



PROGRAM HANDBOOK

Practical Nursing Program

Student Handbook

2020-2021

ACCREDITATION

North Shore Community College's Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Telephone: 404.975.5000

Web: www.acenursing.org

APPROVAL

The Practical Nursing Program at North Shore Community College is approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114.

Telephone: 617.973.0900

Web: www.mass.gov/dph/borads/rn

LICENSURE ELIGIBILITY:

Graduates from the NSCC Practical Nursing Program are qualified to work in the state of Massachusetts upon the successful attainment of a Practical Nurse license by taking and passing the NCLEX-PN. If you intend to practice outside of Massachusetts and obtain a license in another state applicants are encouraged to review the [NCSBN web site](#) for eligibility requirements. As an applicant to the NSCC PN Program, you are encouraged to discuss your ability for licensure and work in another state other than Massachusetts with the Department Chair or Director of Nursing of the Program prior to enrollment in the Program

MEMBERSHIP

National League for Nursing <http://www.nln.org/>

Massachusetts/Rhode Island League for Nursing – Committee of Practical Nursing Programs
PO Box 407, Westwood, MA 02090

Web: nursing.marilyn@gmail.com

(PN Program)

Program Outcome Data

Below you will find the student achievement data for the most recent graduates of the NSCC Practical Nursing Program.

Graduation Year	NCLEX-PN Pass Rate	Program Completion	Job Placement
2019	96%	78%	79%
2018	92%	72%	100%
2017	84%	69%	100%

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*All policies denoted with * are required by the MA Board of Registration in Nursing

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Historical Overview of North Shore Community College

North Shore Community College, established in 1965, is one of the oldest and largest of the fifteen community colleges in the Commonwealth of Massachusetts. The College, located 24 miles north of Boston, serves 26 cities and towns along the coastal region from north metropolitan Boston to Cape Ann. The College offers degrees in Associate in Arts, Associate in Sciences, and Associate in Applied Sciences along with Certificate programs which lead to immediate entry into the workforce. The service area of the College represents a mix of urban and suburban, a diversity of ethnic and racial groups, white- and blue-collar, middle- and low-income groups, as well as growing numbers of recent immigrants. The College also provides lifelong learning opportunities to the approximately 743,000 area residents through workforce development training to businesses and individuals, cultural enrichment activities, and community development resources.

Since its humble beginnings, North Shore Community College, operating from one Beverly campus with a professional staff of twenty-six and a student body of 465, has experienced tremendous growth, expanding its programs, faculty, staff, students, and campus locations: the Lynn campus building was opened in 1986, the Ferncroft Road campus was acquired in 1991, the Cummings Center was established in 1999, and the Frederick Berry Building was opened on the Ferncroft campus in 2003. Today the College operates from three primary locations – Beverly, Lynn, and Danvers – currently enrolling 7,912 (Fall 2012) and employing 963 personnel (faculty, staff, and administration). The College's academic credit programs are offered on the Lynn and Danvers campuses with non-credit courses/programs primarily offered through the Center for Corporate and Community Education located in Beverly's Cummings Center. In 1999, the College Division of Essex Agricultural and Technical Institute merged with North Shore Community College. The merger added new career programs to its Academic Division, one of which was the Practical Nursing Program. In November of 2009, the College broke ground on the Commonwealth's first state-owned Zero Net Energy building located on the sixty-six-acre Ferncroft campus in Danvers, MA. Completed in October 2011, the Health Professions & Student Services Building covers 58,000 square feet and consolidated the College's health programs which include Animal Technology, Emergency Medical Services, Medical Assisting, Nurse Education, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Care, and Surgical Technology, as well as student and administrative support services.

Practical Nursing Program - A Historical Overview

The Practical Nursing Program at North Shore Community College is a venerable practical nursing program first established in 1961 at the Essex Agricultural and Technical Institute, Hathorne, MA by Constance B. Maude with Ann M. Sheehan as its coordinator. It was approved to accept forty students to enroll in its 15-month program. Ann M. Sheehan would lead the Program from its inception in 1961 until her retirement in 1991. The "Aggie" PN Program under Ann M. Sheehan's direction, in 1974, was selected as the "Pilot Program" for the Commonwealth of Massachusetts to evaluate the impact of changing practical nursing programs' time-span from 48 weeks to 40 weeks. After three years of successful evaluations, full approval was received from the Board of Registration in Nursing to continue the 40 week program. During the decades of Ann Sheehan's leadership, practical nursing education would evolve to meet the myriad needs of a changing healthcare environment and a rapidly changing nursing profession.

At the June 1999 meeting of the Massachusetts Board of Registration in Nursing, approval was received for the transfer of governance of the Practical Nursing Program at Essex Agricultural and Technical Institute, an Essex County supported school, to North Shore Community College. The transfer was necessitated by the closing of county government by the Commonwealth of Massachusetts. The PN Program was placed within the Health Professions and Human Services Division. The continuation of practical nursing education endured on the North Shore because of this event. At the time of the merger in 1999, relocation of the PN Program did not take place; it remained housed in Maude Hall at the Hathorne campus. In January 2012, the Practical Nursing Program was moved to the new Health Professions and Student Services Building on the Danvers, Ferncroft campus joining the other Health Professions programs in a state-of-the-art facility.

Today, the Practical Nursing Program enrolls up forty students in each September and graduates a diverse group of women and men from a wide range of social, ethnic, economic, and educational backgrounds the following June. The graduates of the PN Program consistently score above the national and state average on the NCLEX-PN, which is testimony to the high quality of the program's curriculum and its nursing faculty.

The Practical Nursing Program at North Shore Community College maintains high standards and is well respected by the community-at-large. Many of our graduates achieve high levels of success and service in a variety of healthcare institutions and settings. The Practical Nursing Program will continue to offer a quality practical nursing program for men and women to prepare them for a challenging nursing career in the 21st century. The Program respects the past while looking forward to the future to provide a valuable educational resource for the residents of the North Shore and beyond.

NORTH SHORE COMMUNITY COLLEGE

Mission

North Shore Community College is a diverse, caring, inclusive community that inspires our students to become engaged citizens and to achieve their personal, academic, and career goals through assessable, affordable, rigorous educational opportunities that are aligned with our region's workforce needs and will prepare them for life in a changing world.

Vision

North Shore Community College is a beacon of hope and opportunity for all who learn, live and work on Massachusetts' North Shore. The College creates responsive partnerships and collaborations to make a positive difference for residents. By providing an educated and innovative workforce, North Shore Community College contributes to the economic vitality and resiliency of the Commonwealth.

Values

The Faculty and Staff at North Shore Community College exemplify the highest academic and institutional integrity through our commitment to:

1. **Access and Opportunity** We ensure access to quality higher education by offering clear and flexible pathways to academic success for the diverse populations we serve.
2. **Respect and Inclusion** We seek to create a respectful, welcoming, and appreciative learning environment in which each person and every group belongs, feels accepted, has value, and actively contributes.
3. **Educational Excellence and Innovation** We embrace the highest standards in developing dynamic learning environments through excellent faculty and staff, academic freedom, innovative teaching methods, quality facilities, and engaging technologies.
4. **Student Learning and Success** We are devoted to maximizing our students' ability to learn and achieve academic, personal, and professional success through appropriate support and services.
5. **Purposeful Life and Global Citizenship** We are dedicated to empowering students to become lifelong learners and engaged citizens, to understanding the global landscape, and to equipping them for transformative careers.
6. **Social Responsibility and Justice** We are committed to developing productive, collaborative relationships within the college and among our various constituencies so that we may serve to improve the quality of lives in the North Shore communities.
7. **Sustainability and Resourcefulness** We uphold our heritage for tenacity, sustainability, responsible stewardship and equitable distribution of our resources.

Division Mission Statement

The Division of Health Professions and Human Services enriches lives and the community through high quality health and human service degree and certificate programs that are responsive to societal and workforce needs. The Division strives to inspire student success and lifelong learning through interpersonal, interprofessional, and community collaboration

needed for impactful and sustainable employment. We facilitate student learning, scholarship, and leadership with a commitment to excellence in person-centered care.

Program Mission Statement

North Shore Community College's Practical Nursing Program is committed to preparing a diverse student population to be competent, caring licensed practical nurses that will help meet the health care needs of the citizens of the North Shore and beyond. The Practical Nursing Program emphasizes commitment to excellence in nursing care, professional values, and life long learning.

The faculty of the Practical Nursing Program subscribes to the mission statement of North Shore Community College and the Health Professions Division and believe we support both missions.

Philosophy

The philosophy of the Practical Nursing Program is congruent with the philosophy and core values of North Shore Community College, which speak to access and opportunity, educational excellence, respect, lifelong learning, and responsible stewardship. Beliefs of the faculty about person, environment, health, nursing, practical nursing and education/learning are expressed in the statements that follow.

- person is defined as individuals, families, and groups that possess diverse characteristics with expressed needs ranging from physical, psychosocial and spiritual that must be regarded holistically.
- environment encompasses all internal and external surroundings that interact and influence health and well-being.
- health is a dynamic state of biologic, psychological, sociological and cultural well-being.

Nursing

The faculty believe nursing is a caring, helping, theory-based discipline with an evolving body of knowledge. Nursing is based on scientific principles directed toward understanding health needs and promoting health practices. Nursing utilizes nursing systems and nursing process, applied through critical thinking and clinical reasoning, to manage individual needs. Nurses use the nursing process in the promotion, maintenance, and restoration of health in culturally diverse clients throughout the lifespan. Changes in the current healthcare environment reflect an increased complexity in client needs and necessitate various levels of nursing educational preparation.

Practical Nursing

The practical nursing faculty believe that Practical Nursing is an integral part of all nursing. It is the vocation in which the LPN, as an essential member of the healthcare team, practices the art and science of nursing. As a member of the healthcare team, the LPN participates in and contributes to the overall plan of care. The faculty believe that the role of the practical nurse includes providing safe, competent nursing care, with responsibility and accountability for all his/her nursing actions.

The faculty supports the National Federation of Licensed Practical Nurses' definition of practical nursing which states, "practical/vocational nursing means the performance for compensation of authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals"

(NFLPN, 2004). We believe practical nursing to be an interdependent service of the total health care team, with the practical nurse functioning within the Standards of Practice, demonstrating safe, competent, ethical nursing practice with commitment to lifelong learning, and active membership in the National Federation of Licensed Practical Nurses, Inc.

Education/Learning

The faculty is committed to the philosophy that learning is a lifelong process of discovery. The faculty believe education is a guided, dynamic process of learning in which positive adaptations are made in an ever-changing environment and society. The responsibility for learning is placed on the student. The faculty accept the responsibility for teaching, supervising and evaluating the student. The educational process encompasses changes in the cognitive, psychomotor, and affective domains. Learning involves progression from the simple to the complex through the implementation of a series of defined theoretical concepts and manual skills, which is based on the student's ability to build on past knowledge and experiences.

The curriculum provides learning experiences that encompass the philosophy of looking at all health care facilities as being part of the community which includes hospitals, extended-care settings, homes, schools, and other healthcare settings. The faculty strive to insure that the curriculum is current and prepares the graduates with the knowledge and standards of practice, and educational competencies expected of graduates of practical nursing programs as adopted by the National Association for Practical Nurse Education and Service, Inc. (2007). The faculty review the curriculum for alignment with the NCLEX-PN Test Plan (2014). The faculty recognize the need for continuous evaluation of the Practical Nursing Program due to the changing needs of the healthcare system and accept recommendations for revisions. The goals of the Practical Nursing Program are to prepare the graduate for licensing examination, entry-level nursing positions in varied healthcare settings, and educational mobility.

Organizational Framework

The Practical Nursing program at North Shore Community College values and strives to create a transformative learning environment where the student's self-awareness is elevated thus achieving personal and professional success. The organizational framework developed by the Practical Nursing faculty reflects the program mission, philosophy, and outcomes and is the foundation from which the curriculum courses flow throughout the program.

The "Massachusetts Nurse of the Future Nursing Core Competencies" for the Licensed Practical Nurse serves as a major organizing component and framework for the practical nursing program. Concepts intrinsic to the patient are safety, spirituality and cultural diversity and are the foundation of patient centered care. The nurse uses the nursing process to deliver care based on nursing knowledge and clinical reasoning skills. The concepts intrinsic to the practice environment encompass evidence-based practice, communication, informatics and technology and are systems-based. The concepts intrinsic to the nursing profession are related to the core components of professional practice and incorporate leadership skills along with teamwork and collaboration. There is an emphasis on the nurse's responsibility in protecting and empowering the patient. Student learning occurs through a curriculum based on accepted nursing concepts and practice standards with emphasis on the development of relevant learning experiences in the classroom, laboratory, and clinical settings.

The following core concepts are considered by the practical nursing faculty to be important to the foundation of the practical nursing program's organizational framework and are found throughout the curriculum, course descriptions, course objectives, clinical objectives, and used in the development of the Level Student Learning Outcomes and the End of Program Student Learning Outcomes.

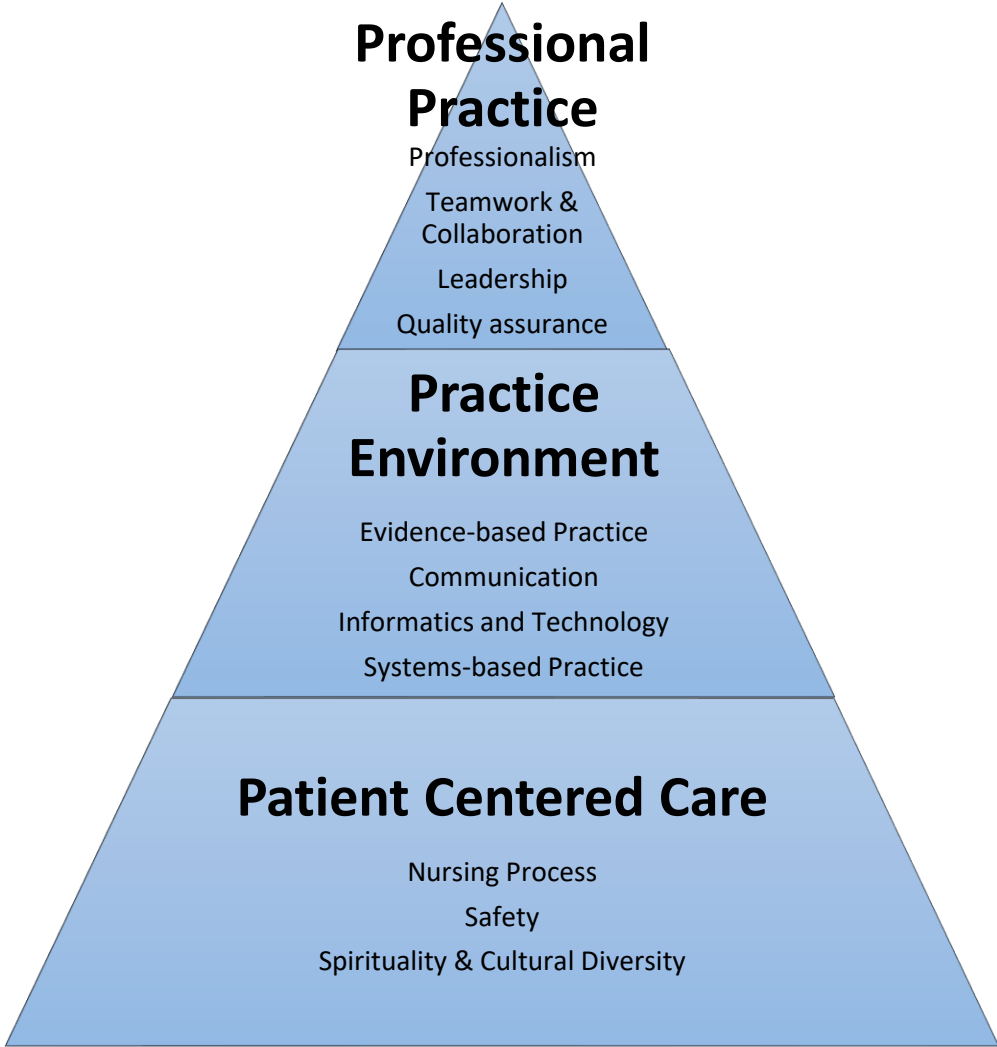
1. Patient and Family Centered Care: holistic care that recognizes an individual's and family's preferences, values and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
2. Professionalism: accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.
3. Leadership: influencing the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.
4. Systems-Based Practice: demonstrates an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value.
5. Informatics and Technology: use of information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2007)
6. Communication: interacting effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.
7. Teamwork and Collaboration: functioning effectively within nursing and the interdisciplinary health care teams, fostering open communication, mutual respect, shared decision making, team learning and development. (Adapted from QSEN, 2007)
8. Safety: minimizing the risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2007)
9. Quality Assurance: collecting data to monitor the outcomes of care and use data to continuously improve the quality and safety of the healthcare systems.
10. Evidence-Based Practice: identifying the value of using the best current evidence coupled with clinical expertise and consideration of patient's preferences, experience and values to make practice decisions.

End of Program Student Learning Outcomes

Upon completion of the practical nursing program at North Shore Community College, the graduate will be eligible for licensure as a licensed practical nurse that will:

1. Perform safe, effective, culturally competent nursing care across the life span.
2. Implement safety measures minimizing the risk of harm to patients and providers.
3. Utilize systems-based practices to plan and deliver care in the context of the patient, work unit, and available resources.
4. Utilize information, technology, and evidence-based knowledge to support nursing practice and provide nursing care.
5. Use effective communication skills to interact with patients, families, and colleagues.
6. Employ leadership skills to influence teamwork and collaboration of individuals and groups.
7. Employ professional behaviors within the scope of practice of the licensed practical nurse.

This model represents the foundational values of the PN Program and curriculum based on the core concepts and integrated student learning outcomes:



End of Program Outcomes:

1. 70% of the students enrolled in the Practical Nursing Program will complete the program of study in 150% of the time of the Program length.
2. 80% or more of the graduates of the PN program will pass NCLEX-PN as first-time test takers.
3. 80% of Practical Nursing graduates, are employed as Licensed Practical Nurses within 12 months of graduation.

Practical Nursing Program Sequence*

Fall Semester (16 weeks)

PNR101	Fundamentals of Practical Nursing
PNR114	Pharmacology for Practical Nursing
HLS102	Anatomy & Physiology for Allied Health
HLS 103	Nutrition for Practical Nursing 1
HLS104	Overview of Microbiology
HLS115	Human Development and Health Promotion

Winter Intersession (2 weeks)

PNR107	Life Continuum Nursing
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Spring Semester (16 weeks)

PNR103	Medical-Surgical Nursing
PNR105	Maternal Child Health
HLS 105	Nutrition for Practical Nursing 2
PNR118	Contemporary Trends and Issues in Practical Nursing

Summer Session 1 (6 weeks)

PNR117	Life Continuum Nursing
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*The Practical Nursing Program is the longest one-year program at the College. It is ten months, (40 weeks) that follows the College calendar with students attending two semesters plus a winter intersession and a summer session.

Clinical Affiliating Agencies

Hospitals:

Lahey Affiliate

Beverly Hospital
85 Herrick Street
Beverly, MA 01915

Anna Jacques Hospital
25 Highland Ave.
Newburyport, MA 01913 (On Hold Fall 2020)

Long-term Care:

Chelsea Jewish Foundation
Jeffrey & Susan Brudnick Center for Living
Skilled Nursing & Rehab
240 Lynnfield St.
Peabody, MA 01960

Masconomet Healthcare Center
123 High Street
Topsfield, MA 01983

Genesis HealthCare
Hathorne Hill
15 Kirkbride Drive
Danvers, MA 01923

Renaissance Gardens – Brooksby Village
400 Brooksby Village Drive
Peabody, MA 01960 (On hold Fall 2020)

Rosewood Nursing & Rehabilitation Center
22 Johnson Street
West Peabody, MA 01960

Ledgewood Rehabilitation Center
87 Herrick Street
Beverly MA 01945

Other Community Agencies:

Care Dimensions
Day by Day Adult Day Care Center
Element Care
Garden City Pediatrics Associates
Home Health VNA
KIPP Academy, Lynn MA
Lynn Community Health

North Shore Education Consortium
North Shore Physician's Group
Pediatric Health Care Associates, P.C.
Rainbow Adult Day Care Center
Roger B. Trask Adult Day Care
Stepping Stones Family Day Care

Above agencies on Hold Fall 2020 due to Covid -19

Ethics Statement

Nursing ethics is the study of right and wrong conduct for nurses: it provides the standards for professional behavior. Nursing ethics identifies how nurses must conduct themselves in relation to their patients, their profession, their fellow health care providers and the community.

In accordance with the ethical codes of both the National Federation for Licensed Practical Nurses (NFLPN) and the National Association for Practical Nurse Education and Services (NAPNES), professional behavior by the NSCC student practical nurse is expected in all settings. A student in violation of this policy will be subjected to disciplinary action and/or dismissal from the program.

The Code for Licensed Practical/Vocational Nurses

The code, adopted by NFLPN in 1961 and revised in 1979, provides a motivation for establishing, maintaining, and elevating professional standards. Each LP/VN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies that lead to quality patient care.

Valor Act

The VALOR Act (Senate Bill 2254) requires that as a public institution of education in the Commonwealth, North Shore Community College develops a set of policies and procedures that govern the evaluation and award of academic credit for student's military experience, training, coursework, and occupation/s. The act also mandates that each institution designate a single point of contact for student veterans who will also have responsibility for decisions regarding the award of such academic credit

Guiding Philosophy

As a Military Friendly School, North Shore Community College proudly supports a comprehensive Academic Credit Evaluation Policy for our military students. NSCC recognizes

the value of the many foundational training and leadership learning experiences provided by the United States Army, Air Force, Navy Marine Corps and Coast Guard. Veteran and active-duty students often receive academic credit for these experiences, which can shorten the time it takes to complete a degree and prepare them for smooth military-to-workforce transition.

Please refer to: <http://www.northshore.edu/cas/veterans/evaluation-policy.html> for more information.

Non-discriminatory Statement

Policies in the Practical Nursing Student Handbook follow the North Shore Community College Policy Statement on Affirmative Action, Equal Opportunity, and Diversity.

North Shore Community College maintains and promotes policies of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin (“protected class(s)/classification(s).” Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149.

ADMINISTRATIVE POLICIES

ADMISSION POLICY

Up to Forty candidates are accepted into the practical nursing program for each September. Upon graduation from the program, graduates are eligible to take the NCLEX-PN Licensure Examination.

Individuals interested in the practical nursing program may obtain admission information from the Enrollment Service Offices located at the Danvers campus (978) 762-4042 or the Lynn campus (781) 593-5733, x 4042. The Program Information and the online admission process is available on the NSCC web site: www.northshore.edu/academics/programs/pnr. Attendance at a Practical Nursing Program Information Session one of the required components of admissions. Sessions are held on a monthly process during the academic year. Times and dates are posted on the webpage.

HEALTH RELATED MATTERS

Following initial acceptance into the practical nursing program, candidates must satisfactorily meet the health requirements of the program set forth by the DPH and Clinical affiliated agencies:

1. **Health Requirements:** Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. Technical Standards for Practical Nursing must be completed and signed by the student (See Appendix 3).

Immunization Requirements

1. Tetanus, diphtheria and pertussis: (TdaP) vaccination required within the past 10 years, then a Td booster every 10 years.
2. Measles – evidence of two live vaccinations or immune titer results required.
3. Mumps – evidence of two live vaccinations or immune titer results required.
4. Rubella – evidence of two live vaccinations or immune titer results required.
5. Hepatitis B – evidence of a positive titer or evidence of a completed two or three part series followed by titer with positive results.
6. Varicella (chickenpox) – evidence of two vaccinations or immune titer results required.
7. Meningitis – Menveo or Menactra dose required after 16th birthday for all newly enrolled students between 16-21 years old (these vaccines are known as MenACWY, formerly listed as MCV4) or a waiver.
8. Two Step Tuberculin Skin Test (TST) upon admission or IGRA-serology (T-SPOT or Quantiferon GOLD). One step annual TST test for subsequent years of enrollment.
9. A Health Provider screening with chest x-ray in the last 5 years is required for individuals with positive TST results. The College will provide a screening form.
10. Annual flu vaccine www.mass.gov/dph/imm.

A completed Health Immunization Form must be completed and signed by a Health Care Provider and submitted to the Health Compliance Nurse in the month of July for Fall admission and in December for January admission.

2. **Health Insurance:** The College requires all matriculated students carrying nine credits or more to carry health insurance either through the student health insurance program or a health insurance program with comparable coverage. All students are required to show evidence of health insurance coverage.
3. **Health Status Change:** In order for a student to continue in the program in the clinical area when there is a health status has change, the student must provide documentation from a physician that clearly states the ability of the student to meet the technical standards for Practical Nursing.

The student must present the Health Provider's technical standard clearance letter to the department chair prior to returning to the clinical area.

ADVISOR/GUIDANCE

1. A faculty advisor will be assigned to each student during week one of the Practical Nursing Program.
2. Student practical nurses may schedule an appointment with his/her faculty-advisor as needed.
3. An individual nursing instructor and/or faculty-advisor will notify a student practical nurse if and when a conference and/or meeting is deemed necessary.
4. During the academic year, the faculty is available during posted office hours and by appointment.
5. Faculty office hours are posted for each faculty member outside the nursing faculty office: DH 336 and on the Blackboard.

STUDENT GOVERNMENT

All members of the Practical Nursing Program are members of the PN Club of North Shore Community College.

Election of class officers will take place during the 2nd week of October. Nominations will be made during the third week in September. Officers to be elected include: president, vice-president, secretary, and treasurer. The class will elect a faculty advisor at this time.

The class officers will attend faculty meetings on a rotating basis, attend a yearly Advisory Committee meeting, represent and conduct business for the practical nursing class as needed.

NAME: The name of this organization shall be: **PN Club of NSCC**

PURPOSE: The purpose of this organization shall be to:

1. provide for student participation in the organization and function of the Practical Nursing Program.
2. provide for student participation in activities which are of concern to the class.

BY-LAWS:

Article I: Officers and Elections

Section I: Officers of the Student Organization shall be President, Vice-President, Treasurer, and Secretary.

Section II: Faculty member, PN Program shall serve as Faculty Advisor.

Section III: Officers shall be elected during the 2nd week of October of each school year.

Section IV: Nominations for officers shall be conducted according to established procedure.

Section V: Voting shall be by written ballot.

Section VI: Officers shall take office upon election.

Section VII: The term of office shall be one academic year.

Section VIII: Ad-Hoc Committees shall be established as needed.

Article II: Duties of Officers

Section I: President

1. Schedules all class meetings
2. Prepares agenda for class meetings
3. Presides at all class meetings
4. Delegates duties
5. Coordinates membership of committee volunteers. If number of persons volunteering exceed the number of positions available, a class vote is required

Section II: Vice-President

1. Assumes responsibilities of President in his/her absence
2. Carries out activities as may be delegated by the President
3. Works with faculty on graduation planning

Section III: Treasurer:

1. Collects class dues and pays accounts
2. Maintains an accurate account or receipts and disbursements to be reported at each class meeting
3. Submits written report at the last class meeting of each term to the President and Faculty Advisor

Section IV: Secretary:

1. Notifies members of meetings
2. Keeps minutes of each meeting; reports minutes at next meeting
3. Forwards a copy of the minutes of each meeting to the faculty advisor
4. Acts as corresponding secretary

Section V: Student Representative/s to Faculty Committee

1. Attends scheduled Faculty Committee meetings which do not address confidential student issues
2. Presents student issues to Faculty Committee
3. Reports outcomes of Faculty Committee meetings to class meetings

Section VI: Student Representative/s to Practical Nursing Program Advisory Committee

1. Attends scheduled Program Advisory Committee meetings
2. Assists Advisory Committee in evaluating Program outcomes
3. Reports to the class meetings outcomes of the Program Advisory Committee activities

Article III: Dues

1. Dues shall be determined by each class. Once dues are determined, payment is required to be eligible to receive a certificate of graduation.
2. Any expenditure of class funds requires a class vote.

Article IV: Ad-Hoc Committees

1. Committees shall be established by the President to fulfill activities determined by the class.
2. A Graduation Committee shall be established no later than the Spring Semester.

ATTENDANCE POLICIES

In order to graduate and be eligible to take the NCLEX-PN Licensure Exam in the Commonwealth of Massachusetts, it is necessary to complete all College and Program requirements.

Attendance is MANDATORY at all academic classes, nursing arts lab, and clinical experiences.

A. Orientation Sessions to the Practical Nursing Program:

Attendance at orientation is required. There is a one-day program orientation session in June and a second orientation session in August specific to the Practical Nursing Program. Nursing arts and simulation laboratory, along with College student services, library and technology used in the Practical Nursing Program will be introduced. Clinical onboarding and drug screening will be done at this time.

B. Academic Class Attendance

1. Attendance will be taken and recorded electronically at the beginning of each class.
2. Tardiness is not acceptable and is deemed unprofessional behavior. Those students tardy to class will be marked absent.
3. Students must attend at least 80% of class hours in each course to earn a "C" grade or better.
4. There is no mechanism to make up missed academic classes. The student is responsible for obtaining the missed material/information and contacting the appropriate instructor for help and guidance.
5. Funeral Leave: three (3) days shall be allowed for death in the immediate family without penalty. Immediate family shall include spouse, partner, child, parents, sister, brother, grandparents, grandchildren, and in-laws. Missed clinical time must be made up in accordance with the clinical makeup policy.
6. Jury Duty: Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting program objectives.

C. Clinical Attendance:

Attendance is mandatory at all scheduled clinical practicums and simulations to which the student practical nurse is assigned during the course of the program. Students are required to be in proper attire and be prepared for all aspects of the learning experience. In the event of an absence, the student practical nurse is unable to meet the clinical objectives or participate in clinical learning activities. **Unexcused absences from clinical are unacceptable. To be eligible for graduation, the SPN must complete the required clinical hours outlined in the curriculum plan.**

All clinical and simulation absences necessitate a make-up requirement:

Tardiness to clinical is unacceptable. Patient safety is greatly affected when there is disruption in shift handoff. Students must follow their individual clinical instructors' requirements for start time of clinical experiences. The SPN will be placed on clinical warning after the second incidence of tardiness. Fifteen minutes tardy to clinical will be considered a clinical absence and must be made up according to the make-up policy.

Clinical Learning Make-up Policy

1. All clinical absences must be made up.
2. A faculty assigned alternative clinical experience will be assigned for the first absence.
3. Students who are absent from the clinical area must make an appointment to see their clinical instructor to receive the clinical make-up assignment within a week of the absence. If the student has a part time clinical instructor they should also make an appointment with their advisor.
4. Students are responsible to pay for clinical make-up if absences that exceed three clinical days. A fee for service charge is used to pay for the clinical instructor. The charge is up to \$480.00 per day.
5. All clinical make-up must be successfully completed to pass the course, before the start of the next semester.
6. Failure to successfully complete clinical make-up results in a course failure.

In the event of a clinical absence, the practical student nurse is required to:

1. Notify the clinical facility at least 30 minutes in advance
2. Meet with their clinical faculty member or advisor immediately upon return to school to:
 - a. Discuss the clinical absence
 - b. Obtain an appropriate make-up assignment that meets the clinical objective

If at any time during the academic year, the student practical nurse is unable to meet the clinical objectives of a nursing course or fully participate in the clinical learning activities due to illness, injury or other personal reasons, they will be required to withdraw from the PN program.

COMMUNICATION BOARDS/BLACKBOARD/E-MAIL POLICY

A communication board is located in classroom DH227. The board is for posting of notices by the faculty. Each student is responsible for checking the board daily. The board is available to class members for posting of appropriate materials/information.

Students are expected to check their NSCC e-mail and Blackboard at a minimum of once daily, Monday through Friday. College e-mail is the official communication method used by the PN faculty. The Practical Nursing Program requires students to use the Learning Management System – **Blackboard**. This requires the student to have basic computer literacy skills and access to a computer with reliable internet access. There are several open computer rooms on campus for student use.

STATEMENT ON STUDENT EMPLOYMENT

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 to 20 hours per week. Students who work more hours seriously jeopardize his/her successful completion of the program. Outside employment commitments do not excuse students' failure to (1) attend PN courses or clinical practicum, (2) submit academic assignments in a timely manner, or (3) otherwise meet course and clinical objectives as required.

SCHOOL CANCELLATION (SNOW DAYS)

Adverse weather and emergency school closings are announced on local radio and television stations plus posted on the North Shore Community College's website: www.northshore.edu. The College voice mail message system also records school closings. Students may call the Adverse Weather Hotline at (978) 762-4200 for school closing announcements. Students are to use their own discretion to determine if travel to the school or clinical site is safe. Refer to NSCC Health Professions Clinical/Fieldwork Cancellation Policy

DISMISSAL POLICY

The following constitute offenses that may result in suspension or the dismissal process being initiated against an individual enrolled in the Practical Nursing Program:

1. Unsafe clinical practice.
2. Violation of academic integrity.
3. Any occurrence of unethical or unprofessional behavior.
4. Any occurrence of alcohol and/or chemical abuse.

Dismissal Process Committee:

1. The Chairperson of the Practical Nursing Program.
2. Two members of the Practical Nursing faculty appointed by the Program Chairperson and two (2) other college members.
3. One alternative committee member appointed by the Program Chairperson.

Dismissal Process:

1. A verbal warning will immediately be given by the instructor/professor to any student participating in any form of unsafe practice, academic dishonesty, unethical or unprofessional behavior, or any occurrence of alcohol/chemical abuse. If the incident involves unsafe practice, the clinical instructor has the authority to remove and dismiss the student from clinical practicum immediately.
2. The involved faculty member will present to the Program Chairperson the incident(s) which may initiate the dismissal process. A joint decision will be made with respect to going forward with this process.
3. The student will be notified verbally and in writing by the Program Chairperson\Director of Nursing of the initiation of the dismissal process with the reason(s) listed and the date and time of the dismissal committee meeting.
4. The Program Chairperson\Director of Nursing reserves the right to suspend the student from the practical nursing classroom and/or clinical agency until the committee reach a decision.
5. The dismissal committee will be convened within three (3) working days from the date of notification to the student by the Program Chairperson\Director of Nursing.
6. The student may participate in the discussion and clarification of circumstances at the committee meeting with the option of having a non-speaking advocate in attendance.
7. The student will be notified in writing within one (1) working day of the majority vote decision of the committee by the Program Chairperson\Director of Nursing.
8. A summary of the proceedings will be prepared and placed in the student's record.
9. A written appeal may be made to the Director of Nursing within two (2) working days if the student is not satisfied with the decision of the dismissal committee.

PROGRESSION POLICY

To remain in the Practical Nursing Program, satisfactory progress must be achieved and standards met throughout the academic year (40 weeks). The following do NOT constitute satisfactory progress and mandate withdrawing from the Program:

1. Failure to achieve a theory grade of "C" (75%) in all of the courses of the practical nursing curriculum.
2. Failure to achieve a "Pass" grade in the clinical component of PNR 101, 103, 105, 107, 108.
3. Excessive absenteeism (Exceeding 20% of a class. See absence policies for complete details).
4. Failure to pass the Pharmacology Proficiency Exam as stated in the Academic Policy.
5. Failure to make up missed clinical/skills/simulation experiences.

LEAVE OF ABSENCE POLICY FOR COMMUNITY CRISIS

A Leave of Absence policy is intended to allow students to take a leave without it counting toward the one Program readmission policy. There are no refunds of previously paid tuition, fees.

A Leave of Absence for community crisis reasons is NOT a withdrawal from the Program, but a withdrawal from the current course(s). This is an opportunity to restart the courses in the future when the current crisis has passed.

Any student who wishes to withdraw from their current course(s) may do so by notifying the Department Chairperson via email, and citing the current COVID-19 declared State of Emergency in Massachusetts as the reason for the Leave of Absence. Students must also withdraw from the course(s) on MyNorthshore by the last day permitted to withdraw.

Students taking a Leave of Absence will need to complete a Readmission Application and contact the Department Chairperson by email with their intent to return to the course(s) no later than two months prior to the start of semester when they want to return. Students will incur the cost of returning to the course(s), based upon the tuition rate in effect at the time, and all other expenses associated with repeating the course.

Prior to taking a Leave of Absence or Withdrawing from courses students should contact the student financial services office to examine the impact this will have on student financial aid

This policy will expire upon the cancellation of the State of Emergency in Massachusetts.

***READMISSION POLICY & WITHDRAWN STUDENT POLICY**

Students who have withdrawn, failed or interrupted their sequence of study may apply may apply for readmission within two years of withdrawal; to the Enrollment Service Office. Students seeking re-admission must meet current admission requirements, and are required to submit a readmission application and attend an informational meeting with the Department

Chair and a PN faculty member. If readmitted, students are permitted one readmission to the Practical Nursing Program on a space availability basis. Re-admissions applications must be submitted by the priority deadline date posted on the program webpage.

Enrollment Services will send notice of re-admission to an individual in the month of April notifying an individual of admission status for the Fall Semester OR in November for Spring Semester re-admission.

The following requirements and conditions **MUST** be met for consideration for re-admission into the Practical Nursing Program at North Shore Community College:

1. Meet the current admission requirements of the PN Program and College.
2. Submit admission essay to the enrollment service office with other admission requirements describing the changes one has made to enhance academic success if readmitted to the PN Program.

The essay should contain a self-description of the challenges one encountered in meeting PN course requirements and a plan for addressing challenges in the future; plus a description of activities (academic and work) that one has been involved with since withdrawal from the PN Program).

3. Schedule and attend an informational meeting with the PN Department Chair and faculty member during the readmission process.

Before re-entering the PN Program the following are required of an individual:

- a) Proof of health insurance
- b) CPR certification
- c) Required Up to date immunizations
- d) CORI/SORI and Urine Drug Screen
- e) N95 mask testing may be required

Re-admission in January or March will require the student to complete the following:

- a) Simulated nursing arts lab clinical skills review
- b) Pharmacology Proficiency exam
- c) Updated CCP ticket

An email will be sent to individuals outlining necessary requirements needed for completion for re-admission.

STUDENT'S RIGHTS AND GRIEVANCES

The practical nursing faculty supports the "Student Grievance Procedure" of North Shore Community College published in the **North Shore Community College Handbook**. It is recommended each SPN review the handbook and become familiar with its policies and procedures.

A "grievance" is defined as a complaint by a student that there has been an alleged violation, misinterpretation, or inequitable action committed against said student. In the event a student practical nurse believes an incident has occurred, the SPN should refer to the College's "Student Grievance Procedure." However, the practical nursing faculty believes the student practical nurse wishing to file a grievance should first:

1. Discuss the matter in a timely fashion with the appropriate faculty member with the objective of resolving the issue/matter.
2. If the matter is not resolved informally, the SPN shall request in writing a meeting with the Department Chair, with a meeting resulting within 48 hours.
3. If the grievance cannot be resolved by the parties, the SPN should file within 48 hours a written statement to the Division Dean.
4. The Division Dean will respond to the SPN within 5 days and convene a meeting which may include involved faculty members and the Department Chair.

Note: An academic or clinical grade appeal is not considered a student grievance. Please see “Academic/Clinical Grade Appeal Process”

CRIMINAL OFFENSE RECORD INVESTIGATION AND SEX OFFENDER RECORD INFORMATION (CORI/SORI) POLICY AND DRUG TESTING POLICY

The College is authorized and certified by the Commonwealth’s Criminal History Systems Board in the State of Massachusetts to obtain and review student’s criminal history information in order to determine student eligibility for clinical/field work. All students enrolled in a Health Professions Program will be required to complete a CORI (Criminal Offender Record Information) form and/or SORI (Sex Offender Record Information) form.

The CORI/SORI(s) form gives permission for an agency to access all criminal case data including conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the student’s CORI/SORI(s), participation in clinical or field placement may be denied or the facility may request their CORI/SORI(s) process.

In addition, a CORI/SORI(s) and/or a urine drug test may be required. Failure to complete or participate in any required agency/college screening will result in the student not being placed at that agency and will lead to dismissal from the Health Profession Program.

This CORI or SORI requirement that occurred during the admission process does not presume a guarantee of employment in a professional facility upon graduation.

DRUG SCREENING POLICY

The Division of Health and Human Services is committed to high quality education and providing excellent clinical experiences for all students in Nursing and Allied Health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure both patient and student safety. Thus, a student’s performance at all times must be free of any impairment caused by prescription or non-prescribed drugs, including alcohol or marijuana.

Students enrolled in Nursing and Allied Health programs are required to undergo and pass a college-endorsed ten panel drug and/or alcohol screening analysis in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at the College’s contracted facilities may also be required to undergo and pass additional random and scheduled drug screenings in order to remain at that clinical facility and in the program. Students who fail a screening, or refuse to submit to a screening

within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Students with a positive drug test may appeal the results of the test within five (5) days of notification of the drug test results. This appeal must be in writing and delivered to the college's Dean of Health Professions and Human Services. An appeal by a student who claims that he/she tested positive due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall include evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts. Students whose appeals are denied may re-apply for re-entry into the program after one year. Requests for re-admission will be considered on a case-by-case basis and in accordance with program criteria.

Students who are notified of a "negative-dilute" result will submit to a random drug test within 24 hours of the previous test in order to confirm the negative status of the screening. Additional random testing may also be required under the guidelines listed in your program's handbook.

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the program. While the use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution and/or cultivation at educational institutions remains prohibited. A student who has a prescription for Medical Marijuana and tests positive for marijuana will be referred to the Office of Accessibility Services for consideration as to whether the student's off-campus use of Medical Marijuana constitutes a reasonable accommodation under state law. If it is determined based on an interactive process with the student that his/her continued off-campus use of Medical Marijuana could impair his/her clinical performance, pose an unreasonable safety risk to patients, or violate the terms of a clinical facility's affiliation agreement with the College, then the student's continued use of Medical Marijuana will not constitute a reasonable accommodation under the law.

A NSCC student's program fees will cover the cost of drug testing and retests. Students will be responsible to pay for additional drug screening conducted as part of an appeal. All students will be required to sign a Drug Screening Release Form. By signing this form, students authorize NSCC to conduct the 10 panel urine test for drug screening. The student will be provided additional information regarding the procedure through their program's handbook and during program orientation. If assistance is needed with this drug screening process, please contact the Dean of Health Professions and Human Services, Lori A. Vinci for the Nursing programs, Susan Maciewicz.

FINGERPRINT POLICY

Due to Massachusetts laws and regulations, students completing clinical internships and/or fieldwork assignments in the school setting will be required to be fingerprinted per the process established by the school to which they are assigned and/or per the process established by the Massachusetts Department of Education. Students will be notified by program faculty/staff if this applies to them based upon their individual assignments.

EDUCATIONAL MOBILITY

North Shore Community College and the Practical Nursing faculty recognize the importance of the commitment to life-long learning. Articulation agreements from practical nursing programs to higher levels of nursing education assist our graduates to advance to reduce repeating theory courses and pre-entrance comprehensive testing.

A formal articulation agreement is in place between the Practical Nursing Program and the Nurse Education Program (AD) at North Shore Community College. A graduate of the PN Program is required to take the ATI pediatric and maternity assessments. To be eligible for advanced standing credit. Each graduate is considered for admission when they submit a completed application with the enrollment service office.

MASSACHUSETTS BOARD OF REGISTRATION IN NURSING

In order to practice nursing in Massachusetts, individuals must obtain a license, which according to law requires that individuals graduate from an approved program of Practical Nursing, apply to the Board of Registration in Nursing, be of good moral character, pass a licensure examination, and pay the appropriate fees. The license application requires individuals to answer specific questions about disciplinary actions (if any), other licenses (if any), and felony/misdemeanor convictions (if any). Individuals may need to submit documentation in accordance with the Board's Good Moral Character Licensure Requirement Information Sheet. After reviewing information submitted by an applicant, the Board will determine whether the applicant meets the statutory requirement of "Good Moral Character".

For additional information, refer to the Board's website at: <http://www.mass.gov/dph/boards/rn>.

CHILDREN ON CAMPUS

In accordance with (I) *Children on Campus Policy*, in the North Shore Community College Student Handbook under "Students' Rights, Responsibilities, and Policies", the PN faculty concur that in the "interest of health, safety, and the educational process" children are not allowed in the PN classroom, nursing arts lab, or clinical practicum. NSCC cannot be responsible for the care and supervision of unattended children. As advised at both the PN Mandatory Information Session and the PN Program Orientation, back-up child care support is highly recommended to help facilitate the student's successful completion and graduation from the PN Program.

STUDENT RECORD POLICIES

Official academic records are maintained by the Enrollment and Student Record Office, Danvers campus. This academic record is the only permanent record guaranteed maintenance in perpetuity. In accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) North Shore Community College has adopted the regulations to protect the privacy rights of its students. Written student consent is required before disclosing personally identifiable information to a third party.

PN Program Record: The practical nursing program maintains nonpermanent records of students currently enrolled in the program to document verification that students are fulfilling progression criteria. The student's Faculty Advisor will maintain the nonpermanent record file of currently enrolled students in a locked file. Students requesting access to their records housed in the PN department may do so by contacting their faculty advisor and making an appointment to review their folder. The nonpermanent program file will include:

PN Program Record Contents
Student Data Sheet
Formative Clinical Evaluation Forms* (to be destroyed after Graduation)
Summative Clinical Evaluation Forms
Academic Advising/Clinical Warning Forms
CARES Dementia Training Certificates (2 modules/8 hrs)
CCP Orientation Form
Laboratory Use Guidelines
Evidence of Clinical Make-up
PN Program documents Maintained by CastleBranch in perpetuity
Audio Visual Release Form
Basic Life Support Certification
Code of Conduct Signed Policy
Handbook acknowledgement form
Copy of Health Insurance Information
Immunizations & Technical Standards

Post-Graduation: Each student graduating from the Practical Nursing Program and those who have dropped shall have their files stored in a locked cabinet and maintained for 5 years by the Department Chair, after which time they are destroyed. * The Student Clinical Evaluation Record (Formative Form) is destroyed immediately after graduation.

ACADEMIC POLICIES

The practical nursing faculty regard the practical nursing students as young adults/adults who come to the program with a variety of life experiences and knowledge levels. Students are expected to exhibit a maturity level consistent with adulthood and to utilize a variety of learning experiences throughout the program.

Academic Integrity

All students enrolled in the Practical Nursing Program at North Shore Community College are expected to be honest in their academic endeavors and to act within the standards of academic honesty. Students are expected to show respect toward one another, cooperate, accept responsibility for one's own actions, and function as a responsible, ethical adult. The foundation of academic integrity is honesty.

Examples of failure to comply with academic integrity include but are not limited to the following:

Cheating:

1. use of another's test answers or assignments
2. use of electronic/digital devices while in possession of exam materials
3. copying from another student's paper or asking for answers
4. use of unauthorized information during testing; notes, text, websites
5. submission of work that is not entirely the student's own work.

Theft:

1. stealing examination and/or copying examination
2. procuring other student's work for one's own use
3. falsification of academic records.

Plagiarism:

1. use of another's words, data, ideas, as one's own without acknowledging that the words/ideas originated from another source. Use of the APA format is required when citing references.

All academic work should reflect the honest effort, knowledge and abilities of each student practical nurse. Any infraction of academic honesty may result in the following:

1. no credit for the assignment
2. a failing grade
3. dismissal from the Practical Nursing Program
4. dismissal from the College.

Classroom Etiquette Policy

The classroom is similar to any and all professional settings. As in all professional environments, the following behaviors demonstrate commitment to professional standards of conduct:

- Attending each class and clinical experience
- Arriving on time and being well-prepared for class and clinical
- Staying in the face-to-face or virtual classroom for the entire class period
- Turning off all pagers and cell phones

- Refraining from side conversations with classmates
- Being attentive to and respectful of the faculty presenting during class
- Being attentive to and respectful of classmates discussing questions, cases, or issues raised during class
- Notifying the professor or clinical instructor, well in advance, in the unusual circumstance that the student will be late, unable to attend class, or unable to meet class requirements.

Academic Standards

All students enrolled in the practical nursing program must successfully **MEET THE MINIMUM PASSING STANDARD of “C” (75%)** or better in **ALL** PNR and HLS courses to remain in the practical nursing program.

Pharmacology Proficiency Exam: This exam is given at the completion of PNR114 Pharmacology (Fall Semester) to determine competency in calculating medication dosages. A grade of 90% must be achieved on the exam (retest times 2) to be eligible to remain in the Program. The Pharmacology Proficiency exam schedule will be posted by the pharmacology professor in December.

Pharmacology Competency: After completion of PNR114 Pharmacology for Practical Nursing, math problems related to medication dosage and intravenous drip rates will be integrated into the course content of PNR103 Medical Surgical Nursing and PNR105 Maternal Child Health Nursing. Students enrolled in both PNR103 and PNR105 will be required at Week 13 of the Spring Semester to successfully pass a medication proficiency exam with a grade of 90% (retest times 1). In the event that a student fails to achieve 90% on the retest proficiency exam, the student will not be allowed to administer medication in the clinical area until successful remediation has been achieved.

Graduation Requirements

All student practical nurses are required to both attend and participate at White Breakfast on the announced date and time.

The following must be completed or met by the SPN to be eligible for graduation from the Practical Nursing Program:

1. submit the “Petition to Graduate” form to Enrollment Services as published by the College
2. Successfully complete clinical makeup
3. have a minimum cumulative grade point average of 2.0
4. be a member in good standing of the class

PRACTICAL NURSING GRADING POLICY

The practical nursing faculty will award grades according to the College grading policy found in the College catalog with the following **exceptions**:

C	2.0	75 – 76
C-	1.7	70 – 74

Grading System – Faculty members will award the following grades to students. The Quality Points for each grade are listed. The raw score range is a guideline for faculty.

A	4.0	93-100	B-	2.7	80-82	D+	1.3	67-69
A-	3.7	90-92	C+	2.3	77-79	D	1.0	63-66
B+	3.3	87-89	C	2.0	75-76	D-	0.7	60-62
B	3.0	83-86	C-	1.7	70-74	F	0	Below 60

Policy of Grade Rounding

Grades on course assignments and examinations which are determined by percentages involving decimals will not be rounded and remain posted at 2 decimals. Only **FINAL course grades** which are determined by percentages involving two decimals should be rounded up to the next whole number when equal to .50 or greater. When the decimal is less than .50 the grade is to be rounded down. **EXAMPLE:** 89.43 = 89 89.51 = 90

Clinical Grading Policy

A minimum academic grade of **75% (C) and a “pass”** clinical evaluation must be achieved in each of the following courses:

1. PNR101 Fundamentals of Practical Nursing
2. PNR103 Medical Surgical Nursing
3. PNR105 Maternal-Child Health
4. PNR107 Life Continuum Nursing
5. PNR118 Advanced Life Continuum Nursing

A “unmet” on any clinical objective at the conclusion of the above listed courses will result in a “**FAIL**” grade in that clinical component and will result in an “**F**” for that course. At that point the student will be required to withdraw from the practical nursing program.

TESTING STANDARDS

Exams and Quizzes

1. Students are required to be present for all exams/quizzes on the **announced date and time.**
2. Ten percent of the grade will automatically be deducted on all major nursing make-up exams/quizzes.
3. It is the student's responsibility to contact the instructor the first day following a missed exam/quiz in order to arrange for a make-up exam/quiz.
4. The make-up exam/quiz must be taken within one week.
5. Failure to comply with stated policy will result in a grade of zero (0) for that exam/quiz.
6. Exams or quizzes will be corrected and returned by the faculty member within one week.
7. ALL exams and quizzes remain the property of the faculty member and the Practical Nursing Program.
8. There shall be **NO** written/electronic copies made of exams/quizzes for students.
9. Visual presence of digital devices during exam or exam review assumes copies may have been made and a direct violation of academic integrity will be considered.

Final Exams

1. Final exams are given during the College final examination period.
2. A Final is a cumulative exam taken at the end of a course.
3. Ten percent will be automatically deducted if the Final is not taken on the published date and time.
4. One is ineligible to continue in the practical nursing program if any final exam is not taken.
5. No contact is to be made or requested by a student with the professor(s) while a Final Exam is being corrected. When the correcting process is finished and the grades completed the course professor(s) will post and/or notify the students.

Test Conduct

The expectations for the student practical nurse during testing while enrolled in the PN Program include:

1. Being seated at his/her desk on the announced date and time of the exam.
2. Independent completion of all exam materials.
3. Absence of water bottles, coffee, tea, and/or any other beverage on the desktop.
4. Electronic devices (cell phones, PDAs, I-pods, watches, activity trackers and other wearable devices etc.) will be off and placed in pocketbook or backpack.
5. Removal of all hats (baseball caps etc).
6. Use of school-supplied calculators only.
7. Placement of pens or pencils only on desktop.
8. Completion of exam/test/quiz before leaving the classroom. Leaving the classroom for any reason will result in TERMINATION of the testing process.
9. Passing in the exam promptly at the conclusion of the testing period.

Academic Accommodations Accessibility Services

"As a student at North Shore Community College (NSCC), you are invited to engage in an interactive, collaborative partnership with Accessibility Services and your professor to meet any disability-related need for reasonable academic accommodations in this course.

- To begin this process, please visit www.northshore.edu/accessibility_services and follow the outlined procedure to request services.
- If you have already received approval for accommodations from Accessibility Services at NSCC, please present your professor with your Faculty Notice of Academic Accommodations during the first week of the semester or as soon as possible. Accommodations go into effect once you hand-deliver this notice to your professor.
- Students with extended test time are required to follow faculty instructions for the date and time of testing in the Center for Alternative Studies. Students must take the exam at the time it is scheduled to receive the extended time.ss

Exam or Written Work Grade Challenge

If a student chooses to challenge a grade received on an exam or any other written assignment during the academic year, the following guidelines must be followed:

1. Upon receiving the grade, a written challenge must be submitted within 48 hours to the course professor by the student.
2. The written challenge must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support the challenge.
3. The professor will respond within 48 hours to a grade challenge with a written determination.
4. Verbal discussion will not be considered a formal challenge and no grade review will be conducted.

Academic Grade Appeal Policy

If a student fails to meet academic performance standards, the student should refer to the student grievance procedure (Massachusetts Community Colleges) described in the NSCC Student Handbook.

Clinical Grade Appeal Policy

1. If a faculty member determines that a student fails to meet clinical competencies, the student may request a conference with the Department Chairperson by completing and filling Part 1 of the PN Clinical Grade Appeal Form, found in the appendix within five working days of notification of failure.

The Department Chairperson will convene a meeting with the student and may include involved faculty members. The purpose of this conference is to review the student evaluation and determine if due process has been followed and that the documentation supports the decision.

2. After consideration of the situation the Department Chairperson will complete Part II and may:
 - a. Reinstate the student with recommendations
 - b. Uphold the original decision of the faculty memberThe decision at this level will be entered on the student's record.
3. If the student is not satisfied with the decision of the Department Chairperson, the student may within five school days file the Practical Nurse Program Clinical Grade Appeal form with the Director of Nursing.
4. The Director of Nursing will convene a meeting with the student and may include involved faculty members and the Department Chairperson. The case will be reviewed to determine if due process has been followed.
5. The Director of Nursing will complete part III and may:
 - a. Return the case, for reconsideration, or
 - b. Uphold the decision of the Department Chairperson

ACADEMIC WARNING

A student may be placed on academic warning at any time during the program if progress in class or the clinical area (see Clinical Warning) is unsatisfactory. The SPN will be notified in writing by the course instructor with specific recommendations for improvement in the identified area(s). Forms must be read and signed by both the student and faculty person. The original will be placed in the students' academic file and a copy will be given to student and department chair (see appendix on page 46)

COURSE EXEMPTION AND TRANSFER CREDIT

There are no course exemptions in the PN program at NSCC. Individuals who have completed the following courses **ONLY** with a final grade of "C" or better may transfer credit into the PN program:

1. Anatomy & Physiology 1 and 2 (completion within the last 10 years).
2. Microbiology (completed within the last 10 years)
3. Human Growth and Development
4. Nutrition

WITHDRAWAL POLICY

Prior to withdrawing from the practical nursing program, it is highly recommended the SPN make an appointment with the program director or his/her advisor. It is necessary to officially withdraw from the College by completing an online application found in MyNorthshore.

Students who do not formally withdraw will receive an “F” grade for the enrolled courses. Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate academic transcript information. Refer to the College Handbook, Academic Standing for more information.

ACHIEVEMENT TESTING

All students enrolled in the Practical Nursing Program are required to take two (2) national standardized examinations. Both Assessment Technologies Institute (ATI) computerized exams are administered by the Center for Alternative Studies and Educational Testing on the Ferncroft campus. This is a web-based testing process designed to assess and reinforce knowledge gained during the semester/year and builds on critical thinking skills in preparation for the NCLEX-PN upon graduation. The ATI Fundamentals of Nursing exam will be administered upon completion of PNR101 Fundamentals of Practical Nursing, Fall Semester. The ATI PN Comprehensive Predictor will be taken approximately 2 weeks prior to graduation. The dates and fees for the exams will be announced by the Department Chair and CAS in a timely manner. Registration is the responsibility of the student.

A focused review with remediation, (retaking ATI exam at student's own expense), is required for individual scores categorized at ATI's Proficiency Level 1 or below on ATI's Fundamentals for Nursing Exam. The Department Chair will meet and individually counsel those students scoring below 80% on the PN Comprehensive Predictor exam.

Transfer or Advanced Standing

Transfer candidates from other nursing programs approved by the state board of nursing or the Accreditation Commission of Education in Nursing are considered on a case by case basis. Any student exited from a program due to misconduct or unsafe practice is not eligible for admission. The student must achieve communications and math proficiencies and complete all course requirements, including 2.00 or higher. At least 25% of the college-level coursework must be completed at North Shore Community College. Admission is on a space-available basis.

The individual may transfer if the following criteria are met:

- A. Completed application form for enrollment
- B. Enrollment in a nursing class within the past year (12 months)
- C. Submit official transcript(s) of previous didactic and clinical courses from the nursing program attended.
- D. Submit course syllabi for all courses to be transferred.
- E. Submits two letters of reference, one from the program Administrator and one from the most recent clinical instructor of the previous nursing program.
- F. Satisfactory clinical performance as indicated in reference letters.

- G. Submit a letter to the PN Program Administrator outlining reasons for requested transfer and goals which will make the candidate successful at NSCC.
- H. Submit an official TEAS transcript not older than two years meeting NSCC requirements for admission.
- I. Submits evidence of high school graduation or general education development (GED)

Prior to starting classes, transfer students must:

- A. Complete immunization requirements (see form), background check, drug screen and current AHA BLS.
- B. Demonstrate knowledge of practical nursing skills and theory by passing the following:
 - a. Successful completion of a performance skill test in Fundamentals of Nursing renders the student exempt from Fundamentals of Practical Nursing clinical rotation.
 - b. Successful passage (90%) of a Pharmacology Proficiency Exam.
 - c. Successful passage (75%) of Fundamentals of Nursing I, Anatomy and Physiology, Nutrition I, Human Growth and Development, and Microbiology provided the transcript of grades shows evidence of completion of courses with a 75% or better for Winter/Spring transfer. **(A C- grade will not fulfill general education requirements.)**

The Practical Nursing Department Chair will review all application materials and designate the required course work to be completed at North Shore Community College.

UNIFORM GUIDELINES

1. **Uniform:**

Students must wear the SCHOOL PURCHASED UNIFORMS with optional scrub jacket and clean, white nursing shoes at the clinical agencies, nursing arts lab, and simulation lab. No sweaters or sweatshirts are allowed. North Shore Community College's picture ID badge is to be worn on the student uniform.

2. **Appearance:**

- 1. Uniform and lab jacket (if needed): clean, pressed, and in good condition.
- 2. A PLAIN WHITE short or long-sleeved shirt may be worn under the uniform for comfort.
- 3. Hair clean, neat, and naturally colored; it must be effectively restrained so not to fall into or contaminate the workspace. No large decorative hairpieces or ornaments are acceptable.
- 4. Clean shaven or beard neatly groomed.
- 5. Cosmetics (make-up) natural looking.
- 6. Hands and nails clean, trimmed short; no acrylic nails. Acrylic nails (including wraps, acrylics, or tips) are known sources of bacteria, and are not allowed during clinical, in the nursing arts lab, or simulation lab.
- 7. Nail polish – clear only
- 8. Exemplary personal hygiene.
- 9. No visible body adornment is allowed; this includes but is not limited to piercing and tattoos. Body tattoos must be covered. There will be no visible piercing of eyebrow, nose, lips, and tongue.

10. No fragrances; includes perfumes, colognes, and lotions.
11. No jewelry except wedding band and stud earrings.

NURSING ARTS AND SIMULATION LAB

Policies and Guidelines:

1. **Purpose:**

The Nursing Arts Lab (DH205) is structured to be a safe learning environment, and in this safe environment the student practical nurse is to learn and practice the skills necessary to competently care for clients in a variety of healthcare settings. It is expected that all student practical nurses will be an active participant in the learning process. They will prepare for each lab by reading the assigned material(s) and arrive at lab expected to participate as an active, individual learner and/or in a small or large group. Learning will occur utilizing the cognitive, affective, and psychomotor domains.

Students are required to prepare for the scheduled learning activities and those students not meeting these requirements may not be permitted to participate in the scheduled lab activities.

2. **Uniform:**

The school uniform is required for nursing arts lab and simulation lab.

3. **Equipment:**

1. Wrist watch with second hand or digital watch marking seconds.
2. Scissors, bandage type.
3. Stethoscope with bell and diaphragm.
4. Pen light.
5. Pencil/no ink pens allowed.
6. Tote bag.

*Attending nursing arts lab without the proper equipment demonstrates lack of preparation for learning. This is unacceptable behavior and may be cause for disciplinary action.

4. **Laboratory Use Guidelines**

Please follow the guidelines listed below. These guidelines are in place to ensure everyone's safety and to provide for a positive learning experience.

Students will be orientated to the location of the telephones, fire extinguishers, and the evacuation route from the nursing arts and simulation labs in case of fire or disaster. All students must leave the building when the fire alarm is sounded.

1. Student will be oriented to the proper use of lab equipment such as, but not limited to the controls on the Hill-Rom beds, side rails, wheelchairs, wall-suction, oxygen meter, mannequins, computer/DVD, and any other equipment identified by the faculty.

2. With the introduction of any new equipment, always wait for instructions from the faculty before handling. Any time a student is unsure of the prior use and operation of a piece of equipment, the student must request faculty help and guidance.
3. When practicing with needles and syringes, all equipment must remain in the lab or be deposited in the sharps box. Should a needle stick occur, it must be immediately reported to the faculty.
4. **No food or drink is allowed in the lab.**
5. **No cell phone use; cell phones not allowed on person while in lab.**
6. **Only students enrolled in the course are allowed into the lab. (no children, family members, friends, etc.)**
7. **Use only pencils, NO PENS allowed as they can permanently mark/tattoo manikins**
8. When handling manikins, please transfer with 2 people using a sheet (This protects the manikins' body parts).

The students and faculty will complete the "Lab Use Guidelines" check off at the end of each lab/see Appendix IV.

5. **Nursing Arts Lab Absence:**

Student practical nurses that will be absent from a nursing arts lab/simulation must notify the assigned faculty member via e-mail, voicemail, or personally 24 hours prior to the start of lab. The student must complete all assignments related to the missed nursing arts lab and schedule to practice the missed content. A student who arrives more than 15 minutes late will be considered absent. A student leaving early from lab will be considered absent.

6. **Nursing Arts Lab Skill Testing:**

Skills demonstration testing will be scheduled and published by the faculty in a timely manner and/or published in the course syllabus. Students must pass the skills demonstration testing using criteria established by the practical nursing faculty. If a student is absent on the skills demonstration test date, the student must contact the faculty member prior to the scheduled skills demonstration testing. Failure to contact the faculty member will result in failure of the skills demonstration test.

7. **Simulation Lab Guidelines:**

Simulation Lab is a valuable component of the practical nursing program's curriculum and significant learning experience for the student practical nurse. It is considered a clinical practice and all policies and practices are enforced. When participating in scheduled Simulation Lab Scenarios, all nursing arts lab guidelines and uniform standards must be adhered to. Simulation absence must be made up at the end of the semester. Prior to a Simulation Lab experience, the Faculty will facilitate preparation and guidance; advanced homework assignments may be needed. **A Simulation experience is considered complete when all charting and evaluations are completed.**

8. **Utilization of the Nursing Arts Lab:**

Students are encouraged to use the nursing arts lab to practice skill-sets to facilitate a comfortable level prior to performing it in the clinical environment or during a skills demonstration test. Students are encouraged to practice together and provide peer help and review of their practice sessions using knowledge and information taught in related

courses. Open lab hours will be posted. A sign-in book is located on the bookcase inside DH-205.

CLINICAL POLICIES

Clinical Practicum

Students will be assigned to clinical rotations at Beverly and Anna Jacques Hospitals, and in other clinical settings such as long-term care facilities, community agencies, hospice and home health agencies. Clinical experience is a vital part of nursing education. Clinical education experiences may involve days (7:00 am to 3:30 pm) and evenings (2:00 pm to 10:00 pm). The occurrence of clinical education (e.g. days, hours, time) will change based on specific courses, semester/s and clinical assignment/s. It is the student's responsibility to engage in clinical practicum as assigned by the Practical Nursing Program. Clinical experiences will also include on campus and virtual simulation clinical learning experiences.

Clinical Assignments

The student will be assigned to provide nursing care for a selected patient(s). If the assignment is given in advance, the student is expected to prepare for it prior to entering the clinical area. The student will be expected to explain in his/her own words various aspects of the patient's condition and the nursing care expected. If the assignment is given on the same day, the student is expected to use resources on the clinical unit to gather information about the patient.

Faculty will permit only competent, prepared students to practice in the clinical area. Students are ultimately responsible for their own actions and may be liable for their own negligence.

Various clinical skill sets are mastered in a variety of ways. Classroom, nursing arts laboratory, simulations, lectures, readings, and computer assisted learning and demonstrations may be used in many combinations to provide for learning. In general, students are expected to demonstrate progressive and consistent mastery of nursing procedures.

As the student becomes more proficient and builds up a knowledge base of nursing skills, she/he must maintain good communication with the clinical instructor. Good judgment about seeking the clinical faculty's help and supervision is necessary.

Evaluation of Clinical Performance

All applicable clinical objectives on the clinical evaluation tool must be met satisfactorily to pass a nursing course. A student who meets all the clinical objectives in a satisfactory manner will receive a "pass" grade for the clinical component of a nursing course. At the beginning of each clinical course, the SPN will receive the clinical evaluation tool. The use of the tool will be explained by the clinical faculty. It is mandatory for the tool to be completed as instructed.

Students are expected to demonstrate consistent and progressive mastery of nursing skills in the clinical area. Students' performance and behavior must be safe and appropriate at all times. Students are expected to meet the behavioral objectives of the clinical area with equal amounts of guidance and instruction as required by other students at the same level. Faculty will permit only competent, prepared students to practice in the clinical area.

Clinical Warning

Unsatisfactory or weak performance will be explained verbally to the student by the clinical faculty without delay. Patterns of unsatisfactory performance will be documented on an Advising Form with suggested remedial actions and time frame for improvement.

A student placed on Clinical Warning must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or time frame before the Clinical Warning is removed. Should his/her performance not improve satisfactorily, the student will receive a "fail" grade in the clinical component of the course. In this situation, the student is not eligible to continue in the program. A Clinical Warning may be given at any time during the semester. The Department Chairperson will be given a copy by the clinical faculty and will collaborate with both the student and the faculty to determine appropriate actions.

Basic Life Support (BLS) Certification

Practical Nursing students are required to obtain American Heart Association Basic Life Support (BLS) for adult, child, infant and AED certification prior to the start of the school year. Attending clinical practicum is not allowed without proof of certification. Students must maintain BLS certification throughout the forty (40) week program of study. Students are required to provide their nursing arts instructor with their current BLS card at the start of the school year (September).

SAFE STUDENT PRACTICE IN CLINICAL SETTINGS

In the clinical setting the student practical nurse at all times will demonstrate patterns of behaviors that follow the legal and ethical codes of practical nursing. The student practical nurse will practice safely utilizing Standards of Care (detailed guidelines describing the minimal nursing care that can reasonably be expected to ensure high quality care in a defined situation).

The Practical Nursing Faculty reserves the right to remove a student from the clinical area in any instance where patient safety is jeopardized by the student's negligent actions or by demonstration of unethical or unprofessional behavior. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a non-passing grade for the course.

Indicators to be used as guidelines for evaluating safe practice are:

1. **Regulatory:** The student practical nurse practices within the boundaries of the Massachusetts Nurse Practice Act, the guidelines and objectives of the course syllabus, and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.

Examples of unsafe practice include but are not limited to the following:

- Fails to notify the agency and/or instructor of clinical absence
- Fails to adhere to the uniform dress code
- Presenting for clinical practicum under the influence of drugs and/or alcohol
- Habitual tardiness to clinical assignments
- Undertaking activities outside the scope of the course
- Criminal behavior

2. **Ethical:** The student practical nurse practices according to the National Association for Practical Nurse Education and Services (NAPNES) Code of Ethics and the Standards of Practice.

Examples of unsafe practice include but are not limited to the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference
- Failure to maintain confidentiality
- Dishonesty
- Inappropriate practice in any assigned activity related to clinical practice
- Ignoring unethical behavior(s) of other health care persons in the clinical setting which affects client welfare

3. **Accountability:** The student practical nurse's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.

Examples of unsafe practice include but are not limited to the following:

- Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
- Failure to provide concise, inclusive, written and verbal communication
- Dishonesty

4. **Biological, Psychological, Social, Cultural and Spiritual Realms:** The student practical nurse's practice meets the needs of the client.

Examples of unsafe practice include but are not limited to the following:

- Failure to display stable mental, physical or emotional behavior(s) which may affect others' well being
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (deficit areas defined in above)
- Acts of omission or commission in the care of clients such as (but not limited to): physical abuse, placing client in hazardous positions, conditions, or circumstances, mental or emotional abuse, and medication errors
- Interpersonal relationships with agency staff, co-workers, peers, or faculty resulting in miscommunications, disruption of client care, and/or unit functioning
- Lack of physical coordination (psychomotor skills) necessary for carrying out safe nursing procedures

A student whose pattern of behavior endangers a patient's, peer's, staff member's or clinical instructor's safety will be given a verbal and written warning by the clinical instructor. At the discretion of the clinical instructor, that instructor may request a Practical Nursing Department hearing or place the student with another faculty member for the purpose of further evaluation. If the student's pattern of behavior is repeated with the other faculty member, and the student's conduct is determined to be unsafe, the student may be terminated from the clinical practicum, receive an "F" for the course and be terminated from the practical nursing program. The student practical nurse, if s/he desires, may file a grievance against this decision regarding termination.

Leaving the Clinical Setting

Prior to leaving the clinical setting, all assignments, including procedures, must be completed and documented. Report is to be given to the co-assigned nurse. If the clinical faculty agrees that the responsibilities have been fulfilled, the student may leave at the designated time (end of shift).

If an emergency arises where the student has an unexpected situation, the student must notify the clinical faculty, arrangements made for the client(s) to be reassigned, with documentation completed before leaving the premises and only with faculty permission.

Clinical Cell Phone Policy:

PN Program policy regarding cell phone use: Texting and cell phone usage is strictly prohibited in the clinical area. The initial infraction of this policy will result in a warning. The second incident will result in dismissal from the Practical Nursing Program for unprofessional behavior.

HIPAA (Health Insurance Portability and Accountability Act)

Federal rules adopted as part of the patient confidentiality of the Health Insurance Portability and Accountability Act (HIPAA) mandate requirements designed to enhance patient privacy. Patient information may not be removed from the clinical facility, no photocopying of patient records is permitted, and any list identifying a patient by name must remain in the facility/agency.

Do not discuss a patient's diagnosis or prognosis with anyone who is not involved in the direct care of the patient, either in the hospital, at the school, or in your home or social environment. The patient's rights cannot be violated during the process of your learning experiences. You are liable for any information you give out verbally, in writing or on social media. For example: discussion of patient information in an elevator or cafeteria is a violation of patient's rights.

Social Media Policy

Practical nursing students may not post any material (text or photographs) that could potentially violate client confidentiality on social media sites. Online postings or discussions of specific clients must be avoided even if all identifying information is excluded. Students may be subject to disciplinary action by the school and clinical agency for comments that are either unprofessional or violate client privacy. HIPAA regulations apply to comments made on social networking sites and violators are subject to the same prosecution as with other HIPAA violations.

OTHER CLINICAL ISSUES:

Personal Hygiene:

Students are expected to practice good personal hygiene with appropriate use of soap, shampoo and deodorant. No strong perfume, aftershave or scented cosmetics are to be used. Students not practicing good hygiene will be sent home by the clinical instructor and must make up the lost clinical day.

Meals/Coffee Breaks:

Every student is permitted to have a 15-minute coffee break and one-half hour lunch break while on duty. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed.

Smoking:

NSCC Smoking Policy states: "Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy." Therefore, there should be no smoking while in NSCC uniform.

Transportation to the Clinical Setting:

Each student is responsible for his/her own transportation to each clinical setting. Car-pooling is encouraged and at some institutions it is necessary and mandatory.

Parking:

All institutions/agencies provide the school with information regarding the availability and location of student parking. It is mandatory to abide by each institution's parking regulations. The individual student is responsible for any parking tickets received at a clinical setting.

Injuries at Agencies/Skills Labs and Simulation:

Students are required to report injuries to the clinical faculty immediately and follow the agency/college procedures regarding reporting and documenting of the accident/injury.

Clinical Assignment Research:

When required to do research for a clinical/patient assignment the SPN must: 1) adhere to both the Practical Nursing Program and the institutional/agency policies; 2) dress appropriately, which includes wearing a lab jacket with official identification; and, 3) demonstrate professional behavior.

PRACTICAL NURSING FACULTY

Carol Blanchard

Salem State University MSN
Salem State University BSN

Shirley Love Kearns

Salem State University BSN
Mount Auburn Hospital School of Nursing

Alexander Lawson (Department Chairperson)

Salem State University, MSN

Amy Middleton

Regis College MSN PNP
North Shore Community College ADN

Donna Newhall

Norwich University, MSN
University of Massachusetts/Boston BSN
North Shore Community College ADN

Revised: 8/17; 8/19 7/20



North Shore Community College Practical Nursing Program Student Handbook
Acknowledgement Form

The responsibility of each student is to read the Practical Nursing Program Student Handbook. Failure to read the information contained in the handbook is not considered an excuse for non-compliance or lack of understanding. The Practical Nursing Program may change policies or revise information deemed necessary due to institutional and program circumstances. Students will receive an addendum for the handbook whenever policies or information is changed during the academic year. I have read, understand, and agree to comply with all policies stated in the Practical Nursing Program Student Handbook. I agree to allow any accrediting agency for the program unlimited access to view any work produced by me while a student in the program. I agree to follow the Practical Nursing programs' Academic Honesty Policy.

Student Signature Date

Print Student Name

**NORTH SHORE COMMUNITY COLLEGE
HEALTH PROFESSIONS
CLINICAL/FIELDWORK CANCELLATION POLICY**

1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical/fieldwork, the student will not be required to attend clinical/fieldwork for the duration of the cancellation.
2. If mandatory college closing (classes cancelled) during the day/evening, after the student has arrived at clinical/fieldwork site, the student is required to complete assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.
3. If mandatory college closing (classes cancelled) is required, the student may have to make up hours/time in order to fulfill program requirements (per program policy).
4. If classes are not cancelled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical/fieldwork site. Should the student decide that travel is not prudent, they are to follow the program's attendance policy regarding absence from clinical/fieldwork.
5. Students may attend clinical/fieldwork on holidays that are not typically observed by health care agencies (College Professional Day and Patriot's Day) or any other day at the program's discretion.
6. Students may access the college adverse weather/emergency closings by:
 - calling the college adverse weather hotline at (978) 762-4200
 - accessing the college website
 - local television and radio stations

This policy should be communicated to all clinical affiliates and to all students.

Laboratory Use Guidelines for Room DH-205

Welcome to DH-205 Laboratory. Please follow the guidelines listed below. These guidelines are in place to ensure everyone's safety and to provide for a positive learning experience.

Students will be oriented to the location of the telephones, fire extinguishers, and the evacuation route from the nursing arts lab (DH-205) in case of fire or disaster. All students must leave the building when the fire alarm is sounded.

1. Student will be oriented to the proper use of lab equipment such as, (but not limited to) the controls on the Hill-Rom beds, side rails, wheelchairs, wall-suction, oxygen meter, mannequins, computer/DVD, and any other equipment identified by the faculty.
2. With the introduction of any new equipment, always wait for instructions from the faculty before handling. Any time a student is unsure of the proper use and operation of a piece of equipment, the student must request faculty help and guidance.
3. When practicing with needles and syringes, all equipment must remain in the lab or be deposited in the sharps box. Should a needle stick occur, it must be immediately reported to the faculty.
4. **No food or drink is allowed in the lab.**
5. **No cell phone use; cell phones not allowed on person while in lab.**
6. **Only students enrolled in the course are allowed into the lab. (no children, family members friends, ETC).**
7. **Use only pencils, NO PENS allowed as they can permanently mark/tattoo manikins**
8. When handling manikins, please transfer with 2 people using a sheet (This protects the manikins' body parts)
9. Please complete the following check-off list and signature at the end of laboratory session:

- _____ All equipment is put away in its original place
- _____ All waste is disposed of properly
- _____ All clean linen is returned to cart/back room
- _____ All dirty linen is put in hampers
- _____ All bedside tables are clean and contain their original equipment
- _____ All beds are locked and in low position
- _____ All bed linens are properly straightened
- _____ All over the bed tables are placed over the foot of the bed
- _____ All mannequins are covered with linens in bed
- _____ Chairs and tables are returned to original positions
- _____ All door/cabinets are locked
- _____ All computers and lights are off
- _____ All personal items (books, jackets, etc.) are removed.

Thank you for keeping this laboratory space neat and clean for everyone's use!

Signature of faculty/staff member

Date

Developed: 5/2018

**North Shore Community College
Department of Practical Nursing**

Advising/Warning Form

Advising

_____ is placed on warning for the remainder of the semester.
(Student Name)

Yes No

Academic Advising

_____ met on _____ to discuss his/her academic
(Student Name) (Date)
performance/attendance in _____.
(Course)

The student is advised to seek assistance from

- | | |
|--|--|
| <input type="checkbox"/> Member of the teaching team/facilitator | <input type="checkbox"/> Department Chairperson |
| <input type="checkbox"/> Nursing Skills Lab Instructor | <input type="checkbox"/> Student Support Center |
| <input type="checkbox"/> Nursing Tutor | <input type="checkbox"/> See attached narrative |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other _____ | |

Faculty Signature:

Date

I have read the above.

Student Signature

Date

- One Copy each:
- Student
 - Student Folder
 - Department Chairperson

**NORTH SHORE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM CLINICAL GRADE APPEAL FORM**

Part I

Please Print

Student's Name: _____ Student ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone Number: (____) _____ Evening Telephone Number: (____) _____

Cell Phone Number: _____

Date: _____ Date Form Received: _____

Course Title: _____

Reason for appeal – (attach additional pages if needed): _____

Part II

Date Form Received: _____ Date Conference Held: _____

Department Chairperson's Decision: Original decision upheld Original Decision **NOT** upheld

Department Chairperson's Signature: _____ Date: _____

Part III

Date Form Received: _____ Date Conference Held: _____

Director of Nursing Decision:
 Original decision upheld Original Decision NOT upheld

Comments: _____

Director of the Nursing Signature: _____ Date: _____

North Shore Community College Practical Nursing Program Code of Conduct

Each student must read the College's Code of Conduct Policy, which can be found here: <http://northshore.smartcatalogiq.com/en/current/Credit-Catalog/StudentHandbook/Code-of-Conduct>.

Failure to read the information contained in the handbook is not considered an excuse for non-compliance or lack of understanding. Every student must demonstrate appropriate conduct becoming of a health care professional both in the classroom as well as the clinical setting. Professional conduct is outlined in this policy along with the disciplinary process should any infraction occur. I have read, understand, and agree to comply with the College's Code of Conduct Policy.

Student Signature

Date

Student Print Name

Date



TECHNICAL STANDARDS FOR PRACTICAL NURSING

To the student: As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Practical Nursing Program at (978) 762-4206, if you require more specific information about the physical and mental/attitudinal requirements of the program.

General Job Description: Utilizes the nursing process to participate in assessing, planning, implementing, and evaluating patient needs. Applies critical thinking skills in performing safe, competent nursing care. Communications effectively with patients, families, and the healthcare team. Instructs patients regarding appropriate health teachings.

Throughout the performance of your duties as a healthcare provider, you will be exposed to infectious diseases in all practice settings. Although you will learn practices and procedures to minimize the risk of exposure, you should be aware of the risk and take it into consideration when deciding to enter this program and profession.

Accepted Students: Please sign and return to Health Professions Main Office – DH-318

PHYSICAL	Expected Performance Level*	Self-Assessed Performance Level
LIFT: patients, equipment up to 25 lbs safely	F	
CARRY/MOVE: equipment, objects up to 25 lbs safely	F	
KNEEL: to perform CPR, work with patients, assist patients who fall	O	
STOOP/BEND/ TWIST: assist in ADL; perform transfers, operate low level equipment	F	
BALANCE: safely maintain while assisting patients in ambulation, and transfer	C	
CROUCH: to locate and plug in equipment	O	
REACH: to adjust equipment, to guard patient, to reach supplies	F	
WALK: for extended periods of time and distances over an eight (8) hour period	C	
STAND: for extended periods of time over an eight (8) hour period	C	
HANDLE: equipment such as syringes, Bp cuffs, IV infusions, buttons, switches and touch pads	F	
DEXTERITY: to perform fine motor skills, manipulate and fine tune knobs, dials, blood pressure cuffs, equipment, scales and stretchers. Don and remove protective clothing. Safely handle sterile supplies to prevent contamination.	F	
PUSH/PULL: wheelchairs, stretchers, patients, Hoyer lifts	F	

TACTILE		Expected Performance Level*	Self-Assessed Performance Level
PALPATE:	pulses, skin texture, bony landmarks	C	
DIFFERENTIATE:	between temperature and pressure variations	F	
VISUAL		Expected Performance Level*	Self-Assessed Performance Level
READ:	accurately read numbers, letters, cursive writing in fine and other print in varying light levels	C	
DETECT:	changes in skin color, patient's facial expressions, atrophy, forms of non-verbal communication (gestures)	F	
OBSERVE:	patient and environment in order to assess conditions or needs	C	
SEE:	BP manometer, small print on vials, syringes, dials, gauges and computer	C	
COMMUNICATION		Expected Performance Level*	Self-Assessed Performance Level
SPEAK:	in English language in clear, concise manner; to communicate with patients, families, significant others and the health care team	C	
RESPOND:	to patient with communication disorders (aphasia, hearing loss), or those who use ELL	C	
COMPREHEND:	oral and written language, including health care terminology in order to communicate with patients, families, significant others, health care providers, and community	C	
WRITE/WORD PROCESS:	in English, clearly, legibly; for charts, computer input of data	C	
AUDITORY		Expected Performance Level*	Self-Assessed Performance Level
HEAR:	heart sounds, breath sounds, patient distress sounds, machine timer bells and alarms; verbal directions and requests from health care team and patients	C	
MENTAL/COGNITIVE/BEHAVIORAL		Expected Performance Level*	Self-Assessed Performance Level
Function safely, effectively, and calmly under stressful situations.		F	
Remain alert to surroundings, potential emergencies; respond to patient situations, i.e. falls, burns, pain, change in physical status.		F	
Integrate information, and make decisions based on pertinent data, in a collaborative manner.		C	

MENTAL/COGNITIVE/BEHAVIORAL	Expected Performance Level*	Self-Assessed Performance Level
Interact effectively, appropriately and exhibit respect for cultural and ethnic differences of clients, peers and individuals in the classroom setting.	C	
Interact effectively and appropriately with patients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, and discretion in both the clinical and classroom settings.	C	
Communicate an understanding of basic principles of supervision, ethics, and confidentiality.	C	
Display effective interpersonal skills necessary to interact in situations requiring close, personal contact.	C	
Display attitudes/actions consistent with the ethical standards of the profession.	C	
Maintain personal hygiene consistent with close personal contact associated with patient care.	C	
Maintain composure while managing multiple tasks simultaneously.	C	
Prioritize multiple tasks.	C	
Remain free from alcohol and/or chemical impairment in the clinical and classroom settings.	C	
IMMUNIZATIONS		
<p>Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates.</p> <p>According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. <u>PLEASE BE ADVISED</u> that, while the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in light of an un-immunized status. If a clinical placement cannot be secured, then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will fail out of the program.</p>		

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Accessibility for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certify by signing the Technical Standards form which is included in the Health Form packet that will be mailed to you and that you are required to complete no later than July 3, 2019.

Handbook Addendum Fall 2020

Handbook and Syllabus Statement: COVID-19 Pandemic REMOTE LEARNING ACTION PLAN ADENDUM:

Governor Baker's directive to the community college sector is to maximize remote teaching and learning opportunities for the foreseeable future to properly ensure the health and safety of our students, employees, and communities.

Updates to the Practical Nursing Handbook and syllabi are noted where possible. These updates include but are not limited to remote learning methods, attendance policy, and revised assignments. Updates are subject to change as this unprecedented situation unfolds, and further changes will be communicated to you directly from your faculty and in email announcements.

Lecture: All lecture hours will be conducted online on Zoom. The times listed in the course schedule are the times of the classes. Please follow the class schedule and readings to prepare for each class in advance. You are responsible for all the materials. Attendance is mandatory, and adherence to the aforementioned attendance policy is expected.

It is expected that all students are logged into each synchronous Zoom lecture session. Students should be sitting-up at a table or desk, dressed appropriately, with web cameras on for the duration of the lecture. Microphones should be kept muted unless asking a question or participating in class discussion.

Clinical & Clinical Simulation: The reduction of available clinical sites requires the Program of Nursing to utilize a variety of teaching strategies in addition to face to face clinical experiences. Students are responsible to follow the schedule and attend all assigned clinical, lab and simulation experiences.

Skills Lab: Due to student restrictions, face-to-face lab time has been reduced. Students will be responsible to complete any asynchronous lab unit activities on their own PRIOR to attending their weekly scheduled face-to-face skills lab session. Failure to adequately prepare for skills lab will place the student at a disadvantage. The lab instructor reserves the right to dismiss any student they feel is unprepared for lab

Students should also consider skills lab an extension of clinical. The uniform policy will be maintained and enforced during skills lab. Students are expected to bring a laptop or tablet to access their book for practicing the scheduled skills. If a student does not have a laptop to utilize, the must purchase a bound copy of the boot to use while in lab. Cell phone use will not be permitted in lab at any time.

Office Hours: Office hours are available by appointment with your instructor. These office hours will be conducted on Blackboard Collaborate Ultra by appointment. See individual course syllabi for additional instruction.

INSTRUCTIONAL MODES: Hybrid/online lecture, discussion boards, virtual simulation, case studies, clinical practicum, videos/films, journal writing, simulation exercises, video presentations