SU21 Catalog Addendum
8.26.21

p. 3 Melissa Fischer title change to Assistant Director of Education/Student Services (keep Title IX Coord and Library Mgr).

Update Melissa's bio: **Melissa Fischer, BFA, MLIS –** Melissa earned her Bachelor of Fine Arts in Drawing and Painting from Ohio State University, and her Master of Library and Information Science from Kent State University. Melissa is currently working on her doctorate in Education with a specialization in E-Learning. She is the recipient of the Sidney Jackson Award for outstanding social research. Ms. Fischer has more than a decade of experience as a Librarian and has been AIAM's Library Manager since 2018. Ms. Fischer previously staffed the State of Ohio's online library reference service, "Know It Now," as part of her public library experience, and also served library patrons by answering questions via phone, email, and chat. Melissa now serves as the Assistant Director of Education/Student Services. **Melissa also teaches the College Success Skills courses for RN students.**

Madeline Parker, MS, BS – received her Master Degree in Human Biology from the University of Indianapolis in 2019, and earned her Bachelor of Science in Biology from the Ohio State University in 2016. She is currently enrolled in a doctorate program at OSU in Anatomy & Physiology. She has 4 years teaching experience. Madeline teaches in the massage therapy program**.**

Kristy Deck, BS-HCM, CMA – Kristy earned her Bachelor of Science degree in Healthcare Management from Franklin University in 2014, and her Associate of Applied Science in Medical Assisting from Hocking College in 2007. She worked in hospital and physician practice settings as a Medical Assistant for over 6 years, and she has teaching experience in Medical Assisting programs. Kristy teaches in the Medical Assisting program.

G. Michael Gould, PhD, BA – Dr. Gould earned a PhD in Biology from The Ohio State University in 2020, and a BA in Environmental Sciences from Northwestern University in 2004. He has experience in post-secondary education as a lecturer at the Center for Life Sciences Education at The Ohio State University, has experience in creating study guides and practice exams, tutoring in anatomy, physiology, and neuroanatomy. Dr. Gould teaches in the Nursing programs.

Sulin Jiao, L. Ac.- Sulin received her Bachelor of Medicine in Traditional Chinese Medicine in Anhui University of Traditional Chinese Medicine (TCM) in 2004. She earned a Master Degree of Medicine in Acupuncture and Tui Na in Tianjin University of Traditional Chinese Medicine in China in 2007. She then worked as a doctor of Traditional Chinese medicine with specialties in acupuncture and Tui Na in the First Affiliated Hospital of Anhui University of Traditional Chinese Medicine in China for six years. She gained extensive working experience in treating patients with traditional Chinese medicine and western medicine. She has broad academic knowledge in western medicine. During her work in China as part of her position, she conducted research related to acupuncture and moxibustion. She was a clinical instructor and academic instructor related to acupuncture and Tui Na at the Anhui University of Traditional Chinese Medicine. She is a licensed acupuncturist in Ohio.

Lakeia Moore, CMA – Lakeia earned a Medical Assistant diploma from Bryman Institute in 2006, and her Associates of Arts of Health Care Administration from the University of Phoenix in 2010. She was a Medical Assistant from 2008 through 2016. She has over 3 years' experience teaching in Medical Assisting programs. Lakeia teaches in the Medical Assisting program**.**

Freddy Reyes, MSHS, BS – Freddy earned a Master in Health Sciences in 2013 from Cleveland State University, a Bachelor of Applied Health Science in Allied Health from Bowling Green State University in 2006, and an Associate Degree in Applied Science in Medical Laboratory Technology from Lorrain County Community College in 1993. He has more than 15 years' experience in post-secondary education, teaching. He is also a Registered Medical Technologist with extensive experience in all areas of clinical laboratory operations, lab outreach, strategic management, Quality Assurance, Point of Care Testing. Freddy also currently works as a Quality Assurance Specialist for Cellular Technology Limited. Freddy teaches in the Medical Assisting and Nursing programs.

Brandy Morris, MSN, MSCJ, BSN, RN – Brandy received her MSN and MSCJ from Xavier University in 2019, and her BSN from Ohio University in 2017. She has been employed with Cincinnati Children's Hospital Medical Center for 13 years and has nursing experience in Bone Marrow Transplantation and Immune Deficiency, Hematology/Oncology, Emergency Medicine, and Forensic Medicine. One of Brandy's biggest nursing accomplishments has been the creation and implementation of a tracking tool that is actively being used at Cincinnati Children's to help identify and manage the community's high-risk youth. She has previous teaching experience with Xavier University. Brandy teaches in the Nursing Programs.

Jennifer Morrow, PNP, MSN, RN – Jennifer earned her MSN from Chamberlain College of Nursing in 2013, and her ADN from Mercy College of Nursing in 2004. She is currently working on her PNP from Chamberlain. She has been teaching in nursing programs since 2013. Jennifer teaches in the Nursing programs.

Wendy Little, MSN, BSN, RN – Wendy received her Master of Science Degree in Nursing from the Western Governors University in 2018 and earned her Bachelor of Science in Nursing from the Ohio State University in 2015. She received her Associate Degree in Nursing from Central Ohio Technical College in 2007. She has been a registered nurse since 2007. Wendy has 10 years of experience training nurses in working in an operating room. She has 12 years of experience as an operating room nurse practicing sterile technique. Wendy teaches in the nursing programs*.*

Kathleen Mierzejewski, MSN, BSN, RN – Kathleen received her Master of Science Degree in Nursing from the Southern New Hampshire University in 2017 and earned her Bachelor of Science in Nursing from the Ohio University in 2013. She received her Associate Degree in Nursing from Bryant & Stratton College in 2010. Kathleen has 11 years experience as in LTC nursing, 6 years as a Hospice Case Manager. She also has 3 years experience as a RN in management and hospice home care. Kathleen teaches in the nursing programs*.*

Remove Kristen Nelson, Danielle Scriven, Stacey Markus, Dawn Apparicio

P. 8 under Master of Acupuncture Admission Requirements, amend point 3 to:
3. Submit official transcripts of earned Baccalaureate Degree OR of an earned Master Degree or Doctorate from an institution recognized by the U.S. Department of Education or foreign equivalent that has been officially evaluated.

P. 107

Students needing supportive services are encouraged to submit an Accommodations Request Form with the required supporting documentation as early as possible in the application process so that consideration for appropriate accommodations can be arranged. Students who choose not to utilize their approved accommodations for a testing situation may not subsequently re-test using the approved accommodation. For further information or to arrange for support services contact the Assistant Director of Education/Student Services at mfischer@aiam.edu.

Amend page 110 under Consequences for Academic Misconduct to:

1. For a first offense, the student must schedule a meeting with the Academic Dean or Assistant Director of Education (or Director of Nursing if the plagiarism occurred within a nursing course) within 2 days of receiving notification of the offense. The student may resubmit the paper within 5 days of notification of the offense after the meeting with the Academic Dean or Assistant Director of Education/Student Services. (or DON) and will receive a 20% grade penalty. The student will be placed on Behavioral Warning. Failure to meet with the Academic Dean or Assistant Director of Education (or DON) within 5 days will result in receiving a "0" for the associated paper and being placed on Behavioral Probation.

2. For a second offense, the student will receive a "0" for the associated paper and be placed on Behavioral Probation, which will include scheduling a meeting with the Academic Dean or Assistant Director of Education/Student Services. (or Director of Nursing if the plagiarism occurred within a nursing course) within 5 days of receiving notification of the offense. Failure to attend the meeting within 5 days will result in failing the course in which the second offense occurred.

3. For a third offense, the student will fail the course in which the third offense occurred, continue on Behavioral Probation, and must schedule a meeting with the Academic Dean or Assistant Director of Education/Student Services. (or Director of Nursing if the plagiarism occurred within a nursing course) within 5 days of receiving notification of the offense plagiarism offense. Failure to attend the meeting within 5 days will result in being dismissed from the program.

Amend page 152 in the Distance Education Policies section under Testing:

ProctorU Test Proctoring

• Significant exams utilize a third-party company, ProctorU, to ensure the validity of our tests.

• All ProctorU protocols are required to be followed. These are supplied directly to students from ProctorU.

• All students are required to utilize ProctorU for designated exams, even if being taken on campus for a reason approved by the Academic Dean (or Director of Nursing for nursing exams).

* All Nursing HESI Specialty Final Exams will be taken at the AIAM campus using ProctorU on the scheduled date and time on the course syllabus. These exams will also utilize an AIAM designated proctor on campus.

Page 152, amend second paragraph of Distance Education Attendance Policy to:

The online class is to be treated as if onsite. Students may not be driving or riding in a car, working, shopping, sleeping, laying down, be in a hospital, or other non-learning/education activities while in the online course room.

Page 113 Under Missed Class Time.

Students who cannot complete the on-campus portions of their program for any reason will not be able to pass the course(s) associated with the on-campus requirements. In such cases, a student may be eligible for a Leave of Absence if a temporary situation and should contact the Assistant Director of Education/Student Services.

P. 127 Under Leave of Absence (LOA)

Students may apply for a Leave of Absence (LOA). A leave of absence may be applied for in the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course as scheduled. Leave of absences are granted at the discretion of the Academic Dean or Assistant Director of Education/Student Services and require supporting documentation. The request should be made in writing to the Assistant Director of Education/Student Services and should be requested as soon as the student determines the need.

Upon receipt of a written LOA request that is signed and dated by student, the Assistant Director of Education/Student Services will develop a plan outlining leave length, effective date and course make up plans. Failure to return from the LOA at the time specified in the plan, failure to call to reschedule that date or exceeding the 180 calendar days allowable will result in the student being dismissed from the program effective the last date of attendance and awarded Fs on any grades in progress (impacts CGPA). Notifying Assistant Director of Education/Student Services of inability/intent to return from LOA will result in awarding of Ws for any grades in progress (no impact on CGPA).

The leave of absence period may not exceed 180 days within any 12-month period. More than one leave of absence may be granted in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. AIAM permits students to return to class before the expiration of the student's LOA in order to review material previously covered. However, until the student has resumed the academic program at the point he or she began the LOA, the student is considered to still be on the approved LOA. AIAM will not assess the student any additional institutional charges associated with the quarter in which he/she leaves.

Academic Leave of Absence

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or active military service or jury duty obligation or other severe or unanticipated personal circumstance may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with the Assistant Director of Education/Student Services to discuss the need to temporarily interrupt their education and take an Academic Leave of

Absence (ALOA) if needing to take a full term off, or an approved Leave of Absence (LOA) if the leave occurs during a term (see Leave of Absence policy).

(remaining points in policy remain the same)

On pp. 126 and 151: Replace the narrative under Technical Requirements with:

AIAM students must have a laptop computer on the first day of class which meets the required specifications (below). AIAM will provide a laptop (with 1-year warranty from the manufacturer) to you as part of your fees, which are disclosed in the AIAM School Catalog.

Students who purchase a laptop computer outside of AIAM must provide proof that the item(s) they have meet all requirements by the first day of the first quarter of the program. If a student does not produce a laptop which meet the required specifications by the 10th calendar day of the quarter, AIAM will provide a laptop and the student will be charged.

Students are responsible for communicating directly with the manufacturer on all warranty-related issues for the laptop computer. If the laptop computer is purchased through AIAM, students are responsible to replace the item(s) at full cost if lost, stolen, or damaged beyond repair or outside of the warranty.

 In addition, AIAM provides a webcam and stand to all entering students (cost included as a small part of your Technology Fee; students may not opt out of the camera with stand). Students are responsible to replace the item(s) at full cost if lost, stolen, or damaged beyond repair. A replacement webcam may be purchased if it lost or stolen from the Front Desk at AIAM at the current cost.

On pg. 126, these are the correct points for the student laptops:

Student Laptop Computers:

1. PC (Chromebooks, Android Tablets, and iPads are NOT compatible)

a. Operating System: Windows 10

b. Minimum of 4GB of RAM

c. Minimum resolution of 1024x600

d. Must download New Edge browser: https://www.microsoft.com/en-us/edge

e. Must have pop-up blocker, JavaScript, and cookies enabled for testing.

f. Minimum 16 GB Solid State or Hard Drive

2. MAC (MacBook, MacBook Air, MacBook Pro)

a. Mac OS X 10.9 or higher

b. Minimum of 4GB of RAM

c. Minimum resolution of 1024x600

d. Must download New Edge browser: https://www.microsoft.com/en-us/edge

e. Must have pop-up blocker, JavaScript, and cookies enabled for testing

p. 65 Replace the paragraph under Upon Graduation with this:

Medical Assisting program graduates do not require a state license or any additional certification to become employed. However, AIAM Medical Assisting graduates are prepared to successfully meet the eligibility criteria to apply for the national certification process through the National Healthcareer Association (NHA) to become a nationally Certified Medical Assistant. Although national certification is not required for employment, having an NHA certification demonstrates proficiency and may give a competitive edge in obtaining a job or promotion.

Amend Post Clinical Requirements Section on p 8 to:

Post Admission Acupuncture Clinic Requirement

- Completed Physical Health Exam Form, including the Hepatitis B Vaccine (series of 3) or declination on the physical form are required to be submitted by the 14th calendar day of the first quarter of the program.

For students who choose to participate in Observation Experiences at an external hospital facility, additional requirements are:

1. **Health Screening process (must use a certified lab to complete the screening)**

- Negative Two-Step Mantoux Test (One-step may be accepted for documented recipients

of previous Two-Step) or negative result from X-ray for persons unable to have the Mantoux

    - o If positive, further assessment is required to meet requirements by Corporate Health of the Facility

2. **Criminal Background Check Requirement**

- FBI fingerprint check (National coverage, FCRA compliant*)

3. **Health Insurance**

- Documentation of health insurance

4. **UHC Document**

- Signed Waiver and Confidentiality Document (Appendix B in Clinic Handbook)

P. 11 Amend section: Nursing Clinical Requirements

Nursing Program (PN & RN) Clinical Requirements:

1. Completed background checks—BCI and FBI.

2. Negative drug screen result.

3. Completed Physical Health Exam Form.

4. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have

the Mantoux). OR a T-Spot for TB. One-step may be accepted for documented

recipients of previous Two-Step.

5. Vaccinations/Immunizations/hepatitis B (see medical form). **

6. CPR certification from the American Heart Association.

7. Meet the technical requirements.

** Nursing students who have a clinical rotation at OhioHealth will now have the following requirements as mandated by OhioHealth:

** Nursing students who have a clinical rotation at OhioHealth will now have the following requirements as mandated by OhioHealth:

Students must be fully vaccinated against COVID-19 or negative weekly tests as detailed below:

- Fully vaccinated = two weeks after final dose
    - The deadline date will be provided by the Nursing Department each quarter.
- Proof of vaccination must be provided.
- Students not vaccinated due to any reason must complete a weekly COVID-19 test.
    - Those testing positive are not allowed into an OhioHealth facility until negative test or 10 day quarantine has been completed. A positive result may result in missed opportunity for participating in OhioHealth clinical rotation that quarter due to time constraints.
- Students not vaccinated and who do not bring their negative COVID-19 test results to the clinical instructor each week will receive an unexcused absence which means automatic failure for the clinical and associated class and lab. Receiving the results in time is the responsibility of the student. Late submissions will not be accepted/excused.
- All students whether vaccinated or not must wear masks and proper OhioHealth issue PPE.
- These policies and procedures are subject to change and will be updated as needed.

Note For New Students: Clinical Requirements are required to be completed for

PN and RN students prior to attending clinical rotations. Students will be notified of their due date depending on their schedules.
And amend p. 12 for Medical Assisting Externship Requirements:

Medical Assisting Externship Requirements:

1. Completed background checks—BCI and FBI.

2. Negative drug screen result.

3. Completed Physical Health Exam Form.

4. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have the Mantoux

OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.

5. Vaccinations/Immunizations/hepatitis B (see medical form). **

6. CPR certification from the American Heart Association.

7. Meet the technical requirements.

** Medical Assisting students who have an externship at an OhioHealth facility/office will now have the following requirements as mandated by OhioHealth:

Students must be fully vaccinated against COVID-19 or negative weekly tests as detailed below:

•   Fully vaccinated = two weeks after final dose

    o   The deadline date will be provided by the MA Department each quarter.

- Proof of vaccination must be provided.
- Students not vaccinated due to any reason must complete a weekly COVID-19 test.
  - Those testing positive are not allowed into an OhioHealth facility until negative test or 10 day quarantine has been completed. A positive result may result in missed opportunity for participating in OhioHealth clinical rotation that quarter due to time constraints.
- Students not vaccinated and who do not submit their negative COVID-19 test results to the MA Program Manager each week will receive an unexcused absence which means automatic failure of the externship. Receiving the results in time is the responsibility of the student. Late submissions will not be accepted/excused.
- All students whether vaccinated or not must wear masks and proper OhioHealth issue PPE.
- These policies and procedures are subject to change and will be updated as needed.

NOTES:

For new students, all externship requirements must be complete by the last day of the student's second quarter of classes to be ready for externship in the third quarter of the program.
Once the admissions process is complete, the applicant will be notified by mail of the decision.
Attendance at orientation is mandatory.

p. 13 Amend Phlebotomy Externship Requirements to:

Phlebotomy Externship Requirements:

1. Completed background checks—BCI and FBI.

2. Negative drug screen result.

3. Completed Physical Health Exam Form.

4. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have the Mantoux

OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.

5. Vaccinations/Immunizations/hepatitis B (see medical form).**

6. CPR certification from the American Heart Association.

** Phlebotomy students who have an externship at an OhioHealth facility/office will now have the following requirements as mandated by OhioHealth:

Students must be fully vaccinated against COVID-19 or negative weekly tests as detailed below:

- Fully vaccinated = two weeks after final dose
  - o The deadline date will be provided by the PH Department each quarter.

- Proof of vaccination must be provided.
- Students not vaccinated due to any reason must complete a weekly COVID-19 test.
  - o Those testing positive are not allowed into an OhioHealth facility until negative test or 10 day quarantine has been completed. A positive result may result in missed opportunity for participating in OhioHealth clinical rotation that quarter due to time constraints.
- Students not vaccinated and who do not submit their negative COVID-19 test results to the MA Program Manager each week will receive an unexcused absence which means automatic failure of the externship. Receiving the results in time is the responsibility of the student. Late submissions will not be accepted/excused.
- All students whether vaccinated or not must wear masks and proper OhioHealth issue PPE.
- These policies and procedures are subject to change and will be updated as needed.

NOTE:

Once the admissions process is complete, the applicant will be notified by mail of the decision. Attendance at orientation is mandatory.