

**Cleveland Clinic Manual Therapies for the Hospitalized Patient**

**Registered Nurse**

# **Admissions Handbook**

# Cleveland Clinic Manual Therapies for the Hospitalized Patient

## Registered Nurse



### Manual Therapies for the Hospitalized Patient

Dear Student,

I want to extend a warm welcome and ‘thank you’ for considering Cleveland Clinic’s *Manual Therapies for the Hospitalized Patient* program. This health science program is one of 14 internal programs sponsored by the Cleveland Clinic health system. These internal programs are critical to the mission of Cleveland Clinic, providing highly trained, quality healthcare providers to care for our patients.

Before you can begin the program, there are a number of requirements that you must meet. These requirements are consistent for all students entering internal health science programs, whether they are Cleveland Clinic employees or not. As a student, you will need a temporary student ID badge. You cannot be identified as an employee while you are in the role of a student. If you are a Cleveland Clinic employee, you will need to complete a *Background Information Release Form*, which will allow Protective Services to perform a background check. You will also need to demonstrate that you have met all healthcare requirements. Cleveland Clinic maintains liability insurance coverage for all students enrolled in its internal health science programs; however, you will need to demonstrate you have health insurance. You will be responsible for any medical expenses incurred during training.

These requirements may seem onerous, but they have been established to protect you, Cleveland Clinic and, most importantly, our patients.

I am confident that you will professionally benefit from your experience in the *Manual Therapies* program. You will be working with Karen Fink who will challenge, inspire and motivate you to give your best in providing the finest care to our patients.

On behalf of the Education Institute, I hope you enjoy this learning opportunity.

Best regards,

A handwritten signature in purple ink, appearing to read "Roy Anderson".

Roy Anderson, Director  
Health Sciences Educational Partnerships  
Center for Health Sciences Education  
Education Institute

*Every Life Deserves World Class Care*

# Cleveland Clinic Manual Therapies for the Hospitalized Patient

## Registered Nurse

### Admissions Policies and Procedures

#### I. NONDISCRIMINATION POLICY

Cleveland Clinic does not discriminate in admission, employment, or administration of its programs or activities, on the basis of age, gender, race, national origin, religion, creed, color, marital status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law. In addition, Cleveland Clinic administers all programs and services without regard to disability, and provides reasonable accommodations for otherwise qualified disabled individuals.

*"If you are a student who believes you have been subject to (1) sexual harassment by Cleveland Clinic program faculty, staff or employee; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing."*

*"If you are a student who believes you have been or are a victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing."*

#### II. ADMISSION CRITERIA FOR 100-HOUR MANUAL THERAPIES FOR THE HOSPITALIZED PATIENT

The Manual Therapies for the Hospitalized Patient is a training course for Registered Nurses licensed by the State of Ohio Board of Nursing.

In the admission process, applicants should be able to demonstrate maturity, development or potential in each of the criteria. Serious deficiency in any of the criteria would be grounds for a decision not to admit the applicant.

##### A. Formal Criteria:

1. Educational Requirements: Completion of an accredited school of nursing and subsequent licensure granted by the State of Ohio Board of Nursing
2. Work Experience: one full year of full-time nursing
3. Satisfactory Health: Freedom from health problems that would preclude patient contact (e.g., communicable disease) or meeting other program requirements
4. Evidence of health insurance coverage
5. Completed Application
6. Admission interview and report (to be done at Cleveland Clinic after application is received)
7. Favorable references
8. Fee payment

# **Cleveland Clinic Manual Therapies for the Hospitalized Patient**

## **Registered Nurse**

### **III. ADMISSIONS PROCEDURES**

- A. When a completed application is received, the applicant will be sent a letter which:
  - 1. Acknowledges the receipt of the application
  - 2. Requests an on-site interview of the applicant at Cleveland Clinic
  - 3. Notifies the applicant of the date admissions decisions will be made
- B. When an incomplete application is received, the applicant will be sent a letter which:
  - 1. Acknowledges the receipt of the application
  - 2. Requests items missing from the application be forwarded as soon as possible
  - 3. Requests an on-site interview of the applicant at Cleveland Clinic upon completion of the application
  - 4. Notifies the applicant of the date admissions decisions will be made
- C. The admissions interview at Cleveland Clinic will be done by the Coordinator of the Manual Therapy Program, the Director of Spiritual Care (or designee) and by at least one other member of the MTHP Advisory Committee, who constitute the Admissions Committee.
- D. Decisions will be made by the Coordinator of the Manual Therapy Program, the Director of Spiritual Care (or designee) and the MTHP Advisory/Admission Committee.
- E. Notification of admissions decisions will be made promptly.
  - 1. All applications for the program will be acted upon within 30 days.
- F. When applicants to the program are notified of their acceptance they will have 21 days or until the first day of the course, whichever comes first, in which to (1) indicate their intentions to enroll by paying the fee, paying a deposit toward the fee or giving notification of the third party who will be paying the fee, and (2) submit evidence of health insurance.

See application