

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

PRACTICAL NURSE PROGRAM Class of 2026

- ORIENTATION
- August 27, 2025

WELCOME

- Mrs. Judith M. Pelletier, MSN, RN, CNE
Director, Division of Nurse Education
- David de la Cour, Administrative Assistant*
ext. 277; ddelacour@uppercapetech.org

Jenny Lizotte, BS, Med, Financial Aid Counselor
ext. 430; jlizotte@uppercapetech.org

**David is your primary contact for most questions and communications.*

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 [Per Diem NCS]
- Mrs. P. Kelley [NCS]
- Mrs. K. Lareau [NCS, Clinical]
- Ms. J. Simpkins [NCS, Clinical]
- Mrs. D. Theodore [NCS]
- Mrs. M. E. Walsh [NCS, Clinical]
- Ms. M. Keefe [Special Projects]

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.



COUNCIL ON OCCUPATIONAL EDUCATION

CNEEA

The logo for CNEEA features the letters 'C', 'N', 'E', and 'A' in a bold, purple, sans-serif font. The letter 'A' is partially obscured by a graphic of five yellow, slanted rectangular bars that form a triangular shape pointing upwards.

**NLN Commission for Nursing
Education Accreditation**

COMMUNICATION

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

FORMS

- Student Information Sheet
- Statistical Information for the DOE
- Student Legal Name Requirement
- Student Agreement - PN Program Handbook

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, nursing care simulation (NCS), 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

Boundaries Build Respect

Clear expectations are an act of care.

Ground rules, accountability, consistency, and professionalism are essential for students and provide stability and support to achieve success.

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
 - Completion of 1,114 clock hours

POLICIES

- Attendance [page 41, 50, and 52]
 - Absences are not excused for any reason
 - Extenuating Circumstances
 - Excessive absenteeism = missing more than 10% of scheduled time
 - Attendance is recorded at the start of each class [8 a.m., 10:05 a.m., & 12:25 p.m.] & at 7:45 a.m. for NCS
 - Clinical start times will be determined by the facilitator
 - NCS absenteeism > make-up (\$) if eligible
 - Clinical absenteeism > NO MAKE-UP > \$ for simulated clinical

POLICIES

- Tardiness [[page 42, 50, 52](#)]
 - Facilitators reserve the right to deny a late student entry
 - 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 [table in lobby]
 - Students leaving prior to the conclusion of the day must Sign-Out

POLICIES

- Exam Policies [[pages 31 & 32](#)]
 - **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 32](#)]
 - 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 33](#)]
 - Facilitators schedule published in course syllabus
 - Student is responsible to make themselves available to participate
 - Self-identify need for additional assistance and schedule time with faculty

POLICIES

- Assignments [[page 33](#)]
 - 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 30](#)]
 - 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]
 - NCS and Clinical competence
 - Completion of ALL assignments
- Incomplete Grade [[page 30](#)]
 - 2 weeks to complete course requirements

POLICIES

- Probationary Status [[page 11](#)]
- 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 in consultation with the course facilitator
 - Loss of Financial Aid may occur

POLICIES

- Electronic Devices [[page 55](#)]
 - As directed by the facilitator for learning purposes ONLY
 - No phones use (texting, web browsing, etc.) in class or NCS, 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 an electronic device in class if it becomes disruptive or distracting to other students

POLICIES

- Use of Social Media [[page 55](#)]
 - HIPAA
 - Board of Nursing July 2012 [Handbook Appendix]
- Electronic Communication [[page 56](#)]
 - Guidelines
 - Privacy
- Acceptable Use – Internet [[page 56](#)]
 - 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 ‘Reply 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 43](#)]
 - Ready to Go
 - Wait to be dismissed
 - Talking
 - Appropriate questions
 - Arguing
 - Distracting behaviors
 - Sleeping
 - Classroom policies

POLICIES

- Environmental Management [[page 44](#)]
 - Temperatures – dress accordingly
 - Fragrance [not only perfume or cologne; includes fabric softener, skin care products and other sources of odors]
 - Odors from smoking or vaping are strictly prohibited
 - Food and beverages
 - UCT and Program property
 - ‘Police’ your area at the end of class and lab
 - Recycle
 - Did you open a window? Close it when leaving for the day

POLICIES

- Class Day Dress Code [[page 45](#)]
 - Photo ID on campus at all times
 - Scrubs daily – no jogger style pants, no Figs; optional uniform sweatshirt; no slippers
 - NO hoodies, blankets, coats/jackets
 - NO hats during exams or while in student uniform
- Student Clinical/NCS 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 26](#)]
 - Hospitalization
 - Change in health status
- Health Insurance [[page 26](#)]
 - Maintained throughout the program
 - MA law requires that student have health insurance
- Screening for Substances of Abuse [[page 27](#)]

POLICIES

- Last Day to Withdraw [[page 33](#)]
 - See each course syllabus for the specific date
- Program Withdrawal [[page 14](#)]
 - Financial Aid impacted > Return of Title IV
 - Readmission
- Leave of Absence [[page 14](#)]
- Readmission [[page 14](#)]
 - Intent to Return Form

POLICIES

- Termination [[page 22](#)]
 - 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

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



- *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 > 3 consecutive years of access from date of purchase; each DCE purchased separately.

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[®]

Available via EBSCOhost[®]

- Cumulative Index to Nursing and Allied Health Literature
- Required for assignments.
- A full-text database of nursing publications [articles, books, evidence-based care sheets, and other resources.



- 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 3rd)
- UNDER NO CIRCUMSTANCES should students provide entrance into the building to anyone other than a known student peer or a known member of UCT faculty or staff

Risk Factors

- Student factors
 - Not prepared for the rigors of the nursing program
 - Absenteeism
 - 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
- Use your resources!
- Avoid resources on the internet not recommended by your facilitators – these may be in conflict with your text, inaccurate, outdated, or simply wrong!

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!**

Housekeeping

- No phone use in the hallways or in the bathroom. If you need to make or take a call, please do so in the atrium.
- Microwaves are available, be cautious about foods with strong odors.
- Keep your area clean; remove all trash and food waste and dispose of these items in either trash or recycle.
- NO LIQUIDS in the trash or in the water bubblers. Pour liquids out in a sink followed by water to rinse.
- No Door Dash, UberEats, or like delivery on campus except for BBHOP. Let David know if you placed an order.
- David is NOT your assistant! He may not print your classwork.
- No chatting with David or Jenny when you should be in class!

Mental & Emotional Health

Massachusetts Behavioral Help Line

833-773-2445

Care anytime, day or night, all year long.

Trained professionals will answer immediately.

See page 29 in the Handbook for other resources available in your city or town.