



UPPER CAPE COD REGIONAL
TECHNICAL SCHOOL

PRACTICAL NURSE PROGRAM
Class of 2024

ORIENTATION

AUGUST 30, 2023

WELCOME

- ▶ Mrs. Judith M. Pelletier, MSN, RN, CNE,
Director, Division of Nurse Education
- ▶ Mary Bostrom, Secretary
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- ▶ Jenny Lizotte, BS, Med, Financial Aid Counselor
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- ▶ Mrs. Connolly, MSN, APRN, Health & Immunization Compliance
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Your facilitators

- ▶ Mrs. C. Beaty [Trends, Pharm, Nutrition, NCS, Clinical]
- ▶ Mrs. K. Whelpley [Fundamentals, NCS, Clinical]
- ▶ Mrs. L. Schmitt [Anatomy & Physiology, NCS, Clinical]
- ▶ Mrs. N. P. Connolly [NCS]
- ▶ Mrs. C. DiBartolomeo [NCS]
- ▶ Ms. T. Hebb [NCS, Clinical]
- ▶ Ms. M. Martin [NCS]
- ▶ Ms. J. Simpkins [NCS, Clinical]
- ▶ Mrs. M. E. Walsh [NCS, Clinical]

End of Program Student Learning Outcomes

Upon completion of the Practical Nurse Program, the graduate:

1. Applies the nursing process to provide client centered care across the continuum.
2. Provides safe and effective nursing care integrating current evidenced-based practice.
3. Collaborates with the interprofessional team incorporating appropriate technology and informatics, maintaining integrity of information.
4. Demonstrates clinical competence in the role of practical nurse in accordance with ethical, legal, and professional standards.

COMMUNICATION

- ▶ Immediately notify Mary **and** Jenny of any changes to your:
 - ▶ Name
 - ▶ Address
 - ▶ Phone number
 - ▶ Emergency contact
- ▶ Your UCT “gmail” address is the primary method of communication.

FORMS

- ▶ Student Information Sheet
- ▶ Statistical Information for the DOE
- ▶ Student Legal Name Requirement
- ▶ Student Vehicle Parking Permit Application > a copy of your Registration is required

TEXTBOOKS & LEARNING RESOURCES

- ▶ Essential to your success in the Program
- ▶ Assignments required for admission to class and participation in nursing skills lab = “Tickets”

CALENDAR

- ▶ PLAN ACCORDINGLY

- ▶ Do NOT make appointments during scheduled class, lab, or clinical time
- ▶ Academic Assistance is available each week; this will be announced by your facilitators

HANDBOOK

- ▶ Details of Program expectations
- ▶ Policies
- ▶ Procedures
- ▶ Subject to revision

POLICIES

- ▶ Any action UCT becomes aware of related to:
 - ▶ Criminal charge
 - ▶ Arrest
 - ▶ Pre-trial proceedings
 - ▶ Sentencing
 - ▶ Incarceration
 - ▶ Rehabilitation
- ▶ Inability to place you in clinical, resulting in your inability to meet Program objectives & graduate

POLICIES

- ▶ Student's Rights and Responsibilities [page 9]
 - ▶ Respectful manner at all times
 - ▶ Awareness of others
- ▶ Student is responsible for
 - ▶ Keeping records of exam scores to monitor status
 - ▶ Assignment due dates – do not expect reminders
- ▶ Syllabus, Implementation Guide, Calendar, & other tools to achieve expectations

POLICIES

- ▶ Tuition Refund [see Financial Aid Handbook]
- ▶ Satisfactory Academic Progress
 - ▶ 75% or better in each course **and**
 - ▶ “Pass” the clinical component
 - ▶ 1,114 clock hours

POLICIES

- ▶ Attendance [page 17 and 40]
 - ▶ Absences are not excused for any reason
 - ▶ Extenuating Circumstances
 - ▶ Excessive absenteeism = missing more than 10% of scheduled time
 - ▶ Classroom absenteeism > lowering of course grade
 - ▶ Attendance is recorded at the start of each class [8 a.m., 10:05 a.m., & 12:25 p.m.] & at 8 a.m. for lab
 - ▶ Lab absenteeism > make-up (\$) if eligible
 - ▶ Clinical absenteeism > NO MAKE-UP

POLICIES

- ▶ Tardiness [page 18 & 40]
 - ▶ Facilitators reserve the right to deny a late student entry into class
 - ▶ Late arrival will cause distraction
 - ▶ Pattern of tardiness may result in discipline
 - ▶ If tardy for the start of an exam, no late entry into the class and the exam must be made-up at the end of the class day [not during a break]
 - ▶ Late arrivals are required to Sign-In
 - ▶ Students leaving prior to the conclusion of the day must Sign-Out.

POLICIES

- ▶ Exam Policy [page 30]
 - ▶ **ALL Exams are administered during the first class of the day at 8:00 a.m! BOTH East & West classes will report at the same time for exams!**
 - ▶ No late entrance after exam has started
 - ▶ Required to take the exam at the end of the day
- ▶ Exam Make-up Policy [page 31]
 - ▶ One exam per course
 - ▶ Documentation of extenuating circumstances

Exam Administration Procedure

- ▶ Students are NOT allowed into the classroom prior to the start of scheduled exams
- ▶ Remain in your car until 7:50 a.m.
- ▶ Leave all study materials & electronic devices in the car
- ▶ No discussing the exam while waiting to start
- ▶ NO hats, headphones, ear buds, smart watches, or electronic devices of any kind allowed in the exam
- ▶ Faculty reserve the right to inspect anything brought or worn into the exam
- ▶ After the exam, do NOT gather outside the classroom, in the lab, in the break room, the bathrooms, or lobby
- ▶ Discussing exam content should be saved for the exam review

POLICIES

- ▶ Academic Assistance [page 32]
 - ▶ Facilitators schedule to be announced
 - ▶ Student is responsible to make themselves available to participate
 - ▶ Self-identify need for additional assistance and schedule time with faculty

POLICIES

- ▶ Assignments [page 32]
 - ▶ APA format (American Psychological Association)
 - ▶ Format > point deduction
 - ▶ Late > point deduction
 - ▶ 1 week limit
 - ▶ Rubrics are provided which details requirements and credit distribution

POLICIES

- ▶ Progression through the Program [page 29]
 - ▶ 75.00% is Passing [grades are not rounded up!]
 - ▶ Achievement of exam average of 75.00% required*, then additional requirements are calculated to determine final course average
[*unless otherwise stated in the syllabus]
 - ▶ Skills Lab and Clinical competence
 - ▶ Completion of ALL clinical assignments
- ▶ Incomplete Grade [page 29]
 - ▶ 2 weeks to complete course requirements

POLICIES

- ▶ The student who has a failing academic grade average in any course at the mid-point of the course, and/or has excessive absenteeism and/or receives an “Unsatisfactory” evaluation for a clinical skill and/or behavior as the conclusion of the first clinical rotation of PN 101 or PN 106, is on PROBATIONARY STATUS.
 - ▶ Learning plan > STUDENT
 - ▶ Loss of Financial Aid may occur

POLICIES

- ▶ Electronic Devices [page 50]
 - ▶ As directed by the facilitator for learning purposes ONLY
 - ▶ No phones use (texting, web browsing, etc.) in class and lab, or at clinical
 - ▶ Use of a phone during clinical will result in immediate dismissal as directed by the clinical facility
 - ▶ Loss of privileges to use a computer in class if it becomes disruptive or distracting to other students

POLICIES

- ▶ Use of Social Media [page 51]
 - ▶ HIPAA
 - ▶ Board of Nursing July 2012 [Handbook Appendix]
- ▶ Electronic Communication [page 51]
 - ▶ Guidelines
 - ▶ Privacy
- ▶ Acceptable Use – Internet [page 52]
 - ▶ UCT network

Netiquette

- ▶ Check email each morning and evening, NOT during class or while at clinical!
- ▶ Include subject of message
- ▶ Proper introduction, spelling, grammar – emails are NOT text messages even if you are using your phone
- ▶ Reply accordingly – beware of ‘Apply All’
- ▶ DO NOT use an old message to begin a new conversation or to correspond about an unrelated matter > start a new message on the subject

POLICIES

- ▶ Classroom Decorum [page 47]
 - ▶ Ready to Go
 - ▶ Wait to be dismissed
 - ▶ Talking
 - ▶ Appropriate questions
 - ▶ Arguing
 - ▶ Distracting behaviors
 - ▶ Sleeping
 - ▶ Classroom policies

POLICIES

- ▶ Environmental Management [page 49]
 - ▶ Temperatures – dress accordingly
 - ▶ Fragrance
 - ▶ Food and beverages
 - ▶ UCT and Program property
 - ▶ ‘Police’ your area at the end of class and lab
 - ▶ Recycle

POLICIES

- ▶ Dress Code [page 49]
 - ▶ Photo ID on campus at all times
 - ▶ Scrubs daily; no sweatshirts or sweaters covering the scrub top; no slippers
 - ▶ NO hats during exams or while in student uniform
- ▶ Student Uniform [page 47]
 - ▶ No artificial nails; clear polish only.
 - ▶ Long hair pulled back
 - ▶ No fragrances (perfume, fabric softener)
 - ▶ Goggles for false eyelashes

POLICIES

- ▶ Health Clearance [page 25]
 - ▶ Hospitalization
 - ▶ Change in health status
- ▶ Last Day to Withdraw [page 19]
 - ▶ See each course syllabus for the specific date
- ▶ Program Withdrawal [page 20]
 - ▶ Financial Aid impacted > Return of Title IV
 - ▶ Readmission

POLICIES

- ▶ Termination [page 21]
 - ▶ Breach of confidentiality
 - ▶ Unsafe clinical practice
 - ▶ Dishonesty/lack of integrity
 - ▶ Refusal to care for a patient/client
 - ▶ Unethical/Unprofessional/Illegal conduct
 - ▶ Policy violation
 - ▶ Threatening behavior/Harassment
 - ▶ Inappropriate use of Social Media

POLICIES

- ▶ Tobacco and Vaping use [page 28]
 - ▶ Prohibited on school grounds, including in vehicle
- ▶ Drug/Alcohol Policy [page 27]
 - ▶ Impairment presents a treat to safety
 - ▶ Reasonable suspicion
 - ▶ Prescription medications

DAVIS ADVANTAGE

- ▶ *Davis Advantage* is an adaptive, online learning platform that is integrated into selected nursing courses.
- ▶ Assignments are required to successfully pass the course.
- ▶ The interactive, question-based format provides practice to improve scores on course exams and the NCLEX-PN®.
- ▶ **Davis Advantage access is valid for 2 years following activation.**

SHADOW HEALTH

- ▶ Digital Clinical Experience (DCE)
 - ▶ Recommend System Specifications
- ▶ Integrated throughout the Program
- ▶ Variety of patients
 - ▶ Health Assessment
 - ▶ Pharmacology
 - ▶ Gerontology
 - ▶ Fundamentals
- ▶ Create your account & complete the orientation assignment
- ▶ ***Access does not expire; once purchased, you own it.***

DOSAGE CALC 360°

- ▶ Dosage Calc 360° is an online program that
 - ▶ Guides students through learning, practicing, and assessing the knowledge needed to calculate drug dosages safely and accurately.
 - ▶ Organizes content into easy to master modules.
 - ▶ Videos and interactive graphics enhance understanding.
 - ▶ Skills practice and continued assessment of strengths and weaknesses.
 - ▶ Identifies the areas to focus study time.

CINAHL Plus Full Text

- ▶ Required for assignments.
- ▶ A full-text database of nursing publications

TracPrac

- ▶ A mobile app that provides access to students and facilitators to track and manage
 - ▶ attendance and
 - ▶ skills evaluation in Nursing Care Simulation and at clinical
- ▶ Provides visibility of clinical learning, and accelerated communication of clinical development within a secure digital environment.

BUILDING SECURITY

- ▶ The building is a secure locked building
- ▶ Hallways, common areas, and the school grounds are under video surveillance
- ▶ Students will be allowed entrance by use of the student identification badge (Photo September 5th)
- ▶ Records your attendance, late arrival, and early departure.
- ▶ Never ring the door bell – it is only heard in the ELC
- ▶ UNDER NO CIRCUMSTANCES should students provide entrance into the building to anyone other than a known student peer

Risk Factors

- ▶ Student factors
 - ▶ Not prepared for the rigors of the nursing program
 - ▶ Employment of 16 hours or more
 - ▶ Family responsibilities in addition to nursing studies
 - ▶ Child Care
 - ▶ Elder Care
 - ▶ Sabotage

PREP FOR SUCCESS

- ▶ Get organized – establish a place to study
- ▶ Plan study time and add to the calendar
- ▶ Work – Life Balance
- ▶ Reliable internet access

PLANNING FOR SUCCESS

- ▶ Be here on time
- ▶ Use *Active Reading Strategies*
- ▶ Take notes by hand
- ▶ Bring textbooks to class
- ▶ Review notes after every class
- ▶ Read again
- ▶ **Keep-up not catch-up!**

Assignments

Please see separate handout.