Practical Nursing Program

Student Handbook

2024-2025

ACCREDITATION

North Shore Community College's Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN):
3390 Peachtree Road, Suite 1400, Atlanta, GA 30326.
Telephone: (404) 975-5000
Website: www.acenursing.org

The recent accreditation decision made by the ACEN Board of Commissioners for the North Shore Community College Practical Nursing Program is Continuing Accreditation.

MASSACHUSETTS BOARD OF REGISTRATION IN NURSING APPROVAL

The Practical Nursing Program at North Shore Community College is approved by the Massachusetts Board of Registration in Nursing:
250 Washington Street, Boston, MA 02108.
Main: 800.414.0168
Telephone: 617.973.0900
Website: https://www.mass.gov/orgs/board-of-registration-in-nursing

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 website: https://www.ncsbn.org/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 prior to enrollment in the Program.

MEMBERSHIP

National League for Nursing (NLN):   http://www.nln.org/

Massachusetts/Rhode Island League for Nursing – Committee of Practical Nursing Programs:
PO Box 407, Westwood, MA 02090
Website: https://mariln.nursingnetwork.com/
Email: nursing.mariln@gmail.com

Practical Nursing Program Achievement Data

Below you will find the student achievement data for the past three years of graduates of the NSCC Practical Nursing Program.

Graduation Year	NCLEX-PN Pass Rate	Program Completion (100% of Time)	Program Completion (120-150% of Time)	Job Placement
2024	Pending	89%	Pending	Pending
2023	100%	68%	82%	91%
2022	83%	81%	83%	94%
2021	77%	81%	84%	79%

The Practical Nursing Student Handbook is divided into Five (5) Sections

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NORTH SHORE COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Section I

The Practical Nursing Program

Section I

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 and the Frederick Berry Building was opened on the Ferncroft campus in 2003. Today the College operates from two primary locations –Lynn and Danvers – currently enrolling 7,912 (Fall 2012) and employing 963 personnel (faculty, staff, and administration). The College's academic credit and non-credit programs are offered on the Lynn and Danvers campuses.

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.

HISTORICAL OVERVIEW OF THE PRACTICAL NURSING PROGRAM

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 to 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

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 accessible, 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 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.

THE PRACTICAL NURSING PROGRAM

Nurse Education and Practical Nursing Program Mission Statement

North Shore Community College Nursing Programs prepare individuals for entry level careers as Registered or Licensed Practical Nurses. The Programs contribute to building a diverse nursing workforce by providing students with a professional foundation that integrates the core values of diversity, equity and inclusion. Students acquire a caring professional identity along with foundational knowledge, skills and attitudes required for nursing practice in diverse health care settings. The curriculums include a wide array of learning experiences that prepare graduates to work in a global society and address the social determinants of health and health disparities. Best practices are utilized to improve the wellbeing of underrepresented and vulnerable populations. Each Nursing Pathway emphasizes a commitment to excellence in nursing care, professional values and lifelong learning.

Professional Values

- **D**iversity
- **E**quity
- **I**nclusion
- **I**ntegrity
- **R**espect
- **A**ccountability
- **C**reativity
- **H**onesty
- **U**nity
- **P**erseverance

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 ensure 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 (2023). 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.
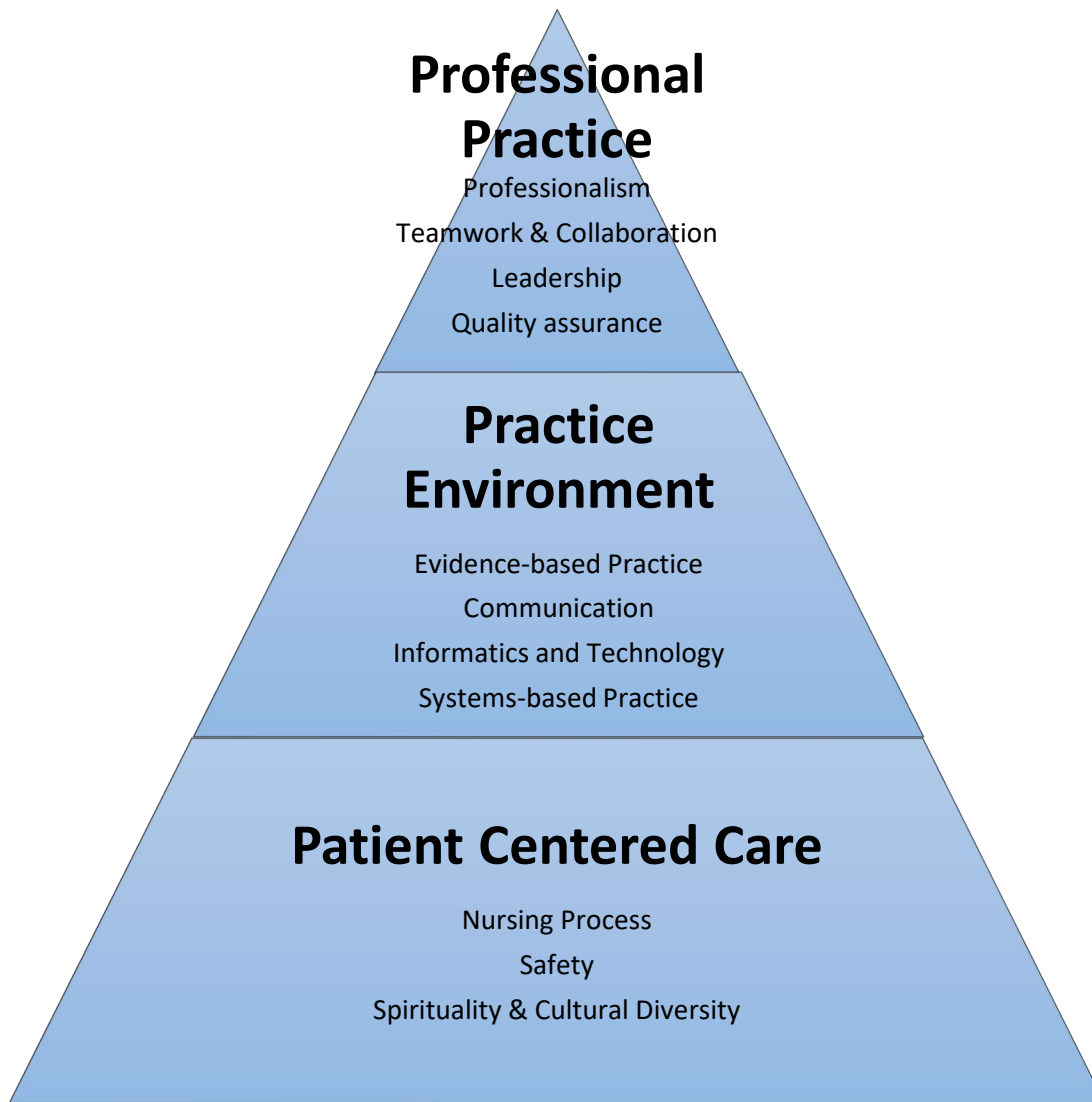
End of Program Student Learning Outcomes

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.

Practical Nursing Model

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

Professional Practice
Professionalism
Teamwork & Collaboration
Leadership
Quality assurance

Practice Environment
Evidence-based Practice
Communication
Informatics and Technology
Systems-based Practice

Patient Centered Care
Nursing Process
Safety
Spirituality & Cultural Diversity

Practical Nursing End of Program Outcomes

1. Sixty percent (60%) or more of students will complete the Program of Study within 100% of the program length. Seventy percent (70%) or more of the students will complete the Program of Study within 150% of the time.
2. Eighty percent (80%) or more of the graduates of the PN program will pass NCLEX-PN as first-time test takers.
3. Eighty percent (80%) of Practical Nursing graduates, are employed as Licensed Practical Nurses within 12-months of graduation.
4. Eighty percent (80%) or more of the graduates who respond will identify program satisfaction by indicating that they were prepared for practice at an acceptable level or higher.

Curriculum Plan and 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

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	Advanced Life Continuum Nursing

Please Note: The Practical Nursing Program is the longest one-year program at the College. It is ten months (40 weeks) in length, following the College calendar with students attending two full semesters in addition to a two-week winter intersession and a six-week summer session.

15 class hours is equivalent to 1 credit.
30 nursing skills lab hours or simulation hours is equivalent to 1 credit.
45 clinical practice hours are equivalent to 1 credit.
Students must achieve a C Grade (75%) or better in all courses in order to continue in the program.

The student is required to take program courses in sequence.

Practical Nursing Program Curriculum

The Practical Nursing curriculum is a competency-based program with modified self-pacing and several identified learning alternatives. The faculty has developed course materials related to each practical nursing course. Course materials provide the student with a comprehensive syllabus and topical outline related to modules and learning alternatives. Each practical nursing course has clear objectives for learning. Course objectives are identified within the course syllabus and individual unit objectives are identified within the individual course modules. The Practical Nursing Program mission statement, philosophy, and conceptual framework are reflected throughout the curriculum. The practical nursing course competencies and associated learning activities, required and optional, reflect the framework utilized for program and course development.

The nursing curriculum is composed of seven practical nursing (PNR) courses and is supported by an additional five courses from the disciplines of science. Four PNR courses have a clinical learning component, which may include components of face-to-face clinical learning, simulation scenarios, or use of the nursing skills lab.

The practical nursing curriculum flows in a logical progression, building a strong theory base, integrating previous learning, and providing for application to clinical practice over the length of the program. The practical nursing courses follow a specific sequence, requiring students to utilize skill and theory while applying the nursing process in the care of patients. The course descriptions for each of the practical nursing (PNR) courses within the program of study are outlined below:

Fundamentals of Practical Nursing (PNR101)

This course is designed to provide the student with a clear perception of the many interrelated principles and tasks of nursing and a clear recognition of the effects of health and illness on a client's self-concept and ability to function. The student also begins to assume the role of the health teacher in assisting the client to meet his/her basic health needs.

- 9 Credits   5 Classroom Hours-per-Week
  160 Total Clinical Practice, Skills Lab, and Simulation Hours
- Prerequisites: Admission to the Practical Nursing Program
- Corequisites: PNR114; HLS102; HLS103; HLS104: & HLS115

Pharmacology for Practical Nursing (PNR114)

This course introduces the student to the basic concepts and principles of pharmacology and the nurse's role in drug therapy. Topics examined include pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. Ethical tenets and issues along with legal regulations and standards governing drug manufacturing, distribution and use are also discussed. Emphasis is placed on drug calculations in conjunction with the nurse's role in the delivery and maintenance of safe and efficient drug administration.

- 2 Credits   2 Classroom Hours-per-Week
- Prerequisites: Admission to the Practical Nursing Program
- Corequisites: PNR101; HLS102; HLS103; HLS104: & HLS115

Life Continuum Nursing (PNR107)

This course is designed to provide an overview of mental health concepts. Among the topics covered are anxiety, substance use, mood, and personality disorders, schizophrenia, and mental health treatment modalities. Clinical experience will provide opportunities to increase nursing skills and knowledge of psychotherapeutic medications when applicable. The student will apply the nursing process to develop a nursing care plan utilizing the "Mini-Mental Health Exam" tool. Concepts pertinent to nursing practice within the community milieu will also be presented. These concepts will prepare the student to understand the services provided to clients across the life-span and recognize the role of a multidisciplinary team functioning in culturally diverse communities.

- 2 Credits   15 Total Classroom Hours (over a two-week span)
  30 Total Skills Lab / Simulation Hours
- Prerequisites: PNR101; PNR114; HLS102; HLS103; HLS104: & HLS115
- Corequisites: None

Medical-Surgical Nursing (PNR103)

In keeping with the philosophy of the nursing program, Medical Surgical Nursing incorporates the basic concepts and skills acquired in the fall semester in studying the more common medical surgical diseases and related nursing care utilizing the nursing process as a framework.

- 7 Credits   10 Classroom Hours-per-Week
  120 Total Clinical Practice and Simulation Hours
- Prerequisites: PNR107
- Corequisites: PNR105; & PNR118

Maternal Child Health (PNR105)

This course focuses on the role of the student practical nurse by providing theoretical knowledge and practical learning experiences in the care of the expectant family, the neonate, and developing child through adolescence. The course examines pregnancy, labor & delivery, the postpartum period, and the neonate from a normal developmental point of view. Common problems in women's health, pregnancy and infant care are explored, as well as care of the pediatric client and his/her family in health and illness.

- 7 Credits   10 Classroom Hours-per-Week
  114 Total Clinical Practice and Simulation Hours
- Prerequisites: PNR107
- Corequisites: PNR103; & PNR118

Contemporary Trends and Issues in Practical Nursing (PNR118)

This course presents an overview of the nursing profession to help prepare the student practical nurse to understand her/his role in today's complex healthcare system. The course is designed to examine historical, philosophical, and contemporary trends and issues. Other major topics presented include ethical and legal aspects of nursing practice, the health care delivery system, cultural competence, and change, power and politics.

- 1 Credit   1 Classroom Hours-per-Week
- Prerequisites: PNR107
- Corequisites: PNR103; & PNR105

Advanced Life Continuum Nursing (PNR117)

This course integrates theory and practice for the purpose of preparing the student for entry into practice. This course provides the opportunity for students to practice leadership and management skills in the extended care facility and develop a professional portfolio. The gerontological nursing segment places emphasis on care that meets the specialized needs of the older adult, sick or well, in the extended care facility and in the community-at-large. The student will identify the myriad resources available to the client in the community-at-large and observe and participate in the unique care being rendered at home by health-care professions.

- 6 Credits   45 Total Classroom Hours (over a six-week span)
  125 Total Clinical Practice and Simulation Hours
- Prerequisites: PNR103; PNR105: & PNR118
- Corequisites: None

Clinical Affiliating Agencies

Acute Care Settings:

Lahey Affiliates:

Beverly Hospital
85 Herrick St.
Beverly, MA 01915

Addison Gilbert Hospital
298 Washington Street
Gloucester, MA 01930

Long-Term Care / Sub-Acute Settings:

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

Masconomet Healthcare Center
123 High St.
Topsfield, MA 01983

Genesis HealthCare
Hathorne Hill
15 Kirkbride Dr.
Danvers, MA 01923

Ledgewood Rehabilitation Center
87 Herrick St.
Beverly MA 01945

Other Community Agencies:

Care Dimensions Hospice

North Shore Education Consortium

Pediatric Health Care Associates, P.C.

Essex County OBGYN

Tufts Medicine at Home VNA (On Hold in 2024)

Day by Day Adult Day Care

Lynn Community Health Center

Rainbow Adult Day Care Center

Stepping Stones Family Day Care

Roger B. Trask Adult Day Care

KIPP Academy, Lynn

East Pointe Adult Day Care

Danvers Public Schools,

Shapiro-Rudolph Adult Day Health

HealthQ Women's Health (On Hold in 2024)

Recovery Centers of America

Note: Several pediatric, obstetric, and home health clinical agencies have been on hold due to staffing issues. The Practical Nursing Program plans on resuming clinical placement at these locations once it is deemed appropriate and safe to do so by each individual agency.

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.

NORTH SHORE COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Section II

ADMINISTRATIVE POLICIES

Section II

Please Note: All policies denoted with a star (*) are required by the MA Board of Registration in Nursing.

Non-Discriminatory Policy

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 9172 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

I. National Council of State Boards Examination, NCLEX-PN

The Practical Nursing Program prepares students to sit for the National Council of State Boards of Nursing Examination, NCLEX PN. The General Laws of Massachusetts govern the practice of nursing in the Commonwealth of Massachusetts. The Board of Registration in Nursing is the legal body, which enforces the laws relating to the practice of nursing.

Applicants for Licensure as Registered Nurses in Massachusetts must provide evidence of (1) good moral character, (2) high school graduation or its equivalent, and (3) graduation from a state-approved program of practical nursing, and (4) certification of good standing for all licenses and certifications the applicant holds, as well as a record of any license/certification denial or surrender. The Board of Registration in Nursing retains the right refuse to grant permission to any candidate to sit for licensure examination if the candidate is not in compliance with the Massachusetts Board of Registration Regulations.

The application to take the license examination in nursing requires the following information:
"Have you ever been convicted in a court of law? If yes, please enclose a certified copy of the court record of conviction and attach an explanation stating date, charge, and disposition."

II. Valor Act – Academic Credit Evaluation Policy*

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.

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: https://www.northshore.edu/cas/veterans/evaluation-policy.html for more information.

III. Admissions Policy*

Up to forty (40) 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 is one of the required components of admissions. Sessions are held on a monthly schedule during the academic year until the program is filled. Times and dates are posted on the webpage, and interested candidates must sign-up ahead of time in order to attend an information session.

NSCC Practical Nursing Program is committed to promoting an educational environment where diversity is encouraged without regard to race, gender, sexual orientation, color, national origin, age, religion or accessibility status.

IV. Readmission Policy*

Students who have withdrawn, failed or interrupted their sequence of study 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 an additional 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. An email will be sent to individuals outlining necessary requirements needed for completion for re-admission.

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 is 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 also complete the following:
   a) Simulated nursing arts lab clinical skills review.
   b) Pharmacology Proficiency exam.
   c) Updated CCP ticket.

V. Educational Mobility Policy*

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 (ADN) 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 to the enrollment service office.

VI. Transfer or Advanced Placement Policies*

Transfer candidates from other nursing programs approved by the state board of nursing or the transfer candidates from outside 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. Opportunities for transfer into the PN program are considered based on NSCC space availability, as well transfer credit alignment with the NSCC practical nursing curriculum.

The student must achieve communications and math proficiencies and complete all course requirements, including a cumulative 2.00 or higher GPA. At least 25% of the college-level coursework must be completed at North Shore Community College. Admission is on a space-available basis.

Required documentation for transfer applicants:
   A. Completed transfer application form.
   B. Official transcripts documenting enrollment in nursing classes within the past year (12 months) prior to the anticipated admission date.
   C. Course syllabi for all nursing courses to be reviewed for transfer credit.
   D. Two letters of reference, one from the prior program Administrator and one from the most recent clinical instructor in the previous nursing program. Satisfactory clinical performance should be indicated in reference letters.
   E. Applicant statement to the PN Program administrator outlining reasons for requested transfer and goals which will make the candidate successful at NSCC.
   F. Official TEAS transcript meeting NSCC requirements for Practical Nursing admission, Reading = 69%, Math = 63.3%, Science = 45.5%, and English = 54.2%. TEAS scores must be from the most recently released and offered version of the ATI TEAS exam. **OR** Transfer student from an ACEN/CCNE accredited Nurse Education Program who earned 16 Nursing Credits in the past 5 years with a "B" or better.
   G. Official high school transcript, general education development transcript (GED) or High School Equivalency Test transcript (HiSET).

Please note, any student exited from a nursing program due to misconduct or unsafe practice is not eligible for transfer admission.

The Practical Nursing Department Chair will review all application materials and designate the required course work to be completed at North Shore Community College. A decision will be rendered following documentation review, and once program space availability for the Winter/Spring has been determined.

Prior to starting classes, transfer students must:
   A. Submit immunization documentation and Technical Standards Form.
   B. Complete Centralized Clinical Placement (CCP) Orientation.
   C. Submit Current American Heart Association BLS certification.
   D. Complete background check and drug screen.
   E. Complete required dementia training modules.

F. 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, Anatomy and Physiology I & II, 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.)**

Transfer students must adhere to the admission timeline below in order to be enrolled in the program for Winter Intersession or Spring courses:
    A. All criteria and documentation materials listed above must be submitted no later than **September 30th** for an admission the following Winter or Spring. A decision on admittance will be rendered no later than **November 15th**.
    B. A deposit of an amount set by the college must be received no later than **December 1st**.
    C. All required background checks, drug screening, immunizations, CCP orientation, dementia training, and AHA BLS certification must be completed with submitted documentation received no later than **December 31st**.
    D. The student will complete the required skills sign-off and pharmacology proficiency exam on a date set by the Department Chair within the first half of January.
    E. Students considered to need-improvement in specific skills areas will be assigned a self-paced review and remediation assignment, and begin the semester on a "Clinical Watch" regarding the specific competencies needing improvement.

VII. 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.

The 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 cabinet. Students requesting access to their records housed in the Practical Nursing Department may do so by contacting their faculty advisor and making an appointment to review their folder. The nonpermanent program file will include:

Program Record Contents
Student Data Sheet
Summative Clinical Evaluation Forms
Academic Advising/Clinical Warning Forms
CARES Dementia Training Certificates (Two Modules Totaling 8 Hours)
CCP Orientation Form
Simulation Fiction and Confidentiality Contract
Evidence of Clinical Make-Up
PN Program Documents Maintained by CastleBranch or Sentry MD in Perpetuity:
Handbook Acknowledgement Verification Form
Audio Visual Release Form
Basic Life Support Certification
Code of Conduct Signed Policy
Copy of Health Insurance Information
Immunization Records and Technical Standards

Formative Clinical Evaluation Record Policy: The Student Clinical Formative Evaluation Record is kept and maintained electronically throughout the duration of the semester and destroyed after course completion.

Graduate and Withdrawn Student Record Policy: Records are kept in a locked cabinet in a locked room for five years following graduation or withdrawal from the Program by the Department Chairperson or designee.

Transcript Policies: Official transcripts may be obtained from the Enrollment and Student Record Office. Students must request a transcript online or in person and pay the appropriate fee.

VIII. Health Requirement and Immunization Policies

Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. 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:

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

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. Covid - Proof of COVID Vaccine and one Booster. For students who did not complete the Covid immunization series prior to April 23, 2023, one Bivalent Covid immunization is required. This policy may be updated as guided by the Department of Public Health and Centers for Disease Control.
6. Hepatitis B – evidence of a positive titer or evidence of a completed two-or-three-part series followed by titer with positive results.
7. Varicella (chickenpox) – evidence of two vaccinations or immune titer results required.
8. 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.
9. Two Step Tuberculin Skin Test (TST) upon admission **OR** an IGRA-serology (T-SPOT or Quantiferon GOLD). One step annual TST test for subsequent years of enrollment.
10. 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.
11. Annual flu vaccine www.mass.gov/dph/imm.

Health Insurance: The Practical Nursing Program 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.

Medical/Religious Exemption:
Students who cannot be vaccinated for COVID-19 or Influenza because of a medical reason or a religious belief may request an exemption through the College. Exemptions or reasonable accommodations are not guaranteed. Personal and philosophical reasons for not getting vaccinated are insufficient, and requests of this nature will be denied.

*Technical Standards***:** Prior to starting the Program, students are required to document their physical and mental/attitudinal ability to meet the technical standards associated with nursing practice. The Technical Standards Evaluation Form is included in the Health Form and in the Admissions packet in addition to Appendix G.

Students who are unable to meet technical standards are advised to contact the Accessibility Services office or go to the Accessibility Services component of the College web page at https://www.northshore.edu/accessibility/ for further information.

Students are required to contact the Director of the Nurse Education Program if they are unable to meet the Technical Standards while enrolled in the Program. Students who do not meet the Technical Standards are not eligible to rotate to clinical agencies. Students with temporary activity restrictions need to provide documentation from their health care provider that they are able to meet the technical standards without limitations prior to the return to clinical practice.

Pregnancy Policy: In accordance with Title IX of the Educational amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth shall be excused for as long as the student's Health Care Provider deems the absences to be medically necessary. When the student returns to the College he/she shall be reinstated to the status he/she held when the leave began. The College may offer the student the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking the semester, taking part in on-line instruction, or allowing the student additional time in the program. For additional information the student should contact the College Title IX coordinator. All clinical absences, even those with a Title IX exemption, must be made up by the student.

Due to potential presence of contaminants in the clinical setting it is advised that pregnant students contact their health care provider to ensure that there are no health concerns or limitations. To be in the clinical area, Nursing Skills Laboratory or Simulation experiences while pregnant, students must be able to meet all technical standards required for nursing students.

Chicken Pox/Varicella: If a student develops chicken pox or shingles they may not attend classes or clinical experiences until all lesions are dried and scabbed. Students must provide written documentation from their health care provider, clearing them for clinical practice (Please refer to clinical absence policy).

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.

IX. Additional Clinical Requirement Policies:
In addition to maintaining technical standards and meeting all health and immunization requirements, students enrolled in the practical nursing program are also required to hold to the following additional clinical requirement policies:

A. ***CORI/SORI 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 to a CORI/SORI(s), 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.

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

B. **_Drug Screening Policy:_** The Division of Health Professions 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 functioning 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. 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 or Director of Nursing.

C. **_Fingerprinting 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.

X: Children on Campus Policy

In accordance with (I) *Children on Campus Policy*, in the <u>North Shore Community College Student Handbook</u> 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.

XI: 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 their 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.

XII. Student Faculty Advisors

A faculty advisor will be assigned to each student during week one of the Practical Nursing Program. The advisor will schedule an initial meeting with the student during the first month of the program. Student practical nurses may schedule an appointment with his/her faculty-advisor as needed. During the academic year, the faculty is available for a virtual meeting or in person during posted office hours and by appointment. Faculty office hours are posted for each faculty member outside the nursing faculty office: DH 336 and on Blackboard.

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.

XIII: Faculty Communication Policy

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. Blackboard Online 101 is a free course offered by NSCC. Each student is required to complete Blackboard Online 101 prior to commencement in the Practical Nursing program. A certificate of completion must be furnished by the student and will be kept within the student file for the duration of the year as evidence of completion.

Announcements will be made by faculty members for specific courses, or the program in general using the "Announcements" within the Blackboard courses themselves. 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. Faculty will respond to any direct emails within 24 hours, for any communication received Monday through Friday. Students may attempt to reach faculty members over the weekend, though a response is not guaranteed.

In addition to Blackboard, a communication board is located within classroom DH-227. The board is for posting of notices by the faculty. Each student is responsible for checking the board for any updates. This board is also available to class members for posting of appropriate materials/information.

XIV. Student Government

All members of the Practical Nursing Program are members of the PN Club of North Shore Community College. An election for class officers will take place by mid-October, to elect candidates selected by nomination at least 2-weeks prior. Officers to be elected include: president, vice-president, secretary, and treasurer. The class will also elect a class faculty advisor at this time.

The class officers will attend faculty meetings on a rotating basis, attend a yearly Advisory Board meeting, and represent and conduct business for the practical nursing class as needed. Further information pertaining to the PN Student Government, including bylaws, officer duties, dues, and committee assignments can be found in the Appendices.

XV. Attendance Policies*
In order to graduate and be eligible to sit for the NCLEX-PN Licensure Exam in the Commonwealth of Massachusetts, it is necessary to complete all College and Program requirements. **Please note that 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 also be done at this time.

B. *Academic Class Attendance:* Students should familiarize themselves with the class attendance policy outlined below:

1. Students must sign-in at the beginning of each class. Instructors will then record attendance electronically.
2. Tardiness is not acceptable and is deemed unprofessional behavior. Students who are tardy to class will not be permitted to enter the learning area until the class breaks, and will lose the total time missed (rounded to the nearest 15 minute interval).
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. 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 and may require program withdrawal.

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. **Excessive 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 incident of tardiness. Fifteen minutes tardy to clinical will be considered a clinical absence and must be made up according to the posted clinical make-up policy outlined below:

In the event that a student is unable to attend a clinical or simulation experience, the student must:

1. Notify the clinical facility directly at least 30 minutes prior to the scheduled start of clinical.
2. Notify the clinical instructor directly, using the faculty member's preferred means of communication, at least 30 minutes prior to the scheduled start of clinical.
3. Meet with their clinical faculty member, faculty advisor, or Practical Nursing Department Chair immediately upon return to school to discuss the clinical absence and obtain an appropriate make-up

assignment that meets the clinical objective.

Absence and Clinical Learning Experience Make-Up Policy:
1. All clinical absences must be made up or the student will earn a course failure. This includes any absences that are excused through the Title IX office.
2. A faculty or department assigned clinical alternative may be used for TWO absences per course only. Students who are absent from the clinical area must see their clinical instructor within a week of the absence to discuss the clinical make-up. If the student is assigned to a part-time clinical adjunct instructor the student should speak to their advisor or the Department Chair.
3. Absences that exceed TWO clinical days per nursing course will require a fee for service make-up. Absences in excess of THREE clinical days per nursing course will result in a course failure.
4. A fee for service cost is at the faculty instructor rate of $78.00 per hour and is payable by the Student Financial Service Officer in advance of the make-up day. This fee will be prorated based on the number of students in the clinical group. Make-up clinical groups will be capped at six (6) students maximum.
5. 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 Practical Nursing program.

D. School Cancellation: Adverse weather and emergency school closings are posted on the college web page www.northshore.edu, announced on local radio and television stations and recorded on the College voice mail message system. Students may call (978) 762- 4200, for school closing announcements. Classes may be rescheduled. Students should check Blackboard for rescheduled class times.

Clinical Attendance Emergency School Closings
1. If mandatory College closing (classes cancelled) is announced prior to the start of scheduled clinical, the student will not be required to attend clinical for the duration of the cancellation.
2. If mandatory College closing (classes cancelled) during the day/evening, after the student has arrived at clinical, 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/times 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 site. Should the student decide that travel is not prudent, they are to follow the program policy regarding "absence from clinical": (e.g. calling the clinical instructor). Students also need to email the course team leader. Students will have to make up the hours per the clinical absence policy.
5. If the college has a delayed opening on a clinical day the clinical instructor will contact students with appropriate instruction.
6. Students may attend clinical on holidays that are not typically observed by health care agencies (e.g. College Professional Day, Patriot's Day) or any other day at the program's discretion.
7. Students may opt into the College Emergency Notification System through the MyNorthShore.

*XVI: 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 PNR101, PNR103, PNR105, or PNR117.
3. Excessive academic absenteeism. See absence policies for complete details.
4. Failure to pass the Pharmacology Proficiency Exam as stated in the Section III: Academic Policies.
5. Failure to make up missed clinical/skills/simulation experiences.
6. Excessive clinical absenteeism. See absence polices for complete details.

XVII: Student Disciplinary / 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 substance use or impairment within the campus or clinical areas.

Disciplinary/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.

Disciplinary/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.

XVIII. Students Appeals and Program Grievance Policies

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 Policy*:** 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." Prior to filing a formal grievance, students are encouraged to 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 2 working days.
3. If the matter cannot be resolved by the parties, the student should file a written grievance following the [Student Grievance Procedure in the Student Rights, Responsibilities and Policies Handbook](#) .

B. Academic Grade Appeal Policy: An academic failure is defined as a grade below 75% in any course required for completion of the Practical Nursing Program.

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.

C. Clinical Failure Appeal Policy: A clinical failure is defined as failing to meet the clinical objectives in any course containing a clinical component. A satisfactory passing of clinical components is required to pass any correlating course.

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 filing Part I of the Practical Nursing Clinical Grade Appeal Form, found in the Appendices within five working days of notification of failure.

The Department Chairperson will convene a meeting with the student, which 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.

After consideration of the situation the Department Chairperson will complete Part II of the Practical Nursing Clinical Grade Appeal Form and may:

   a) Reinstate the student with recommendations.
   b) Uphold the original decision of the Department Chair.

The decision at this level will be entered on the student's record.

If the student is not satisfied with the decision of the Department Chairperson, the student may within five school days file the Practical Nursing Program clinical grade appeal form with the Director of Nursing.

The Director of Nursing will convene a meeting with the student and may include involved faculty members and the Practical Nursing Department Chair. The case will be reviewed to determine if due process has been followed.

The Director of Nursing will complete Part III and may:
   a) Return the case, for reconsideration, or
   b) Uphold the decision of the Practical Nursing Department Chair.

An academic or clinical grade appeal is not considered a program grievance.

NORTH SHORE COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Section III

Academic Policies

Section III

Please Note: All policies denoted with a star (*) are required by the MA Board of Registration in Nursing.

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.

I. 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.

The student will be referred to the Chairperson of the Nurse Education Program and/or the Director of Nursing for consideration of disciplinary action. Disciplinary action may include:
1. Faculty imposed consequences.
2. Dismissal from the Nurse Education Program.
3. Dismissal from the College.

Dishonest academic behavior includes, but is not limited to:

1. *Cheating*: Some examples of cheating are:
   - Use of unauthorized notes during an examination.
   - Giving or receiving unauthorized assistance on an examination.
   - Copying from someone else's examination, term paper, homework, or report.
   - Theft of examination materials.
   - Use of unauthorized electronic devices.
   - Falsification of works or records.
   - Discussion of test items with those who have not tested.
   - Purchase of exam test banks or resources designed for course instructors.

2. *Plagiarism*: This form of cheating involves using words, data, or ideas of another as one's own without properly acknowledging their source. All students are required to follow APA format when citing references.

In addition to action taken relative to the specific course, the course Instructor may bring any matter related to academic honesty to the Dean of Academic and Student Development for consideration of further disciplinary action. The Chief Academic Officer will review the case and determine if further action is to be taken.

Disciplinary action may be appealed by the student. A full description of the student grievance procedure is available in the Office of the Dean of Academic and Student Development and Enrollment Service as well as in the NSCC Student Handbook.

II. Etiquette Policies

Students are expected to behave in a professional manner at all times. This includes face-to-face lectures and virtual lectures or discussions.

   A. *Classroom Etiquette:* 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 and remaining present in each class and clinical experience is expected.
- Arriving on time and being well-prepared for class and clinical. Students that arrive after class has commenced will need to wait until the class breaks to enter the room. Time missed from class will be deducted from attendance.
- Laptop computers may be utilized in the classroom for course specific purposes (note taking, lecture following, learning activities, etc.) only. Utilizing laptops for non-classroom related means serves as a distraction. Students who are not utilizing laptops appropriately will be asked to put them away.
- Cell phones should be silenced and remain away during entire class period unless being used for an approved classroom learning activity.
- Bluetooth devices, ear buds, and smart glasses are not to be worn in the classroom under any circumstances. Smart watches can be worn, but students will be asked to remove them for exams or if they interfere in the learning experience.
- Being attentive and respectful of the faculty and other students during all learning activities.
- Refraining from side conversations with others.
- Notifying the professor or clinical instructor in advance, in the event they are not able to comply with the learning activity schedule.
- Food is not to be delivered to the school or classroom while class is in session. If class hours are long, an arrangement can be made with the instructor of that specific class period to supersede this policy if appropriate.

B. ***Virtual Classroom/Zoom Class Etiquette:*** Virtual instruction will be incorporated at different levels throughout the academic year. Students are expected to adhere to ALL of the listed policies, unless otherwise instructed by the specific class instructor. The policies for any virtual instruction include:
1. Set up for success. Find a quiet, well-lit, and distraction-free spot to log in.
2. Behave as if you are in a classroom setting. This includes listening, maintaining eye contact with the speaker on the screen, and taking notes on your computer or notebook.
3. Wear appropriate attire. If the articles of clothing are not something you would be comfortable wearing to campus to attend class, then you should rethink your wardrobe selection.
4. Be on time. Communicate with your instructor (via their preferred communication method listed on the syllabus) if you will be late or if you lose your connection during class.
5. Identify yourself. Make sure your full name is displayed on your profile. If you change your name, please notify the instructor so the roster can be updated.
6. Turn your video on. This is required. It is helpful to be able to see each other, just as in an in-person class. You are welcome to use a virtual background if your computer allows use of that feature: https://youtu.be/3Zq-b51A3dA. Students may be deducted attendance time for extended periods of time that the camera is off.
7. Operating a vehicle while on video in class is very dangerous, and strictly prohibited.
8. Audio: Unless otherwise requested, please mute your microphone when you are not talking.
9. Note your physical posture and how it supports (or detracts) from your ability to focus as well as maintain a professional presence on camera. Sit up at a table/desk. Lying in bed is not appropriate OR conducive to learning. You are expected to conduct yourselves in a professional manner.
10. Stay focused and engaged in class lecture or activities.
11. Limit your distractions. Close any apps on your device that are not relevant and silence your phone. Do not engage in texting, social media, work from other classes, or other activities while in class. Let all household members know when and where you will be in class and ask them not to disturb you.
12. Use the chat window or raise hand feature for relevant questions/comments during class unless otherwise instructed.
13. Chat conversations should be polite, appropriate, and related to course content only.
14. Keep it clean and respect the privacy of others. Don't share anything you wouldn't put up on the projector in class.
15. Do not take screenshots, cell phone pictures, or otherwise record the meeting, your classmates, or your instructor without express permission to do so.
16. Technical Issues: If you need technical help, please bbhelp@northshore.edu

III. Academic Standards

All students must adhere to each of the academic standards listed below:

    A. Course Passing Requirements: All students enrolled in the practical nursing program must successfully meet the minimum passing standard of a **"C" (75%)** or better in **ALL** PNR and HLS courses to remain in the Practical Nursing Program.

    B. 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 to be eligible to remain in the Program. Students may retake this exam up to three times in order to receive a passing score. If the student does not achieve the benchmark score of 90% after the second attempt, they must receive assistance from the tutoring center and provide documentation of tutoring support prior to the third attempt. The Pharmacology Proficiency exam schedule will be posted by the pharmacology instructor in December.

    C. Technology Requirements: All students must have access to a laptop computer for course resources and student testing. The minimum system requirements are as follows:
- Webcam and Microphone
- CPU Equivalent to Intel 7 or Higher (i7 recommended)
- 25 Gigabytes (GB) of Free Space (50 GB or more is highly recommended)
- 8GB RAM Minimum (16 GB or more is highly recommended)
- Operating System: Your Laptop Should Utilize one of the following Operating Systems.
    - i. Windows 10 or 11 (Version 21H2) Compatible with 3.X.
    - ii. Windows 11 (Version 22H2 or 23H2) Compatible with 3X
    - iii. MacOS (Monterey or Later)

IV: Practical Nursing Grading Policies

    A. 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.

Grade	QP	Range	Grade	QP	Range	Grade	QP	Range
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	< 60

    B. Grading System Exemptions: 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

    C. 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 or 89.51 = 90)

    D. 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. 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 a maximum academic grade of a **C-**, depending on their academic grade for the course. At this point the student will not be able to continue in the practical nursing program. Please refer to the Clinical Failure Appeal Policy found in Section II: Administrative Policies.

V. Testing Standards and Policies

A. ***Academic Accommodations Accessibility Service Policy***: 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 https://www.northshore.edu/accessibility/ and follow the outlined procedure to request services. . If you have already received approval for accommodations from Accessibility Services at NSCC, please activate your services by emailing accessibility@northshore.edu and we will email your professor the Faculty Notice of Academic Accommodations.

- If you will require assistance during an emergency evacuation on campus, please notify your professor immediately. For your reference, evacuation procedures are posted in all classrooms.

- 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.

B. ***Exams and Quizzes:*** All students must adhere to the following procedures during any quiz, test, or exam while enrolled in the Practical Nursing Program:

1. Students are required to be present for all exams/quizzes on the announced date and time.
2. The door to the classroom will be closed at the start of the exam. Students who are late will need to take the test that afternoon at the testing center. Ten points will automatically deducted for any test not being taken at the time it is scheduled.
3. If a student is absent during the scheduled time of the exam, ten points will automatically be deducted from the exam unless documentation is provided to exhibit an extenuating circumstance.
4. It is the student's responsibility to contact the instructor within 24 hours of the absence to make arrangements to make up the exam.
5. The make-up exam/quiz must be taken within one week of the originally scheduled exam, in the Center for Alternative Studies (CAS) Testing Center during their scheduled hours.
6. Failure to comply with stated policy will result in a grade of zero (0) for that exam/quiz.
7. Exams or quizzes will be corrected and returned by the faculty member within one week.
8. All exams and quizzes remain the property of the faculty member and the Practical Nursing Program.
9. There shall be no written/electronic copies made of exams/quizzes for students.
10. Visual presence of cellular phones, smart glasses, smart watches, or other digital devices during exam or exam review assumes copies may have been made, and a direct violation of academic integrity will be considered.

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

D. ***Testing Conduct and Expectations:*** Testing for all Practical Nursing courses will be conducted on campus at the designated time using either Examplify or Blackboard. The expectations for the student practical nurse during on campus testing while enrolled in the PN Program include:

1. Being seated at a desk on the announced date and time of the exam.
2. Independent completion of all exam materials.
3. Electronic devices (cell phones, earbuds, smart glasses, smart watches, activity trackers, and other wearable devices etc.) will be off and placed in pocketbook or backpack.
4. Removal of all hats (baseball caps, hoodies, etc.).
5. Use of school-supplied calculators only.
6. Placement of pens, pencils, or highlighters only on desktop.
7. Scrap paper will be provided for each exam. Students are not permitted to supply their own scrap paper, and all scrap paper must be passed in at the completion of the exam.
8. Exam/test/quiz must be completed and uploaded on Examplify before leaving the classroom. Leaving the classroom for any reason will result in termination of the testing process.
9. Submitting/uploading the exam promptly at the conclusion of the testing period.

E. ***Extenuating Circumstances:*** In the event, a student cannot test during the scheduled day or time due to an unforeseen extenuating circumstance (accident, disaster, family extreme illness, death of a family member, quarantine, etc.) the student may request an extension and potentially avoid the ten percent point deduction for late testing by adhering to the following guidelines:

1. The student must submit a written request of exemption via *EMAIL* to the Practical Nursing Department Chair or faculty advisor *PRIOR* to the time of the scheduled exam. Failure to communicate this ahead of time will result in a 10-point penalty on the exam
2. Within the written request, include details of the unforeseen situation and the time that the test will be able to be taken. Times may vary for different situations.
3. A definitive answer may not be given right away, as team faculty will need to discuss as a unit before a decision may be rendered. The student may need to issue proof of their circumstances before a final conclusion is reached.
4. The student is responsible for completing the exam by the time requested in the extension, or mutually agreed on with faculty, or prior exam taking policies will apply.
5. In rare circumstances where remote proctoring, or other test taking methods, are potential options, they may be utilized with both faculty and student consent.
6. An Extenuating Circumstances exemption can only be utilized **ONE** time per nursing course. Any future delay in testing will result in a 10-point penalty on the exam.

F. ***Examplify Testing:*** Practical nursing students will be oriented to ExamSoft testing and the Examplify portal in which most Practical Nursing course exams will be administered. All students will test in the classroom using their own electronic devices at the scheduled exam time. Students should adhere to the following guidelines Examsoft and Examplify:

1. Complete Exam Soft Orientation during the Summer Practical Nursing Focus Seminar.
2. Complete all requirements for the modules of study.
3. Upload identifying information and/or photo identification unto the Exemplify Student Account.
4. On examination day, students must arrive on time to set up their workspace and download the exam to their Exemplify account.
5. Secure books and personal belongings in areas provided.
6. Students are permitted to use the provided piece of scrap paper and writing utensil at their workspace. Scrap paper must be submitted at the conclusion of the exam.
7. Talking or non-verbal communication is not allowed during testing; however, students may raise their hand if assistance is needed.
8. Tests are timed, with time allotted being specific to each exam.
9. Upon test completion students are allowed a set amount of time to review incorrect answers. A separate password will be provided to allow students to review.

G. **Blackboard Testing:** Select Practical Nursing courses may use the testing feature in the LMS Blackboard. Specific details about Blackboard testing either remotely or in class will be detailed in the nursing course syllabus.

VI. Exam or Written Work Challenge Policy
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.

VII. Program 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. These may be conducted on the NSCC Danvers Campus or done online with remote proctoring.

A. **Testing:** 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 in the Fall Semester.
- The ATI PN Comprehensive Predictor will be taken approximately 1 week prior to graduation.
- The dates of the exams will be announced by the Department Chair and CAS in a timely manner during the last half of the Fall semester and beginning of the Summer semester.
- The fees for these exams will be included in your college fees for the Fall and Summer semesters.

B. **Remediation:** Remediation will be assigned by the Practical Nursing Department Chair.
- A focused review with remediation 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 the national average on the PN Comprehensive Predictor exam.

VIII. Academic Improvement Policy
A student may receive an improvement counseling form, which serves as a notice and plan for necessary improvement, at any time during the program if progress in class or the clinical area is unsatisfactory. See also Clinical Improvement Policy.

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).

IX. 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 (Incorporating the Entire Lifespan).
4. Understanding Nutrition.

X. Withdrawal Policy

Prior to withdrawing from the practical nursing program, it is highly recommended the student make an appointment with the program director and/or advisor. It is necessary to officially withdraw from the course or College by adhering to the withdrawal process found in MyNorthshore at: https://www.northshore.edu/registrar/withdrawal-process.html.

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.

XI. Graduation Policy*

A graduation application is needed in order to be considered for graduation. The Registrar's Office will determine the method that this application is to be received during the Spring semester.

An official evaluation will be done by the Registrar's Office to confirm that all graduation requirements have been satisfied. It takes approximately four weeks for an application to be processed.

Graduation requirements include satisfactory completion of all courses in the Practical Nursing Program. Requirements can be found on the Practical Nursing Program college program website: https://www.northshore.edu/academics/programs/pnr/

All student practical nurses are also required to complete all necessary clinical makeup, have a minimum cumulative grade point average of 2.0, and be a member in good standing of the class.

All students are required both attend and participate in the White Breakfast on the announced date and time.

Students are responsible to pay for fees associated with the Practical Nursing License Application as well as the NCLEX-PN Licensing Exam expenses through the Professional Credentialing Service (PCS).

During the white Breakfast pinning ceremony, students may ask a relative to pin them if the following criteria exist:
- The relative is: spouse/partner, parent/adopted parent/step-parent, grandparent, aunt, uncle, sibling, or child.
- The relative is a former graduate of the North Shore Community College Practical Nursing Program **OR**
- The relative is a part-time or full-time faculty member of either the North Shore Community College Practical Nursing Program or Nurse Education Program.

XII. Department of Children and Families Statement

The 2006 Adam Walsh Act allows private and public organizations to request a search of the Massachusetts Department of Children and Families (Department) Central registry to determine if an individual has any substantiated report of child abuse and/or neglect within the Commonwealth of Massachusetts. The CPS central registry check does not includes unsubstantiated reports. Criminal Offender Record Information (CORI) or Sexual Offender Registry Information (SORI). DCF uses the registry to perform background checks for prospective employers, licensing authorities, and other public agencies permitted by law to request such checks.

Applicants applying for nursing licensure will be required to attest as to whether or not they have a history of supported findings of abuse or neglect with the Department of Children and Families (DCF). The self-attestation upon initial licensing will request disclosure for any cases in the past 10 years, aside from sexually based offenses which will have a permanent lookback period. Those self identifying may need to meet with the MABORN to determine eligibility to take the licensing exam.

NORTH SHORE COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Section IV

Clinical, Nursing Arts Lab, and Simulation Policies

Section IV

CLINICAL POLICIES

I. Clinical Practicum Description
Students will be assigned to clinical rotations at Beverly Hospital, 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 will mostly involve days (7:00 am to 3:30 pm), but may also include other time periods necessary to meet clinical objectives.

The occurrence of clinical education (days, hours, and times) will change based on specific courses, semesters, and clinical assignments. 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.

II. 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 and 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.

III. Evaluation of Clinical Performance
All applicable clinical objectives on the clinical evaluation tool must be met satisfactorily to pass a nursing course with a clinical component. 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 student will receive access to a formative 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 completing this tool incorrectly will first by counseled by their clinical instructor. Further incidents will result in a Clinical Improvement Plan.

When reporting on a student's early or mid-term progress, faculty will place any student on clinical warning or struggling within the clinical area on the early or mid-term alert depicting "Danger of Failure/Needs Assistance".

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.

IV: Clinical Improvement Forms

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 a counseling form with suggested remedial actions and time frame for improvement. A copy of this counseling form can be found in the Appendices.

A student who receives a clinical improvement form must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or time frame before the improvement hold is removed. Should the performance not improve satisfactorily, the student will receive a "FAIL" grade in the clinical component of the course. The student is not eligible to continue in the program unless as "PASS" grade is obtained for the clinical component of the nursing course.

A clinical improvement form may be given at any time during the semester. The Department Chair will be given a copy of this plan by the clinical faculty, and will collaborate with both the student and the faculty to determine appropriate actions if necessary.

Copies of the clinical improvement form will be furnished to the student, and kept in the student's file until the record is destroyed five years after graduation.

V: 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.

Students are required to upload a copy of the BLS certification onto Castle Branch prior to commencement of the program in September. Completion will be verified by the Department Chair and Health Compliance Nurse. Attending clinical practicum is not allowed without proof of certification. Students must maintain BLS certification throughout the forty (40) week program of study.

VI. Clinical Uniform Guidelines

Students must wear the NSCC Practical Nursing Program purchased uniform with scrub jacket and clean, white nursing shoes, a watch with a second hand, and a stethoscope is required at all 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.

In addition to the uniform, Students must adhere to the following guidelines related to appearance whenever the NSCC Practical Nursing student uniform is required, including in clinical settings, nursing arts lab, or simulation lab:
1. Uniform: Must be clean, pressed, and in good condition. A plain white short or long-sleeved shirt may be worn under the uniform for comfort.
2. Shoes and Socks: White shoes are to be clean at all times. No open toe or open back shoes. White socks should be worn with pants.
3. A watch with a second hand is required, and subject to infection control precautions. Smart watches are permitted if being used appropriately.
4. Sweaters and Sweatshirts: Sweaters and sweatshirts with hoods are not allowed under any circumstances. Regulation white scrub jacket may be worn at the bedside.
5. Hair: Must be clean, combed, and pulled back from the face, so not to fall into or contaminate the workspace. Certain clinical areas prohibit the use of wigs, hair extensions, and or hairpieces, and may require students to cover brightly colored hair. Students must follow individual clinical agency policies.
6. Facial Hair: Students must be clean shaven or have beard neatly groomed. Facial hair presents a problem if fit-testing is required, and may need to be removed.
7. Head Scarves: Must be clean and solid white, blue, or black in color.
8. Cosmetics and Make-Up: Must be natural looking.

9. Hands and Nails: Appropriate maintenance of fingernails is expected, with nails being kept clean and short. Neutral colored or clear nail polish is permitted. No acrylic nails, as acrylic nails (including wraps, acrylics, or tips) are known sources of bacteria, and are not permitted during clinical, in the nursing arts lab, or simulation lab.
10. Personal Hygiene: Students are expected to practice good personal hygiene with appropriate use of soap, shampoo and deodorant.
11. Fragrances: No fragrances are permitted in the clinical setting. This includes perfumes, aftershave, colognes, scented cosmetics, and scented lotions.
12. Jewelry: No jewelry except wedding band, stud earrings, or a small neutral-tone stud nose-ring. A skin-tone ear/nose plug may be worn. There will be no visible body piercing of eyebrow, lips, and tongue. Large or loop nasal piercings are not permitted.
13. Tattoos: An attempt should be made to cover all visible tattoos. No tattoos which may be deemed offensive or frightening can be visible within the clinical setting.
14. For Community Placement Agencies: Name pins/identification badges are required. A NSCC scrub jacket and appropriate street clothes (no jeans, shorts, halters, sandals, open toed shoes, plunging necklines, spandex, pajama pants, or gym shorts) may be worn if permitted by the agency.

VII. 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 miscommunication, 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 the safety of a patient, peer, staff member, or clinical instructor will be given a verbal and written warning by the clinical instructor. The clinical instructor may seek support and guidance from the Department Chair or Director of Nursing for the purpose of further evaluation.

If the student's pattern of behavior is repeated 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 removed from the practical nursing program. If desired, the student practical nurse may file a grievance against this decision regarding termination.

VIII. 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.

IX: 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.

X. Clinical Technology Policy

The Practical Nursing Program Policy regarding cell phone use:
- Clinical agency policies regarding cell phones must be followed, and supersede the policies below.
- Cell phone usage for personal reasons is strictly prohibited in the direct clinical area.
- Smart phones may be allowed for clinical reference purposes only, with permission from the instructor.
- Smart Watches may be worn at the clinical site. Students using their watches to text, or conduct non-clinical related activities will be asked to remove the watch.
- Earbuds, Bluetooth headphones, or Smart Glasses/Goggles are not to be worn in the clinical setting for any reasons.
- An initial infraction of this policy will result in a verbal reminder.
- Subsequent incidents may result in clinical improvement counseling, clinical improvement plan, clinical warning, or dismissal from the Practical Nursing Program due to continuation of unprofessional behavior.

XI. Social Media Policy*

Practical nursing students may not post any material, including text or photographs, on any social media sites. Doing so could potentially violate client confidentiality. 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 College 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.

XII. Additional Clinical Guidelines

A. **Personal Clinical 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.

B. **Meals/Coffee Breaks:** Every student is permitted to have a 15-minute coffee break and one-half hour lunch break while attending clinical. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed. Students must notify clinical instructor and assigned nurse (when applicable) when taking a break from the clinical area.

C. **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 wearing a NSCC uniform.

D. **Alcohol and Marijuana:** Drinking alcoholic beverages or using marijuana products while wearing the student uniform is prohibited.

E. **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.

F. **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.

G. **Injuries at Agencies/Skills Labs and Simulation:** Students are required to report any injuries to the clinical faculty immediately and follow the agency/college procedures regarding reporting and documenting of the accident/injury.

H. **Clinical Assignment Research:** When required to do research for a clinical/patient assignment the student nurse 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.
3. Demonstrate professional behavior at all times.

NURSING ARTS LAB AND SIMULATION LAB POLICIES

I. Nursing Arts Lab Purposes
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. Students must complete all asynchronous lab activities assigned for the designated course module prior to attending the in-person nursing arts lab session.

Students who are considered to be unprepared for nursing arts lab or simulation lab may be dismissed from the lab by the assigned instructor. Students will then be considered absent, and required to follow the laboratory attendance policy outlined below.

II. Uniform for the Nursing Arts Lab and Simulation Lab
The NSCC Practical Nursing student uniform, as outlined in the Clinical Policies, is required for nursing arts lab and simulation lab.

In addition to the uniform, the following equipment is also required when attending the Nursing Arts Lab or Simulation Lab:
1. Laptop Computer or iPad to access *Lippincott Skills*.
2. Wrist Watch: Must have a second hand. A digital watch, or smart watch is also permitted, as long as seconds may be noted.
3. Bandage Type Scissors.
4. Stethoscope with Bell and Diaphragm.
5. Pen Light.
6. Writing Utensil: Pencils are required and strongly recommended to use at all times. No ink pens are permitted in lab when students are in close proximity to the lab mannequins. Ink can permanently stain or tattoo the mannequins.
7. Student Tote Bag.

Attending nursing arts lab without the proper uniform or equipment demonstrates a lack of preparation for learning. This is unacceptable behavior and may cause student to be dismissed from the Nursing Arts Lab, or other disciplinary action.

III. Laboratory Use Guidelines
Please follow each of the guidelines listed below. These guidelines are in place to ensure safety and to facilitate a positive learning experience for all students.

   A. *Emergencies:* 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.

   B. *Equipment:* 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, electronic equipment, and any other equipment identified by the faculty.

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.

C. **Sharps:** 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.

D. **Food and Drink:** No food or drink, other than water, is allowed in the Nursing Arts Lab or Simulation Lab.

E. **Technology:** There is no permitted cell phone use for personal purposes while in skills lab. Cell phones should remain out of sight, and on vibration mode or silent. They should not be utilized, unless accessing course materials. Earbuds, Bluetooth headphones, or Smart Glasses/Goggles are not to be worn in the skills lab area for any reasons.

F. **Lab Presence:** Only students enrolled in the course are allowed into the lab. No children, family members, or friends can enter the lab without permission of the Department Chair. Please see the "Children on Campus" policy outlined in Section II: Administrative Policies.

G. **Mannequin Transfer:** Please transfer with two people using a sheet at all times when handling the mannequins. This process protects the parts of the mannequin, and facilitates equipment protection and longevity.

H. **Lab Use Guidelines:** The nursing arts lab faculty, or designated student, will complete the "Lab Use Guidelines" check off at the end of each lab session. A copy of this can be found in the Appendices.

IV. Laboratory 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 as soon as possible prior to the start of the lab session. The student is responsible for all of the content covered during the missed nursing arts lab. Students with nursing arts lab absences are strongly encouraged to schedule time to practice the skills, and/or attend any open lab sessions scheduled. A student who arrives late will be considered absent, and may be denied entry. A student leaving the nursing arts lab early will be considered absent for that lab session.

V. Nursing Arts Lab Skill Testing

Skills demonstration testing will be scheduled and communicated by the faculty in a timely manner and/or published in the course syllabus or topical outline.

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 to determine a make-up plan. Failure to contact the faculty member will result in the student receiving a zero on the skills demonstration test.

VI. 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. Simulation is considered a clinical practice, and all policies and practices outlined above related to clinical practice 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 by the end of the semester. Prior to any Simulation Lab experience, the faculty will facilitate preparation and guidance. Advanced simulation preparation assignments may be needed. A Simulation experience is considered complete when all charting and evaluations are completed.

VII. Student 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. Students are encouraged to practice together and provide peer help and review of their practice sessions using knowledge and information taught in related sessions.

Students may schedule time to utilize the skills lab with the Department Chair.

Official open lab periods facilitated by Practical Nursing Program faculty will be scheduled at least twice during the Fall semester. Open lab is voluntary, but highly encouraged. All open lab hours will be posted on Blackboard, with a sign-up form provided electronically on a first-come-first-serve basis.

NORTH SHORE COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Section V

Appendix

Section V

Appendix A

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

Appendix B

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

Appendix C

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/Student-Handbook/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

Appendix D

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

<u>**Student Improvement Form**</u>

<u>**Advising**</u>

_____ is placed on a clinical or academic improvement plan for the
      (Student Name)   remainder of the semester.

☐ Yes No ☐

<u>**Academic Advising**</u>

_____ met on _____ to discuss his/her academic
        (Student Name)   (Date)

performance/attendance in _____ .
                 (Course)

<u>**The Student is Advised to Seek Assistance From:**</u>

☐ Member of the teaching team/facilitator   ☐ Department Chairperson
☐ Nursing Skills Lab Instructor   ☐ Student Support Center
☐ Nursing Tutor   ☐ See Attached Narrative:
                                            ☐ Yes   ☐ No

☐ Other _____

_____   _____
Faculty Signature: Date

I have read the above.

_____   _____
Student Signature   Date

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

Appendix E

NORTH SHORE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
ACCADEMIC/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 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 (Attach Additional Pages if Needed): _____

Director of the Nursing Signature: _____ Date: _____

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.

Revised 5/09

NORTH SHORE COMMUNITY COLLEGE
(referred to as "College" below)
CLINICAL/FIELDWORK WAIVER FORM

I, _____(student name), a student at North Shore Community College enrolled in a Health Professions Program, understand and agree that I am fully responsible for the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from the Clinical Agency for/or my participation in clinical activities and thus, will in no way hold the College or faculty/staff member responsible for any injuries and/or losses incurred during transit or while participating in any clinical activities including but not limited to medical and dental expenses incurred as a result of my participation in this program; and, further, I agree to indemnify and hold harmless the said College against any and all claims, damages and liabilities arising therefrom.

Student Signature: _____

PROGRAM Please circle the Program you are enrolled in:

Medical Assisting

Nurse Education

Occupational Therapy Assistant

Physical Therapist Assistant

Practical Nursing

Radiologic Technology

Respiratory Care

Surgical Technology

Date: _____

Parent's consent if the student is under 18 years of age:

_____

<center>**Appendix H**</center>

<center>**2024-2025 TECHNICAL STANDARDS FOR PRACTICAL NURSING CERTIFICATE**</center>

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.

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.

PHYSICAL STANDARDS		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	

PHYSICAL STANDARDS CONTINUED		Expected Performance Level *	Self-Assessed Performance Level
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 STANDARDS		Expected Performance Level *	Self-Assessed Performance Level
PALPATE:	pulses, skin texture, bony landmarks	C	
DIFFERNTIATE:	between temperature and pressure variations	F	
VISUAL STANDARDS		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 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 screens	C	
COMMUNICATION STANDARDS		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 STANDARDS		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 STANDARDS	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	
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		

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. https://www.mass.gov/info-details/school-immunizations

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. **PLEASE BE ADVISED** 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.**

*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 Accessibility Services for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certify that you meet the Technical Standards.

TECHNICAL STANDARDS – PRACTICAL NURSING

Applicants must acknowledge and self-certify by initialing and signing the Technical Standards form that they have read and understand the need to perform all essential tasks with or without reasonable accommodation. This form is required to be uploaded to the applicant's online application in order to be considered for admission.

PRACTICAL NURSING PROGRAM TECHNICAL STANDARDS	INITIAL
PHYSICAL STANDARDS	
TACTILE STANDARDS	
VISUAL STANDARDS	
COMMUNICAITON STANDARDS	
AUDITORY STANDARDS	
MENTAL/COGNITIVE/BEHAVIORAL STANDARDS	
IMMUNIZATIONS	

I certify that I am able to perform the above Technical Standards and that the above information is true and correct. If, at any time, during my enrollment in the program, I am unable to meet the above performance requirements, please see below.

_____   _____
Student Signature   Date

OR

I will be seeking a reasonable accommodation for the following technical standard/s

_____

and will make an appointment with accessibility services at accessibility@northshore.edu if I am admitted to the

Practical Nursing program.

_____   _____
Student Signature   Date

Fiction and Confidentiality Contract

The purpose of simulation-based healthcare training is for you to develop skills, including judgment and reasoning, for the care of real patients. Using patient simulators and simulation teaching techniques, your instructors will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning outcomes for the session. The simulated environment and patient/patient simulators have certain limitations in their ability to exactly mirror real life.

When participating in the simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave accordingly.

During your time in the nursing program at North Shore Community College, you will participate in simulation, be observed by others and also observe the performance of others in managing patient care and clinical events.

To maintain the learning, safety, and integrity of the simulation environment, please maintain confidentiality regarding the performance of others and the details of the simulation scenarios. Sharing information about scenarios with students who have not yet participated is considered academic misconduct or cheating. ONLY approved electronic devices are to be used in this setting such as cell phones, iPods, laptops, or iPad/tablet(s) that have your learning resources to assist with the simulation. No tape recorders or video recording are permitted by students during this simulation.

Instructor Responsibilities:

- Create goal-oriented, practical simulations based upon measurable learning objectives.
- Add enough realism to each simulation so the learner receives sufficient clues to identify and solve a problem.
- Create and maintain a safe, productive learning environment.
- Maintain the integrity of simulation learning activities.
- Provoke interesting and engaging discussions, fostering reflective practice.
- Identify performance gaps and help close the gaps.

Learner Responsibilities:

- Suspend judgment of realism for simulation in exchange for the promise of learning new knowledge and skills.
- Maintain a genuine desire to learn even when suspension of disbelief becomes difficult.
- Treat the simulated patient with the same care and respect due an actual patient.
- Maintain confidentiality regarding the performance of others and the details of the simulation scenarios.

Video & Photo Release:

- I authorize North Shore Community College personnel to show videos and/or photographs taken of me during simulation.
- Videotapes or photos will not be made public without my permission.
- I understand that, unless otherwise approved by me, I will **not** be identified; in addition, the videos and/or photographs will be shown only for educational purposes.

By signing below, I acknowledge that I have read and understand this contract. I will maintain confidentiality about any observations, the performance of individuals, and the simulation scenarios themselves.

_____   _____

Signature   Date

Appendix J

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

Practical Nursing Club By-Laws

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, Practical Nursing 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 electronic 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
- Schedules all class meetings
- Prepares agenda for class meetings
- Presides at all class meetings
- Delegates duties
- 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
- Assumes responsibilities of President in his/her absence
- Carries out activities as may be delegated by the President
- Works with faculty on graduation planning

Section III: Treasurer:
- Collects class dues and pays accounts
- Maintains an accurate account or receipts and disbursements to be reported at each class meeting
- Submits written report at the last class meeting of each term to the President and Faculty Advisor

Section IV: Secretary:
- Notifies members of meetings
- Keeps minutes of each meeting; reports minutes at next meeting
- Forwards a copy of the minutes of each meeting to the faculty advisor
- Acts as corresponding secretary

Section V: Student Representative/s to Faculty Committee
- Attends scheduled Faculty Committee meetings which do not address confidential student issues
- Presents student issues to Faculty Committee
- Reports outcomes of Faculty Committee meetings to class meetings

Section VI: Student Representative/s to Practical Nursing Program Advisory Committee
- Attends scheduled Program Advisory Committee meetings
- Assists Advisory Committee in evaluating Program outcomes
- Reports to the class meetings outcomes of the Program Advisory Committee activities

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

Article IV: Ad-Hoc Committees
- Committees shall be established by the President to fulfill activities determined by the class.
- A Graduation Committee shall be established no later than the Spring Semester.