

Montachusett Regional Vocational Technical School
Practical Nursing Program
HEALTH AND SAFETY PLAN

INTRODUCTION

The Practical Nursing Program of Montachusett Regional Vocational Technical School recognizes the need for ongoing health and safety plan that is consistent with the student Montachusett Regional Vocational Technical School. The effectiveness of competency based instruction in the practical nursing program includes health and safety in accordance with current occupational safety and health standards.

All students and faculty are responsible for a concentrated effort with genuine cooperation with the entire Montachusett Regional Vocational Technical School with regards to health and safety.

1. Safety of the Student
2. Safety of Faculty
3. Protection of clients in various settings
4. Adherence to program and parent organization rules
5. Reporting of accidents to faculty

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 (May be augmented).
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 50 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. Sit/walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

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 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 individuals in health care and classroom settings.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

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)

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 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 be transported to a medical facility by EMS to be evaluated. Should this occur, the student will be responsible for all costs. Students who are evaluated as ill or unsafe by clinical or classroom faculty will be sent home. The decision to send a student home from clinical practice is at the discretion of faculty. Students must supply their own transportation. Students who refuse to seek care at the recommendation of faculty will not be allowed to stay at the clinical setting. The student will absolve faculty of responsibility and will be required to provide proof of treatment to the Director before returning to class or clinical.

Students experiencing any of the following during the school year must let the Director of the PN Program know immediately: 1) hospitalization; 2) COVID-19; 3) surgery; or 4) pregnancy with restrictions.

COVID 19: Students will be required to be COVID 19 tested per partner facility and CDC guidance. Students will be required to be immunized prior to the beginning of class. Proof of immunization must be provided by 8/1. While Montachusett Regional Vocational Technical School does not require immunization, this Program is in person and hands on, and requires participation in the clinical setting. Students who are unable to truthfully pass COVID screening will be unable to attend clinical.

Per CDC and Mass Dept. of Public health regulation for health care personnel including but not limited to: immunization history, titers, TB testing, yearly Influenza immunization and COVID-19 immunization is required prior to the start of the Program. **The clinical facility (facilities) may require further documentation of immunization or health status.** Students are responsible for providing timely evidence of immunizations and / or titers prior to 8/1. This evidence may be submitted to the Practical Nursing Director and / or the Practical Nursing Program Support Manager.

- 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. A student testing positive due to prescription drug use must provide physician documentation of drug use. **The student will not be permitted in the clinical area if this requirement is not met.**

- Pregnancy: Refer to Pregnancy Act, (page 53).
- 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 any activity restrictions.**
- Illness or injury: A student may return to the Program after an extended illness / injury 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.**
- Any student having surgery or other invasive procedure must provide within 24 hours the need for modified duty provided by the physician. Students may not be allowed in the classroom or clinical setting if the program does not feel it can safely meet the student's needs. Students who are unable to participate in class are subject to the make-up policy.
- **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.
- **Students should not be in the classroom or clinical setting if they have the following:** Fever greater than 100F, shortness of breath or difficulty breathing, unexplained fatigue, severe headache, new loss of smell/taste, sore throat, congestion or runny nose, cough or body pain. Additionally, students who are actively vomiting (not related to pregnancy) or who have unexplained diarrhea should not be at clinical. Being at clinical and being unable to perform clinical duties is unacceptable. Please consider the health of other students and faculty as well as the patients you care for. Fever is gone when the individual is afebrile without medication for 24 hours. Strep infection and bacterial conjunctivitis require a minimum of 24-hour treatment before returning to class or clinical. Students are required to wear a mask during class and clinical if required.
- All procedures related to COVID 19 management / illness will be as directed by Montachusett Regional Vocational Technical School and CDC guidance.
- **CPR** from the American Heart Association is required to participate in the Program. Student CPR must be valid for the entire length of the Program.

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 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.

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. See Appendix A.
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 Montachusett Regional Vocational Technical School. 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.

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. Information 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 and must be in effect for the length of the program.

FIRE SAFETY ALARMS

A horn and strobe lights 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 them 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 spaces nearest the road and the row nearest the trees in front of the School. 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.

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. The above list does not limit the article but it is determined by the act of causing harm or frightening or intending to.

CANCELLATION OF CLASSES

In all instances of cancellations due to weather, a message will be sent via email to all students and faculty.

During the week: When Monty Tech 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, after hours or on weekends, an email will be provided by the Practical Nursing Director.

EVALUATION

Evaluation of this plan occurs with the annual faculty review in August. Any incidents will be evaluated by the staff and at the discretion of the Director, passed onto the parent institution Safety Committee.

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