

*MONTACHUSETT REGIONAL
VOCATIONAL TECHNICAL SCHOOL*

*PRACTICAL NURSING
PROGRAM*



STUDENT HANDBOOK

2018-2019

1050 WESTMINSTER STREET
FITCHBURG, MA 01420
(978) 345-9200 EXT. 5107

TABLE OF CONTENTS

Welcome	1
Approval of the Practical Nursing Program.....	1
Introduction to the Practical Nursing Program	2
Practical Nursing Philosophy, Regulation, Scope of Practical Nursing Practice and Student Learning Outcomes	2-3
Practical Nursing Education Curriculum	4
Academic Staff 2018-19	4
Academic Dishonesty	39
Accommodations Due to Disability.....	31
Admission Policies.....	10
Assessment Technology Institute.....	28
Attendance	22-25
Books	22
Building Security/Safety	29
Cancellation of Classes	12
Classroom and Clinical Behaviors.....	25-27
Computer Use Policy.....	27-28
Course Descriptions 2018-19.....	5-9
Crime Awareness and Campus Security	13
Crimes Against Public Peace, Chapter 269 – Section 17	47-48
Duty to Report Hazing - Section 18.....	48
Educational Mobility.....	16
Exam Make Up Policy.....	37-38
Exemption for Completed Coursework	14
Exposure Control Policy	35
Family Educational Rights and Privacy Act (FERPA).....	10-11
Fee for the National Licensing Examination (NCLEX-PN).....	22
Financial Aid.....	16-18
Fire Safety Alarms	13
Grading, Promotion and Retention in the Program.....	36-37
Graduation.....	45
Grievance Policy	58-59
Harassment Procedures For Student Harassment Policy	49-51

TABLE OF CONTENTS (con't)

Hazing Statutes Provided: Statement of Compliance & Discipline Policy Required – Section 19.....	48-49
Health Related Issues	34-35
Identification Badge.....	21-22
Incidents or Accidents.....	45-46
Insurance-Health	20
Latex Allergy Management	21
Legal Aspects of Sexual Harassment.....	46-47
Liability Insurance	20
Mandatory Sign In and Out Policy	25
Meals and Break Time	13
Media Resource Center/Library	12
Notification of Grade Status	38
Nursing Code of Ethics	25
Orientation Evening	12
Other Program Expenses.....	20
Parking	13
Possession and/or Use of Controlled Substances.....	29-30
Possession and/or Use of Weapons.....	30
Practice Equipment	22
Pregnancy Workers Fairness Act.....	57
Probation Status.....	38-39
Program Dismissal.....	40-41
Program Technical Standards	31-33
Progress/Promotion.....	39-40
Re-Admission to the Practical Nursing Program.....	41-42
Reporting & Responding to Bullying & Retaliation Policy & Procedure	53-56
Smoking	12
Social Networking.....	28-29
Student Bullying Prevention Policy.....	52-53
Student Harassment Policy.....	46-47
Student Participation in Program Evaluation.....	42-44
Support and Tutoring	11

TABLE OF CONTENTS (con't)

Telephones.....	13-14
Title IX – Section 504 and Chapter 622.....	52
Transcripts/Student Records	10
Transfer Student Charges.....	20
Transfer Student.....	14-15
Transportation	25
Tuition and Fees.....	18-19
Tuition Refunds.....	19
Uniforms	20-21
Valor Act.....	19
Valuables.....	13
Voter Registration	19
Withdrawal for Reasons Other Than Dismissal.....	41

APPENDICES

Appendix A – Acknowledgement of Understanding.....	61
Appendix B – Incident Report	63
Appendix C – Guidelines for Written Assignments	64
Written Assignment Rubric.....	65
Appendix D – Contract for Improvement.....	65
Appendix E – Random Drug Screening Analysis Notification to Students	68
Appendix F – Professional Warning.....	70
Appendix G – Social Networking Code of Conduct.....	72
Appendix H – BORN Policy Use of Social & Electronic Media by Nurses	74-76
Appendix I – Student Record Retirement Schedule	77
Appendix J – Recommended Computer Specifications.....	78-79

WELCOME

The administration and faculty of Montachusett Regional Vocational Technical School (Monty Tech), Practical Nursing Program are pleased that you have decided to enter the Practical Nursing Program. We welcome you to a curriculum that we believe is not only a rigorous educational challenge but also a rewarding personal experience. We want you to know that we are here to support and encourage your success.

This Handbook includes necessary information about your rights and responsibilities as you progress through the Program. You are expected to know and to follow these guidelines.

After reading and reviewing the content in this handbook, **you must sign and date the “Acknowledgment of Understanding” (Appendix A1) and return it during the first week of classes.** Any questions about the content should be addressed to the Director of the Practical Nursing Program.

APPROVAL OF THE PRACTICAL NURSING PROGRAM

The Massachusetts Board of Registration in Nursing approves the Practical Nursing Program with full approval status.

Montachusett Regional Vocational Technical School Practical Nursing Program is accredited by the Council on Occupational Education.



Montachusett Regional admits students and makes available to them its advantages, privileges and courses of study without regard to race, ethnicity, color, sex, gender identity, sexual orientation, religion, national origin, or disability.

INTRODUCTION TO THE PRACTICAL NURSING PROGRAM

Mission Statement

The Practical Nursing Program is designed to prepare graduates to practice safely, ethically and in a caring manner for clients who are experiencing common variations in health status in diverse health care settings. This mission is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School that:

- Identifies a strong relationship between academic and vocational preparation
- Stresses the importance of developing thinking skills needed to function safely, effectively and productively in an ever changing technical and diverse society
- Supports the maintenance of a positive and caring learning and practice environment

Practical Nursing Philosophy

Guided by Dr. Jean Watson's *Theory of Interpersonal Caring*, the Program philosophy focuses on the impact of the student on others. By demonstrating human to human care processes, the student gains understanding of the role of nursing in the client's life and the impact of illness on both the caregivers and client, first to a single client then to groups of people.

Regulation / Scope of Practice

The *Scope of Practice* for the practical nurse graduating from our Program is defined by the laws of Massachusetts as is expressed in the Massachusetts Nurse Practice Act and the Rules and Regulations of the Massachusetts Board of Registration in Nursing.

Student Learning Outcomes / Program Outcomes

- **Patient and Family Centered Care:** The Licensed Practical Nurse of the Future will provide holistic care that recognizes an individual's and family's preferences, values and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate safe effective care.
- **Professionalism:** The Licensed Practical Nurse of the future will demonstrate accountability for the delivery of standard based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory and humanistic principles.
- **Leadership:** The Licensed Practical Nurse of the Future will influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

- **Systems based Practice:** The Licensed Practical Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is optimal quality and value.
- **Informatics and Technology:** The Licensed Practical Nurse of the Future will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- **Communication:** The Licensed Practical Nurse of the Future will interact effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.
- **Team Work and Collaboration:** The Licensed Practical Nurse of the Future will function effectively within nursing and the interdisciplinary health care teams, fostering open communication, mutual respect, shared decision making, team learning and development. (adapted for QSEN,2007)
- **Safety:** The Licensed Practical Nurse of the future will minimize risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN 2007)
- **Quality Improvement:** The Licensed Practical Nurse of the Future collects data to monitor the outcomes of care and uses data to continuously improve the quality and safety of health care systems.
- **Evidence Based Practice:** The Licensed Practical Nurse of the Future will identify the value of using the best current evidence coupled with the clinical expertise and consideration of patient preferences, experience and values to make practice decisions.

Adapted from Massachusetts Nurse of the Future Nursing Core Competencies-Licensed Practical Nurse, Massachusetts /Rhode Island League of Nursing (MARILN) Council of Practical Nurse Programs, May 2015)

PRACTICAL NURSING EDUCATION CURRICULUM

To foster the development of the preceding outcomes, the curriculum of the Practical Nursing Program is constructed within a ten month-41-week sequence of courses. A minimum of 1210 hours of instruction is provided in the 41-week class schedule. The curriculum is purposely designed to evolve sequentially from the simple to the complex, including but not limited to cognitive, affective and psychomotor skills essential to the novice level of practical nursing.

Monty Tech Practical Nursing Faculty Academic year 18-19

Name	Date of Initial Appointment	Present Title/Rank	Full - time	Part - time	Year	Degree **	Major and Certification Held	Educational Institution
Holly Lafrance	7/1/03	Director	X		1989	MS	Nursing	Anna Maria College
Jane Case	9/99 8/24/04 8/1/10	Faculty	X		1998 2014 2015	BS M ED MS	Nursing Health Education	Worcester State University
Denise Pelletier	9/19/98	Faculty	X		2007	MS ED	Nursing	University of Phoenix
William Chadbourne	1/2016	Adjunct Faculty		X	2016	MS	Nursing	Worcester State Univ.
Jacklyn Hatton	8/21/17	Adjunct Faculty		X	2012	BS	Nursing	Chamberlain College of Nursing
Tara Dygon	10/14/14	Adjunct Faculty		X	1998 2018	BS MS	Nursing Education	Fitchburg State Univ. Cambridge College
Cassandra Plamondon	8/21/17	Adjunct faculty		X	2007 2017	BSN MS	Nursing Nursing	Simmons College Framingham State
Kristen Hickey	1/12/15	Adjunct Faculty		X	1997 2016	BS MS	Nursing Nursing	Fitchburg State Univ. Norwich Univ.
Karen Beaton	8/21/18	Adjunct Faculty		X	1997 2018	BS MS	Nursing Nursing	Fitchburg State Univ. Worcester State Univ.
Karen Kobus	4/10/17	Adjunct Faculty		X	2015	BS	Nursing	Worcester State Univ.
Janice Bissonette	8/21/18	Adjunct Faculty		X	2017	BS	Nursing	S. New Hampshire Univ.
Joann Monks	8/17/10	Adjunct Faculty		X	1998	BS MBA MS	Nursing	Anna Maria College Regis Univ.
Olga Walker	8/23/07	Adjunct Faculty		X	2005	MS	Nursing	University of Phoenix
Sherry Rickan	5/23/13	Adjunct Faculty		X	2013	BS	Nursing	Fitchburg State University.
Maria Theresa M. Villegas	1/17/12	Adjunct Faculty		X	1991	BS	Nursing	Centro Escolar Univ.
Caroline Whyte	10/14/14	Adjunct Faculty		X	2008	MS	Nursing	Worcester State Univ.
Melissa Wilbur	8/21/18	Adjunct		X	2018	BS	Nursing	S. New Hampshire Univ.

COURSE DESCRIPTIONS 2018-19

TERM I:

Concepts and Skills for a Caring Practice I Class/Clinical

Concepts 1 provides students with an overview of the Licensed Practical Nursing curriculum at Montachusett Regional Vocational Technical School, including the student learning outcomes. The Licensed Practical Nurse's Scope of Practice, as well as their role within the health care team, is identified.

The students are introduced to underlying curriculum themes: concepts from the program's organizing framework, the practical application of Watson's Theory of Interpersonal Caring, legal and ethical standards of nursing practice, communication skills including the client interview, and transcultural nursing.

As the course continues, students are introduced to the concepts of health, wellness, illness, end-of-life issues, Maslow's Hierarchy of basic human needs, and common nursing interventions to assist individuals in meeting those needs. The consistent use of the nursing process which includes assessment, nursing diagnosis, planning, intervention, and evaluation is stressed as students learn to collect, report and record health data. Common health problems and common nursing interventions are identified and the concept of critical thinking is introduced. Discussion continues with the adjustment of nursing care based on client needs across the lifespan, including, but not limited to client's spiritual needs and the needs of clients with different cultural backgrounds. Preparation and integration of course content continue to assist the students for the clinical component of the course which takes place in a long-term care facility which may include hospice/end of life.

Nursing skills emphasized in the course include caring behaviors, basic communication, critical thinking through the use of the Nursing Process, and reporting and recording alterations in patient status, and performing a basic physical assessment.

Structure and Function of the Human Body

An understanding of the normal processes of life is necessary to being able to plan care for clients who demonstrate alterations from the normal state of being. The structure (anatomy) and function (physiology) of the human body are the focus of this course. Included in this course is an introduction to medical terminology and commonly encountered laboratory studies.

Growth and Development of the Individual and the Family

Growth and Development of the individual across the life span and the family unit within their environment and culture are studied in this course. Stages of individual biophysical and

psychosocial development from infancy to old age are addressed. Included in this course is an emphasis on changes and characteristics of the older individual. Theories of growth and development are introduced and examined. The family as a unit and its influences on health issues are examined. Cultural aspects of the family unit and individual are also reviewed. Effective and therapeutic communication styles and techniques are discussed and examined by students.

TERM II:

Concepts and Skills for a Caring Practice II Class/Clinical

Alterations in the ability to meet basic human needs related to the pathophysiological changes in the body often bring individuals into the health care system. Concepts II focus is on discovering alterations in basic needs through physical assessment skills, which include obtaining health histories and critical thinking through the nursing process. Client issues throughout the life span as well as the need for the nurse to be culturally and competent when providing care holistically is an essential part of the physical assessment.

Alterations in physiological functioning usually involve psychosocial issues. In the course of serious illness and particularly after surgery, clients may experience a change in body image and other psychosocial issues. Therefore, strategies to help clients/families with coping and adaptation to life changes are explored.

Concepts II focus on alterations in five major body systems: The Integumentary, Respiratory, Cardiovascular, Lymphatic, Hematopoietic and Immune Systems. The content denotes frequently occurring alterations in these systems, including commonly occurring cancers. The possible environmental basis for some commonly occurring cancers is explored. Students are introduced to the care of the patient in a surgical setting, including post-surgical pain management.

Nursing skills emphasized in Concepts II include: caring behaviors, communication, use of the nursing process, assessment of alterations in the Integumentary, Respiratory, Cardiovascular, Lymphatic, Hematopoietic and Immune systems as related to the surgical process. Post-surgical care, pain management, through comfort measures, common medications, and reporting and recording health care data. The clinical practicum associated with this course is in a sub-acute unit, and/or long-term care facility allowing students to apply their knowledge and skills to the care of clients.

Basic Nutrition

This course provides a basic introduction to the relationship between nutrition and normal body function. The focus is on the principles of optimal nutrition across the lifespan including Recognition of macro and micronutrients and the role of digestion. Factors affecting optimal

nutrition including disease, deficiency, culture and life style choices are included. At the completion of this course the student is prepared to progress to the planning of therapeutic diets.

Safe Medication Administration Class/Lab

The study of drugs and their action **begins** in this course. The principles of safe medication administration are addressed, as is the role of the practical nurse in this important component of care. Focus is on hands-on activities that familiarize students with different aspects of medication administration. This class is a combination of lecture and lab class and contains research into evidenced based practice.

A self-study program and assignment of Math Concepts is given to students at orientation in June. A review of those concepts with subsequent student math testing is performed in Term II and helps prepare the student for mathematical calculations in Safe Medication Administration.

TERM III:

Concepts and Skills for a Caring Practice III Class/Clinical

Concepts III continue the study of common pathophysiological conditions in basic human needs across the life span including the pediatric population. Alterations related to six body systems: The Musculoskeletal System, Gastrointestinal, Neurological (including the special senses), Endocrine System, Genitourinary and Reproductive systems. The content deals with frequently occurring alterations in these systems, including commonly occurring cancers. Since environmental factors often play a key role in the development of such cancers, students examine the environmental basis for some commonly occurring cancers, using the client's health history.

Common pathophysiological and psychosocial changes, pain management, nutrition, and relevant pharmacology interventions are integrated throughout. Individual client issues, as relevant to their stage of growth and development and cultural/ethnic background, are also examined. Concepts III will also address the symptoms, common interventions and treatment modalities related to the mental illness of clients across the life span.

Students are expected to demonstrate: caring behaviors, effective communication with clients, families, peers, and members of the health care team, critical thinking through use of the nursing process, the ability to perform student-level head-to-toe assessments, accurate, timely reporting and recording of health data, the accurate assessment of common alterations in the Integumentary system, Cardiovascular System, Lymphatic System, and Immune System. They are also expected to demonstrate novice skills in assessment of alterations in Musculoskeletal System, Gastrointestinal System, Neurological (including the special senses), and Endocrine System, Genitourinary and Reproductive system, including the application of common nursing interventions to alterations in pathophysiological conditions, and the recognition of acute

mental illness and the use of common interventions in mental illness. Clinical practice associated with Concepts III is conducted in sub-acute care, outpatient clinic setting, and pediatric care setting permits students to apply critical thinking through the use of the nursing process to the care of more acutely ill clients and to collaborate with others on the health care team to care for clients with more complex needs.

TERM IV:

Concepts and Skills for a Caring Practice IV Class/Clinical

This capstone course offers new opportunities to develop knowledge and skills related to the role of the Licensed Practical Nurse (LPN) in selected specialized areas of practice, as well as the opportunity to develop skills in leadership and management.

Content covers normal childbearing, common complications during the maternity cycle, care of the postpartum family, the role of the LPN in the home care setting, environmental health issues in the community health care setting and leadership and management techniques and skills. Relevant nutritional issues, pharmacology, and psychosocial issues are integrated into each unit. Stages of growth and development and cultural/ethnic background of clients are stressed.

Clinical practice associated with this Concepts 1V takes place in several settings, including a maternal-newborn unit, a rotation in mental health in a detox/mental health center and/or Geri-Psych unit or an equivalent Mental Health setting. There is an observational experience in community health nursing, along with an open community-based support group. Nursing Practice in leadership/management activities takes place in the sub-acute care setting. More specific information is detailed below:

Unit I – The Care of the Childbearing Family

This unit focuses on the normal process of childbearing, including the care of the mother, the neonate and family before, during and after delivery.

Nutritional and pharmacological concerns and cultural/ethnic sensitivities are stressed. Some commonly seen complications of pregnancy and delivery are examined, as are psychosocial issues related to family adjustments, postpartum depression, and substance abuse.

Clinical practice allows the student to assist in the care of the childbearing family in the maternal/newborn Unit.

Unit II – Community Environmental/Public Health: The Licensed Practical Nurse in the Community Health Setting

The role of the Licensed Practical Nurse in community health care and the assessment of the home environment for environmental hazards is the focus of this unit. Psychosocial concerns in this setting, such as loss and grief, depression, social isolation, chronic care, suicidality,

domestic violence, substance abuse, dementia and Alzheimer's disease are addressed. Orientation relating to practices and procedures in the setting are provided by participating agencies and is required of each student.

Unit III – Leadership/Management Skills for the Licensed Practical Nurse

The Licensed Practical Nurse serves in the long term and sub-acute care setting as a first line manager of client care. This unit focuses on the principles and practices of leadership and management and client care coordination that can assist the Licensed Practical Nurse to function in this role. Practice opportunities allow the student to further develop care-giving skills and apply current classroom content in their practice. Organizational, time management, client care priorities, conflict resolution skills are discussed and stressed in the practice area. Clinical practice associated with this course for the leadership/management activities will occur in the sub-acute or long-term care setting.

Issues and Trends in Practical Nursing

This course begins with a historical perspective centering on the evolution of the practical nurse role. Other topics include the responsibilities of the Licensed Practical Nurse (LPN) for the definition and implementation of the practical nurse role in health care including community, state and global activities, the legal issues for nursing, licensed practical nursing scope of practice, preparation for PN NCLEX exam and functioning as a member of the health care team.

The course also includes a discussion of professional practice, including preparation of a resume, preparing for LPN licensure, securing employment, continuing education for practice and career development.

PRACTICAL NURSING STUDENT INFORMATION

ADMISSION POLICIES

Information about Admission, including the Application Process, is found in the *Information for Applicants* brochure available in the Practical Nursing Department and on the Monty Tech web site.

TRANSCRIPTS/STUDENT RECORDS

Prior to graduation, all grade reports are obtained from the Practical Nursing Program office.

Following graduation, after the graduate signs a release, official transcripts of grades may be obtained from the Student Support Services Office. Official Transcripts are maintained for a period of 60 years.

Upon completion of the PN program the following is a list of documentation that will be maintained for 7 years in congruence with the parent organization policy; student application and references, acceptance letter and student acceptance form, admission interview with corresponding documentation, entrance exam scores, high school and/or GED original transcripts, original college transcripts if applicable, course exemption form (if applicable), copies of physical exam and immunizations, (original returned to student at the end of the program), grades for all terms/mid terms, clinical evaluations for all rotations, residency information, in district verification if applicable, liability policy verification, PN class demographics and information, CORI acknowledgement. (See Appendix G) The Practical Nursing Program adheres to the Federal Family Educational Rights and Policy Act (FERPA) therefore access to student files is limited to Practical Nursing Staff only.

Family Educational Rights and Privacy Act (FERPA)

General Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The PN Director will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as

requested by the eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SUPPORT AND TUTORING

Faculty is available, by appointment, for assistance with academic concerns. On-site tutoring is offered per the decision/schedule of the instructor teaching the content. Mandatory tutoring will be required of students placed on an academic contract for improvement and/or probation. Personal counseling concerns can be brought to the attention of a faculty member, who may refer the student to the Program Director and/or suggest resources to assist the student.

Please be aware that the faculty is committed to assisting the students through the intensive Practical Nursing Program. Do not let issues become overwhelming before you seek out assistance. This is especially true of academic difficulties. We can assist you with tutoring and accommodations, but the **student must initiate** the request. The PN Program provides a structured system of extra help through use of student assigned Faculty Advisement.

MEDIA RESOURCE CENTER / LIBRARY

The Dr. Clarence P. Quimby Media Resource Center is open for use to all Practical Nursing students with use of their ID badge. All students will be provided a Monty Tech computer password and lap top computers may be accessed from the librarian. Med line and CHINAL research nursing databases have been purchased for the use of nursing students. You must show your ID badge in order to use computers at Monty Tech.

The Practical Nursing Program has selected reference textbooks and periodicals shelved in the library for student access. These materials may be checked out for use per library policy.

SMOKING

Monty Tech is a *smoke-free* school. The use of all tobacco products is strictly prohibited in the school and/or on school grounds according to Massachusetts General Law Chapter 71, Section 2A. You will be fined for violating this policy. This non-smoking policy will also be enforced at all of the clinical practice agencies.

ORIENTATION EVENING

Students accepted to the Practical Nursing Program will participate in a mandatory Orientation evening held in the spring of each academic year. During this time, information will be provided about the uniforms, books, equipment, tuition costs, financial aid and summer reading and math requirements. You will be photographed for your school identification badge and meet with your potential classmates.

CANCELLATION OF CLASSES

In all instances of cancellations due to weather, a message will be left on the voicemail system at the Practical Nursing department at 978-345-9200, ext. 5107.

During the week: When Montachusett Regional Vocational Technical School classes are canceled, the Practical Nursing evening classes and clinical practice **are** canceled. During the day, if the weather conditions change drastically necessitating the cancellation of the Practical Nursing evening classes, the decision will be made no later than 2:00 pm. For cancellation details, a voicemail message will be left on the Practical Nursing office voicemail 978-345-9200 x-5107 and/or a faculty/student telephone tree will be initiated by the Practical Nursing Director.

On weekends: Please check the Practical Nursing department voicemail system 978-345-9200 X5107 for a cancellation message.

The Program Director may request that students/faculty form a telephone tree call list for inclement weather or other emergency announcements.

FIRE SAFETY ALARMS

A horn will sound in the event it becomes necessary to evacuate the building. Each room has posted directions for evacuation routes. It is the student's responsibility to read and follow them. When the horn sounds, leave the building and remain outside the building until directed to return. Everyone *must* leave the building.

CRIME AWARENESS AND CAMPUS SECURITY

In compliance with the Crime Awareness and Campus Security Act, the annual report of Campus Security is available by request, through Monty Tech Administrative Office for review.

PARKING

While in the school building, Practical Nursing students are expected to park in front of the Gymnasium end of the building in either the row nearest the road, or in the middle row. Parking privileges will be rescinded if parking occurs in the Fire Lane or in spaces not designated for students (i.e. in front of the building). Cars may be towed or fines maybe given if a student is parked in non-designated areas.

You will be given specific instructions for parking while at clinical practice agencies.

VALUABLES

Money and/or valuables should not be brought to class or to clinical practice. Montachusett Regional Vocational Technical School and/or the clinical practice agencies will not be responsible for lost or stolen articles.

MEALS AND BREAK TIME

Students may use the Cafeteria during the evening for meals and breaks, unless school events are in progress. There are vending machines, which dispense sandwiches, drinks, etc. in the Cafeteria. The Faculty Lounge, located behind the Cafeteria is available for use to store food in the refrigerator and cooking in the microwave oven. The students are expected to keep these areas clean and orderly.

TELEPHONES

Cell phones, Blackberry, IPods and beepers *must* be turned off during class, laboratory time and clinical practice and placed on the corner of the student's desk during class. Personal texting is not allowed during class/clinical time, Clinical agency and Monty Tech policies regarding cell phone use and texting will be adhered to at all times during clinical practice.

Phones are located in the Practical Nursing office for emergency use only. Students will have access to a phone for emergency use only at the clinical practice area. It is suggested that the student give the name and telephone number for the school's Practical Nursing department

and/or clinical practice agency to a relative or friend to use in the case of an emergency. Students will be called to the telephone in the event of an emergency.

EXEMPTION FOR COMPLETED COURSEWORK/Advanced Placement

If you have completed coursework previously within this Program or from other academic institutions comparable to that required in the Practical Nursing Program, you may request an exemption from completed coursework. The course work must be within five (5) years of the request to be considered for exemption. Requests can be honored for science content and/or nursing content. The exemption process requires that the student:

1. Submit a *written request* for the exemption to the Director of the Practical Nursing Program. This request must be presented *at least fifteen (15) days prior to the time that the content is scheduled to be presented in the Program* and accompanied by:
 - a. An official transcript of work completed. A grade of “C+” or 77% or better *must* have been attained in the coursework.
 - b. A course outline or description detailing the content of the coursework.
 - c. The number of credit hours for the course or content previously completed. Hours must meet or exceed those required by the Montachusett Regional Vocational Technical School Practical Nursing Program.
 - d. Cumulative averages do not transfer with students. A new cumulative grade begins with the commencement of a student’s career at MRVT and reflects only work completed as a MRVT student.
2. A review will be conducted by the Director of the Practical Nursing Program. A decision will be returned in advance of the course content presentation. The decision will be one of the following:
 - a. Exemption not granted
 - b. Exemption granted, no testing required
 - c. Exemption granted, examination or other testing required (requests for exemption from nursing content will require an examination or testing grade of 77% or better).
 - d. Recommendation that student “audit” the course content to improve their knowledge base of the content. Students will not be required to take exams/quizzes if the course is “audited.” A student may audit any course in which they have been exempt.

TRANSFER STUDENT / Advanced Placement students

A transfer student is one who has *successfully completed nursing course hours* in another Practical Nursing or Registered Nursing Education Program. Credit hours from another institution that are accepted toward the student’s educational program count as both attempted

and completed hours. Applicants for admission who seek to transfer credits should submit official transcripts, along with a request for exemption form to the Director.

A student wishing to transfer into the Montachusett Regional Vocational Technical School Practical Nursing Program will:

1. Meet with the Director of the Program and provide the following documentation:
 - a. A formal application to the Program including ATI TEAS entrance exam scores within 1 year.
 - b. To be considered for transfer, credits must be earned at an accredited institution with a grade of “C+” or better and should reflect successful completion of a course comparable to one offered at Monty Tech.
 - c. Syllabi (course outlines or a catalog description) will be needed in order to complete a review for placement in the Program.
 - d. A letter of reference from the school/Program previously attended noting that the student left in good standing and would be eligible for re-admission.
 - e. No credit is given for experiential learning.
2. Meet all health requirements for admission.
3. Be subject to a CORI (Criminal Offenses Record Information) check (all students must meet the Board of Registration in Nursing Good Moral Character Requirements).
4. A review of your status as a CNA or LNA will be performed with the appropriate state Registry prior to the start of class.

The Director of the Practical Nursing Program will take the following course of action:

- a. Evaluate the previous coursework for a match with the required hours and content of the Monty Tech Practical Nursing Program.
- b. Determine the amount/content of the Program which must be completed by the student in order to meet the graduation requirements for Monty Tech
- c. Present the completed student file to the Practical Nursing Admissions team for transfer consideration.

Students will be admitted on an availability basis no later than the beginning of Term III, and **are required to complete a minimum of 20 weeks in the Montachusett Regional Vocational Technical School Practical Nursing curriculum.** There is no transfer opportunity between programs within the institution.

If admitted, the student will be placed in a probationary status for a period of five (5) weeks. At the conclusion of this period, if the student has a passing grade and demonstrates satisfactory clinical practice, the student will be granted full student status.

EDUCATIONAL MOBILITY

Graduates of the Practical Nursing Program who become licensed after graduation from Montachusett Regional Vocational Technical School Practical Nursing Program may be eligible for advanced placement in selected Registered Nursing Programs. Monty Tech Practical Nursing Program courses may or may NOT be transferrable to other educational institutions. Students are advised to contact the school of their choice for specific considerations.

Agreements are currently in place with Mount Wachusett Community College and Fitchburg State University.

FINANCIAL AID

The Montachusett Regional Vocational 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 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 Montachusett Regional Vocational Technical School's Post Secondary Practical Nursing program.
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 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 Financial Aid Coordinator.

Award Notification – Pell Grants and Student Loans

Students will generally receive Pell Grant Awards and Loans in September. Disbursements are made twice per year – first disbursement after Entrance Counseling on the first night of class and upon the second after *completion* of 615 program hours, which generally occurs during Term III.

The date of the second disbursement varies for individual students. School cancellations (e.g. inclement weather) and/or individual student absences will result in a delay for having *completed* 50% program the scheduled program hours (615 hours), resulting in a delay of the second disbursement.

If a student loses FSA eligibility because they failed to make satisfactory progress, the student may appeal that result on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation.

If it is determined, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, we may place the student on probation without an academic plan. We will review the student's progress at the end of that one payment period, as probation status is for one payment period only. If we determine, based on the appeal,

that the student will require more than one payment period to meet progress standards, we may place them on probation and develop an academic plan for the student. We will review the student's progress at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Confidentiality

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

(Adopted from Upper Cape Tech Student Handbook)

TUITION AND FEES

It is the student's responsibility to make certain that tuition/fees are paid, even if you are receiving financial aid. **Failure to meet financial obligations will result in failure to advance to the next term or failure to graduate.**

If the student is *not* receiving federal or state aid, the student will be directly responsible for paying the balance of tuition/fees in one, two or three installments due *September 5, November 6 and January 8*. Checks should be made payable to Montachusett Regional Vocational Technical School (Visa, MasterCard and Discover are also accepted.)

Balances not paid in full by January 9 will be submitted to the Business Office for collection. Advancement in the Program will be held, even if the student is academically qualified, until tuition payment is paid in full. If the student is receiving federal/state aid, the funds are paid directly to the school by the government(s); one payment is received in October and the second in April.

The student will, however, be responsible for paying the seat reservation fee upon accepting a placement in the Practical Nursing Program (and before orientation to the Program). Once your tuition/fees have been paid in full, if there is a credit balance remaining in your account, it is refunded to the student in late April, early May.

NOTE: Full disbursement of federal/state Financial Aid money is the student's responsibility. Financial aid, once granted, is dependent upon satisfactory academic progress and attendance at scheduled class, laboratory or clinical practice hours. If the student fails to meet requirements, any unused funds are returned to the government and the student may be billed for any balance due. If the student is receiving *other types of financial aid* (scholarships, etc.), submit the funds to the Financial Aid Coordinator of Practical Nursing Department and they will be credited to

the student's account. If you have any questions regarding your financial aid, please contact Lea McDonald at 978-345-9200 ext. 5108.

TUITION REFUNDS

If the student *is not* receiving federal or state funding and withdraws from the Program, the following plan for refund of tuition will be followed:

(the seat reservation fee is NON-refundable)

Before the first official class	100%
After the first class, but before the 10 th class meeting	75%
After the 10 th class meeting, but before the 30 th class meeting	50%
<i>After the 30th class meeting</i>	<i>NO REFUND</i>

If the student *is* receiving federal/state financial aid funds, refunds are made following federal/state guidelines. (See Return to Title IV Funds)

- Funding may be retained by the Practical Nursing Program to cover the costs of the tuition and fees, which have been actually used.
- Excess funds are returned directly to the federal or state government and the Practical Nursing Program will then bill the student for any remaining tuition/fee charges due. (Full payment is due if 30 or more class days have been attended.)
- Any credit balance is paid directly to the student as soon as possible, but no later than 14 days after the credit balance is incurred.

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. Veterans prior education and military services will be assessed for transfer in credit.

VOTER REGISTRATION

A Voter Registration form is distributed to enrolled students the first night of class each year. Voter Registration forms are also available from the Program Support Manager.

(Adopted from Upper Cape Tech Student Handbook)

TRANSFER STUDENT CHARGES

Tuition will be pro-rated, based on the current total tuition and the number of hours needed to meet requirements for graduation and licensure.

A \$40 application fee for the Practical Nursing Program is payable upon submission of the application. A seat reservation fee of \$100 must be paid at the time of acceptance into the Program. These fees are non-refundable. The seat fee is applied to the student's tuition if they enter the program in August.

In addition to tuition charges, the **transfer student** will be required to purchase the following:

- Clinical uniform
- Textbooks necessary for the planned courses
- Personal health insurance
- Student nurse's professional liability insurance for clinical practice
- Personal nursing equipment for clinical practice.
- Graduation and pin fee
- ATI student CARP assessment series
- NCLEX exam and BORN licensing fee

OTHER PROGRAM EXPENSES

Additional costs to participate in the Practical Nursing Program are expenses that are paid directly to the Company (ies) providing the materials or service.

HEALTH INSURANCE

You must maintain health coverage during the Practical Nursing Program. Evidence must be on file before you start classes. School health insurance that covers accidents only is available for single students who do not have dependents. Please see the Business Office for the forms.

LIABILITY INSURANCE

You are required to carry professional liability insurance in the amount of \$1,000,000 per incident/\$3,000,000 per year. You may obtain this insurance through your own insurance agent or you may choose to purchase it through the provider that is suggested by Monty Tech. Forms will be provided to the students during the Practical Nursing Program orientation. Evidence of the coverage must be on file here at Monty Tech prior to class, clinical or laboratory practice.

UNIFORMS

The student may purchase all components of the uniform from the provider company or may choose to purchase only the blouse/shirt, laboratory coat and school sleeve patch.

Women

- Student blouse with sleeve patch*
- White skirt (below knee with a white slip,

Men

- Student shirt with white tee shirt and sleeve patch*

- culottes or slacks
- White stockings or white socks may be worn with slacks
- White Shoes **
- Laboratory coat with patch*
- White trousers
- White socks
- White shoes **
- Laboratory coat with patch*

Uniform will be clean and pressed. Shirt/blouse will be tucked into pants or skirt. Shoes will be clean. Student shirt must be buttoned to the collar.

* Sleeve patch is affixed to the left upper sleeve, one inch down from shoulder seam.

** White *nursing* shoes (no open toe/open heeled shoes, no tennis shoes)

Personal cleanliness is an important component of this appearance. *Inadequate personal hygiene will not be tolerated and a student may be sent home if deemed necessary. This will result in the loss of a clinical day.*

- Perfumes/colognes and scented powders are not permitted in clinical practice.
- Beards and mustaches are permitted, but they *must* be neatly trimmed otherwise male students *must* be clean shaven.
- Nails *must* be kept trimmed (no longer than the end of the finger.) *No* nail polish is to be worn. *No* artificial nails are permitted.
- Jewelry *must* be in good taste and should be limited to a wedding band, small post earrings and a watch. Necklaces, bracelets, and/or dangle/hoop earrings are *not* permitted. *No* visible body piercing jewelry is permitted. *No* tongue piercing jewelry is permitted. Any visible tattoos must be covered.
- Hair will be off the collar.
- Make-up will be in good taste.
- Gum chewing is *not* permitted while in uniform.
- The uniform will be worn to all clinical assignments unless directed otherwise. It is *not* to be worn at any other time.
- “Street clothes” worn under the lab coat do not include jeans or sports attire.

LATEX ALLERGY MANAGEMENT

Applicants to health care programs need to be aware that a number of products used in health care contain latex. Monty Tech 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.

(Adopted from Upper Cape Tech Student Handbook)

IDENTIFICATION BADGES

The student will be provided with one (1) identification badges on the first evening of class. These badges will identify the student as a Practical Nursing student. Whenever the student is

in uniform or in the school building, the student *must* have the ID badge prominently displayed. Students without identification badges will not be allowed in the school building or on the clinical unit.

The badge is not only for identification but it will be used for use of school facilities (library, computer room, faculty lounge etc.). If lost, the student will be charged for a replacement.

BOOKS

The student will purchase text books directly from the provider company.

PRACTICE EQUIPMENT

The student will need a black pen, watch with a second hand, stethoscope, bandage scissors, gait belt and penlight.

FEE FOR THE NATIONAL LICENSING EXAMINATION (NCLEX-PN)

A fee is paid to the Massachusetts Board of Registration in Nursing and to the National Licensing Examination (NCLEX) at the completion of the Practical Nursing Program. The student will be charged the current \$430.00 fee as part of their tuition/fees and checks will be provided to the students to be sent with their NCLEX and BORN licensure applications.

Purchase – school pin. Information will be provided in the Spring. A sample pin may be viewed in the Practical Nursing Office. The cost of the pin is included in your tuition/fees.

ATTENDANCE

Attendance at *all* class, laboratory and clinical practice times is *required* in order to be adequately prepared to graduate as a Practical Nurse from Montachusett Regional Vocational Technical School.

The Program is very concentrated in order to meet required content and practice hours within the mandated 41-week time period. **The State Board of Nursing and Monty Tech policy requirements for class, laboratory and clinical hours must be met in order to be eligible to graduate and apply for NCLEX-PN examination.**

To meet the attendance expectations, you must attend:

- 1. A minimum of 98% of class/laboratory/clinical hours in order to meet the number of hours required to graduate and complete the BORN requirements. Absence beyond 2% or 15-20 hours will result in makeup time and/or probation. Students that are absent for more than 70 hours of combined Clinical /Class instruction hours will be subject to program dismissal. Clinical/class make up time, if needed, is at an additional fee of \$30.00/hr paid by the student.**
- 2. Failure to attend the required number of class, laboratory and/or clinical hours may result in dismissal from the Program, even if classroom and clinical grades are passing.**

3. In addition, those students who are receiving Financial Aid must meet satisfactory attendance requirements (same as Monty Tech requirements) in order for funds to be disbursed and/or kept.

The following Guidelines need to be followed so that you can meet the attendance requirements:

1. To validate that you have met the expected hours, you will sign in and out for each class/laboratory session. Clinical faculty and/or the Program Director will record your clinical practice hours on a clinical attendance sign in sheet. A master log of student hours will be maintained in the Practical Nursing Office.
2. **Any unexcused absence from class, laboratory and clinical practice is unacceptable behavior.** Students who fail to call the clinical instructor and/or the Program office prior to class, in advance of their expected time of arrival, will be given an unexcused absence. **Students who are consistently no call no show (more than once to class or to clinical practice) will be placed on professional warning.** A Contract for Improvement will be issued to the student with two incidences of no call no show. This will result in probationary status. Please review Contract for Improvement policy. Inability to correct issues of no call/no show may result in dismissal from the Program.

Unexcused clinical practice time may be made up at an additional expense to the student. Make up time for unexcused class/laboratory/clinical content must be arranged with the Practical Nursing Director who may decide that any missed class or laboratory will be graded as a "0".

Any combination of 3 unexcused absences from class, laboratory or clinical may result in an unofficial withdrawal/dismissal from the Program.

1. **Excused absence: An excused absence is one which has been pre-approved by the Practical Nursing Director.** Excused absences include events such as illness (self or immediate family member), death of a family member or jury duty. NOT included are childcare difficulties, planned vacations, having to work, family social events, etc. Attending this Program requires a commitment and advance planning.

Plans for an excused absence should be arranged with the Practical Nursing Director and instructor prior to the absence. A phone call will initiate the process. Follow up with a verifiable note of illness from a physician; clinic or copy of jury notice may be required.

Time lost due to an excused absence will have to be made up when the student is near the 15-20-hour absence requirement. Payment by the student for clinical or class hours make up will be required. Make up hours for class content will be arranged with the faculty responsible for the content missed. When available, alternate make up assignments may be provided to students requiring clinical and/or class make up. Clinical make up time will be

arranged by the Practical Nursing Director and paid by the student. **Clinical/class make up time, if needed, is at an additional fee paid by the student at a rate of \$30.00/hr.**

Other issues related to attendance.

- 1. Tardiness: Respect for yourself and others are shown by being on time for class, laboratory and clinical practice.** Class begins promptly, including after breaks and dinner. You will be considered tardy if you are more than 7 minutes late to class and/or to clinical. Late arrival may mean you wait outside the classroom until the faculty member teaching class admits you. Students who are late once will be counseled by faculty. **Students who are consistently late (more than 2 times to class or to clinical practice) will be placed on professional warning.** You will be considered absent/no show if you are more than 30 minutes late to class and/or clinical practice. A Contract for Improvement will be issued to the student with more than three incidence of tardiness. This will result in probationary status. Please review Contract for Improvement. Inability to correct issues of tardiness may result in dismissal from the Program.
- 2. Leaving early:** Leaving class or clinical before the scheduled time impacts the total hours mandated for successful completion of the Program. Leaving class/laboratory or clinical (unless excused by faculty) will be counted as an absence. Students must see and speak with the instructor responsible for the class or clinical prior to leaving. Students who are leaving early once will be counseled by faculty. **Students who are consistently leaving early (more than 2 times to class or to clinical practice) will be placed on professional warning.** A Contract for Improvement will be issued to the student with more than three incidences of leaving early. This will result in probationary status. Please review Contract for Improvement policy. Inability to correct issues of leaving early may result in dismissal from the Program.
- 3. Reporting absence or tardiness to class.**
The student will contact the Practical Nursing Office for an absence or tardiness prior to 2:30 PM at 978-345-9200, ext. 5107 and leave a message.

Clinical Practice: For an absence or being tardy, the student *must* notify the clinical faculty and the Practical Nursing Program office x-5107 *prior* to the time the student is expected to arrive at the clinical agency (2:30 pm weekdays or 6:00 am on weekends). Students participating in an observation experience must communicate their tardiness or absence to the designated agency contact. At the beginning of each clinical rotation, the student will be told how to alert the clinical agency and faculty of their absence or tardiness. The student will contact the Practical Nursing Faculty at the designated number and leave a message on the Practical Nursing (PN) office x5107.

Flex to days: Students will be required to flex to a day schedule for a clinical rotation due to the availability of clinical site experiences

The Practical Nurse course schedule and clinical experience is subject to change based upon availability of clinical site and faculty.

Failure to call will result in an unexcused absence: Failure to call in advance to the PN office, your clinical faculty and the PN office x 5107 for a clinical absence and/or tardiness more than once may result in dismissal from the Program.

Mandatory Sign in and Out Policy

To validate that the student has met the expected hours in the Program, the student will sign in and out (actual time) for each class session. **NO one else may sign in and out for you.** Signing in or out for another student may result in dismissal from the Program. Failure to sign in and out during the class time will be interpreted as an absence. Clinical faculty will record your clinical practice hours.

Transportation

Transportation to class and clinical practice is the responsibility of the student in the Practical Nursing Program. Clinical practice will be scheduled at a variety of agencies (hospital, long term, sub acute agencies) throughout Central Massachusetts. Every attempt will be made for students not to be assigned to an agency in which they are **currently employed.**

Nursing Code of Ethics

“Provision 1.5: The nurse creates an ethical environment and culture of civility and kindness treating colleagues, coworkers, employees, students and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated.”

(ANA Code of Ethics, 2015)

CLASSROOM AND CLINICAL BEHAVIOR(S):

As an adult returning to school, faculty expects that you will conduct yourself in the classroom and clinical area as an adult. **Faculty interprets adult behavior to include but not limited to:**

1. Shows respect and consideration for faculty and classmates by arriving on time. Classes will begin as scheduled and the door of the classroom will be shut 15 minutes after the class begins. Any student(s) arriving late, after the door is closed, will be permitted to enter the classroom at the discretion of the teaching faculty.
2. Exhibits respectful and caring behaviors to all Monty Tech faculty/staff and clinical affiliation staff.

3. Pays attention to the classroom presentation; **No talking to classmates** unless you are working on in-class projects, or it is break time. No use of cell phones in class/clinical.
4. Eats dinner during the break(s). Fluids are allowed in the classroom. (There are vending machines in the Cafeteria and a microwave oven is available in the staff lounge.)
5. Actively participate in the learning experience which is an integral component of the adult learning process. Any student(s) with questions or contributions will raise their hand and wait to be recognized by the faculty, prior to speaking.
6. Is prepared for clinical and/or class before it begins (completing assignments, etc.). You will be given most assignments for a full 10-week period that a course runs. Faculty expects that you will complete them and submit them on time.
7. Completes and submits assignments on time. Any assignment not submitted as scheduled, will have 10 points deducted per class/clinical day and if more than one week late, will be graded as “0”. Time management is a critical outcome for the Practical Nursing graduate.
8. Does not exhibit inappropriate/disruptive behaviors, (verbal or non verbal and as defined by faculty/staff). If this occurs within the classroom/clinical area the instructor/staff may ask the student(s) to leave. The student(s) will have that class/clinical time deducted from their total hours and must meet with the Practical Nursing Director to be readmitted to class or clinical. Disruptive behavior will not be tolerated since it interrupts the teaching/learning process and presents a barrier to adult learning. Inappropriate/disruptive behavior will be addressed with the student(s) in confidence and may include but not limited to: a contract for improvement, and/or disciplinary process up to and including program dismissal.
9. In the clinical area; if you must smoke, follow the agency rules. As noted in the smoking policy included in Orientation Packet, smoking is NOT permitted on school grounds or in any adjacent areas/grounds. Failure to comply will result in a \$200 fine, as per Monty Tech Policy and Massachusetts State Laws.
10. Civility is defined as authentic respect for others requiring time, presence, engagement and an intention to seek common ground (Clark and Carrusso, 2008)
11. Incivility is considered rude or disruptive behaviors which often result in psychological or physiologic distress for the people involved.... and includes any learning environment including live or virtual classroom, laboratory or clinical setting – or wherever a “teachable moment” or learning opportunity exists including hallways, student lounges, offices, residence halls, parking lot or the campus quad, etc. (Clark, 2006, 2011).
12. Students who breach the code of ethics or code of conduct (more than 1 time to class or to clinical practice) will be placed on professional warning and counseled. code of ethics or code of conduct. This will result in a Contract for Improvement will be issued to the student for an incidence of breach the probationary status. Please review Contract for Improvement policy. Any further violation of this civility or breach of the code of ethics or code of conduct may result in further disciplinary action, up to and including dismissal.

The following Core Competencies are consistent with clinical/classroom behaviors and are student learning outcomes to be met by each student throughout the practical nursing program:

1. Clarifies personal and professional values and recognizes their impact on decision making and professional behavior.
2. Recognizes need for personal and professional behaviors that promote the nursing profession.
3. Demonstrates caring behaviors.
4. Works collaboratively with individuals from diverse backgrounds.
5. Accepts responsibility for own behavior
6. Values collegiality, openness to critique and peer review.
7. Promotes and maintains a positive image of nursing.
8. Demonstrates tolerance with different viewpoints.
9. Understands the impact of personal feelings and emotions on thinking and actions of others.
10. Values fairness and open mindedness.
11. Values an environment encouraging creative thinking and innovations.
12. Adapts to stressful situations.
13. Accepts responsibility for effectively communicating.
14. Values mutually respectful communication.
15. Values individual cultural and personal diversity.
16. Chooses the right setting and time to initiate conversation.
17. Actively listens to comments, concerns and questions.
18. Contributes to resolution of conflict.
19. Appreciates that each individual has a role in conflict resolution.
20. Provides opportunity to ask and respond to questions.
21. Acts with integrity, consistency and respect for differing views.
22. Communicates effectively with colleagues.
23. Values the need for ethical conduct in practice and research.

COMPUTER USE POLICY

When communicating via electronic mail with facilitators, peers, and/or staff, students are expected to adhere to the following guidelines:

- Check your Monty Tech email daily.
- Include a subject line with a descriptive phrase of the topic of the message.
- Begin messages with a salutation and address faculty and staff formally (i.e. “Dear Mrs. Jones”).
- Respect other’s privacy – do not forward personal emails sent to you. The exception to this is any information that implies a threat to the safety of self or others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Acknowledge and return messages promptly.
- Reply with caution – do not “Reply All” unless appropriate for the message.
- Do not use an old or unrelated message to start a new conversation.
- Be concise.
- Good grammar and correct spelling and punctuation are expected.
- Remember, all capital letters are equivalent to screaming.
- End the communication with your name.

Note that electronic mail is not guaranteed to be private. The Monty Tech system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities. Students must adhere to the Monty Tech Computer use policy at all times on site or in class/clinical. Computer technology requirements is reviewed and discussed with incoming students at orientation. Written information and examples are provided to the students.

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)

ATI Nursing Education's online learning systems are designed to teach the way individuals learn. **All ATI assignments must be completed in order to satisfactorily meet course requirements and progress to the next course.** For minimum hardware/software requirements, please see Appendix J.

SOCIAL NETWORKING

In compliance with the Monty Tech computer use policy and all policies related to HIPAA, student to student assessment, patient confidentiality, harassment and bullying in the Monty Tech Student Handbook and the PN Program Student Handbook apply equally to social networking sites.

Information that leads to the identification of confidential patient information posted on a networking site like Facebook or Twitter is a serious breach of professional ethics and will be dealt with severely, including possible dismissal from the PN program. **No photographs may be taken on patient units or SIM Lab or at any clinical site. This includes patient records. This is a HIPPA violation and will be addressed by faculty accordingly.**

Students must be aware that their own privacy settings can be breached; postings can be printed and distributed anywhere. Circumstances pertaining to patient care can make the patient identifiable even without violating HIPAA.

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 express intent. You will be held accountable for your postings. (See ANA Social Networking Code of Conduct, Appendix G & Mass. Board of Registration in Nursing, Appendix H)

(Adopted from Gardner Visiting Nurse Assoc.)

BEHAVIOR IN THE SCHOOL BUILDING

BUILDING SECURITY/SAFETY

Student safety at MRVTHS is of paramount importance to everyone. It is most important that students act in a respectful/responsible manner and do not contribute to a safety concern that could harm themselves or someone else. As a result, student behavior/departments issues are taken most seriously and accountability for behavior is dealt with in the most serious manner. Students must realize that MRVTHS is in itself a community of members that includes faculty, students and visitors. Actions that are deemed detrimental to the community as outlined in this Handbook will not be tolerated.

Students must follow all basic safety guidelines including, but not limited to, wearing ID badges visibly, maintaining security by not opening locked doors to visitors. All visitors must enter through the front lobby.

- Anyone "pegging" a locked door opens in order to re-enter the building or anyone aiding entrance to the building shall face a \$100.00 fine.

Classroom: *No hats are to be worn while in the building.*

POSSESSION AND/OR USE OF CONTROLLED SUBSTANCES

Possession or use of controlled substances is strictly prohibited. You are expected to abide by all laws regarding such substances. No controlled substances are allowed on the Monty Tech grounds, or at any clinical agency.

When a student is "suspected" by a student, a member of the staff, faculty or administration of possessing a controlled substance (Mass. Law, Chapter 94C, Sect 1) and/or is in violation of the Alcoholic Beverages Policy, and/or use of Tobacco Products Policy, the student will be immediately brought to the Director of the PN Program and/or designee who may immediately search the student's person (clothing, pocket, wallet, purse, athletic type bag, etc.) locker and/or vehicle.

Students, who in the opinion of the Director/Faculty of the PN Program may be in possession of, or under the influence of any controlled substance, may be asked to have a drug test, at student's expense, arranged by the PN Program. Failure to comply will result in suspension and or program dismissal and may result in referral to police. See Appendix E.

If you are found to be in possession of, or under the influence of, any controlled substance; you will be subject to *immediate* disciplinary action, up to and including dismissal from the Program. If necessary, the appropriate law enforcement agencies will be notified.

Remember: The student may be prohibited from taking the licensing examination if you are convicted in a court of law and your license to practice nursing can be revoked if you possess or use such substances at a later date in your career.

The following are considered controlled substances:

1. Alcohol
2. Illegal "street drugs"
3. Misused prescription drugs
4. Over the counter drugs used for purposes other than those intended by the manufacturer.
5. Any substance not included above but which creates a change in mental or physical behavior that may jeopardize your, or other's personal safety or well being.

POSSESSION AND/OR USE OF WEAPONS

Firearms will not be allowed on school grounds or on clinical site property. Firearms include pistols, revolvers, rifles, or smoothbore arms from which a shot, bullet, or pellet can be discharged, or any object that could be used as a weapon, not being used for an assigned educational task. These items will be confiscated and not returned to the student. Monty Tech further defines firearms as any mechanism capable of discharging a projectile.

Also considered weapons are any knife, or any object that could be used as a weapon, not being used for an assigned educational task. These items will be confiscated and not returned to the student.

Any article used to or with the intent to harm or frighten another person will be viewed as a "weapon". Additional examples are blowgun, blackjack, slingshot, metallic knuckles, ammunition, etc.

ACCOMMODATIONS DUE TO A DISABILITY

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act.

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 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. The nursing program reserves the right to request additional documents and assessments to determine accommodations that may be needed to meet program requirements.

(Adopted from Upper Cape Tech Student Handbook)

PROGRAM TECHNICAL STANDARDS

In order to successfully complete the Nursing Program, certain physical and behavioral capabilities are required in course work and as part of your clinical experience. All nursing students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from clients.
3. Accurately detect audibly blood pressure readings with a stethoscope.
4. Accurately detect audibly breath, heart, and bowel sounds.

Visual Ability

1. See and accurately read all written medical information pertaining to the client.
2. See and accurately read all readings and functions of technical equipment pertaining to client care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).
4. See and accurately perform an accurate client assessment.

Physical Strength (Gross Motor Control)

1. Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all clients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one's head in order to assist clients and manipulate equipment.
6. Kneel and stand independently.
7. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications (oral and parenteral).
4. Safely and effectively perform dressing procedures without contaminating the wound

or sterile supplies.

5. Successfully don and remove protective apparel to maintain standard precautions.

Behavioral/Mental Performance

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with clients, families, all healthcare personnel and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in healthcare and classroom settings.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of clients, peers and individual's in health care and classroom settings.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

HEALTH RELATED ISSUES

If you become ill during class or laboratory time, the nursing faculty present will evaluate you as to your ability to remain on in class or lab. If you need to be seen by a physician, you will be sent to an appropriate medical facility (your selection). Should an emergency arise 911 will be called and the student will transported to a medical facility by EMS to be evaluated. Should this occur, the student will be responsible for all cost. Students who are evaluated as ill by clinical or classroom faculty may be sent home. The decision to send a student home from clinical practice is at the discretion of faculty. Alternate on or off site clinical assignments may be planned by the faculty.

- Immunizations. Per CDC and Mass Dept of Public health regulation for health care personnel including but not limited to: TB testing and CPR American Heart Association, health care provider level is required prior to the start of the Program. **The clinical facility (ies) may require further documentation of immunization or health status.** CPR Certification must be valid for the duration of the Program. Students are responsible for providing timely evidence of re-certification, immunizations etc. if required. This evidence may be submitted to the Practical Nursing Director and/or the Practical Nursing secretary.
- Please be advised that students enrolled in the Practical Nursing Program may be required by an agency to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. Students who either fail to pass, or refuse to submit to a drug screening analysis will be deemed ineligible for clinical placement, which will affect their status in the Practical Nursing Program. The Practical Nursing Program is not responsible for alternate clinical placements for students who cannot be placed in an agency related to drug screening results or refusal to submit to a drug screening. A positive drug screening or refusal to submit to drug screening will result in dismissal from the Nursing Program and the student will not be eligible for readmission. **The student will not be permitted in the clinical area if this requirement is not met.**
- Pregnancy: Refer to Pregnancy Act.
- If the student continues to meet the requirements (total program hours and/or clinical and classroom content hours) of the Program following delivery, the **student may return to the Program with written permission from the student's physician indicating that there are not activity restrictions.**
- Illness or injury: A student may return to the Program after an extended illness/injury (as defined by faculty/Director) if the student continues to meet Program requirements (class/clinical hours) **and has written permission from the student's physician indicating that there are no activity restrictions.**
- **The following confidential student information is required by the clinical facilities and will be released by the Practical Nursing program to the clinical agency:** Student's immunization status and titers, flu shot date, TB testing date and results, CPR date, liability

insurance coverage, health insurance coverage, date of physical exam, that a CORI has been performed and if required drug screening results.

Exposure Control Policy

(Accidental Blood Borne Pathogen Exposure)

All students who sustain a needle stick injury, a cut from a sharp instrument or a mucous membrane exposure to blood or other body fluids *must* immediately notify the Clinical Instructor. In order to provide appropriate post-exposure treatment and counseling for students, who are accidentally exposed to blood borne pathogens, the following policy will be observed:

1. **Immediate treatment following exposure**
 - a. Skin: wash immediately and thoroughly with soap and water.
 - b. Mucous membranes: flush immediately and thoroughly with water.
 - c. Eyes: flush immediately and thoroughly with water
2. **Reporting and documenting the exposure**
 - a. All needle sticks, cuts, and/or human bites must be reported immediately to the Clinical Instructor.
 - b. All blood contamination of open cuts, mucous membranes (eyes/mouth) or skin areas with dermatitis must also be reported to the Clinical Instructor.
 - c. The student exposed will complete the facility's and the school's incident reports before leaving the area.
3. **Following the injury**, the student who has been exposed will seek care in the local emergency room per the Exposure Policy of the clinical agency. This plan should be implemented within 2 hours of the exposure in order to provide the most effective prophylaxis.
4. **Documentation** of any follow-up medical care must be provided to the Clinical Instructor and Director of the Program prior to return to the clinical setting. Routine testing of the source is highly recommended. This testing will be conducted utilizing the policy and procedure in place at the facility.

GRADING, PROMOTION AND RETENTION IN THE PROGRAM

Grades are issued to the students at midterm and at the end of each term. Midterm conferences with their Faculty Advisor and/or Practical Nursing Program Director are scheduled to assist the Practical Nursing student in identifying issues related to their learning process. The Practical Nursing Program Director is available on an as needed basis for conferencing with students. The clinical grading system is detailed in the course syllabus.

Grading

1. You are responsible for keeping a record of your grade status. Official grade records will be kept by the Director of the Practical Nursing Program. You may review your progress with faculty and/or the Director at any time.

Montachusett Regional Vocational Technical School-PN Program Grades Legend

A+ 97-100	C+ 77-79
A 93-96	F (Fail) 0-76
A- 90-92	
B+ 87-89	
B 83-86	
B- 80-82	

2. Classroom/academic activities will be graded numerically, on a scale of 0 – 100%. **Seventy-seven (77%) is the minimal passing grade required for all courses.**
3. Students must maintain a 77% or better in each course. To pass courses having a clinical component, students must achieve a final academic grade of 77% or better and receive a “pass” grade for the course clinical/lab component.
4. Students who do not achieve a grade of 77%/"C+" or better will not receive credit for the clinical and lab portion of those courses with a clinical component.
5. Exam review: All student exam or quiz answer sheets will be collected prior to review of questions. Exam questions will be reviewed at the discretion of the instructor; however, the Practical Nursing program understands that exam review will enhance the student learning experience. No exam review will proceed **until all students have taken the exam**. Instructors will endeavor to review exam questions as frequently as possible. If at any time during the review student behavior becomes disruptive; the review will cease. Any student with questions regarding their individual grade is asked to make an appointment with the faculty teaching the content.
6. Clinical practice will be evaluated as P (Pass) or NP (No Pass) as stated in course syllabus and determined by achievement of student learning outcomes as outlined in the course syllabus and is a component of the course theory consistent with the overall nursing content hours.

7. Specific grading systems will be presented at the beginning of each course as part of the course syllabus. The faculty has developed criteria to assure mastery of the content and clinical practice skills associated with each course.
8. **Examinations, quizzes and/or assigned work will be completed and submitted to faculty on time.** The student needs to make specific arrangements in writing with faculty teaching the content or clinical assignment prior to the expected due date and faculty may assess grading as follows:
Any late assignment will incur a penalty of 10 points per day of class/clinical. Assignments that are submitted late by 10 days of class/or clinical will be graded as a zero (0).
If late assignment/exams/quizzes submissions persist, a warning and/or probation may be issued with a contract for improvement. (See below)
9. **Exam grade below 77% process:**
 - a. First exam failure: the student will schedule tutoring with the instructor teaching the course within one week of the failure.
 - b. Second exam failure: the student will be placed on a contract for improvement, mandatory tutoring, and placed on probation.
 - c. Third exam failure: the student will
 - (i) Continue on probation
 - (ii) Meet weekly with faculty for mandatory tutoring
 - (iii) Maintain a journal including study habits and behaviors
 - (iv) Remediate using either ATI Version A and B with a threshold criterion of 90% and remain on probation until end of Term.
10. **Contracts for Improvement:** At any time that you may be in danger of failing a class or not achieving a Pass status in clinical practice, faculty may implement a Contract for Improvement. This written, signed document will identify for you the specific improvements to be made within a defined period of time. Failure to comply with the contract or to meet the requirements for improvement(s) will result in dismissal from the Program and you will no longer be eligible to receive assistance under Title IV funds. (See example in Appendix D.)

EXAM MAKE-UP POLICY

Instructors will provide reasonable notice of tests and examinations based on content covered in class lectures and discussions as well as other assigned materials. Students are expected to take examinations at the scheduled time.

In the event a student must be absent from class on the day of a previously announced exam, he/she may be permitted to make up that examination.

In order to qualify for a make-up examination, students must:

1. Contact the course faculty member or the PN Department Support Manager before the examination is given (via phone or email) to notify the program of the impending absence. Failure to notify faculty/director will result in a failure for the examination.
2. Provide sufficient documentation, verifying the illness or emergency upon return to class.

Students are required to take the make-up examination on the first day of their return. In the event the first day of return is a clinical day, the students will be required to take the make-up examination prior to clinical.

Notification of Grade Status

Periodic evaluation will occur in each course and corresponding clinical practice areas. Grades will be available at each mid-term and end of term period. Examination and quiz grades will be posted in CourseSites for student access only. Class/clinical hours are totaled for each course.

A written mid-term warning with a contract for improvement will be given if you are in danger of failing to achieve the 77% theory (class) and/or Pass status for clinical or laboratory. In addition, if you are in danger of not passing the clinical segment of a course you will be placed on **clinical probation and a contract for improvement will be developed**. By the end of the course and/or term, probationary status must be removed in order for the student to be promoted to the next term.

You must meet with faculty for the class and/or clinical practice area in which you received a mid-term warning to determine how you may correct the deficiencies. Your final transcript will include a weighted GPA for all course/clinical/lab work hours achieved in the PN Program. Courses are weighted based on the number of classroom/clinical/lab hours offered divided by the total number of program hours and are calculated at the conclusion of the Program.

Probation Status

The faculty will counsel each student having difficulty maintaining academic progress. The student will be placed on a contract for improvement with steps for remediation outlined on the contract. A copy of the signed contract for improvement will be given to the student by the Program Director as required.

A student may be placed on probation for various reasons, which include, but are not limited to:

- Tardiness, leaving early or absenteeism during the Program
- Being sent home from clinical or excused from class
- Failed classroom assignment remediation or mid-term clinical evaluation
- Failing to meet financial obligations to the Practical Nursing Program.

- Lack of adult behaviors in classroom or clinical setting.
- Failing to meet the required 77% grade in all courses

The probation process includes:

- Meeting with the Director of the Program and faculty, (if appropriate) to discuss the probationary issue.
- Mutually agreeing to a Contract for Improvement with specific criteria for improvement outlined.
- At the end of the probationary period, evaluation of the corrective action plan
- Formal release of probation period must be met prior to the end of the term by the Director of the Program.

Progression / Promotion

You must achieve a minimum of 77% as a final grade in each course and a Pass status in clinical and/or laboratory practice (if clinical and laboratory are components of the course) to be promoted to the next term of the Program.

Completion of the Non-Proctored ATI Testing assignments as outlined in the Term syllabus is a requirement for promotion to the next term and/or graduation.

Meeting all student financial obligations of the Practical Nursing program is also required to be promoted into Term III.

Satisfactory completion of all course work and clinical hours during each ten (10) and eleven (11) week period of each term is required to be promoted to the next term. Course hours vary slightly per term. Each student is given a mid-term and end of term transcript. This occurs twice during the first financial payment period and twice during the second financial payment period for a total of four (4) evaluations per payment period.

Academic Dishonesty

Academic integrity is an essential component of a Monty Tech education. Cheating in any form on homework, during tests, using another person's words, research or ideas as one's own will not be tolerated. Any student caught cheating by a teacher will receive a grade of zero (0) for the work involved. In addition, the incident will be reported to the Program Director. Repeated offenses may result in course failure and/or program dismissal.

Copyright infringement: 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.

(Adopted from Upper Cape Tech Student Handbook)

Plagiarism definition: To plagiarize is to steal and use the ideas and writings of another as one’s own (American Heritage Dictionary, 1973:1001). Legally, plagiarism is defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings or language of the same, and passing them off as the product of the one’s own mind. (O’Rourke v. RKO Radio Pictures: 473). The student should note that neither of these definitions includes intention or motivation – it is the act itself which constitutes plagiarism.

Program Dismissal

A student will be dismissed from the Program for the following reasons:

1. Failure to successfully pass class work and/or clinical practice associated with the course
2. Failure to follow ethical/legal/safe care practices in clinical practice may include but not limited to the following:
 - a. inability of the student to translate classroom theory into clinical practice
 - b. exhibits a consistent lack of compliance with the student nurse practice limitations as defined by the Mass Nurse Practice Act and assessment by Faculty
 - c. consistently fails to maintain communication with faculty regarding patient care.
 - d. exhibits dishonesty regarding patient care.
3. Failure to meet Program attendance requirements
4. Improper conduct including but not limited to: use of drugs, alcohol, hazing, sexual harassment, possession of weapons, charged with a felony/misdemeanor.
5. Violating academic/professional integrity with includes but is not limited to: cheating or plagiarism, and/or stealing or lying
6. You are ineligible for promotion
7. Your health (physical or mental) interferes with your academic or clinical learning (judgment of a committee of faculty)
8. Other reasons determined by a committee of faculty to be just cause.

9. Nonpayment of tuition and/or fees.

10. A student who has been dismissed for reasons related to clinical safety or reasons related to legal or ethical behavior will not be considered for readmission.

11. The grievance process will be followed by the student/program if student wishes to appeal a dismissal decision.

Withdrawal for Reasons Other Than Dismissal

Should a student wish to withdraw from the program, the student should contact the program Director to discuss the issue.

If voluntarily withdrawing from the Program, the student will be asked to submit a letter of withdrawal, including the student's name, date of withdrawal, and reason for withdrawal to the attention of the Director of the Practical Nursing Program. Program enrollment shall be terminated on the date of receipt of formal withdrawal notification. Students cannot just withdraw from one course. All courses are mandatory for the program, there are no extra courses or substitutions.

*Be reminded that withdrawal for any reason after 30 class meetings will result in NO refund of tuition/fees.

Federal and state aid is awarded and disbursed based on the assumption that a student will attend courses for the entire program 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 the Financial Aid Coordinator. 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.

Re-Admission to the Practical Nursing Program

If you have withdrawn from the Program for reasons other than listed in Program Dismissal policy, you may apply for re-admission by submitting a written request to the Practical Nursing Director who will take your request to the Admissions Team for action. You will be informed in writing of the action taken.

Because the Practical Nursing Program course is sequential, the earliest that you can be readmitted would be the year following your original withdrawal. Updated health information, references, CORI, liability and health insurance will be necessary should you be readmitted. No more than 10% of the incoming August class may be readmitted students. Readmission into

the other terms of the Program will be on a “space available basis”. **A student may apply for readmission once.**

Appropriate factors for consideration might include successful academic study, work experience, and more mature or renewed orientation to the program.

Financial aid will not be given for terms that are repeated.

The Practical Nursing Program does provide readmission accommodations for service members and reservists absent due to service requirements. (refer to Valor Act)

STUDENT PARTICIPATION IN PROGRAM EVALUATION

Students are required to participate in the evaluation and development of the Program. Ways in which a student may do this include:

1. Participating as a member of the Faculty Committee or Program Advisory Committee. You may participate in all discussions except those involving confidential student issues. Volunteer members will be invited in the Fall.
2. Identifying problems and/or concerns in the Program along with possible solutions to any faculty member or the Program Director.
3. Thoughtfully completing and submitting all course and instructor evaluations at the end of each course and Program surveys that you receive after graduation.

You are also encouraged to take part in the *Student Organization of the Montachusett Regional Vocational Technical School Practical Nursing Program*. The Student By-laws for this organization follow:

The purpose of this organization shall be to:

1. Provide for student participation in the organization and function of the Practical Nursing Program.
2. Provide for student participation in activities which are of concern to a student and/or the class.

Article I: Officers and Elections

Section I: Officers of the Student Organization shall be Chairperson, Co-Chairperson, Treasurer, Secretary, and Student Representatives to the Faculty Committee and Program Advisory Committee.

Section II: The Director of the Practical Nursing Program shall serve as Faculty Advisor.

Section III: Officers shall be elected in the end of Term 1 or beginning of Term 2 of each school year.

Section IV: Nominations for officers shall be conducted according to established procedure.

Section V: Voting shall be by written ballot tallied by the Director of the Practical Nursing Program. A simple majority will win the election.

Section VI: Officers shall take office upon election and will represent the student group.

Section VII: The term of office shall be one (1) academic year.

Section VIII: Student participation in Ad Hoc Committees shall be established as needed.

Article II: Duties of Officers

Section I: Chairperson

1. Schedules all class meetings
2. Prepares agenda for class meetings
3. Presides at all class meetings
4. Delegates duties
5. Coordinates membership of committee volunteers. If number of persons volunteering exceed the number of positions available, a class vote is required.

Section II: Co-Chairperson

1. Assumes responsibilities of Chairperson in his/her absence
2. Carries out activities as may be delegated by the Chairperson
3. Works with faculty on graduation planning.

Section III: Treasurer

1. Collects class dues and pays accounts
2. Maintains an accurate account of receipts and disbursements to be reported at each class meeting
3. Submits written report of the financial status at the last class meeting of each term to the Chairperson and Practical Nursing Program Financial Aid Officer.
4. Submits all student dues/class income to the School Business office for deposit to the Practical Nursing program student account.
5. Maintains an account of all incomes/expenses and in collaboration with the Monty Tech Business Office/Program Director (class advisor)

Section IV: Secretary

1. Notifies members of meetings
2. Keeps minutes of each meeting; reports minutes at next meeting
3. Forwards a copy of the minutes of each meeting to the Director of the Program
4. Acts as corresponding secretary

Section V: Student Representative/s to Faculty Committee

1. Attends scheduled Faculty Committee meetings which do not address confidential student issues
2. Presents student issues to Faculty Committee
3. Reports outcomes of Faculty Committee meetings to class members.

Section VI: Student Representative(s) to Program Advisory Committee

1. Attends scheduled Program Advisory Committee meetings.
2. Assists Advisory Committee in evaluating Program outcomes
3. Reports to the class member's outcomes of the Program Advisory Committee activities.

Article III: Dues

1. Dues shall be determined by each class. Once dues are determined, payment is required to participate in the Organization
2. Any expenditure of class funds requires a class vote.

Article IV: Ad Hoc Committees

1. Committees shall be established by the Chairperson or Advisor to fulfill activities determined by the class.
 - Graduation Committee will be established

GRADUATION

A student will qualify to graduate from the Montachusett Regional Vocational Technical School Practical Nursing Program if the student:

1. Successfully completes all courses: minimum of 77% for course and achieves a pass in all clinical/lab experiences for the Program.
2. Meets the required Program hours.
3. Fulfills all financial obligations to Montachusett Regional Vocational Technical School Practical Nursing Program.
4. Maintains Good Moral Character standard throughout the Program.

Upon qualification to graduate, the student will receive a certificate of completion and may be eligible to apply to take the National Licensure Examination for Practical Nurses. (NCLEX-PN).

INCIDENTS OR ACCIDENTS

1. Incidents involving a client: communicate the incident immediately with your clinical instructor. A form will be completed and filed with the incident circumstances outlined and reviewed.
2. Medication errors: A medication error is defined as a dose of medication that deviates from the physician's order as written in the client's record or from standard facility/school policy and procedure(s) that violates any or all of seven rights of medication administration.
3. A student that consistently exhibits medication errors that are prevented by the clinical instructor prior to client administration will be placed on a contract for improvement and an incident report will be filed with the school.
4. Types of medication errors may include but are not limited to: dose omission, unauthorized drug (wrong client), wrong dose, wrong route, wrong rate, wrong time, wrong dosage form, wrong preparation, incorrect administration technique. For a non-critical timing drug error, it is counted only if the wrong time can cause the client discomfort or jeopardize the client's health or safety.
5. Treatment errors are considered under these same policies. The student is not to carry out nursing interventions that have not been approved and taught at Monty Tech. The student must have interventions supervised and/or reviewed and signed off by your assigned instructor prior to performing the intervention with clients.

When an instructor/student identifies an error has occurred:

1. Immediately notify the clinical instructor who will assist you to notify the appropriate staff who will then proceed to notify the client's physician and others if required by facility policy.
2. The client will be monitored as directed by facility staff and clinical instructor.

3. Facility and school incident report forms will be completed under the guidance of the clinical instructor.
4. A contract for improvement and plan of correction will be part of the reporting process. At a minimum it will require a closely supervised medication/treatment nursing intervention until the instructor is satisfied through student clinical behaviors that the error will not be repeated. The student's full knowledge of medications and treatments will be expected. A student remedial assignment may also be given per the decision of the instructor and/or the Director.
5. The incident report, plan of correction and contract for improvement will be forwarded to the Practical Nursing Director for review and placed in the student file.
6. Failure to meet the plan of correction and the contract for improvement and/or subsequent errors may result in a dismissal from the Program for unsafe practice.
7. Failure to report an incident upon recognition of an error (which is considered unethical behavior) may result in immediate dismissal from the Program.

Personal Injury Accident: Should you have an accident of any type while in the school or at an assigned clinical site, you should report the accident immediately to the faculty member present. Emergency care arrangements will be made available but the student will incur any hospital services costs.

HARASSMENT POLICY

STUDENT HARASSMENT POLICY

PURPOSE:

The Montachusett Regional Vocational Technical High School (MRVTHS) shall provide a safe and secure environment in which all students are respected and expected to learn. Harassment affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. The MRVTHS will not tolerate disrespectful interaction.

In some cases, the offending behavior may warrant punishment or removal of the harasser.

Harassment may be perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school/job duties. The MRVTHS's policy includes interactions student-to-student, student-to-staff or staff-to-student. This policy will become part of every work site agreement to assure safety and comfort in the extended school environment in the community.

LEGAL ASPECTS OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws), the term "sexual harassment" is defined as follows:

"any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect or unreasonable interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment."

In addition, students are protected from sexual harassment under the provisions of Title IX; schools can be sued for not protecting their students from sexual harassment. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under laws relating to child abuse.

BEHAVIORS DEFINED:

For purpose of this policy, the following includes but is not limited to the range of behaviors considered to be sexual harassment:

- Sexual insults and name-calling, including homosexual Reference comments
- Off color jokes
- Intimidation by words or actions
- Offensive touching, gestures
- Pressure for sexual activity
- Behaviors viewed to be offensive by a reasonable person in the victim's situation

It is recognized that the content of this policy may be expanded to include behaviors which diminish the comfort and safety of individuals whether within the legal definition of sexual harassment or other forms of harassment such as:

- Throwing objects at a person
- Unwanted negative attention
- Racial and ethnic slurs

CRIMES AGAINST PUBLIC PEACE, CHAPTER 269

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation 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. Such conduct shall include 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 other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

Definition of Bullying: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

Section 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to that extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

Section 19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated students groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It

shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. St.9185, c.536; amended by St.1987, c.665.

HARASSMENT PROCEDURES FOR STUDENT HARASSMENT POLICY

Guidelines for Dealing with Harassment:

The MRVTHS will consider individual complaints about sexual harassment or a sexually hostile environment from the reasonable person point of view. The approach will be non-judgmental, will focus on changing behavior, and will endeavor to protect the complainant from retaliation. At the start of each school year, the Title IX/622 Coordinator and a male and a female staff person will be appointed by the Superintendent-Director to serve as the Harassment Team to handle all complaints. When a person feels that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. The MRVTHS assures students that this system favors behavior changes and respect for others.

The MRVTHS does not tolerate inappropriate and illegal conduct, therefore harassing behaviors may lead to verbal admonition, written warning, removal from duties, suspension or expulsion, mandatory counseling, physical changes in the environment, etc.

It is the moral and legal responsibility to report acts of harassment whether by direct or indirect knowledge. It is unlawful to retaliate against students for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Procedures for Dealing with Harassment:

Report the incident to any counselor or directly to the principal, ext. 5216. A meeting of the Harassment Team will be held as soon as possible and a decision to follow Option A or Option B will be made.

Procedure - Option A

1. You will be assisted in writing a letter to the alleged harasser which includes the following:
 - a. An exact description of the behavior, including when and where it happened.
 - b. A description of how the behavior made you feel.
 - c. A request that the behavior stop.
 - d. A promise that if the behavior stops, no further action will be taken.
2. The letter will be dated and signed, and the information will be considered private.
3. The letter will be delivered by a member of the Harassment Team to assure the alleged harasser understands the contents and understands that talking about it to other students/staff or engaging in any other retaliatory behavior will subject the alleged harasser to disciplinary action.
4. An apology by the harasser will lead to no further action, but the letter will remain on file.
5. Within a week after the letter is delivered, a follow-up by a member of the Harassment Team will be conducted to assure that in fact the harassing behavior has stopped and that no retaliation has occurred. Any retaliation or continuation of behaviors considered to be harassment will be considered grounds for removal from the educational setting or other disciplinary action.

Procedure - Option B

When Option B is utilized the Harassment Team will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The team will also interview the person alleged to have committed sexual harassment. When the team has completed the investigation, they will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If no evidence for the claim is found, the person making the false claim may be charged with harassment.

If it is determined that inappropriate conduct has occurred, the team will act promptly to eliminate the offending conduct and will suggest disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process above does not prohibit you from filing a complaint with agencies. Each of the agencies has a short time period for filing a claim, (EEOC 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)
10 Congress Street - 10th Floor
Boston, MA 02114 (617) 565-3200
2. The Massachusetts Commission Against Discrimination (MCAD) Boston Office:
Boston Office
One Ashburton Place - Room 601
Boston, MA 02108 (617) 727-3990
Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103 (413) 739-2145

Training and Posting of Harassment Policy:

This policy and procedures will be contained in the Student and Faculty Handbooks and any other employment guides.

Employees will receive training annually to assure an understanding of the nature of harassment, the negative consequences of sexual harassment and policy and procedures including their responsibilities. Other types and examples of harassment will be addressed also.

All busing contracts shall contain assurance that drivers are trained and understand their responsibility and liability to extend the comfort of students to a harassment free ride on their buses.

Students will receive training concerning harassment on a yearly basis. This policy will be introduced during the freshman year and reviewed annually.

All temporary employees/volunteers shall be given this policy by their administrative supervisor and new permanent employees will be given a training prior to employment.

TITLE IX – SECTION 504 AND CHAPTER 622

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

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

(Adopted from UCT Student Handbook)

STUDENT BULLYING PREVENTION POLICY

PURPOSE:

The MRVTHS (MRVTS) shall provide a safe and secure environment in which all students are respected and expected to learn. Bullying affects a student's academic progress self-esteem, extracurricular involvement and social relationships. The MRVTS prohibits all forms of bullying, including cyber bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

DEFINITIONS:

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- I. Causes physical or emotional harm to the target or damage to the target's property;
- II. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- III. Creates a hostile environment at school for the target;
- IV. Infringes on the rights of the target at school; or
- V. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet posting.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

I. Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. The MRVTS staff member is required to report immediately to the PN Director or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, or other individuals who are not school district staff members, may be made anonymously. The MRVTS will make a variety of reporting resources available to the school community.

Use of an Incident Reporting Form is not required as a condition of making a report. The MRVTS will: 1) make it available in the school's main office, the counseling office, the school nurse's office, and other location determined by the PN Director or designee; and 2) post it on the school's website.

At the beginning of each school year, the MRVTS will provide the school community, including administrators, staff and students, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the PN Director or designee, will be incorporated in student and staff handbooks, on the district website, and in information about the Bullying Prevention and Intervention Plan that is made available to students.

A. Reporting by Staff

A staff member will report immediately to the PN Director or designee when he/she witnesses or become aware of conduct that may be bullying or retaliation. The requirement to report to the PN Director or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management discipline.

B. Reporting by Students, and Others

The MRVTS expects students, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the PN Director or designee. Reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

C. False Reporting

If the PN Director determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action consistent with school committee policies and student handbook.

II. Responding to a Report of Bullying or Retaliation

A. Safety

Before fully investigating the allegations of bullying or retaliation, the PN Director or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The PN Director or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The PN Director or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. **Every attempt will be made to keep reports of bullying confidential.**

B. Obligations to Notify Others

1. Notice to students. Upon determining that bullying or retaliation has occurred, the PN Director or designee will promptly notify the target and aggressor of this, and of the procedures for responding to it. There may be circumstances in which the PN Director or designee contacts the student prior to any investigation.
2. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day, college university, or residential school, or collaborative school, the PN Director or designee first informed of the incident will promptly notify by telephone the PN Director or designee of the other school(s) of the incident so that each school may take appropriate action.
3. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the PN Director or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the PN Director will notify the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the PN Director or designee shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making the determination, the PN Director or designee, will, consistent with the Bullying Prevention and Intervention Plan and with applicable school district policies and procedures, consult with the school resource officer, if any, and other individuals the PN Director or designee deems appropriate.

III. Investigation

The PN Director or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the PN Director or designee will, among other things, interview students, staff, witnesses, and others as necessary. The PN Director or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the PN Director or designee, other staff members as determined by the PN Director or designee, and in consultation with the school counselor, as appropriate. To extent practicable, and given his/her obligation to investigate and address the matter, the PN Director or designee will maintain confidentiality during the investigative process. The PN Director or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with MRVTS policies and procedures for investigations.

Pre-investigation. Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged victim and/or protect the alleged victim from further potential incidents of concern. In taking any such action, however, the rights of both the alleged victim and alleged perpetrator must be considered.

IV. Determinations

The PN Director or designee will make a determination based upon all of the facts and circumstances. If, after investigation bullying or retaliation is substantiated, the PN Director or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The PN Director or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

SUMMARY:

Consistent with state and federal laws, and the policies of the MRVTHS, no person shall be discriminated against in admission to MRVTS or in obtaining the advantages, privilege and courses of study at MRVTS on account of race, color, sex, religion, national origin, gender, gender identity, or sexual orientation. Nothing in the Bullying Prevention and Intervention Plan prevents the MRVTS from taking action to remediate discrimination or bullying based on a person's membership in a legally protected category under local, state, or federal law, or school district policies.

In addition, nothing in the Bullying Prevention and Intervention Plan is designed or intended to limit the authority of the MRVTS to take disciplinary action or other action in response to violent, harmful, or disruptive behavior, regardless of whether the Bullying Prevention and Intervention Plan covers the behavior.

PREGNANT WORKERS FAIRNESS ACT:

PREGNANT WORKERS FAIRNESS ACT



Mandated Notice to Employees **March 20, 2018**

Montachusett Regional Vocational Technical School District


Overview

Effective April 1, 2018, Massachusetts has amended current state law against discrimination in employment. M.G.L. c. 151B, §4, forbids discrimination against employees due to pregnancy or conditions related to pregnancy in addition the law requires employers to provide reasonable accommodations to an employee who is pregnant or who has a condition related to pregnancy. This includes but not limited to, lactation or the need to express breast milk for a nursing child.

The Act prohibits an employer from:

- A. Taking an adverse action against an employee requesting or using a reasonable accommodation, including but not limited to failing to reinstate to an equivalent position with equivalent compensations, benefits and seniority when accommodation for pregnancy or pregnancy-related condition is no longer needed;

- B. Denying an employee an employment opportunity due to the need for reasonable accommodation of pregnancy or a pregnancy-related condition;
- C. Requiring a pregnant employee or an employee with a pregnancy-related condition to accept an accommodation that the employee chooses not to accept, if such accommodation is not necessary for the employee to perform essential job functions;
- D. Requiring a pregnant employee or an employee with a pregnancy-related condition to take a leave if another reasonable accommodation may be provided, without undue hardship on the employer's program, enterprise or business; and
- E. Refusing to hire a candidate for employment because of the candidate's pregnancy or pregnancy-related condition, provided that the candidate is capable of performing essential job functions with or without reasonable accommodation not imposing an undue hardship on the employer's program, enterprise or business



What is a "reasonable accommodation?"

A reasonable accommodation is a modification or adjustment that allows an employee to perform the "essential functions" of the employee's position. Some examples of reasonable accommodations are:

1. More frequent or longer breaks
2. Time Off
3. Providing equipment or seating
4. A temporary transfer to a less strenuous or hazardous job
5. Job restructuring

6. Light Duty
7. Private space for expressing breast milk
8. Assistance with manual labor
9. Modified work schedule.

An employee must notify the employer of a need for a reasonable accommodation due to pregnancy or a pregnancy-related condition. The request can be either verbal or in writing. The employer must then engage in a timely, good faith, interactive

"process" to determine what reasonable accommodation may be made, absent undue hardship. This process must include discussion (s) between employer and employee with respect to the requested accommodation and the employer can require documentation from a healthcare professional that explains what accommodation the employee needs. It is up to the employee and employer to discuss how the accommodation relate to essential functions of the job

Need Help or Have More Questions?

Monty Tech Human Resources
Tammy Crockett
Monty Tech Benefits
Liza Duprey

MA Commission Against Discrimination
www.mass.gov/mcad

Equal Employment Opportunity Commission
www.eeoc.gov

MIIA Employee Assistance Program
www.emila.org

Why am I receiving this notice?

- Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions related to pregnancy, in a handbook, pamphlet, or other means of notice no later than April 1, 2018.
- Employers must also provide written notice of employees' rights under the Act: (1) to new employees at or prior to the start of employment; and (2) to an employee who notifies the employer of a pregnancy or a pregnancy-related condition, no more than 10 days after such notification.

GRIEVANCE PROCESS

A grievance is viewed as a complaint by a student(s) (complainant/s) that there has been controversy, misunderstanding, or a dispute as to the interpretation, application, or implementation of any policy or procedure related to the Practical Nursing Program.

It is important that the parties concerned make every effort to settle complaints among themselves initiating an official grievance process but, should these approaches fail, **the student *must* adhere to the following process:**

Stage I: Conference between involved parties

- a. Complainant(s) should confer with all party(ies) involved in the complaint *within five (5) school days* of the alleged incident (or within five (5) school days after knowledge of the incident which is the basis for the complaint). The goal is to arrive at a mutually satisfactory resolution.
- b. Complainant/s shall receive written communication of the outcome/s of this conference within five (5) school days of the conference, i.e. satisfactory resolution or continuation of the grievance process.

Stage II: Director, Practical Nursing Program

- a. When the grievance is not resolved in Stage I, the complainant(s) may appeal to the Director of the Practical Nursing Program by submitting a *written request for grievance within five (5) school days* following the receipt of the response as noted in Stage I.
- b. A meeting between the complainant/s and the Director shall occur at the earliest available time during which the goal is to arrive at a mutually satisfactory resolution.
- c. The Director shall communicate a decision in writing to the complainant/s within five (5) school days of this meeting.

Stage III: Development Coordinator

- a. If the grievance remains unresolved after Stage II, the complainant/s may appeal *in writing* to the Development Coordinator *within five (5) school days* after receipt of the response from the Director of the Practical Nursing Program.
- b. The Development Coordinator and the complainant/s shall meet with the goal of a mutually satisfactory resolution of the grievance.
- c. The Development Coordinator shall respond in writing to the complainant/s within ten (10) days after the meeting.

Stage IV: The Superintendent-Director

- a. If the grievance remains unresolved after Stage III, the complainant/s may appeal *in writing* to the Superintendent-Director of Montachusett Regional Vocational Technical School *within five (5) school days* after receipt of the response from the Development Coordinator.

The Superintendent-Director and the complainant/s shall meet with the goal of a mutually satisfactory resolution of the grievance.

- b. The Superintendent-Director shall respond in writing to the complainant/s within ten (10) days after this meeting.

Stage V: Council on Occupational Education

- a. If the grievance remains unresolved after Stage IV the complainant/s may contact:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

770 396-3898

800 917-2081

Fax 770 396-3790 www.council.org

APPENDIX A

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read the *Student Handbook* for the Montachusett Regional Vocational Technical School's *Practical Nursing Program*. I understand the material that I have read and agree to abide by the guidelines of the Program and the School.

Signature: -----

Printed name: -----

Date: -----

Please note that this signed form will be placed on file and retained throughout your Program. If you have questions at any time, please confer with the Director of the Practical Nursing Program.

APPENDIX B

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

INCIDENT REPORT

Student's name

Social Security Number

Nursing Course

Term/Year

Student description of incident:

Faculty comment:

Student's signature

Date

Faculty signature

Date

APPENDIX C

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

Guidelines for Written Assignments

The ability to communicate in the written form is essential to nursing. Assignments will be given each term throughout the program utilizing the development of written communication skills. Assignments must be submitted on clean white paper using a word processing program. Hand written documents will not be accepted. Documents with specific formats will be available in electronic formats and sent out through group email. All assignments must be accompanied by a cover page indicating the course name, student's name and instructor name. Additionally, any rubric for the assignment must be attached. All papers must be submitted in 6th Edition APA (American Psychological Association) format. Use of the Word document word processor allows for this formatting within the program.

Papers should be submitted to instructors printed. If students lack resources for printing, papers may be printed in the library prior to the beginning of class.

Use of a paper in one class submitted for grading is not allowed to be submitted for grading in any other course. Students will be given a 0 or zero for the attempt and not allowed to resubmit. Assignments are due on the date assigned. Ten points will be assessed for each calendar day the school is in session, including weekends.

Reference Site:

<https://owl.english.purdue.edu/owl/section/2/10/>

Practical Nursing Program
Montachusett Regional Vocational Technical School

Written Assignments

These guidelines are meant to give the student and instructor clear direction regarding grading. These guidelines assist students to produce a quality written document that will assist them as they proceed in their academic career. The grade assigned by the instructor will match the student's writing to the appropriate level grade.

Element of grading	0 (below -64)	1 (65-70)	2 (70-74)	2.5 (75-79)	3 (80-85)	3.5 (85-90)	4 (91-100)	Grade / Comment
Under- standing of the topic	Not Successful	Poor/ Minimum	Partial/ Minimal	Partial/ Fairly good	Clear/lacking more than 1 relevant point	Clear/lacking 1 relevant point	Complete	
Presentation of material	Does not relate to directions	Little organization	Needs improvement	Some accurate details	Some details and supportive reasoning	Acceptable approach	Accurate and relevant details	
Grammar & Spelling	Multiple errors	Frequent errors in sentence structure or spelling	Errors impede understanding	Lack of transition, spelling errors	Occasional errors	Rare Errors	No Errors	
Readability Written content is connected and flows from one area to another	No flow No connection	Frequent errors in formatting, difficult to follow	Limited, below post graduate level work	Lack of connection in writing,	At least one formatting error present	Above average, lacking in one area	Clear , logical, organized	
Citation (in body of work)	Copied work/ plagiarism	Absent	Minimal	Some detail	More than 1 error	Only 1 error	Complete, accurate	
Reference Page	None	Mostly In-complete	Minimal	Errors in format	Lacks all elements	Mostly complete	Complete	
On-time	overdue	5 days late	4 days late	3 days late	2 days late	1 day late	On time	

APPENDIX D

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

CONTRACT FOR IMPROVEMENT

This Contract is developed to assist you to meet the requirements of the Practical Nursing Program so that you may become eligible to apply for licensure as a Practical Nurse. Please consider it carefully; failure to comply with the steps developed with your instructor could cause you to fail the course/s involved and can result in dismissal from the Practical Nursing Program.

COURSE/CLINICAL:

REASON FOR CONTRACT:

STEPS TO IMPROVE:

DATE BY WHICH IMPROVEMENT MUST BE DEMONSTRATED:

INSTRUCTOR/DATE

STUDENT/DATE

NOTE: Copy to student, copy to student file

APPENDIX E

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL *PRACTICAL NURSING PROGRAM*

Random Drug Screening Analysis Notification to Students

Please be advised that students enrolled in the Montachusett Regional Vocational Technical School of Practical Nursing may be required by an agency or the PN Program to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical or classroom setting. Students who are assigned to clinical or fieldwork experiences at the facilities may be required to undergo and pass random drug screening analysis in order to remain at the facility. Students who either fail to pass, or refuse to submit to, a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. If you have any questions pertaining to this policy, please contact the Director of the Montachusett Regional Vocational Technical Practical Nursing Program.

By my signature, I acknowledge that I have been provided with notification that clinical or fieldwork facilities may require me to undergo and pass a drug screening analysis. I am also aware that any monetary payment that is required for this test is additional to the fees I have paid and is payable by me. I am aware if I do not pass, or I refuse to submit to, a drug screening analysis I will be ineligible to participate in the class, clinical or fieldwork component of my program.

Student Name (Printed)

Student Signature

Date

Please be advised this will be an additional charge payable by the student

APPENDIX F

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

Professional Warning

To: _____ Date: _____

You require immediate attention to the following area(s) as stated in the student handbook.

- | | | |
|---|--|--|
| <input type="checkbox"/> Excessive Clinical Absence Notification | | VIOLATION |
| <input type="checkbox"/> Punctuality | | <input type="checkbox"/> Attendance |
| <input type="checkbox"/> Conduct in Class or lab | | <input type="checkbox"/> Tardy |
| <input type="checkbox"/> Conduct in clinical | | <input type="checkbox"/> Early Dismissal |
| <input type="checkbox"/> Personal Appearance | | |
| <input type="checkbox"/> Hair -neat and off collar | <input type="checkbox"/> Nails | <input type="checkbox"/> Clean Shaven |
| <input type="checkbox"/> Uniform | <input type="checkbox"/> Shoes | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Piercings | <input type="checkbox"/> Tattoos | |
| <input type="checkbox"/> Equipment | | |
| <input type="checkbox"/> Kelly Clamp | <input type="checkbox"/> Pen Light | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Stethoscope | <input type="checkbox"/> Tape Measure |
| <input type="checkbox"/> Gait Belt | <input type="checkbox"/> Student ID | |
| <input type="checkbox"/> Prepared for Class | | |
| <input type="checkbox"/> Prepared for clinical | <input type="checkbox"/> Medication Pass | <input type="checkbox"/> Assessment |
| | | <input type="checkbox"/> Treatments |
| <input type="checkbox"/> Appropriate use of language | | |
| <input type="checkbox"/> Assignments are neat, complete and on time | | |
| <input type="checkbox"/> Equipment is clean, put away and used with respect | | |
| <input type="checkbox"/> Up to date clinical assignments | | |
| <input type="checkbox"/> Handbook infraction | | |
| <input type="checkbox"/> Exam Failure(s) | | |
| <input type="checkbox"/> Technology Policies | | |
| <input type="checkbox"/> Cell Phone | | |

Student Signature

Instructor Signature

It is the policy of Montachusett regional Vocational Technical School not to discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, disability or homelessness in its educational policies

APPENDIX G

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

Social Networking Code of Conduct
(Adopted from ANA Principles of Social Networking)

Please be advised that students enrolled in the Montachusett Regional Vocational Technical School of Practical Nursing must follow the following guidelines regarding Social Media.

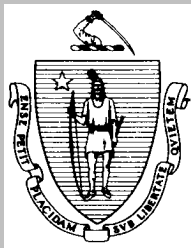
- Nurses (students) will not transmit or place online individually identifiable patient information.
- Nurses (students) must observe ethically prescribed professional patient — nurse boundaries.
- Nurses (students) should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses (students) should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses (students) should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate faculty member.
- Nurses (students) should participate in developing institutional policies governing online conduct.

Signature: -----

Printed name: -----

Date: -----

APPENDIX H



Massachusetts Board of Registration in Nursing

Board News...

JULY 2012

VOLUME 7, NUMBER 1

Contact Us:
239 Causeway Street
Suite 500, 5th Floor
Boston, MA 02114

617-973-0800

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

The mission of the Board of Registration in Nursing is to protect the health, safety and welfare of the citizens of the Commonwealth through the fair and consistent application of the statutes & regulations governing nursing practice and nursing education

Board Members

Sandra Kelly, RN
Chairperson
Katherine Gehly, RN
Vice-Chairperson
Margaret Beal, RN
Pat Gales, RN
Joan Killion, LPN
Barbara Levin, RN
Catherine Lundeen, RN
Ann-Marie Peckham, RN
E. Richard Rothmund,
Public Member
Mary Jean Roy, RN
Catherine Simonian, RPh
Christine Tebaldi, RN

Massachusetts Nurses Fiscal Year 2012

111,388 RNs
9,598 APRNs
 o NAs (1,210)
 o NMs (480)
 o NPs (6,962)
 o PCs (946)

20,787 LPNs
141,773 Total

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:

- o safeguard a patient's dignity and right to privacy (244 CMR 9.03 [17]: *Patient Dignity and Privacy*);
- o 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*);
- o 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*);
- o 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.
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.
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.
7. Spector, N. (2010). Boundary violations via the Internet. *Leader to Leader*. Retrieved 10/21/11 from www.ncsbn.org/L2L_Spring_2010.pdf.

APPENDIX I

MONTACHUSETT REGIONAL VOCATIONAL 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"> • Application • TEAS results • Recommendations • Transcripts • Correspondence 	Program Director	7 years	Shed and discard after 7 years
Admission Record <ul style="list-style-type: none"> • Applicant documents • Interview • CORI clearance • Scoring Rubric • Transcripts • Health records • Student demographic information • Correspondence 	Program Director	7 years	Shed and discard after 7 years
Student Health Records	Program Director	Duration of enrollment	Returned to graduate on final day of program. Copy retained in file 7 years
Academic <ul style="list-style-type: none"> • Attendance • Exams/Scantrons • Assignments • Progress reports • Grade book • Remediation plans 	Program Faculty	1 year	Shred and discard upon completion of the program
Clinical <ul style="list-style-type: none"> • Attendance • Clinical Anecdotal • Clinical Evaluations • Skills checklist(s) • Remediation Plans • Warnings 	Program Director	7 year	Shed and discard after 7 years
Grievance Records	Program Director	7 years	Shred after 7 years
Withdrawal Records	Program Director	7 years	Shred after 7 years

(Adopted from Upper Cape Tech Student Handbook)

APPENDIX J

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL *PRACTICAL NURSING PROGRAM*

Recommended Computer Specifications

To ensure the best experience possible, please make sure your computer meets or exceeds these system specifications. If you have questions regarding your computer, feel free to call Support at (800) 860-3241

Windows System Specifications

Operating System

- Windows 7 SP1
- Windows 8
- Windows 8.1
- Windows 10

Processor

- Intel Core i3/i5/i7

Memory

- 4GB RAM

Graphics

- Intel series 3000 integrated graphics or better with DirectX 9.0c or newer

Mac System Specifications

Operating System

- OS X Mavericks 10.9
- OS X Yosemite 10.10
- OS X El Capitan 10.11

Processor

- Intel Core i3/i5/i7

Memory

- 4GB RAM

Graphics

- Intel or AMD graphics

General System Specifications

Display

- 1024x768 or higher resolution display

Internet Connection, Web Browser, and Network

- Chrome, Firefox, Safari, Microsoft Edge, & Internet Explorer. [Click here for a chart breakdown.](#)
- A minimum broadband cable internet connection of 3mbps is required. A 5mbps connection is recommended for quicker load times.
- The DCE performs best when directly connected to the internet. Due to the number of variables introduced when connecting to the DCE using VPN (Virtual Private Network) internet connections, users may experience extended assignment load times. If you must connect to a VPN to access your universities' digital resources, please contact Learner Support for more information and additional setup instructions.

64-bit Operating System

- Because of the way 32-bit operating systems handle memory, you will not be able to load assignments on them properly. You will need a computer running a 64-bit version of Windows or Mac OS in order to run your assignments.

Unity Web Player

- Certain courses use the Unity Web Player, which is a free Web application that you must install in order to use the Shadow Health™ Digital Clinical Experience™. Upon entering an assignment for the first time, your browser will prompt you to download the Unity Web Player installation file. Once the file has downloaded, double-click on it to launch the installation process. [Click here for an article that explains how to install Unity on a Mac](#) and [click here for an article that explains how to install Unity on Windows](#)

Accessibility

- Shadow Health's Digital Clinical Experiences require the use of a computer monitor, keyboard, and mouse or touchpad. It is our goal to support alternative input modalities to improve accessibility for all users. However, if you are currently unable to use the DCE due to a visual or motor impairment, please contact the Shadow Health Learner Support team.
- Tina Jones™ presents auditory and visual information representative of a human patient. To address auditory accessibility, when Tina Jones speaks, her speech is presented as both audio and text displayed at the bottom of the screen, except in instances where the textual representation would distinguish physical findings (e.g. textual descriptions of breathing sounds). If you require a transcription of these instances due to an auditory impairment, please contact the Shadow Health Learner Support team at support@shadowwealth.com.
- The normal and abnormal sounds within the concept labs are medically accurate, and are produced at a frequency lower than what most laptop speakers are capable of delivering. To hear these sounds, we strongly recommend that you use a pair of external speakers or headphones to hear the bass frequencies.

Virtual OS

- The use of virtualization technologies (i.e. VMware, Bootcamp, Parallels) is currently unsupported when using the Digital Clinical Experience.

Last Updated: Mar 05, 2016 02:51PM EST