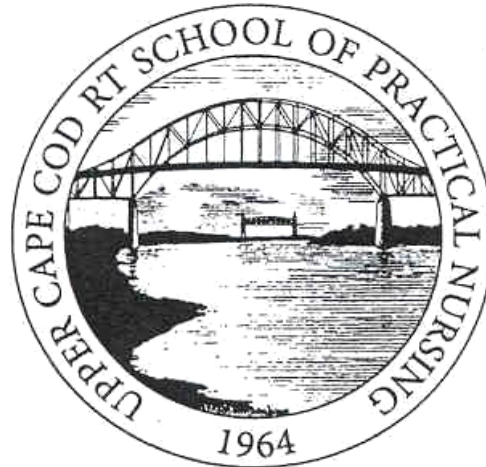


# **UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**

## **DIVISION OF NURSE EDUCATION**

---



### **PRACTICAL NURSE PROGRAM STUDENT HANDBOOK August 2014**

#### ***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.

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

<b>TABLE OF CONTENTS</b>	<b>Page</b>
Mission and Vision of Upper Cape Cod Regional Technical School (UCT)	5
UCP Practical Nursing Program (PN) Approvals and Accreditation	5
UCT School Committee, UCT Administration, and PN Advisory Committee	6
PN Program Faculty and Staff	7
Practical Nurse Program Mission and Philosophy	8
Program Outcomes	9
Student Participation	9
Student's Rights and Responsibilities	9
Code of Ethics	9
Student Financial Aid	10
Tuition Refund	11
Valor Act	11
Voter Registration	11
Satisfactory Academic Progress	12
Daily Schedule	13
Dress Code	13
PN Student Uniform Requirements	14
CPR Certification Requirement	15
Attendance	15
Tardiness	16
Extenuating Circumstances	17
Exam Make-up	17
Clinical Make-up Time	17
Health Clearance	18
Latex Allergy Management	18

<b>TABLE OF CONTENTS (continued)</b>	<b>Page</b>
Medical Clearance	19
School Cancellation	19
Inclement Weather Procedure	20
Leave of Absence	20
Last day to Withdraw	21
Program Withdrawal	21
Readmission to the Practical Nurse Program	21
Return of Title IV (R2T4)/Refund Repayments	22
Advanced Placement	26
Transfer Credit for Non-Nursing Courses	27
Criminal Offender Record Information (CORI)	27
Extra Help	27
Intellectual Property	27
Copyright Infringement	28
Accommodation due to a Disability	28
Progression through the Program	29
Incomplete Grade	29
Term I Progression	29
Grade Appeal	30
Probationary Status	32
Termination from the Program	33
Appeals Process	33
Graduation	35
Student Records	35
Program Evaluation	35

<b>TABLE OF CONTENTS (continued)</b>	<b>Page</b>
Educational Mobility	35
Tobacco Use Regulation	35
Drug/Alcohol Policy	36
Search and Seizure	37
Crisis Services	37
Substance Abuse Prevention	38
Social Networking Policy	38
Harassment Policy	38
Grievance Procedure	39
Emergency Procedures	40
Valuable Articles/Money	41
Telephone	42
Electronic Devices	42
Lost and Found	42
Student Health Services	42
Parking Lot Procedures and Regulations	43
Procedure for Leaving School or Clinical	43
Library/Media Center	43
Acceptable Use/Internet Policy	44
School Insurance	47
Advising Services	47
Employment and Placement Services	47
<b><u>APPENDIX</u></b>	<b>49</b>

## UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

### Practical Nurse Program

This handbook is intended for use by 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. Faculty reserve the right to make changes to this handbook as the need arises to maintain the integrity of the Program and will supply copies of all changes to students as they occur.***

### MISSION AND VISION STATEMENTS

#### **MISSION STATEMENT - UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**

The mission of Upper Cape Cod Regional Technical School is to educate a diverse student population in order to actualize their personal, social, academic, and technical potential within a collegial learning community.

#### **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.

### 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](http://www.mass.gov/dph/boards/rn)

Upper Cape Cod Regional Technical School's Practical Nurse Program 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](http://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.

**SCHOOL COMMITTEE**

<b><u>NAME</u></b>	<b><u>TOWN</u></b>
Robert Fichtenmayer, Chair	Wareham
Lisa Dumont, Vice-Chair	Bourne
Steven Chalke, Treasurer	Sandwich
Michael Degan	Sandwich
Mary L. Crook	Bourne
Elizabeth Magauran	Marion
Kent Pearce	Wareham
Edmund Zmuda	Falmouth
Mark Mancini	Falmouth

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**

**ADMINISTRATION**

Robert A. Dutch	Superintendent
Roger Forget	Principal
Mark Dufresne	Director, Special Education
Susan White	Director, Curriculum, Instruction, Guidance
James McCue	Dean of Students
Judith M. Pelletier	Director, Practical Nurse Program
Thomas Silvia	Supervisor
Nolan Leroy	Supervisor
Peter Winiarski	Supervisor
Ralph Tetreault	Facilities Manager
Brett Lindholm	Information Technology
Patricia McPartland	Director, Adult and Continuing Education

**PRACTICAL NURSE PROGRAM**

**ADVISORY COMMITTEE**

Jessica Burgess	Barnstable County Correctional Facility
Jeannie Morin	Bourne Manor Extended Care Facility
Gail Goulart	Brewster Medical Associates
Donna Ayala	Bristol Community College
Marcia Matsik	Broad Reach at Liberty Commons
Jan Tomachick	Broad Reach at Liberty Commons
Barbara Murphy	Cape Cod Community College
Cheryl Brennan	Cape Cod Healthcare
Susan Gallagher	Northeastern University Faculty
Deborah Dimond	EPOCH of Harwich
Tracie Arnold	Fresenius Dialysis Center
Margaret Shapiro	Gosnold
Melissa Torrance	High Point Treatment Center
Pam Almada	Beth Israel Deaconess Plymouth
Christine Perrault	JML Care Center
Susan Strauss	McCarthy Care Center
Alice Medeiros	New Bedford Rehab. Hospital
Lisa Young	New Bedford Rehab. Hospital
Rachel Ibbitson	Plymouth Rehabilitation and HC Ctr.
Paige Marino	PN Program Alumna

Susan Knowlton	Cape Heritage
Katherine Brown	Spaulding Rehab. Hospital of Cape Cod
Liz Shea	Windsor Skilled Nursing and Rehab.
Student Representative	West
Student Representative	East
Student Representative	Evening Program
Faculty	PN Program

### **PRACTICAL NURSE PROGRAM**

#### **Judith M. Pelletier MSN, RN, CNE, Director**

BSN, University of Lowell  
MSN, Salem State University

#### **Nancy Taddia, BS, Secretary**

BS, Stonehill College

### **FACILITATORS**

#### **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

#### **Deborah Herlihy, MSN, RN**

ADN, Bergen County Community College  
BSN, University of Phoenix  
MSN, Framingham State University

#### **Robin (Roberta) Shaw, MSN, RN**

ADN, Cape Cod Community College  
BSN, Curry College  
MSN, University of Massachusetts Dartmouth

### **CLINICAL FACILITATORS**

#### **Kathleen Whelpley, BSN, RN**

ADN, Cape Cod Community College  
BSN, University of Massachusetts Boston

#### **Aran Ingham, BSN, RN**

ADN, Cape Cod Community College  
BSN, University of Massachusetts Boston

#### **Pamela Miles, BSN, RN**

BSN, University of Rhode Island

## **PRACTICAL NURSE PROGRAM**

### **MISSION**

The mission of the Practical Nurse Program at Upper Cape Cod Regional Technical School is to prepare each graduate for success on NCLEX-PN so she/he can safely practice nursing with technical competence, care holistically for individuals from diverse backgrounds, and function as an integral member of the health care team with a commitment to educational advancement and life-long learning.

### **PHILOSOPHY**

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.



## **PROGRAM OUTCOMES**

At the completion of the Practical Nurse Program the student shall:

1. use the nursing process to problem solve human responses to illness of clients and families throughout the life span;
2. apply principles of safety to all areas of nursing practice;
3. define her/his role as a Practical Nurse within the legal and ethical parameters of nursing, as a member of the professional team, and as a member of the community;
4. communicate with the professional team, family and community to promote health and prevent illness;
5. integrate technology into clinical practice in a variety of settings;
6. incorporate client education into the nursing care plan for all clients;
7. demonstrate caring behaviors when providing care to clients and families;
8. transition into a program leading to the Associate in Science Degree in Nursing through articulation and transfer agreements or transfer to a Baccalaureate Degree Nursing Program.

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 PARTICIPATION**

In September (Day Option) and January (Evening 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 at that class section. Student representatives attend Nursing Program Advisory Committee meetings twice per year and serve as student advocates at monthly faculty meetings, and at meetings as needed with the Program Director. Student input is an invaluable resource for enhancing the quality of the Practical Nurse Program. All students are encouraged to participate and make recommendations.

## **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.

## **CODE OF ETHICS**

It is expected that the practical nurse student will respect and maintain patient confidentiality and adhere to the American Nurses' Association's code of ethics (see Appendix) and role of the student practical nurse as defined by the Nurse Practice Act.

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 client is safe.

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

### **STUDENT FINANCIAL AID**

The Upper Cape Cod Regional Technical School participates in the PELL GRANT PROGRAM. Financial Aid forms will be available upon acceptance into the program. Students may be eligible to apply for financial assistance through Pell Grants, Student Loans, or employer sponsored programs. **Students must first fill out a FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call toll free at 800-433-3243.**

Financial awards are made when personal and family resources are not sufficient to pay educational expenses. The difference between the total cost of education (tuition, books, fees, transportation and living expenses) and the total family or personal contribution is expressed as financial need.

Financial aid programs are administered without regard to race, color, handicap, religion, sex, national origin or age.

#### **Financial Aid Eligibility Criteria**

1. United States citizenship or eligible non-citizen (see application for Federal Student Aid or MFAF for definition).
2. Enrollment in Upper Cape Cod Regional Technical School's Post Secondary programs.
3. You are not in default on a federal or state student loan program (i.e. Stafford, Perkins, PLUS, etc.) and you do not owe a refund on any other federal or state aided program.
4. You are in good academic standing and making satisfactory progress in accordance with the regulations set forth in the student handbook.
5. You must be registered with the Selective Service if you are a male student.

**NOTE: Students will not receive financial aid consideration until they have completed the enrollment process.**

#### **Financial Aid Application Procedures**

Listed below are some of the documents students need to determine if they are eligible for financial aid. For more information on how to file or information regarding eligibility please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call **toll free at 800-433-3243**.

**NOTE: It is the student's responsibility to make sure that all forms are accurate and complete.**

1. Free Application for Federal Student Aid (Pell Grant)
2. Signed copy of parent's federal income tax return (required of all students under age 24).
3. Signed copy of student's (and spouse's, if married) federal income tax return.
4. Financial aid transcripts from all previously attended colleges/universities.
5. Official statements from the source of all non-taxable income received (i.e. AFDC, Social Security, Veteran's benefits, Workmen's Compensation, Child Support, etc.)
6. Verification forms.

**NOTE: Once a student has filed for Aid, Student Aid Reports (SARS) are sent electronically to the Business Office.**

### Award Notification – Pell Grants

Students will generally be notified of Pell Grant Awards in October. Disbursements are made twice per year - a minimum of 30 days after the start of Term I and a minimum of 30 days after the start of Term II.

### Confidentiality

All information provided to the Business Office is regarded as confidential and cannot be released without the written consent of the student applicant.

### **TUITION REFUND POLICY**

- If a student withdraws from the Practical Nurse Program on or before the first day of class (August 27, 2014), the student will receive a full tuition refund minus a \$100.00 records processing fee;
- If a student withdraws at any time between the second class day (August 28, 2014) and the end of the second week of classes (September 5, 2014), she/he will receive a 50% tuition refund minus a \$100.00 records processing fee.
- No refund will be issued after 4:00PM on September 5, 2014.

### **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) 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.

### **VOTER REGISTRATION**

A Voter Registration form is distributed to enrolled students via electronic mail by September 1 each year. Voter Registration forms are also available from the Program secretary at the Reception Desk.

**PRACTICAL NURSE PROGRAM  
GENERAL POLICIES AND PROCEDURES**

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students in the Practical Nursing Program must be making Satisfactory Academic Progress (SAP) according to the policies outlined in this Practical Nurse Program Student Handbook (Handbook), including, but not limited to, attendance requirements, in order to be in good Academic Standing. Students not in good academic standing may be placed on Academic or Clinical Probation or terminated from the Program.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP). All students must maintain both a qualitative (grade based) and a quantitative (time-based) measure of academic progress which is reviewed at the end of each Term by the PN Program Director. Satisfactory Academic Progress measures a student's academic progress using both quantitative (course grades, clinical evaluations) and qualitative standards (time frame in which a student must complete the program) as outlined below.

**Qualitative Measures**

Students must maintain a 75% or better in course and obtain a "Satisfactory" evaluation in each clinical rotation. To pass courses having a clinical component (i.e. Fundamentals, Medical-Surgical Nursing, Family Centered Nursing and Leadership & Management/Senior Experience), students must achieve a final academic grade of 75 or better and must meet all clinical objectives in a satisfactory manner in order to receive a "pass" grade for the clinical component. Failure of one component constitutes failure of the course. (The clinical component in Fundamentals of Practical Nursing includes satisfactory performance in the Nursing Skills Lab). All work must be completed and grades finalized by the Faculty Committee. Students who are in jeopardy of not passing a course will be placed on Academic Probation

**Quantitative Measures**

The Practical Nursing Program requires students to enroll in courses that are offered sequentially in three Terms. Students must pass all courses in the Practical Nursing Program in the Program's required sequence. All students must successfully complete the program within the maximum allowable time of 1671 (150% of 1,114) clock hours. Since courses are offered only once during the academic year, failure to satisfy course requirements will require returning the following year in order to complete the program. (See the Re-admission Policy contained in this Handbook.)

**Academic Standing & SAP Monitoring**

The Practical Nursing Program consists of 3 Terms through which students are required to complete 1,114 clock hours. SAP is reviewed at the midpoint and at the end of each program course. Grades are issued at the end of each course. In courses with a clinical component, evaluations are done weekly, at the end of each rotation, and at the conclusion of each course. More frequent evaluations will be done on an individual basis as needed

All hours attempted are included in the maximum time frame even if the student did not receive financial aid.

The consequences of not maintaining satisfactory academic progress is being placed on financial aid probation. Students will be eligible for Title IV funding for one payment period when satisfactory academic progress is not met as long as the forecasted maximum allowable time can be met by the student. Reinstatement of financial aid eligibility will be determined when satisfactory academic progress has been met.

### Program Withdrawal

Students receiving financial assistance who withdraw from the program or who are terminated from the program must meet with the Controller 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.

### Financial Aid Appeals – Conditions of Appeal

Students, who are denied financial assistance because of unsatisfactory academic progress, may appeal to the PN Program Director. This appeal must be submitted in writing and should explain the reason for requesting a review including documentation whenever necessary. The student must explain why he/she failed to maintain SAP and what has changed in his/her situation that will allow him/her to demonstrate that he/she can make SAP upon returning to the PN Program. This appeal is to be submitted 30 calendar days from the student receipt of notification of the denial of financial aid. Please refer to the Appeals Procedure contained in the Handbook.

Appeals will be considered on their own merit and may be denied. Once an appeal is denied, the decision is final, and additional appeals will not be considered. Should the appeal be granted, the students will be required to meet with the PN Program Director to develop an individual learning contract to be implemented upon reinstatement to the program.

### **DAILY SCHEDULE**

You will receive a syllabus and implementation guide prior to or on the first day of each term. Classroom and on-campus simulation (sim) lab hours are 8:00 AM to 2:30 PM or 3:00 PM to 9:30 PM. Clinical times may vary between the hours of 6:30 AM and 4:00 PM or 2:30 PM and 10:00 PM (based upon clinical schedules, facilitator expectations, and locations). Due to unavoidable circumstances students enrolled in the Day 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.

During the day, coffee and pastries are available for purchase during morning break times in the Canalside Restaurant. Students must use **cash** to purchase coffee or use a pre-paid punch cards to pay for items purchased at breaks. Coffee cards are available for \$13.00 for 10 items. Beverages brought into the classroom must be in a closed container.

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 delivered to residents or patients at the clinical sites.

### **DRESS CODE**

In order to maximize the educational opportunities, general safety and health for Upper Cape Tech students, the following Dress Code regulations apply:

Consistent with the policy of Upper Cape Cod Regional Technical School **students are required to wear photo ID badges\* that are provided by Upper Cape**. Identification 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.*

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 Sim Lab sessions as directed. Dress and appearance must not present health or safety concerns. The school may restrict the wearing of clothing or other adornment, which is disruptive to school operation and discipline including that which is unusually distracting. In addition, the wearing of clothing advertising drugs/alcoholic beverages or clothing that makes reference to anything that is of questionable ethical or moral value is prohibited.

***Those students who are concerned with minimum standards of dress in school are advised that hats must be removed, the torso must be covered, shirts must have sleeves (halter tops, tank tops, and strapless tops are prohibited), shorts and skirts must extend to the mid thigh, and no bare feet are allowed at any time.***

Clothing should be appropriate to the educational and physical climate. Students may not wear any form of outerwear within the school building i.e., hats or other headgear, coats, sunglasses.

**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.**

#### **PN STUDENT UNIFORM REQUIREMENTS**

1. When wearing the uniform, you must be in complete uniform (navy blue scrub uniform with name embroidered). This also includes clean, all white shoes (no logos or color other than white is allowed), white stockings or socks, photo ID, watch, bandage scissors and stethoscope, pocket notebook, pen, permanent marker and penlight. All students should carry a small pocket sized calculator with them in the clinical area when giving medications.
2. Shoes must be clean and supportive, be entirely white, and have closed heel and toe. Shoes with any openings or perforations (ie: Crocs) are not permitted on any clinical unit. Nurse's shoes are the preferred footwear for all clinical experiences.
3. White 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. Nail polish may not be worn.
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.
11. Uniforms are to be worn one time only in the clinical area, then laundered and ironed before wearing the next clinical day. 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. **If a student is out of compliance with the uniform requirements, she/he may be dismissed and considered absent for that day.** Consistent violation of the dress code may result in disciplinary action.

### **CPR CERTIFICATION REQUIREMENT**

Students are required to obtain and maintain professional level *Cardio Pulmonary Resuscitation (CPR) Certification* and maintain certification throughout the duration of the Program. Acceptable courses include: American Heart Association - Healthcare Provider **OR** American Red Cross - Professional Rescuer. 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).

### **ATTENDANCE**

**Students are expected to be PRESENT and ON TIME for all class and clinical assignments.**

Attendance will be taken at all classes, labs, and clinical experiences. **Appointments unrelated to school should be scheduled at times other than class, lab, and clinical times or during school breaks.**

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.

***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.***

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: [pnstudentabsent@uppercapetech.org](mailto:pnstudentabsent@uppercapetech.org). Mrs. Taddia 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. On a monthly basis, faculty will review all students with excessive absenteeism (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.

Students are responsible for obtaining material missed on a class day. 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 class, lab, or clinical be necessary due to illness or other extenuating circumstances, OR if you will be LATE for class, lab or clinical your facilitator must be notified 30 minutes or more, in advance of the start of class, lab, or clinical unless an emergency occurs.

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.

**Failure to notify for absences in class, lab, and/or clinical will be considered an unexcused absence and a serious breach of student responsibility which may result in disciplinary action up to and including termination from the program.**

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 three (3) excused clinical absences will be issued a warning letter from their facilitators and will be required to attend a conference with the facilitator and Director of the Practical Nurse Program.

Unexcused Absences from a Clinical Site (absences 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; in the Practical Nurse Program it may be cause for dismissal from the program.**

Illness during the course of the class, lab, or clinical experience

If a student cannot carry out the assigned work for the day because of illness or physical restriction, the student will be sent home and an absence will be assessed for that day or portion thereof. The student may be required to show health clearance from her/his health care provider prior to returning to school.

### **TARDINESS**

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

**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.**



**It is understood that personal appointments will be made after school hours.** Any rare or unusual circumstances should be discussed with your facilitator and/or the Program Director.

### **EXTENUATING CIRCUMSTANCES**

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

### **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 (see below).

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]
- Extended illness documented by a health care provider.

### **CLINICAL MAKE-UP TIME**

In order to achieve the course and/or program outcomes, students may need to make up time. The availability of make-up time is dependent upon whether or not an appropriate clinical placement AND a qualified clinical facilitator is available. Time for make-up cannot be guaranteed to any student.

Students are advised to be present at all classes, labs, and clinical experiences to ensure their successful completion of the program.

***\*\*Although every effort is made to assist students to make up time, if there is not a qualified instructor or clinical placement, make up experience may be denied.\*\****

**Only students who are in good academic standing and who were absent due to extenuating circumstances qualify for make-up time. All make up time takes place in the clinical setting.**

**A non-refundable fee, paid in advance, per clinical 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 clinical. 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 clinical time.

Make-up days are only scheduled during school vacations, weekends, holidays, evenings, and/or at times when a facilitator is available to work with students. Make up time is never allowed during the regularly scheduled clinical day. Arrangements must be made in advance for clinical make-up time.

### **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). Clinical agencies may require specific immunizations and/or titers and/or tuberculosis screening in addition to the requirements of the MA DPH.

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.

### **LATEX ALLERTY 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 suspect to 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 days must provided 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 (Day Option), or on Thursday and again the following Tuesday (Evening 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.

## 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. You can also visit or tune in to one of the following stations for school closing information. Please do not call the school as the main school number needs to be clear for emergency calls.

**Radio:**

WCIB	101.9FM	WFAL	101.1FM
WQRC	99.9 FM	WXTK	95.1 FM
WKPE	104.7AM/FM	WFHN	107.1FM

**Television:** Channel 4, Channel 5, Channel 7, Channel Boston

If school is cancelled in a district town (Bourne, Falmouth, etc.) it does not necessarily mean that classes at Upper Cape Cod Regional Technical School are cancelled, nor does it excuse any previously reported absence for that day. Listen specifically for an announcement for Upper Cape Cod Regional Technical School.

## **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 does not mean evening classes will be cancelled. Cancellation of evening 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:

- Listen for the weather in the town in which your clinical site is located;
- If the PUBLIC SCHOOLS are closed in that town due to the weather, students and facilitators report to Upper Cape Tech at 8:00 AM or 3:00 PM

EXAMPLE: You are assigned to New Bedford Rehabilitation Hospital. Upper Cape Tech is open, BUT the New Bedford Public Schools are closed – YOU WILL REPORT TO Upper Cape Tech FOR THE DAY BEGINNING AT 8:00 AM or 3:00 PM

### **III. DELAY IN START TIME FOR EITHER CLASS OR CLINICAL**

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

- Students at Upper Cape Tech will report to class based on the delay:  
Example: One hour delay - students will report at 9:00AM; two hour delay 10:00AM, etc.
- There will be no extra-help before classes when a delay occurs.

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

- Facilitators and students will report to clinical agencies based on the delay:  
Example: one hour delay – students report to clinical agency ONE HOUR AFTER the usual start time.
- Facilitators notify clinical agencies of the time students will arrive.

## **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 classification 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” 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 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 Controller 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 (see below). 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. 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 (see below).

### **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.

**Students may repeat a course in the Practical Nurse Program once and only once. Failure to be successful on the second attempt will render a student ineligible for readmission to the Practical Nurse Program.**

*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.*

1. Submit a letter to the Program Director requesting consideration for readmission on or before June 1<sup>st</sup> (Day Option) or October 1<sup>st</sup> (Evening Option) of the year in which the student seeks readmission;
2. Submit all required medical information including any updates as needed (Mantoux, CPR certification, etc.);
3. 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.
4. In addition to the above requirements, all students seeking readmission to Term II or Term III will be required to do the following prior to readmission
  - a. 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;

- b. 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 competency with a nursing facilitator in all simulation laboratory skills required in Fundamentals of Nursing. Students will receive information on how to prepare for this competency testing and should plan on three hours in the late afternoon 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;
  - c. Demonstrate clinical competency in all skills required in the course prior to the one to which the student will be readmitted. A minimum of one six hour clinical day/maximum of three six hour clinical days will be required to demonstrate competency. Students will be evaluated by a clinical facilitator and must achieve a satisfactory clinical evaluation. An unsatisfactory clinical evaluation will render the student ineligible for readmission.
  - d. A fee of \$150.00 per clinical day will be assessed for the clinical competency testing and must be paid prior to the start of the clinical evaluation.
5. 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. The Program Director will notify the student, in writing, once the recommendation has been received.
  6. The student 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.
  7. The student will then meet with the Program Director to set up a learning plan.

***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.***

#### **RETURN OF TITLE IV (R2T4)/REFUND REPAYMENTS**

The purpose of this policy is to establish reasonable standards for returning federal and state funds for students who completely withdraw from the Upper Cape Cod Regional Technical School (UCT) Practical Nursing Program (PN Program) and determine the percentage of aid earned based on the time that the student was enrolled. This policy is subject to change in order to comply with administrative and regulatory requirements.

#### **General Requirements**

Federal and state aid is awarded and disbursed based on the assumption that a student will attend courses for the entire semester and is therefore eligible for the entire amount of the disbursement. The PN Program Director is officially designated by the school where students are to provide official notice of intent to withdraw. The Director then informs Controller. If a student stops attending classes before completing 60% of the semester, the student is considered to have earned only a percentage of his/her aid equal to the percentage of the semester completed. In such cases, the school must apply federal and state rules to determine how much unearned aid must be repaid by the student and the school, respectively.

#### **Types of Withdrawals**

##### *Complete withdrawals*

When a student withdraws from all of his or her classes the amount of financial aid that he/she is allowed to keep is determined on a pro rata basis. For example, if the student completed 30% of the semester, the student is allowed to keep 30% of his or her financial aid. The remaining 70% must be returned to the federal and/or state financial aid programs. Once a student has

completed more than 60% of the semester, the student is allowed to keep 100% of his or her financial aid. Due to this ruling, if a student withdraws from all classes before the 60% point of the semester, the school is required to return a portion of the financial aid funds that were used to pay the school bill. This will result in unpaid charges on the student's account.

#### *Partial withdrawals*

Federal rules require schools to reduce financial aid when a student withdraws from a single course, if the student is not attending any other courses at the time of the withdrawal and the student has not provided written confirmation of his or her intention to attend other courses that begin later in the semester.

#### *Unofficial withdrawals*

If a student stops attending, and fails to officially withdraw from classes, the student is considered to be an unofficial withdrawal.

### Withdrawal Date

#### *Student initiated withdrawal*

The PN Program generally uses the date the student completed the Withdrawal From Program form (Withdrawal form) as the withdrawal date.

#### *Administrative withdrawals*

If the withdrawal is the result of Termination from the Program, the date the student is notified of the termination is withdrawal date. That date is considered to be the best indication of the student's last date participating in PN Program activities.

#### *Unofficial withdrawals*

If the withdrawal is the result of the student having abandoned the program, the "Last Date of Class Attendance" is the withdrawal date. That date is considered to be the best indication of the student's last date participating in PN Program activities. The Director will attempt to contact the student who stops attending via the student school e-mail, telephone, and/or certified mail to verify the student has no intention to return to the program.

If the student's withdrawal date is the same date as the disbursement date UCT will consider the aid disbursed prior to the withdrawal.

### Date the Student Withdrew Is Determined by UCT

The date the student withdrew as determined by the UCT must be identified when performing a refund calculation. For student initiated withdrawals, it is the same date as the withdrawal date. For administrative withdrawals, the date the student was notified of their termination from the program is the date the school determined the student withdrew. For unofficial withdrawals, the "Last Date of Class Attendance" is the date the student withdrew.

### Unofficial Withdrawals

When a student earns a passing grade in all term classes, the PN Program presume that the student completed the term. On the other hand, if a student fails to earn a passing grade in at least one term course, the PN Program assume that the student has unofficially withdrawn (unless the PN Program can document his/her attendance through the end of the term in one or more courses).

To determine unofficial withdrawals the faculty report to the Director the names of those students who have not passed a course. Following that, the PN Director will meet with the student to complete the Withdrawal form. The PN Director will calculate the program hours completed and provide a copy of the Withdrawal form to the Controller. The Controller will review each student's record for

documentation of a Last Date of Attendance (LDA) on or after the date when 100% of the aid is earned (just beyond the 60% point of the term). UCT will determine the LDA by reviewing the Withdrawal form provided by the PN Director.

If there is no proof of attendance beyond the 60% point of the term, the student is considered an unofficial withdrawal and a refund calculation is performed.

### Institutional Charges

When determining the total charged and the unpaid charges we do not count courses the student never attended or any course that is not included in adjusted financial aid hours due to course exclusions, satisfactory academic progress restrictions, or repeat issues.

When determining whether or not a student ever attended, priority is placed on records in this order:

1. Faculty attendance rosters completed early in the term and maintained by the Program Secretary.
2. Withdrawal forms, including those used to for Unofficial Withdrawals.

If the student received an institutional refund (a reduction in tuition and/or fees, normally because of single course withdrawal), UCT will still use the initial amount charged on worksheets. UCT will deduct the institutional refund from "outstanding charges".

### Aid That Was Disbursed or Could Have Been Disbursed

UCT calculates the amount of earned Title IV funds by applying a percentage to the total amount of Title IV program assistance that was disbursed or that could have been disbursed. When calculating the amount of loan funds, the net amount of disbursed or could have been disbursed is used. If aid has not yet been disbursed, UCT will determine if the student is eligible for a late disbursement using the following criteria:

#### *All Programs*

The student has an Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) processed by the Federal Department of Education prior to withdrawal.

#### *SEOG*

The student was awarded the grant prior to withdrawal.

#### *Direct Loan*

The loan was originated prior to withdrawal. A promissory note must have been signed by the student for the loan to be included in aid that could have been disbursed. A signature on a promissory note may be obtained after the student withdraws provided it is obtained within 30 days of the date of determination that the student withdrew. Loans for students in the two categories below are counted as aid that could have been disbursed if a promissory note has been signed, however, the students are not able to receive the funds if:

1. The student is a first-year, first-time borrower and withdrew before the 30th day of the academic year.
2. The student is scheduled to receive a late second or subsequent loan disbursement (and the student did not successfully complete the loan period).

If a late disbursement can be made, UCT will proceed with the calculation as described below.

For federal aid the Return of Title IV Funds on the Web feature located on the FAA Access to CPS Online website is used for the calculation.



### Order of Return of Funds

UCT will return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grant

### Post Withdrawal Disbursement

If a student received less aid than the amount earned, the student may receive a post withdrawal disbursement.

For grant aid, if the post withdrawal calculation indicates that the student has outstanding institutional charges, the funds are automatically applied to the student's billing account. For loans, the student must be contacted before a post-withdrawal disbursement can be made to explain his or her loan obligations and confirm the funds are still needed. In such cases, the "Post-withdrawal Disbursement: Offer to Student" letter is sent to notify the student of the amount of loan funds available. Enclosed with the letter is an "Entrance Counseling Guide" to provide the student with additional information related to loan obligations. If there is no response from the student after 14 days, the loan is cancelled. If the offer is returned with a "wanted" amount, a post-withdrawal disbursement is made to the student's billing account.

### Partial Term Courses

A program is considered offered in partial term courses if a course, or courses, in the program does not span the entire length of the semester. At UCT PN 102 Vocational Trends, PN 104 Nutrition, and PN 109 Pharmacology are partial term courses. The regulations aim to provide for consistent and equitable treatment of students who withdraw from a program measured in credit hours, regardless of whether courses in the program span the entire term or a shorter portion of the term.

A student is considered to be a withdrawal if at the time the student stops attending a course, he/she is not attending any other course or courses for the semester and did not confirm attendance (confirmation may be made on the course Withdrawal form) in any course, or courses, beginning later in the term. When the student confirms future attendance, the student's record must be monitored to be sure that he/she actually does begin attendance in a later class. If the student does not begin attendance in any future class, a Return of Title IV (R2T4) is calculated with a withdrawal date reverting back to the initial date of withdrawal.

### Return of Unearned Aid by the School

UCT must return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew and offer a post-withdrawal disbursements of loan funds within 30 days of that date. UCG must also disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, plus disburse any loan funds a student accepts within 180 days of that date. Unearned funds are paid directly to the U.S. Department of Education by UCT on the student's behalf.

### Return of Unearned Aid by the Student

When a student owes an overpayment of aid due to the R2T4 calculation, either the aid is reduced to repay the overpayment or a series of three letters over a 45 day period are sent to the student requesting repayment of the unearned funds. If the student fails to repay the funds by the requested

“due date,” the overpayment is reported to the National Student Loan Data System (NSLDS) and to the Federal Borrower Services (for federal funds) and/or to the state Office of Student Financial Assistance (OSFA), as appropriate. When the student owes any money to UCT resulting from the return of unearned financial aid, the student is billed by UCT. If the student does not pay these funds, a hold is placed on the student’s account and he/she will not be permitted to register for classes or receive transcripts until the balance has been resolved.

### Student Notification

A revised financial aid award letter is mailed to students who have had a R2T4 calculation done that resulted in a reduction of their aid award.

### Withdrawal Calculation Example

Joe Student received the following financial aid:

Federal Pell Grant	\$5,635.00
Subsidized Loan	\$3,500.00
Unsubsidized Loan	\$2,750.00
Less Tuition & Fees	\$9,750.00
Joe’s Credit Balance	\$2,135.00

Joe totally withdrew after completing 557 hours of the 1,114 total program hours, or 50% of the program hours. Federal law states that he received or would have been eligible to receive:

Federal Aid Disbursed (100%)	\$11,885.00
Aid Earned (50%)	\$5,942.50
<b>Unearned Aid (50%)</b>	<b>\$5,942.50</b>

UCT and Joe share the responsibility of returning unearned aid to the federal programs. According to federal policy, UCT’s institutional share is determined by multiplying the total charges (\$9,750.00) by the unearned percentage (50%); in this case, \$4,875.00. In this example, UCT will return this amount to Joe’s lender (U.S. Department of Education) to reduce his Unsubsidized Federal Direct Loan balance owed. Joe is then responsible for the remaining balance due to the U.S. Department of Education, calculated as:

Unearned Aid	\$5,943.00
UCT’s Share	\$4,875.00
Joe’s Unearned Share	\$1,068.00

[Adapted from Holyoke Community College “Return of Title IV(R2T4)/Refund Repayments Policy & Procedures]

## **ADVANCED PLACEMENT**

Students may apply to enter the program at the beginning of Term II provided they can supply satisfactory proof of completion of all the 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 is required and a course outline may be required at the Director's request. 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. Students may not transfer into the program anytime after Term II.

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.

### **TRANSFER CREDIT FOR NON-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 completed at UCT, and has obtained a grade of "B-" 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-" 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.

### **CRIMINAL OFFENSE RECORD INFORMATION (CORI)**

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.

### **EXTRA HELP DURING OFFICE HOURS**

Students who experience difficulty with their schoolwork may request extra help 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.

### **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.

## **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](http://www.copyright.gov).

## **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.

## 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+
<b>75 – 76 = C    Passing Grade</b>
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.

## INCOMPLETE GRADE

An "Incomplete" will only be given for a recent or extended absence and 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

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 103 Anatomy & Physiology or
- PN 104 Nutrition or
- PN 109 Pharmacology.

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

- The student achieved a grade of 70% or better in a course listed above; and
- Any course that is not repeated at Upper Cape Tech must receive prior approval from the Director.

## 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. 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 calendar days after the final grade was issued.

### Filing the Formal Course Grade Appeal

A student can file a formal course grade appeal 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. 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. 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, the Director of Curriculum, Instruction and Guidance, the Dean of Students, one Team Supervisor, and one PN Program facilitator.

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.]

### **PROBATIONARY STATUS**

Faculty may place a student on probation at any time during a course if the student is in danger of failing. **In danger of failing is considered to be any academic course average below 75% and/or failing to satisfactorily meet the clinical objectives during a clinical rotation.** The student who has a failing academic grade average in any course at the mid-point of the course **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 106, is on probation. 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.

When it becomes necessary to place a student on probation, the procedure will be as follows:

1. The Director of the Practical Nurse Program, the facilitator, and the student will meet and set up an individual learning contract. The contract will be in writing and will cite the deficiencies, as well as a plan to remedy them within a specific time period. A copy of the contract will be given to the student, the facilitator, and a copy placed in the student's record. Upon satisfactory performance and the student meeting all conditions outlined in her/his individual contract, the student will be removed from probationary status.
2. A student on probation may lose her/his financial aid. [Please refer to Return of Title IV (R2T4)/Refund Repayments contained in this Handbook.]



3. If the student does not fulfill the contract, she/he will be ineligible to progress in the program and financial aid will be terminated.

A student must have a passing academic grade (75% or higher) and a passing clinical grade (“Pass”) at the completion of each course in order to progress to the next course. Students who fall below this minimum passing standard may not progress in the program.

### **TERMINATION FROM THE PROGRAM**

The following list of items, though 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 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 as provided in the Appeal Process (below).

### **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 grade 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 grading dispute fail, the PN Director shall appoint a 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 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 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.

## **GRADUATION**

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

**Only students who have completed all graduation requirements may participate in the Graduation Ceremonies.**

## **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, 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.

## **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.

## **EDUCATIONAL MOBILITY**

Students are encouraged to continue their nursing education by attending professional development opportunities and/or entering an LPN to RN program. Transition programs for the LPN to enter an RN program are available with Bristol Community College in Fall River, Cape Cod Community College in Hyannis and Quincy College in Plymouth and Quincy. Opportunities for students to explore these programs through college brochures and guest speakers are available prior to graduation.

## **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).

### **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 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.

**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.

**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

## **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

## **SOCIAL NETWORKING POLICY**

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.

## **HARASSMENT POLICY**

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's behavior and actions. It can range from verbal baiting to actual assault. Sexual harassment will be dealt with in accordance with school policy. The procedure dealing with harassment issues can be formal and 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 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 solutions under the procedures are:

- Verbal statements of apology and/or;
- Letters of apology and/or;
- Assurances that the behavior will end and/or;
- Disciplinary action.

The informal procedure will be completed within five (5) days, and the Director of the Practical Nurse Program will notify all involved parties of the results of the informal process. If all parties involved in the informal process 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 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 adequate or unsuccessful.

The formal procedures will be completed within five (5) school days. 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.

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 Superintendent within ten (10) 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 Superintendent will make a decision and inform all involved parties of his decision within 30 school days.

## **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 2 school days of the alleged incident. The outcome of this interaction will be issued in writing to the student within 2 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 four (4) 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

six (6) 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 ten (10) 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 five (5) 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.

### **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.

**VALUABLE ARTICLES/MONEY**

Items of significant value or large sums of money should never be brought to class or to the clinical site. Be mindful of the safety of all possessions at all times.

## TELEPHONE

**Cell phones may not be used for personal phone calls or messaging while in class, lab, or at clinical sites.** It is the policy of Upper Cape Tech. that all cell phones must be turned off or set to "silent" and put out of sight while students are in the building unless directed by facilitators to use them for research purposes.

Students are not called to the telephone during school hours. Messages will be conveyed to students in case of an **EMERGENCY ONLY.**

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

At no time is a student to receive telephone calls at a clinical facility. If an emergency exists and a student must be reached at a clinical site, the caller should ask the facility operator to speak with the student's clinical facilitator, and the facilitator will have the student come to the phone. Be sure to leave all relevant information with those who may need to contact you.

## ELECTRONIC DEVICES

Students are encouraged to bring their own device to class. **Electronic devices must be turned off and cannot be visible while students are in any clinical facility or the UCT high school building.** The appropriate use of electronic devices in the clinical facility will be in accordance with agency policy and facilitator instruction. Electronic devices include, but are not limited to cell phones, IPODs, cameras, laser pointers or any other device. Headsets are not allowed during classes or clinical experiences.

## LOST AND FOUND

The "Lost and Found" is located at the main desk in the lobby of the School of Allied Health. Any student who finds a lost article is requested to turn the item in to the class or clinical Facilitator. Students losing an article should check with the facilitator or program secretary at the front desk.

## HEALTH SERVICES

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

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. In the event of serious injury or medical emergency, the student will be transported to Falmouth, Tobey, or Cape Cod Hospital 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.

## **PARKING LOT PROCEDURES AND REGULATIONS**

Practical Nursing Program students are subject to UCT "Traffic Control Policy."

1. Any vehicle driven to school by a student in the Practical Nurse Program and parked in the student parking area **must display a UCT sticker on the vehicle's windshield.** An official at UCT will collect vehicle and driver information and affix the parking sticker to the vehicle. Students who do not display valid parking stickers will receive "Violation" notices and may lose parking privileges.
2. When parking in the parking lot, vehicles must park only in designated student parking areas. Students may not park in areas reserved for faculty.
3. The 15-MPH speed limit approaching the lot must be observed at all times and **school buses have the exclusive right-of-way on school grounds.** A 5-MPH speed limit must be observed once the vehicle reaches the parking lot.
4. **STOP** when school buses stop. Passing buses will result in the immediate loss of the student's parking privileges.
5. Safety belts are **REQUIRED** for drivers and passengers while on school property and should be worn at all other times. Failure of any driver or passenger to wear safety belts on school property may result in revocation of parking privileges.

UCT is not responsible for damage or loss to a PN student's vehicle while parked on school property.

**NEVER** pass any vehicle on the roadway leading to the school when leaving or arriving at the school. To do so will result in the immediate loss of parking privileges and referral to legal authorities and appropriate disciplinary action.

## **PROCEDURE FOR LEAVING SCHOOL or CLINICAL**

Always notify your facilitator or the Director of the Practical Nurse Program whenever you leave the school grounds or clinical area during scheduled class, lab, or clinical times.

## **LIBRARY/MEDIA CENTER**

The Library is the reading and reference center of Upper Cape Tech. The atmosphere must be conducive to studying and research. Therefore, all students using the Library should speak and move quietly allowing others to work and read undisturbed.

Practical nurse students will have library borrowing privileges through the bar code attached to the back of each student's picture ID.

The following Library rules should be obeyed at all times:

1. Printed materials should never be removed from the Library without being charged out.
2. Students are responsible for the cost of replacing lost or damaged books.

The Practical Nurse Program maintains a library of learning resources in the classroom for student use. Any student wishing to sign out a book/journal/or other audiovisual should do so through the PN Secretary. All learning resources are listed and students must sign out materials.

### **Procedure for charging out Library materials:**

Each student is entered into the library database and issued a patron number. When charging out library materials, students are required to sign the book circulation card and note their name and shop as LPN.

A pre-stamped date due card will be placed in the book. This date due card signifies the materials have been properly charged out and must remain in the card pocket. Any materials found without a date due card or with an overdue one will be taken by the faculty or staff member and returned to the Library.

Books, periodicals, and pamphlets may be borrowed for a period of two weeks. Reserved and special reference books may be borrowed overnight.

Procedure for overdue Library materials: When books become overdue, a warning notice is sent to each individual via the instructor. Books must be returned, renewed, or paid for. It is the student's responsibility to observe the due date.

### **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 or 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](http://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.

### **SCHOOL INSURANCE**

Students attending the Upper Cape Cod Regional Technical School's Practical Nurse Program are covered during school hours by an accident policy purchased by the school.

Students are also covered by malpractice insurance which must be purchased through the school. The cost of malpractice insurance is \$35.00

### **ADVISING SERVICES**

Facilitators in the Practical Nurse Program serve as primary student advisors throughout the program. If a student wishes to utilize the guidance services at Upper Cape Tech, an appointment with the Director of Guidance can be arranged through the Director of the Practical Nurse 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 nursing classroom each time an employment opportunity becomes available. 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. Students will be assigned to a specific facilitator who will serve as her/his career placement advisor. There is an extensive career placement resource binder available to assist students in finding employment after graduation.

This page intentionally left blank.



## APPENDIX

<b>Content</b>	<b>Page</b>
Academic Calendar – Day Option	50
Evening Option	51
Program of Studies	52
Course Descriptions	54
Student Records Retirement Schedule	56
UCT Practical Nursing Program NCLEX-PN Pass Rates	57
244 CMR: BOARD OF REGISTRATION IN NURSING 3.04: Responsibilities and Functions - Practical Nurse	58
Massachusetts Board of Registration Use of Social and Electronic Media (July 2012)	61
Sexual Harassment, Bullying	63
Family Educational Rights and Privacy Act (FERPA)	67
Signature Page	68

**ACADEMIC CALENDAR  
PRACTICAL NURSE PROGRAM  
2014-2015**

**PRE-ENROLLMENT REQUIREMENTS FOR ALL STUDENTS ENTERING IN AUGUST, 2014**

Orientation of New Students	May 29
All Medical Documentation Submitted	Before August 15
Final Tuition Payment Due	August 15

**TERM I – AUGUST 27, 2014 – DECEMBER 19, 2014\***

First Day of Classes – Term I	August 27 - Wednesday
No Classes – Labor Day Recess	Aug. 29 and Sept. 1
Fundamentals Lab Begins	September 5
Clinical <u>Rotation #1</u> Begins	September 17
Columbus Day Holiday – No Clinical	October 13
Fundamentals Lab Ends	November 7
Clinical <u>Rotation #2</u> Begins	November 10
Veteran’s Day Holiday – No Classes	November 11 - Tuesday
Thanksgiving Recess	November 26, 27, 28
Last day of Clinical	December 17
Term I Ends	December 19

**Term I courses begin dates, end dates, and exam dates, will be listed on the course Implementation Guide.**

**TERM II – December 22, 2014 – April 30, 2015\***

First Day of Classes Term II	December 22
Semester Break	December 24-January 2
Classes Resume after Semester Break	January 5
Clinical <u>Rotation #1</u> Begins	January 5
Martin Luther King Jr. Birthday Day – No Clinical	January 19
Winter Recess	February 16-20
Clinical <u>Rotation #2</u> Begins	March 2
No Clinical	April 3
Spring Recess	April 20-24
Last day of Clinical	April 29
Term II Ends	April 30

**TERM III – May 1, 2015-June 19, 2015\***

First Day of Classes Term III	May 1
Clinical Begins	May 4
Memorial Day – No Class	May 25
Final Clinical Day Term III	June 12
Term III Ends	June 15
NCLEX-PN Review	June 16 & 17
*Pinning Rehearsal in AM	June 18
*Graduation Ceremony 6 p.m.	June 18

**\*Course dates/Graduation date may be subject to change based upon weather cancellations or other factors.**

24May14

**ACADEMIC CALENDAR  
PRACTICAL NURSE PROGRAM  
EVENING OPTION 2014-2015**

**PRE-ENROLLMENT REQUIREMENTS FOR ALL STUDENTS ENTERING IN JANUARY 2015**

Orientation of New Students	December 10, 2013
All Medical Documentation Submitted	Before January 9, 2014
Final Tuition Payment Due (or award of Financial Aid)	December 19, 2013

**TERM I – January 2, 2014 – August 6, 2014\***

First Day of Classes – Term I	January 2
Fundamentals Lab Begins	January 16
Clinical <u>Rotation #1</u> Begins	January 21
No Classes – Winter Recess	February 17-21
Fundamentals Lab Ends	April 10
No Classes - Spring Recess	April 21-25
Clinical <u>Rotation #2</u> Begins	May 13
No Classes - Summer Recess	June 30-July 4
Term I Ends	August 6

**Term I courses begin dates, end dates, and exam dates, will be listed on the course Implementation Guide.**

**TERM II – August 7, 2014 – March 12, 2015\***

Term II Begins	August 7
No Classes – Summer Recess	August 18-22
Clinical <u>Rotation #1</u> Begins	August 26
Veteran’s Day Holiday – No Clinical	November 11
Clinical <u>Rotation #2</u> Begins	November 12
Thanksgiving Recess	November 26 & 27
Semester Break	December 24-January 2
Winter Recess	February 16-20
Term II Ends	March 12

**TERM III – March 17, 2015 –June 18, 2015\***

Term III Begins	March 17
Clinical Begins	March 24
No Classes – Spring Recess	April 20-24
Final Clinical Day Term III	May 27
Term III Ends	June 11
NCLEX-PN Review	June 16 & 17
*Graduation Ceremony Rehearsal in AM	June 18
*Graduation Ceremony 6:00 PM	June 18

**\*Course dates/Graduation date may be subject to change based upon weather cancellations or other factors.**

24May14

**PRACTICAL NURSE PROGRAM OF STUDIES**  
**DAY OPTION**

**TERM I**

**AUGUST 27, 2014 – DECEMBER 19, 2014\***

Fundamentals of Nursing	328 hours
Anatomy & Physiology	60 hours
Vocational Trends	22 hours
Introduction to Pharmacology	24 hours
Nutrition	20 hours

**TERM II**

**DECEMBER 22, 2014 – APRIL 29, 2015\***

Medical-Surgical/Mental Health Nursing	450 hours
--	-----------

**TERM III**

**MAY 1, 2015 – JUNE 18, 2015\***

Maternal-Child and Community Nursing	102 hours
Management and Leadership	108 hours

**GRADUATION – JUNE 18, 2015**

***\*Course dates may be subject to change based on weather cancellations or other factors.***

**PRACTICAL NURSE PROGRAM OF STUDIES**  
**EVENING OPTION**

**TERM I**

**JANUARY 2, 2014 – AUGUST 6, 2014\***

Fundamentals of Nursing	328 hours
Anatomy & Physiology	60 hours
Vocational Trends	22 hours
Introduction to Pharmacology	24 hours
Nutrition	20 hours

**TERM II**

**AUGUST 7, 2014 – MARCH 12, 2015**

Medical-Surgical/Mental Health Nursing	450 hours
--	-----------

**TERM III**

**MARCH 17, 2015 – JUNE 18, 2015**

Maternal-Child and Community Nursing	102 hours
Management and Leadership	108 hours

**GRADUATION – JUNE 18, 2015**

***\*Course dates may be subject to change based on weather cancellations or other factors.***

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
PRACTICAL NURSING PROGRAM

COURSE DESCRIPTIONS

**PN 101: FUNDAMENTALS OF NURSING**

**Theory Component:**

This course presents a foundation for patient care predicated on theory and the development of basic skills. The student is expected to acquire knowledge of basic scientific and communication principles, which can be applied to multiple clinical situations. The student views the patient as a complete person with physical, emotional, cultural, and spiritual needs. The student is taught to use the nursing process to give safe basic nursing care. The role of the practical nurse and the graduate of a practical nursing program are emphasized.

**Clinical Component:**

Students have an opportunity to practice nursing skills in a lab experience, which resembles the clinical setting. This opportunity allows them a certain level of skill before going into the clinical setting or a chance to practice skills after the initial clinical experience. Students are given extra assistance in the lab with the skills if necessary.

**PN 102: VOCATIONAL TRENDS**

This course is designed to assist the learner to increase his/her knowledge of the role of the Practical Nurse. The course content contains information regarding the history of nursing, trends in education, cultural competency, environments of care, and safe nursing practice. Emphasis is placed on the role of the Practical Nurse in today's healthcare environment. Methods of health care delivery, licensure and employment, communication, and nursing process are the basis for the learner to build a foundation for his/her role as a Practical Nurse.

**PN 103: ANATOMY & PHYSIOLOGY**

This course gives the student the basic understanding of the human body emphasizing its structure and function. This course provides a background for application of physiologic principles in nursing care, terminology used by nursing personnel in designating parts of the body, appreciation of the complexity and interactions of the systems of the body, application of the principles of body structure and function to all nursing courses, and an appreciation of hygiene needed in maintaining the body at optimum functioning.

**PN 104: NUTRITION**

This course is designed to introduce the student to the basic principles of nutrition. The content covers carbohydrates, lipids, proteins, vitamins, water, and minerals. Emphasis is on interpretation of food labels in relationship to proper food choices. The student is introduced to nutritional deficiencies and appropriate food sources to correct these deficiencies. Issues of food safety are explored.

In the clinical area the student applies the principles of nutrition to the nursing diagnoses of *Altered nutrition*; *Impaired skin integrity* as it relates to wound healing and decubitus prevention; and *Isolation* as it relates to mealtimes. The role of the nurse in meeting nutritional needs of clients is addressed.

**PN 109: INTRODUCTION TO PHARMACOLOGY**

This course is designed to assist the learner to increase his/her knowledge about safety in medication administration. The course content contains information on basic principles of pharmacology, different classes of medication, drug action, adverse reactions and interactions, calculations, and reading drug labels.

## **PN 106: MEDICAL SURGICAL AND PSYCHIATRIC MENTAL HEALTH NURSING**

### **Theory Component:**

Concepts of basic human needs and nursing treatment using nursing process is the core of this course. Principles of safe, knowledgeable care for adults are presented. The course addresses preventative health, illness, restorative care, and patient teaching. Units and content are organized according to appropriate nursing diagnoses. Therapeutic communication and nursing role are addressed throughout the content. Pharmacology is integrated into each unit as it applies to the illnesses.

### **Clinical Component:**

Students have the opportunity to practice and increase their skills in the acute care and/or rehabilitation settings, as well as out-patient/community settings. Here, the student correlates his/her skills integrating the theoretical and the clinical. The student is given clinical assignments, which are commensurate with his/her level of skill and knowledge. Students are evaluated according to specific behaviors outlined in the clinical evaluation tool.

## **PN 108: LEADERSHIP AND MANAGEMENT**

### **Theory Component:**

Students will correlate the nursing process to situational leadership to make it a more meaningful experience. A didactic and experiential capstone project will take place to demonstrate the use of group dynamics and communication so as to understand leadership and management.

### **Clinical Component:**

In the clinical area students will have an experience that allows them to function as team members and team leaders. Students will work collaboratively with leaders and managers within the extended care and/or rehabilitation facility and apply the concepts learned in class to the roles observed in leaders and managers. Students are expected to focus on the multiple roles nurses play in the management of multiple assignments, administration of medications, delegation of responsibilities, resolving conflicts, and the responsibilities involved in managing a clinical unit. Student will also have the opportunity to participate in community experiences across the care continuum [PN 107].

## **PN 107: MATERNITY, PEDIATRIC, and COMMUNITY NURSING**

### **Theory Component:**

This course provides students with the theoretical foundation to apply the nursing process and provide care to the expectant mother, normal newborn, and pediatric client. It includes didactic information regarding stages of pregnancy, parturition, and the puerperium, as well as, the role of the practical nurse in caring for children with a focus on family-centered care including communication, safety, prevention, and utilization of community resources. Theory will also include role of the LPN as a manager and leader. Delegation of nursing activities to unlicensed personnel and safe management of care for small groups of patients are emphasized. Different management styles will be discussed as well as the underlying dynamics. The leadership and management style will be situational leadership because of its ability to assess each individual and their strength and need.

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
PRACTICAL NURSING PROGRAM

Student Record Retirement Schedule

Document	Responsibility	Maintenance	Retirement
Applicant Record (Ineligible or Incomplete or Non-Accept) <ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ TEAS results</li> <li>▪ Recommendations</li> <li>▪ Transcripts</li> <li>▪ Correspondence</li> </ul>	Program Director	2 years	Shed and discard after 2 years
Admission Record <ul style="list-style-type: none"> <li>▪ Applicant documents</li> <li>▪ Interview</li> <li>▪ CORI clearance</li> <li>▪ Scoring Rubric</li> <li>▪ Transcripts</li> <li>▪ Health records</li> <li>▪ Student demographic information</li> <li>▪ Correspondence</li> </ul>	Program Director	Duration of enrollment	Upon completion of program, if successful; otherwise 3 years then destroyed
Waitlisted (Not accepted) or Declined Admission	Program Director	2 years	Shed and discard after 2 years
Student Health Records	Program Director	Duration of enrollment	Returned to graduate on final day of program
Temporary File - Academic <ul style="list-style-type: none"> <li>▪ Attendance</li> <li>▪ Exams/Scantrons</li> <li>▪ Assignments</li> <li>▪ Progress reports</li> <li>▪ Grade book</li> <li>▪ Remediation plans</li> </ul>	Program Faculty	1 year	Shred and discard upon completion of the program
Temporary File – Clinical <ul style="list-style-type: none"> <li>▪ Attendance</li> <li>▪ Clinical Anecdotal</li> <li>▪ Clinical Evaluations</li> <li>▪ Skills checklist(s)</li> <li>▪ Remediation Plans</li> <li>▪ Warnings</li> </ul>	Program Secretary	1 year	Shred and discard upon completion of the program
Grievance Records	Program Director	5 years	Shred and discard after 5 years
Withdrawal Records	Program Director	5 years	Shred and discard after 5 years



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
PRACTICAL NURSING PROGRAM

NCLEX-PN Five Year Summary

YEAR	# 1 <sup>ST</sup> Time Testers	# 1 <sup>ST</sup> Time Passers	<b>Program Pass Rate</b>	MA Pass Rate	National Pass Rate
2009	60	58	97%	90.55%	85.73%
2010	54	52	96%	95.45%	87.06%
2011	52	50	96%	91.74%	84.84%
2012	57	50	88%	90.64%	84.23%
2013	50	46	92%	90.07%	84.63%

**COMMONWEALTH OF MASSACHUSETTS  
REGULATIONS GOVERNING THE PRACTICE OF NURSING  
244 CMR: BOARD OF REGISTRATION IN NURSING**

**244 CMR 3.00: REGISTERED NURSE AND LICENSED PRACTICAL NURSE**

Section

3.01: Definition - Registered Nurse

3.02: Responsibilities and Function - Registered Nurse

3.03: Definition - Practical Nurse

3.04: Responsibilities and Functions - Practical Nurse

3.05: Delegation and Supervision of Selected Nursing Activities by Licensed Nurses to Unlicensed Personnel

**3.01: Definition - Registered Nurse**

Registered Nurse is the designation given to an individual who is licensed to practice professional nursing, holds ultimate responsibility for direct and indirect nursing care, is a graduate of an approved school for professional nursing, and is currently licensed as a Registered Nurse pursuant to M.G.L. c. 112. Included in such responsibility is providing nursing care, health maintenance, teaching\*, counseling, planning and restoration for optimal functioning and comfort, of those they serve.

**3.02: Responsibilities and Functions - Registered Nurse**

A registered nurse shall bear full and ultimate responsibility for the quality of nursing care she/he provides to individuals and groups. Included in such responsibility is health maintenance, teaching, counseling, collaborative planning and restoration of optimal functioning and comfort or for the dignified death of those they serve. A registered nurse, within the parameters of his/her generic and continuing education and experience, may delegate nursing activities to their registered nurses and/or health care personnel, provided, that the delegating registered nurse shall bear full and ultimate responsibility for:

- (1) making an appropriate assignment;
- (2) properly and adequately teaching, directing and supervising the delegatee; and
- (3) the outcomes of that delegation. A registered nurse shall act, within his/her generic and continuing education and experience to:
  - (a) systematically assess health status of individuals and groups and record the related health data;
  - (b) analyze and interpret said recorded data; and make informed judgments there from as to the specific problems and elements of nursing care mandated by a particular situation;
  - (c) plan and implement nursing intervention which includes all appropriate elements of nursing care, prescribed medical or other therapeutic regimens mandated by the particular situation, scientific principles, recent advancements and current knowledge in the field;
  - (d) provide and coordinate health teaching required by individuals, families and groups so as to maintain the optimal possible level of health;
  - (e) evaluate outcomes of nursing intervention, and initiate change when appropriate;
  - (f) collaborate, communicate and cooperate as appropriate with other health care providers to ensure quality and continuity of care;
  - (g) serve as patient advocate, within the limits of the law.

**3.03: Definition - Practical Nurse**

Licensed practical nurse is the designation given to an individual who is a graduate of an approved practical nursing program, and who is currently licensed as a practical nurse pursuant to M.G.L. c 112. The licensed practical nurse functions within the framework specified by the nursing statutes and regulations of the Commonwealth.

---

\* Defined as assignment consistent with the education, experience and demonstrated competence of the assignee and consistent with the needs of the patient(s).

**244 CMR: BOARD OF REGISTRATION IN NURSING**

**3.04: Responsibilities and Functions - Practical Nurse**

A licensed practical nurse bears full responsibility for the quality of health care s/he provides to patients or health care consumers. A licensed practical nurse may delegate nursing activities to other administratively assigned

health care personnel provided; that the delegating licensed practical nurse shall bear full responsibility for: (1) making an appropriate assignment, (2) adequately teaching, directing and supervising the delegatee(s), and (3) the outcome of that delegation: all within the parameters of his/her generic and continuing education and experience. (4) A licensed practical nurse participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning and rehabilitation, to the extent of his/her generic and continuing education and experience in order to:

- (a) assess an individual's basic health status, records and related health data;
- (b) participate in analyzing and interpreting said recorded data, and making informed judgments as to the specific elements of nursing care mandated by a particular situation;
- (c) participate in planning and implementing nursing intervention, including appropriate health care components in nursing care plans that take account of the most recent advancements and current knowledge in the field;
- (d) incorporate the prescribed medical regimen into the nursing plan of care;
- (e) participate in the health teaching required by the individual and family so as to maintain an optimal level of health care;
- (f) when appropriate evaluate outcomes of basic nursing intervention and initiate or encourage change in plans of care;
- (g) collaborate, cooperate and communicate with other health care providers to ensure quality and continuity of care.

### **3.05: Delegation and Supervision of Selected Nursing Activities by Licensed Nurses to Unlicensed Personnel**

The qualified licensed nurse (Registered Nurse/Practical Nurse) within the scope of his/her practice is responsible for the nature and quality of all nursing care that a patient/client receives under his/her direction. Assessment/ identification of the nursing needs of a patient/client, the plan of nursing actions, implementation of the plan, and evaluation of the plan are essential components of nursing practice and are the functions of the qualified licensed nurse. The full utilization of the services of a qualified licensed nurse may permit him/her to delegate selected nursing activities to unlicensed personnel. Although unlicensed personnel may be used to complement the qualified licensed nurse in the performance of nursing functions, such personnel cannot be used as a substitute for the qualified licensed nurse. The following sections govern the licensed nurse in delegating and supervising nursing activities to unlicensed personnel.

Delegation by Registered Nurses and Licensed Practical Nurses must fall within their respective scope of practice as defined in M.G.L. c. 112, § 80B, paragraphs 1 and 2. Said delegation must occur within the framework of the job description of the delegatee and organizational policies and procedures and also must be in compliance with 244 CMR 3.05(4) and (5).

#### **(1) Definitions**

**Delegation** - The authorization by a qualified licensed nurse to an unlicensed person as defined in 244 CMR 3.05(1) to provide selected nursing services.

**Supervision** - Provision of guidance by a qualified licensed nurse for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity.

**Unlicensed Person** - A trained, responsible individual other than the qualified licensed nurse who functions in a complementary or assistive role to the qualified licensed nurse in providing direct patient/client care or carrying out common nursing functions. The term includes, but is not limited to, nurses' aides, orderlies, assistants, attendants, technicians, home health aides, and other health aides.

**(2) General Criteria for Delegation.** Delegation of nursing activities to unlicensed persons shall comply with the following requirements:

- (a) The qualified licensed nurse delegating the activity is directly responsible for the nursing care given to the patient/client, and the final decision as to what nursing activity can be safely delegated in any specified situation is within the specific scope of that qualified licensed nurse's professional judgment.
- (b) The qualified licensed nurse must make an assessment of the patient's/client's nursing care needs prior to delegating the nursing activity.
- (c) The nursing activity must be one that a reasonable and prudent nurse would determine to be delegatable within the scope of nursing judgment; would not require the unlicensed person to exercise nursing judgment; and that can be properly and safely performed by the unlicensed person involved without jeopardizing the patient's/client's welfare.

(d) The unlicensed person shall have documented competencies necessary for the proper performance of the task on file within the employing agency; an administratively designated nurse shall communicate this information to the qualified licensed nurse(s) who will be delegating activities to these individuals.

(e) The qualified licensed nurse shall adequately supervise the performance of the delegated nursing activity in accordance with the requirements of supervision as found in 244 CMR 3.05(3).

(3) Supervision. The qualified licensed nurse shall provide supervision of all nursing activities delegated to unlicensed persons in accordance with the following conditions: The degree of supervision required shall be determined by the qualified licensed nurse after an evaluation of appropriate factors involved, including, but not limited to, the following:

(a) the stability of the condition of the patient/client;

(b) the training and capability of the unlicensed person to whom the nursing task is delegated;

(c) the nature of the nursing task being delegated; and

(d) the proximity and availability of a qualified licensed nurse to the unlicensed person when performing the nursing activity.

(4) Delegation of Nursing Activities. By way of example, and not in limitation, the following nursing activities are usually considered within the scope of nursing practice to be delegated, and may be delegated provided the delegation is in compliance with 244 CMR 3.05(2):

(a) Nursing activities which do not require nursing assessment and judgment during implementation;

(b) The collecting, reporting, and documentation of simple data;

(c) Activities which meet or assist the patient/client in meeting basic human needs, including, but not limited to: nutrition, hydration, mobility, comfort, elimination, socialization, rest and hygiene.

(5) Nursing Activities That May Not Be Delegated. By way of example, and not in limitation, the following are nursing activities that are not within the scope of sound nursing judgment to delegate:

(a) Nursing activities which require nursing assessment and judgment during implementation;

(b) Physical, psychological, and social assessment which requires nursing judgment, intervention, referral or follow-up;

(c) Formulation of the plan of nursing care and evaluation of the patient's/client's response to the care provided;

(d) Administration of medications except as permitted by M.G.L. c. 94C.

(6) Patient/Client Health Teaching and Health Counseling. It is the responsibility of the qualified licensed nurse to promote patient/client education and to involve the patient/client and, when appropriate, significant others in the establishment and implementation of health goals. While unlicensed personnel may provide information to the patient/client, the ultimate responsibility for health teaching and health counseling must reside with the qualified licensed nurse as it relates to nursing and nursing services.

## Massachusetts Board of Registration in Nursing

July 2012

### Use of Social and Electronic Media by Nurses

Web-based communication platforms and applications such as email, text messaging, personal blogs, online chat rooms, networking forums, and photo and video-sharing sites are playing an increasingly prominent role in health care (1, 2). Nurses and other health care providers as well as health care organizations and professional nursing associations use Facebook®, MySpace®, LinkedIn®, Twitter and other forms of social and electronic media to promote patient and consumer health and education, enhance communication with patients, foster collaborative relationships and facilitate continuing professional education (1, 2, 3 and 5).

Social and electronic media venues are also used by nurses to share challenging or emotional workplace experiences, to encourage and support colleagues, and to seek advice from what can ultimately be a wide ranging audience of Internet users (2). However, the inappropriate or malicious use of social and electronic media venues poses a risk to patient safety and can negatively impact the effectiveness of the health care team (1, 2, 6 and 7).

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board's regulations whenever using social and electronic media. These regulations require a nurse to:

- safeguard a patient's dignity and right to privacy (244 CMR 9.03 [17]: *Patient Dignity and Privacy*);
- safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law or for the protection of the patient (244 CMR 9.03 [16]: *Patient Confidential Information*);
- establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [24]: *Professional Boundaries*);
- comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPA) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information (244 CMR 9.03 [6]: *Compliance with Laws and Regulations Related to Nursing*);
- engage in the practice of nursing in accordance with accepted standards of practice (244 CMR 9.03 [5]: *Adherence to Standards of Nursing Practice*); and
- be responsible and accountable for his or her nursing judgments, actions, and competency (244 CMR 9.03 [9]: *Responsibility and Accountability*).

In addition, other applicable Board regulations specify that a licensed nurse will not:

- abuse, neglect, mistreat, abandon, or otherwise harm a patient (244 CMR 9.03 [15]: *Patient Abuse, Neglect, Mistreatment, Abandonment, or Other Harm*);
- have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [23]: *Sexual Contact*); and
- initiate or maintain a nurse/patient relationship that is likely to adversely affect the nurse's professional judgment (244 CMR 9.03 [25]: *Relationship Affecting Professional Judgment*).

To assist nurses in appropriately using social and electronic media, the National Council of State Boards of Nursing, in its *White Paper: A Nurse's Guide to the Use of Social Media* (2011), has identified the following guidelines:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

*(Reprinted with permission from National Council of State Boards of Nursing.)*

References:

1. Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.
2. Cronquist, R., & Spector, N. (2011). Nurses and social media: regulatory concerns and guidelines. *Journal of Nursing Regulation*, 2(3), 37-40.
3. Eysenbach, G. (2008). Medicine 2.0: Social networking, collaboration, participation, apomediation and openness. *Journal of Medical Internet Research*, 10(3), e22. Retrieved 10/17/11 from <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2626430>.
4. National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to the use of social media*. Retrieved 10/20/11 from [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf).
5. Prinz, A. (2011). Professional social networking for nurses. *American Nurse Today*, 6(7). Retrieved 10/21/11 from [www.americannursetoday.com/article.aspx?id=8016&fid=7986](http://www.americannursetoday.com/article.aspx?id=8016&fid=7986).
6. Royal College of Nursing. (2009). Legal advice for RCN members using the Internet. Retrieved 10/21/11 from [www.rcn.org.uk/data/assets/pdf\\_file/0008/272195/003557.pdf](http://www.rcn.org.uk/data/assets/pdf_file/0008/272195/003557.pdf).
7. Spector, N. (2010). Boundary violations via the Internet. *Leader to Leader*. Retrieved 10/21/11 from [www.ncsbn.org/L2L\\_Spring\\_2010.pdf](http://www.ncsbn.org/L2L_Spring_2010.pdf).

## SEXUAL HARASSMENT, BULLYING & HAZING

### I. Policy

- A. It is the policy of the Upper Cape Cod Regional Technical School to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to an employee's or student's work or participation in school-related activities.  
Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will result in discipline. Students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. Disciplinary action may result from cyber bullying up to an including terminatin from the Practical Nurse Program.
- D. It is the responsibility of every employee, and student to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- F. The Director and administrative team shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

### II. Procedures

- A. Definitions – Sexual Harassment Prohibited  
"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:
  - 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;

2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institute:

1. "Bullying and cyber bullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities or privileges:
  - a. that are being offered through the school district; or
  - b. during any education program or activity; or
  - c. while in school, on school equipment or property, at school-sponsored activities, at school-sanctioned events; or
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

\*\* Reference to the entire UCT Bullying Prevention Policy (accessed on UCT website) in Student Handbook's Code of Conduct section, Section B, 1, 2, 3.

*\*\*\*copy may be obtained upon request\*\*\**

C. Definitions – Hazing Prohibited

The term "hazing" shall mean any conduct or method of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger



or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Program Director who will inform the Superintendent.
6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Program Director who will then inform the Superintendent immediately.
7. In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the Program Director who will inform the Superintendent.
8. In a situation involving a charge of staff member to staff member harassment, the staff member should notify the Program Director or the Superintendent.
9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken:
  - a. The Program Director should investigate the charge through discussions with the individuals involved. In situations involving

allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, the Program Director should engage the appropriate classroom, lab, or clinical facilitator. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

b. If the harasser and the victim are willing to discuss the matter at a resolution meeting in the presence of the Program Director or Superintendent, a supportive faculty member and /or individual of the student's choosing should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit, a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.

10. If after a resolution meeting with the involved parties, the Program Director determines that further disciplinary action must be taken, the following could occur:
  - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases dismissal from the Practical Nurse Program.
  - b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
  - c. In all cases a referral to law enforcement will be considered by the Program Director or Superintendent based on the circumstances. School officials will coordinate with the police department to identify a police liaison for harassment cases.
  
11. Retaliation  
Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.
  
12. Confidentiality  
Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult with the Program Director who will coordinate with the Harassment Coordinator at Upper Cape Cod Regional Technical School.

## **Family Educational Rights and Privacy Act (FERPA)**

### **General Information**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding. FERPA is a general law that governs and protects your rights to your individual educational records. As a student over the age of 18 years, or enrolled in a postsecondary institution, your primary rights under FERPA are:

- Your right to review and inspect your educational records;
- Your right to have your educational records amended or corrected;
- Your rights to control disclosure of certain portions of your educational records.

### **Additional Information**

FERPA coverage includes records, files, documents, and data directly related to students. The same principles of confidentiality must be applied to electronic data and paper documents. You can find more information about FERPA on the U.S. Department of Elementary and Secondary Education's website at: [http://www.ed.gov/polic\)/gen/guid/fpcoiferpalindex.html](http://www.ed.gov/polic)/gen/guid/fpcoiferpalindex.html) or you may contact the U.S. Department of Elementary and Secondary Education at the address below:

Family Policy Compliance Office  
U.S. Department of Elementary and Secondary Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920.

### **Notice for release of Directory Information**

The primary purpose of directory information is to allow UCT to confirm attendance for employers, health insurance companies, and loan agencies. UCT may disclose appropriately designated, "directory information" without written consent unless you have advised UCT to the contrary in accordance with the procedures below. If you choose not to release directory information all communications with third parties and agencies will need to be done through your written request to UCT or in person.

### **Upper Cape Tech Directory Information**

- Student Name
- Current Enrollment
- Address
- Telephone Number
- Email Address
- Schedule of Classes
- Photograph
- Date and Place of Birth
- Class Standing
- Program of Study
- Dates of Attendance
- Degrees and Awards Received

Printed Name \_\_\_\_\_

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

***Student Agreement***

**Practical Nurse Program Student Handbook  
August 2014**

My signature below certifies the following:

1. I have received a copy of the Practical Nurse Student Handbook, August 2014.
2. A member of the staff of the Practical Nurse Program reviewed the Handbook in class.
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 (August 2014)

\_\_\_\_\_ 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 (August 2014)

\*STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_