

# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL PRACTICAL NURSE PROGRAM

ORIENTATION  
September 2020

# WELCOME

- \* Mrs. Judith M. Pelletier, MSN, RN, CNE  
Director, Division of Nurse Education
- \* Mary Bostrom, Secretary  
[ext. 277; mbostrom@uppercapetech.org]
- \* Kayla Maxim, BS, Compliance Officer  
[ext. 430; kmaxim@uppercapetech.org]

# COMMUNICATION

- \* Immediately notify Mary **and** Kayla of any changes to your:
  - \* Name
  - \* Address
  - \* Phone number
  - \* Emergency contact
- \* A UCT “gmail” address has been created for each student. This is the primary method of communication!

# Netiquette

- \* Check UCT email every morning and evening
- \* Include subject of message
- \* Proper introduction, spelling, grammar – emails are NOT text messages
- \* 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

# FORMS

- \* TO BE Submitted TODAY
  - \* Student Information Sheet
  - \* Student Vehicle Parking Permit Application
  - \* Statistical Information for the DOE

# REQUIREMENTS

- \* Due > Handout
  - \* DavisEdge Assignment (on line)
  - \* CCPS Orientation (on line)
  - \* Davis Drug Guide Scavenger Hunt (on paper)

# HANDOUTS

- \* Orientation Checklist
- \* Handbook
- \* Calendar A & B Weeks
- \* Implementation Guides
  - \* Anatomy & Physiology
  - \* Fundamentals
  - \* Vocational Trends
  - \* Assignments

# TEXTBOOKS/DAVIS EDGE

- \* Essential to your success in the Program
- \* Complete list of texts for the program is provided
- \* Our vendor is providing 'bundles' for cost savings
- \* Assignments required for admission to class and participation in nursing skills lab



# SHADOW HEALTH

- \* Digital Clinical Experience (DCE)
  - \* Recommend System Specifications
- \* Integrated throughout the Program
- \* Variety of patients
  - \* Health Assessment
  - \* Pharmacology
  - \* Gerontology
  - \* Mental Health
  - \* Maternal Child
- \* How to Register > Create your account & complete the orientation assignment

# Dosage Calc 360°

- \* Online program that guides students through learning, practicing, & assessing the knowledge needed to calculate drug dosages safely & accurately.
- \* Content organized into modules.
- \* Videos & interactive graphics enhance understanding.
- \* Students practice new skills & ability to assess strengths and weaknesses to identify the areas of focus study.
- \* Complete the Orientation Video
- \* Register and complete the assignment

# CALENDAR

- \* **PLAN ACCORDINGLY**
  - \* Do NOT make appointments during scheduled class, lab, or clinical time
  - \* Academic Assistance

# DRUG SCREENING

- \* *Quantisal*<sup>™</sup>
  - \* Oral fluid (saliva) drug screen
  - \* Test dates to be announced
  - \* Substances of abuse (including, but not limited to: opioids, amphetamines, benzodiazepines), and alcohol

# HANDBOOK

- \* Details of Program expectations
- \* Policies
- \* Procedures
- \* Subject to revision

# POLICIES

- \* WITHDRAWAL OF ADMISSION

- \* Any action UCT becomes aware of related to:

- \* Criminal charge

- \* Arrest

- \* Pre-trial proceedings

- \* Sentencing

- \* Incarceration

- \* Rehabilitation

# POLICIES

- \* Student's Rights and Responsibilities
  - \* 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
- \* Satisfactory Academic Progress
  - \* 75% or better in each course **and**
  - \* “Pass” the clinical component
  - \* 1,114 clock hours



# POLICIES

## \* Attendance

- \* Absences are not excused for any reason
- \* Extenuating Circumstances
- \* Excessive absenteeism = missing more than 10% of scheduled time
- \* Classroom absenteeism > lowering of course grade
- \* Lab absenteeism > make-up (\$) if eligible
- \* Clinical absenteeism > NO MAKE-UP

# POLICIES

- \* Tardiness
  - \* 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]

# POLICIES

- \* Exam Policy
  - \* **ALL Exams are administered during the first class of the day at 8:00 a.m! BOTH A&B Weeks 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
  - \* One exam per course
  - \* Documentation of extenuating circumstances

# POLICIES

- \* Academic Assistance
  - \* 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

- \* APA format (American Psychological Association)
- \* Format > point deduction
- \* Late > point deduction
- \* 1 week limit

# POLICIES

- \* CINAHL
  - \* Required resource for all assignments
- \* Shadow Health DCE
- \* VClinical
- \* Davis Edge
- \* DosageCalc 360°
- \* MedCom T3 Online Education
- \* Medication Administration Exam
  - \* After Pharmacology
  - \* Before administering medications

# POLICIES

- \* Progression through the Program
  - \* 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
  - \* 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**

- \* 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

- \* Social Networking
  - \* HIPAA
  - \* Board of Nursing July 2012
- \* Electronic Communication
  - \* Guidelines
  - \* Privacy
- \* Acceptable Use – Internet
  - \* UCT network

# POLICIES

- \* Classroom Decorum
  - \* Ready to Go
  - \* Wait to be dismissed
  - \* Talking
  - \* Appropriate questions
  - \* Arguing
  - \* Distracting behaviors
  - \* Sleeping
  - \* Classroom policies

# POLICIES

- \* Environmental Management
  - \* 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

- \* Photo ID on campus at all times
- \* Appropriate to the learning environment
- \* NO hats during exams or while in student uniform

- \* Student Uniform

- \* Navy blue with name embroidered
- \* Vendor > The Company Store
- \* Equipment > stethoscope, BP cuff, gait belt, pen light, bandage scissors

# POLICIES

- \* Medical Clearance
  - \* Hospitalization
  - \* Change in health status
- \* Last Day to Withdraw
  - \* See each course syllabus for the specific date
- \* Program Withdrawal
  - \* Financial Aid impacted > Return of Title IV
  - \* Readmission

# POLICIES

- \* Termination

- \* 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

# POLICIES

- \* Tobacco and Vaping products
  - \* Prohibited on school grounds, including in vehicle
- \* Drug/Alcohol Policy
  - \* Impairment presents a treat to safety
  - \* Reasonable suspicion
  - \* Prescription medications



# BUILDING SECURITY

- \* The building is a secure locked building
- \* Students will be allowed entrance at specified time throughout the day or evening by use of a key fob [cost is approximately \$5.00)
- \* Late arrivers or lost fobs will need to be 'buzzed in'

# MA Board of Nursing

- \* Student factors
  - \* Not prepared for the rigors of the nursing program
  - \* Employment of 20 hours or more
  - \* Family responsibilities in addition to nursing studies

# 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
- \* Read before each class (Do NOT highlight – yet)
- \* Bring textbooks to class
- \* Review notes after every class
- \* Read again
- \* **Keep-up not catch-up!**

# Assignments

See separate  
handout please.