



THE RAPHA SCHOOL, LLC

Student Enrollment Guidebook

Practical Nursing

Day & Evening Classes

2023-2024

The Rapha School, LLC

17 Griffith Drive
Home, PA 15747

Mission Statement

The Rapha School utilizes a Christian Worldview to educate healthcare students to care holistically for individuals.

STATEMENT OF NONDISCRIMINATION

The Rapha School, LLC will not discriminate on the basis of race, color, national origin, ancestry, religion, age, gender, sexual orientation, or disability or because a person is a disabled veteran of the Vietnam era, in its admissions, educational programs, activities or employment policies. Publication of this policy is in accordance with state and federal laws, including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and any other applicable federal or state regulations. Direct inquiries to The Rapha School, LLC 17 Griffith Drive, Home PA 15747

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CONTACT

Address

The Rapha School, LLC
17 Griffith Drive
Home, PA
15747

Office Phone 724 397 2365

Office Fax 724 397 2365

FACULTY

Program Director

Dr. Sharon Laney SharonLaney@TheRaphaSchool.edu

Instructors

Stacy Ishman StacyIshman@TheRaphaSchool.edu

Carmen Rankin CarmenRankin@TheRaphaSchool.edu

Tammy Burkey TBurkey@TheRaphaSchool.edu

Office Manager/Admissions/Financial Aid Administrator

Aurora Laney AuroraLaney@TheRaphaSchool.edu

IT Administrator/Administrative Assistant

Sean Laney SeanLaney@TheRaphaSchool.edu

Assistant Instructor

Rose Cribbs RoseCribbs@TheRaphaSchool.edu

PHILOSOPHY

The philosophy of The Rapha School's Practical Nursing program is congruent with the values from which The Rapha School and the nursing program purposes are derived.

We believe that nursing is a calling from God, and as such, a Christian Worldview encompassing the values of integrity, honesty, humility, perseverance, patience, love and compassion should be utilized in teaching the student to care holistically for individuals.

We believe the individual is an integrated whole, with physiological, psychological, emotional and spiritual components, in a constant state of change because of dynamic interrelationship among many variables. An individual is involved with intrapersonal, interpersonal, and community systems.

We believe health is relative, depending on the physiological, psychological, emotional, sociocultural, spiritual, and developmental state of the individual; illness is contingent upon one's needs being met.

We believe nursing is caring for the total human being by meeting the individual's physiological, psychological, emotional and spiritual needs. We believe nursing has evolved to meet the needs of individuals holistically as well as being sensitive to the spiritual and cultural needs of the individual's family or significant others.

We believe nursing is a highly developed art that requires specialized judgment and skill based on knowledge and application of principles of nursing derived from biological, physical, spiritual and social sciences.

We believe practical nursing is an integral part of the multidisciplinary health care team performing selected nursing actions under the direction of a licensed professional nurse, physician, or dentist which do not require the specialized skill, judgment and knowledge required in professional nursing.

We believe that the opportunity to prepare for practical nursing should be available to any individual regardless of age, race, sex, religion, creed, state of health, sexual orientation, or national origin.

We believe learning is developed through experience, practice, and insights. Critical thinking, reasoning, problem-solving/decision-making skills, and competency in new skills are all phases of the learning process. Guided by the Faculty, through selected planned experiences based on objectives that proceed from the simple to the more complex, the learner should be self-motivated to use this active process of learning in order to gain the knowledge and skill required to perform practical nursing safely and competently. This process provides the opportunity for realistic practice with ongoing feedback, critique and evaluation. Emphasis is placed on self-evaluation and recognition by the student of the need for continuing education and self-improvement.

We believe that all education, and nursing education are a dynamic process. Nursing education should provide learning experiences that will enable students to develop knowledge of biological and social sciences, and problem-solving/ decision-making skills to promote the health of all individuals. We believe the practical nursing student should be prepared to utilize the nursing process in order to deliver effective nursing care appropriate to the practical nurses' role as part of the multidisciplinary health care team to benefit the community where they practice.

We believe education is a life-long process and encourage each individual student to continue development of learned knowledge and skills after completion of the program, through planned educational programs and membership in professional organizations.

We believe the Practical Nursing program should be systematically reviewed and evaluated on a continual basis in order to evaluate that the stated program objectives, namely the development of a competent entry-level practical nurse, are being met.

ATTENDANCE POLICY

Students in this program are expected to show consistent progress in their ability to utilize learning opportunities effectively and acquire and retain essential content and pertinent application in clinical practice.

1. Students are expected to attend all scheduled classes and planned learning experiences. If emergency situations necessitate absence, the student must take responsibility for making up missed assignments in order to meet all course objectives.
2. All class and clinical assignments are to be completed at the appointed time. Reasons for late assignments are to be discussed with the individual instructor.
3. Students having difficulties in meeting the requirements should approach the instructor teaching the course or directing the clinical experience for individual guidance.
4. Students who are absent for more than one (1) unexcused day per level may be placed on probation for excessive absenteeism. The faculty will review the student's records and the student may be terminated due to absenteeism for more than three (3) days per level. The student may be required to make-up missed days. Any missed classroom days require completion of related course make-up homework assignments for each scheduled class lecture missed. The student must contact the instructor, upon return to school, to discuss makeup work.
5. Unusual extenuating circumstances and extended absenteeism shall be reviewed by the faculty providing the student is in good academic and clinical standing. Rationale for extenuating circumstances must be presented to the Coordinator in writing. Any makeup time must be completed before a student is considered to have successfully completed the program. Any absence requiring a physician's care must have a written statement from the physician stating the nature of the illness and the student's ability to attend class and/or clinical.

6. To progress from one level to the next, the objectives of that level must be met. The Coordinator or designate will make a determination regarding objectives and methods of makeup if required. Acceptable methods of make up will include, but will not be limited to, additional assignments, observational experiences, or clinical with another class or clinical group.
7. If a student is absent for a lecture, he/she is responsible for taking the test related to that lecture on the scheduled day, unless absence has continued or special permission to take the test at another time is given by the instructor.
8. Absence of three (3) or more consecutive days due to illness must be verified by a physician's written excuse before admission to the classroom or clinical area. A physician's written excuse may be requested for repeated absences or absences of less than three (3) days at the discretion of the Coordinator.
9. Three (3) successive days are permitted for a death in the immediate family. These days are considered as absent days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parents-in-law, or near relative who resides in the same household as the student, or any person with whom the student has made his/her home.
10. One (1) day is allowed for attendance of the funeral of a near relative. This day is counted as an absent day. Near relatives shall be defined as the student's first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-laws, brother-in-law, and sister-in-law. Any additional funeral days taken for deaths of near relatives will be considered as absent days.
11. Students who miss more than 10% of any payment period may not be eligible for Title IV aid disbursements until those hours are made up.
12. For an absence to be considered an excused absence, the student must meet all of the above criteria as well as following the procedure outlined below:
 - a. A student must email absentee@theraphaschool.com or text 724-397-0107 and in that email/text, provide the date of the intended absence and the reason. This email/text must be received at least an hour prior to the start of class or clinical. If it is not received in that time, it will be considered an unexcused absence even if the student's reason would otherwise qualify as an excused absence. Any attempt to contact the instructor directly about an absence is not valid procedure.

ACADEMIC HONESTY

In an effort to create an environment that all students feel fair, comfortable, and productive, The Rapha School makes Academic Honesty a high priority. Instructors abide by the same testing

standards and we expect students to complete graded, non testing materials on their own without the help of others unless the assignment has been created to be completed as a group.

The testing policy is as follows:

1. All phones are to be put in a secure area (a basket within a desk drawer the instructor has access to) until all exams are completed and given to the instructor
2. All textbooks and notes are to be cleared off desks and put away in bags or out of reach and sight on the floor next to your desk. You may not take out your notes or collect your phone until all tests have been received by the instructor
3. Absolutely no talking during testing until all tests have been completed and given to the instructor. If your test has been collected, you are to quietly sit at your desk until all tests have been completed and received by the instructor

Any failure to abide by the above policies or any other actions that are considered “cheating” can result in an immediate failing grade (0%) on the exam. Any failure to complete individual assignments in an individual way can result in an immediate failing grade (0%) on the assignment. In all cases, a meeting with the instructor and director by all parties involved will be required.

STUDENT POLICIES

CELL PHONES

Clinical- cell phones must remain in the car or somewhere outside the clinical premises. Use of cell phones during clinical experience will result in dismissal from clinical experience for the duration of the day with a deduction for the amount of time missed (from the time of dismissal) added to your attendance record.

Classroom- cell phones must be turned off and use during class is prohibited. During tests and quizzes cell phones must be placed in the basket at the front of the classroom. They can be collected once all students have submitted their test.

Cell phones may be used during breaks and lunch in designated areas only.

AUDIO/VIDEO TAPING

Students are not allowed to make any kind of audio or video taping (as well as any kind of picture taking), which applies to both didactic and clinical classes, without prior permission. Anyone violating the policy will be subject to disciplinary action, including probation or expulsion from the school.

CLASS HOURS

Students taking day classes have the following schedule: Monday through Thursday from 8am-4:30pm (in the preclinical period) or 6:30am-5pm (clinical hours) as indicated on the course calendar. The schedule for evening classes is as follows: Monday through Thursday 5pm-9pm as well as every other Saturday 6:30am-5pm. Students are expected to be on duty, ready to report promptly per the schedule. A half-hour lunch period is provided during the day, unless otherwise specified.

LUNCH AND BREAKS

Students in the clinical unit will follow the policy established by that agency. Lunch purchased or brought from home must be eaten in the designated area.

A student lounge is provided at The Rapha School in which to take breaks and eat lunch. Breaks will be provided at the discretion of the Faculty.

SMOKE-FREE FACILITY

A half-hour lunch period is provided during clinical and classroom periods, unless otherwise specified. The Rapha School and clinical sites are smoke-free facilities. Students wishing to smoke on a designated break must drive/walk off the clinical/school premises in order to smoke.

STUDENT UNIFORM

The student in uniform represents not only themselves but also The Rapha School and healthcare in general. Therefore, the student should demonstrate awareness and respect by wearing the uniform properly and conducting themselves in a professional manner when doing so.

The uniform consists of the programs' scrubs; white socks/stockings, and appropriate undergarments. Scrub skirts must be longer than the knee. Each student will wear sturdy white shoes, (no clogs, high top tennis shoes, slingback shoes or crocs), with clean white shoestrings, and a name badge provided by the school.

The uniform must be complete at all times. It must be clean, unwrinkled, and well fitting. The uniform is not to be worn except in accordance with the learning experiences of the program. If a student is involved with business/personal stops, a coat must be worn to cover the uniform.

Should a student's clothing become soiled with a patient's blood/body fluids, the student should change into scrub clothing, wash areas of exposed skin with soap and water, and launder their clothing per agency policy. Soiled clothing is to be handled with gloves and laundered separately using the hot water cycle and detergent.

PERSONAL APPEARANCE

Hair must be clean, neat, well styled, and out of the face and eyes. Exaggerated hair styles or colors are not acceptable. Hair bows are not permitted to be worn. If barrettes and/or pins are worn, they must be white or dark in color. Makeup and cologne must be conservative.

Fingernails must be of reasonable length, clean and well-manicured. Clear or light colored nail polish may be worn. Bizarre nail polish is not acceptable. Acrylic nails are not acceptable.

Jewelry should be kept to a minimum. Rings with stones should not be worn to clinical due to infection control issues and the likelihood of scratching the fragile skin of the elderly. Students may wear post-type earrings. Students must maintain excellent hygiene at all times. Daily baths, frequent shampoos, and use of antiperspirants are required.

Tattoos must not be visible when in uniform.

Gum chewing is not permitted while in clinical.

Any student reporting to a clinical unit in non-compliance with the dress code may be asked to leave immediately.

CARS AND PARKING

Each student is responsible for his/her own transportation. Parking is free at the school and clinical sites. Cars parked at the school must be parked towards the grass at an angle on the right side of the parking lot. Please allow for faculty parking closest to the building. No cars may be parked in front of the school along the walkway.

COMMUNICATIONS

The preferred method of communication is through email. The other official method of notification for students is the student bulletin board which is located in the classroom. It is the student's responsibility to check the board for announcements of changes in the schedule a minimum of twice a day; before class in the morning and after class in the afternoon. Communications necessary during clinical hours will be forwarded through the Faculty.

Information specific to individual students will be placed in the students' mailbox.

Communication with faculty must be done through their school email address. Please allow a 24 hour response time.

CHANGE OF ADDRESS

Students must maintain current address, home and cell phone numbers, and email address, with the school. Any changes must be reported to the Office Administrator as soon as possible.

SCHOOL CLOSINGS

In the event that school may be closed due to inclement weather or an emergency, the closing will be announced through group chat or the phone tree. During emergency school closing, the program's phone tree will be initiated by the Director of the school. Snow Day or Emergency day packets will be done by the student to make up hours and will be assigned by the instructor.

HIPAA

The Rapha School's Practical Nursing program complies with the regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All students must sign a confidentiality agreement prior to the clinical experience, if required by the clinical agency. Disclosure of confidential patient information is grounds for termination from the program.

HEALTH PROGRAM

ILLNESS/INJURY

If a student becomes ill or is injured while in the clinical area, he/she is to notify the clinical instructor immediately. The instructor will notify the proper clinical authorities, and will follow policies to ensure necessary treatment is available. If a student becomes ill or injured in an accident to or from school activities, including scheduled classes, clinical assignments, and school

programs, the school will not be responsible. The student is responsible for seeking necessary medical intervention from his/her own physician.

REGULATIONS TO PREVENT INFECTION TRANSMISSION

Use blood and body fluid precautions for all patients.

Use gloves when in contact with blood, body fluids, or mucous membranes, for handling items or surfaces soiled with blood or body fluids, and for performing vascular access procedures.

Wear masks and protective eyewear or face shields during procedures likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, or eyes.

Wear gowns during procedures likely to generate splashes of blood or other body fluids.

After use, place sharps in the puncture resistant container.

Students with open lesions or weeping dermatitis are not allowed to deliver direct patient care or handle equipment.

Students must do a three-minute hand wash prior to the beginning and end of each shift, and if their hands become contaminated by body fluids. A one-minute hand wash before and after a break or lunch. A 15-30 second hand wash prior to and immediately after patient contact.

The policy of the affiliating agency will be followed for testing those exposed to blood or body fluids. Students and faculty must report immediate exposure to any blood or body fluids. The affiliating agency will assess the clinical status of the source patient and test for evidence of infectious disease (HIV) as soon as possible after the exposure. If the test is negative, a retest is done at 6 weeks, then at 3, 6, and 12 month intervals. The exposed individual must adhere to the recommendations for the prevention of transmission of HIV during the 90 day testing period.

STUDENT COUNSELING SERVICES

Academic progress conferences will be held with students as necessary throughout the program and with each clinical evaluation. The Rapha School offers extra training hours at the end of each program session in the form of skills practice as well as program content reviews. All students admitted to the program are able to and encouraged to attend these extra training hours.

If in need of spiritual counseling, it can be provided by the Acting Director of the School, Pastor Micah McMillen. Students can be directed to him through any member of our staff. If a student wishes to confidentially request spiritual counseling services, Micah can be reached at 724-422-5789.

LEAVE OF ABSENCE

Due to the nature of the program progression as well as the program graduation requirements, students needing to request a leave of absence will need to withdraw from their current program enrollment and be asked to reapply at a later date. For information on reapplication please see "Return Procedure After Termination or Withdrawal" in the Program Guide.

In case of foreseeable absence, such as elective surgery or pregnancy, the student may continue in the program for as long as they have their physician's written permission and can continue to fulfill the academic and physical requirements of the program.

SCHOOL SAFETY PROGRAM

The safety and security of our students and staff are of utmost importance to The Rapha School. Therefore students must enter through the main administrative door. All other exits will be locked throughout the day and evening. The Rapha School will perform safety drills such as weather, fire, and tornado drills throughout the year.

CONSTITUTION DAY

Students will review the constitution on Constitution Day, which is September 17th of each year. Students will read portions of the constitution and sign that they have read and understand this important document.

STUDENT ORGANIZATION

Membership: - All students in The Rapha School's Practical Nursing program

Procedure: - All meetings shall be conducted according to standard parliamentary procedure.

Purpose: - Student Government shall Organize the student body.

Officers/Duties: - The officers of the Student Government shall be:

1. President

- a. Chair all meetings
- b. Call meetings and provide agenda
- c. Coordinate all activities and appoint committees

2. Vice-President

- a. Act as student representative to faculty organization
- b. Perform duties of president in case of absence
- c. Act as student representative to Advisory Committee

3. Treasurer

- a. Transact the financial business of the organization
- b. Assist President in preparation of budget
- c. Collect all monies generated by the organization
- d. Provide budget statement for all activities and monies collected to the President

4. Historian

- a. Compile class photo/scrapbook/powerpoint for memorabilia purposes

All officers shall be elected by ballot of the entire student body one month after the beginning of Level I.

In the event that officers fail or abuse their duties and responsibilities, they shall be subject to impeachment from office by 2/3 majority vote.

PROGRAM EVALUATION

The Rapha School's Practical Nursing program recognizes the importance of ongoing evaluation of its course of study, its graduates, and the program generally. Toward this end, students are asked to evaluate the program of study upon completion of the program. This information is analyzed and presented in the faculty meetings for action. Changes are instituted to meet the needs of the students and employers and to provide a database for revision or modification of any aspect of the course deemed necessary.

STUDENT REQUEST FOR TRANSCRIPT/DIPLOMA OF COMPLETION

Students will receive a copy of their transcript upon graduation. Additional transcripts are available by contacting The Rapha School. Students must submit a request in writing. Transcripts/Diplomas are not given out for students who only partially completed the program.

STUDENT RECORDS

A record system essential to the operation of the program shall be maintained. Records shall be kept in locked, fire-proof filing cabinets. A nursing Faculty shall select record forms specifically for the Practical Nursing program which shall include the following:

Permanent records on students admitted including both clinical and theoretical experience and achievement shall be kept ad infinitum in a locked file cabinet at the school.

Health records shall be kept for five years following completion of the program.

GRIEVANCE PROCESS PROCEDURE

When a prospective student, a current student or graduate student has an issue which pertains to The Rapha School and/or its stated policies, procedures and educational objectives, the school would like to assist these individuals in resolving their concerns through a four (4) step process.

Step 1: Informal meeting – Confer regarding the issues or grievance with the instructor or the school personnel involved, in order to resolve any and all issues at this level.

Step 2: When an individual does not agree with the results of step 1, they should, within three (3) class days, present the issue or grievance in writing to the Director or Acting Director (if the Director is involved with the grievance). A meeting will be held the day the issue occurred or at least within one (1) class day.

Step 3: When an individual does not agree with the results of Step 2, they should within three (3) class days after the conclusion of Step 2, present the grievance in writing to The School's Grievance Committee, specifically to the Director/Acting Director and Faculty of the school. The committee will respond within five (5) working days after receipt of the written notice.

Step 4: When an individual does not agree with the results of step 3, they should, within three (3) days after the conclusion of step 3 present a written appeal to the Director of The School for final resolution. The Director or Acting Director will respond to the student in writing within seven (7) class days after receipt of the appeal.

All written requests in the steps above must be factual and relate to the person with the issue or concern, which are in dispute. It is also suggested that the person making the appeal review the standards, rules and regulations contained in this catalog and furnish very detailed information in terms of any dates, times, witnesses, etc. which are relevant to the grievance.

At steps 2, 3, and 4 written materials should be clearly labeled as GRIEVANCE OR APPEAL and mailed to:

The Rapha School LLC

17 Griffith Drive

Home, PA 15747

If an individual does not feel that the school has adequately addressed a complaint or concern, they may consider contacting the State Board of Private Licensed Schools and the State Board of Nursing. A complaint form must be submitted (found on the www.dos.pa.gov/nurse website).

The Pennsylvania Department of Education (PDE) will accept all written and signed complaints against colleges, universities and seminaries certified to operate in Pennsylvania that may adversely affect students or consumers. The person filing the complaint with PDE must attest that the following is true:

The person has followed the institution's published grievance policy in an attempt to resolve the dispute.

The person did not receive a satisfactory resolution and is contacting PDE as a last resort in the grievance process.

The person has submitted the complaint to PDE in writing using the "Higher Education Complaint Form".

The person has signed the form attesting to the truth and accuracy of the complaint.

The person has submitted evidence to support the allegations against the institution. (Please do not submit original documents as they may not be returned.)

The person recognizes that PDE will not accept an anonymous complaint.

By signing the form, the person acknowledges that PDE may share the complainants name and the information provided by the complainant with the institution in order to help resolve the dispute.

Upon receiving a student complaint, PDE will determine if the matter being disputed falls within its jurisdiction. If preliminary findings indicate a violation by a higher education institution, PDE shall attempt to resolve the complaint. All parties will be notified of the outcome of the investigation.

If the postsecondary institution is NOT certified by PDE to operate in Pennsylvania, please direct your complaint to the institution's governing body.

Pennsylvania's Right to Know Law (RTKL) provides that records of an agency relating to a non-criminal investigation, including complaints submitted to an agency, are exempt from disclosure. However, in the event the Office of Open Records or a court would determine that records being submitted are not exempt from disclosure, the Department would have to disclose them.

Please direct all inquiries to:

State Board of Private Licensed Schools

333 Market Street, 12th Floor

Harrisburg, PA 171260

Or

The State Board of Nursing

PO Box 2649

Harrisburg, PA 17105-2649.