate – Admission to the Registered Nursing program/MA - None

HOL 102 Holistic Interventions I

20 theory hours/2 credit hours

- **Course Description:** This course provides a theoretical overview of seven common holistic interventions. In addition, learners will perform basic holistic interventions in Energy Healing, Reflexology, Acupressure, and Guided Imagery. Course includes 2 Hrs of lab weekly.
- **Learning Outcomes:** 1) Describe seven common holistic interventions 2) Identify indications for Energy Healing, Reflexology, Acupressure and Non-Directive Guided Imagery in common nursing situations 3) Perform two techniques from each of the holistic interventions practiced in class
- **Prerequisite** HOL 101

HOL 120 Therapeutic Herbology

10 theory hours/1 credit hours

- **Course Description:** This is a companion course to medical pharmacology to explore non-traditional approaches to promote, maintain or restore health balance. The student will begin to learn approaches to complete a holistic assessment. Potential interactions and contraindications to concomitant use with traditional medicinal therapy will be reviewed.
- **Learning Outcomes:** 1) State the general guidelines for herbal safety 2) Discuss indications and contraindications of the frequently utilized herbal remedies 3) Discuss legal and ethical considerations for herbs in personal and professional use 4) Demonstrate competency of interactions of selected herbal remedies
- **Prerequisite** NRS 101

HOL 200 Holistic Perspectives and Intervention II

20 class hours/30 lab hours/ 4 credit hours

- **Course Description:** This course continues the overview and practice of holistic interventions began in Holistic interventions I. Five additional holistic modalities are reviewed and hands-on practice in the five modalities covered in the first level class is continued with additional techniques.
- **Learning Outcomes:** 1) Describe 5 Common Holistic Interventions 2) Identify indications for Energy Healing, Reflexology, Acupressure and Non-Directive Guided Imagery in common nursing situations 3) Perform two techniques from each of the holistic interventions practiced in class.
- **Prerequisite:** HOL 101 and NRS 200

Massage Therapy (MAS)

MAS 100 Massage Theory Fundamentals

10 class/10 lab /1.5 credit hours

- **Course Description:** In this course students study the use of massage from ancient to modern times learning about the individuals known for developing certain techniques, basic differences in massage systems, and natural and instinctive remedy for some illnesses and injuries. Students will learn and practice the major massage movements (effleurage, petrissage, friction, vibration and tapotement), passive and active joint movements and rhythm and pressure as applied to therapeutic body massage.
- **Learning Outcomes:** 1) Describe why massage is a natural and instinctive remedy for some illnesses and injuries 2) Explain the use of massage from ancient to modern times as an aid to physiological and psychological well being 3) Describe the basic differences in massage systems 4) Explain why it is important for legitimate practitioners to know massage history 5) Describe the six major categories of massage movements 6) Explain Swedish (classic) massage techniques (7) Demonstrate mastery of basic massage movements (8) Demonstrate passive and active

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joint movements (9) Explain and demonstrate rhythm and pressure as applied to therapeutic body massage (10) Understand the historical significance of massage

- **Prerequisite:** Admission to Program

MAS 110 Massage Theory I

30 class/20 lab /4 credit hours

- **Course Description:** In this course the student will master hand exercises specifically for the benefit of the massage practitioner to assist with a lifelong career with little or no injuries. We will also go through the steps in preparing a client for a massage session as well as learn the proper procedures for a basic body massage using proper draping techniques.
- **Learning Outcomes:** 1) Define the primary terminology for techniques 2) Perform the primary techniques for massage 3) Demonstrate understanding for indications and contraindications for techniques 4) Demonstrate understanding of how to approach clients and assess needs of client 5) Perform good body mechanics 6) Demonstrate understanding of appropriate professional clinical behavior 7) Perform appropriate draping 8) Take a medical history 9) Understand and apply professional ethics 10) Perform therapeutic applications of massage 11) Discuss importance of energy 12) Describe scope of practice 13) Discuss the importance of licensure
- **Prerequisite:** MAS 100

MAS 200 Massage Theory II

10 class/10 lab /1.5 credit hours

- **Course Description:** This course is designed for students to learn the major contraindications and indications for massage, the use of massage by other healthcare professionals, and how massage aids in healing and convalescence. The students will also learn and have hands on practice in more detailed modalities.
- **Learning Outcomes:** 1) Demonstrate safe, ethical, legal and competent clinical interventions related to their assessments 2) Discuss and demonstrate Indirect Muscle Energy techniques 3) Chart a medical history and client progress notes using SOAP notes 4) Verbalize understanding of therapeutic relationships 5) Identify musculoskeletal disorders mediated by massage therapy 6) Demonstrate the safe and competent use of Myo-neural therapy for cervical muscle pain and temporomandibular joint dysfunction (as defined by Ohio Scope of Practice for Medical Massage Therapists) 7) Identify and demonstrate appropriate use of three different pain assessment scales 8) Demonstrate Swedish massage techniques and clinical application 9) Demonstrate the safe and competent use of Craniosacral therapy as a soft tissue modality
- **Prerequisite:** MAS 110 & BIO 200

MAS 210 Art of Massage Therapy I

15 class/10 lab/2 credit hours

- **Course Description:** This course discusses the use of heat and cold in body treatments, the different types of apparatus that may or may not be used by the massage practitioner, as well as an understanding and use of massage in sports/athletic arena. Students perform a variety of methods using cryotherapy and heat therapy.
- **Learning Outcomes:** 1) Explain the use of heat and cold in body treatments 2) Describe types of apparatus that may be approved and may not be approved for use by the massage practitioner 3) Describe at least five ways of applying heat to the body 4) Define athletic/sport massage 5) Explain the purposes of athletic massage 6) Explain the causes of muscle fatigue 7) Explain contraindications for athletic massage 8) Explain the historical significance massage has played in medicine 9) Differentiate among alternative, complementary, and integrative medicine 10) Describe the role of the patient in integrative medicine 11) Explain how massage may fit into a hospital setting
- **Prerequisite:** MAS 200

MAS 250 The Art of Massage Therapy II

30 class/3 credit hours

- **Course Description:** This course is designed to broaden student's knowledge of special massage techniques. The students study and practice a few techniques for prenatal massage, lymphatic massage, trigger point release, pressure point release, acupressure and reflexology.
- **Learning Outcomes:** 1) Explain the benefits of prenatal massage 2) Describe the basic functions of the lymphatic system 3) Describe how to treat trigger points 4) Explain the basic philosophy of acupressure and acupuncture 5) Describe shiatsu as related to pressure points of the body 6) Define reflexology
- **Prerequisite:** MAS 210

MAS 300 Massage Theories & Techniques

20 class/60 clinical/4 credit hours

- **Course Description:** In this course the students study pharmacology by common drug groupings, vitamins and minerals, and the use and side effects of herbs and supplements.
- **Learning Outcomes:** 1) Explain the definition of pharmacology 2) Describe how drugs are named and classified 3) Describe how to look up a drug 4) Explain some common drug groupings and the groups relevance for a

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massage therapist 5) Describe the effects of vitamins and minerals on the body 6) Describe the possible uses and side effects of herbs and supplements

- **Prerequisite:** MAS 250

MAS 400 Advanced Massage Therapy

10 class/30 clinical/2 credit hours

- **Course Description:** In this course discusses the use of hydrotherapy as a therapeutic aid as well as the effects of different water temperatures on the body. We will also explore the specific releases for muscles of the head, face, neck, arm, hand, vertebral column, low back, abdomen and pelvis.
- **Learning Outcomes:** 1) Demonstrate understanding of all massage therapy techniques 2) Demonstrate knowledge of Swedish massage and practice 3) Perform universal precautions 4) Compare and contrast Swedish massage theory and techniques with Eastern massage theories and techniques 5) Identify three possible continuing education courses for professional development 6) Perform massage therapy interventions under the supervision of a licensed massage therapist
- **Prerequisite:** MAS 300

MAS 450 Advanced Massage Therapy II

20 class/30 clinical/3 credit hours

- **Course Description:** In this course the student learns releases for the muscles of the thigh. There will also be an extensive review of the entire massage program and will have a mock state board exam. The students will perform their skills in an off-site nursing home clinical experience.
- **Learning Outcomes:** 1) Students work in nursing home setting for three days 2) Perform massage on nursing home residents 3) Take accurate medical histories and write SOAP notes for each resident seen 4) Represent OIAH in a professional a courteous manner 5) Demonstrate knowledge of State Board Materials 6) Demonstrate knowledge of review materials 7) Perform all aspects of operations of massage clinic
- **Prerequisite:** MAS 400

Medical Assisting (MA)

MA 104 Basic Clinical Procedures

20 class hours/20 lab hours /3 credit hours

- **Course Description:** This course provides an introduction to clinical assisting procedures in the medical office emphasizing patient preparation, medical history interviews, vital signs, positioning and draping, medical asepsis, assisting with physical exams, eye and ear assessment and procedures. It is an intermediate experience in a physician's office involving structured observations and participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant. Other topics include assisting with minor office surgery, therapeutic modalities, administration of medications, insurance coding/claims, care of patient records and other office management skills.
- **Learning Outcomes:** 1) Competently perform clinical duties associated with assisting a physician in the diagnosis and treatment of patients in an ambulatory care setting by taking vitals and assisting in physical exams 2) Understand the legal concepts and ethical responsibilities associated with patient care and the documentation of health information 3) Display professionalism with interpersonal situations and business functions 4) Apply principles of effective oral and written communication skills with patients, their families and other health care providers 5) Teach patients methods of health promotion 6) Be able to apply principles of aseptic techniques and infection control 7) Obtain and record patient history 8) Prepare patient for and assist with routine specialty examinations 9) Competently perform clinical duties associated with assisting a physician in the diagnosis and treatment of patients in an ambulatory care setting 10) Understand and apply principles of office management, planning, policy development, supervisory process, personnel training, equipment and facility maintenance, and time management 11) Apply principles of effective oral and written communication skills with patients, their families and other health care providers 12) Teach patients methods of health promotion 13) Demonstrate knowledge of human structure and function and recognize common disorders of the body 14) Think rationally, systematically, and logically 15) Solve problems through proper means of analysis/synthesis
- **Prerequisite:** BIO 175, ALH 102

MA 105 Medical Office Management

10 class hours/20 lab hours /2 credit hours

- **Course Description:** In this course students explore administrative duties in a physician's office, including scheduling, monitoring patient appointments, outpatient procedures, hospital admissions, medical and office equipment maintenance, storing supplies and pharmaceuticals, hiring, evaluating and managing office personnel
- **Learning Outcomes:** 1) Understand and apply principles of office management, planning, policy development, supervisory process, personnel training, equipment and facility maintenance, and time management 2) Demonstrate competence in performing administrative clerical duties and managing medical practice finance

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- 3) Understand the legal concepts and ethical responsibilities associated with patient care and the documentation of health information
- 4) Display professionalism with interpersonal situations and business functions
- 5) Apply principles of effective oral and written communication skills with patients, their families and other health care providers; teach patients methods of health promotion
- 6) Think rationally, systematically, and logically
- 7) Solve problems through proper means of analysis/synthesis

- **Prerequisite:** None

MA 201 Medical Practice Clinical Procedures I *20 class hours/20 lab hours/3 credit hours*

- **Course Description:** Techniques required to perform advanced/specialized procedures such as assisting with sigmoidoscopy, basic respiratory procedures, OB/GYN procedures, physical agents to promote tissue healing, and basic nutrition.
- **Learning Outcomes:** 1) List, identify, and state the function of each instrument commonly used during a proctosigmoidoscopy, a gynecological examination, and an obstetrical examination 2) Illustrate the therapeutic uses of heat and cold applications 3) Create patient teaching activities for various applications of therapeutic modalities, crutch walking and use of a wheelchair 4) Identify and discuss special considerations for the pediatric patient 5) Discuss various methods of contraception and explain common diagnostic studies of the reproductive system 6) Identify and discuss special procedures for the pregnant patient 7) Describe the major food sources, classic deficiency diseases, and basic function of nutrients required for good health 8) Illustrate the role of the medical assistant in teaching and interpreting the therapeutic diet for a patient
- **Prerequisite:** ALH 111

MA 202 Medical Practice Clinical Procedures II *10 class hrs/20 lab hrs/180 clinical hrs/8 credit hrs*

- **Course Description:** Intermediate level clinical procedures performed in a family practice setting such as medical microbiology, bandaging and dressing changes, administering therapeutic modalities, preparing and administering medications, pediatric immunizations and procedures, allergy procedures, and patient teaching.
- **Learning Outcomes:** 1) Demonstrate the routine procedure involved in the examination and testing of microbes 2) Explain the role of the medical assistant in pre- and postoperative patient instruction 3) Differentiate between, scratch, intradermal, patch, and RAST testing 4) Discuss the medical assistant's professional responsibilities associated with the preparation and administration of medication 5) Demonstrate the skills necessary for calculating drug dosages and administering medications by any of the methods common to a medical office 6) Relate the safety precautions associated with drug therapy, including the care and disposal of supplies 7) List and describe the components of assessing and responding to various medical office emergencies
- **Prerequisite:** MA 201, ALH 111

MA 206 Medical Laboratory Procedures *20 class hours/20 lab hours /3 credit hours*

- **Course Description:** In this course participants learn techniques required to perform laboratory procedures in a medical office, including collection of specimens for testing/transport, venipuncture, urinalysis, cultures, quality control, and laboratory safety.
- **Learning Outcomes:** 1) Identify the medical assistant's role in coordinating laboratory tests and results 2) List and describe the basic components and applications of medical office laboratory technology 3) Practice the tasks associated with collecting, labeling and handling of specimens in the medical office 4) Demonstrate the routine procedures involved in the examination and testing of microorganisms, urine, blood, and other specimens 5) Explain the purposes of common laboratory tests and distinguish between normal and abnormal values
- **Prerequisite:** BIO 175, ALH 101

Non-Directive Imagery (NDI)

NDI 101 Non-Directive Imagery for Massage Therapist *5 class/10 lab /1 credit hour*

- **Course Description:** This course is designed to permit the student to develop a relationship with their inner guide while applying the imagery techniques for dealing with relaxation and other issues for both the student and their clients.
- **Learning Outcomes:** 1) List indications and contraindications for the NDI process 2) Define qualities and role of Guide 3) Develop Relationship with Inner Guide 4) Develop Imagery techniques for Safety 5) Apply techniques for relaxation 6) Develop Imagery Techniques for dealing with abreaction 7) Perform Non-Directive process
- **Prerequisite:** None

Nursing (NRS)

NRS 100 Medical Terminology/Charting 15 Theory hours/1.5 credit hours

- **Course Description:** Basic medical terminology is covered, as well as basic information to prepare the nursing student for medical charting.
- **Learning Outcomes:** 1) Recognize medical terminology prefixes and suffixes 2) Identify medical terms from their component parts 3) List abbreviations for medical terms 4) Identify the parts of a medical chart 5) Perform accurate charting
- **Prerequisite:** Admission to Practical Nursing Program

NRS 101 Practical Nursing Foundations 30 Theory hours/20 Lab hours/4 credit hours

- **Course Description:** This course includes the beginning knowledge and skills that serve as a foundation for a career in nursing. The holistic human functioning patterns are introduced to organize the student's learning of nursing problems and traditional interventions. The students will continue to build upon the patient care skills learned as a patient care assistant in the laboratory environment. Course includes 2 Hrs of clinical lab time weekly.
- **Learning Outcomes:** 1) Identify and describe five core values of holistic nursing practice 2) Verbalize the components of the nursing process and the role of the PN in meeting the spiritual, biological, psychological and sociological needs of clients 3) Discuss the contribution of the PN in promoting and maintaining a safe and effective care environment including coordination of care and injury prevention activities 4) Identify basic nursing problems and potential holistic interventions associated with each of the components of the Holistic Functioning Patterns: feeling (comfort), moving (activity and rest), and exchanging (nutrition, elimination, tissue integrity) 5) Demonstrate competent, safe practice of basic patient care skills
- **Prerequisite:** Admission to Practical Nursing Program

NRS 102 Integrative Nursing 30 Theory hours/20 Lab hours/60 Clinical hours/6 credit hours

- **Course Description:** This clinical experience course designed for exploration of common health alterations in the adult and senior adult population. Students begin to actively practice and enhance the skills learned in previous nursing courses with an emphasis on promoting cultural diversity and client self-care measures. Course includes 6 hrs. of clinical weekly.
- **Learning Outcomes:** 1) Identify the relationships among critical reasoning, nursing process, diagnostic reasoning, decision making and homeodynamics 2) Explain the principles of systematic observation and data collection to meet the biological needs of patients 3) Describe potential LPN roles in providing holistic nursing care (traditional and alternative) for common alterations in adult physiological integrity 4) Identify advanced nursing problems and potential holistic interventions for the general adult population including: communication, knowing, perceiving, and exchanging (oxygenation) holistic functioning patterns 5) Verbalize nursing considerations in providing holistic care for clients that are diverse from the ethnicity, values, beliefs or culture of the student nurse 6) Differentiate between adaptive and maladaptive responses to alterations in the perceived balance of the mind-body-spirit-social connection 7) Demonstrate ability to competently and confidently perform safe, basic nursing care for select clients in the clinical environment 8) Demonstrate behavior consistent with the role and responsibility of the student PN including professionalism and team work 9) Have a beginning knowledge and utilize the nursing process to meet basic biological, psychological, sociological and spiritual needs of stable clients 10) Perform accurate calculation and preparation of medications for administration, either in laboratory or clinical area(s)
- **Prerequisite:** NRS 101

NRS 103 Integrative Nursing II 30 Theory hours/150 clinical hours/8 credit hours

- **Course Description:** This advanced clinical nursing course promotes student learning of health alterations in the adult and senior adult populations while allowing mastered skills to be practiced in the clinical environment. Student care focus will be on assisting the client to maintain or restore perceived balance within the mind-body-spirit-social connection. Course includes 15 Hrs of clinical weekly.
- **Learning Outcomes:** 1) Verbalize professional, therapeutic holistic nursing care practices within the mandated scope of practice for adults experiencing alterations in multiple dimensions 2) Consistently contribute to nursing care planning in terms of appropriate data collection, problem focusing, client specific intervention and timely evaluation of progress 3) Describe diagnostic testing and laboratories used in the care of adults with common health problems 4) Identify advanced nursing problems and potential holistic interventions for the general adult population including: exchange (renal/urinary, circulation, hormonal/metabolic), relating and feeling (emotional

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integrity) holistic functioning patterns 5) Describe medicinal and alternative interventions to address common alterations in the perceived balance of the mind-body-spirit-social connection 6) Define end-of-life nursing care and describe nursing interventions to promote a peaceful death 7) Consistently provides safe nursing care to increasing numbers and complexity of clients 8) Consistently demonstrates professional behaviors appropriate to role and responsibility as a student PN including communication and collaboration 9) Effectively use the nursing process to identify problems and provide holistic interventions for clients experiencing alterations in the mind-body-spirit-social connection in an effort to maintain or restore perceived balance of health 10) Demonstrates safe medication administration 11) Document nursing care planning and care provided in accurate, complete and appropriate nursing language according to clinical agency policy

- **Prerequisite:** NRS 101, NRS 102

NRS 104 Lifespan Nursing *30 Theory hours/20 Lab hours/100 Clinical hours/7 credit hours*

- **Course Description:** Overview course designed to familiarize the student with nursing care of the family unit in community and acute care settings. The student will apply concepts of normal growth and development in providing holistic nursing care and planning health promotional teaching interventions. The course features modules on care for the pregnant female, birthing process, routine newborn care, well child care and mental illness in the community issues. Course includes 10 Hrs of clinical weekly.
- **Learning Outcomes:** 1) Describe the physical, psychological, spiritual and socio-cultural changes that occur throughout the life continuum 2) Identify key interview questions to collect, data in the biological, psychological, sociological and spiritual domains to provide holistic nursing care for individuals and families 3) Identify community resources to promote health for clients and self 4) Implement effective teaching strategies for routine client interactions concerning health promotion 5) Explain the legal responsibility of the PN in reporting suspected child/elder abuse and /or impaired care providers 6) Integrate the nursing process in the safe delivery of holistic care for individual clients across the life span and/or within the family unit 7) Demonstrate the ability to perform complex nursing procedures and holistic interventions with increasing independence and judgment 8) Consistently demonstrate professional behavior as a member of the health care team and student 9) Utilize effective communication techniques to assess the perceived balance of health for select individuals and to provide health promotional teaching 10) Apply the nursing process to provide preventive health service for a population in the community setting
- **Prerequisite:** NRS 101, NRS 102, NRS 103

NRS 106 Legal and Ethical Practice *30 Theory hours/3 credit hours*

- **Course Description:** This course highlights the legal components and concepts needed for professional practice in the changing health care environment. The role of ethics in judgment and decision making will be reviewed. The importance and implications of consistent positive and professional interactions between and among all health care delivery disciplines will be explored.
- **Learning Outcomes:** 1) Identify and describe ethical principles and potential violations that can occur in the process of providing health care services 2) Define the legal aspects of healthcare provider-client, healthcare provider-physician, and healthcare provider-employer relationships 3) Describe the basic components of professional, legal documentation within the medical record
- **Prerequisite:** Admission to Practical Nursing Program

NRS 109 Practice Transitions *20 Theory hours/2 credit hours*

- **Course Description:** Synthesis course to review and link all the previous course work for success on the NCLEX-PN exam. A variety of guest lectures, computer assisted instruction and tailored instruction will assist the student to build competence and confidence in his/her future role as a nurse.
- **Learning Outcomes:** 1) Demonstrate competence to proceed in taking the state licensure examination 2) Identify key professional and leadership principles for PN's in the current and future health care arenas 3) Verbalize coping strategies to adjust from the role of student to licensed care provider
- **Prerequisite:** NRS 101, NRS 102, NRS 103

NRS 110 Math for Nursing Medication Administration *30 Theory hours/3 credit hours*

- **Course Description:** Identifies and reviews the mathematical principles and computations essential to medication administration. The course also explores practical measures to deliver the ordered dose safely to patients across the lifespan.
- **Learning Outcomes:** 1) Articulate the importance of accurate math calculations to the practice of nursing and specifically medication administration 2) Perform basic mathematical computations that involve fractions,

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decimals, simple equations and proportions 3) Utilize the three basic systems of measure in medication administration: Household, metric and apothecary 4) Describe the components of a medication label to accurately determine the prescribed dosage of enteral and parenteral medications 5) Articulate the process of determining the safe and therapeutic dose of a ordered medication for adults and children based upon body weight

- **Prerequisite:** Admission to Practical Nursing Program

NRS 111 Nursing Pharmacology

25 Theory hours/20 lab hours/3.5 credit hours

- **Course Description:** Theory course to prepare practical nurses to deliver ordered enteral and parenteral medication therapies safely. This course will use a prototype model to assist the learner to identify drug class indications, contraindications, common side effects, adverse events and nursing considerations.
- **Learning Outcomes:** 1) Demonstrate understanding of pharmacokinetic and pharmacodynamic principles through teaching strategies with self-medicating adults 2) Identify the common mechanism of action, indications, side effects, and contraindications of a prototype from each of the main drug categories (sympathetic, parasympathetic) 3) Identify nursing considerations and relevant holistic interventions relevant to selected major classification of drugs
- **Prerequisite:** Admission To Practical Nursing Program

NRS 112 IV Therapy Competency

5 Theory hours/3 lab hours/12 clinical hours/1 credit hour

- **Course Description:** This focused nursing course exploring the concepts central to Intravenous Therapy planning, delivery and monitoring. The course reviews the Ohio rules and regulations concerning IV therapy administration by licensed practical nurses. The student will have supervised hands-on experience in the classroom, laboratory and finally the clinical environment to demonstrate mastery. Course includes 15 Hrs of lab/clinical.
- **Learning Outcomes:** 1) Accurately state the licensure appropriate scope of practice concerning IV therapy with consideration of clinical agency policy 2) Demonstrate the correct procedure for initiating successful IV catheter insertions 3) Identify potential adverse events and the appropriate patient teaching/follow up procedures that must ensue should an adverse event occur 4) Demonstrate competency in calculating ordered IV rates in consideration of safe, therapeutic ranges, pharmacodynamics of the medication to be delivered and current client condition
- **Prerequisite:** NRS 101, NRS 102

NRS 200 Transition to Holistic Nursing Practice (non-OIAH LPNs) 20 class hours/2 credit hours

- **Course Description:** This course is designed to guide the traditional LPN-student in planning and initiating personal and professional growth towards future roles as a registered nurse and a holistic care provider. The student will explore Ohio Scope of Practice, clinical environment, routine daily activities and nursing/holistic care process differences between LPN and holistic RN. Students are required to participate in a current professional activity with guidance from the course faculty.
- **Learning Outcomes:** 1) Identify and describe five core values of holistic nursing practice 2) Describe the role of the Registered Nurse in the health care delivery system and implications for meeting the spiritual, biological, psychological and sociological needs of clients 3) Engage in learning opportunities that promote beginning professional growth 4) Explore potential thoughts, feelings and attitudes typically experienced during role transition.
- **Prerequisite:** Program Admission

NRS 201 Promoting Psychological Adaptations

30 class hours/60 clinical hours/6 credit hours

- **Course Description:** Clinical course designed to focus on holistic nursing assessment and intervention for clients and families experiencing alterations specific to the human psychological domain. Students will also explore assessment and intervention of the environmental (social) domain to advance nursing management competencies.
- **Learning Outcomes:** 1) Describe the general pathophysiology and manifestation of common psychological maladjustments including: anxiety, depression, stress, addiction and grief 2) Identify basic nursing problems and potential nursing interventions associated with the abstract care components of the Holistic Functioning Patterns: Communicating, Relating, Valuing/transcending, Feeling and Perceiving 3) Describe the four interrelated components of the self-concept 4) Demonstrate competence in performing comprehensive psychological assessments to plan effective homeodynamic restoration 5) Identify the core components within a therapeutic environment and apply appropriate holistic interventions to promote, facilitate or maintain a healing environment for individuals and/or families 6) Interpret human response patterns to psychosocial stressors through the process of critical thinking.
- **Prerequisite:** Program Admission

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NRS 202 Family Nursing

30 class hours/ 90 clinical hours/ 6 credit hours

- **Course Description:** Focused clinical course addressing biological, psychological, spiritual and sociological needs of the human from conception through young adulthood. Common alterations to adaptation in pregnancy, birthing, and childhood will be reviewed to support holistic nursing interventions. Students will have opportunity to participate in family planning, prenatal, labor and delivery, newborn nursery and general pediatric populations clinical care arenas and service learning.
- **Learning Outcomes:** 1) Assess the adaptations of the individual and family unit to plan holistic nursing care of alterations within the Communicating, Relating, Knowing, Feeling, Moving, Perceiving, Choosing and Exchanging health functioning patterns 2) Describe the physiological changes in mother and infant during the gestational cycle and the developmental tasks of the expectant family 3) Integrate growth and development principles into meeting the needs of the childbearing family and individual children ages newborn through adolescence 4) Utilize the holistic nursing care process to plan and implement care for the family and/or child unit in a variety of care settings 5) Demonstrate beginning knowledge and skill in providing collaborative care interventions through appropriate referral to local community resources 6) Participate in culturally sensitive, health promotional teaching opportunities to address the biological, psychological, spiritual and sociological needs of families and children.
- **Prerequisite:** NRS 200, NRS 201, and NRS 210

NRS 203 Caring for the Community

30 class hours/50 clinical hours/ 4 credit hours

- **Course Description:** Overview course to introduce holistic nursing practice in a non-traditional environment including out-patient clinics, health departments, community agencies and home visits. The student will explore the influences of politics, economics and cultural norms on the health balance of individuals and communities. Holistic nursing interventions directed toward primary, secondary and tertiary care will be reviewed.
- **Learning Outcomes:** 1) Identify appropriate nursing problems and holistic interventions to address components primarily within the Knowing, Choosing, and Perceiving health functioning patterns 2) Verbalize components of the community assessment and impact on health of individual and community 3) Demonstrate critical reasoning in planning appropriate primary, secondary and tertiary interventions for a local community.
- **Prerequisite:** NRS 202

NRS 204 Advanced Nursing Care

50 class hours/ 170 clinical hours/ 7 credit hours

- **Course Description:** Clinical and theory course to synthesize the major constructs of providing safe, competent holistic nursing care. Each of the health functioning patterns will be reviewed as well as commonly diagnosed alterations and needed client restoration measures. The student will engage in extensive clinical time in high acuity health care arenas to practice skills, correlate theory, prioritize and manage care flow processes including delegation.
- **Learning Outcomes:** 1) Explain pathological changes and expected human responses to a variety of common health alterations for adult clients in the acute care setting 2) Determine the biological, psychological, spiritual and social needs and provide holistic care interventions for clients experiencing alterations in multiple patterns 3) Prioritize nursing care to meet multiple needs of multiple clients through critical thinking and holistic nursing care process approach 4) Implement care based upon decisions made utilizing content from holistic perspective and nursing courses, the physical and behavioral sciences, general education and prior clinical experiences 5) Demonstrate safe and competent clinical skills at a level of the professional Registered Nurse
- **Prerequisite:** NRS 201, NRS 202, NRS 203, and NRS 207

NRS 205 Nursing Management for Personal and Professional Growth 20 class hours/ 2 credit hours

- **Course Description:** Exploratory course designed to assist the student establish a commitment to life-long learning in regard to personal growth issues, therapeutic modalities, and leadership potential within the Profession of Nursing. Theories and principles of leadership, role change strategies, expectations of professional nurses and current practice issues in the nursing community will be addressed.
- **Learning Outcomes:** 1) Identify three potential stressors in the transition from LPN to RN and establish a coping plan for each 2) Develop three personal and professional goals to achieve over the next six months and six years 3) Review self-care measures that promote internal balance in biological, spiritual, psychological and social domains to ensure maintenance of self as a healing presence.
- **Prerequisite:** NRS 201, NRS 202, NRS 203, and NRS 207

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NRS 207 Integrated Microbiology & Environmental Nursing *30 class hrs/20 lab hrs/4 credit hrs*

- **Course Description:** Integrated course focusing on the morphology and physiology of microorganisms and traditional prevention interventions as well as holistic approaches to reduce susceptibility of the host. Laboratory experience to help students visualize and apply the concepts taught in theory.
- **Learning Outcomes:** 1) Verbalize the impact of biological alterations on the homeodynamics of the psychological, spiritual and social domains 2) Define microbiology and be aware of the varieties of existing microbes including: bacteria, fungi, protozoa, helminthes, and viruses 3) Describe the relationship between host and parasite and the role of the immune system in protecting the host 4) Identify precautions health care workers must observe in order to prevent spread of infection 5) Describe the types and actions of antibiotics used to control microbes as well as holistic modalities.
- **Prerequisite:** NRS 202, BIO 151

NRS 209 E-Nursing Concept

20 class hours/ 2 credit hours

- **Course Description:** Overview course to highlight advantages and challenges in the use of technology in the therapeutic nurse-client relationship. Emerging legal and ethical issues are reviewed in light of the purported advanced medical outcomes. Students will have opportunity to utilize actual technology documentation systems and practice with correct APA formatting for written work.
- **Learning Outcomes:** 1) Discuss the history, current status and future trends of nursing informatics 2) Describe the ethical and legal responsibilities of the professional nurse in relation to information systems 3) Locate and promote use of electronic resources to enhance whole person care and/or improve the wellness of individuals and communities 4) Demonstrate utilization of APA format at a novice level.
- **Prerequisite:** Program Admission

NRS 210 LPN-RN Transitions

10 class hours/1 credit hour

- **Course Description:** This course is designed to guide the LPN-student in planning and initiating person and professional growth towards future role as a registered nurse. The student will explore Ohio Scope of Practice, clinical environment and routine daily activities differences between for the LPN and RN. Students are required to participate in a current professional activity with guidance from the course faculty.
- **Learning Outcomes:** 1) Describe the role of the Registered Nurse in the health care delivery system 2) Engage in learning opportunities that promote beginning professional growth 3) Explore potential thoughts, feelings and attitudes typically experienced during role transition.
- **Prerequisite:** Program Admission

NRS 211 Professional Transitions

10 class hours/ 1 credit hour

- **Course Description:** Faculty guided, independent study module to assist the student to prepare for the NCLEX-RN. The course will consist of tailored theory instruction based upon practice NCLEX exam outcomes and study skill preferences. Students must achieve the minimal passing percentile to graduate and attain authorization to take the state licensure exam.
- **Learning Outcomes:** 1) Maximize testing preparation by focusing study on identified deficiency areas 2) Demonstrate increasing independence and confidence to seek out and find the needed information for personal and professional growth 3) Demonstrate competence to proceed in taking the state licensure examination.
- **Prerequisite:** NRS 201, NRS 202, and NRS 203

Patient Care Technician (PCT)

PCT 100 Patient Care Technician

30 class hours/90 clinical hours

- **Course Description:** The student will review basic knowledge of the STNA role. The course will cover patient care, safety, professional responsibilities, infection control, cardiovascular anatomy, and expanded medical terminology. Skills will include sterile technique, dressing changes, removal of IVs, catheter insertion and removal, glucose monitoring, specimen collection, performing an ECG with recognition of normal ECG readings and common arrhythmias.
- **Learning Outcomes:** 1) Explain the expanded role of the Patient Care Technician in the hospital or clinic/office setting. Demonstrate proficiency in basic STNA skills. 2) Understand role in caring for dying patients (including emotional support of patient and families.) 3) Will understand basic anatomy, function of the heart and common conditions with the cardiovascular system. 4) Understand and demonstrate specimen collection and glucose monitoring. 5) Demonstrate procedures for 3-lead, 5-lead and 12-lead ECG's and interpret common arrhythmias.

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- 6) Understand and demonstrate the concepts of sterile technique including the concept of sterile technique used in catheterization. Understand and demonstrate sterile techniques and clean technique used in dressing changes.
- 7) Follow a plan of care and understand the PCT's role in documentation
- **Prerequisite:** Current STNA License, PHL 100 or Certified Phlebotomist, and valid CPR/First Aid Card

Phlebotomy (PHL)

PHL 100 Phlebotomy

40 class hours

- **Course Description:** This course provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, assurance, universal and standard precautions.
- **Learning Outcomes:** 1) Explain basic anatomy and physiology of the circulatory system/blood supply. 2) Obtain/apply skills and knowledge necessary to sit for certification examinations. 3) Demonstrate proficiency and knowledge in the proper phlebotomy techniques for Phlebotomy Technician Positions. 4) Define “standard precautions” and Personal Protective Equipment and apply these principles to all procedures. 5) Practice the use of medical terminology relating to the circulatory system. 6) List the methods of client and specimen identifications. 7) Describe the proper bedside manner and how to prepare the client for venipuncture collection. 8) Identify the locations on the body appropriate for venipuncture collection. 9) List the different colors of tubes used to code blood specimens, what they stand for, and other necessary equipment needed for blood draws. 10) Perform venipuncture by sterile needle and syringe, butterfly or vacuum method. 11) Demonstrate how to dispense blood into tubes following syringe collection. 12) Perform skin punctures to obtain capillary blood specimens. 13) Prepare blood specimens for the laboratory. 14) List potential pre-analytical sources of specimen error. 15) Explain the potential risks and complications of the venipuncture procedure. 16) Describe the role or quality assurance in the practice of Phlebotomy. 17) Discuss the scope of practice of the Certified Phlebotomy Technician.
- **Prerequisite:** 18 years of age and a High School Graduate or possess a GED

PHL 101 Phlebotomy Technician Specialist

40 class hours/40 lab hours/30 clinical hours

- **Course Description:** This course provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, assurance, universal and standard precautions.
- **Learning Outcomes:** 1) Explain basic anatomy and physiology of the circulatory system/blood supply 2) Obtain/apply skills and knowledge necessary to sit for certification examinations 3) Demonstrate proficiency and knowledge in the proper phlebotomy techniques for Phlebotomy Technician Positions 4) Define “standard precautions” and Personal Protective Equipment and apply these principles to all procedures 5) Practice the use of medical terminology relating to the circulatory system 6) List the methods of client and specimen identifications 7) Describe the proper bedside manner and how to prepare the client for venipuncture collection 8) Identify the locations on the body appropriate for venipuncture collection 9) List the different colors of tubes used to code blood specimens, what they stand for, and other necessary equipment needed for blood draws 10) Perform venipuncture by sterile needle and syringe, butterfly or vacuum method 11) Demonstrate how to dispense blood into tubes following syringe collection 12) Perform skin punctures to obtain capillary blood specimens 13) Outline post – puncture care for the patient 14) Prepare blood specimens for the laboratory 15) List potential pre-analytical sources of specimen error 16) Explain the potential risks and complications of the venipuncture procedure 17) Describe the role or quality assurance in the practice of Phlebotomy 18) Discuss the scope of practice of the Certified Phlebotomy Technician 19) Must have written documentation of at least 30 hours and 50 successful venipunctures in a clinical setting 20) Prepare for practicum and certification exam
- **Prerequisite:** None

Psychology (PSY)

PSY 100 Understanding Growth & Development Across the Lifespan 30 Theory hours/3 credit hours

- **Course Description:** Theoretical course to assist the student in differentiating normal and abnormal behaviors and adaptation patterns across the lifespan. The generally recognized growth and development theories will be explored through practical application to teaching-learning scenarios. Holistic approaches of theory application in the health care environment will be reviewed.
- **Learning Outcomes:** 1) Identify the major fields of study and theoretical perspectives within psychology and articulate their similarities and differences 2) Apply psychological theories and findings of empirical studies to explanations of human behavior 3) Apply psychological concepts in practice and be able to recognize psychological principles when encountered in everyday life
- **Prerequisite:** Admission to Practical Nursing Program

Policies & Procedures

PSY 102 Psychology for Holistic Nursing Practice

30 class hours/3 credit hours

- **Course Description:** A theoretical approach to psychological issues pertinent to the holistic model. Course will cover history and methods, learning and memory, consciousness theories, personality theories, stress management, gender perspectives and theories of transpersonal psychology.
- **Learning Outcomes:** 1) Identify the key characteristics of the major modern approaches in psychology 2) Discuss psychological theories as applicable to holistic health practitioners 3) Identify appropriate referral parameters.
- **Prerequisite:** Program Admission

State Tested Nursing Assistant (STNA)

STNA 100 Nursing Assistant Training

Minimum 75 contact hours

- **Course Description:** This comprehensive course for Nursing Assistant Training includes 60-62 classroom hours and 17-20 clinical hours (based on whether attending a day or evening class). Students will learn basic nursing skills, personal care skills, mental health and social service needs, basic restorative services as well as patient's/resident's rights. Program is very experiential in nature with much opportunity to practice learned skills. Successful completion of this course qualifies the student as a candidate for state testing to become a State Tested Nursing Assistant.
- **Learning Outcomes:** 1) Explain the nursing assistant role in the long term care facility, in-home care, and in a hospital setting 2) Describe chronic disease symptoms of the elderly 3) Discuss/implement appropriate interventions for common elderly limitations 4) Follow a nursing assistant plan of care 5) Understand the Nursing Assistant role in documentation
- **Prerequisite:** High School Diploma, GED, or currently enrolled in High School and Admission to State Tested Nursing Assistant Program

Section 9

OIAH Policies & Procedures

This Section provides the standard OIAH policies and procedures. Individual program offering may have additional stipulations. Please contact OIAH at 937-237-1010 if you have any questions regarding the following policies and procedures.

Academic Integrity Policy

OIAH endorses and promotes incorporation of adult learning principles including the expectation that each student will demonstrate his/her own knowledge attainment in all submitted works and class activities. Students that violate any aspect of the Academic Integrity policy are subject to Administrative sanction as detailed in this document.

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards. Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes or computer programs. Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another. Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents or testimony to a school office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments. Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

First Violation

1. If the faculty member and the student agree that a violation has occurred, and the violation is determined to be a first violation, the faculty member shall choose either to sanction the student or to refer the case to the Academic Integrity Board. If the faculty member chooses to sanction the student, the minimum sanction is failure in the work in question and the maximum sanction is failure in the course. The faculty member will be provided with a standard reporting form to be signed by both the student and faculty member. However, the case will be referred to the Academic Integrity Board if:
 - The student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the instructor;
 - The faculty member feels that the seriousness of the first offense warrants presentation to the Academic Integrity Board; or
 - The faculty member, after consultation with the Program Coordinator, prefers to have the Academic Integrity Board investigate or adjudicate the alleged violation, or prefers that the Board sanction the student.
2. The signed report form from a faculty member or the finding of responsibility by the Academic Integrity Board will become part of the student's file.

Subsequent Violations

If the student's file indicates that the student suspected of a violation has been responsible for one or more previous violations of academic integrity, the case will be referred to the Academic Integrity Board.

Policies & Procedures

Academic Integrity Board

1. If a suspected or known violation of academic integrity standards warrants consideration by the Academic Integrity Board, the School Director (or his or her designee) will convene the Board. The Board will be comprised of at least one student, two faculty and two administrators. All members of the Board may question witnesses.
2. Should the Board find the student not responsible for a suspected violation, the faculty member and the student will be so informed. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on his or her normal grading practices.
3. If the Board finds a student responsible for a violation of academic integrity standards, the Board will notify the student and the faculty member. The Board can sanction violations by issuing failure in the work in question, failure in the course, disciplinary warning, probation, suspension, or expulsion.
4. In cases in which the Academic Integrity Board finds a student responsible for a second or subsequent violation, the minimum sanction will be failure in the course; the maximum penalty will be expulsion.
5. If the Academic Integrity Board finds a student responsible for misrepresentation or obstruction, the minimum sanction will be probation; the maximum penalty will be expulsion.
6. If probation is the sanction utilized, the student will remain on probation for one academic term. After one academic term, if the student has met all conditions of the probation, the probation shall be lifted.

Anti-Bullying Policy

The role of OIAH is to provide an appropriate education environment for all students, faculty, and staff. A stable, secure learning environment is essential for all parties to succeed. Bullying, by its nature, undermines the quality of education that OIAH is attempting to offer.

To this end, OIAH strives to foster an environment in which all persons feel valued and safe, where individuality is both recognized and appreciated, and where respect and empathy are promoted. All OIAH students, faculty, and staff have the right to enjoy their experience while on campus.

Definition of Bullying:

1. Bullying is a deliberate act of aggression or manipulation, by one or more people, against another person or people. It is an abuse of power by those carrying out the bullying.
2. Any repeated behavior, intended to hurt, injure, threaten or frighten another person in such a way that the person feels they cannot do anything about it.
3. Repeated oppression, psychological or physical, of a less-powerful person, by a more powerful person. (Farrington : 1991)
4. A person is bullied when s/he is exposed repeatedly and over time, to negative actions on the part of one or more, other persons and s/he has difficulty in defending himself/herself. (Olweus : 1991)

TYPES OF BULLYING:

Physical Aggression

This includes pushing, shoving, punching, kicking, poking and/or tripping people. It may also take the form of severe physical assault with the intention of causing grievous bodily harm.

Psychological Bullying

Name-calling and abusive language, threats of violence and the spreading of spiteful and malicious rumours. Persistent name calling, directed at the same individual, that hurts, insults or humiliates, is regarded as bullying behaviour.

Sexual Bullying

Sexually abusive language, picking on a person with a different sexual orientation.

Racial Bullying

Intolerance of other race groups/religions and the calling of racial names.

Extortion/Financial Bullying

Demands for money, often accompanied by threats.

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Intimidation

This includes aggressive body language and the voice can often be used as a weapon. Particularly upsetting can be a facial expression, conveying aggression and/or dislike.

Isolation/Exclusion

This takes place when a certain person is isolated, excluded or ignored by some of, or the entire class group. It may be accompanied by insults, written remarks about the victim in public places, the passing around of notes or drawings, or the whispering of insults, loud enough to be heard. Related bullying occurs when a person attempts to socialise and form relationships, which peers reject or undermine.

Cyber Bullying

This type of bullying is becoming increasingly common and is constantly evolving. It is bullying carried out through the use of information and communication technologies, such as texts, social network sites, email, instant messaging, gaming sites, chat rooms and other online technologies.

Damage to Personal Property

This may be damage to clothing, cellular phones or other devices, school books, school bags, learning and sports materials and equipment. This will also include the hiding, defacing, breaking or stealing of private property.

OIAH will actively promote a positive and welcoming professional environment for all members of the school community. When people are bullied or harassed some effects might be anger, embarrassment, fear and humiliation, loss of self-confidence and reduced function and potential. Bullying and harassment will be addressed, individual differences will be respected and students and staff will be enabled and supported in their pursuit

Solutions and Consequences:

At the onset of a report of bullying - OIAH will conduct an investigation. This investigation may include interviewing the alleged victim, the alleged bully, and any or all persons that may have been involved or may have witnessed the incident. All phases of the investigation will be documented including all statements by any parties involved in both the incident and the investigation. At the conclusion, of the investigation, both the alleged victim and the alleged bully will be notified of the findings and any sanctions necessary will be enforced.

Cancellation and Settlement Policy

1. As per the State of Ohio Cancellation and Settlement policy, enrollment agreements may be canceled within five (5) calendar days after the date of signing provided that the school is notified of the cancellation in writing.
2. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation.
3. This provision shall not apply if the student has already started academic classes.

If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as an unofficial withdraw and will follow the policies outlined in FIN 09 of the financial aid policies.

Cell Phone Policy

Cell phones are a great convenience to keep in touch with family and friends. However, the use of cell phones is disruptive to the learning and clinical environment. Therefore, cell phones are permitted to be used in the classroom or clinical setting only at the discretion of the faculty. If the student chooses to carry the cell phone, it must be in the off position.

If a student's cell phone rings or otherwise disrupts the class/clinical, the student may be sent home for the day. Repeated offenders are subject to dismissal from the program.

****Note:** Instructors have the right to ask students to store cell phones, smart watches, tablets and other devices in a designated area while taking a test

Changing Personal Data

If a student has a change in name or address, email, or phone number, call the OIAH Registrar office at ext 247. The student must also change the information with their respective department. It is important to keep current student information on file.

Dangerous/Inclement Weather Policy

In the case of a school closing/delay due to dangerous or inclement weather such as snow and ice, notification will be made to the students via Channel 7. Notification will be available in the following locations:

- At the bottom of the Channel 7 broadcasting screen
- On the WHIO Web site (www.whiotv.com)
- On WHIO 1290 AM and 95.7 FM

Commuting students with dangerous weather in their area must call the school the day of class to notify of intent to miss class. These students are required to make up time missed.

Student Illness Policy/Procedure

In the event of student illness in the classroom or clinical site, the student should report illness immediately to the instructor at hand. If the illness is too severe to allow the student to transport himself/herself home, the instructor will notify the school administration and the administration will facilitate transportation.

Students who are ill should not attend clinical. If a student should become ill at the clinical site, he/she must immediately notify the clinical instructor to facilitate the removal of the student from patient contact at once. In acute cases, the instructor will call 911 and administer whatever is the appropriate course of action depending on the presenting symptoms.

Drug and Alcohol Prevention/Awareness Policy

Alcohol and other drug misuse or abuse creates an obstruction of the goals of quality higher education by impeding the academic performance and the student's overall mental and physical well-being.

Students who attend classes under the influence of mood altering drugs will be asked to leave the class for the remainder of the day. The hours missed due to such a dismissal will be counted as absences. Upon a second occurrence of being under the influence of mood altering drugs, the student will be dismissed from the program and the refund policy will apply to the amount of time the student has invested in class.

In an effort to assist our students who abuse the drug and alcohol prevention policy, the Program Coordinator is responsible for contacting the appropriate social agencies in the students' hometown.

In addition, please note that OIAH is a non-smoking facility.

Report Cards

Report cards are issued quarterly and mailed not later than two weeks after the end of the quarter. Only students completing course work in the preceding quarter will be issued report cards. A student may call the Registrar at extension 247 two weeks after completion of a course to obtain grades during the quarter. The student must provide identification to receive grades.

Grievances/Complaints Policy

On occasion students, staff or the public may have a personal grievance regarding an alleged violation, misinterpretation or improper application of OIAH policies and procedures, or alleged improper treatment. A student may present a grievance without fear of retaliation or reprisal.

1. Students who are concerned they may have experienced a grievance are encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint
2. The complainant may request a meeting with an employee of the same gender and/or ethnicity at any stage of the process

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3. If the complaint is not resolved satisfactorily through informal means, or at any time in the process, the complainant can elect to pursue a formal complaint
4. Formal complaints should be addressed to the School Director:
School Director
Ohio Institute of Allied Health
6245 Old Troy Pike, Huber Heights, OH 45424
(937) 237-1010
5. To pursue a formal complaint, the individual must request, in writing, a meeting within ten (10) working days from the most recent occurrence and specify the nature of the grievance
6. The scheduled meeting must take place within ten (10) working days from the day the School Director receives the request for a meeting
7. The School Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the meeting with the individual.
8. The individual may also go directly to the Director of the State Board of Career Colleges and Schools or Council on Occupational Education at any time:

Executive Director State of Ohio Board of Career Colleges and Schools 30 East Broad Street, Suite 2481 Columbus, OH 43215 (614) 466-2752 or (877) 275-4219 Web site: www.scr.ohio.gov	Executive Director Council on Occupational Education 7840 Roswell Rd. Building 300, Suite 325 Atlanta, GA 30350 (800) 917-2081
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Leave of Absence & Readmission Policy

1. All requests for leave of absence or readmission are to be submitted to the Registrar and their respective Program Coordinator in writing, giving time of leave length requested and rationale.
2. Leave of Absence is to be used only in the case of a catastrophic emergency (such as death or sickness, etc.). Other situations that arise should be explored with the School Director and/or the Program Coordinator for possible solutions rather than a leave of absence.
3. The School Director and/or the Program Coordinator will make a determination based upon the circumstances as presented in each individual case. Requests will be evaluated and granted on a case-by-case basis unique to each situation presented.
4. The maximum number of days for a leave of absence is 180 days.
5. All requests for a leave will be reviewed with regard to the student's maximum time to complete the program in which they are enrolled. Any requests that affect a student's maximum time to complete may be denied.
6. Transfer credit of courses previously completed at OIAH as personal enrichment seminars is not calculated as attendance in a newly enrolled program and does not constitute the beginning of the two (2) year enrollment.

Refund Policies

OIAH has a fair and equitable refund policy for the refund of tuition, fees and other Institutional charges, in the event the Institution cancels a class or if a student does not enter or does not complete a period of enrollment for which the student has been charged. The Institution's refund policy is published in both the catalog and on the enrollment agreements and is uniformly administered. The policy is as follows:

Refunds, when due, must be made without requiring a request from the student.

If a student has a credit balance from Title IV funds received, a refund will be made to the student within 14 business days.

An enrollment agreement or application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

Policies & Procedures

The state refund policy or a straight pro rata refund policy at the discretion of the school must be uniformly applied to all students, unless the use of federal or state financial aid funds mandates the use of the refund policy prescribed by another governmental entity.

Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00.

Refunds shall be made within thirty (30) days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

OIAH refund policy for programs organized on a clock hour basis

a. Up to 300 clock hours per term, quarter, or semester

- A student who starts class and officially withdraws before ten percent (10%) of the scheduled class time is completed will be obligated for twenty-five percent (25%) of the tuition plus the registration fee.
- A student who withdraws before twenty five percent (25%) of the scheduled class time is completed will be obligated for fifty percent (50%) of the tuition plus the registration fee.
- A student who withdraws before fifty percent (50%) of the scheduled class time is completed will be obligated for seventy-five (75%) percent of the tuition plus the registration fee.
- A student who officially withdraws after fifty percent (50%) of the scheduled class time is completed will not be entitled to a refund of any portion of the tuition or refundable fees.

OIAH refund policy for programs organized on a credit hour basis.

- A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

OIAH Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

At OIAH for any programs longer than 12 months that financially obligate the student for any period of time beyond 12 months OIAH shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a non-public institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

OIAH Nursing Education Programs Note

For clarification purposes, the refund schedule applies to direct tuition only and is based upon current quarter the student is enrolled for. The refund policy does not apply to associated uniform cost, shoes, books, identification, background research, program laboratory fees or required ATI testing (unless uniforms, shoes, and/or books have not been delivered or are in resalable condition, pursuant to State Rule 3332 -1-10.1). There is no refund for lack of successful completion of a course or nursing program.

Satisfactory Academic Progress Policies

State Tested Nursing Assistant (STNA) Program

Attendance Policy

- During the first sixteen hours of instruction absences must be made up hour for hour before the trainee provides any nursing or nursing related services involving direct contact with residents (clinical). (First 16 hrs. = first two (2) days of the AM class; first four (4) evenings of the PM class. Absence in excess of 1.6 hours during this period will result in an administrative withdrawal from the class. Refunds will be issued according to the Ohio Refund/Withdraw Policy. It is the students' responsibility to schedule these make-up hours with the instructor. Make-up hours for absences during this period must be completed BEFORE clinical training begins.
- All lecture and clinical hours must be completed within sixty (60) days from the date of absence. Additional written assignments may be required for absences during classroom lecture. All written assignments MUST be completed before the final exam can be taken. The student will be placed on a waiting list for the first available opening in a future class. There is no guarantee that make-up hours will be available within sixty (60) days.
- Students are responsible for obtaining lecture information, assignments and make-up assignments directly from the instructor. In the event that either a laboratory or lecture is missed, the student assumes responsibility for the material covered by that laboratory or lecture. Due to the nature of the clinical laboratory experiences, student attendance is critical. Absences from clinical laboratories will seriously jeopardize meeting the objectives of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical experiences to cover instructor time. Make-up exams and Re-take exams must be scheduled through the Instructor.
- Students must call the Administrative Offices to report if they will be late for class or absent at 937-237-1010. Students are responsible for contacting instructor to arrange make-up lecture hours.
- All Nurse Aide Training students will be required to adhere to clinical dress requirements while attending OIAH and participating in clinical. This includes scrubs and student ID.

Satisfactory Progress

- Student academic progress will be monitored through in-class practical application, clinical experience and written exams. A final comprehensive exam will be given at the end of the course and a final grade of 80% must be attained.
- Students must also meet the attendance requirements to maintain satisfactory progress as outlined above.
- Due to the short time frame of this course and Ohio Board of Health, the program's regulatory agency for this curriculum, no leaves of absence shall be granted for the STNA program.
- There will be no transfer of credit from other institutions in the STNA program.

Final Exams and Retake Policy

- Exams are given at the completion of each course and require a passing grade of 80% or better for credit. If students wish to retake the exam due to failure, re-examination must be done within one (1) day of the initial examination. Only one (1) re-examination per course shall be permitted. In the event the student does not meet the 80% minimum, the course must be repeated in its entirety.

Student/Teacher Ratio

The student/teacher ratio for lecture class is twenty-four (24) to one (1). For clinical application the student/teacher ratio is eight (8) to one (1).

Policies & Procedures

Medical Assisting, and Patient Care Technician Programs

The Ohio Institute of Allied Health seeks to promote the timely success of each program student by implementing the following progression policy for these programs:

- Medical Assisting: 780 clock hours/51 credit hours

OIAH maintains a “Same as or stricter than” Satisfactory Academic Progress (SAP) Policy for Title IV students. The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH Qualitative/Quantitative SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor’s excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student’s academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinical receives a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a “student at risk” form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student’s progress will be evaluated by the program coordinator every scheduled six weeks.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the quarter, following week 6.

Policies & Procedures

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

Before the final withdrawal date of quarter, if a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Policies & Procedures

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.
2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.
3. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
4. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
5. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.

Policies & Procedures

3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

Financial Standards

1. Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.
2. All tuition and school fees must be current in order to graduate and advance to subsequent course enrollment and to graduate.
3. Academic records will not be released to students or other institutions until school tuition and fees are current.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.
2. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

Appeals Process

1. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attainment of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

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2. The School Director will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation with an academic plan as long as he/she meets the terms of the probation, until such time as satisfactory academic progress is regained.

Massage Therapy Program

OIAH maintains a "Same as or stricter than" Satisfactory Academic Progress (SAP) Policy for Title IV students. The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor's excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinicals receive a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall quarters.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a "student at risk" form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make -up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

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Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. For the Massage Therapy program, a student's progress will be evaluated every scheduled 250 clock hours.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the Massage Therapy program, following week 20 and the successful completion of 380 Clock Hours.

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

Before the final withdrawal date of the quarter, if a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

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OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawal/drop.
2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Noncredit remedial courses are not offered.
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director. However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. OIAH has a 67% attendance requirement, which makes the maximum time frame 150% of

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the program length. Time spent on an approved leave of absence is not counted against the maximum time frame.

2. Students exceeding the maximum time frame will lose financial aid eligibility. The student then has the option to appeal and may be placed on financial aid probation if the appeal is approved. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
3. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
4. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. All transfer credit hours that are accepted will be counted toward the maximum timeframe.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the mandatory time frame, the student will be placed on financial aid warning for one payment period. Since the school has a 67% attendance requirement, the maximum time frame is 150% of the program length.
2. A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The Financial Aid Warning status will be conferred automatically without the student appealing their SAP status.
3. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by successfully appealing the decision and being placed on Financial Aid Probation. (See "Financial Aid Probation" below.)

Financial Aid Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

OIAH Appeals Process

1. If the student does not make SAP at the end of the Financial Aid Warning period, he/she loses his/her Title IV financial aid eligibility. The student may have the opportunity to have his/her financial aid eligibility reinstated by successfully appealing the decision and being placed on Financial Aid Probation. The student has five days to submit an appeal. The appeal must be given to the school director, who in turn will meet

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with the Appeals Committee. The Committee will assess the appeal, along with all supporting documentation, and determine whether the student may be permitted to continue in school and receive Title IV financial aid on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the Appeals Committee is final.

2. Students reinstated upon appeal are on a probationary status for the next payment period, during which time they must meet the terms and conditions set out in the Appeals Committee's letter granting the appeal, and academic plan, if applicable. At the end of the probation period, the student's SAP is evaluated. The student is considered back in good standing at the end of a probation period if he/she has met the SAP standards or is meeting the terms of the academic plan.

OIAH Reinstatement Policy

Title IV financial aid eligibility will be re-established once the student has met the 67% attendance requirement, an 80% grade in each course and has not exceeded 150% of the maximum time frame by program length.

Nursing Education Programs

OIAH maintains a "Same as or stricter than" Satisfactory Academic Progress (SAP) Policy for Title IV students. The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH Qualitative/Quantitative SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor's excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinical receives a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a "student at risk" form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make -up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated

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immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student's progress will be evaluated by the program coordinator every scheduled six weeks.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the quarter, following week 6.

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

Before the final withdrawal date of the quarter, if a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

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OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.
2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.
3. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).

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4. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
5. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

Financial Standards

1. Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.
2. All tuition and school fees must be current in order to graduate and advance to subsequent course enrollment and to graduate.
3. Academic records will not be released to students or other institutions until school tuition and fees are current.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.
2. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

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Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

Appeals Process

1. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attainment of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.
2. The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation with an academic plan as long as he/she meets the terms of the probation, until such time as satisfactory academic progress is regained.

Graduation Information

Place and time of graduation is set by the School Director. Graduation fees are included with program expenses and given to students prior to enrollment.

If formal invitations/announcements are desired, these are at student expense to create/provide/distribute.

The program is created by the School Director.

The ceremony is set by the School Director/Program Coordinator; speakers may include: Guest Speakers, School Director, Medical Director, and Program Coordinators.

Student input is as follows:

- Students may choose a Student representative to deliver remarks
- Students may add special touches (i.e. candle lighting, etc.), upon approval from the School Director.

The school will provide any refreshments to be served.

Students shall choose, provide, and implement decorations, if desired, working with the School Director/Program Coordinators to set-up for the ceremony.

For Nursing Education Programs pins are provided by OIAH, and all students will be pinned by the RN of his/her choice.

Pinning Ceremony will be set by the Director of Nursing Education, including the time, place, and service components.

Unsatisfactory Progress Probation Policy

Probation Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Probation ONCE. The probationary period will be the student's next quarter of enrollment at the school. The school will communicate the Probation status to the student and inform the student that she/he must meet the academic progress standard by the end of the Probation Period in order to continue in their respective academic program.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the school. The school will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student. Students who are terminated for a program at OIAH must re-enroll and complete the admission process. Any courses previously taken before

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termination are subject to transfer in only at the discretion of the Program Coordinator with the approval of the School Director.

Reinstatement Policy

A student will automatically be reinstated into normal status (no longer on probation) the following quarter if and when the student successfully meets the minimum satisfactory academic progress requirements at the end of the Probation Period. Reinstatement to the program may also occur upon a successful appeal by the student.

Appeals Process

The Ohio Institute of Allied Health strives to maintain a positive learning environment with established protocols for continued success of the students. Students may appeal probation or dismissal decisions. Appeal forms, available in the Main Office, should be submitted within 5 business days of being notified of unsatisfactory academic status. Appeals must be based on severe extenuating circumstances, e.g., illness/hospitalization of the student, caring for an ill member of the immediate family, death of a member of the immediate family, domestic violence, or divorce. All situations must be documented. Appeals are not accorded for any student dismissed by a Program Coordinator for unsafe clinical conduct. However, there are circumstances that the most well developed plan and policy could not anticipate. Every student has the right to a consistent, fair appeal process when adherence to current school or program policy is not deemed appropriate by the student. The appeals process follows:

1. The best course of action is to resolve the conflict or difference of opinion directly with the instructor or program office involved. If this approach is tried and unsatisfactory, initiate a formal appeal with the Office of the School Director.
2. If the student has been dismissed from OIAH as a result of failure to meet current policy (i.e. attendance, academic progress, ETC), he/she has five days to submit a written appeal. The written appeal must include documentation of the circumstances leading up to the dismissal, students plan to correct or prevent the occurrence in the future and the requested course of action to remedy the situation (such as repeating a course for a 3rd time, ETC).
3. The School Director will assess all appeals and seek clarification as appropriate. The Grievance committee will then review the case and circumstances in person or via email to facilitate a decision to the student within 10 days of receipt of the Appeal.
4. The Grievance committee may grant a recommendation of reinstatement with specific criteria or behaviors to be addressed after consultation with the Program Coordinator. Note: The Grievance Committee cannot override a decision to administratively withdraw a student for violating critical incidents in the clinical environment such as failure to maintain client safety, unprofessional or illegal behavior, breaching confidentiality, ETC.
5. A reinstated student will automatically be placed on probation for the remainder of the program to ensure the issue is satisfactorily resolved according to terms of reinstatement. Failure on the part of the student to follow through on the terms of the reinstatement or suffer a repeat occurrence is grounds for immediate dismissal.
6. The Grievance committee may also grant a decision to reject the appeal. The decision of the grievance committee is final.

Student Conduct and Conditions for Dismissal

1. The need for faculty, students and administrators to understand the rights and responsibilities with regard to academic and professional concerns requires a clearly defined procedure to enable them to address legitimate concerns. Therefore, the school policy attempts to declare the:
 - a. Faculty's responsibility and right to:
 - Set reasonable standards for academic and professional performance
 - Establish and articulate procedures for evaluating performance
 - Evaluate performance
 - Assign grades based on this evaluation for all students assigned and enrolled in his/her class, consistent with the school policy and without regard to non-academic criteria, such as race, color, creed, national origin, religious beliefs, age, sex or handicap
 - b. Student's responsibilities to adhere to school policies and standards
 - c. Student's right to have clearly defined:

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- Standards for academic and professional performance
 - Standards and procedures in evaluating performance and student's demonstration in meeting those standards, without regard to race, color creed, national origin, religious beliefs, age, sex or handicap
2. This policy seeks to protect and clarify the students and faculty member's rights and responsibilities.
 3. Any student may be dismissed from the school for:
 - a. Failure to meet academic standards
 - b. Physical violence or inappropriate use of language, and/or unprofessional behavior
 - c. Use of drugs and/or alcohol on school property or impaired behavior by these substances
 - d. Absence from class sessions (refer to Attendance Policy)
 - e. Failure to pay tuition
 4. Each program offering may have additional stipulations. Please refer to the respective Program Manual.

Student Incident Reporting Policy

1. All incidents involving a student or students must have a Student Incident Report filed with the Department Head (Program Coordinator) and a copy given to the School Director. "Incident" covers a wide range of behaviors/experiences, including but not limited to:
 - a. Any student complaint or grievance against another student
 - b. Any student complaint or grievance against OIAH faculty/staff
 - c. Any student injury or accident
2. In addition, student incidents should be reported immediately to the appropriate Program Coordinator, who will inform the School Director. The School Director is on call at all times when Program Coordinators are not in the building and/or unavailable.
3. Procedure:
 - a. Staff or Faculty Member contacts Program Coordinator in person or by phone, or School Director.
 - b. Staff or Faculty Member fills out a Student Incident Report (may be obtained from Administrative Staff or on Company shared drive G:/Administration/Forms and Templates/Student Incident Report Forms) and gives to Department Head (Program Coordinator) and a copy to the School Director. May be placed in inner office mailbox in sealed envelope or hand delivered.
4. Students may also fill out an incident report on their own for any incident they feel needs to be addressed involving themselves, faculty, and takes place on OIAH property. The incident report may be given to an instructor, Program Coordinator, or the School Director, at the student's discretion. All instructors or Program Coordinators who are given incident reports by a student must give a copy to the School Director within 24 hours of receiving it.
5. The School Director and Program Coordinators will review all incident reports and appropriate action (depending on the type of incident) will be taken within 5 business days or less, including convening for full review and interviews of involved parties, when needed.
6. All findings and actions resulting from an incident report will be dispensed to all parties involved in writing within five (5) business days of the review.

Student Records Policy and the Federal Education Rights & Privacy Act (FERPA)

1. Students have the right to inspect and review their education records. To do so, students must submit a written request to the Registrar's Office, specifying which records to review. Requests will be granted as soon as practicable, but in no more than 45 days.
2. Students' right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and certain confidential letters and recommendations.
3. If upon inspection and review of records, students wish to challenge (correct or delete) inaccurate or misleading data, or any records students believe violate their rights to privacy or other rights, students may request a correction or deletion in writing. If the record custodian denies the request, students will be given copies of the record(s) in question. Students then have the right to request in writing a hearing. Requests for

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hearings must be made to the School Director, specifying the portion of the record to be challenged, the reason(s), and the desired change(s). The record challenge hearing will be held within a reasonable time of the request, and a written decision will be issued. If students are not satisfied, they may submit written comment(s) which will be maintained with the challenged record(s).

4. The Family Education Rights & Privacy Act (FERPA) affords students certain rights with respect to educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent. However, Directory information may be released without students' written consent. Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in OIAH activities and sports, attendance at OIAH, degrees, certificates and awards received, and the most recent previous educational institution attended. If students do not want Directory information released, students must complete a form requesting it not be released and file the form with the Registrar's Office.
5. The OIAH Student Records Policy is available for review in the Office of the Registrar. Questions concerning the OIAH Student Records Policy may be brought to the School Director. Students also have the right to file complaints with the U.S. Department of Education FERPA office.

Students with Disabilities

Disabled Applicants – Due to the nature of the vocational training programs, disabled students (mental and physical) must be evaluated for their ability to benefit from the training. Disabled students who are deemed to be unable to benefit from the training will be encouraged to seek other career paths.

OIAH complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at OIAH, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations

Transcripts

An official transcript is supplied to each student upon graduation at no cost, provided the student has a current ledger balance of zero. Additional official OIAH transcripts of work completed should be requested in writing to the Registrar via the OIAH Request for Transcript Form. Students may pick up transcripts at OIAH, or OIAH will forward the transcript to the requesting organization. Students will be required to provide a social security number, the name at time of enrollment, and the year last of attendance, as well as pay a \$5.00 per transcript fee. Additional Certificate/Diploma copies have a \$15.00 per item fee.

Transcripts requests will not be processed if the requesting student is not in good financial standing. Any student owing a balance to OIAH for their education at the time of graduation that has not been satisfied through the financial

aid office will not be able to obtain copies of their transcript official until the outstanding balance is paid in full or a satisfactory arrangement reached.

Transfer of Credit and Students from Other Institutions Policy

The Ohio Institute of Allied Health accepts transfer credit for any programs only at the discretion of the School Director with the approval of the Program Coordinator. A student may be permitted to “Test Out” of a course previously taken but not eligible for transfer only at the discretion of the Program Coordinator with the approval of the School Director. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university (community and junior colleges are included).
2. College general education requirements may be fulfilled by transfer credit.
3. Liberal arts core requirements may be fulfilled by transfer credit.
4. Credit will be granted only for a grade of “B” or better.
5. Approval of all courses are based on an official transcript and if necessary course syllabi, outlines, and descriptions, provided by the student.
6. No more than 20% of the previous educational hours will be considered for transfer. The student must complete at least 80% of quarter hours at OIAH to fulfill graduation requirements. Exceptions to this policy include: students transferring from a school in which OIAH has an articulation agreement which allows more to transfer, prior OIAH students completing a new program, and former OIAH students being re-admitted to a program that they did not successfully complete prior to re-enrolling. In each of these circumstances transfer credit will be at the discretion of the School Director/Program Coordinator.
7. Online courses which are considered as regular courses in a degree program at a regionally accredited institution are acceptable at OIAH. Regular courses are those which are numbered according to the institution’s official numbering system for courses which satisfy degree requirements.
8. Credit from a foreign institution of higher education will be evaluated on a case by case basis.
9. Credit earned through military or non-traditional programs that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations. However, because only satisfactory grades are awarded, the credit will not affect the grade point average.
10. Quarter hours will be multiplied by $\frac{2}{3}$ to determine the equivalent number of semester hour credits.
11. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.
12. Dual credit earned while in high school will be accepted for credit at OIAH.
13. No courses over 5 years old from an outside institution will be accepted for credit at OIAH.

Military Training and Enrollment/Transfer Credit

The Ohio Institute of Allied Health (OIAH) evaluates military training according to the American Council on Education recommendations. The potential student must provide an official military transcript to the Admission’s Office that is acceptable for evaluation.

1. Student must have applied for admission to OIAH, been accepted in a current program and paid the fees.
2. Students will receive credit only on courses in which OIAH offers an equivalent course.
3. OIAH will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses the institution offers.
4. Students who have already received transfer credit at a different institution for a course will not receive credit again at OIAH.
5. Credit awarded is treated as transfer credit at OIAH.

Transfer Between Programs

Because a student’s academic and professional interests can change, under certain circumstances OIAH provides procedures for transfers between diploma/ degree programs. In general, transfers will be considered within the quarter

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they are presented. An enrolled student who wishes to transfer from one diploma/ degree program to another should submit an application for transfer to the School Director. The application must be approved by both the releasing and accepting programs. The transfer, if approved, would become effective the next quarter.

1. Student must be in good academic standing.
2. Student must be in good financial standing.
3. Must have written approval from both program directors.
4. Must meet all admissions requirements for the new program the wish to enroll in.

It must also be noted that the programs at OIAH are very specific, and if a student is allowed to transfer programs it may set the student back one or more semesters towards graduation. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.

All transfer credit hours that are accepted will be counted toward the maximum timeframe.

Voter Registration

All students are strongly encouraged to be registered to vote. Voting is an important part of living in the United States of America and must be exercised by all eligible citizens. The Adobe Acrobat version of the Ohio Voter Registration Form and accompanying instructions are available on this website. A hardcopy of the form can also be requested at the financial aid office. For further details on voter registration, please visit the FAQ section from the Ohio Secretary of State website:

<http://www.sos.state.oh.us/elections/voterInformation/regToVote.aspx>
[Ohio Voter Registration Form](#)
[Ohio Voter Registration Instructions](#)

Voter registration information and forms are also available at the reception desk at OIAH during the hours of 9 AM – 5 PM Monday through Friday.

Withdraw/Drop Policy

Official (Voluntary) Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Officer or Ohio Institute of Allied Health School Director in writing of their intent to withdraw. The date of the determination for institutional refund and Return of Title IV calculations will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the Ohio Institute of Allied Health.

Upon receipt of the withdrawal information the Ohio Institute of Allied Health will complete the following steps:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the Ohio Institute of Allied Health’s attendance record.
2. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
3. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
4. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied within 10 days of withdrawal.
5. The student’s grade record will be updated to reflect his/her final grade.
6. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. The student must provide a signed and dated written statement to the office of either the Financial Aid Officer or

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Ohio Institute of Allied Health School Director indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Student's wishing to drop a class must do so in writing prior to week 7 of the quarter.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the Ohio Institute of Allied Health's attendance and/or conduct policy, does not meet financial obligations to the Ohio Institute of Allied Health, or violates conditions mentioned in the Ohio Institute of Allied Health's contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

1. For reason of non-attendance, the education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance, which will be the last recorded date of academic attendance on the attendance record.
3. The date of the determination, for institutional refund and Return of Title IV calculations, will be the 15th day of consecutive calendar days of absence.
4. Notify the student in writing of his/her failure to contact the Ohio Institute of Allied Health and attendance status resulting in the current termination of enrollment.
5. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
6. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
7. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied.
8. The student's grade record will be updated to reflect his/her final grade.
9. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment within 10 days by mail or in person.

Section 10

Financial Policies & Procedures

Delinquent Tuition

Students who fail to meet financial obligations to the school can be denied attendance privileges and face possible dismissal from school. In severe cases of delinquency, collection agencies may be used in an effort to recover the student's debt. Any fees incurred as a result of this action shall be billed to the student.

Financial Assistance

The following financial assistance options are available.

- Tuition can be paid by the course
- Tuition can be paid in installments
- OIAH works with federal programs including:
 - Federal Pell Grant Program
 - Federal Direct Student Loan Program
 - Sallie Mae and Wells Fargo Student Loans
- OIAH works with several government agencies including
 - Work Investment Act (WIA)
 - Bureau of Vocational Rehabilitation (BVR)
 - Veterans Association (VA)
- OIAH Scholarship or Grant (application process is detailed previously)

Work Investment Act (WIA): WIA is a federal program that provides workforce investment activities that increase employment retention, earnings and occupational skill attainment of participants. This includes financial assistance to qualified individuals for educational programs. OIAH is an approved training provider for WIA funding in the State of Ohio.

Sponsors are employers or social agencies that have made a commitment to pay tuition for an individual to attend a Program. Please contact the Ohio Institute of Allied Health, Inc. Admissions Department for information and necessary forms to register as a sponsored student. Payment options are available for individuals without a sponsor.

Please contact financial aid at 937-237-1010 for further details.

Financial Responsibility Timeline

Beginning October 3, 2016 those entering their third quarter if a nursing or massage student, second quarter if a medical assisting student, will be required to meet with the Financial Aid Office within the first week of the quarter. By that time, the financial aid office will have the entire picture of all financial aid received, and aid yet to come, and be able to provide the student with a final balance owed (provided student successfully completes remaining classes of their program). The student will then be responsible for producing official documentation stating the method that will be used to pay the balance (i.e. Sallie Mae, Wells Fargo, Private Pay, etc.). The student must produce this documentation within 3 – 4 weeks of the aforementioned meeting.

The student has until the fifth (5th) week of the last quarter of their program to produce payment for the balance of their account. In the event payment is not provided, the student will not be permitted to attend class or clinical until such time as this responsibility is fulfilled.

The following documents will also be withheld until the student's financial obligation is complete:

1. Diploma
2. Official Transcripts
3. Documents necessary for NCLEX, MBLEX, or NHA Certification Exam

Once the balance is paid in full, all documentation will be released.

General Fees

Programs are paid for on a per program basis unless other financial arrangements have been made and documented. General fees are provided below. Refer to the specific program sections for tuition broken down by contact/credit hours, as well as estimated miscellaneous costs for items such as books, materials, equipment and lab fees.

General Fees

Application Fee	\$100
Graduation Fee.....	\$50
Student Photo ID (replacement card)	\$20
Returned Check Fee	\$30
Transcripts.....	\$5Per (additional)
Duplicate Certificates	\$15 Per
Student Copies.....	\$.50Per Page
Additional Scrub Set.....	\$20

Methods of Payment

Payment to OIAH may be made by cash, check (payable to OIAH), or credit card. Students who are not current with financial obligations will not be permitted to attend class. In addition, students will not be permitted to receive an official transcript or potentially graduate until such issues are resolved. Payment can be made by mail or in person. Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

OIAH Students graduating from a previous program will not be permitted to enroll in a new program unless they are in good financial standing.

A fee of \$30 will be assessed plus all collection costs incurred for all checks returned by the bank for any reason. Expulsion will result from any unsettled bad checks, and the student will remain liable for all assessments, even though no longer registered.

Please refer to the detailed Registration Policy in the corresponding program-specific handbook for further payment details.

Section 12

Personnel

Administration & Staff

Lisa Mendenhall, School Director

Mrs. Mendenhall works as the OIAH School Director and also serves as the Registrar/Bursar. She has worked in both old and new schools and has been instrumental in bringing the two schools together. Mrs. Mendenhall holds an Associate's Degree in Business Management from Sinclair Community College in Dayton, Ohio. After earning her degree, she served many years as a store manager for a local supermarket. Mrs. Mendenhall brings a diverse set of marketing and management skills to her position. Mrs. Mendenhall is currently pursuing a Master of Business Administration.

Carolyn Gersch, Program Administrator Nursing Education Programs

Dr. Gersch currently works as the Program Administrator for the Nursing Education Programs. She brings many years of experience, as well as an extensive educational background, to her position. Dr. Gersch achieved her Doctor of Philosophy (PhD) for Curriculum and Teaching with Northcentral University. She currently holds a Master of Science in Nursing Degree from University of Phoenix. She has also attended Indiana University Purdue University at Indianapolis, where she earned her Bachelor of Science in Nursing. Some of her experience includes but is not limited to, Associate Director Div of Nursing, Associate Professor, and Nurse Manager for a family practice.

Vida Hoyng, State Tested Nursing Assistant Program Administrator/PCT and MA Program Coordinator

Mrs. Hoyng has been a registered Nurse since 1983. Mrs. Hoyng received her Associates Degree in Nursing from Clark State College and her Bachelor's degree in Nursing from Wright State University. She is certified through the ANCC in geriatric nursing. Mrs. Hoyng has worked as a nurse in Long Term Care, Sub-acute Care, A Cardiopulmonary unit, Mental Health and teaching. Mrs. Hoyng teaches both the clinical and classroom portions of the State Tested Nurse Aide Training Program and has been a Program Coordinator of the STNA program since 1997.

Personnel

Susan Dixon, Administrative Assistant

Mrs. Dixon is the Administrative Assistant for OIAH. Her primary role is to support the administrative staff as well as serve as the front desk receptionist assisting students with any administrative issues. She brings 15 years of customer service experience to work interacting at the front desk and her previous office management skills aid in keeping a smooth flow between students, instructors and administration. She also works on a variety of projects for the School Director, Marketing, and Admissions.

Bryan Edwards, Career Services Placement Officer/Instructor

Mr. Edwards is currently serving as the Career Services/Placement Officer at OIAH. He also provides counseling services for students needing assistance and he teaches communication, study skills, and psychology here at the school for the Nursing Program and the Medical Assisting Program. Mr. Edwards received his Bachelor's degree from the Cincinnati Christian University. Mr. Edwards has served as Youth Minister and teaches children with special needs. Mr. Edwards is currently pursuing his Master's degree in Special Education from Xavier University.

Melissa Foster, Administrative Analyst

Mrs. Foster is the Administrative Analyst for OIAH, whose primary roles are assisting the School Director with a variety of projects, and performing regular maintenance of the school website. She also serves as the first point of contact for IT in addition to assisting with desk-top and user related issues. She initially started at OIAH in 2013 as the administrative assistant, managing the front office reception desk. She obtained her Associate's Degree in Business Information Systems from Sinclair Community College. She is very well versed in HTML/CSS, Microsoft Office technologies, and brings a variety of other business technology skills to her position.

Patty Hatem, RTRM, GXMO Program Coordinator

Mrs. Hatem is the instructor for the general x-ray machine operator program. She is a former Senior Health Physics Inspector for the Ohio Department of Health with an extensive background in all forms of x-ray generating equipment. While at the Department of Health, Mrs. Hatem also received certification by the FDA to perform inspections of mammography facilities under the federal Mammography Quality Standards Act. Mrs. Hatem has held her RTRM for 34 years having graduated with an Associate's degree from Central Ohio Technical College affiliated with Ohio State University.

Becky Lewis, Admissions/Marketing

Mrs. Lewis currently works as an Admissions Specialist and is responsible for Marketing at OIAH. She works on fundraising for the school and with our Enrollment Specialist to help students begin their career with OIAH. With 20+ years in Human Resources and Office Management, she brings a wide array of skills to OIAH. Mrs. Lewis completed her AA in Business Management at the University of Maryland.

Personnel

Christina Mendez-Griffin, Development Manager

Ms. Mendez- Griffin is currently serving as Development Manager at OIAH. In, this role, she is responsible for coordinating fundraising events for the school, developing strategic partnerships, and is OIAH's in house grant writer. She originally started her career at OIAH as the Executive Assistant to the Director of Admissions. She also lends her talents to the marketing department and continues to caption the OIAH newsletter. Ms. Mendez-Griffin is currently pursuing her Associate of Arts in Mass Communications at Clark State Community College.

Gwendolyn Upshaw, MA Program Instructor/Coordinator

Mrs. Upshaw graduated with a Bachelor's degree from Wright State University in 2010. She also completed an Associate of Science degree in accounting and computerized business in 1986. She has previously worked as a licensed practical nurse and medical assistant, and has over 15 years experience in these roles. Mrs. Upshaw is currently serving as the Program Coordinator for the Allied Health Programs at the Institute.

Shanin Taylor, Financial Aid Officer

Ms. Taylor has been working in the Financial Aid industry for several years and brings many years of experience to her position. She manages in all areas of student financial aid administration, as well as maintains all Clery Act, HEA Act, and other compliance for OIAH. She has previously worked as a Verification Technician and Senior Financial Aid Coordinator. Ms. Taylor has earned her Bachelor of Science and her Associate of Science through Indiana Wesleyan University.

La Donna Trent, Enrollment Specialist

Mrs. Trent currently serves as Enrollment Specialist for OIAH. She has spent the last 11 years of her career in Admissions and various sales positions. Mrs. Trent comes to OIAH with extensive sales experience and tools to help students complete their goals efficiently. She looks forwards to growing in her position in the Enrollment Department.

Personnel

Faculty

Sophia Berry, MA, MA Program Instructor

Ms. Berry is an instructor for the Medical Assisting program. She has been a Medical Assistant since 1998. She worked for numerous years at Dr. Abramowitz & Abrams Medical Office of Occupational Medicine in Dayton. She has extensive experience working in area hospitals such as St. Elizabeth and also with the City of Dayton, Healthstat.

Tina Bolanger, MT Instructor

Mrs. Bolanger serves as the Massage Therapy program instructor at the Ohio Institute. She has been a licensed massage therapist for over 13 years. She worked in a variety of settings that have allowed her to practice many different types of massage modalities including those such as sports massage, therapeutic massage, deep tissue massage and more. She also has experience in the counseling of clients and establishing plans of treatment through the use of physical therapy partnered with massage.

Patricia Davis, Holistic Instructor for Multiple Programs

Mrs. Davis has a M.A. in Creative Writing, B.A. in Integrative Health and Wellness from Antioch University Midwest, an Associate Degree in Mental Health Technology from Sinclair Community College, and an Associate Degree in Nursing (R.N.) from St. Louis community college. She has been teaching workshops in holistic health and wellness for almost twenty years.

Deva Ellis, MSN, RN, Nursing Education Program Instructor

Ms. Ellis graduated Western Governors University with a BSN and MSN in Nursing Education. She completed her RN at Keiser University in Sarasota, Florida in 2012. Her RN experience is based in OB and Labor and Delivery, and she also worked as an EMT in the United States Air Force and in a hospital setting. She has certifications in Advanced Fetal Monitoring, Electronic Fetal Monitoring as well as being a Certified Breastfeeding Counselor.

Tara Dumouchelle, MSN, RN, Nursing Education Program Instructor

Ms. Dumouchelle received her RN from Sinclair in 2003 and completed her BSN at Kettering College in 2006. She has worked at area hospitals as a Nursing Supervisor as well as a liaison for Crisis Care. She completed her Master of Science in Nursing in 2012 with a specialization in nursing education at Walden University and has over ten years teaching in a classroom and clinical environment.

Tina Molen, BSN, RN, Nursing Education Program Instructor

Ms. Tina Molen, BSN, RN is a graduate of Wright State University, 1985. In her 31 years as a nurse, she has practiced in a wide variety of nursing including, Long Term care, Med-Surg, Pediatrics, Telephone Triage, Hospice Care, and Administrative roles. Along with nursing, Ms. Molen is a Reiki Master/Practitioner Teacher, Pranic Healing Practitioner, and small business owner. She participates in many health and holistic practices including yoga and meditation.

Personnel

Lauren Norman, RN, Nursing Education Program Instructor

Ms. Norman completed her education through Kettering College. She earned both her ASN with a specialization in long-term and acute care, as well as her Bachelor of Science in Nursing. She has several years of experience working as a Registered Nurse for a local area hospital, in the Surgical Intensive Care Unit. She also brings a variety of other nursing and office administration skills to her position.

Tyra Onyedumekwu, BSN, RN, Nursing Education Program Instructor

Ms. Onyedumekwu holds a BSN from Wright State University and is currently pursuing her MSN from Walden University with the focus of Adult/Gerontology Acute Care. She has 15 years in healthcare and 10 years in the RN role with experience in Geriatrics, ER, ICU/ICU Step-down, Telemetry units and Case Management.

Mary Ellen Shupert BSN, RN, Nursing Education Program Instructor

Mrs. Shupert is an instructor for the practical nursing program. She graduated from Miami Valley Hospital School of Nursing and obtained her BSN at Columbia Union College. She is also a certified Reflexologist, Reiki Master, and Holistic Practitioner.

Tracy Schneider, MSN, BSN, RN, Nursing Education Program Instructor

Ms. Schneider is an instructor for both the Practical Nursing and Registered Nursing programs. She graduated from the University of Phoenix and received her MSN with an emphasis on education. Other educational background includes her BSN through Ohio State University and her Associate's Degree in Registered Nursing through Edison Community College. Her experience consists of many years of working in the field of nursing, as well as teaching other programs within the community.

Jessica Vaughan, BSN, RN, Nursing Education Program Instructor

Ms. Vaughan completed her RN at Sinclair Community College and her BSN at Wright State University. Her nursing career focuses on Rehabilitation, Long-Term Care and the Acute Care setting in area hospitals and long-term care centers. She has a holistic approach in caring for her patients, including alternative therapies and a focus on the mind, body and spirit of each individual.

Dr. Alan Woodson, D.C., MA, MT, PN, and RN Instructor

Dr. Woodson is a magna cum laude graduate of Palmer College of Chiropractic, having practiced for thirty-plus years both here and in Europe. He has advanced training in nutrition, acupuncture, applied kinesiology, and neurology. In recent years he has taught anatomy and physiology in massage therapy programs at several schools in the Miami Valley. He brings an ability to correlate information as well as an ability to communicate the clinical relevance of that information, so that students develop a deeper understanding of these challenging subjects.

Shanda Zaharako BSN, RN, Nursing Education Program Instructor

Ms. Zaharako, RN, BSN is a Clinical Instructor at the Ohio Institute of Allied Health in Huber Heights, Ohio. She began her nursing career as an LPN graduating from the Dayton School of Practical Nursing. While working as an LPN she pursued her passion for nursing and graduated from Kettering College of Medical Arts (now Kettering College). Accepting a position at Kettering Hospital Emergency Department she worked there and at Sycamore for the next twenty years, as a Clinical Nurse Manager. During that period she received her Bachelor of Science in Nursing, from Andrews University. One of her professional highlights was writing an article that was published in the *Journal of Emergency Nursing*.

Medical Director

Dr. Suresh Gupta, Medical Director

Suresh Gupta, MD owner of the Dayton Outpatient Center received his Masters in Public Health at the University of Pittsburg in 1983, his M.B.B.S. (Bachelor of Medicine/Bachelor of Surgery) at MKCG Medical College, Orrisa, India in 1977. Dr. Gupta worked in Anesthesiology at University of Cincinnati, Cincinnati, OH (1993). Dr. Gupta completed a residency at the Albert Einstein Medical Center in Philadelphia, PA from 1990-1992, an Internal Medicine Residency at Abington Memorial Hospital in Abington, PA from 1989-1990 and an Occupational Medicine-Residency at Mount Sinai Medical Center in New York, NY from 1983-1985. Dr. Gupta established the Pain Management Center in Dayton, Ohio in 1994, and expanded to the Dayton Outpatient Center in 1996 which offers a surgery outpatient center, urgent care, physical therapy, counseling, family practice, pool therapy, pharmacy, health food store, gift shop and a clinical research clinic.

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