

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

DIVISION OF NURSE EDUCATION

The Upper Cape Cod Regional Technical School, Division of Nurse Education, Practical Nurse Program is approved by the Massachusetts Board of Registration in Nursing.



PRACTICAL NURSE PROGRAM HANDBOOK

2021-2022

[Effective 01Aug2021]

DISCLAIMER

This handbook is intended for use by the PN Program faculty and the students enrolled in the Practical Nurse Program at Upper Cape Cod Regional Technical School. Every attempt has been made to publish the most current Practical Nurse Program (Program) policies as approved by the faculty. The faculty may be required to revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the students will be notified in a timely manner.

A State of Emergency in the Commonwealth of Massachusetts may require policy or procedural changes that were not expected at the time of this document being published and distributed. Every effort will be made to ensure timely communication of changes that were necessitated in accordance with any relevant guidance or requirements from appropriate governmental agencies.

EQUAL EDUCATIONAL OPPORTUNITY

Upper Cape Cod Regional Technical School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, uniform military or veteran status, and/or economic or housing status.

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The faculty of the Practical Nurse Program (Program) makes every effort to insure the accuracy of this Handbook at the time of publication. In the event an error that fundamentally changes the intent of any policy or procedure is found, students will be notified immediately.

At the time of publication, the Massachusetts Board of Registration in Nursing requires nursing education programs to publish 11 specific policies. These policies are identified by an asterisk (*) in this Handbook.

In case of emergency the phone number for the PN Program at UCT is 508-759-7711 X277 or X430

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

MISSION STATEMENT - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

The mission of Upper Cape Cod Regional Technical School is to foster a lifelong commitment to learning, community, personal responsibility and career growth within a diverse student population of 21st century learners through the integration of academic and technical proficiency, while preparing student to be effective members of a global society.

VISION STATEMENT - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

Our vision is that Upper Cape Cod Regional Technical School graduates will be personal and professional role models in the workplace, post-secondary schools, and in their communities.

PHILOSOPHY - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

The Upper Cape Cod Regional Technical School is committed to the development of self-reliant, responsible, lifelong learners capable of successfully competing in a rapidly changing technological world. Administration, faculty, and staff seek to educate the whole student by preparing graduates who know how to think, lead healthy lives, behave ethically, and assume the responsibility of citizenship in the pluralistic society in which we live and work.

We are committed to developing students who enter the workforce prepared for change, with employability skills that can be transferred and adapted as technology advances. We must equip students to be able to find answers to questions that have not yet been asked. We adhere to the philosophy of intensive occupationally specific instruction integrated with strong academic preparation. These high standards will enable students to realize their lifelong employment and educational goals.

We recognize our responsibility to the communities we serve by providing quality equal opportunity post-secondary programs to educate and retrain workers in preparation for the challenges of the 21st century. Upper Cape Cod Regional Technical School addresses the ancillary needs of our communities by providing services and facilities to business, labor, public service, and recreational organizations.

Success in fulfilling our goals is contingent on a sufficient and qualified multicultural staff and on policies that foster professional development and a positive work environment. We believe open communication and participation with all segments of the school and the community will create an atmosphere of mutual respect and cooperation necessary for successful teaching and learning.

GOALS and OBJECTIVES - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

1. Strengthen academic and technical knowledge and inspire excellence
2. Develop intellectual curiosity, logical judgment, and critical thinking skills
3. Create an environment which supports concern for the welfare of all students and their right to learn
4. Develop each student's maximum potential
5. Provide students with skills that can be applied to current and future technologies and enable them to adapt to change
6. Promote personal development and citizenship
7. Create and support professional and staff development

ACCREDITATION AND APPROVALS

The Practical Nurse Program is fully approved by the:

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Board of Registration in Nursing
239 Causeway Street
Boston, MA 02114
Telephone: 617-973-0800
www.mass.gov/dph/boards/rn

Upper Cape Cod Regional Technical School’s Division of Nurse Education is accredited by the:

Commission on Occupational Education (COE)
840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 800-917-2081
www.council.org



All documents describing MA Board of Registration in Nursing approval and/or COE accreditation are available for review by contacting the PN Program Director in writing. The Director will facilitate the review process in a convenient and mutually agreed upon manner.

Upper Cape Cod Regional Technical School is accredited by:
New England Association of Schools and Colleges
Technical and Career Institutions (CTCI)
3 Burlington Woods Drive
Suite 100
Burlington, MA 01803

UPPER CAPE COD REGIONAL TECHNICAL DISTRICT SCHOOL COMMITTEE

<u>NAME</u>	<u>TOWN</u>
Ellen Barber	Sandwich
Dominic Cammarano, Jr.	Wareham
Thomas Corriveau, Vice Chair	Falmouth
Mary L. Crook	Bourne
Michael Degan, Treasurer	Sandwich
Robert Fichtenmayer, Chair	Wareham
Christine Marcolini	Marion
David P. Sampson	Bourne
Maryann Smith	Falmouth

PRACTICAL NURSE PROGRAM ADVISORY COMMITTEE

The Advisory Committee is composed of individuals or representatives from a variety of stakeholder organizations. Below is a representative sample of participants (June 2021):

- Beth Israel Deaconess Plymouth
- Bourne Manor Extended Care Facility
- Brewster Medical Associates
- Briarpatch Pediatrics
- Bristol Community College
- Bristol Plymouth Regional Technical School
- Cape Cod Community College
- Cape Cod Healthcare
- Cape Heritage Rehabilitation and Health Care Center
- CPS Correctional Healthcare
- Diman Regional Technical School
- Massasoit Community College
- PSA Healthcare
- Plymouth Rehabilitation and Healthcare Center
- Quincy College
- Royal Cotuit Nursing and Rehabilitation Center
- Southeastern Technical Institute
- Spaulding Rehab. Hospital of Cape Cod
- Vibra Hospital of Southeastern Massachusetts
- Windsor Skilled Nursing and Rehabilitation
- PN Program Alumna, Current Students, and Faculty

PRACTICAL NURSE PROGRAM

Judith M. Pelletier MSN, RN, Director
BSN, University of Lowell
MSN, Salem State University

Mary Bostrom, Secretary	Kayla Maxim, BS, Financial Aid Counselor BS, Bridgewater State College
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FACILITATORS

(August 2021)

Chanda Beaty, MSN, RN
Diploma, Practical Nursing, Quincy College
ADN, Cape Cod Community College
BSN, Cebu State College of Science, Philippines
MSN, Boston College
Post-Masters Nurse Educator Certificate,
Missouri State University

Lisa A. Schmitt, BSN, RN
Diploma, Framingham Union Hospital
School of Nursing
BSN, University of Massachusetts Dartmouth
MSN(c), Nursing Education, Aspen University, Denver, CO

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ADN, Cape Cod Community College
BSN, University of Massachusetts Boston
MSN, Nursing Education, Aspen University, Denver, CO

CLINICAL FACILITATORS

Patricia Connolly, MSN, APRN
ADN, Laboure College
BSN, Northeastern University
MSN, University of Massachusetts Boston

Martha Martin, MSN, RN
Diploma, New England Deaconess Hospital SON
BSN, St. Joseph's College of Maine
MSN, St. Joseph's College of Maine

Joan-Anne Simpkins, BSN, RN
BA, Psychology, Worcester State College
Diploma, Practical Nursing, Quincy College
ADN, Cape Cod Community College
BSN, Excelsior College, NY
MSN(c), Nursing Education, Excelsior College, NY

Mary E. Walsh, BSN, RN
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M.Ed., [Elementary Ed.], Sacred Heart University, CT

TBA

TBA

NURSING SKILLS LAB ASSISTANT FACILITATOR

Christina L. DiBartolomeo, ADN, RN
ADN, Laboure College

DIVISION OF NURSE EDUCATION

MISSION – PRACTICAL NURSE PROGRAM

The mission of the Practical Nurse Program is to prepare each graduate for safe, entry level nursing practice, caring holistically for individuals from diverse backgrounds, demonstrating technical competence, while functioning as an integral member of the health care team with a commitment to educational advancement and life-long learning.

In congruence with the **vision** of UCT, the graduates from the Division of Nurse Education will be personal and professional role models in the workplace, academia, and their communities.

PHILOSOPHY – PRACTICAL NURSE PROGRAM

Upper Cape Cod Regional Technical School and the nursing faculty are committed to the development of safe, caring, self-reliant, responsible, life-long learners capable of successfully competing in a rapidly changing technological world. The administration and nursing faculty seek to educate the post high school student by preparing nursing graduates who can problem solve, think critically, lead healthy lives, behave ethically, and assume the responsibilities inherent in the role of the beginning Licensed Practical Nurse.

Practical nurse education prepares entry-level graduates to work collaboratively with other health care providers to ensure continuity of care in a variety of health care settings. Practical nurse education prepares graduates who are capable of practicing nursing in a rapidly changing health care environment. The faculty believes that treating human beings as individuals with dignity and self worth is a key factor in the education of students, and therefore, the care of patients (clients). Environment encompasses all elements external to and interacting with the individual to influence her/his state of health and highest level of functioning.

Health is perceived as a state of optimal physiological, emotional, intellectual, social and spiritual well-being. Health is dynamic and unique to each individual. Nursing is the treatment of human responses of clients, and it is through the nursing process that the nurse is able to assist the client to achieve optimal wellness. Nursing is an applied discipline that integrates the biopsychosocial sciences into the care of clients.

The faculty believes that the practical nurse is a vital part of the health care team and she/he understands that the organizing framework for the practice of nursing is the nursing process. In using the nursing process, the practical nurse utilizes the concepts of assessment, planning, implementation and evaluation. The practical nurse participates in safe application of the nursing process in a variety of health care settings.

The faculty believes that learning takes place from simple to complex throughout the life span in an atmosphere of caring, involvement, participation, teamwork, and support. The faculty facilitates student learning and believes that this approach enables each individual student to safely practice in a legally and ethically responsible manner.

END OF PRACTICAL NURSE 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.

DEFINITIONS

Client is the individual, family, or group, which includes significant others and populations. [2017 NCLEX-PN Detailed Test Plan]

Client centered care recognizes the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client preferences, values, and needs. [Adapted from QSEN, 2007]

Clinical competence is the knowledge, and the use of affective, cognitive, and psychomotor skills, required for the delivery of safe nursing care in accordance with accepted standards of nursing practice. [MA BORN 244 CMR 10.00, proposed new regulation]

Continuum of care covers the delivery of healthcare over a period of time with care provided from birth to end of life, for all levels and stages of care varying for each client depending on their unique needs. [Adapted from Healthcare Information Management Systems Society, 2014]

Evidenced-based practice integrates the best current evidence with clinical expertise in the provision of care. [Adapted from QSEN, 2016]

Integrity of information insures information transmission between clients and providers is secure and protected, following all legal, ethical, and organizational polies to protect and maintain confidentiality. [Adapted from Technology Information Guiding Educational Reform, 2009]

Interprofessional Team is composed of two or more disciplines that collaborate to achieve quality client care. [Adapted from NLN CNEA, 2016]

Nursing Process is a scientific approach to client care that includes assessment, identification of client problem(s), planning, implementation, and evaluation of care provided.

Role of the practical nurse 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. [NALPN, 2015]

Safe care is the provision of healthcare services in a manner that minimizes the risk of harm to clients and providers. [Adapted from NLN, 2010]

At the completion of the program, graduates are eligible to write the National Council of State Boards of Nursing Licensure Examination for Practical Nurses (NCLEX-PN®). Graduates who meet the objectives of the Upper Cape Cod Regional Technical School's Practical Nurse Program and achieve a passing score on NCLEX-PN are prepared to practice as entry level Licensed Practical Nurses.

STUDENT'S RIGHTS AND RESPONSIBILITIES*

There is a commitment at Upper Cape Cod Regional Technical School to recognize the legal rights of all students and accompany each with the responsibilities that parallel these rights. Whenever a question exists or an appeal of a decision or action seems justified, students are encouraged to take the matter to the appropriate school authority in accordance with the policies provided in this Handbook.

Students are expected to behave in an orderly and respectful manner at all times. Student behavior must take into account the rights of others as well as the effective operation of the school. This Handbook provides information to facilitate the consistent application of program policies to all students.

Throughout the student enrollment in the program, the student is expected to keep records of all exam scores, etcetera, to self-monitor their progress. Students are responsible for meeting required due dates for all assignments and will not be reminded of these dates. The faculty provides the student with a detailed syllabus, implementation guide, calendar, as well as other tools to achieve this expectation.

CODE OF ETHICS

It is expected that the practical nurse student will respect and maintain patient confidentiality. A critical characteristic necessary to ensure patient safety that is expected of the practical nurse student and of all health care professionals is honesty. It is imperative that the student reports accurate information, in a timely manner, to the clinical facilitator and/or clinical staff regarding your assignment, whereabouts, and/or patient status. Never leave a clinical unit without reporting off to your clinical facilitator and ensuring that your patient is safe.

Any violations will be considered serious and could result in dismissal from the clinical site and/or nursing program.

ACADEMIC INTEGRITY*

All students enrolled in the Practical Nurse Program agree to act with honesty and integrity at all times in class, lab, and clinical settings. Unless given express permission by instructors, students may not collaborate, share information in any way, give or take information on quizzes, tests, or exams or submit any work that contains the ideas of others without attribution. Any violation of copyright will result in a zero for the assignment or exam, and may result in further disciplinary action.

Any form of cheating or plagiarism is considered a violation of program integrity and will result in disciplinary action. Disciplinary action may take the form of verbal or written warning, failure on an exam or assignment, course failure, suspension, or dismissal from the program. Students may appeal the decision in accordance with the established Grade Appeal and/or Appeals Process as outlined in the Practical Nurse Program Student Handbook.

POLICIES AND PROCEDURES

Program Operations

ADMISSION*

The Admission Policy accompanies the *Application for Admission*. The Policy includes: Eligibility; Application Process; ATI TEAS VI Testing Procedure; Selection Process; and Admission Requirements.

WITHDRAWAL OF ADMISSION TO THE PROGRAM*

The Massachusetts Board of Registration in Nursing protects the health, safety and welfare of the citizens of the Commonwealth by licensing qualified Licensed Practical Nurses who possesses the knowledge, skills and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the *Good Moral Character Licensure Requirement Information Sheet* [found at: <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>]. Each applicant for initial nurse licensure by examination must comply with the “Good Moral Character” requirement specified at G.L. c. 112, secs. 74, 74A, 76, and 80B. Each initial applicant has the burden to demonstrate compliance with the *Licensure Policy 00-01: Determination of Good Moral Character Compliance*.

UCT reserves the right to withdraw the awarding of Program admission to any individual should the Program or the administration of UCT become aware of any individual’s action that relates to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,
- Rehabilitation, and/or
- Release.

ADVANCED PLACEMENT*

Individuals may apply to enter the program at Semester II/Term II (Medical, Surgical, & Psychiatric Nursing) provided they can supply satisfactory proof of completion of all the Semester I/Term I course content with a grade of "B-" or better within the past two years if the student is not currently matriculated in a nursing education program. For currently matriculated transfer students, course content may be older than two years. An original transcript of grades and detailed course descriptions are required. The Term I courses are: Anatomy and Physiology, Fundamentals of Nursing*, Vocational Trends in Nursing, Introduction to Pharmacology, and Nutrition. Entrance into the program will be determined on a space available basis. Applicants eligible for Advanced Placement are not required to complete the admission exam [TEAS]. Individuals may not transfer into the program at any time after Semester II/Term II.

[*In the event it is necessary to consider multiple clinical courses to determine eligibility based on content, skills lab, and clinical hours, Fundamentals of Nursing must have been completed with a “B-“ or better and the additional course (for example, Medical Surgical nursing) must have been completed with a “C+” or better to meet the necessary hours requirement.]

Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the UCT transcripts as Transfer Credit. A new cumulative grade begins with the commencement of a student’s career at UCT and reflects only work completed as a UCT student.

Students entering the Program as and\ Advanced Placement student will be required to do the following prior to enrolling:

1. Achieve a grade of 90% or better on the required Medication Administration Examination. **Students may retake the Medication Administration Exam once and only once.** Failure to achieve a 90% or better will render the student ineligible for advanced placement;
2. Demonstrate lab competency in all skills required in the course prior to the one to which the student will be enrolling. For example, if a student is applying for advanced placement to Medical-Surgical Nursing, she/he must demonstrate retention of competency in clinical nursing skills completed in Fundamentals of Nursing. Students will receive information on how to prepare for this competency testing and should plan on three hours for the testing session. Dates and times will vary and a \$75.00 fee will be assessed. Failure to demonstrate lab competency will render the student ineligible for advanced placement; and
3. Complete a *PN 101 Fundamentals of Nursing* final exam that had been administered to students enrolled in the UCT PN Program. The results of this exam will be used for self-evaluation purposes only to facilitate success in the Program for the students seeking advanced placement.

Students granted Advanced Placement are not eligible for readmission to the Program.

ADVANCED PLACEMENT or TRANSFER OF MILITARY EDUCATION, TRAINING OR SERVICE FOR A MILITARY HEALTH CARE OCCUPATION*

Applicants who have military health care education, training, or service may be eligible for advanced placement or transfer of previously completed course credit.

Due to the variety of opportunities for military health care occupation education, training, or service can vary, each applicant will be considered on a case-by-case basis in accordance with the [NCSBN Analysis: A Comparison of Selected Military Health Care Occupation Curricula with a Standard Licensed Practical/Vocational Nurse Curriculum](#). Materials that will be required to determine advance placement or transfer include, but may not be limited to: Transcripts; Course descriptions; Skills checklists; and/or Evaluations.

TRANSFER CREDIT FOR NON-CLINICAL NURSING COURSES*

A student who has completed Anatomy and Physiology I and Anatomy and Physiology II, Nutrition, and/or Introduction to Pharmacology, from another regionally accredited post-secondary institution – one recognized by the US Department of Education - within the past **two years**, inclusive of Honors Anatomy and Physiology and /or Honors Nutrition completed at UCT, and has obtained a grade of "B-" (80% or greater) or better may be eligible for transfer credit. To obtain transfer credit the student must provide the program director with:

1. an official transcript documenting completion of the equivalent course within the past two years with a grade of "B-" (80%) or better;
2. a description of the course (catalog, syllabus or similar documentation) which demonstrates the course(s) for which the student is seeking transfer credit is equivalent to the course offered at UCT in content and hours;
3. additional materials that the program director may request.

Students will be notified by the program director when transfer credit is awarded. If the student is eligible for Title IV Financial Aid, the exemption credit may impact the amount of the student's award.

COURSE EXEMPTION*

A student may request an exemption to non-clinical nursing courses. A request for a course exemption must be accompanied by documents to support the request. For example, the course exemption may be requested by the student that has a college degree in a field relevant to the course content.

READMISSION TO THE PRACTICAL NURSE PROGRAM*

Students who withdraw from the program due to any reason (personal, medical, academic or other) may request readmission. **Readmission to the Practical Nurse Program is considered on a space available basis and is not guaranteed.** If all seats in the program are full for whatever term the student requests readmission, the student's return to the program will not be accommodated. Upon readmission the student may have to purchase new textbooks, technology, etcetera, to meet course and Program requirements.

Students may repeat one non-clinical nursing (PN 102, PN 103, PN 104, PN 109) and/or one clinical nursing course (PN 101, PN 110, PN 107) in the Practical Nurse Program. Failure to be successful on the second attempt in the non-clinical nursing or the clinical nursing course will render a student ineligible for readmission to the Practical Nurse Program. Students may petition this determination with documentation of an extenuating circumstance that contributed to a prior failure.

If a student wishes to be considered for readmission the student must complete the following requirements. Students who do not meet all of the criteria for readmission outlined below will be ineligible for readmission to the PN Program.

2. Submit a Readmission Application to the Program Director requesting consideration for readmission a minimum of three (3) months prior to the start of classes for the academic year in which the student is seeking readmission;
3. Submit all required medical information including any updates as needed (TB screening, CPR certification, etc.);
4. Show evidence of satisfactory achievement in all prerequisite courses completed prior to the term in which the student plans to return. For example, a student who chooses to return to the program in Term II must have achieved a C (75% or better) and a satisfactory clinical and lab grade in all of the required courses in Term I.
5. In addition to the above requirements, all students seeking readmission to Semester II/Term II or Term III will be required to do the following prior to readmission:
 1. Achieve a grade of 90% or better on the required Medication Administration Examination. **Students may retake the Medication Administration Exam once and only once.** Failure to achieve a 90% or better will render the student ineligible for continuation;
 2. Demonstrate lab competency in all skills required in the course prior to the one to which the student will be readmitted. For example, if a student is applying for readmission to Medical-Surgical Nursing, she/he must demonstrate retention of competency in clinical nursing skills previously completed in Fundamentals of Nursing. Students will receive information on how to prepare for this competency testing and should plan on three hours for the testing session. Dates and times will vary and a \$75.00 fee will be assessed. Failure to demonstrate lab competency will render the student ineligible for readmission.
6. Nursing faculty will review the student's request and make a recommendation on readmission. Factors to be considered include, but are not limited to, the student's grade point average and the amount of time that has lapsed since the student was enrolled, as well as factors that contributed to the withdrawal and the individuals self-identified plan for success upon return to the Program. The Program Director will notify the student, in writing, once the recommendation has been received.
7. The student returning to the Program in Term I will be required to pay a \$1000.00 deposit upon receipt of notification of their readmission. Students returning to Term II or Term III will be required

to register for the course and pay the required fees two (2) weeks prior to the start of the course the student has been readmitted to.

Students receiving an Unsatisfactory evaluation for any clinical behavior at the conclusion of the clinical experience may not continue in the program and will not be eligible for readmission.

If a student seeking readmission has had a lapse in enrollment of 5 years or greater, the student is deemed to be a 'first-time' student for the purpose of applying the Readmission Policy.

CRIMINAL OFFENSE RECORD INFORMATION (CORI)

What is CORI? C.O.R.I. is Criminal Offender Record Information, which consists of records and data in any communicable form compiled by a Massachusetts criminal justice agency about an identifiable individual that relate to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,
- Rehabilitation,
- Release

Does not include juvenile history, except for charges on which a juvenile was adjudicated as an adult.

The Massachusetts Board of Registration in Nursing protects the health, safety and welfare of the citizens of the Commonwealth by licensing qualified Licensed Practical Nurses who possesses the knowledge, skills and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the Good Moral Character Licensure Requirement Information Sheet a copy of which is included at the end of this Handbook. Each applicant for initial nurse licensure by examination must comply with the "Good Moral Character" requirement specified at G.L. c. 112, secs. 74, 74A, 76, and 80B. Each initial applicant has the burden to demonstrate compliance with the *Licensure Policy 00-01: Determination of Good Moral Character Compliance*, (see Appendix).

In compliance with school and clinical agency requirements, Upper Cape Cod Regional Technical School and/or the clinical agency in which the student is assigned to provide patient care, will conduct a CORI (Criminal Offender Record Information) check. Students will be required to submit to a CORI. Upper Cape Tech and/or the clinical agency will send the student's signed completed CORI request form to the Criminal History Systems Board to be checked.

The outcome of the CORI may impact the student's ability to participate in the clinical experience. Since graduation requires completion of concurrent clinical and academic hours, the student would not be able to successfully graduate from the program.

DAILY SCHEDULE

You will receive a syllabus and implementation guide prior to or on the first day of each term. Class is scheduled from are 8:00 AM to 2:10 PM (Full Time) or 3:00 PM to 8:45 PM (Part Time), and on-campus simulation (Sim) lab hours are 8:00 AM to 2:10 PM (Full Time) or 3:00 PM to 9:30 PM (Part time).

Clinical times may vary between the hours of 6:30 AM and 4:00 PM (3 experiences per week Full Time) or 2:30 PM and 10:00 PM (2 experiences per week Part Time) or 7:00 AM to 7:30 PM (1 experience per week part time). Clinical hours are based upon clinical schedules, facilitator expectations, and requirements of the clinical facility.

Due to unavoidable circumstances students enrolled in the Full-Time Option may be assigned to an evening clinical experience. For planning purposes, if students are required to attend evening clinical experiences, advance notice will be given as early as possible.

The *Canalside* offers coffee and pastries for purchase during morning break as well as lunch. Lunch must be pre-ordered and picked up in the restaurant. The lunch menu will be posted each morning students are on campus.

Students are welcome to bring food from home. A microwave and vending machines are located in the break room for student convenience. Students may also leave the building at break time but must be back in class as scheduled.

At all clinical sites, food may only be consumed in designated areas. Students may never eat on the clinical unit and may never eat food provided to residents or patients at the clinical sites.

INCLEMENT WEATHER PROCEDURES - CLASS AND CLINICAL

At any time a student does not feel that they can travel to campus or clinical due to the weather, students may use their own discretion and choose not to travel, however this will result in an absence.

Cancellation of day classes (Full-Time) does not mean evening classes (Part-Time) will be cancelled. Cancellation of evening (Part-Time) classes will occur separately.

I. CLASS CANCELLATION

If Upper Cape Cod Regional Technical School is closed then:

- Students do not report to class.
- Facilitators do not report to class.

II. CLINICAL CANCELLATION

If Upper Cape Cod Regional Technical School is closed then:

- Students do not report to clinical sites.
- Facilitators do not report to clinical sites.

If Upper Cape Tech is OPEN but weather could be bad in other towns then:

- The Facilitator will contact the students in their clinical group with instructions.

III. DELAY IN START TIME FOR EITHER CLASS OR CLINICAL

If Upper Cape Tech announces a delay in start time on a CLASS DAY:

- UCT opens at 7:00 AM and student will report to class based on this start time
Example: A 2 hour delay at UCT means PN class begins at 9:00 AM
- **A 1 hour delay at UCT does not change the start time of the PN Program.**

There will be no Full Time Academic Assistance before classes when a delay occurs.

If Upper Cape Tech announces a delay in start time on a CLINICAL DAY:

- Facilitators will contact the students in their clinical group with instructions.
- Facilitators notify clinical agencies of the time students will arrive.

SCHOOL CANCELLATION INFORMATION

In the event of excessive snow or other hazardous weather conditions, Upper Cape Tech has a computerized telephone notification system that will automatically call you with a recorded message to inform you of cancellations. Information will also be broadcast on local radio and television stations. Please do not call the Program Secretary for cancellation information. The staff learns of the cancellation at the same time it is announced to the public.

Cancellation of school in Bourne, Falmouth, Marion, Sandwich, and/or Wareham does not mean UCT is, or will, be cancelled, nor does it excuse any previously reported absence for that class, clinical, and/or skills lab. **Listen specifically for an announcement for Upper Cape Cod Regional Technical School.**

EMERGENCY PROCEDURES

SAFETY AND SECURITY CODE

Emergency conditions may at some time necessitate one of three safety procedures to be employed. Each of the three situations requires a unique response on the part of students, faculty, and staff. Regardless of the emergency situation, it is paramount that the safety of all is of the utmost concern and importance.

The three emergency conditions referred to above are:

1. FIRE:

In the event of a fire, the fire alarm system will activate. Students and staff are to evacuate the building using the nearest means of exiting the building. Upon leaving the classroom, windows should be closed, doors closed (left unlocked) and lights turned off.

- All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
- Staff members and students should assemble at a safe distance from the building and far enough away from the path that emergency vehicles or personnel may travel.
- Facilitators must keep the student group together and take attendance, assuring that all students have been safely evacuated.
- Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent, Principal, or other designated school official who will be so advised by the fire department official in charge.

2. BOMB, EXPLOSIVE DEVICE, GAS LEAK: (CODE RED)

In the event that an explosion from an incendiary device or gas, etc. is suspected, an announcement will be made to evacuate the building. This announcement will be made as a **CODE RED** EMERGENCY. (The fire alarm will not be sounded as it triggers fire doors throughout the building.

- In a **CODE RED** emergency, students and staff will exit the building using a minimal number of exits.
- All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
- Staff members, upon leaving their rooms, will open all windows, leave classroom doors open and turn off lights.
- At the area where assembled, staff members will take attendance, assuring that all students have been safely evacuated.
- Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent, Principal, or other designated school official.

3. **LOCK DOWN**

In the event that an emergency situation necessitates all personnel and students to remain in their classrooms until restored, a **LOCK DOWN** announcement will be made.

- Under a **LOCK DOWN**, staff should secure their rooms by closing doors and prohibiting anyone from entering or leaving until the emergency situation is resolved. Since classroom doors lock only from the outside, locking the door would be in order providing that the staff member is assured that students who might have left the room have returned or can safely gain access if necessary. *All staff and students must remain out of sight of doors and windows.*
- All staff and students are to remain in place until the “all clear” announcement is given by school administration.
- Unattached students will report to the nearest classroom or shop. Teachers will note any student additions and relay the information to the administrative team.

Emergency exits are clearly marked and evacuation instructions are posted in every location at UCT. The evacuation plan will be reviewed with students during the first day of classes and students should familiarize themselves with the specific instructions for evacuating the building. During an evacuation, students are expected to leave the building in a quiet and orderly manner. Students are required to remain with their facilitator during evacuation drills. Attendance will be taken.

CAMPUS SECURITY

The United States Department of Education, Office of Postsecondary Education, in accordance with section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of this institution's continued participation in Federal student financial assistance programs, collects data about the number and nature of crimes and fires on the campus of Upper Cape Tech.

To view the institutional data on crimes and fires at Upper Cape Cod Regional Technical School go to: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>; enter the name of the institution as "Upper Cape Cod", click Search, and a link to the most recent data for UCT will be displayed. A copy of the most recent UCT campus crime statistics is also found the Appendix of this Handbook.

BUILDING SECURITY

The Nursing and Allied Health Center is a secure locked building. Students will be provided entrance at specified times throughout the day or evening as required by the daily schedule. Students will be required to purchase key fobs as a cost of approximately \$10.00.

SEARCH AND SEIZURE

School officials maintain the right to seize items in a student’s possession and to search school property assigned to a student under the following guidelines:

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to health and safety of the students or others.
2. Upper Cape Tech will work cooperatively with law enforcement agencies and the K-9 unit to search school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of school rules anywhere on campus.

Upper Cape Tech assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of any faculty member, administrator or the school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited to: drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products. It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to learning** for all students.

VALUABLE ARTICLES/MONEY

Items of significant value or large sums of money should never be brought to campus or to the clinical site. Be mindful of the safety of all possessions at all times. There is no space for storage of personal items at the clinical agencies; your clinical facilitator will provide specific details.

LOST AND FOUND

The "Lost and Found" is located at the reception area. Students losing an article should check with the program secretary at the front desk. Any student who finds a lost article is requested to turn the item in to the program secretary.

STUDENT PARTICIPATION

In October (Full Time) and December (Part Time Option) of each year, one student from each student group is elected by majority vote of the class to represent the interests of the students as a whole. Student representatives serve as student advocates, meeting with the Program Director throughout the academic year. The Director will bring matters of student concern to the faculty as appropriate. Student input is an invaluable resource for enhancing the quality of the Practical Nurse Program. All students are encouraged to participate and make recommendations.

PROGRAM EVALUATION

At the conclusion of each course, clinical experience, and the program as a whole, the student is asked to complete specific forms evaluating the course, clinical experiences, learning resources and the program in its entirety. Students' recommendations for improving the Practical Nurse Program are appreciated, reviewed carefully, and incorporated into the program as appropriate.

VOTER REGISTRATION

A Voter Registration form is distributed to enrolled students via electronic mail on or before September 1 each year. Voter Registration forms are also available from the Program secretary, Mrs. Bostrom.

GENERAL POLICIES AND PROCEDURES

ATTENDANCE*

Students are expected to be **PRESENT** and **ON TIME** for all scheduled classes, labs, and clinical experiences. Absences are not excused for any reason; however *Extenuating Circumstances* may occur (see policy).

All students are expected to be on time and in attendance for the entire time period for all classes, labs, and clinical experiences. Faculty reserve the right to take attendance at any time during a class period and throughout the day. Appointments should be scheduled at times other than class, lab, and clinical times.

To maximize learning for all students, establish good habits required in the workplace, and minimize disruptions in the classroom learning environment, the Practical Nurse Program has a strict attendance policy. Employers in health care settings demand that employees are not only competent practitioners, but can be depended upon to be on time and present at work on a daily basis. Regular attendance should be thought of as a critical work habit and it is extremely important to your success in the Practical Nurse Program at Upper Cape Cod Regional Technical School. Facilitators carefully monitor student attendance.

In the event a student will be absent on a **class or lab day**, an e-mail should be sent from your UCT e-mail account to: mbostrom@uppercapetech.org. Mrs. Bostrom will receive the e-mail and share it with the faculty and facilitators. In the subject line of the e-mail, simply state, "I will be absent today". A detailed message is not necessary although you may choose to provide one. By using your UCT e-mail account, your name will automatically appear in the message and a copy will be retained in your Sent Mail box.

Excessive absences will jeopardize a student's ability to meet the course and/or program outcomes and may result in an inability to continue in the program. In order to be evaluated, students must be present during clinical and lab sessions. Excessive absenteeism is defined as more than 10% of scheduled class, lab, and/or clinical hours to determine their eligibility for continuation in the program. Failure to satisfactorily perform a classroom or clinical activity due to absenteeism may lead to dismissal from the program. Any student with a demonstrated pattern of absenteeism will be reviewed by the faculty and may be withdrawn from the program at any time.

For each classroom absence that exceeds the 10% maximum, the student's course grade will be lowered by one (1) percentage point. [For example, if the course meets 30 times, 10% of scheduled class time is equivalent to 3 class meetings. If the student's average at the conclusion of the course is 76% and the student missed 5 classes, the course grade will be lowered to 74% - 2 percentage points for the 4th and 5th class absence. Noting that 75% is required to pass, in this example excessive absences would result in course failure.]

For each clinical absence that exceeds the 10% maximum, the student will be required to make-up clinical hours for which there are documented extenuating circumstances, in accordance with the Clinical Make-up Time Policy. [For example, if the clinical hours for the course are 150 hours, 10% of clinical hours are 2 clinical experiences. If a student is absent for a third day and has no documentation of an extenuating circumstance for any of the 3 missed clinical experiences, the student is not eligible to make-up the clinical hours resulting in clinical and course failure.]

Students are responsible for obtaining material missed due to absence. Students should arrange with a classmate to get class notes and meet with the facilitator for any additional information.

In class assignments must be taken during class time and cannot be made up outside of class. There are no exceptions to this requirement. Student will receive a 0% for any in class assignments missed due to absence.

Facilitators will give students more information about testing and evaluation during the first class meeting of each course. This information will also be written in each course syllabus and detailed in the course implementation guide.

Should absence from clinical be necessary due to illness or other extenuating circumstances, OR if you will be LATE for clinical your facilitator must be notified 30 minutes or more, in advance of the start of clinical, unless an emergency occurs. Students are expected to demonstrate professional courtesy by notifying Mrs. Bostrom and/or the classroom facilitator if they will be late to or absent from class or lab.

At the beginning of each clinical rotation, your facilitator will give you very specific information about how best to notify them in the event you will be absent or tardy.

Clinical times may vary according to the clinical experience and thus students should plan to notify facilitators as early as possible and in accordance with the facilitator's notification instructions. Students who have excessive clinical absences are deemed to be on **Probationary Status**.

Absences from a Clinical Site without notification

No call/no show is unprofessional and unacceptable from any student in the PN Program. In an employment situation it may be cause for termination. Failure to notify the facilitator for absences from clinical is serious breach of student responsibility which will result in disciplinary action up to and including termination from the program.

Any student who is absent for 14 consecutive days without notification are considered to have abandoned the program and will be withdrawn (see RETURN OF TITLE IV (R2T4)/REFUND REPAYMENTS).

TARDINESS to CLASS or LAB [SEE separate TARDINESS to CLINICAL, page 38]

Students are expected to be prompt when reporting to class or lab, whether in-person or remote, in accordance with the instructions received from facilitators. Students who arrive late to class or lab greatly disrupt the learning process for all others in attendance. Tardiness or any other time of absence such as leaving class or lab prior to the scheduled time for dismissal will accrue as time absent.

The facilitators reserve the right to deny a late student entry into class or lab if they deem it appropriate. This may include, but not be limited to, the late arrival would distract from the learning or the student has exhibited pattern of arriving late, which has been addressed with the student, and the behavior persists.

Any student with a demonstrated pattern of tardiness will be reviewed by the faculty and may be withdrawn from the program at any time.

If you are going to be late, it is expected that you will inform your facilitator as far in advance, but no later than 30 minutes ahead of time, as possible.

VALOR ACT

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the *VALOR Act II* protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s)
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will a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

STUDENT WITH CONCERNS

At any time during a course, a student may self-identify to a facilitator(s) that they are concerned about their performance in class, nursing skills lab, or clinical and seek academic advisement accordingly.

PROBATIONARY STATUS

The student who has a failing academic grade average in any course at the mid-point of the course, and/or has excessive absenteeism or tardiness or leaving early and/or receives an "Unsatisfactory" evaluation for a clinical skill and/or behavior at the conclusion of the first clinical rotation in PN 101 or PN 110, is on PROBATIONARY STATUS.

A student placed on probation for an unsatisfactory clinical evaluation in PN 101 is not again eligible for probation in PN 106 for clinical performance. A student on probation in PN 106 is not again eligible for probation in PN 107/108 for clinical performance. Should a student's clinical performance again fall below satisfactory standards in a second nursing course, this will result in clinical failure.

A student on Probationary Status is expected to do the following:

1. Consult with the course facilitator(s) and set up an individual learning plan. The plan will be in writing and will cite the deficiencies, as well as **the student's plan** to remedy any deficiency. It is the student's responsibility to meet the expectations of the plan. A copy of the plan will be given to the student, the facilitator, and a copy placed in the student's record.
2. The student will be removed from probationary status only upon successfully meeting all course requirements, including but not limited to, improvement in attendance, passing academic grade (75% or higher) and a passing clinical grade ("Pass").
3. A student on probation may lose her/his financial aid. [Please refer to Return of Title IV (R2T4)/Refund Repayments contained in this Handbook.]
4. If the student is ineligible to progress in the program, financial aid will be terminated.

EXTENUATING CIRCUMSTANCES

The faculty of the Practical Nurse Program recognizes that unforeseen, extenuating, and/or emergency situations may occasionally arise. These will be evaluated on a case by case basis by the Director of the Practical Nurse Program in collaboration with the program facilitators. The Program Director reserves the right to reconsider a student's status due to extenuating circumstances.

Examples of extenuating circumstances may include the following:

- Hospitalization with documentation
- Death of an immediate family member [spouse, child, parent, sibling, grandparents, grandchild, parent-in-law, sister-in-law, brother-in-law, or other members of the student's immediate household]
- Extended illness documented by a health care provider.

Extenuating circumstances or extended illness may force a student to withdraw from the program. Should this occur, the student must submit a written request for a leave of absence, to the Director, Practical Nurse Program. Students who leave the program for absence of any kind are subject to the conditions of the Readmission Policy current at the time of desired return.

LEAVE OF ABSENCE

Any student who wishes to request a leave of absence must do so in writing to the Director of the Practical Nurse Program. If approved, the date and placement in the Program of the student when she/he returns to the Program will be determined by the program facilitators in collaboration with the Director. Consideration will be given to the length of time that the student has been enrolled in the program and academic and clinical performance during the time that the student was enrolled.

Upon returning to the program the student will incur additional costs based upon that year's tuition rate, textbooks, and liability insurance. Students will also be subject to the provisions of the Readmission to the Practical Nurse Program Policy (see below).

LAST DAY TO WITHDRAW

The last day to withdraw from a nursing course is published in the syllabus. Students may choose to withdraw prior to, or on this date, to receive a "W" as the grade of record for the course. Students continuing in the course will receive a course grade based on the course grading policy published in the syllabus.

PROGRAM WITHDRAWAL

Any student who wishes to withdraw from the program must complete a Withdrawal from the Program form and meet with the Director of the Practical Nurse Program. Students withdrawing from the program will be subject to the requirements of the Return of Title IV (R2T4)/Refund Repayment Policy contained in this Handbook, inclusive of meeting with the Financial Aid Counselor for an exit interview to review requirements for return of unearned grant funds and/or repayment of loan funds in accordance with the terms of the promissory note.

Students withdrawing must apply for readmission to the program in accordance with the Readmission to the Practical Nurse Program Policy. Students who fail to officially withdraw will have consideration given to the length of time that the student has been enrolled in the program and academic and clinical performance during the time that the student was enrolled. If readmitted to the program the student will incur additional costs based upon that year's tuition rate, textbooks, and liability insurance. Students will also be subject to the provisions of the Readmission to the Practical Nurse Program Policy current at the time they are seeking to return to the Program.

Non-attendance, or failing to attend class, lab, or clinical, does not constitute withdrawal from a course or the Program. Students who fail to withdraw in accordance with this policy will have their grade calculated on the work completed as of the date last attended and this will become their grade of record for the course(s). The student will also not be eligible for readmission to the Program.

LEARNING RESOURCES

The Practical Nurse Program provides students with access to *CINAHL Plus with Full Text*. This comprehensive research database provides full text for nursing and allied health journals. Additional materials include full-text evidence-based care sheets, quick lessons, and continuing education modules. This resource offers access to health care books, nursing dissertations, selected conference proceedings, standards of practice, audiovisuals, and book chapters and more.

CINAHL Plus full Text remains available to the graduates of the Program.

GRIEVANCE PROCEDURE*

A grievance is a difference in opinion regarding a reported behavior, between a student and member of the faculty or any alleged inequitable or discriminatory treatment of a student.

Level One

The student and facilitator will meet to resolve the conflict. This should occur within seven (7) school days of the alleged incident. The outcome of this interaction will be issued in writing to the student within seven (7) school days of the meeting.

Level Two

If the situation is not resolved, the student and the facilitator shall present it to the Director of the Practical Nurse Program in writing. The director will meet with both parties within seven (7) school days after the resolution at Level One. The decision will be documented and given to the aggrieved within 2 school days of the meeting.

Level Three

If the situation continues to be unresolved, the student/facilitator will be referred to the Review Board, which includes, but is not limited to, the Director of the Practical Nurse Program, Director of Curriculum, Instruction, and Guidance, Dean of Students and one Team Supervisor. A meeting will take place within seven (7) school days of the resolution at Level Two. The outcome will be given in writing to the student and all parties involved within 2 school days of the meeting.

Level Four

If disposition of the problem is still unsatisfactory, an appeal may be made to the Superintendent. A copy of the grievance shall accompany this appeal and must be filed within fourteen (14) days after the resolution at Level Three.

The Superintendent shall meet with the parties involved in order to resolve the grievance. The Superintendent shall respond, in writing, within seven (7) school days after the meeting. The decision of the Superintendent is Final.

General Considerations

1. Failure at any step of the procedure to communicate, in writing, the decision of a grievance within the specified time limits to aggrieved person shall permit the aggrieved to proceed to the next step.
2. Failure at any step of the procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. No reprisals of any kind shall be taken by any party or participants in the grievance procedure by reason of such participation.

For cases where the grievance is not settled at the institutional level, the student may contact the Council of Occupational Education at:

Commission on Occupational Education (COE)
840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 800-917-2081
www.council.org



TERMINATION FROM THE PROGRAM

The following list of items, thought far from exhaustive, represents clinical violations that will result in a student's immediate dismissal from the clinical site and may result in termination from the Practical Nurse Program. Violations include, but are not limited to: breach of confidentiality; unsafe clinical practice as determined by the clinical facilitator or staff; dishonesty/lack of integrity; refusal to care for a client; unethical and/or unprofessional and/or illegal conduct; conduct in violation of any facility policy and/or procedure; and/or

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threatening behavior/harassment towards a facilitator, client, family member, fellow student, or any member of the clinical staff.

When a student has demonstrated reason for dismissal from the clinical site as described above, or for cause (including, but not limited to: academic or clinical failure; violation of Practical Nurse Program policies or the policies of Upper Cape Cod Regional Technical School; improper conduct of any kind, inclusive of disruption of the learning environment; threatening behavior/harassment towards a facilitator, fellow student, or any member of the UCT staff; and/or removal from the clinical site at the request of the facility), the Director of the Practical Nurse Program will meet with the student and provide written notification of the termination in writing. The student may appeal the termination. [Please refer to Appeals Process contained in the Student Handbook.].

APPEAL PROCESS

The student may appeal academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid to the Appeal Review Committee based upon extenuating circumstances. The Committee will review the extenuating circumstances and determine whether or not the student may continue on probation for a specified amount of time.

Filing the Formal Appeal

A student can file a formal appeal by providing a written statement to the Director that clearly and specifically states the grounds on which the appeal is based. The student must explain why he or she believes that the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid to be unjust. The student should attach supporting documentation if available.

Appeal Review Committee

If attempts at informal resolution of the dispute fail, the PN Director shall appoint an Appeal Review Committee to consider the appeal. The panel shall consist of at least the Director of the Practical Nursing Program, Director of Curriculum, Instruction and Guidance, Dean of Students and one Team Supervisor.

The PN Director is responsible for ensuring that the appeal process is completed in a timely fashion. Unless there are exceptional circumstances, the appeal process must be completed within 30 days from when the appeal was filed. The PN Director is also responsible for ensuring that the instructor has at least a week to prepare a response to the appeal and that both the student and the instructor have at least a week's advance notice of the time and location for appearing before the Appeal Review Committee in person if they have requested an appearance.

Review of the Appeal

The Appeal Review Committee is responsible for determining the facts in the dispute and making a judgment on the merits of the appeal. The committee shall review the materials submitted both by the student and the instructor. The committee may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student and the instructor have the right to appear in person before the Appeal Review Committee if they request the opportunity. If both parties appear before the panel, they should be heard separately. If neither party requests to appear in person, the panel should complete its review based on the written materials supplied by the parties and whatever other information the panel may request. The panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private.

The student has the burden of proof. The student must present clear evidence that the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid unjust.

Once the members of the Appeal Review Committee have determined that they have sufficient information to make a decision, they will vote either to grant or reject the appeal. A simple majority is sufficient to decide the issue. If the committee grants the appeal, it determines the appropriate action to reverse the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid. The panel chair shall prepare a written report stating the panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, and the PN Director. If the panel determines that the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid is to be reversed, the PN Director will proceed accordingly. The stated reason for the change of grade will be "the recommendation of the Appeal Review Committee."

Sometimes an appeal raises issues that go beyond the resolution of reversing the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid to be unjust. At its discretion, the Appeal Review Committee may prepare a supplementary report addressing those issues and present it to the PN Director.

Appealing the Committee's decision

The losing party to the appeal process has a limited right to appeal. The appeal can be based only on procedural rather than substantive grounds. If the losing party believes that the appeals process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Superintendent. The appeal can only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the process are not grounds for appeal.

The Superintendent will review the appeal and conduct whatever investigation he or she deems appropriate. If the Superintendent determines that the appeal process was not properly followed and that the failure to follow proper procedures biased the result of the appeal, then the superintendent will vacate the judgment of the committee and direct that the process be repeated with a different review committee. If the Superintendent rejects the appeal, the decision of the Review Committee is final.

DISCRIMINATION / HARASSMENT POLICY

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's normal behavior and actions. It can range from verbal baiting to name calling to sexual harassment.

The procedure dealing with harassment issues can be formal or informal. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved party may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX coordinator may decide that a formal investigation is most appropriate to address issues

The UCT SEXUAL HARASSMENT, BULLYING & HAZING Policy is found in the Appendix of this Handbook.

INFORMAL PROCEDURE

The Director of the Practical Nurse Program may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop. Examples of possible resolutions under the procedures are:

- Verbal statements of apology;
- Letters of apology;
- Assurances that the behavior will end;
- Mediation.

The informal procedure will be completed within seven (7) school days and the Director of the Practical Nurse Program will notify all involved parties of the results of the informal process. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. If all parties involved in the informal process feel that a resolution has been achieved, no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure.

FORMAL PROCEDURE

A formal investigation is initiated when any of the following three criteria are met:

1. Any of the parties involved requests a formal procedure.
2. The Director of the Practical Nurse Program requests the formal procedure is necessary due to the seriousness of the allegations or repeated behavior.
3. Any of the parties involved in the informal process feels that the informal procedure was either inadequate or unsuccessful.

The formal procedures will be completed within seven (7) school days. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. During this time the Title IX Coordinator will:

1. Document the allegations in written form.
2. Notify a parent/guardian if a student under 18 years of age is involved.
3. Conduct an investigation of the complaint and prepare a written report with a description of any actions already taken or proposed.
4. Notify all parties of the results of the investigation including parent/guardian if a student under 18 years of age is involved.

Recommendations for discipline will be referred to the Dean of Students. Discipline in harassment cases will be dealt with in accordance with school policy. All documentation of harassment grievances will be kept on file with the Title IX Coordinator.

APPEALS

A party may appeal the Title IX Coordinator's decision in writing, to the Principal within fourteen (14) days of receipt of the findings of the formal procedure. The Title IX Coordinator's decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Principal will make a decision and inform all involved parties of his decision within thirty (30) school days.

TITLE IX – SECTION 504 AND CHAPTER 622

The Director of Curriculum and Instruction is the coordinator for the Title IX of the Educational Amendments of 1972, Section 405 of the Rehabilitation Act of 1973, and Chapter 622 of the Massachusetts Act of 1971. These laws protect students from discrimination on the basis of gender or physical disability. Students who feel they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity at Upper Cape Cod Regional Technical School on the basis of gender or disability should bring the grievance to the attention of the Title IX Section 504 coordinator. Chapter 622 further insures that all aspects of public school education in Massachusetts must be fully open and available to both sexes and minority groups. No school may exclude a student from any course, activity, service, or resource available in that public school on account of race, color, gender, sexual orientation, religion, or national origin.

Students who feel that they have been deprived of their rights under these Acts are encouraged to seek compliance by following the Student Grievance Procedure or by filing a complaint with the Office of Civil Rights, United States Department of Education, Region 1, 140 Federal Street, 14th Floor, Boston, Massachusetts 02110.

TITLE IX – Education Amendments of 1972

Title IX provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The US Department of Education's [ED] regulation implementing Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

Under Title IX, it is illegal for schools to exclude a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Schools may implement special instructional programs or classes for a pregnant student, but participation must be completely voluntary on the part of the student, and the programs and classes must be comparable to those offered to other students.

In addition, a school must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.

Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student. Therefore, if a school provides special services, such as homebound instruction or tutoring, for students who miss school because they have a temporary medical condition, it must do the same for a student who misses school because of pregnancy or childbirth.

A school may require a pregnant student or student who has given birth to submit medical certification for school participation only if the school also requires such certification from all students with physical or emotional conditions requiring the attention of a physician. Thus, for example, a student who has been hospitalized for childbirth must not be required to submit a medical certificate to return to school if a certificate is not required of students who have been hospitalized for other conditions

HEALTH & WELLNESS

HEALTH CLEARANCE

In accordance with Massachusetts Board of Registration in Nursing regulations, candidates for admission to a nursing education program must provide satisfactory evidence of compliance with the immunization requirements specified by the Massachusetts Department of Public Health, (see Appendix).

A Health Clearance and Immunization Forms are provided to individuals upon acceptance to the program and must be completed and returned prior to the scheduled start of the academic year as published in the relevant Academic Calendar. Failure to provide all required documentation may exclude the PN student from clinical practice.

CLINICAL AGENCY REQUIREMENTS

Clinical agencies may require specific immunizations and/or titers and/or tuberculosis screening in addition to the requirements of the MA DPH. Students who have not completed the Hepatitis B series and/or do not have a positive titer are required to sign a waiver acknowledging they are at risk for exposure to the Hepatitis B virus. Students who have tested positive for Tuberculosis in the past will be required to complete a Tuberculosis Screening Questionnaire on an annual basis.

HEALTH INSURANCE

All students are required to carry personal health insurance while they are enrolled in the Practical Nurse Program.

HEALTH SERVICES

The purpose of Health Services at Upper Cape Cod Regional Technical School is to maintain and promote good health through education and preventive medicine.

Health services are available to any student in case of sudden illness or accident. First aid will be administered and the emergency contact person will be notified.

All injuries, however slight, must be reported to the facilitator and the School Nurse so that first aid may be given and a record created for insurance purposes. Students are required to fill out a UCT incident report form for documentation.

LATEX ALLERGY MANAGEMENT

Applicants to health care programs need to be aware that a number of products used in health care contain latex. UCT PN Program will make every effort to provide a latex free environment on campus, however latex is not always easily identified in an academic environment. It is necessary for the student to be aware of their environment and possible risk of exposure.

Students who have a confirmed latex allergy must provide medical documentation and will be required to sign an acknowledgement of their risk and responsibility for avoiding latex whenever possible. Students with a latex sensitivity are responsible for the costs of any testing to confirm the sensitivity.

Students with a latex allergy will be at some risk while completing the program. The UCT PN Program is not able to guarantee the clinical environment will be latex free. Students will agree to allow communication of their latex allergy status to appropriate clinical agencies by the Program Director to facilitate placement and planning.

MEDICAL CLEARANCE

Students who have been treated or/and hospitalized or for any condition that is a change to the individual's health status, and/or renders the individual contagious and/or incapable of performing nursing student responsibilities, must submit health clearance from an appropriate Health Care Provider who was/is rendering treatment, prior to resuming program activities.

The documentation from the Health Care Provider must include a signed and dated statement that the student is free of any health impairment which is of potential risk to students, patients, faculty, and other personnel and which might interfere with the safe performance of her/his nursing student responsibilities, including habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances that may alter the individual's behavior.

Following treatment and/or hospitalization, should the Health Care Provider identify a condition(s) that would limit the student's ability to participate in the PN program and perform nursing activities, the Health Care Provider must stipulate that the condition(s) does not pose a risk to safe nursing practice and identify any limitations, rationale for, and duration of the specific limitations.

Students who are absent for four (4) or more consecutive scheduled days must provide Health Care Provider documentation before returning to program activities. For the purpose of this policy, a student absent on Friday and again the following Monday (Full Time Option), or on Thursday and again the following Tuesday (Par Time Option), as well as the day prior to a long weekend or vacation and again on the day classes resume following any such break, are considered absent for 4 (four) consecutive days.

Upon providing the Director the appropriate documentation and resuming program activities, the student will meet with the Director and the appropriate facilitators to develop a plan to make-up any activities, examinations, clinical, etcetera that may have been missed.

Please note that the clinical agencies with which the program is affiliated may have standards that are different than those above. The clinical agencies may at any time deny the student's participation in clinical activities until such time as the student meets the standards of the affiliating agency.

SCREENING FOR SUBSTANCES OF ABUSE

Screening for substances of abuse are randomly conducted without advance notice to all enrolled students a minimum of one time during their enrollment.

The student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the Director prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student's ability to perform safely, without risk to the student or others.

DRUG/ALCOHOL POLICY

The student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. The facilitator will determine the appropriate course of action which may include but is not limited to immediate treatment, and/or referral, and/or immediate removal from the clinical site. Medical clearance and a conference with the student will be required prior to her/his return.

Any student who comes to school **under the influence** or has **consumed, possessed or distributed** drugs and/or alcoholic beverages of any kind while in school, on school grounds, or at any school-sponsored function will be subject to the following:

- Notification to law enforcement agency where appropriate and/or;
- Due process hearing and/or;
- Disciplinary action up to and including termination from the program.
- Drug screen at the students' expense

Upper Cape Cod Regional Technical School or any clinical facility reserves the right to require a random urinalysis testing and/or CORI and/or fingerprinting at any time while the student is enrolled in the Practical Nurse Program. Such testing will not be requested unless "reasonable suspicion" is found that the student is under the influence of alcohol or drugs. Indications of intoxication or being under the influence of drugs may include, but not be limited to observable phenomena such as bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance, failure to grasp instruction, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. Events such as direct observation of alcohol or drug use or possession of alcohol or a drug; arrest or conviction for an alcohol or drug-related offence; the identification of a student as the focus of a criminal investigation into illegal drug possession use, or trafficking; information provided either by reliable and credible sources or independently corroborated; or newly discovered evidence that the student had tampered with a previous drug test may constitute "reasonable suspicion".

NOTE: Students have the right to refuse to take a screen test, but such refusal may be considered in any disciplinary action.

Should the student be allowed to return to school, the following should be presented at the readmission meeting:

1. If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be provided that student is free of all substance (alcohol/drugs).
2. Documentation of attendance at a rehabilitative program or counseling, whichever is deemed most appropriate by the Director of the Practical Nurse Program.
3. Student must demonstrate a willingness to pursue extra help after school until such time that missed schoolwork is up to date. The attendance policy and clinical make-up policy will be upheld.

A second violation of the drug/alcohol policy **will** result in termination from Upper Cape Cod Regional Technical School.

Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the Director prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student's ability to perform safely, without risk to the student or others.

TOBACCO USE REGULATION

Smoking is prohibited in the Upper Cape Cod Regional Technical School parking lots, school building, adjacent grounds, and before or during clinical experience. Students may not use tobacco products of any kind anywhere on school grounds (including in vehicles). Students must also comply with all regulations at each off-site clinical placement. Students may never smoke while in uniform.

Tobacco use is the leading cause of preventable death and illness in Massachusetts and in the nation:

- More than 8,000 Massachusetts residents die each year from the effects of smoking
- Though they are not smokers themselves, an estimated 1,000 or more Massachusetts adults and children die each year from the effects of secondhand smoke.
- Tobacco kills more people each year than car accidents, AIDS, homicides, suicides and poisonings combined.
- Smoking costs the Massachusetts economy more than \$5.5 billion each year

The Massachusetts Tobacco Cessation & Prevention Program works to improve public health in the Commonwealth by reducing death and disability from tobacco use. To get help taking the first steps to quitting or for extra support after you quit, call the Massachusetts Smokers' Helpline for free support and advice: 1-800-QUIT NOW (1-800-784-8669).

SUBSTANCE ABUSE PREVENTION

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 9:00 am to 5:00 pm. Language interpreters are always available. Call: (800) 327-5050. TTY: (800) 439-2370

CRISIS SERVICES

Crisis Services are available 24 hours per day, every day throughout the year. The following information is provided should a student need assistance in dealing with a crisis.

Region	Towns served	24-hour Access Number
Southern Coast	Acushnet, Carver, Dartmouth, Duxbury, Fairhaven, Halifax, Hanover, Hanson, Kingston, Marion, Marshfield, Mattapoisett, New Bedford, Pembroke, Plymouth, Plympton, Rochester, Wareham	Child and Family Services of New Bedford (877) 996-3154
Brockton	Abington, Avon, Bridgewater, Brockton, East Bridgewater, Easton, Holbrook, Rockland, Stoughton, West Bridgewater, Whitman	Brockton Multi-Service Center (877) 670-9957
Cape Cod & The Islands	All of communities on Cape Cod and the islands of Martha's Vineyard & Nantucket	Cape & Islands Emergency Services (800) 322-1356
Fall River	Fall River, Freetown, Somerset, Swansea, Westport	Corrigan Mental Health Center (877) 425-0048
Taunton, Attleboro	Attleboro, Berkley, Dighton, Lakeville, Mansfield, Middleborough, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Taunton	Norton Emergency Services (800) 660-4300

ACADEMIC POLICIES & PROCEDURES

PROGRESSION THROUGH THE PROGRAM*

A grade of 75%/"C" or better is required in each academic course at the end of each term in order to progress to the next term. Students must achieve a grade of 75%/"C" or better and Pass the clinical/lab component of each course in order to progress to the next term. Numerical equivalents are as follows:

94 – 100 = A
90 – 93 = A-
87 – 89 = B+
84 – 86 = B
80 – 83 = B-
77 – 79 = C+
75 – 76 = C Passing Grade
70 – 74 = C-
67 – 69 = D+
64 – 66 = D
60 – 63 = D-
Below 60 = F

Grading in clinical and lab is Pass/Fail. Students who do not achieve a grade of 75%/"C" or better will not receive credit for the clinical and lab portion of those courses with a clinical component. In order to progress to the next clinical level, a student must demonstrate competence in all critical areas as identified by an asterisk on the clinical evaluation.

The Massachusetts Board of Registration in Nursing has identified that the lack of academic rigor in nursing education programs may negatively impact licensure exam pass rates; specifically rounding up on grades. Grades are calculated to the 100th decimal point and are not rounded up. For example, an exam grade of 74.49 is not a 75%. Students must achieve a 75.00% final exam average and a 75.00% final course grade to progress through the program.

Students are expected to keep a record of their exam and assignment scores throughout the course to monitor their own progression.

INCOMPLETE GRADE

An "Incomplete" will only be given for extended absence with consideration as to when in the semester the extended absence occurred. The Incomplete must be converted to a numerical grade no later than two (2) weeks after the final scheduled class meeting. The requirements (i.e. clinical make-up time, missing assignments) to complete the course must be arranged with course facilitator(s) and PN Program Director prior to the final scheduled class meeting.

TERM I PROGRESSION (Full Time Option Only)*

The purpose of this policy is to provide an opportunity for students who successfully completed PN 101 Fundamentals of Nursing with a grade of 75% or better to progress in the program should they have also successfully passed all but **one** of the following Term I courses:

- PN 102 Vocational Trends or
- PN 104 Nutrition

Students who fail to achieve a 75% in one of the above may repeat the course and continue to PN 106 Medical Surgical/Psychiatric Mental Health Nursing under the following conditions:

- The student achieved a grade of 70% or better in **one** of the courses listed above;
- Achieved a grade of 75% or better in the other two course; and
- Any course that is not repeated at UCT must receive prior approval from the Director.

Students are required to provide evidence of successful completion of the repeated course to the Program Director by December 31. Failure to do so will result in the student being administratively withdrawn from the Program. Students will achieve a grade of 75% = C for the repeated course.

EXAM POLICY

In accordance with the requirements of the Council on Occupational Education to ensure that the program incorporates current job market requirements (i.e., arriving to work on time), students may not enter the classroom after an examination has been started. Students arriving late will be considered to be absent for that instructional period and will be required to make-up the exam at the end of the scheduled class day in accordance with the Exam Make-up Policy.

Important note: ALL FULL TIME OPTION exams are administered during the first scheduled class 8:00 AM. ALL PART TIME OPTION exams are administered during the first scheduled class at 3 PM.

EXAM MAKE-UP POLICY

Students are expected to be in attendance for all scheduled class exams.

- If the student is absent on the day of an exam the student will take the exam on the first day of return. If the first day of return is a clinical day, the student will be required to take the exam after clinical ends.
- Students who fail to take the exam on the first day of return will not be eligible to take the exam at a later time and will receive no credit for that exam. (Grade of zero)
- Students making-up an exam will have the grade on the make-up reduced by 10% of the exam result. For example, a student who achieves an 80% on a make-up exam will receive an exam score of 72%. This will be waived only in the event of an extenuating circumstance.

Students may make-up only one exam throughout the course. In the event a second absence occurs, documentation of an extenuating circumstance must be provided. Examples include, but are not limited to:

- Hospitalization with documentation;
- Death of an immediate family member [spouse, child, parent, sibling, grandparents, grandchild, then parent-in-law, sister-in-law, brother-in-law, or other members of the student's immediate household]; or
- Extended illness documented by a health care provider.

POST-EXAM REVIEW POLICY

Students are expected to conduct themselves in a professional manner during any and all exam reviews provided by the facilitators. Post-exam reviews are conducted during Academic Assistance, either before the start of classes in the morning or in the afternoon following the conclusion of the last class of the day. The facilitators offer no guarantee that students who choose not to attend the post-exam review will have the opportunity to review their exam at a future date and time.

Post-exam reviews will be conducted within the two (2) weeks after the exam was administered, noting that school cancellations may require this time frame be extended. If a student(s) is absent on the day of the exam, the review will not be conducted until such time as every student has written the exam.

All hard copies of exams are destroyed following the post-exam review; only the Scantron completed by the student will be retained for the duration of the course.

Students who wish to dispute any answer identified by the facilitators as the correct answer may do so, in writing using the *Student Test Item Query* form, providing an appropriate resource (i.e. the course textbook, the facilitators PowerPoint slide, and/or professional journal). Arguing a question in a public

forum is unprofessional. The faculty will consider the evidence provided by the student to determine if any change to the correct answer is warranted.

In the event a student requests an individual review of their exam, the facilitators reserve the right to lower a student's grade should it be identified that the student was awarded credit for an incorrect exam. Should in error be identified that negatively affected the student's grade, an adjustment will be made accordingly.

ACADEMIC ASSISTANCE

Students who experience difficulty with their schoolwork may request assistance from classroom facilitators. Each facilitator is available either prior to or after class each week for students who missed class for valid reasons and to provide additional instruction to students who are having difficulty with work presented during regular classes. Please refer to the course syllabus for facilitator availability. Facilitators should not be expected to meet with students during the scheduled breaks between classes.

ASSIGNMENTS

All written assignments must be word processed and utilize proper spelling, grammar, punctuation, etc. Please use Times New Roman, 12 point font, and double space between lines. Use spell check, but even more importantly – **proofread** your paper. Include a cover page with your name, course, and date. Students are expected to use APA (American Psychological Association) formatting for the title page, references and in-text citations. Assignment that are not in APA format will be returned to the student for revision with a five (5) point deduction per calendar day (this includes weekends and holidays) until it is submitted in correct APA format.

The faculty recommend *APA: The Easy Way! Updated for the APA 6th Edition (2nd edition)*. Copies are available for students to borrow or purchase. A resource that may be helpful can be found at: <https://www.youtube.com/watch?v=aWT9zgMPyiY>.

Written assignments are due on the specified date set in the syllabus. A hard copy must be provided; assignments sent as attachments via e-mail will not be accepted unless an exception is made at the discretion of the facilitator. Five (5) points per calendar day (this includes weekends and holidays), will be deducted for late assignments. If an assignment is turned in after the assigned time on the day the assignment is due, five (5) points will be deducted.

No assignment will be accepted after 1 week of the original due date and will result in a grade of ZERO for that assignment.

CINAHL Plus Full Text

Students are required to use CINAHL, a full-text data base of nursing publications that is made available to students for the purpose of completing assignments and researching client care topic.

DOSAGE CALC 360°

Dosage Calc 360° is an online program that guides students through learning, practicing, and assessing the knowledge they need to calculate drug dosages safely and accurately. Dosage Calc 360° organizes content into easy to master modules. Videos and interactive graphics enhance understanding. Students practice their new skills and continuously assess their strengths and weaknesses to identify the areas where they should focus their study time.

MEDCOM T3 ONLINE EDUCATION

T3 is an online learning system providing access to videos and other materials to support the curriculum. Selected content will be assigned throughout the Program and may also be used by student to supplement their learning.

SHADOW HEALTH DIGITAL CLINICAL EXPERIENCE

The *Shadow Health* virtual clinical environment complements the learning that occurs in the clinical practice settings. Patient case assignments will be integrated throughout the Program and are required to successfully pass the course in which the digital clinical experience is assigned. These assignments will provide practice in critical thinking, deductive reasoning, communication, and nursing skills.

vCLINICAL VIRTUAL SIMULATION

vClinical is an online virtual clinical program designed to help students master their skills of prioritization, delegation, and sequential thinking. Virtual clinicals provide students with a variety of experiences across the curriculum. These assignments will provide practice in clinical judgment and decision making skills.

DAVIS EDGE

Davis Edge is an adaptive, online learning platform that is integrated into selected nursing courses. Assignments are required to successfully pass the course in which the *Davis Edge* assessment was assigned. The interactive, question-based format provides practice to improve scores on course exams and the NCLEX-PN®. **Davis Edge access is valid for 2 years following activation.** Students readmitted may be required to re-purchase Davis Edge to meet course and Program requirements.

COMMUNITY SERVICE

Community Service is a method by which students actively participate in organized service that is conducted in and meets the needs of the community. It is motivated by their program/the community/agency representative. This service activity helps foster civic responsibility and may be integrated into and enhance the academic curriculum of the students.

Each student is required to complete a total of twelve (12) hours in performance of community service during the Program. Six (6) hours will be completed during Fundamentals of Nursing (PN 101) and six (6) hours will be completed during Medical, Surgical, & Psychiatric Nursing (PN106). The student must receive prior approval from the clinical facilitator to complete the service during a scheduled clinical day. The student will be given credit for service provided outside of scheduled clinical experiences, but must obtain prior approval from the clinical facilitator to use these hours in lieu of a clinical experience.

Examples of acceptable community service are provided, however this is not an all-inclusive list of acceptable agencies and activities:

- Health education sessions in a school or community;
- Visiting the elderly or those in need (i.e. nursing homes, hospital, hospice, etcetera);
- Activities through churches or community groups;
- Food banks or food pantries; and
- Agencies such as: Habitat for Humanity, Council on Aging, Big Brother/Big Sister, Salvation Army, American Red Cross, Cape Cod Medical Reserve Corps.

The student will complete the community service under the appropriate supervision. A person in the community must sign-off indicating that the community service was completed and performed satisfactorily. Students may receive community service hours for a donation of goods or money to a charitable organization; however, no more than one (1) hour of community service may be earned for such a donation, regardless of the size or amount of the donation.

INSTRUCTIONAL METHODOLOGIES

Method	Explanation
Active Reading	The student utilizes strategies to engage with the textbook. [See separate document for details.]
Alternative Assessments	Faculty utilize rubrics and evaluation tools to assess student learning.
Anchor Activities	Students work on an activity either immediately at the beginning of class or immediately prior to the end of class to review or extend learning of subject matter.
Brainstorming	Faculty lead introduction of a topic or question that allows for the free flow of ideas without criticism or judgment.
Case Studies	Accounts of actual events relevant to the topic of study. The student applies knowledge and research the unknown while analyzing the events from a variety of perspectives. These promote problem solving and higher order thinking.
Clinical Practice	The faculty directed activities in which students engage in the practice of nursing while enrolled in a course in a MA Board of Nursing approved nursing education program.
CLOZE	A technique whereby a text is presented and words critical to the understanding of the topic is left out. Utilized to assess knowledge and understanding of the topic, the reading process, vocabulary, and critical thinking. A style of exam questions utilized in the NCLEX-PN® licensure exam.
Coaching	Faculty direct a student or group in order to achieve learning objectives, develop skills, or develop competencies.
Computer Assisted Instruction [CAI]	Any computer generated instruction or remediation program where students work at the computer with a program that delivers learning. Student performance is evaluated and feedback is provided.
Computer-Based Simulation	The modeling of real-life processes with inputs and outputs exclusively confined to a computer. These include Virtual patients,
Conferencing	A one-to-one faculty conference with a student. The purpose is to engage in meaningful conversation about the student's work and progress. Components include: preparation by the faculty and student; active listening; documentation; and follow-up.
Cooperative Learning	An instruction method that incorporates social learning experience with academic activities. Elements include: Positive interdependence; face-to-face interaction; individual accountability; social skills; and group processing. Strategies include: Heads Together; Think-Pair-Share; Structured problem solving; and Send-a-problem.
Cueing	Faculty provides information during the simulation to assist the student progress through the learning activity to achieve objectives.
Debriefing	A session after a simulation event where faculty and students re-examine the simulation experience for the purpose of moving toward assimilation and accommodation of learning to future situations, fostering the development of critical thinking and clinical judgement.
Deliberate Practice	A faculty designed systematic activity that has been created specifically to improve a student's performance in a specific domain.
Direct Instruction	Refers to the instructional approaches that are structured, sequenced, and lead by faculty with presentation of content by lecture or demonstration.

Effective Questioning	Faculty question students about what is important focusing students on instructional objectives.
Flexible/Strategic Grouping	Faculty informally group and regroup students for a variety of purposes through the instructional period. These are utilized to engage students and are faculty lead to meeting the instructional objectives.
Formative Assessment	A deliberate process used by faculty and students to provide feedback to improve student attainment of objectives. These assessments may be used in the classroom [e.g. unannounced quizzes, One Minute Paper, Muddiest Point], nursing skills lab [e.g. performance checklist], and clinical [Anecdotal notes, Clinical Warning].
Guided Reflection	The process by which the faculty during debriefing, reinforces the critical aspects of the experience and encourages insightful learning, allowing students to link theory with practice and research.
Journal Writing	Students write a variety of topics. Faculty direct the purpose and content of the journal entries.
Learning Contracts	A method of individualizing instruction and developing student responsibility.
Lecture	The faculty presents new content, or content not available in textbooks, summarizing and focusing students on critical information.
Learning Logs	Students write to learn and may include questions about lectures, assignments, CAIs, etcetera. These logs are concise, objective, and factual.
Mini Lessons	Designed with a narrow focus that provides instruction [5 to 15 minutes] in a skill or concept the students will relate to a larger lesson to follow.
Modeling	An instructional strategy where faculty demonstrate a new concept or skill and students learn by observing and emulating. Types and purposes of modeling can include approaches such as task and performance modeling (demonstrating a task), metacognitive modeling (thinking out loud), and disposition modeling (conveying one's own enthusiasm, interest, or commitment).
Ordered Response	A technique whereby randomly ordered steps to a process or procedure are provided and the students place these steps in the correct, logical order to demonstrate understanding. A style of exam questions utilized in the NCLEX-PN® licensure exam.
Peer Partner Learning	Students work together as partners, one functioning as the nurse, the other as the client. The nurse performs a task, provides teaching, and/or answers questions. The client observes and provides feedback and helpful information. Later the partners reverse roles.
Prebriefing	Held prior to the start of a simulation activity in which faculty provides instructions and information to set the stage for the scenario and assists the students in meeting objectives.
Precepted Clinical Experience	A clinical experience conducted in accordance with the regulations of the Massachusetts Board of Registration in Nursing in which an experienced nurse facilitates and guides the student's clinical practice in the preceptor's area of practice expertise.
Problem Solving	The nursing process is utilized to identify and client problem and develop a plan of care based on assessment of the problem, the needs of the client, and desired outcome of nursing care.
Role Playing	This technique allows students to act out hypothetical situations and allows for an understanding of concern, values, and perspectives held by others.

Scaffolding	An instruction technique whereby the faculty models the desired nursing skill then, with assistance, gradually shifts responsibility to the student.
Simulated Person	A person who portrays a client, family member, or health care provider in order to meet to meet the objectives of the simulation. This person often engages in the assessment by providing feedback to the student.
Simulations	A form of experiential learning. Instructional scenarios where the learner is placed in a clinical situation defined by the faculty to promote the use of critical thinking and clinical judgement. These are guided by a set of parameters, students undertake to solve client problems, adapt to changes to the care environment and/or client condition.
Socratic Seminar	A student led discussion where faculty pose open ended questions to students, often moral dilemmas.
Structured Overview	The faculty starts by highlighting what will be learned verbally in a few sentences, a written summary, and/or by a visual aid. Then the relationship between new content and what the student already knows is discussed.
Student Self-Assessment	The student assesses their own performance on skills, assessments, etcetera, using tools provided by the faculty; e.g.: rubrics, skills checklists, and clinical evaluation tools. Student self-assessment is also accomplished by completing end-of-chapter questions and the workbook assignments that accompany selected textbooks.
Summative Assessments	Provided to students by faculty at the conclusion of a specific instructional period. These include, but are not limited to, nursing skills lab performance evaluations, clinical evaluations, and final course grades.
Take-home Simulation	A combination of devices, software, tasks, instructional videos, log sheets, and program overview materials that are provide to students for use outside of assigned class, lab, and/or clinical time.
Virtual Client	A representation of an actual client that may take many form such as software-based physiological simulators, simulated patients, physical manikins, and simulators.

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COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright office at: www.copyright.gov.

INTELLECTUAL PROPERTY

Materials designed by the faculty for use in the UCT PN Program are the intellectual property of the instructor and Program. Unauthorized use, copying and distribution are not allowed.

GRADE APPEAL

Students who wish to appeal a final grade are responsible for demonstrating that the grade they received was contrary to procedures as specified in the course syllabus or was based on computational or clerical error. Faculty members and students have a responsibility to attempt to resolve grade disputes informally.

Grading Disputes During a Course

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor’s grading decision during a course should discuss the issue with the faculty and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the PN Director about the matter. The PN Director shall work with both the student and the instructor to address the issue.

Students may not file a formal course grade appeal during the course. Grading issues that remain unresolved during the term may become the basis for a formal course grade appeal once the term has ended and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student’s final course grade, then the issue is not appropriate for a formal appeal.

Disputes Over Final Course Grades

A student who is dissatisfied with a grading decision should attempt to resolve the matter by contacting the instructor within 7 days following receipt of the grade. The student may wish to contact the PN Director to facilitate communication between the student and the faculty and to help resolve the dispute.

Grounds for a Formal Course Grade Appeal

A student may file a formal course grade appeal if the following conditions are met:

- The student has attempted to resolve the dispute informally.
- The grading issues at stake impact the final course grade. (A course grade appeal may not be filed until the term has ended and a final course grade has been assigned.)

- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- The formal course grade appeal is filed no later than ten (10) calendar days after the final grade was issued.

Filing the Formal Course Grade Appeal

A student can file a formal course grade appeal within ten (10) days of receipt of the grade by providing a written statement to the Director that clearly and specifically states the grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error. The student should attach supporting documentation to the form, such as the following:

- A copy of the course syllabus.
- A copy of the graded assignment on which the formal course grade appeal is centered if it is available.
- A portfolio of the student's other graded work from the course, including papers, projects, homework, tests, and other assignments, if these materials are available.
- Any other documents the student believes are relevant to the resolution of the course grade appeal.

Informal Resolution

Upon receipt of a written statement, the PN Director will contact both the student and the faculty involved to attempt to resolve the dispute informally within seven (7) days of receipt of the written statement. If the faculty is unavailable, the PN Director shall appoint another faculty to represent faculty interests in the appeal. The faculty member representing the absent instructor shall act as a good faith representative of the faculty whose goal is to resolve the grading dispute fairly.

Instructor Response

If the dispute is not resolved informally, the PN Director shall give the instructor a copy of the written statement submitted by the student and ask the instructor involved to prepare a written response to the appeal within ten (10) days of receipt of the student's statement. The instructor's response should include the following:

- A copy of the course syllabus.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- Any other documents the instructor believes are relevant to the resolution of the course grade appeal.

The PN Director should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The PN Director may share the instructor's response with the student in hopes of finding common ground between the two. If appropriate, the PN Director may wish to give the student the opportunity to address issues raised in the instructor's response that the student has not previously addressed.

The Faculty Grade Appeal Committee

If attempts at informal resolution of the grading dispute fail, the PN Director shall appoint a Faculty Grade Appeal Committee to consider the appeal. The panel shall consist of at least the Director of the Practical Nursing Program, one PN Program facilitator, and three (3) members of the UCT faculty and/or staff as assigned by the Superintendent or his designee.

The PN Director is responsible for ensuring that the grade appeal process is completed in a timely fashion. Unless there are exceptional circumstances, the appeal process must be completed within 30 days from when the appeal was filed. The PN Director is also responsible for ensuring that the instructor has at least a week to prepare a response to the grade appeal and that both the student and the instructor have at least a week's advance notice of the time and location for appearing before the Faculty Grade Appeal Committee in person if they have requested an appearance.

Committee Review

The Faculty Grade Appeal Committee is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The committee shall review the materials submitted both by the student and the instructor. The committee may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student and the instructor have the right to appear in person before the Faculty Grade Appeal Committee if they request the opportunity. If both parties appear before the committee, they should be heard separately. If neither party requests to appear in person, the panel should complete its review based on the written materials supplied by the parties and whatever other information the committee may request. The committee's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private.

The student has the burden of proof. The student must present clear evidence that a grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error. The instructor's grade stands unless the Faculty Grade Appeal Committee determines by the preponderance of the evidence that the grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.

Once the members of the Faculty Grade Appeal Committee have determined that they have sufficient information to make a decision, they will vote either to grant or reject the grade appeal. A simple majority is sufficient to decide the issue. If the committee grants the appeal, it determines the appropriate course grade for the student. The committee chair shall prepare a written report stating the committee's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, and the PN Director. If the committee determines that the student's grade shall be changed, the PN Director will make the change. The stated reason for the change of grade will be "the recommendation of a Faculty Grade Appeal Committee."

Sometimes a course grade appeal raises issues that go beyond the resolution of grading issues. At its discretion, the Faculty Grade Appeal Committee may prepare a supplementary report addressing those issues and present it to the PN Director.

Appealing the Committee's Decision

The losing party to the grade appeal process has a limited right to appeal. The appeal can be based only on procedural rather than substantive grounds. If the losing party believes that the appeals process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Superintendent. The appeal can only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the process are not grounds for appeal.

The Superintendent will review the appeal and conduct whatever investigation he or she deems appropriate. If the Superintendent determines that the grade appeal process was not properly followed and that the failure to follow proper procedures biased the result of the grade appeal, then the dean will vacate the judgment of the grade appeal panel and direct that the process be repeated with a different panel. If the Superintendent rejects the appeal, the decision of the Faculty Grade Appeal Committee is final.

[Adapted from The Houston Community College Student Course Grade Appeal Procedure.]

CLINICAL POLICIES & PROCEDURES

CLINICAL AGENCY REQUIREMENTS

Clinical agencies may require specific immunizations and/or titers and/or tuberculosis screening in addition to the requirements of the MA DPH. Students who are documented non-responders will be required to sign a document acknowledging they are aware they are at risk for contracting Hepatitis B. Students who have tested positive for Tuberculosis in the past will be required to complete a Tuberculosis Screening Questionnaire on an annual basis.

Other clinical agency requirements include, but may not be limited to: providing personal identification information, including a Social Security Number (SSN) for secure access to the facility's electronic health records; completion of a confidentiality agreement; participation in a facility orientation; purchasing a facility specific identification badge; and/or submitting to agency specific background checks.

REPORTING CLINICAL ABSENCES [including on campus simulation experiences and ACEs]

Clinical facilitators will instruct students how to communicate a clinical absence. For those clinical facilitators who instruct students to text if they will be absent, the student will receive a response from the facilitator to confirm receipt of the message. If a response is not received from the facilitator the student may not assume the text message was received and another manner of communication should be used. The facilitators will advise students as to other communication channels that may be used.

All texts should be retained for the duration of the clinical rotation in the event there is any question about communicating a clinical absence.

Failure to report a clinical absence prior to the scheduled start of the clinical experience will be terminated from the Program.

CLINICAL TARDINESS

Students are expected to be prompt when reporting to clinical, whether in-person or remote, in accordance with the instructions received from facilitators. Students who arrive late interfere with the timely handoff and provision of client care.

The facilitators will deny a late student entry onto the clinical unit. The student will be dismissed from clinical and documented as absent. Tardiness is cumulative across the semesters; Semester I (August through December) & Semester II (January through June). Students are placed on **Probationary Status** when the 2nd tardy with dismissal from clinical occurs. On the 3rd occasion of being tardy, the student will be withdrawn.

If a student expects to be late, the student should inform the facilitator as far in advance as possible, but no later than 30 minutes prior to the scheduled start of the clinical experience. Students notifying the instructor of their expectation to be late, but are more than 15 minutes late for the scheduled start of clinical, will be dismissed and recorded as absent. Students who display a pattern of calling to report they will be late to clinical will be placed on **Probationary Status** when the 3rd such incident occurs. Should the calling to report late or arriving late again occur, the student will be withdrawn.

CPR CERTIFICATION REQUIREMENT

Students are required to obtain and maintain **American Heart Association – Basic Life Support (BLS) Provider** Cardio Pulmonary Resuscitation (CPR) Certification and maintain certification throughout the duration of the Program. Student must present a valid document prior to the start of the clinical experience. Students will not be allowed to participate in the clinical experience without current CPR certification, resulting in a clinical absence(s).

PN STUDENT CLINICAL UNIFORM REQUIREMENTS

1. When wearing the uniform, you must be in complete uniform (navy blue scrub uniform with first name embroidered). This also includes UCT SPN identification badge, watch, bandage scissors, blood pressure cuff, stethoscope, pocket notebook, black pen, and penlight. All students should carry a pocket sized calculator with them in the clinical area when giving medications. Clinical facilitators may modify the necessary equipment in keeping with the requirements of the clinical facility.
2. Shoes must be clean and supportive and have closed heel and toe with slip resistant soles. Shoes with any openings or perforations (i.e.: Crocs) are not permitted on any clinical unit. Nurse's shoes are the preferred footwear for all clinical experiences.
3. Socks must cover the ankles when worn with full-length pants.
4. Jewelry should neither be excessive nor present health or safety problems. Wedding and engagement rings may be worn as well as a watch and one pair of stud earrings in ear lobe. No other visible body jewelry is allowed, including the tongue.
5. NO artificial nails of any kind; this includes, but is not limited to: dips, acrylics, tips, and/or gel nails. Nail polish, if worn, may be clear and must not be chipped.
6. Fingernails are to be fingertip length. Acrylic or any type of artificial fingernails are strictly prohibited and must be removed prior to the first clinical day.
7. Hair must be contained off the face. Long hair must be pulled back and off the collar so it does not fall forward when bending over.
8. Facial hair must be kept short and trimmed.
9. Makeup should be applied in moderation.
10. Perfume, after-shave lotions or any other fragrances **may not be used due to fragrance sensitivity** of students, patients and staff that may result in serious health consequences. Fragrances also include laundry products (fabric softeners, dryer sheets). Odors such as those from smoke or vape products is strictly prohibited.
11. Uniforms are to be worn one time only in the clinical area and must be laundered after each clinical experience. The student uniform is never worn during employment hours or at any other time when the student is not under the direct supervision of a UCT clinical facilitator.

All of the above regulations must be met when in the clinical area. **Students arriving to the clinical site without their identification badge will immediately be dismissed and will be recorded as absent from clinical.** The facilitators reserve the right to determine that a student is out of compliance with the uniform requirement, for reasons other than the identification badge, and may dismiss the student if deemed appropriate by the facilitator and/or staff of the clinical facility resulting in an absence for the day. Consistent violation of the dress code may result in disciplinary action.

CLINICAL PREPARATION

Students are expected to arrive to clinical rested and alert, prepared to safely administer nursing care. Insufficient sleep leads to a general slowing of response speed and increased variability in performance, particularly for simple measures of alertness, attention and vigilance, all of which may contribute to unsafe clinical performance. Faculty will not allow a student into the clinical setting if the student appears to be impaired due to lack of sleep. Signs of impairment include, but is not limited to, observable phenomena such as bloodshot eyes, confusion, failure to grasp instruction, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with being impaired by lack of sleep.

A student found sleeping at clinical is immediately on Clinical Warning. Faculty will determine the most appropriate course of action when this occurs to insure the safety of all. If a second occurrence of sleeping at clinical occurs, the student will be dismissed from the Program.

CLINICAL INCIDENTS

The student is expected to be safe and appropriate at all times while at the assigned clinical agency. In the event an unexpected event occurs involving a patient/client/resident, the student is expected to **immediately** report the event to their clinical facilitator. The facilitator will take action to insure the safety of the patient/client/resident and notify the appropriate clinical agency personnel. The student and facilitator will complete any documentation required by the facility.

Based on the facts of the incident, the student may be placed on clinical warning or may be dismissed from the Program.

EXPOSURE CONTROL PROCEDURE

Any student who sustains an injury that punctures the skin or exposes a mucous membrane to blood or other body fluids (injuries) must immediately notify the clinical facilitator. In order to provide appropriate post-exposure treatment the following procedure will be implemented:

1. Immediate treatment following exposure
 - a. Skin: wash immediately and thoroughly with soap and water
 - b. Mucous membranes: flush immediately and thoroughly with water.
 - c. Eyes: flush immediately and thoroughly with water.
2. Reporting and documenting exposure
 - a. All injuries are reported to the clinical facilitator who will report to the appropriate agency and Program personnel
 - b. The injury will be reported in accordance with the facilities policies and procedures
3. Following the injury, the student will seek care from their Healthcare Provider as soon as possible, but no later than within 2 hours of the exposure
4. Documentation of any follow-up medical care shall be provided by the student to the Program and clinical agency as directed.

EMERGENCY CARE

All serious injuries will be treated accordingly based on the clinical agency and emergency care services available at the site. In the event that the facility does not have emergency services, Emergency Medical Services (EMS-911) will be contacted.

CLINICAL MAKE-UP TIME

Due to the requirements of our clinical partners, the Program is not able to offer clinical make-up time.

Excessive absences will jeopardize a student's ability to meet course and/or program outcomes and may result in an inability to continue in the program. Excessive absenteeism is defined as more than 10% of scheduled class, lab, and/or clinical hours. The student whose absenteeism is in excess of 5% of the scheduled clinical hours is deemed to be on **Probationary Status**. Absences in excess of 10% of the scheduled clinical hours will result in dismissal from the course. Documentation of extenuating circumstances may be considered a mitigating factor in the application of this policy.

Clinical facilitators reserve the right to require completion of an assignment for each clinical absence. Any such assignment does not excuse the absence.

MALPRACTICE INSURANCE

Students are covered by malpractice insurance which must be purchased through the school. The cost of malpractice insurance is \$35.00 which is included in the fees paid by the student upon acceptance to the program.

USE OF TECHNOLOGY

Affiliating clinical agencies prohibit the use of cell phones in all patient care areas. The facilitator and the facility staff reserve the right to dismiss a student found to be using an electronic device in the clinical area at any time for any purpose, unless otherwise directed by the facilitator for educational purposes.

Facilitators and facility staff may demand a student turn over their device for inspection to determine if any breach of privacy has occurred. Student s refusing to do so, will be immediately dismissed from the clinical site and will be subject to appropriate disciplinary action which may include dismissal from the program.

NURSING SKILLS LAB POLICIES AND PROCEDURES

The Nursing Skills lab will introduce you to nursing competencies that you will be expected to practice. As a part of this practice, students may be expected to act as 'clients' so that their peers can practice skills. Students are expected to treat these peer 'clients' as any client in a clinical setting. No invasive skills will be performed on peer 'clients'.

SKILLS LAB PREPARATION

Students are required to prepare for skills lab by completing the assigned reading and viewing the assigned skill video(s).

TICKETS are the assignment that must be presented at the beginning of the scheduled skills lab or an assignment that must be completed at the start of the skills lab to demonstrate preparedness for the scheduled activity. Failure to provide the completed Ticket assignment or to successfully pass the start of lab assignment will result in the student being dismissed from lab and being recorded as absent. The student will have to complete a make-up experience in accordance with the policy (below)

Inability to perform nursing skills may result in a prescription for remediation which may include, but not be limited to, return to skills lab to satisfactorily demonstrate the identified skill(s). Students are expected to retain previously acquired nursing skills.

NURSING SKILLS LABORATORY (LAB) MAKE-UP TIME

In order to achieve the course and/or program outcomes, students may need to make up lab time. The availability of make-up time is dependent upon whether or not a qualified lab facilitator is available. Time for make-up cannot be guaranteed to any student. Make-up is for the purpose of obtaining the missed content due to absence; make-up does NOT count for the purpose of calculating hours attended for financial aid.

*****Only 1 missed lab experience may be made-up. Although every effort is made to assist students to make up time, if there is not a qualified lab instructor available, make up experience may be denied.*****

Only those students who are in good academic standing and who were absent due to extenuating circumstances qualify for make-up time [see the ATTENDANCE policy for details]. All make up time takes place on the UCT campus.

A non-refundable fee, paid in advance, per lab make-up day will be charged to any student who requires make-up time. This fee is based on the facilitator's rate of pay and the cost per student will vary depending on the number of students needing to make-up lab. Students who are scheduled to make-up time and fail to show up on the scheduled date will forfeit the fee and the student will be unable to make-up the lab time.

Make-up time is only scheduled when a facilitator is available to work with students. Make up time is never allowed during the regularly scheduled class or clinical day. Arrangements must be made in advance for lab make-up time.

NURSING SKILLS LAB DECORUM

The following principles and process help maintain a positive environment conducive for learning.

Be ready to start lab on time. Students arriving late may be recorded as absent.

Stay in lab until it is over. Students are not to leave early without informing the facilitator beforehand, and then only for unavoidable circumstances of an urgent nature. At the end of lab, students should wait until facilitators has announces that lab has ended before beginning to talk, stand, or put away materials. ALL students must have completed the assigned skill(s) before all students can be dismissed.

Save conversations until after class. Talking makes it difficult for other students to hear what the facilitator is saying. Refrain from any unnecessary discussion that competes with the message of the facilitator.

Ask clarifying questions, but avoid argumentation. The facilitators encourage students to ask questions for clarification or further information about a skill that is being demonstrated in lab. However, the lab is not a forum for students to present competing says of performing a skill. If the issue is relevant, a student may ask the facilitator a question about an issue of interest to all, but the lab setting is not conducive to trap or attack a facilitator. Questions that do not fit the topic of the lab should be handled in e-mail or private conversation. Argumentative or hostile student interaction with facilitators is not appropriate for the lab.

Don't distract the class through inappropriate behavior. Students are not to engage in behavior distracting from the facilitator's teaching. Examples of inappropriate distracting behavior include the following:

- doing work/reading of a non-class orientation,
- using electronic devices (laptop, tablet, MP3 player, cell phone) in a way that is irrelevant to class or distracting to others. This includes text messaging, Internet access, placing or receiving calls, or checking voice messages. Cell phones should be off unless there is an emergency. Improper usage of computers during class will lead to the loss of the privilege of using electronic devices.
- intentionally making loud noises or rude comments that compete with the facilitator for the students' attention, and
- engaging in unsolicited comments on what is being taught.

Sleeping during lab will not be tolerated. Sleeping during lab demonstrates the student is not actively engaged in the learning process.

While others could be listed, the general principle is that any intentional behavior which keeps the facilitators from having the full attention of all students is inappropriate.

Respect the facilitator's authority to set policies. The authority of the facilitator in the lab is paramount. Facilitators create policies on a number of issues; the student is expected to abide by all of them. These may include, but are not limited to, usage of electronic devices, locking the door when lab begins, or anything that the facilitator thinks will be beneficial to the learning experience. Any student believing that a particular policy is inappropriate should address the concerns in writing to the facilitator.

DRESS CODE

Students are required to wear the UCT PN student uniform to all nursing skills labs and simulated clinical experiences.

CLASSROOM POLICIES & PROCEDURES

ACADEMIC INTEGRITY*

All students enrolled in the Practical Nurse Program are expected to act with honesty and integrity at all times in class, skills lab, and clinical settings. Unless give express permission by the facilitators, students may not collaborate, share information in any way, give or take information on quizzes, exams, and/or assignments or submit any work that contain the ideas or work.

Cheating is a violation of academic integrity. The Program considers giving or attempting to give or receiving unauthorized information or assistance during a quiz or exam, or assignments or any kind.

During the administration of a quiz or exam, the facilitators reserve the right to:

- Verify the students identity by UCT issued identification badge
- Change a student's seat
- Remove the student from the classroom
- Other action that is deemed necessary and appropriate to insure the integrity of the quiz or exam.

Plagiarism is a violation of academic integrity. According to the Merriam-Webster online dictionary, [<https://www.merriam-webster.com/dictionary/plagiarize>], to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

The Program will consider all of the following to be plagiarism [Source: <http://www.plagiarism.org/article/what-is-plagiarism>]:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Any form of cheating or plagiarism is considered a violation of Program integrity and will result in disciplinary action. Disciplinary action may take the form of: issuance of a warning; receipt of a failing grade (0%) on a quiz, exam, and/or assignment; course failure; or dismissal from the Program. Students may appeal any such decision in accordance with the established Grade Appeal and/or Appeals Process as outlined in the Practical Nurse Program Student Handbook.

CLASSROOM DECORUM

The following principles and process help maintain a positive environment conducive for learning.

Be ready to start class on time. Students shall be in their seats, ready for class to begin at the appointed time. Students arriving late are to enter the classroom quietly and take the most accessible and available seat. It is not appropriate to arrive late then expect your colleagues move so that you may

sit in your usual place. You may move your seat during the break. Students arriving late may be recorded as absent.

Stay in class until it is over. Students are not to leave early without informing the facilitator beforehand, and then only for unavoidable circumstances of an urgent nature. At the end of class, students should wait until the facilitator has announced that class has ended before beginning to talk, stand, or put away materials. Students not staying the entire period may be recorded as absent.

Save conversations until after class. During class there are very few times when talking between students is appropriate. Occasionally asking a student for clarification on a facilitator's words or briefly commenting on a topic relevant to the class may be acceptable. Regular conversation or chattering among students is a distraction both for the facilitator and the class members. Talking makes it difficult for other students to hear what the facilitator is saying. Refrain from any unnecessary discussion that competes with the message of the facilitator.

Ask clarifying questions, but avoid argumentation. The facilitators encourage students to ask questions for clarification or further information about a topic being discussed in the class. However, the classroom is not a forum for students to present competing viewpoints. If the issue is relevant, a student may ask the facilitator a question about an issue of interest to all, but the classroom setting is not conducive to trap or attack a facilitator. Questions that do not fit the topic of the class should be handled in e-mail or private conversation. Argumentative or hostile student interaction with facilitators is not appropriate for the classroom.

Don't distract the class through inappropriate behavior. Students are not to engage in behavior distracting from the facilitator's teaching. Examples of inappropriate distracting behavior include the following:

- doing work/reading of a non-class orientation,
- using electronic devices (laptop, tablet, MP3 player, cell phone) in a way that is irrelevant to class or distracting to others. This includes text messaging, Internet access, placing or receiving calls, or checking voice messages. Cell phones should be off unless there is an emergency. Improper usage of computers during class will lead to the loss of the privilege of using electronic devices.
- intentionally making loud noises or rude comments that compete with the facilitator for the students' attention,
- regularly moving between locations in the classroom, and
- engaging in unsolicited comments on what is being taught.

Sleeping during class will not be tolerated. Sleeping during class demonstrates the student is not actively engaged in the learning process.

While others could be listed, the general principle is that any intentional behavior which keeps the facilitators from having the class's full attention is inappropriate.

Respect the facilitator's authority to set policies. The authority of the facilitator in the classroom is paramount. Facilitators create policies on a number of issues; the student is expected to abide by all of them. These may include, but are not limited to, usage of electronic devices, locking the door when class begins, or anything that the facilitator thinks will be beneficial to the learning experience. Any student believing that a particular policy is inappropriate should address the concerns in writing to the facilitator.

ENVIRONMENTAL MANAGEMENT

Temperatures fluctuate throughout the building. Students should dress in layers to insure their personal comfort. In general, during the cold weather months, room temperatures will be between 68 to 70 degrees, and during the warmer months, room temperatures will be between 70 and 74 degrees. Students may not adjust thermostats or the heating/air conditioning units.

Perfume, cologne, strong smelling body sprays and lotions, and laundry products (fabric softener, dryer sheets) are common irritants that can adversely affect the health of certain individuals. Exposure to fragrances can trigger asthma, migraine headaches and other severe health ailments in people who are sensitive to chemicals. UCT is committed to the health and safety of all students and employees.

Minimizing the use of fragrances at school is a key step in creating a healthy environment for all. Please be aware of the health needs of others and refrain from wearing strong smelling fragrances at school.

Food may not be consumed during class or skills lab. You may eat in the classroom during breaks, however all food should be removed from the desks and disposed of properly before class resumes. Open containers (drinks/beverages) are not allowed in classrooms and/or hallways. All liquids should be in a covered container. Individuals are responsible for immediately cleaning up any spilt liquids. Students are responsible for the proper care of all books, supplies, and furniture supplied by UCT and/or the Program. Students who intentionally disfigure property or do other damage to school or personal property or equipment will be required either to pay for the damage which is done or replace the item. The student may also be subject to disciplinary action by UCT and/or the Program.

At the conclusion of the last class of the day, students should insure any window that was opened is closed, trash is disposed in the appropriate containers, and personal belongings are collected. At the conclusion of nursing skills lab all supplies, equipment, mannequins, linens, etcetera are to be returned as directed by the facilitators.

Students are asked to recycle appropriately using the marked blue bins outside each classroom.

DRESS CODE

Consistent with the policy of Upper Cape Cod Regional Technical School **students are required to wear photo identification (ID) badges* that are provided by Upper Cape.** ID badges provide the school community a means to quickly identify those individuals who belong in the building.

When in school buildings, student ID badges must be worn on the upper body (above the waist) using the safety lanyard provided. There are no exceptions for students, faculty and staff.

**The first ID badge is provided at no cost to the student. If lost, the cost for a replacement ID is \$5.00.*

In accordance with the Dress Code Policy of Upper Cape Cod Regional Technical School District, Practical Nurse students are expected to dress in a manner that is supportive of a positive learning environment that does not cause disruption or disorder in the school, and does not compromise the health and safety of students. Students are required to wear a scrub uniform to campus for class. It is not necessary to wear the embroidered school uniform to class. Hats may not be worn once inside the building.

Students must wear the Upper Cape Cod Regional Technical School student uniform at all times during clinical experiences (some rare exceptions may occur) and during nursing skills lab/Sim Lab sessions as directed. Dress and appearance must not present health or safety concerns.

Students may not bring any form of outerwear in the classrooms or labs, (i.e., hats or other headgear, coats, and umbrellas). Coat racks are provided for student convenience. Students may not wear sunglasses in the classroom or labs.

Practical nurse students are expected to wear ID badges at all times when in the school building and while wearing the student clinical uniform unless directed otherwise by the clinical site.

ACCOMMODATIONS DUE TO A DISABILITY

The student with a disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a pass grade on the National Council Licensure Examination (NCLEX®), and demonstration of compliance with the good moral character licensure requirement.

Reasonable examination modifications will be provided to eligible students. Any accommodations provided must maintain the psychometric nature and security of any examination. Exam modifications, which fundamentally alter the nature or security of examinations, are not permitted.

A student has no obligation to inform the director, faculty, and/or facilitators that he or she has a disability; however, if the student wants an academic accommodation or if a student wants other disability-related services, the student must identify himself or herself as having a disability. The disclosure of a disability is always voluntary. For example, a student who has a disability that does not require services may choose not to disclose his or her disability. However, should a student choose not to disclose a disability, having not received accommodations may not later be used as a basis for a grade appeal or grievance.

For additional information, please see, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*, U.S. Department of Education, 2001, at: <http://www2.ed.gov/about/offices/list/ocr/transition.html>.

A guideline for submitting a request for accommodations is available upon request from the Program Director.

RECORDING CLASSES

No student shall be recorded either audio, an image, or video using any electronic device, including cell phones, of any administrator, faculty member, staff, employee, or other student(s) without their permission in accordance with MGL Chapter 272, Section 99: *Interception of wire and oral communications*, [<https://malegislature.gov/laws/generallaws/partiv/titlei/chapter272/section99>].

If the request to record a class is granted, the student will be required to sign the following statement:
I agree that the information that is recorded during class is the property of the faculty and/or the Program and that the recorded material will ONLY be used for the purpose of learning the class material. Any other use of the recorded material may result in the student being liable for copyright infringement. I agree to only use this material in a private area where it will not be available to others.

Students in a class that is being recorded must be notified that the class is being recorded and any comments, questions, discussions, etcetera, may be included in the recording.

TECHNOLOGY

ELECTRONIC DEVICES

Electronic devices include, but are not limited to cell phones, smart watches, IPODs, cameras, laser pointers or any other device. Headsets are not allowed during classes or clinical experiences.

The facilitators reserve the right to deny a student the use of any device in the classroom, including a computer, should it become a distraction to other students or the facilitator. Students are encouraged to report any student using a device in a manner that is interfering with their learning. Examples include, but are not limited to: observing a student using their computer to access e-mail or Facebook, and/or shopping and other like non-academic activities.

Electronic devices must be turned off and cannot be visible while students are in classrooms, skills labs, and/or any clinical facility. Use of electronic devices in the clinical facility is strictly prohibited and will result in the student being immediately dismissed from the facility by UCT faculty or the staff of the facility resulting in a clinical warning as well as a clinical absence for the day of the dismissal, no matter the time at which the dismissal occurred. The staff of the clinical facility may instruct UCT that the student may not return to the facility; should this occur, the student will be unable to meet clinical objectives resulting in clinical failure. UCT is under no obligation to identify an alternative clinical site should this occur as a result in the student intentional violation of this and other relevant policies.

The faculty recognize that it may be appropriate to use technology while at clinical, however, under no circumstances should a device be accessed while in a patient care area. Faculty reserve the right to view the telephone of any student found to be using their device in the clinical setting to verify it is being accessed for learning purposes.

No devices may not be used for personal phone calls or messaging while in class, lab, or at clinical sites. At no time is a student to receive telephone calls at a clinical facility. If an emergency exists and a student must be reached while at a clinical site, the student should inform the facilitator who will direct the student as to the manner in which the student may be reached while at clinical.

USE OF SOCIAL MEDIA

All policies related to HIPAA, patient confidentiality, and harassment contained within the Upper Cape Cod Regional Technical School Practical Nurse Program student handbook and the Upper Cape Cod Regional Technical School general student handbook also apply to all social networking sites.

The taking of photographs or capturing digital images of any kind on a clinical patient care unit or within a clinical facility in the presence of clinical staff, patients, or visitors is strictly prohibited in the classroom. Information posted on a social networking site or transmitted via email that leads to the identification of patients or reveals confidential patient information is a serious breach of professional conduct and may result in disciplinary action up to and including dismissal from the Practical Nurse program. The taking of photographs or capturing digital images of any kind in a classroom or lab setting is allowed only with the express written permission of the classroom facilitator and program director.

Students must be aware that social network privacy settings can be breached which could result in the printing and distributing of personal postings. Any references to patient care could result in identification of specific patients even though an outright HIPAA violation has not occurred.

Students must be aware that upon entering a profession of trust they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students and faculty may gain access to postings without the student's knowledge or permission.

See the Appendix for the Massachusetts Board of Registration in Nursing *Use of Social and Electronic Media* (July 2012) statement.

ELECTRONIC COMMUNICATION POLICY/INTERNET ETIQUETTE OR NETIQUETE

Netiquette covers not only rules of behavior during discussions but also guidelines that reflect the unique electronic nature of the medium. When communicating via electronic mail with facilitators, peers, and/or staff, students are expected to adhere to the following guidelines:

- Check your UCT email daily.
- Include a subject line with a descriptive phrase of the topic of the message.
- Begin messages with a salutation and address faculty and staff formally (i.e. "Dear Mrs. Jones").
- Respect other's privacy – do not forward personal emails sent to you. The exception to this is any information that implies a threat to the safety of self or others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Acknowledge and return messages promptly.
- Reply with caution – do not "Reply All" unless appropriate for the message.
- Do not use an old or unrelated message to start a new conversation.
- Be concise.
- Good grammar and correct spelling and punctuation are expected.
- Remember, all capital letters is equivalent to screaming.
- End the communication with your name.

Note that electronic mail is not guaranteed to be private. The UCT system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

UCT ACCEPTABLE USE POLICY – INTERNET

Upper Cape Cod Regional Technical School offers Internet access through our school network for students and faculty solely for educational purposes. The network is to be used to support teaching and learning and is to be used in a responsible, legal, and ethical manner. Failure to comply with this acceptable use policy will result in the termination of network privileges for the user and/or disciplinary action.

Network users, including students, faculty, staff and guests are responsible for behaving appropriately on the network and containing their research to support the educational goals of the school. All users are required to conduct themselves in accordance with school policies and the laws of the United States and Commonwealth of Massachusetts. Use of the network for any illegal or commercial activities is prohibited. Illegal activities include downloading of copyrighted software, music and videos. Students are not to use outside email, chat rooms, message boards, blogs, or other forms of direct electronic communication in school unless authorized by their teacher as part of a school-related assignment approved by the facilitator.

Every effort will be taken to protect students from abuses that may be encountered on the web. However, there is no system in place that can totally filter out all objectionable material. Facilitators are asked to vigilantly monitor student use of the network. Students and facilitators are asked to notify the technology administrator immediately if they come across inappropriate content.

The following are prohibited:

- Making changes to the content or configuration of a computer on the network.
- Downloading or installing computer software, shareware, or freeware without permission from the Technology Staff.

- Use the Internet to access and/or transmit material in violation of any United States of Commonwealth law, including copyright law.
- Downloading streaming video and audio (music) for recreational purposes. (This includes radio feeds.)
- Using commercial web-based email such as Hotmail, Yahoo-mail, etc. on any school computer.
- Using any type of instant messaging, including, but not limited to, AOL Instant Messenger, MSN Messenger, etc.
- Attempting to gain access to unauthorized network resources.
- Attempting to trespass in another person's files or folders.
- Permitting or authorizing any other person to use your personal network username and password.
- Attempting to destroy data or disrupt the operation of the network or PCs in school.
- Storing personal data or files on the local hard drive of any computer. Data and files should be stored in your assigned network folder only.
- Knowingly spreading computer viruses.
- Accessing, downloading, or transmitting material of a profane or obscene nature, including materials depicting illegal or dangerous acts, advocating violence, or discriminating toward other persons.
- Using the Internet to harass or annoy any other person or send anonymous messages.
- Forwarding chain letters.
- Intentionally wasting resources such as paper, ink cartridges, electronic storage space, etc.
- Engaging in "hacking" or any other illegal activity using the network.
- Using school computers/Internet for other than educational purposes including:
 - Playing non-educational games
 - Participating in non-academic activities
 - Commercial purposes
 - Political lobbying
 - Fund raising
- Participating in any type of teleconferencing, chat, or listserv without permission from the Technology Staff.
- Engaging in any other inappropriate use of the system.

A responsible network user will:

- Always use polite, non-abusive language.
- Conform to copyright laws.
- Never reveal personal information such as full name, address, age, telephone number, credit card numbers, social security numbers, etc.
- Never tamper with the system or alter, delete, or destroy files or data.
- Never agree to meet in person someone whom you have "met" online.
- Be aware that an online survey, contest, or free product offer may be a scheme to get your personal information.
- Evaluate the reliability of online sources of information and realize not everything posted online is true.
- Be aware of security risks and minimize risks by logging off the network when a computer is unattended.
- Use the Internet and other electronic resources in support of education and research consistent with the educational objectives of Upper Cape Tech.

PRIVACY

Internet use is not guaranteed to be private. Use of the Upper Cape Tech network is electronically monitored and controlled. You may expect only limited privacy in the content of your personal files or record of Internet research activities. Information sent or received via the Internet, or other means, over computers owned by the school is the property of Upper Cape Cod Regional Technical School and may be assessed at any time for its review.

From time to time routine maintenance of files will be performed on individual computers and files may be deleted. Always keep a backup of your files on flash memory or other electronic media.

Routine maintenance and monitoring may lead to the discovery that you have violated this Policy or the law. In that event, appropriate action will be taken.

SOFTWARE

Installation, troubleshooting and training for standardized software purchased by the district will be given priority. Other software purchased by classroom teachers will be supported as time permits.

Software used in the curriculum or lab environment must be licensed for the greatest number of simultaneous users or as site licenses and must be owned by Upper Cape Tech. Single copies will be considered evaluation copies and will not be supported, installed on multiple computers, or made available through the network.

Software that makes computers or the network harder to maintain and support and which offers little or no benefit over comparable software will not be supported. No software should be installed without permission of the technology administrator. The technology administrator reserves the right to uninstall unsupported media or reimage any computer as necessary. No personal data or files are to be stored on the local hard drive of any computer. Store all data and files in your assigned network folder.

HARDWARE

- The school does not support equipment brought in from the outside by any user.
- The technology administrator reserves the right to confiscate any outside equipment that interferes with the operation of the school network.
- The school district is not responsible for damage to or loss of equipment brought in from the outside.
- Permission to set up any outside equipment must be given in advance by the technology administrator or designated agent.
- Permission must be granted for use of electronic devices not owned or provided by the school district.

CONCLUSION

Use of the network and the Internet is a privilege, not a right. Inappropriate use of the network and the Internet will result in loss of privileges and, where appropriate, in disciplinary action pursuant to the Code of Discipline.

WEB SITE PRIVACY STATEMENT FOR STUDENTS (www.uppercapetech.com)

Upper Cape Cod Regional Technical School respects the privacy of all visitors to our district web site and is committed to protecting your privacy to the extent permitted by law.

You can read and download information at the UCT web site without identifying yourself or providing any personal information. No personal information is collected about you unless you voluntarily choose to provide it by sending e-mail, completing online forms, or filling out online surveys. You are not required to participate in any of these activities to view or download any information from our web site. Any personal information you voluntarily provide to us through e-mail messages, forms, or surveys will

only be used to respond properly to your request. UCT does not share, disclose, or sell e-mail addresses or telephone numbers to other organizations.

PROGRAM COMPLETION

PINNING CEREMONY

In keeping with tradition, a Pinning Ceremony is held to recognize the transition from student to nurse. The Pinning Ceremony is not graduation nor does it guarantee that a student will successfully meet all requirements to successfully graduate from the Program.

GRADUATION*

A grade of 75% or better in the academic portion of all PN Program courses and a “Satisfactory” grade in skills lab and clinical portion of those courses with a skills lab and clinical component, satisfy the criteria required for the student to graduate and receive a certificate from the UCT Practical Nurse Program.

Graduation requirements include, but may not be limited to: payment of any fees to UCT and/or Exit Loan Counseling (for students who have received a subsidized, unsubsidized or PLUS loan(s) under the Direct Loan Program or the FFEL Program).

EMPLOYMENT and PLACEMENT SERVICE

Frequently, employment opportunities become available at hospitals and health care facilities in and around Cape Cod. Notices will be posted on the bulletin board in the break room each time an employment opportunity becomes available, this includes nursing assistant positions that the student may be interested in while in the Program.

The Program Director and facilitators will also advise students of openings and counsel them on resume writing, interviewing, and expectations of the facility for beginning staff nurses.

There is an extensive career placement resource binder available to assist students in finding employment after graduation. The Program also maintains a Facebook page for Program alumni that serves to share job opportunities amongst graduates. The Program will e-mail students after graduation as well with job information.

STUDENT RECORDS

The UCT PN Program student records are maintained in accordance with the *Student Record Retirement Schedule* found in the Appendix of this Handbook.

The Graduate Record, which is permanent, includes the Transcript and a Reference Letter. The Transcript contains only the minimum information necessary to reflect the student’s educational progress. This information includes the name, date of birth, address, course titles and hours, grades, transfer credits, and enrollment dates. The Reference letter is prepared by program faculty and is signed by the graduate authorizing its release to potential employers or other agencies upon request.

EDUCATIONAL MOBILITY*

Educational mobility is a process by which individuals completed formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes. [American Association of Colleges of Nursing, 2017]

The faculty of the UCT PN Program believes this Program proves entry into the nursing profession and access to the nursing education system. The faculty values the contribution the graduate of this Program makes to our community, providing care in a variety of settings across Cape Cod, and the South
Effective 01Aug21

Coast and the South Shore regions of Massachusetts. The faculty also recognize that the graduate of this Program may choose to seek personal and professional growth by continuing to registered nurse education program.

UCT subscribes to Medcom T3 Online Education. The online courses offered are available to our graduates to access continuing education courses for the purpose of maintain competency as required for Massachusetts nurse licensure.

UCT has a formal Articulation Agreement with Bristol Community College for LPN to RN education. Graduates of the UCT PN Program have many other opportunities to continue to a Registered Nurse education program at other community colleges, included Cape Cod Community College, and state colleges. Fitchburg State College and Worcester State College offer LPN to Baccalaureate Degree in Nursing programs.

TRANSFERABILITY OF UCT CREDITS

Acceptance of credits earned in the UCT Practical Nurse Program by other schools, colleges, or universities is done in accordance with the policies of the institution to which you are seeking transfer. The Program makes no guarantee that some or all credits earned at UCT will be accepted in transfer.

FINANCIAL AID POLICIES & PROCEDURES

Please see the *Financial Aid Handbook* for additional information. Questions should be directed to Kayla Maxim at 508-759-7799, ext. 430.

Return of Title IV (R2T4)/Refund Repayments Policy & Procedures]

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Printed Name _____

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSE PROGRAM**

Student Agreement

**Practical Nurse Program Handbook
2021 - 2022**

My signature below certifies the following:

1. I have received a copy of the Practical Nurse Student Handbook, 2011 - 2022.
2. A member of the staff of the Practical Nurse Program reviewed the Handbook.
3. I understand the policies and procedures contained within the handbook.
4. I agree to abide by the policies and procedures contained within the handbook.

*STUDENT SIGNATURE: _____ DATE: _____

I have read the Student Acceptable Use Policy about the appropriate use of all technology related equipment and programs at Upper Cape Tech, including the use of e-mail and the Internet, and will abide by the rules set forth in this document. Further, I understand this agreement will be kept at the facility as a legal and binding document.

Should I commit any violation or in any way misuse my access to the computer network and the Internet, I understand and agree that my access privilege maybe revoked and disciplinary action may be taken against me.

*STUDENT SIGNATURE: _____ DATE: _____

Please select one of the following options:

_____ Upper Cape Cod Regional Technical School has my permission to release directory information as defined in the Upper Cape Cod Regional Technical School Practical Nursing Program Student Handbook (2021 - 2022)

_____ Upper Cape Cod Regional Technical School does not have my permission to release directory information as defined in the Upper Cape Cod Regional Technical School Practical Nursing Program Student Handbook (2021 - 2022)

*STUDENT SIGNATURE: _____ DATE: _____