ACCREDITATION

North Shore Community College's Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly NLNAC, National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.
Telephone:  404.975.5000.
Web:  www.acenursing.org

APPROVAL

The Practical Nursing Program at North Shore Community College is approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114.
Telephone:  617.973.0900.
Web:  www.mass.gov/dph/borads/rn

MEMBERSHIP

Massachusetts/Rhode Island League for Nursing – Council of Practical Nursing Programs
PO Box 407, Westwood, MA 02090
Telephone:  781.366.0722
Web:  nursing.mariln@gmail.com
# TABLE OF CONTENTS

**North Shore Community College**
- Historical Overview ............................................................... 1, 2
- Mission ....................................................................................... 3
- Vision ......................................................................................... 3
- Values ......................................................................................... 3
- Program Mission Statement ................................................................. 4
  - Philosophy .................................................................................. 4
  - Nursing ......................................................................................... 4
  - Practical Nursing ......................................................................... 4
  - Education/Learning ...................................................................... 5
  - Organizational Framework .......................................................... 5, 6
  - Student Learning Outcomes ........................................................ 6
  - Program Outcome ......................................................................... 7
  - Program Sequence ........................................................................ 8
  - Program Calendar ......................................................................... 9
  - School Hours ............................................................................... 9
  - Clinical Affiliating Agencies ....................................................... 10
  - Ethics Statement .......................................................................... 11
- Academic Policies
  - Admissions Policy ...................................................................... 13
  - Health Related Matters ................................................................ 13
  - Advisor/Guidance ...................................................................... 13
  - Student Government .................................................................... 14, 15
  - Attendance Policy ....................................................................... 16
  - Communication Boards ................................................................ 16
  - Statement on Student Employment .............................................. 16
  - School Cancellation .................................................................... 16
  - Dismissal Policy .......................................................................... 17
  - Satisfactory Progress ................................................................... 17
  - Readmission Policy ..................................................................... 18
  - Student Grievance ...................................................................... 18
  - Criminal Offense Record Investigation Policy (CORI) .................... 19
  - Sex Offender Record Information (SORI) .................................... 19
  - Drug Screening Policy .................................................................. 19
  - Educational Mobility ................................................................... 20
  - Board of Registration of Nursing ............................................... 20
  - Children on Campus .................................................................... 20
- Administrative Policies
  - Academic Integrity ..................................................................... 21
  - Program Progression ................................................................... 21
  - Classroom Etiquette/ Behavior ................................................... 22
  - Academic Standards ................................................................... 22
  - Pharmacology Proficiency Exam ................................................. 22
  - Pharmacology Competency .......................................................... 22
  - Graduation Requirements ............................................................ 22
  - Grading Policy ............................................................................. 23
  - Clinical Grading Policy ................................................................. 23
  - Testing Standards ....................................................................... 23
  - Exams and Quizzes ...................................................................... 23
  - Final Exams ................................................................................. 23
North Shore Community College, established in 1965, is one of the oldest and largest of the fifteen community colleges in the Commonwealth of Massachusetts. The College, located 24 miles north of Boston, serves 26 cities and towns along the coastal region from north metropolitan Boston to Cape Ann. The College offers degrees in Associate in Arts, Associate in Sciences, and Associate in Applied Sciences along with Certificate programs which lead to immediate entry into the workforce. The service area of the College represents a mix of urban and suburban, a diversity of ethnic and racial groups, white- and blue-collar, middle- and low-income groups, as well as growing numbers of recent immigrants. The College also provides lifelong learning opportunities to the approximately 743,000 area residents through workforce development training to businesses and individuals, cultural enrichment activities, and community development resources.

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

Practical Nursing Program - A Historical Overview

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

At the June 1999 meeting of the Massachusetts Board of Registration in Nursing, approval was received for the transfer of governance of the Practical Nursing Program at Essex Agricultural and Technical Institute, an Essex County supported school, to North Shore Community College. The transfer was necessitated by the closing of county government by the Commonwealth of Massachusetts. The PN Program was immediately placed within the Health Professions 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 continues to enroll forty students in its ten month program each September and graduates a diverse group of women and men from a wide range of social, ethnic, economic, and educational backgrounds the following June. The graduates of the PN Program consistently score above the national and state average on the NCLEX-PN, which is testimony to the high quality of the program’s curriculum and its nursing faculty.

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

Mission

North Shore Community College creates accessible, affordable, high quality educational opportunities that transform and empower those we serve to achieve their academic, personal, and career goals and become more engaged citizens.

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. **Preparation for Purposeful Life and Career** We are dedicated to empowering students to become lifelong learners and engaged citizens, and to equipping them for transformative careers.

6. **Service and Partnerships** 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. **Perseverance and Resourcefulness** We uphold our heritage for tenacity, sustainability, responsible stewardship and equitable distribution of our resources.
Program Mission Statement

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

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

Philosophy

The philosophy of the Practical Nursing Program is congruent with the philosophy and core values of North Shore Community College, which speak to academic achievement, respect and life-long learning. Beliefs of the faculty about person, environment, health, nursing, practical nursing and education/learning are expressed in the statements that follow.

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

Nursing

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

Practical Nursing

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

The faculty supports the National Federation of Licensed Practical Nurses’ definition of practical nursing which states, “practical/vocational nursing means the performance for compensation of authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals” (NFLPN, 2004). We believe practical nursing to be an interdependent service of the total health care team, with the practical nurse functioning within the Standards of Practice, demonstrating safe, competent, ethical nursing practice with commitment to lifelong learning, and active membership in the National Federation of Licensed Practical Nurses, Inc.
**Education/Learning**

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

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

**Organizational Framework**

The Practical Nursing Program at North Shore Community College values and strives to create a transformative learning environment where the student’s self-awareness is elevated thus achieving personal and professional success. The organizational framework developed by the Practical Nursing faculty reflects the program mission, philosophy, and outcomes and is the foundation from which the curriculum progresses 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 both physiological and psychosocial. The concepts intrinsic to the nursing profession are related to the core components of the professional practice and incorporate the art of caring as well as the science of nursing. There is an emphasis on the nurse’s responsibility in protecting and empowering the patient. Nursing process and evidence-based practice are the foundation for the clinical decision making in providing patient-centered care. The concepts intrinsic to the health care system encompass community and society. The health care system is the environment in which the individual receives care and in which the nurse practices patient-centered, collaborative care. Student learning occurs through a curriculum based on accepted nursing concepts and practice standards with emphasis on the development of critical thinking skills, clinical reasoning, communication skills, and technical competencies facilitated by faculty guidance and selection 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 description, course objectives, clinical objectives, and used in the development of the 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 Improvement**: 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.

**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. Engage in professional behaviors and practice.

3. Employ leadership skills to influence the behaviors of individuals and groups.

4. Utilize systems based practices to plan and deliver care in the context of the patient, work unit, and available resources.

5. Utilize information and technology to support nursing practice and provide nursing care.

6. Employ effective communication skills to interact with patients, families, and colleagues.

7. Demonstrate teamwork and collaboration in the care of the patient and family.

8. Implement safety measures minimizing the risk of harm to patients and providers.

9. Participate in quality improvement processes to ensure safe nursing practice.

10. Collaborate with healthcare professionals to provide patient care based on best current evidence and clinical expertise.
Program Outcomes

1. The Practical Nursing Program’s 3-year mean for licensure exam pass rate will be at or above the national mean.

2. Sixty-five percent (65%) of students will complete the program within (ten months) one academic year.

3. Ninety percent (90%) or more of the graduates will identify program satisfaction by indicating preparation for an entry level graduate position.

4. Ninety (90%) or more of employers will indicate satisfactory graduate performance as an entry-level practitioner.

5. Eighty percent (80%) or more of the graduates will be employed as Licensed Practical Nurses within nine to twelve (9 - 12) months of graduation.
# PROGRAM SEQUENCE*

## Fall Semester (16 weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR101</td>
<td>Fundamentals of Practical Nursing</td>
</tr>
<tr>
<td>PNR111</td>
<td>Nutrition 1</td>
</tr>
<tr>
<td>PNR114</td>
<td>Pharmacology for Practical Nursing</td>
</tr>
<tr>
<td>HLS102</td>
<td>Anatomy &amp; Physiology for Allied Health</td>
</tr>
<tr>
<td>HLS104</td>
<td>Overview of Microbiology</td>
</tr>
<tr>
<td>HLS115</td>
<td>Human Development and Health Promotion</td>
</tr>
</tbody>
</table>

## Winter Intersession (2 weeks)

- PNR107: Life Continuum Nursing 1

## Spring Semester (16 weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR103</td>
<td>Medical-Surgical Nursing</td>
</tr>
<tr>
<td>PNR105</td>
<td>Maternal Child Health</td>
</tr>
<tr>
<td>PNR112</td>
<td>Nutrition 2</td>
</tr>
<tr>
<td>PNR130</td>
<td>Vocational Trends &amp; Adjustments Practical Nursing</td>
</tr>
</tbody>
</table>

## Summer Session 1 (6 weeks)

- PNR108: Life Continuum Nursing 2

* The Practical Nursing Program is the longest one-year program at the College. It is ten months, (40 weeks) that follows the College calendar with students attending two semesters plus a winter intersession and a summer session.
# Practical Nursing Program
## 2016-2017 Academic Calendar

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>6  7  8  9  10</td>
<td>11  12  13  14  15</td>
<td>16  17  18  19  20  21</td>
</tr>
<tr>
<td>21  22  23  24  25</td>
<td>26  27  28  29  30</td>
<td>31</td>
<td>1  2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January 2017</th>
<th>March 2017</th>
<th>May 2017</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
<td>M  T  W  T  F</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>6  7  8  9  10</td>
<td>11  12  13  14  15</td>
<td>16  17  18  19  20</td>
</tr>
<tr>
<td>21  22  23  24  25</td>
<td>26  27  28  29  30</td>
<td>31</td>
<td>1  2</td>
</tr>
</tbody>
</table>

### 2016 Fall Semester
- **Sept 05**: Holiday, Labor Day
- **Sept 06**: All College Classes Begin
- **Oct 10**: Holiday, Columbus Day
- **Nov 11**: Holiday, Veteran’s Day
- **Nov 24 & 25**: Thanksgiving Recess
- **Dec 19, 20 & 21**: Final Exams
- **Dec 21**: Capping
- **Dec 22 thru Jan. 02**: Holiday Break

### 2017 Spring Semester
- **Jan 17**: All College Classes Begin
- **Feb 20**: Holiday, President’s Day
- **Mar 13 thru 17**: Spring Break Week
- **Mar 20**: Classes Resume
- **Apr 17**: Holiday, Patriot’s Day
- **May 11**: Final Exam Period

### 2017 Winter Intersession
- **Jan 03**: PN Intersession Classes Begin
- **Jan 13**: PN Intersession Classes End
- **Jan 16**: Holiday, Martin Luther King Day

### 2017 Summer I
- **May 15**: Classes Begin
- **May 29**: Holiday, Memorial Day
- **June 22**: White Breakfast
*School Hours – 2016 - 2017 Academic Year*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall Semester:</th>
<th>Fall Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 06, 2016 to December 21, 2016</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>7:00 a.m. to 3:30 p.m.</td>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday-Friday</td>
<td>8:00 a.m. to 3:20 p.m.</td>
<td>Tuesday-Friday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Intersession:</th>
<th>January 03, 2017 to January 13, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m. to 3:00 p.m.</td>
</tr>
<tr>
<td>Wednesday &amp; Thursday</td>
<td>7:00 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 1:00 p.m.</td>
</tr>
</tbody>
</table>

| Week 2              |                                       |
| Monday              | 8:00 a.m. to 4:00 p.m.                |
| Tuesday             | 8:00 a.m. to 2:00 p.m.                |
| Wednesday & Thursday| 7:00 a.m. to 3:30 p.m.                |
| Friday              | 9:00 a.m. to 12:00 p.m.               |

<table>
<thead>
<tr>
<th>Spring Semester:</th>
<th>January 17, 2017 to May 11, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR103 Medical-Surgical</td>
<td></td>
</tr>
<tr>
<td>Monday &amp; Tuesday</td>
<td>7:00 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 a.m. to 12:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m. to 2:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 12:00 p.m.</td>
</tr>
</tbody>
</table>

| PNR105 Maternal Child | To Be Determined                     |

<table>
<thead>
<tr>
<th>Summer Semester I:</th>
<th>May 15, 2017 to June 22, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Wednesday</td>
<td>7:00 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m. to 2:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 1:00 p.m.</td>
</tr>
</tbody>
</table>

* Subject to change as needed
Clinical Affiliating Agencies

Hospitals:

Lahey Affiliate

Beverly Hospital
85 Herrick Street
Beverly, MA 01915

Long-term Care:

Masconomet Healthcare Center
123 High Street
Topsfield, MA 01983

Renaissance Gardens – Brooksby Village
400 Brooksby Village Drive
Peabody, MA 01960

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

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

Ledgewood Rehabilitation & Skilled Nursing Center
87 Herrick Street
Beverly, MA 01915

Other Agencies:

Partners Home Care, VNA
Garden City Pediatrics Associates
North Shore Physician’s Group
Pediatric Health Care Associates, P.C.
Lahey Health @ Home
Home Health VNA

Element Care
Day by Day Adult Day Care Center
Rainbow Adult Day Care Center
Roger B. Trask Adult Day Care
Care Dimensions
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.
ADMINISTRATIVE POLICIES

ADMISSION POLICY

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

Individuals interested in the practical nursing program may obtain admission information and/or the applicant packet from the Enrollment Service Offices located at the Danvers campus (978) 762-4042 or the Lynn campus (781) 593-5733, x 4042. The Admission packet is available on the NSCC web site: www.northshore.edu. Click on “Prospective Students” and scroll down to “Programs and Majors” and select Practical Nursing.

HEALTH RELATED MATTERS

Following initial acceptance into the practical nursing program, candidates must satisfactorily meet the health requirements of the program.

1. **Health Forms:** Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. Technical Standards for Practical Nursing must be completed and signed by the student (See Appendix 3). Immunization Forms must be completed by a physician or nurse practitioner and be submitted before the beginning of the program.

2. **Health Insurance:** The College requires all matriculated students carrying nine credits or more to carry health insurance either through the student health insurance program or a health insurance program with comparable coverage. All students are required to show evidence of health insurance coverage.

3. **Health Status Change:** In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a physician that clearly states the ability of the student to fully participate in classroom and clinical activities. Health status changes include but are not limited to:
   1. Injury
   2. Pregnancy/Delivery/Postpartum
   3. Accident/Visit to the Emergency Department
   4. Major illness
   5. Surgery
   6. Splint/brace/cast/sling

The student must present the physician’s clearance letter to the department chair prior to returning to the classroom or clinical area.

ADVISOR/GUIDANCE

1. A faculty advisor will be assigned to each student during week one of the Practical Nursing Program.

2. Student practical nurses may schedule an appointment with his/her faculty-advisor as needed.

3. An individual nursing instructor and/or faculty-advisory will notify a student practical nurse if and when a conference and/or meeting is deemed necessary.

4. During the academic year, the faculty is available during posted office hours and by appointment.

5. Faculty office hours are posted for each faculty member outside the nursing faculty office: DH 336.
STUDENT GOVERNMENT

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

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

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

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

**PURPOSE:** The purpose of this organization shall be to:

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

**BY-LAWS:**

**Article I: Officers and Elections**

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

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

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

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

Section V: Voting shall be by written ballot.

Section VI: Officers shall take office upon election.

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

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

**Article II: Duties of Officers**

Section I: President

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

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

Section III: Treasurer:

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

Section IV: Secretary:

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

Section V: Student Representative/s to Faculty Committee

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

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

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

Article III: Dues

1. Dues shall be determined by each class. Once dues are determined, payment is required to be eligible to receive a certificate of graduation.

2. Any expenditure of class funds requires a class vote.

Article IV: Ad-Hoc Committees

1. Committees shall be established by the President to fulfill activities determined by the class.

2. A Graduation Committee shall be established no later than the Spring Semester.
ATTENDANCE POLICY

In order to graduate and be eligible to take the NCLEX-PN Licensure Exam in the Commonwealth of Massachusetts, it is necessary to complete all College and Program requirements, which include at least 1,091 program hours including 540 clinical hours in a minimum of 40 academic weeks in a practical nursing program.

The Attendance Policy includes the following:

1. Attendance is MANDATORY at all academic classes, nursing arts lab, and clinical experiences.
2. Each student practical nurse is individually responsible for signing the Attendance Book at 8:00 a.m. The Attendance Book is located in the main PN Classroom, DH227. In the event one does not sign in, it will be automatically counted as a full-day’s absence. **UNDER NO CIRCUMSTANCES** is it acceptable to sign in for another individual. Signing in another member of the PN class will be regarded as unethical and unprofessional behavior that could result in dismissal from the program.
3. Student attendance will be monitored and each SPN notified by the Program Director when a potential problem is developing.
4. Tardiness is not acceptable and is deemed unprofessional behavior.
5. There is no mechanism to make up missed academic classes or nursing arts lab. The student is responsible for obtaining the missed material/information and contacting the appropriate instructor for help and guidance.
6. Failure to attend classes/clinical seriously jeopardizes an individual’s eligibility to remain in the program.
7. **Funeral Leave:** three (3) days shall be allowed for death in the immediate family without penalty. Immediate family shall include spouse, child, parents, sister, brother, grandparents, grandchildren, and in-laws.
8. **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.

COMMUNICATION BOARDS

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

STATEMENT ON STUDENT EMPLOYMENT

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

SCHOOL CANCELLATION (Snow Days)

Adverse weather and emergency school closings are announced on local radio and television stations plus posted on the North Shore Community College’s website: www.northshore.edu. The College voice mail message system also records school closings. Students may call the Adverse Weather Hotline at (978) 762-4200 for school closing announcements. Students are to use their own discretion to determine if travel to the school or clinical site is safe. Refer to Appendix #1.
DISMISSAL POLICY

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

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

Dismissal process committee:

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

Dismissal Process:

1. A verbal warning will immediately be given by the instructor/professor to any student participating in any form of unsafe practice, academic dishonesty, unethical or unprofessional behavior, or any occurrence of alcohol/chemical abuse. If the incident involves unsafe practice, the clinical instructor has the authority to remove and dismiss the student from clinical practicum immediately.
2. The involved faculty member will present to the Program Chairperson the incident(s) which may initiate the dismissal process. A joint decision will be made with respect to going forward with this process.
3. The student will be notified verbally and in writing by the Program Chairperson 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 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.
6. The student may participate in the discussion and clarification of circumstances at the committee meeting with the option of having an 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.
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 Health Professions Division Dean within two (2) working days if the student is not satisfied with the decision of the dismissal committee.

SATISFACTORY PROGRESS

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

1. Failure to achieve a theory grade of "C" (75%) in all of the courses of the practical nursing curriculum.
2. Failure to achieve a "Pass" grade in the clinical component of PNR 101, 103, 105, 107, 108.
3. Excessive absenteeism; more than 2 unexcused clinical absences.
4. Failure to complete at least 1,080 hours of the Program including 540 hours of clinical practice.
5. Failure to pass the Pharmacology Proficiency Exam as stated in the Academic Policy.
READMISSION POLICY

College Policy:
The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous five years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional courses with a course withdrawal, course failure, and/or semester stop out. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by individual programs*. Readmission to health professions programs is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

*Practical Nursing Policy

All previously enrolled students have an opportunity to be re-admitted to the Practical Nursing Program at North Shore Community College on a space available basis. Readmission will be based on academic history as well as personal extenuating circumstances. Academic failure is not necessarily viewed as an extenuating circumstance and will not guarantee an individual re-admission into the next class. Upon withdrawal and/or failure from the PN Program an individual interested in reapplying MUST meet with the PN Department Chair or designee to discuss the readmission process.

The Practical Nursing Admission Committee will review all re-admission applicant files and through Enrollment Services send a letter 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 admission (on a space available basis).

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 a detailed letter* to the PN Department Chair addressing the changes one has made to enhance academic success if readmitted to the PN Program.

*(The letter must include a self-description of the difficulties one encountered in meeting PN course requirements and a plan for addressing difficulties 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 a meeting with the PN Department Chair during the readmission process.

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

a. Proof of health insurance
b. CPR certification
c. Required immunizations
d. Liability insurance

Re-admission in January or March may require an individual to complete the following:

a. Fundamentals of Practical Nursing exam
b. Simulated nursing arts lab clinical exam
c. Pharmacology Proficiency exam
d. Clinical practicum
A letter will be mailed to individuals outlining necessary requirements needed for completion for re-admission.

**STUDENT GRIEVANCE**

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

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

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

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

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

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

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

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

**DRUG SCREENING POLICY**

Students enrolled in Health Professions Programs may be required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical fieldwork facility. Students may also be required to undergo and pass random drug screening analysis during clinical rotations at clinical facilities. Students who fail to pass or refuse to submit to a drug screening analysis will be ineligible for clinical/field work placement and will be dismissed from their Program of Study.
EDUCATIONAL MOBILITY

North Shore Community College and the Practical Nursing faculty recognize the importance of the commitment to life-long learning. Articulation agreements from practical nursing programs to higher levels of nursing education assist our graduates to advance without repeating both theory and pre-entrance comprehensive testing.

A formal articulation agreement is in place between the Practical Nursing Program and the Nurse Education Program (AD) at North Shore Community College. A graduate of the PN Program is not required to take the entrance examination and is also eligible for advanced standing. Each LPN is considered for admission on a case-by-case basis.

MASSACHUSETTS BOARD OF REGISTRATION IN NURSING

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

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

CHILDREN ON CAMPUS

In accordance with (I) Children on Campus Policy, in the North Shore Community College student Handbook under “Students’ Rights, Responsibilities, and Policies”, the PN faculty concur that in the “interest of health, safety, and the educational process” children are not allowed in the PN classroom, nursing arts lab, or clinical practicum. NSCC cannot be responsible for the care and supervision of unattended children. As advised at both the PN Mandatory Information Session and the PN Program Orientation, back-up child care support is highly recommended to help facilitate the student’s successful completion and graduation from the PN Program.
The practical nursing faculty regard the practical nursing students as young adults/adults who come to the program with a variety of life experiences and knowledge levels. Students are expected to exhibit a maturity level consistent with adulthood and to utilize a variety of learning experiences throughout the program.

**Academic Integrity**

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

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

**Cheating:**
1. use of another’s test answers or assignments
2. use of devices not allowed during testing; cell phones, text messages
3. copying from another student’s paper or asking for answers
4. use of unauthorized information during testing; notes, text, websites
5. submission of work that is not entirely the student’s own work.

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

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

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

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

Students may appeal any disciplinary action that has taken place. Refer to the North Shore Community College Student Handbook and/or the PN Handbook.

**Program Progression**

The practical nursing program consists of 40 weeks of concurrent, correlated study and supervised clinical practice, day and/or evenings. The practical nursing curriculum includes nursing theory and practice, biological and behavioral sciences, and trends and issues. To ensure academic success and achieve practice competency it is necessary for each student to demonstrate proficiency in all his/her course work.

At the conclusion of the fall semester, winter intersession, and spring semester the student practical nurse must have a minimum passing grade of 75% and a “pass” clinical evaluation in all the listed courses on the Program of Study sheet for that semester/intersession in order to progress in the PN Program. At the finish of Summer 1 a minimum passing grade of 75% and a “pass” clinical evaluation is required for successful completion of the PN Program and to be eligible for graduation.
Classroom Etiquette and Behavior

1. Students should be on time for class and seated at his/her desk. It is not acceptable to walk into class late. It is disrespectful and disruptive to your classmates and faculty.

2. There will be NO food/eating during classroom lectures; a beverage is acceptable.

3. Audio taping of class/lecture is not allowed. To use a recording device, permission must be received from Disability Services with a Notice of Academic Accommodations to be given to the course instructor.

4. All cell phones, beepers, I-pods and PDAs are to be turned OFF during class.

5. Talking and whispering during class is not acceptable behavior; it is disturbing to both your classmates and the faculty.

Academic Standards

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

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

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

Graduation Requirements

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

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

1. submit the “Petition to Graduate” form to Enrollment Services as published by the College
2. successfully complete at least 1080 hours, including 540 clinical hours of the required program of studies within the established 40 week time frame
3. have a minimum cumulative grade point average of 2.0
4. be a member in good standing of the class.
PRACTICAL NURSING GRADING POLICY

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Raw Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2.0</td>
<td>75 – 76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70 – 74</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Raw Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-74</td>
</tr>
<tr>
<td>D</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D</td>
<td>0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Clinical Grading Policy

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

1. PNR101 Fundamentals of Practical Nursing
2. PNR103 Medical Surgical Nursing
3. PNR105 Maternal-Child Health
4. PNR107 Life Continuum Nursing 1
5. PNR108 Life Continuum Nursing 2

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

TESTING STANDARDS

Exams and Quizzes

1. Students are required to be present for all exams/quizzes on the announced date and time.
2. Ten percent will automatically be deducted on all major nursing make-up exams/quizzes.
3. It is the student’s responsibility to contact the instructor the first day following a missed exam/quiz in order to arrange for a make-up exam/quiz.
4. The make-up exam/quiz must be taken within one week.
5. Failure to comply with stated policy will result in a grade of zero (0) for that exam/quiz.
6. Exams or quizzes will be corrected and returned by the faculty member at the next scheduled class.
7. ALL exams and quizzes remain the property of the faculty member and the Practical Nursing Program.
8. There shall be NO copies made of exams/quizzes, written/electronic copies.

Final Exams

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

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

Academic Accommodations

Testing accommodations can only be granted to those students who have met with and provided disability services at North Shore Community College with documentation confirming his/her disability. Disability Services is located on the Ferncroft campus in the Health Professions building, Room 101.

Exam or Written Work Grade Challenge

If a student chooses to challenge a grade received on an exam or any other written assignment during the academic year, the following guidelines must be followed:
1. Upon receiving the grade, a written challenge must be submitted within 48 hours to the course professor by the student.
2. The written challenge must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support the challenge.
3. The professor will respond within 48 hours to a grade challenge with a written determination.
4. Verbal discussion will not be considered a formal challenge and no grade review will be conducted.

ACADEMIC WARNING

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

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 (completion within the last 10 years).
3. Human Growth and Development.
ADVANCED PLACEMENT

Candidates from other nursing programs seeking advanced placement will be evaluated on an individual basis. Placement into the program will be determined by:

1. The candidates compliance with M.G.L. 112, section 74A
2. Admissions policies
3. Evaluation by the practical nursing faculty
4. Availability of space in the class.

WITHDRAWAL POLICY

Prior to withdrawing from the practical nursing program, it is highly recommended the SPN make an appointment with the program director or his/her advisor. It is necessary to officially withdraw from the College by making written application in the Registrar's office. **Students who do not formally withdraw will receive an “F” grade for the enrolled courses.** Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate academic transcript information. Refer to the College Handbook, Academic Standing for more information.

ACHIEVEMENT TESTING

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

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 80% on the PN Comprehensive Predictor exam.
Policies and Guidelines:

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

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

2. **Uniform:** Students must wear the ceil blue scrubs with optional scrub jacket and clean, white nursing shoes. No sweaters or sweatshirts are allowed in the nursing arts lab. North Shore Community College’s picture ID badge is to be worn on the student uniform at clinical agencies, in the nursing arts lab, and simulation lab.

3. **Appearance:**
   1. Scrubs and lab jacket (if needed): clean, pressed, and in good condition.
   2. No turtlenecks or long-sleeve shirt under uniform top.
   3. Hair clean, neat, and naturally colored; it must be effectively restrained so not to fall into or contaminate the workspace. No large decorative hairpieces or ornaments are acceptable.
   4. Clean shaven or beard neatly groomed.
   5. Cosmetics (make-up) natural looking.
   6. Hands and nails clean, trimmed short; no acrylic nails. Acrylic nails (including wraps, acrylics, or tips) are known sources of bacteria, and are not allowed during clinical, in the nursing arts lab, or simulation lab.
   7. Exemplary personal hygiene.
   8. No visible body adornment is allowed; this includes but is not limited to piercing and tattoos. Body tattoos must be covered. There will be no visible piercing of eyebrow, nose, lips, and tongue.
   9. No fragrances; includes perfumes, colognes, and lotions.
   10. No jewelry except wedding band and stud earrings.

4. **Equipment:**
   1. Wrist watch with second hand or digital watch marking seconds.
   2. Scissors, bandage type.
   3. Stethoscope with bell and diaphragm.
   4. Pen light.
   5. Pen with permanent black or blue ink with cap.
   6. Tote bag.

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

5. **Nursing Arts Lab Safety Guidelines:** Student practical nurses 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. 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. 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.
No food or drink is allowed in the nursing arts lab. 
No cell phone use; cell phones not allowed on person while in nursing arts lab. 
At the end of the nursing arts lab, students should properly put away all equipment, dispose of waste material appropriately and leave the workspace clean, orderly, and neat. No personal items (books, backpacks, pocketbooks) must be left behind. 
Students will be oriented to the location of the telephones, fire extinguishers, and the evacuation route from the nursing arts lab (DH205) in case of fire or disaster. All students must leave the building when the fire alarm is sounded. 

6. **Nursing Arts Lab Absence**: Student practical nurses that will be absent from a nursing arts lab must notify the assigned faculty member via e-mail, voicemail, or personally 24 hours prior to the start of lab. The student must complete all assignments related to the missed nursing arts lab and schedule to practice the missed content. A student who arrives more than 15 minutes late will be considered absent. A student leaving early from lab will be considered absent. All missed time will be documented according to the PN Program's Attendance policy. 

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

8. **Simulation Lab Guidelines**: Simulation Lab is a valuable component of the practical nursing program's curriculum and a significant learning experience for the student practical nurse. When participating in scheduled Simulation Lab Scenarios, all nursing arts lab guidelines and uniform standards must be adhered to. The faculty prior to a Simulation Lab experience will facilitate preparation and guidance; advanced homework assignments may be needed. 

9. **Utilization of the Nursing Arts Lab**: Students are encouraged to use the nursing arts lab to practice skill-sets to facilitate a comfortable level prior to performing it in the clinical environment or during a skills demonstration test. Students are encouraged to practice together and provide peer help and review of their practice sessions using knowledge and information taught in related courses. Open lab hours will be posted. A sign-in book is located on the bookcase inside DH205.
CLINICAL POLICIES

Clinical Practicum

The Practical Nursing curriculum was developed in collaboration with area clinical partners at Beverly Hospital/Lahey and Salem Hospital/Partners, selected long-term care facilities and community agencies in the greater North Shore area. Students will be assigned to clinical rotations at Beverly and Salem Hospitals, and in other clinical settings such as long-term care facilities, community agencies, hospice and home health agencies. Clinical experience is a vital part of nursing education. Clinical education experiences may involve days (7:00 am to 3:30 pm) and evenings (2:00 pm to 10:00 pm). The occurrence of clinical education (e.g. days, hours, time) will change based on specific courses, semester/s and clinical assignment/s. It is the student’s responsibility to engage in clinical practicum as assigned by the Practical Nursing Program.

Clinical Attendance

Attendance is mandatory at all scheduled clinical practicums to which the student practical nurse is assigned during the course of the program. When absent the student practical nurse is unable to meet clinical objectives or participate in clinical learning activities. No unexcused absences from clinical practice are acceptable and ALL unexcused clinical absences necessitate a make-up requirement. The availability of clinical make-up is at the discretion of the clinical faculty member, the department chair, and the appropriate representative of the clinical agency.

NOTE: To be eligible for graduation, the SPN must complete a minimum of 540 hours of clinical experiences (BORN, 1998).

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

1. Notify the clinical facility at least 30 minutes in advance.
2. Meet with the clinical faculty immediately upon return to school to:
   a. discuss the clinical absence
   b. obtain an appropriate make-up assignment to meet the clinical objectives.
3. Complete the make-up assignment as instructed to remain in good standing in the practical nursing program.

More than two (2) UNEXCUSED clinical absences during the academic year will result in dismissal from the PN Program. Students absent over two (2) clinical days due to extenuating circumstances may request a review by the Department Chair. Verification of extenuating circumstances must be submitted in writing to the department chair in a timely manner. Clinical performance and past record of attendance will be reviewed and a decision will be made in collaboration with the department chair and practical nursing faculty.

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 or other personal reasons, s/he will be required to withdraw from the PN Program.

Clinical Assignments

The student will be assigned to provide nursing care for a selected patient(s). If the assignment is given in advance, the student is expected to prepare for it prior to entering the clinical area. The student will be expected to explain in his/her own words various aspects of the patient’s condition and the nursing care expected. If the assignment is given on the same day, the student is expected to use resources on the clinical unit to gather information about the patient.
Faculty will permit only competent, prepared students to practice in the clinical area. Students are ultimately responsible for their own actions and may be liable for their own negligence.

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

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

**Evaluation of Clinical Performance**

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

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

**Clinical Warning**

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

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

**Liability Insurance**

All students enrolled in the Practical Nursing Program are required to purchase liability insurance. The student practical nurses in this particular program will be covered under a “Student Malpractice Blanket Liability” policy purchased from Seabury & Smith of Chicago. Students will be informed of the cost prior to the PN Orientation day in June.

**Basic Life Support (BLS) Certification**

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

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

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

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

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

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

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

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

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

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

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

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

   - Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
   - Failure to provide concise, inclusive, written and verbal communication
   - Dishonesty
4. **Biological, Psychological, Social, Cultural and Spiritual Realms:** The student practical nurse’s practice meets the needs of the client.

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

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

A student whose pattern of behavior endangers a patient’s, peer’s, staff member’s or clinical instructor’s safety will be given a verbal and written warning by the clinical instructor. At the discretion of the clinical instructor, that instructor may request a Practical Nursing Department hearing or place the student with another faculty member for the purpose of further evaluation. If the student’s pattern of behavior is repeated with the other faculty member, and the student’s conduct is determined to be unsafe, the student may be terminated from the clinical practicum, receive an “F” for the course and be terminated from the practical nursing program. The student practical nurse, if s/he desires, may file a grievance against this decision regarding termination.
Leaving the Clinical Setting
Prior to leaving the clinical setting, all assignments, including procedures, must be completed and documented. Report is to be given to the co-assigned nurse. If the clinical faculty agrees that the responsibilities have been fulfilled, the student may leave at the designated time (end of shift).

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

Clinical Cell Phone Policy:
Students must adhere to the cell phone policy of the facility or agency. This policy will be communicated by the clinical faculty prior to beginning clinical practicum at the assigned facility / agency.

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

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

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

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

Clinical Dress Code
Students will wear the practical nursing uniform of NSCC in the clinical setting. The full student uniform must be worn. Any exceptions to this policy will be defined by faculty to meet the standards of the clinical environment where the student is assigned.

The full uniform includes:
1. Pantsuit uniform
2. White hosiery or white ankle socks
3. White nurses’ shoes or low cut leather sneakers
4. Blue lab jacket
5. Scrub uniform (maternity)
6. Name pin/NSCC picture ID badge

At the clinical site, the SPN must also carry:
1. A wrist watch with a second hand
2. Bandage scissors
3. Stethoscope
4. Black ink pen
5. Pen Light

Uniform Policy:
1. The uniform will be freshly cleaned and ironed before each clinical day.
2. No turtlenecks or long-sleeve shirt under uniform top.
3. Shoes and shoelaces will be clean and/or polished.
4. Hair will be off the face and shoulders so not to invade the patient’s personal space. Only naturally occurring hair color is allowed in the clinical area. No decorative hair ornaments.
5. Natural looking make-up.
6. No fragrances: includes perfumes, colognes, and lotions.
7. Hands and nails clean, trimmed short; no acrylic nails. Acrylic nails (including wraps, acrylics, or tips) are known sources of bacteria, and are not allowed during clinical, in the nursing arts lab, or simulation lab.

Jewelry & Body Art Policy:
1. Wedding rings only are permitted in the clinical setting.
2. NO additional rings are permitted on the hand during clinical duty.
3. Earrings – one stud-type, plain, dime-sized placed in ear lobe; no hoops or dangle type.
4. Bracelets and necklaces are not to be worn with the clinical uniform.
5. NO facial jewelry (eyebrow, nose, or lip) or tongue ornamentation allowed while in the clinical setting.
6. All tattoos must be covered when in the clinical area with adherence to any other additional facility / agency policies.

OTHER CLINICAL ISSUES:

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

Meals/Coffee Breaks:
Every student is permitted to have a 15 minute coffee break and one-half hour lunch break while on duty. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed.
Smoking:
Most health care agencies/institutions have adopted a smoke-free environment policy. If selected areas have been assigned for employee smoking, students may use these designated smoking areas.

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

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

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

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

Tara Casimir
University of Southern Florida, BSN

Shirley Love Kearns
Salem State University BSN
Mount Auburn Hospital School of Nursing

Donna Lampman
Salem State University MSN
Washington State University BSN
St. Luke’s Hospital School of Nursing

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

Pamela Quinlan
Salem State University MSN
Fitchburg State University BSN

Part-Time Faculty

Alexander Lawson
Salem State University, MSN

Revised: 5/08, 6/09, 6/10, 7/11, 12/11, 7/12, 8/13, 8/14, 8/15, 8/16
Student Handbook Verification Form

I acknowledge reading the Practical Nursing Student Handbook. I understand the content within this document and agree to abide by the standards, policies, and guidelines of the practical nursing program while enrolled. I comprehend that compliance with the information in the Handbook is mandatory for successful completion of the practical nursing program.

Student Printed Name: ________________________________________________

Student Signature: ________________________________________________, SPN

Date: ____________________________________

Developed: 9/95
Revised: 8/10, 6/11, 6/16
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 (i.e. Evacuation Day, College Professional Day, Patriot's Day, and Bunker Hill 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
Clinical Make-Up Guidelines:

To reiterate the policy on clinical attendance as stated on page 27 of the “Practical Nursing Student Handbook”: Attendance is MANDATORY at all scheduled clinical practicums to which the student practical nurse is assigned during the course of the program. When absent the student practical nurse is unable to meet clinical objectives or participate in clinical learning activities. No unexcused absences from clinical practice are acceptable and ALL unexcused clinical practice time must be made up. The availability of clinical make-up is at the discretion of the clinical faculty member, the department chair, and the appropriate representative of the clinical agency. NOTE: To be eligible for graduation, the SPN must complete a minimum of 540 hours of clinical experiences (BORN, 1998).

To complete clinical make-up the student practical nurse is required to:

1. Meet with the clinical faculty immediately upon return to school to:
   a. discuss the clinical absence
   b. obtain and agree to an appropriate make-up assignment to meet the clinical objectives
2. Make-up experiences must be planned to enable students to gain insight, knowledge, and/or psychomotor skills for which the original clinical practicum experiences were designed.
3. The SPN must complete all missed time/days while enrolled in the specific course:
   a. PNR101 Fundamentals of Nursing clinical make-up will be assigned by the clinical instructor within 24 hours of the student's absence.
   b. PNR107 Life Continuum Nursing 1 clinical make-up must be completed as soon as possible by the SPN but prior to the March vacation.
   c. PNR103 Medical Surgical Nursing and PNR105 Maternal Child Health clinical make-up must be completed while enrolled in the specific course.
   d. PNR108 Life Continuum Nursing 2 clinical make-up must be completed prior to the last week of the Practical Nursing Program or by special arrangement.
4. Student practical nurses will be individually responsible for finding, arranging, and completing clinical make-up while enrolled in PNR103, 105, and 108 (in collaboration with the clinical faculty).
5. Clinical make-up for ALL students must receive PRIOR approval by the clinical faculty and/or department chair.
6. Clinical make-up may include but is not limited to: CE programs, adult day care, community programs, and limited clinical placements. Clinical make-up resources are available for student review (see attached list).
7. Student practical nurses are responsible for any and all costs that are required to complete clinical make-up.
8. Required paperwork needs to be received by the clinical faculty and/or department chair for the SPN to earn full credit for the clinical make-up experience.

Reviewed: 5/07, 5/08, 5/09, 5/11, 7/12
Revised: 6/06, 1/06, 6/10, 8/13
Student Resource List:

1. **Adult Day Care Centers**
   Arrangements must be coordinated with the PN Department Chair with dates and times approved by the director of the clinical agency.

2. **Continuing Education Case Studies**
   A limited number of case studies are available from the faculty and Department Chair. Case studies found to be of interest to the SPN may be selected by him/her with prior approval from the clinical instructor or department chair. A clinical component may be required for completion of required make-up.

3. **Agency Continuing Education Programs**
   Student participation at CE programs is encouraged by agencies contracted for clinical practice with the PN Program. Students must receive permission prior to attending.

4. **National Council of State Boards of Nursing**
   Continuing Education- Online Courses
   Online courses are available at the NCSBN web site: www.learningext.com. See the PN Department Chair for more information.

5. **Educational Global Technologies (EDGT)**
   Online Tutorial Programs
   For single-use only; fee based – located at www.edgt.com. See the PN Department Chair for more information.

6. **Community Health Programs**
   Research local newspapers etc. for community sponsored programs. Arrangements must be made prior to the program and approval received before attending.

7. **Clinical Placements**
   A limited number of clinical placements are available and will be assigned by the clinical instructor or department chair.

8. **Other**
   The SPN is encouraged to seek out learning experiences specific to his/her learning needs. Contact clinical instructor or department chair for guidance.

Revised: 6/10, 6/11
To the student: As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Practical Nursing Program at (978) 762-4206, if you require more specific information about the physical and mental/attitudinal requirements of the program.

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

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

<table>
<thead>
<tr>
<th>TACTILE</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALPATE: pulses, skin texture, bony landmarks</td>
<td>C</td>
</tr>
<tr>
<td>DIFFERENTIATE: between temperature and pressure variations</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ: accurately read numbers, letters, cursive writing in fine and other print in varying light levels</td>
<td>C</td>
</tr>
<tr>
<td>DETECT: changes in skin color, client's facial expressions, swelling, atrophy, forms of non-verbal communication (gestures)</td>
<td>F</td>
</tr>
<tr>
<td>OBSERVE: client and environment in order to assess conditions or needs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: BP manometer, small print on vials, syringes, dials, gauges and computer screens.</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEAK: in English language in clear, concise manner; to communicate with clients, families, significant others and the health care team</td>
<td>C</td>
</tr>
<tr>
<td>RESPOND: to client with communication disorders (aphasia, hearing loss), or those who use ESL</td>
<td>C</td>
</tr>
<tr>
<td>COMPREHEND: oral and written language, including health care terminology in order to communicate with clients, families, significant others, health care providers, and community</td>
<td>C</td>
</tr>
<tr>
<td>WRITE/WORD PROCESS: in English, clearly, legibly, for charts and computer input of data</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUDITORY</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAR: heart sounds, breath sounds, client distress sounds, machine timer bells and alarms; verbal directions and requests from health care team and clients</td>
<td>C</td>
</tr>
</tbody>
</table>
## APPENDIX III

<table>
<thead>
<tr>
<th>MENTAL/COGNITIVE</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively, and calmly under stressful situations.</td>
<td>F</td>
</tr>
<tr>
<td>Remain alert to surroundings, potential emergencies; respond to client situations, i.e. falls, burns, pain, change in physical status.</td>
<td>F</td>
</tr>
<tr>
<td>Integrate information, and make decisions based on pertinent data, in a collaborative manner.</td>
<td>C</td>
</tr>
<tr>
<td>Interact effectively, appropriately and exhibit respect for cultural and ethnic differences of clients, peers and individuals in the clinical and classroom setting.</td>
<td>C</td>
</tr>
<tr>
<td>Interact effectively and appropriately with clients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, discretion.</td>
<td>C</td>
</tr>
<tr>
<td>Communicate an understanding of basic principles of supervision, ethics, and confidentiality.</td>
<td>C</td>
</tr>
<tr>
<td>Display effective interpersonal skills necessary to interact in situations requiring close, personal contact.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the ethical standards of the profession.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with client care.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain composure while managing multiple tasks simultaneously.</td>
<td>C</td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
</tr>
</tbody>
</table>

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

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