

**Quinsigamond Community College
Nurse Education Department**



**Practical Nursing Program
Student Handbook**

Fall 2022/Intercession 2023/Spring 2023/Summer 2023

<https://www.qcc.edu/academics/healthcare/healthcare-practical-nursing>

Reviewed and Revised 6/15/22

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WELCOME

The faculty of the Practical Nursing Program extends a sincere welcome to you. We are pleased and proud that you have chosen our school and that you wish to carry on the high standards set by the graduates of our program. This program is approved by the Massachusetts Board of Registration in Nursing (MABORN), 239 Causeway Street, Boston, MA 02114, telephone 617-727-9961 and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850; Atlanta GA 30326, telephone 404-975-5000.

QCC is accredited by the New England Commission of Higher Education, Inc. (NECHE). QCC is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. Liz Woods, Dean for Compliance and Education Title IX, can be reached at 508-854-2791 (Room 374A). The College's Affirmative Action Officer is Sara Simms, Assistant Director of Human Resources, who can be reached at 508-542-2757 (Room 222A).

We have compiled this booklet so that you can become acquainted with the policies and expectations of the program. The College Catalog and the College Student Handbook have much information relating to your duties and responsibilities as a student at Quinsigamond Community College. This booklet refers to your specific duties and responsibilities as a student in the Practical Nursing Program. An additional source of program information can be found at <http://www.qcc.edu/nurse-education>

The Practical Nursing Faculty regards the student as an adult learner who comes to the program with a variety of life experiences, knowledge, and learning styles. Students are expected to exhibit a maturity level consistent with adulthood and to maximize the learning experiences available throughout the program. Students are responsible for their own behavior at all times.

Practical Nursing students must adhere to the policies that have been developed to meet the requirements of the approval agency and the clinical affiliations to ensure successful completion of the program. Prior to placement in the clinical area students must provide required immunization documentation, inclusive of COVID vaccination and booster as well as evidence of Healthcare Provider CPR certification.

Graduates of the Practical Nursing Program are eligible to sit for the National Council Licensure Exam for Practical Nurses (NCLEX-PN) in Massachusetts if they also meet the Good Moral Character Requirement of the Board of Registration in Nursing. Graduates receive a certificate of program completion from the College and when licensed are qualified to work in health care settings such as acute and rehabilitation hospitals, extended care facilities, clinics, and other health care environments. The Massachusetts Board of Registration in Nursing requires all candidates for licensure to disclose any incidents with Child Protective Services. These may affect a candidate's ability to sit for the NCLEX examination and obtain licensure.

The Practical Nursing Program is conducted over a minimum 40-week period involving five semesters of study. This program will be completed utilizing a blended modality: some coursework will be completed at the QCC Workforce Development Center, 25 Federal Street, Worcester, and some coursework will be completed online. It may be necessary for some clinical experiences for evening students to be scheduled during the day.

Throughout the program, students are responsible for their own transportation to the College and to the clinical facilities. No transportation will be provided to the student.

Theoretical, pharmacological and clinical components of nursing courses must be taken concurrently and sequentially. All courses required within the program must be completed with a “C” grade (73%) or better. Successful completion of the clinical component of a course depends upon evaluation of the student’s performance based on established criteria and fulfillment of attendance requirements. Students must maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.

Please see your advisor if you have any questions or concerns about information from any of these sources. Best of luck for your success in the Practical Nursing Program.

In addition to the Practical Nursing Student Handbook, please refer to the Quinsigamond Community College Catalog and Quinsigamond Community College Student Handbook for the current academic year.

Practical Nursing Program Contact Information

Role	Name	Phone	Email
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The Quinsigamond Community College School of Healthcare

Diversity, Equity, and Inclusion Statement

The Quinsigamond Community College (QCC) School of Healthcare is open to all individuals. We are committed to inclusive and equitable opportunities, and we do not discriminate against applicants, students, or employees based on age, race, sex, gender identity, ability, religious convictions, socio-economic status, national origin, ethnic heritage, sexual orientation, and/or veteran status. Any inquiries or issues concerning compliance with this policy should be brought to the attention of the QCC Dean for Compliance and Education, Liz Woods or Human Resources Assistant Director and Affirmative Action Officer for Employees, Sara Simms (<https://www.qcc.edu/human-resources/title-ix-and-affirmative-action>). QCC will respond to all inquiries in a timely and effective manner with the goal of promoting equitable treatment.

The School of Healthcare promotes educational equity by recruiting, enrolling, retaining and matriculating a diverse and inclusive student body. We prepare students to join the work force to reduce barriers and promote access to health care in our community. The School of Healthcare is strongly committed to ensuring that its learning and working environments are free of harassment and discrimination and supports respect for every person's inherent dignity, worth, and unique attributes.

We want to acknowledge that we gather as QCC on the traditional land of the Nipmuc, past and present. While a land acknowledgment statement is an important initial step and not enough, it is a necessary decolonial practice that promotes indigenous visibility and social justice, reminding us that we are on settled indigenous land. We condemn the unjust deeds done in the past and honor with gratitude the land itself and the indigenous people who have stewarded it throughout the generations. We commit to continuing to work for peace and reconciliation and to be better neighbors and caretakers of the land we inhabit.



Quinsigamond Community College
Nurse Education Department
Purpose/Philosophy

Purpose

The purpose of Quinsigamond Community College, Nurse Education unit, is congruent with the Mission Statement of the College. The Nurse Education Unit provides a high-quality education that is accessible and affordable to a diverse student population. The program in nursing serves the learner, the community and the nursing profession. At the completion of each program, the graduate is prepared to write the National Council Licensure Examination for Registered Nurses, (NCLEX-RN) and the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and to assume an entry level nursing position.

Philosophy

We believe that:

Nursing is a caring, theory-based discipline focused on assisting the patient and significant support person(s) to achieve an optimal level of self-care, while protecting and promoting patient dignity. The science of nursing is a distinct, constantly evolving body of knowledge that encompasses rational and scientific principles upon which nursing interventions are based. Plan of care is flexible, patient centered, cost effective, attentive to patient diversity, and occurs within the context of the patient's family and environment. Nurses utilize the nursing process, open, civil and therapeutic communication, critical thinking, evidence-based information while working collaboratively with members of the health-care team. Nurses function within the standards of practice, demonstrating safe, competent, legal ethical practice.

The **individual** is a valued, complex and unique being that has a dynamic capacity for self-care. The individual is understood as an integrated and whole being who functions biologically, psychologically, socially, spiritually and developmentally. The individual has the potential to make choices that will meet his/her own needs for self-care and lead to ongoing growth as human beings.

Environment – Individuals are best understood in the context of their environment. The environment consists of evolving, dynamic, culturally diverse conditions, which are influenced by family, specific living conditions, political, social, demographic, and economic factors.

Health is a state of physical, social, and spiritual well-being and not merely the absence of illness. Health status exists on a continuum and varies because of interactions between the patient and the environment.

Teaching/Learning is an active, dynamic, continuous and creative process of attaining and sharing knowledge, involving the patient, significant support person(s) and the health care team. As educators, nurses assist the patient/families by supporting self-care activities, while facilitating informed decision and achievement of positive outcomes.

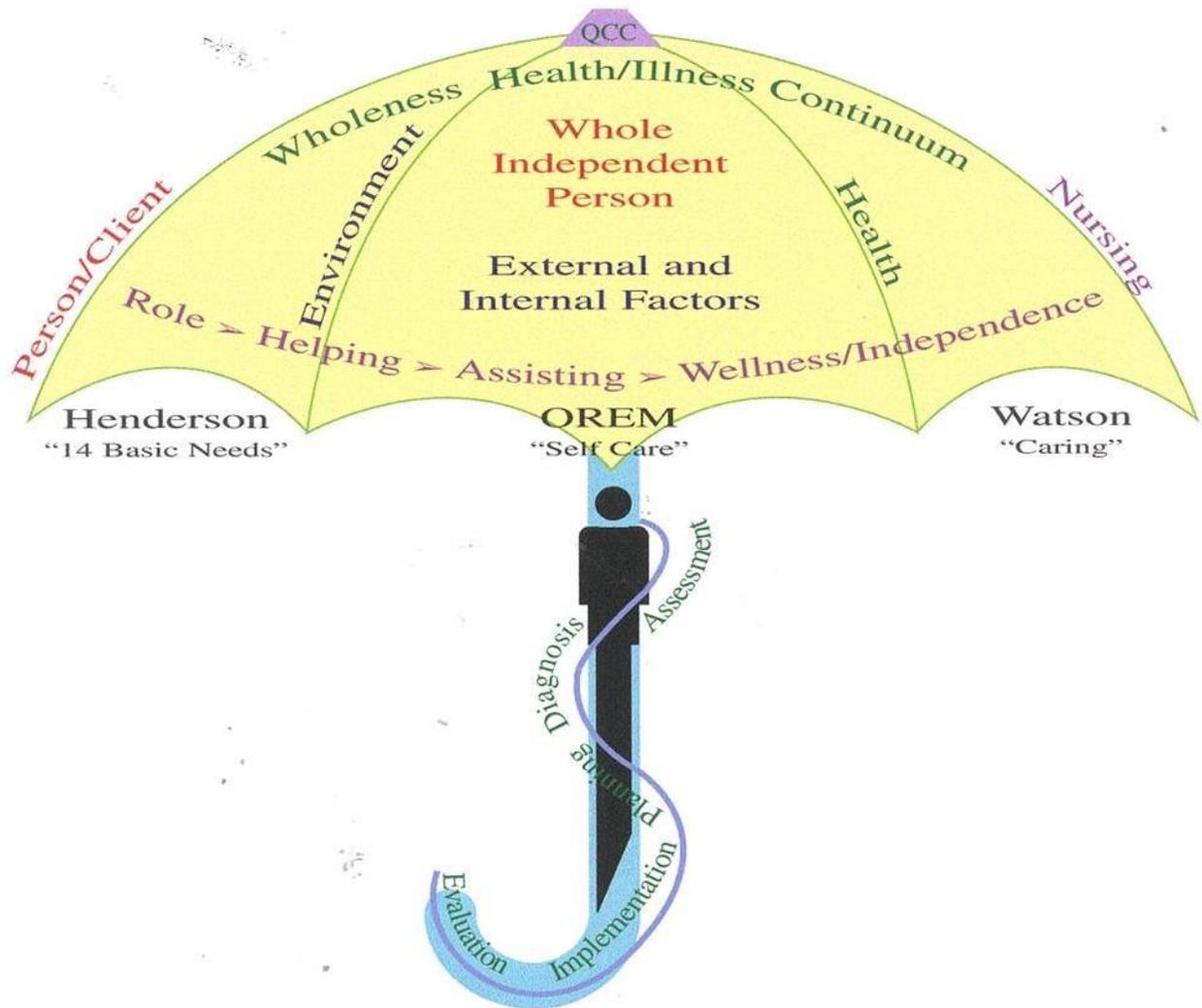
Nursing education/scholarship occurs within a system of higher education and is a planned approach to the acquisition of knowledge. Nursing education progresses from the simple to the complex, facilitates the development of cognitive, psychomotor and affective knowledge and provides for

multiple points of entry into the profession. The outcome of nursing education, at all levels, is to prepare a graduate who accepts professional responsibility and accountability. Nursing education supports participation in professional organizations. Cultural diversity within the classroom is valued and promotes appreciation and respect for differences within the college and beyond. The role of the faculty is to guide, support, facilitate learning, and model professional practice, while instilling commitment to lifelong learning. Faculty also strive to instill a sense of professional empowerment including commitment to social justice and community service. The role of the student is to translate classroom learning into nursing practice through the spirit of inquiry, evidence-based and reflective nursing practice.

The Licensed Practical Nurse provides quality patient-centered, evidenced-based care to vulnerable multicultural/diverse groups across the health care continuum, particularly among older adults and other population clusters that need long-term, community-based chronic care. The Practical Nurse cooperates and collaborates with health team members, patients and families and delegates the nursing care provided by unlicensed personnel. The Licensed Practical Nurse uses scientific knowledge and technical skills to continually assess the physical, emotional, and social status of their clients and they work with patients and their families to devise care plans for each situation in accordance with best nursing practice.

The Associate Degree Nurse advances the nursing process to implement nursing actions in varied complex settings and assist patients in meeting or maintaining self-care needs. The associate degree nurse cooperates and collaborates with other members of the health care team to give direct care to patients, families, and community groups. The associate degree nurse is also responsible for the delegation of nursing action.

Practical Nursing Organizing Framework and Integrating Concepts



PRACTICAL NURSING CONCEPTUAL MODEL

A single umbrella with the client positioned at the center of the handle is representative of the QCC Practical Nursing curriculum. Nursing process, the primary problem-solving method used in nursing care delivery symbolizes the process central to nursing care. The three theorists: Henderson, Orem and Watson come together under the umbrella to form the conceptual framework of the Practical Nursing curriculum. The central themes of the theorists are represented in the ribs of the umbrella and serve as the framework from which the integrating concepts are pulled. The umbrella, viewed by society as a strong and useful tool in times of sun and rain is representative of the usefulness of the Practical Nurse and the strength and integrity of the Practical Nursing program curriculum.

INTEGRATING CONCEPTS

The QCC PN curriculum integrates professional standards and competencies from the NLN, the American Nurses Association (ANA) Scope and Standards of Practice, QSEN, and the Massachusetts Board of Registration in Nursing. All the previous, along with the PN Mission and Philosophy have been utilized to develop all Student Learning Outcomes. The goal of the QCC PN nursing program is to graduate mature learners that exhibit the above characteristics and apply the integrating concepts that emerge from those core characteristics.

Patient and Family-Centered Care: provide holistic care that recognizes the individual's and family preferences, values and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Professionalism: demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Leadership: influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals. Includes problem solving, accountability, delegation, and courage.

Systems-Based Practice: 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 of optimal quality and value.

Informatics and Technology: use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Communication: interact effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

Teamwork and Collaboration: function effectively within nursing and the interdisciplinary health care teams, fostering open communication, mutual respect, shared decision making, team learning and development (Adapted from QSEN, 2007).

Pharmacodynamics - Pharmacodynamics is the study of the mode of action, effects, and nursing implications of medications.

Safety: minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Quality Improvement: collect data to monitor the outcomes of care and use data to continuously improve the quality and safety of health care systems.

Evidence-Based Practice: will identify the value of using the best current evidence coupled with clinical expertise and consideration of patient's preferences, experience, and values to make practice decisions.

**Quinsigamond Community College
Practical Nursing Program**

PROGRAM OUTCOMES

Program outcomes are defined as performance indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include, but are not limited to, end of program student learning outcomes, NCLEX examination pass rate, program completion rate, and job placement rates.

STUDENT LEARNING OUTCOMES

At the completion of the program the graduate will:

1. Apply the nursing process to the patient-centered care of culturally diverse clients, throughout the life span, who have actual, common, well defined, or potential, health-deviation requisites.
2. Use therapeutic communication effectively with clients, families, and members of the collaborative health care team.
3. Illustrate use of relevant technology for patient-centered care and documentation.
4. Implement goal-directed teaching plans to assist clients in resolving self-care deficits.
5. Safely manage the nursing care of clients with actual or potential common, well-defined health deviation requisites, in a variety of structured settings, in accordance with ethical, legal and professional standards.
6. Demonstrate professional attributes of a Practical Nurse in the provision of safe, effective patient-centered care.

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PRACTICAL NURSING CERTIFICATE — LP/LPE SUMMARY OF CREDITS BY SEMESTER

Course Title	Course#	Semester Offered	Credits	Prerequisites
Semester 1 (Summer I or II)				
<ul style="list-style-type: none"> Register for and successfully complete all courses to graduate in five semesters. 				
Principles of Human Biology or	BIO 100	F/S/SU	4	Placement into college level English.
Anatomy & Physiology II	BIO 112			BIO 111
Introduction to Psychology	PSY 101	F/S/SU	3	Placement into college level English.
		Total	7	
Semester 2 (Fall)				
<ul style="list-style-type: none"> Ensure all Healthcare Compliance requirements are met prior to Semester 2. 				
Practical Nursing I: Fundamentals of Nursing	PNP 101	F	10	BIO 100 or BIO 112, PSY 101, Acceptance to the PNP Program
Introduction to Pharmacology	PNP 111	F	3	BIO 100 or BIO 112, PSY 101, Acceptance to the PNP Program
Survey of Life Span Development	PSY 121	F/S/SU	3	PSY 101
		Total	16	
Semester 3 (Intersession)				
<ul style="list-style-type: none"> Complete PNP 210 and PNP 233 with a grade of “C” or higher. 				
Nutrition Concepts in Health and Illness	PNP 210	I	1	PNP 101
Trends in Practical Nursing	PNP 233	I	1	PNP 101
			2	
Semester 4 (Spring)				
<ul style="list-style-type: none"> Meet with a QCC Career Services Representative and attend Workshops. See www.QCC.edu/career-services. Complete all PNP courses with grades of “C” or higher. Submit an Intent to Graduate Form, located on <i>The Q</i>. 				
Practical Nursing II: Medical/Surgical/Mental Health Nursing	PNP 235	S	15	PNP 101, PNP 111, PNP 210 and PNP 233
		Total	15	
Semester 5 (Summer I)				
<ul style="list-style-type: none"> Meet with a Career Services Representative for Job Search Assistance services. Complete PNP 240 with a grade of “C” or higher. 				
Practical Nursing III: Maternal/Newborn/Pediatric	PNP 240	SUI	6	PNP 200, PNP 210, PNP 222, PNP 233
		Total	6	
Total Credits Required:			46	

PRACTICAL NURSING CERTIFICATE — LP/LPE SUMMARY OF COURSE HOURS BY SEMESTER

(SUMMER I OR II)

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
BIO 100 Principles of Human Biology OR	4	45/15	0	60
BIO 112 Anatomy & Physiology II	4	45/15	0	60
PSY 101 Introduction to Psychology	3	45	0	45
TOTALS	7	90/15	0	105

SEMESTER II (FALL)

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 101 Practical Nursing I: Fundamentals of Nursing	10	75/90	135	300
PNP 111 Introduction to Pharmacology	3	45	0	45
PSY 121 A Survey of Life Span Development: Conception to Death	3	45	0	45
TOTALS	16	165/90	135	390

SEMESTER III (INTERSESSION)

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 210 Nutritional Concepts in Health & Illness	1	15	0	15
PNP 233 Trends in Practical Nursing	1	15	0	15
TOTALS	2	30	0	30

SEMESTER IV (SPRING)

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 235 Practical Nursing II: Medical/Surgical/ Mental Health/Leadership Nursing	15	120	270	390
TOTALS	15	120	270	390

SEMESTER V (SUMMER I)

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 240 Practical Nursing III: Maternal/Newborn/Pediatric Nursing	6	45	136	181
TOTALS	6	45	136	181
GRAND TOTALS	46	60/90	540	1,096

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PROGRAM TERMINOLOGY

Academic Warning - Implemented by the instructor. Used when the student is not meeting classroom policies inclusive of submitting assignments in a timely fashion. The warning identifies student behaviors that require immediate improvement and provides specific instruction as to remediation. A written warning may or may not be preceded by a verbal warning. Any student who accrues two warnings (academic and/or clinical) will be placed on probation.

Administrative Withdrawal - The Dean of Healthcare can administratively withdraw a student from the program for reasons of clinically unsafe practice/behavior, violation of the College's Student Code of Conduct or Policy on Affirmative Action, and/or failure to comply with program policies including health requirements for clinical attendance.

Assigned Readings – The student must read various portions of textbooks, reference materials, or journals. Students should complete readings prior to the scheduled class, skills lab, or clinical. Assigned readings can be found in the course curriculum outline, posted on the bulletin board, and/or given in class, skills lab, or clinical.

Clinical Assignments – The student will be assigned to provide nursing care for a selected client(s). The student will be expected to explain in his/her own words the various aspects of the client's condition and the nursing care planned. If the assignment is given on the day of the clinical experience, the student is expected to use the resources available at the clinical site to prepare for client care. If the assignment is given in advance of the clinical experience, the student is expected to prepare for it prior to entering the clinical area.

Clinical Evaluation – Completed by the instructor. Formative evaluation identifies a student's strengths and weaknesses to assist the student to learn. Summative evaluation determines clinical competence at the completion of the course.

Clinical Rotations – A group of students assigned to an instructor at a clinical site. Students can expect to have several rotations during the program. A variety of clinical sites are used to meet the program and course objectives. The program coordinator is responsible for clinical rotation assignments.

Clinical Probation – Implemented by the instructor for student performance that is evaluated as unsatisfactory/unsafe nursing practice. Failure to consistently demonstrate and maintain appropriate behaviors following placement on clinical probation will result in clinical failure.

Clinical Warning - Implemented by the instructor. Used when the student is not meeting clinical, or skills lab objectives. The warning identifies student behaviors that require immediate improvement and provides specific instruction as to remediation. A written warning may or may not be preceded by a verbal warning. Unsafe behavior in the clinical area may result in immediate dismissal from the clinical area without warning. Any student who accrues two clinical warnings will be placed on probation.

Curriculum Outline/Syllabus – A document that describes the content and requirements of the course. Includes criteria for calculation of course grade, course objectives, content areas, and reading assignments.

Debriefing - Occurs after a Simulation Experience so feedback and corrections can be discussed by peers and instructors.

Discussions – The student participates and contributes to the presentation of course content with the guidance of the instructor.

Electronic Resources – Movies, videos, overhead documents, power point, diagrams and other materials used to enhance learning.

Examinations – An electronic test that determines a student’s comprehension of various topics.

Incomplete – Refers to assignments or written work that was not received on the date due. Students will receive a written warning for failure to submit work on time.

Lecture - The instructor speaks to the class on the course content. Students are expected to take notes on the material presented.

Module- The course content that will be presented during a particular time frame.

PNFO – Practical Nursing Faculty Organization

Practicum – Students physically demonstrate that they are able to competently perform assigned Practicum skills in the nursing skills lab.

Pre- and Post-Conference – A short period of time before (pre) and after (post) each clinical experience. The pre-conference with the instructor is to discuss the student’s objectives of the clinical day. The post-conference is led by the instructor and is often a time to share the day’s evening’s experience(s) so students can learn from each other. Occasionally, a post-conference will be a formal conference by a health-team member.

Program Warning - Nursing students are expected to behave in an ethical, professional, safe, and collegial manner, and adhere to published policies while in the program. If a student exhibits behavior in violation of these expectations, faculty will formally address the behavior with the student by completing a program warning. Thereafter, faculty will collaborate with the Program Coordinator and/or Program Administrator to determine subsequent actions.

Self-Assessment – Completed by the student. Using the clinical evaluation tool, the student identifies objectives met during clinical experience. The assessment is completed at the end of each clinical experience and is discussed with the clinical instructor. The student is expected to use the self-assessment to identify his/her own learning needs and areas requiring improvement/practice.

Simulation Experiences – Students will be introduced and participate in simulation experiences throughout the curriculum. In health care, a Simulated Client, Standardized Client, Sample Client (aka SP's), and Client Instructor is an individual trained to act as a real client to simulate a set of symptoms or problems. If the assignment is given in advance, the student is expected to prepare for the simulation experience prior to entering the simulation area. Simulation is an attempt to create realistic medical situations. By utilizing a risk-free environment and essential aspects of clinical situations, the student can apply skills, critical thinking, reasoning, and fundamentals.

Theory – The didactic or lecture portion of the courses. Academic grades are based on module examinations, quizzes, oral or written assignments and final examinations. Course outlines and syllabi are distributed at the beginning of every course detailing specific criteria for successful completion of each course.

Written Work – Any work assigned to the student. Written work may be handwritten, or the faculty may require that the work be typed. All work should be the student's own work, neat, grammatically correct and submitted on the due date.

MASSACHUSETTS BOARD OF REGISTRATION IN NURSING (MABORN) REQUIRED POLICIES

ADMISSION POLICY

See the QCC College Catalog <https://www.qcc.edu/academics> and the program website for the admission process and program admission requirements.

- High School Diploma or GED/HiSET.
- Attendance at a Health Information Session or complete FYE 102 with a grade of “C” or higher.
- Must show evidence of being compliant with the immunization requirements specified by the Massachusetts Department of Public Health. Additional immunization requirements will be required for clinical experiences.
- Required TEAS V or TEAS composite score of 55% or higher (cannot be a combination of multiple tests) must be achieved within five years of applying to the program.
 - Applicant must obtain composite score of 55% or higher in no more than three attempts within a three-year period.
 - A TEAS composite score between 51% and 54% meets the admission criteria with appropriate biology and college GPA (see table below).

TEAS Score Overall Biology GPA (4 credit min.) Overall QCC College GPA (15 credit min.)	TEAS Score Overall Biology GPA (4 credit min.) Overall QCC College GPA (15 credit min.)	TEAS Score Overall Biology GPA (4 credit min.) Overall QCC College GPA (15 credit min.)
54	2.70	2.70
53	2.80	2.80
52	2.90	2.90
51	3.00	3.00

ACADEMIC AND PROFESSIONAL INTEGRITY POLICY

The faculty of the Practical Nursing Program promotes the holistic development of the prospective nurse, including ways in which personal values influence the development of professional values. In keeping with the National Association of Practical Nurse Education and Service Code of Ethics and MA Board of Registration in Nursing, honesty and integrity is expected of all students. The Practical Nursing Program abides by and adheres to the Code of Ethics, which is set forth by NAPNES as it relates to the professional conduct of nurses. The website for the Nursing Code of Ethics. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

In clinical practice areas, the nursing student is expected to act in ways which always safeguard the patient and the public. As described in the Quinsigamond Community College Student Handbook, academic dishonesty includes “cheating, plagiarism, or knowingly furnishing false information”. Plagiarism is the representation of another’s work as one’s own. Students found in violation of this policy are subject to the QCC Student Code of Conduct Policy <https://www.qcc.edu/student-handbook/student-code-conduct>.

Plagiarism/False Information

Plagiarism and/or providing false information, may result in academic failure in the nursing course in which it occurs, and may also include further college disciplinary action. See the QCC English Department guidelines: <https://www.qcc.edu/english/academic-honesty-documentation-guides> and the QCC Code of Conduct Policy.

Sharing and Copyright Infringement

Any handouts or postings related to course content is the intellectual property of QCC faculty and cannot be shared by any means to other students or outside entities. In addition, the posting/sharing of proprietary content from book publishers, testing companies, and other sources without authorization is considered a violation of academic integrity and a behavior inconsistent with the nursing profession.

ADVANCED PLACEMENT POLICY

See QCC College Catalog for advanced placement process and requirements.

Advanced Placement occurs in the NUL and NUP program options. Advanced Placement occurs when students complete NUR100 (for Paramedics) and/or the NUR101 (for LPNs and Paramedics). Students who complete the one credit course(s) successfully with a C+ grade or better are granted advanced placement into the NUR105 course.

Associate Degree students may complete a request to transfer from ADN to PN with their Program Coordinator to be considered for Advanced Placement in the PN program.

ATTENDANCE POLICY

Attendance at all classes is required and expected. As mandated by the Board of Registration of Nursing, a Practical Nursing program must have a minimum of 1080 hours in nursing education. The Massachusetts Board of Registration in Nursing approves this program. Classroom, Lab, Simulation and/or clinical absences equaling three days will be deemed excessive and will be reviewed by the PNFO through GPA and satisfactory clinical performance for retention, or dismissal from the program. Students will be placed on Warning after one absence and will be placed on Probation after two combined absences. All clinical or laboratory absences require a make-up assignment as determined by the nursing faculty. The fee for clinical/ laboratory make-up must be paid in advance of the make-up session.

Clinical /Lab/Simulation Attendance

- To enable the student to achieve a competent skills level in clinical practice in nursing, a standard number of hours of instruction is required. Therefore, each student is expected to be present and punctual for all clinical/lab/simulation experiences.
- All ATI required submissions are due at midnight on Sunday of each week. These must be completed at 100% proficiency. If a student does not complete the work by that time, they will be denied access to the lab experience that week which results in an absence and required make-up day. They also will be assigned a 0 for that week's submission.

- Students are responsible for transportation to/from the clinical sites as well as any parking fees.
- Notification: To ensure continuity of patient care, a student must notify the clinical/lab faculty via phone or email of an absence prior to the start of a clinical experience. This must be done one hour prior to the scheduled start of the clinical day. Tardiness also requires faculty notification.
 - Absence: Failure to notify the clinical faculty of an absence in advance of the clinical experience will be documented and the student will receive a written clinical warning for failure to provide proper notification. Second occurrence will result in clinical failure.
 - Tardiness: Failure to notify the clinical faculty of tardiness will result in clinical warning. Repeated tardiness, regardless of notification, may result in clinical failure.
- *Based on patient and student safety needs, students are not allowed to work the night shift (11pm-7am) prior to scheduled day clinical rotation.*

Make-Up: All missed clinical, lab, and simulation experiences will be made up including faculty and weather-related cancellations (see School Cancellation, Delays, and Clinical Snow Day Policy)

- The format of the missed clinical may include virtual or face-to-face lab, simulation, and/or on-site clinical at the clinical site and will be comparable to the time that would have been spent in clinical. Make up clinical may mean the student will return to the clinical area after completion of the planned semester or within the semester for lab make up.
- The student(s) will be responsible for reimbursement of faculty through the Business Office for student-related clinical absences. **The cost of clinical/lab/simulation make up is \$25 per student per hour for each clinical make up.** See appendix in the back of this handbook. The student must pay in advance for the make-up clinical experience. Arrangements for this additional time will be made by the Nursing team for the designated course. See course materials.
 - There are exceptions for requiring payment for lab/clinical make-up:
 - Military deployment
 - Title IX
 - Bereavement
 - Absence mandated by college health consultant
 - Immigration/Citizenship/Jury Duty
- Based on inability to meet clinical objectives due to clinical absences, the student may receive a clinical failure.
- Student clinical/simulation/lab absences (no excused absences, all missed time will be made up):
 - 1st absence: Written clinical warning by conference summary with faculty
 - 2nd absence: Written clinical probation with faculty and meeting with Program Coordinator
 - 3rd absence: Student's clinical performance and written statement from the student regarding absences will be reviewed by the Practical Nursing Faculty Organization (PNFO). Outcome options include continuation in the program, clinical failure, counselled to withdraw, or/and administratively withdrawn.
 - All documents (conference summary, clinical warning, clinical failure) are cc'd to the Program Coordinator and the student record
 - Student can receive a clinical warning/failure at any point for failing to notify faculty of an absence - "no call/no show"

School Cancellation, Delays, and Clinical Snow Day Policy

Refer to the Quinsigamond Community College Student Handbook and the QCC Inclement Weather Information: <https://www.qcc.edu/alerts/inclement-weather>

Official school closings will be announced by the college via radio, television, mobile text alert, QCC web site, or by calling QCC number 508-854-4545. Without an official school announcement, the faculty will make an internal decision.

- Students are responsible for making their own decision according to local weather conditions. The student is responsible for notifying the clinical agency and faculty if he/she is unable to travel because of inclement weather conditions.
- If the instructor cancels the clinical day, he or she will notify the clinical agency and contact the students responsible for initiating the telephone chain of communication.
- Clinical faculty will send students an alternate clinical assignment via BlackBoard page and/or via QCC email. Students will complete the alternate clinical assignment in the event of a school cancellation.

COURSE EXEMPTION POLICY

Credit for prior learning may be available through Career Services & Credit for Prior Learning. Students may also petition for acceptance of prior course work through the registrar. Upon approval of the petition, courses may be substituted for required course work within the program.

Course exemptions occur when students either request to transfer to QCC (see Transfer Policy) or when applying to the NUL or NUP program options. Course exemption only occurs for NUR103 Current Concepts in Nursing and Health Care I (one credit) and NUR104 Fundamentals of Nursing (7 credits) courses – see Advanced Placement Policy.

Course substitution may occur upon approval of a Course Petition request submitted by the student to the Registrar's Office.

EDUCATIONAL MOBILITY POLICY

The faculty of the Practical Nursing Program promotes those activities that encourage upward mobility related to a Nursing Career Ladder. Licensed graduates of the Program may be eligible for advanced placement in selected Registered Nursing Programs. Students are advised to contact the school of their choice for specific considerations. Most schools will expect that pre-requisite courses be completed prior to admission to nursing courses.

Information relative to articulation agreements can be obtained by visiting the Transfer Office at 508-854-4404 or <https://www.qcc.edu/services/transfer/transfer-agreements>

GOOD MORAL CHARACTER POLICY

The Massachusetts Board of Registration in Nursing has a Good Moral Character (GMC) policy. In the Commonwealth, Massachusetts Laws (MGL) Chapter 13, section 13, 14, 14a, 15 and 15D and Chapter 112, section 74 through 81 C authorize the Board of Registration in Nursing to regulate nursing practice and education. Pursuant to these laws, the Mass. Board of Registration in Nursing issues licenses to qualified individuals. Misdemeanor and felony convictions, and discipline by a licensure/certification body are evaluated by the Massachusetts Board of Registration in Nursing to determine licensure applicant

compliance with the “good moral character” licensure requirement established in the Massachusetts General Laws, Chapter 112, section 74 and 74A.

Nursing graduates are evaluated for GMC in accordance with MA BORN regulations.

<http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing/nursing-good-moral-policy.pdf>. The Board has the authority to deny or revoke nursing licensure for an individual who has been found guilty of committing a felony or an act that does not conform to the accepted standards of the nursing profession. A student who wishes/needs to discuss this may make a private appointment with the Program Administrator at any point in the program.

The Massachusetts Board of Registration in Nursing (MABORN) requires all candidates for licensure to disclose any incidents with Child Protective Services. These may affect a candidate’s ability to sit for the NCLEX examination and obtain licensure as an LPN.

GRADUATION POLICY

Graduation Requirements/Program Completion

Students must satisfy all course and program requirements including regulations related to attendance and conduct, to be eligible for graduation. In addition, students must complete an *Intent to Graduate* form with the Registrar’s Office and all financial obligations to the college must be met.

All students must complete an “Intent to Graduate Card” (*even if you do not want to attend the QCC graduation ceremony in May*). Completion of the “Intent to Graduate Card” will prompt the Registrar to print a “Certificate of Graduation” after the Pinning Ceremony takes place. The “Certificate of Graduation” is required to register and sit for the NCLEX-PN Licensure exam.

Process to Request Permission to Participate In QCC Commencement Exercise:

Even though you will not have completed the PN program in time for the May Graduation ceremony, you may participate in the Graduation Ceremony if you satisfy the following:

1. Complete the Intent to Graduate Card ***Indicate August Completion**
2. Present a letter to the Registrar requesting permission to participate in the Commencement Exercise.
3. Register and pay for the one remaining required course.
4. Present this information to the Registrar.

LICENSURE ELIGIBILITY & PROCESS

Eligibility - All students must have a Certificate of Graduation (COG) signed by the Program Administrator and validated through the QCC Registrar's Office to apply for licensure. In addition, a copy of the student's transcript is provided with the Certificate of Graduation.

Review Course - Completion of a NCLEX-PN review course is required prior to licensure applications being forwarded for processing. See Program Coordinator or Program Administrator for further information.

Fees - There are fees associated with licensure including application, licensure, passport photo, etc. These fees currently total approximately \$450 and are the responsibility of the student (prices may increase).

Good Moral Character - A graduating student may be denied the opportunity to take the NCLEX exam based on information obtained through the CORI/SORI report completed with the MA Board of Registration in Nursing. Please refer to MBORN website for further information:
<https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>.

Department of Children and Families – The Massachusetts Board of Registration in Nursing (MABORN) requires all candidates for licensure to disclose any incidents with Child Protective Services. These may affect a candidate's ability to sit for the NCLEX examination and obtain licensure as an LPN.

Registering to take the NCLEX-PN exam – instructions for registering for the NCLEX-PN exam will be provided by the Program Coordinator or Program Administrator prior to graduation. Students in the last semester of the program should visit the National Council of State Boards of Nursing (NCSBN) website for the Candidate Bulletin, NCLEX-PN Test Plan, and other useful information:
<https://www.ncsbn.org/nclex.htm>

Accommodation Requests - Testing accommodations for qualified candidates are provided only with the authorization of the Massachusetts Board of Registration in Nursing (MABORN).

Students who require testing accommodations should:

- Request information from the MABORN concerning its requirements for receiving testing accommodations. This should be done before submitting your NCLEX registration to Pearson VUE.
- Make a written request for accommodations to the MABORN.
- Send their request to the MABORN as early as possible so that, if approved, the testing accommodations can be made in a timely manner.
- Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations and your Authorization to Test (ATT) email listing the granted accommodations.

- Candidates approved for testing with accommodations must schedule their testing appointment by calling Pearson VUE NCLEX Candidate Services at the telephone number listed on their ATT and asking for the NCLEX Accommodations Coordinator.
- Candidates with accommodations cannot cancel their accommodations at the time of their appointment.
- Candidates who test with accommodations cannot schedule their appointments through the NCLEX Candidate website.

MILITARY POLICY: TRANSFER OR ADVANCED PLACEMENT OF MILITARY EDUCATION, TRAINING OR SERVICE FOR A MILITARY HEALTH CARE OCCUPATION

QCC does not provide training specific to the military, however, the Practical Nursing Program can prepare graduates for a nursing career in the military upon graduation and licensure.

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

Due to the variety of opportunities for military health care occupations; education, training or service can vary. Therefore, each applicant will be considered on a case-by-case basis. Materials that may be required to determine credit for prior learning or transfer include but may not be limited to: transcripts; course descriptions; skills checklists; and/or evaluations. Credit for Prior Learning provides opportunities to earn credit for learning acquired through life experiences: including work, the military and non-collegiate training programs. Refer to the Career Services regarding Credit for Prior Learning: [https://theq.qcc.edu/ICS/Student_Services/Credit_for_Prior_Learning_\(CPL\).jnz](https://theq.qcc.edu/ICS/Student_Services/Credit_for_Prior_Learning_(CPL).jnz)

Veterans are welcome and encouraged to attend the Practical Nursing Program. Students who are veterans are encouraged to contact the QCC Veteran's Affairs Office and/or visit the website: https://theq.qcc.edu/ICS/Student_Services/Veterans_Services.jnz

PROGRAM WARNING POLICY

Nursing students are expected to behave in an ethical, professional, safe, and collegial manner, and adhere to published policies while in the program. If a student exhibits behavior in violation of these expectations, faculty will formally address the behavior with the student by completing a program warning. Thereafter, faculty will collaborate with the Program Coordinator and/or Program Administrator to determine subsequent actions. This may include completion of a QCC Student Incident Report such as in cases of academic dishonesty, plagiarism, copyright infringement, sharing or posting of instructor materials, social media violation, discrimination, and other student code of conduct violations.

The Program Warning remains active throughout the student's enrollment in the program. Two or more program warnings will be brought to the Practical Nursing Faculty Organization (PNFO) for review and decision. Outcome options may include continuation in the program, clinical failure, counselled to withdraw, and/or immediate dismissal through Administrative Withdrawal by the Dean of the School of Healthcare (see Withdrawal Policy-Administrative).

PROGRESSION POLICY

The curriculum of the Practical Nursing Program is planned according to the faculty belief that:

- Learning shall be the accumulation of knowledge.
- Clinical performance must reflect consistent application of both fundamental and advancing theory and skills.

Retention/Progression in Program

To be eligible to continue in the program, the student must achieve a grade of “C” or higher in all Practical Nursing (PNP) courses and in BIO 100 or BIO 112, PSY 101, and PSY 121, and must demonstrate satisfactory progress in the laboratory and clinical components of each nursing course. Students who have received a grade below a “C” in BIO 100, BIO 112, PSY 101, and PSY 121 are required to repeat the course and obtain a grade of “C” or higher by the end of the semester in which they are required.

A failure in Clinical Practice/Lab in any clinical rotation will constitute a failure (“F”) for the course and the student will not be allowed to continue in the program.

READMISSION POLICY

There is a one-time readmission policy for the Nurse Education programs. Readmission is not guaranteed and is always based upon space availability. See the QCC Student Handbook for the complete readmission policy.

- Practical Nursing students who leave the program due to withdrawal or academic failure in Semester 2 (PNP 101 and/or PNP 111) should reapply for entry into the program through the QCC Admissions Office.
 - PNP 101 and PNP 111 must be taken concurrently in same Fall semester.
- Students eligible for readmission include students who left the program due to withdrawal or Academic failure in Semesters 3, 4, or 5 (PNP 210, PNP 233, PNP 235 or PNP 240)
- An appointment must be made with the Program Coordinator to ensure all readmission requirements and documents are completed.
- In addition to the criteria listed in the QCC Student Handbook, a student requesting readmission into the Practical Nursing program must have met the requirement of a composite score on the TEAS test to be considered for readmission.
- The request for readmission must be submitted to the Program Coordinator within one year of date of separation from the program. If the student does not apply for readmission within one year, the student is ineligible for readmission and can apply to the program through the QCC Admissions Office.

Students eligible for readmission include students who left the program due to withdrawal or academic failure. Students requesting readmission into the Spring Semester should have their information completed by October 15. In addition to the criteria listed in the QCC Student Handbook, a student requesting reentry into the Practical Nursing Program must have met the requirement of a composite score on the TEAS test to be considered for readmission. There is a one-time readmission policy for the Nurse Education Programs.

Situations warranting separation from the Nurse Education programs prior to course completion for reasons related to the US Department of Labor Family and Medical Leave Act as follows:

- The birth of a child or placement of a child for adoption or foster care to bond with the child
- To care for student's spouse, child, or parent who has a qualifying serious health condition
- Student's qualifying serious health condition that makes the student unable to perform requirements of the program
- For qualifying exigencies related to the foreign deployment of a military member who is the student's spouse, child or parent

If separation was for any of these reasons, requests will not be processed as a readmission. Students must submit documentation from medical provider, court document or military agency to program coordinator and meet to establish steps that must be taken to request reentry into the program. The request for reentry must be submitted to program coordinator within 1 year of date of separation from the program.

Students must request readmission within one year of withdrawal or failure. If the student does not apply for readmission within one year, the student is ineligible for readmission and can apply to the program as a new student.

General Information for All Students Requesting Readmission:

- Students must request readmission within one year of withdrawal or failure. If the student does not apply for readmission within one year, the student is ineligible for readmission and can apply to the program as a new student.
- Students must submit a letter outlining the student's plan for success. Students who withdrew and qualify for re-entry as noted in the Withdrawal Policy, rather than readmission, do not need to write a letter and are prioritized for return to the program.
- Readmission is based on space availability. When there are multiple candidates for readmission, the following criteria will be used:
- The Practical Nursing Faculty Organization (Full time faculty, Program Coordinators and Administrator) will review all requests for readmission to determine essay score and ranking according to the criteria, if necessary due to space limitations.
- If the student failed due to a clinical failure or policy violation, the failure will be reviewed by the program faculty to determine eligibility for readmission. Readmission is not guaranteed.
- There is a **one-time readmission policy** for the Nurse Education Program.
- Readmission request consideration is based on current published policies.
- Refer to the QCC College Student Handbook *Readmission for Health Programs* policy: <https://www.qcc.edu/student-handbook/college-procedures>

Denial of Admission/Readmission to Healthcare Programs

Students who have been dismissed or withdrawn from a program within the School of Healthcare at Quinsigamond Community College for reasons of "clinically unsafe practice/behavior" or who violate the College's Student Code of Conduct or Policy on Affirmative Action are not eligible for admission/readmission to any Healthcare program.

SOCIAL MEDIA POLICY

Social networking/email/texting regarding patients, faculty/staff, clinical affiliates, and student nurse peers is prohibited and will result in disciplinary action, up to and including clinical failure and/or administrative withdrawal.

The following behaviors are grounds for disciplinary action:

The posting, distribution, emailing, texting, etc. of:

- Images or disparaging remarks about other students, faculty, staff, or clinical affiliates, even if identifying information appears to have been removed.
- Student or faculty images without permission of all involved parties.
- Any content or images that could in any way compromise the safety, emotional well-being, reputation and/or professional image of the Nursing Department, staff, faculty or students.
- Disrespectful, inappropriate, lewd, offensive, violent, potentially threatening, derogatory or discriminatory content while identifying oneself as a nursing student.

Tips for Using Social Media

Social networks and the internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

NCSBN Principles for Social Networking

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

STUDENT RIGHTS AND GRIEVANCES

Student Rights and Grievances Policy

Student Rights can be found in the QCC Student Handbook: <https://www.qcc.edu/student-handbook/student-responsibilities>. If a student has a concern regarding the Practical Nursing Program, Faculty, examinations, policies or procedures, the following steps must be followed:

The student must document the concern or issue in writing to the appropriate personnel in the order listed below and request a meeting to discuss the concern. Meetings to discuss concerns will be scheduled as follows, and if not satisfied with the outcome the student can proceed to the next step:

1. Professor/Clinical/Simulation/Lab faculty member
2. Program Coordinator/Practical Nursing Department Chair (Administrator)
3. PNFO
4. Dean of Healthcare

If satisfaction is not met after discussion with the Dean of Health Care, the student may begin Level I of the Grievance Procedure as detailed in the QCC Student Handbook: <https://www.qcc.edu/student-handbook/college-policies>

Student Records Policy

It is the policy of Quinsigamond Community College to retain academic transcripts of the students and graduates in perpetuity. Student records are retained both on campus and in an off-campus storage facility. For details see the Records Directory section of the QCC Student Handbook <https://www.qcc.edu/student-handbook/college-policies>. In addition to records maintained by college offices, student files are maintained in the Nursing Education Department. These files contain information related to clinical evaluation and academic performance contracts, as well as documents indicating receipt of Nursing Education policies. The student records maintenance schedules can be found in the Nurse Education Department Records Maintenance and Retirement Policy. Immunization and health records are maintained in the Castle Branch system.

Request for Documents

Students may request copies of the documents they require, in writing via the *Request for Information Form*, to the Program Coordinator. **Requests take approximately two weeks to process.**

Participation in Governance of Program

Each class elects two representatives (one representative and one alternate) who serve on the faculty organization. Students will also elect representatives to serve on select committees as the need arises in a non-voting capacity.

Faculty organization will ask for student recommendations regarding agenda items. The student representative will bring forward to faculty members issues and concerns related to the nurse education program. Course concerns need to be brought to each team.

Refer to the current Quinsigamond Community College Student Handbook.

TRANSFER POLICY

Students interested in transferring from QCC can find more information on the Transfer Services page <https://www.qcc.edu/admissions/transfer>. See the Educational Mobility Policy

Students interested in transferring to QCC can find more information on the Admissions page <https://www.qcc.edu/admissions>. A student may seek a transfer of credit from another approved institution, provided that a passing grade has been earned in all previous nursing courses and the course work is comparable to the course offered at QCC. Students interested in transferring from QCC can find more information on the Transfer Services page <https://www.qcc.edu/admissions/transfer>.

Transfer credit will only be considered for BIO 100, BIO 112, PSY 101, and PSY 121, PNP 210, PNP 233 (or equivalent courses offering similar content). Transfer of Practical Nursing coursework will not be accepted. See QCC catalog for additional information, transfer is not guaranteed.

Students who wish to request transfer from one QCC nursing program to another QCC nursing program must meet with the Program Coordinator of the most recently enrolled program to review the process. The student must meet the admission requirements of the prospective program. Transfer is not guaranteed.

WITHDRAWAL POLICY

Students who wish to withdraw from the program must follow the college withdrawal procedure found in the QCC College Catalog. In addition, students must make an appointment to see the Program Coordinator to complete an exit interview and discuss plans for readmission, if applicable. Students who withdraw from the program, or any nursing courses within the program, may request readmission as specified in the Readmission Policy.

Certain student situations warranting separation from the Nurse Education program prior to course completion for reasons related to the US Department of Labor Family and Medical Leave Act, will not be processed as a readmission. The criteria include:

- The birth of a child or placement of a child for adoption or foster care to bond with the child
- To care for student's spouse, child, or parent who has a qualifying serious health condition
- Student's qualifying serious health condition that makes the student unable to perform requirements of the program
- For qualifying exigencies related to the foreign deployment of a military member who is the student's spouse, child, or parent

In addition, these criteria also apply:

- Military deployment of the student
- Death of a significant person/immediate family member (i.e., parent, spouse/partner, or child)
- Community/state emergency

Students must submit relevant documentation from medical provider, court document, or military agency to the Program Coordinator and meet to establish steps that must be taken to request reentry into the program. The request for reentry must be submitted to the Program Coordinator within one (1) year of the date of separation from the program.

Please note: Withdrawing from one or more courses can impact course sequencing, pre-requisites, financial aid and/or family medical insurance.

Call to Active Military Duty

Please refer to the Students Called to Active Military Duty policy in the QCC Student Handbook

<https://www.qcc.edu/student-handbook/college-procedures>

Administrative Withdrawal Policy

The Dean of Healthcare can administratively withdraw a student from the program for reasons of clinically unsafe practice/behavior, violation of the College's Student Code of Conduct or Policy on Affirmative Action, and/or failure to comply with program policies including health requirements and drug testing for clinical attendance.

CLASSROOM POLICIES

Students should always check Blackboard before departing for class. Important announcements about the schedule or learning activities may be posted.

CELL PHONES AND ELECTRONIC DEVICES

Use of cell phones and electronic devices in any mode are subject to faculty and clinical facility guidelines (see course syllabi).

COURSE INFORMATION

At the start of each nursing course, the following information will be reviewed with the students by faculty:

1. Criteria for course evaluation and grading policy
2. Course syllabus and day-by-day projection
3. A clinical performance evaluation tool
4. An Academic Learning Contract
5. Nursing Student Handbook including skills lab and simulation policies
6. Nursing Math Competency Testing Policy

COURSE EVALUATIONS AND SURVEYS

At the completion of each course, students are required to evaluate the course, lab (if applicable), and clinical. In addition, students may be asked to complete online evaluations and surveys for the Practical Nursing Program and/or the College. This is an opportunity for students to offer suggestions and recommendations for the continued growth and development of the nursing program. Students are asked to complete these evaluations and surveys in a timely manner. Failure to complete the course evaluations may result in not receiving the final exam score for the nursing course.

DISRUPTIVE BEHAVIOR

Refer to the Quinsigamond Community College Student Code of Conduct Policy
<https://www.qcc.edu/student-handbook/student-code-conduct>

GRADING POLICY

In addition to the grading system of Quinsigamond Community College, the Practical Nursing Program includes the following modifications, which are pertinent to the program. The grading system is:

- A minimum grade of “C” (73%) is necessary in all courses required within the Practical Nursing Program. Exam grades are recorded to one decimal place (82.5). Students receiving less than “C” in any program course will be unable to advance to the next semester.
- A total Grade Point Average (GPA) of 2.0 is required to complete the Practical Nursing Program.

- The course grade in nursing reflects total course performance and it is the grade recorded on the official school transcript. Further, students who do not “Pass” the clinical component and the lab practicum of the nursing course will receive a course grade of “F”.
- ATI Proctored exams are to be completed as scheduled in the day-by-day schedule. Students must score 90% on one non-proctored exam to sit for the proctored exam.

SEMESTER	LEVEL 3	LEVEL 2	≤ LEVEL 1
II ATI FUNDAMENTALS	2 PTS TO FINAL GRADE	1 PT TO FINAL GRADE	REMEDiate/"X"
IV ATI MED/SURG	2 PTS TO FINAL GRADE	1 PT TO FINAL GRADE	REMEDiate/"X"
OR	OR	OR	
IV ATI PHARM	2 PTS TO FINAL GRADE	1 PT TO FINAL GRADE	REMEDiate/"X"
V ATI CAPSTONE COMPLETION	170-200 POINTS	140-170 POINTS	≤ 140 POINTS
	5 PTS TO FINAL GRADE	3 PTS TO FINAL GRADE	0 POINTS AWARDED

- Numerical and/or letter grades will be used to indicate students standing.
- Incomplete grade: Incomplete in a final course grade may prevent promotion recommendation.
- A failure in Clinical Practice/Lab in any clinical rotation will constitute a failure (“F”) for the course and the student will not be allowed to continue in the program.

To continue into the next Practical Nursing Course, the student must receive a grade of “C” or better for all courses and a “Satisfactory” for their clinical/lab performance. Each practical nursing course with a clinical component must be completed in sequence to continue the program.

RELIGIOUS ACCOMMODATIONS

Students who are requesting religious accommodations must notify the faculty prior to the first two weeks of the start of classes of any potential scheduling conflicts. The faculty will make efforts to provide a reasonable accommodation of a student’s sincerely held religious belief.

REMOTE/ONLINE LEARNING AND TECHNOLOGY

Faculty communicate with students via email, utilize an online learning platform (Blackboard) for announcements, course documents, tests, assignments, grades, etc., and assign learning activities utilizing web-based resources. There are currently three online courses in the PN program, PNP 111, PNP 210 and PNP 233. All students are required to meet the technology requirements of the program.

Remote/online learning and assessment of learning may be required for program and clinical orientation, class, lab, clinical, and/or simulation. Regardless of the method of learning, students are expected to be present and engaged.

Remote/online learning sessions (including lecture, lab, and clinical) may be recorded for viewing by students in the course. Students may be required to be present on camera for lab/clinical/simulation. Faculty may request students to upload videos of themselves performing lab skills to demonstrate competency.

Remote/online learning and/or assessment may be required in the event of inclement weather, community emergency, and other unanticipated situations. This includes testing using Blackboard, Respondus Lockdown Browser/Monitor, Zoom and/or other testing and proctoring tools.

Students are responsible for self-testing the functionality of their computer, web cam, microphone, and internet connectivity a minimum of two days prior to remotely proctored exams, lab, or clinical. If the student anticipates or discovers a technology issue, they must notify the course faculty immediately.

In-Person and Remote Testing Policy

Students may be required to complete course tests/exams remotely. The technology requirements of the program include a laptop or desktop computer with a microphone and webcam, internet capability, and internet access. PNP 111 online course requires in-person testing.

Students must download:

- Google Chrome on their laptop/desktop computer: <https://www.google.com/chrome/>
- Zoom on their smart phone or iPad/tablet: from the Apple Store, Google Play store or <https://zoom.us/download>
- Respondus LockDown Browser *QCC version* for PNP course tests: <https://download.respondus.com/lockdown/download.php?id=936751450>
- Proctorio Browser *ATI version* for Integrated Tests: log in to the ATI student website, click on the Integrated Testing tab, and download the Windows or Mac version following the prompts.

Test Preparation/Student Responsibility: Students may be required to acknowledge the Remote Testing and Academic Integrity Policies prior to the start of an exam. Students must be alone in the testing area with no other person visually or audibly available. Like classroom test settings, students must have a clear desk/testing area with only items approved by course faculty such as a sheet of blank paper for notetaking (if allowed). Students may be asked to complete a 360-degree video room scan, as well as scan the desk they are working on. Student identity must be established using a QCC ID or an official driver's license/picture ID. No watches of any type are allowed to be worn during the testing. If allowed by faculty, cell phones may be brought to the testing environment to allow for contacting faculty in the event of technical difficulty. Cell phones should be stored out of view, face down and silenced. If a sheet of paper for notetaking is allowed by faculty, you must show both sides of the paper to the camera at the start of the exam to demonstrate it is blank.

During the Test: It is expected that students will have a quiet, well-lit environment without interruption for the duration of the testing time. Students must use Respondus Lockdown browser at the designated test time and may need to test their microphone and webcam for the purposes of Respondus Monitor. Respondus is a software system that automatically proctors students throughout the examination. The system records the student while taking the exam, flag any suspected violation, and provide faculty with brief video clips and screenshots if a suspected violation occurs. In addition, faculty may require the use of Zoom to live proctor exams, in case

of questions or difficulties during the exam.

Students may not use headphones or earbuds of any type unless approved by course faculty. If the student has a question or encounters a problem during the exam, announce this to the camera, then retrieve your cell phone to text/call faculty or start a private chat with faculty through Zoom.

Backtracking is not allowed, and students must save each answer before proceeding to the next question. Students are expected to adhere to all policies regarding testing, including academic honesty and integrity.

Testing Violations:

- Privacy violations (another person in the room/on the phone with the student)
- Facial obstruction/suspicion (no hats)
- Outside noise/sound
- Opening additional computer applications/windows
- Leaving the exam room without permission and/or without announcing on video, or excessive time away
- Having multiple monitors or devices in the room (including cell phones/tablets/smart watch)
- Having resources in the testing area such as open textbooks, notes, etc.

Any violation of the remote testing policy will be considered an academic integrity violation and subject to disciplinary action.

After the Test: If scrap paper was used, the student must slowly show both sides of the entire paper to the camera and then shred/destroy the paper while still on camera/Zoom.

Students must report any absences on test days **PRIOR** to the start of the exam to all faculty members and the program coordinator through email. Any student who is not present on test day and time will receive a 10-point reduction in their test score. See Make-Up Examination Guidelines for further information.

Make-Up Examinations - Make-up exams for students are given the day following the scheduled exam date. Students must confirm the time they will arrive at the Downtown campus and arrange for testing with the faculty/program coordinator. Day students should plan to return to the Downtown campus to sit for the exam after their clinical or lab experiences. Evening students should plan to come to the Downtown campus prior to their clinical or lab experience to sit for their make-up examination. If testing is remote, students will log in at the arranged time with their faculty proctor.

- It is the responsibility of the student to contact the faculty and coordinator regarding absence on exam day and to confirm that the exam will be given the following day and the time that it will be given as noted in the course syllabus.
- Failure of student to contact instructor or to take the exam on the arranged day, will result in a grade of "0" being issued. Exceptions must be approved and will be at the discretion of the PNFO. Students will receive a 10-point reduction on all make-up exams.
- Students who are absent or miss a second exam within the semester will receive no credit (0%). The faculty realizes extenuating circumstances may cause a student to miss more than one exam in a course. The student may petition the faculty in writing, documenting the reasons for the absences, if they wish to make-up a second missed exam. Faculty reserves

the right to change the exam format for any makeup examination.

Exam Review – There is no formal exam review in the Practical Nursing Program. Students may contact their Practical Nursing Advisor to schedule a time during the Advisor’s posted office hours to review concepts requiring clarification.

Electronic Signatures

An original student signature is preferred on documents, however there may be circumstances warranting an electronic signature or typed signature as confirmation of receipt. Verification of the student electronic or typed signature is confirmed if the document is sent using the student’s QCC email and/or if submitted through Blackboard.

STANDARDIZED TESTING

Comprehensive Assessment and Review Program: This is a combination of e-books and on-line NCLEX-PN style tests and videos designed to help prepare students for the NCLEX-PN exam. This program helps with test taking skills and content mastery and is used throughout the nursing program. Each semester students receive access to e-books, NCLEX-PN style tests, videos, and other resources related to the content learned in class. Each course may require students to complete specific standardized tests, which may be included in the course grade. In addition, an NCLEX-PN review course is provided prior to graduation. This resource is included in the student fees. See course syllabi.

STUDENT ACCESSIBILITY SERVICES

Formerly known as Disability Services: Refer to the Quinsigamond Community College Student Accessibility Services website: <https://www.qcc.edu/services/student-accessibility-services>
Students who require an accommodation in this course should notify Student Accessibility Services as soon as possible.

Students must notify course faculty by emailing a copy of the approved Accommodation Form no later than two weeks prior to the exam date that they will be testing with Student Accessibility Services (SAS). The student is responsible for informing Student Accessibility Services of upcoming exam dates and if the exam requires use of a computer. If a student has accommodations in place and decides not to use the accommodations (i.e. decides to test in the classroom/with the class in person or remotely), the student must email the course faculty and Student Accessibility Services before the start of the exam. This must be done a minimum of 24 hours prior to the start of the exam. Student Accessibility Services are not retroactive. Accommodations are effective from the date they are approved by SAS.

Accessibility Services works to promote access to ensure an accessible college experience for students. If you have further questions, contact Accessibility Services. All discussions are confidential.

Contact Information for Accessibility Services:

Phone: 508-854-4471

Video Phone: 508-502-7647

Email: disabilityservices@qcc.mass.edu

USE OF RECORDING DEVICES

Recording is not permitted in the classroom without an accommodation from Accessibility Services. No recording devices are allowed in clinical, simulation, or lab settings. Recordings are to be destroyed at the completion of the course.

No recorded content, including faculty lectures, voice-overs, may be shared via any online platform (i.e. YouTube, Facebook, etc.)

VISITORS IN THE CLASSROOM

Any student bringing a visitor (adult or child) to class must request approval by the faculty in advance of the class. See the Children on Campus Policy in the QCC Student Handbook <https://www.qcc.edu/student-handbook/college-policies>

NURSING LAB POLICIES

Nursing Skills Laboratory is a required component of the nursing program and attendance is required at each scheduled lab. It provides a safe learning environment for students to practice and demonstrate basic competency in essential skills required to provide safe and effective nursing care. Faculty and lab instructors are available to facilitate learning. The student is expected to come to each Skills Lab session prepared with a basic knowledge and understanding of the specific content area, gained by the completion of self-tutorial assignments. The lab is equipped with a variety of equipment that can be found in clinical settings, as well as manikins on which many nursing skills can be practiced such as blood pressure, pulse, lung sounds, heart sounds, and bowel sounds.

LAB EXPERIENCES DEFINITIONS

Nursing Skills Laboratory - An on-campus setting designed to look, feel and/or function as a real-world practice environment, offering learning experiences which may include the use of low to moderate fidelity simulation equipment. Students utilize the nursing skills laboratory setting for skills practice and competency evaluation.

Remote Synchronous Lab Experiences - Skills laboratory experiences that take place when the student and faculty are not physically present in a traditional lab environment. Assignments include virtual demonstrations and skills videos.

LAB KITS

Students are provided with a Lab Kit which contains supplies that are necessary for practice. Students are required to bring the Lab Kit to all labs and competency testing (or the applicable supplies from the kit).

LAB POLICIES AND ETIQUETTE

All cell phones and electronic devices are to be shut off. Sitting on beds or leaning on over-bed tables is not permitted. No food or drink is allowed in the Skills Labs or Simulation Lab at any time. Equipment may not be removed from the Labs. Static manikins are to be treated with care, according to guidelines posted in the labs. Students are responsible for appropriate handling and disposing of sharps and syringes. No manikin should be moved unless directed by lab staff. Students are required to return lab to an orderly condition at the conclusion of each session. The labs are not latex free environments (see Latex Allergy Policy). Students are expected to demonstrate professional comportment during lab sessions.

LATEX ALLERGY POLICY

If a student has a latex allergy or sensitivity, they must complete the Latex Sensitivity/Allergy Student Disclosure/Release Form (see Faculty or Coordinator) and submit it to the Nursing Skills Lab Coordinator and Nursing Course Faculty each semester.

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at Quinsigamond Community College to provide information to nursing program students and staff who are sensitive to latex.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, and mannequins. Although latex gloves are the most prominent source of latex allergens, many other products may contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Health Programs at Quinsigamond Community College. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the College Student Accessibility Services at 508-854-4471.

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epinephrine auto-injector (Epi-Pen) by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

To minimize the presence of latex in the College's lab facilities, Quinsigamond Community College will provide latex-free and powder-free gloves in all College lab facilities. Should a clinical agency site NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities: 1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves; 2) maintaining an inventory of all products/equipment and supplies in the School of Healthcare that contain or could contain latex; and 3) future purchase of latex-safe supplies and equipment whenever possible.

As with all students in the Healthcare Programs, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical performance standards of the program to which they have been accepted.

OPEN/PRACTICE LABS

Practice labs may be scheduled throughout the semester. Students are encouraged to attend the regularly scheduled practice labs. Students are required to wear casual business attire and name pin to practice lab. Practice labs are not mandatory, but successful return-demonstration of psychomotor skills is dependent upon practice. Students are responsible for coordinating their schedules to include time to practice skills. Students must sign up for practice labs in advance on the schedules posted on the bulletin board outside of lab. Students who sign up for a practice lab are expected to attend. If you are unable to attend, cross your name off the sign-up sheet in advance, so that another student can sign up. A Lab Instructor is available in the lab during practice labs. Students are expected to pair up with a lab partner and critique each other's performance using the appropriate text and skills checklist for the course, which students are required to bring to labs.

PREPARATION FOR LAB

Specific requirements related to lab are described in course materials. Students are required to prepare for all labs in advance, by completing assignments. Please see requirements under Attendance Policy.

PSYCHOMOTOR SKILL COMPETENCY EVALUATION

The clinical component of the Nursing curriculum requires each student to demonstrate an ability to satisfactorily perform learned psychomotor skills. Specifically, the curriculum of PNP 101 requires that each student must demonstrate competency of designated psychomotor skills in the laboratory setting before performing the skill in the clinical area. Students are evaluated at the end of each Learning Module for skill competency. Students are required to report for all competency evaluations in full uniform, with name pin and supplies required from their lab kit (if applicable). Evaluations are based on criteria contained in Nursing Skills Checklists book. Students are provided with two opportunities to demonstrate each competency and must pass by the second attempt to receive a satisfactory clinical evaluation. Return demonstration of skills must be completed without prompting and passed by a designated deadline. If a student fails an initial competency evaluation, a practice session is required prior to being assigned an appointment for re-evaluation. Re-testing must be completed within 7 days. Failure to achieve competency on the second attempt will constitute a clinical failure.

A failure in Clinical/Lab will constitute a failure (“F”) for the course and the student will not be allowed to continue in the program.

If competency evaluation is missed for any reason, it is the responsibility of the student to contact the Lab Coordinator and complete the evaluation within 7 days of the competency evaluation, according to the availability of lab faculty. Any student who fails to meet this deadline will be referred to the course faculty and will be given an opportunity to present the reason for the missed deadline. A no call/no show for any competency evaluation constitutes a failure for the competency.

REQUIRED PURCHASES

Students are required to purchase a dual-head stethoscope and adult size manual blood pressure cuff prior to the first scheduled lab. The stethoscope and blood pressure cuff are required to be brought to all scheduled lab and clinical experiences (blood pressure cuff is required for clinical only as specified by faculty).

SCHEDULED SKILLS LABS

Attendance in the scheduled skills labs is mandatory. Students are expected to be on time and labs will begin promptly at the designated times. Any problems in lab will be discussed with the student, documented, and communicated to faculty. Students are required to wear the full QCC nursing student uniform, white lab coat and name pin to all scheduled skills labs. Facial jewelry is to be removed and hair off the collar – see Uniform/Dress Code Policy.

CLINICAL POLICIES

CENTRALIZED CLINICAL PLACEMENT

The Centralized Clinical Placement (CCP) is an online clinical orientation, training, and scheduling resource available to facilitate nursing education clinical placements with local health care organizations. Each semester students will be provided with information needed to access the system to complete required modules prior to clinical placement. In addition, there may be documentation and trainings specific to the health care organization(s) where the student is assigned to attend clinical. Completion of the modules is required at least annually and updated each semester with changes in clinical faculty and placement.

CHANGE IN HEALTH STATUS

Students are responsible for notifying faculty and the Program Coordinator regarding a change in health status. For a student to continue in face-to-face class, lab, simulation, and/or clinical when his/her health status has changed, the student must provide documentation from a health care provider to the Program Coordinator that clearly states the limitations or the ability of the student to fully participate in all activities. If limitations are indicated, this may impact the student's ability to participate in clinical. In addition, students must adhere to facility policy regarding return to clinical. Health status changes include, but are not limited to:

- Injury
- Pregnancy/Delivery
- Major illness i.e., physical or mental
- Unprotected exposure to communicable disease
- Splint/brace/cast/sling, etc.
- As required by clinical site, clinical coordinator or program coordinator

CLINICAL EXPERIENCES DEFINITIONS

Clinical Experiences

Direct, hands-on planned learning activities with patients across the lifespan, interaction with the interprofessional team and interaction with the patient's family that are sufficient and appropriate to achieve the end-of-program student learning outcomes, program outcomes and/or role specific professional competencies and are overseen by qualified faculty who provide feedback to students in support of their learning.

Practice Learning Environments

Commonly known as "clinical" and held in settings that facilitate students' application of knowledge, skills, and behaviors in the care of patients and support the end-of-program student learning outcomes and program outcomes.

Clinical Learning Modalities

Face-to-Face Clinical: Experiential learning based on work done with patients in diverse health settings with pre and post conferences and personalized feedback. Settings may include, but are not limited to, acute care and specialty hospitals, long term care facilities, school settings, ambulatory care and other office settings.

Remote Synchronous Clinical: Clinical experiences that take place when the student and faculty are not physically present in a traditional clinical environment. Assignments and assessments are made using adaptive, interactive clinical learning experiences through virtual simulations, unfolding case studies with integrated curriculum resources and pre-briefing, debriefing, and personalized feedback. Online interactive virtual simulations with pre- and post-simulation assessment quizzes, guided reflection questions, and activities to develop clinical judgement. Students can interact with patients in a safe, realistic environment.

Computer Based Simulation: The modeling of real-life processes with inputs and outputs exclusively confined to a computer, usually confined to a monitor, keyboard or another simple assistive device. May include virtual simulations, case studies and/or online resources.

Virtual Simulation: Simulations that use a variety of immersive, highly visual, 3D characteristics to replicate real-life simulations and or nursing procedures. These incorporate three dimensional images of patients and care environments for the development of nursing knowledge and skills

Face-to-Face Clinical Simulation Learning: An on campus educational modality that creates a situation or environment to allow persons to experience a representation of a clinical scenario for the purpose of practice, learning, evaluation, testing or to gain an understanding of systems or human actions using low to high fidelity simulation equipment.

Regardless of clinical modality being offered, students are expected to adhere to the clinical uniform/dress code policy.

CLINICAL PERFORMANCE EVALUATION

Evaluation Process

The primary outcome of the evaluation process is to provide the student and the instructor with a formal opportunity to assess student's mastery of the theoretical knowledge and clinical skills identified in the currently enrolled course. A secondary outcome is to ensure that all theoretical knowledge and clinical skills acquired in previous nursing courses (if applicable) has been retained and demonstrated with competence in the currently enrolled course.

The student is encouraged to seek out the instructor's guidance regarding his/her ongoing performance. To be successful, there must be mutual respect and trust between the student and instructor. Students must also demonstrate the ability to assume responsibility, complete all assigned work, including written assignments on time, and consult with the instructor if he/she has a problem with the clinical requirements.

Failure to complete and submit written assignments by the instructor's designated deadline may result in an unsatisfactory (U) grade on the evaluation. Late assignments may jeopardize the student's clinical evaluation and the completion of the nursing course/program.

At the completion of each clinical area, the student will receive written evaluation of his/her clinical, simulation, and/or remote clinical performance. Clinical behaviors and student

strengths/action plan for areas needing improvement are evaluated in the evaluation tool (see course materials). If it is determined that unsatisfactory (U) performance is occurring, a clinical warning/failure may be issued to the student (see clinical warning and clinical failure policies).

The PNFO will review any unsatisfactory (U) or needs improvement (NI) performance and determine the student status within the course (warning/pass/fail). To pass clinical at the summative evaluation, students must obtain all Satisfactory (S) or Needs Improvement (NI) with **no** Unsatisfactory (U).

Definitions:

- Clinical Evaluation – A continuous, ongoing process designed to evaluate the student's performance in the clinical setting.
- Formative Evaluation – Identifies a student's strengths and weaknesses to help the student learn. Formative evaluation occurs formally during student/instructor discussions, and during clinical experience.
- Summative Evaluation – Determines clinical competence and occurs at the end of the course.
- Satisfactory (S) - The student demonstrates consistent and progressive mastery of the clinical objective/behavior.
- Needs Improvement (NI) - The student demonstrates weakness or inconsistent mastery of the clinical objective/behavior.
- Unsatisfactory (U) - The student demonstrates inability to master the clinical objective/behavior.

Clinical Warning/Professional Conduct

Conduct that is unethical, unprofessional, and/or unsafe to affect or potentially affect the well-being of the patient may result in immediate suspension from the clinical rotation pending the initiation of the student discipline process as outlined in the QCC Student Code of Conduct: <https://www.qcc.edu/student-handbook/student-code-conduct>. A student will be placed on clinical warning for failure to perform at a satisfactory level.

A student who receives a clinical warning during the clinical rotation must bring his/her clinical performance to a satisfactory level based on clinical guidelines. A student who receives a warning at the end of a clinical rotation must bring their level of clinical performance to a satisfactory level by the end of the course. Clinical warnings may not be transferred from one course to another. A student must have satisfactory performance in the clinical area at the end of each semester. If a student receives a warning in the last clinical experience, the outcome (pass/fail) will be determined by the course faculty team.

The instructor will communicate this warning in writing to the student, team members, to the next clinical instructor (if necessary) and to the Program Coordinator. The student must make an appointment to see the Program Coordinator within seven days of receiving the warning.

Clinical Failure

Clinical failure will be determined by the team. A student may receive a failure in the clinical practice area at any point in the program. A clinical failure will be clearly documented on the clinical evaluation form and will clearly state behaviors (with examples) which indicate unsafe, unethical and/or unprofessional clinical practice. Refer to the Nursing Math Competency

Testing Policy. *Clinical failure for unsafe, unethical, and unprofessional clinical practice can occur without a prior clinical warning.*

A failure in Clinical Practice/Lab or in any clinical rotation will constitute a failure (“F”) for the course and the student will not be allowed to continue in the program.

Clinical Dismissal

If an instructor deems a student as being unable to perform satisfactorily in the clinical area, i.e., the student is not prepared to carry out his/her assignment responsibilities for the day or arrives late, it is faculty responsibility to dismiss that student from the clinical area. This dismissal will constitute a clinical absence. Satisfactory performance is defined by the behaviors identified by the course clinical evaluation tool. The instructor must notify the Program Coordinator and the Clinical Coordinator of the incident immediately. Written documentation of the situation surrounding dismissal must be given to the student and the Program Coordinator within two school days following the incident. The nursing team will discuss the incident within one week and decide if the incident constitutes grounds for clinical warning or failure.

CLINICAL AREA WITHOUT INSTRUCTOR

Students must be accompanied by a QCC clinical instructor present in the facility unless they are participating in an assigned clinical/observational experience (i.e., Worcester Public Schools). Students may not remain or return to clinical facilities outside of regularly scheduled clinical experience hours.

CLINICAL SITE INFORMATION

Clinical site information is located at end of this Handbook.

COMPUTER ACCESS AT CLINICAL

Student computer access at the clinical facility is limited to scheduled clinical hours only and limited to their assigned patient. If a student possesses computer access via employment, it is never to be utilized in a student role. Breach of employer/employee computer access policy must require the instructor to report the incident to the clinical facility and the clinical coordinator. No patient identifying information may be removed from the clinical facility. Specific confidentiality/user access agreement will be signed by student per clinical agency requirements, as requested by clinical partners' contracts, student sensitive information (date of birth, social security number, etc.) may be shared.

CORI/SORI/NATIONAL BACKGROUND REGISTRY CHECK

Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), and National Background checks are required for all students accepted into the Nurse Education Program. CORI/SORI checks are completed before entry or readmission into the program and every semester the student is in the program. National Background Registry check is done before the start of any program and annually as required by our clinical contracts. Students should be aware that individual clinical agencies may refuse to accept anyone into their clinical facilities based upon the CORI/SORI/National Background results. An issue with CORI/SORI

and/or the National Background Registry check could prevent a student from participating in a clinical rotation, which could result in dismissal from the program, and ineligibility for the licensure exam.

DRUG SCREENING/FINGERPRINTING POLICY

Finger printing and drug testing are required in the Nurse Education Program as specified by clinical agencies. Finger printing and drug testing results must meet clinical requirements. An issue with finger printing and/or drug testing could prevent a student from participating in a clinical rotation, which could result in dismissal from the program.

Information regarding testing will be given to students by the Health Compliance Officer. Students may request a copy of their drug testing results by contacting healthcompliance@qcc.mass.edu or Castle Branch customer support at (888)723-4263.

A student may be removed from clinical for any reason related to Code of Conduct issues (i.e. impairment or issue with drug testing) and the student will be responsible for all expenses incurred including transportation and testing, if required. It is the responsibility of the student to notify faculty of a clinical absence if they cannot attend due to a Code of Conduct issue. Refer to the college policies on Alcohol and Other Drugs: <https://www.qcc.edu/student-handbook/college-policies> and the Student Code of Conduct: <https://www.qcc.edu/student-handbook/student-code-conduct>.

HEALTH POLICY

Prior to being eligible for clinical in the Practical Nursing Program, all students must show evidence of compliance with health requirements as defined by the College, the Nurse Education Department, the Massachusetts Department of Public Health and clinical affiliates.

The college utilizes Castle Branch, a web-based health documentation database. The required information must be submitted to the Castle Branch website by the assigned date (including evidence of healthcare provider level BLS/CPR certification). Information about how to upload documents to Castle Branch is provided upon acceptance to the program.

In addition to submitting data prior to entering the program, students must ensure health compliance is maintained while in the program. Noncompliance with QCC health requirements could prevent a student from participating in a clinical rotation, which could result in clinical warning and/or dismissal from the program.

Questions about health requirements can be directed to the QCC Healthcare Compliance Officer via email healthcompliance@qcc.mass.edu

ILLNESS POLICY (COVID-19 and PANDEMIC RELATED)

Students/faculty attending on-campus activities and/or clinical sites need to follow the requirements of QCC, and clinical sites related to training, screening, testing, reporting, and vaccination if required. Failure to comply with QCC and clinical site policies will result in the student/faculty being unable to attend on-campus and clinical site activities. This can impact the student's learning experience and ability to complete the program.

All students/faculty must take responsibility to protect themselves by following the guidelines for use of personal protective equipment (PPE), appropriate hand hygiene, infection control practices, and distancing when possible.

Students/faculty have an ethical obligation to report exposure or signs of illness and stay home when not feeling well to protect others from potential exposure. If a student/faculty has unprotected exposure to a person with presumed or known positive *Covid-19, develops symptoms of *Covid-19, or tests positive, they must immediately quarantine at home and notify the Program Coordinator.

Symptoms of *Covid-19 may include:

- Fever
- Sore throat
- New cough
- New shortness of breath
- New muscle aches
- Unexplained loss of taste or smell
- Diarrhea
- Headache

The student/faculty should attend all remote classroom, lab, and clinical sessions (if applicable) during the quarantine period. All missed lab and clinical sessions will be made up.

The Program Coordinator (or designee) will determine the appropriate action to take for each occurrence based on current guidelines from these entities: Centers for Disease Control and Prevention, Massachusetts Department of Public Health, and Massachusetts Department of Elementary and Secondary Education. Documentation of test results may be required prior to resuming in-person educational activities.

*Covid-19 is referenced in this policy due to the pandemic of 2020-2021 but the policy can apply to any identified pandemic illness, which may have different symptoms than those listed.

INFECTION CONTROL GUIDELINES

<p>Standard Precautions: FOR ALL PATIENTS</p>	<ul style="list-style-type: none"> • Clean hands with alcohol-based hand rub or soap and water before and after patient contact, after removing gloves and upon exiting room • Clean hands after contact with patient environment and equipment • Clean equipment with disinfectant between each patient use • Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, or potentially contaminated intact skin (e.g., of a patient incontinent of stool or urine) could occur • Anticipate need and use for other protective barriers including gowns, mask, and eye protection 		
Precautions	Implementation of Precautions	Associated Disease or Condition(s)	
Contact	<ul style="list-style-type: none"> • Private room • Gloves • Gown for close contact • Hand Hygiene (before and after, foam in foam out) • Disinfect equipment 	<ul style="list-style-type: none"> • Abscess, Major Draining • Adenovirus • Pressure Ulcer (Major) • Multidrug-Resistant Organisms 	<ul style="list-style-type: none"> • <i>Escherichia Coli</i> (E-Coli) • <i>Respiratory Syncytial Virus</i> (RSV) • Rotavirus
Droplet	<ul style="list-style-type: none"> • Private Room • Mask • Hand Hygiene (before and after, foam in foam out) • Disinfect equipment 	<ul style="list-style-type: none"> • Adenovirus • COVID-19 (coronavirus)* • <i>Influenza</i> (flu) • Meningococcal Pneumonia • Meningococemia • Mumps 	<ul style="list-style-type: none"> • <i>Respiratory Syncytial Virus</i> (RSV) • Streptococcus Group A • Pneumonia, Pharyngitis • Pertussis • Rubella
Airborne	<ul style="list-style-type: none"> • Negative Pressure Private Room • N-95 Mask • Hand Hygiene (before and after, foam in foam out) • Disinfect equipment 	<ul style="list-style-type: none"> • <i>Active Pulmonary Tuberculosis</i> (TB) • <i>Varicella</i> (Chicken Pox) 	<ul style="list-style-type: none"> • Rubeola (Measles) • Smallpox
Contact Plus	<ul style="list-style-type: none"> • Private Room • Gloves • Gown • Hand Hygiene (before and after, foam in foam out) • Hand Hygiene <u>exception</u> - wash hands with soap & water for C-Diff and Norovirus • Disinfect equipment with BLEACH 	<ul style="list-style-type: none"> • Norovirus • Clostridium Difficile (C- Diff) • Diarrhea with environmental soiling 	
Neutropenic	<ul style="list-style-type: none"> • Private Room • Gloves • Gown for close contact • Hand Hygiene (before and after, foam in foam out) • Disinfect equipment • Screen staff and visitors for illness • No plants or flowers in the room 	<ul style="list-style-type: none"> • Patient is Neutropenic 	
Herpes Zoster-Shingles (Varicella Zoster)	<ul style="list-style-type: none"> • Private Room • Gloves • Gown for close contact • Hand Hygiene (before and after, foam in foam out) • Disinfect equipment • Cover Lesions • Do not enter if you have not had Chicken Pox/Varicella 	<ul style="list-style-type: none"> • Only people that have had Chicken Pox should enter the room • Herpes Zoster Virus (Shingles) with open lesions 	

Reviewed 7/20

* COVID-19 (coronavirus) guidelines continue to evolve, N95 mask may be required

PATIENT CONTACT AND RISK OF EXPOSURE

Students will have contact with patients, which increases the risk for exposure to communicable diseases. Students will be educated about common communicable diseases in the clinical setting, guidelines for the prevention of unprotected exposure, universal precautions, and the use of personal protective equipment (PPE). Students who have a known unprotected exposure (needle stick or other incident) must notify their clinical instructor immediately and follow the policies of the affiliating agency. In addition, the Clinical Coordinator must be notified of the incident.

INJURY OR ILLNESS IN CLINICAL AREA

In the event of injury/illness in the clinical area/campus, students will be referred for treatment by the clinical instructor/faculty based on the policy of the affiliating agency. The student is responsible for payment of services rendered. In case of injury, the student and the clinical instructor/faculty must report the incident to the Clinical Coordinator in a timely manner.

LEAVING THE CLINICAL FACILITY

Students are not allowed to leave the clinical facility during the assigned clinical time without prior arrangements with the clinical instructor. If an emergency arises, students leaving the clinical facility must notify the instructor. Failure to do so may result in clinical failure.

MEDICATION ADMINISTRATION POLICY

Students may not access and/or administer any medication by any route without the clinical instructor present. Medications are never to be administered by a student with a staff nurse. Students may not administer medications until competency has been satisfactorily demonstrated in the skills lab and successful completion of the math competency test in each course (see Nursing Math Competency Policy).

NURSING MATH COMPETENCY TESTING POLICY

Purpose: To facilitate measures for the safe preparation and administration of medication in the clinical area.

General Guidelines:

1. All pharmacology/math competency exams will be selected and administered by faculty teaching in the course.
2. Students must achieve a score of 90% on math exams given at the beginning of each semester.
3. Students will be notified on Blackboard of the initial exam date/time prior to the start of each course.
4. Students will be notified regarding learning activities available to prepare for the exam on Blackboard prior to the start of each course.
5. Students must successfully pass the test within 2 weeks of the initial test with a maximum of 2 total attempts.
6. Students who are unable to achieve the passing percentage for each course are unable to meet the clinical objectives, which constitutes a clinical failure.

PNP 101				
COMPETENCY	PREPARATION	PROCESS	REMEDICATION	FAILURES
<p>Math Competency Exam *Medication dosage calculation for all routes of administration *Measurement conversions Essential Skills Modules</p> <p>Prior to the Subacute Rotation and first Medication Administration</p>	<p>Students are advised to: *Review safeMedicate *Use practice safeMedicate Foundation Numeracy Test posted in safeMedicate prior to start of course. *Complete Essential Skills Modules as assigned.</p>	<p>Students must achieve a passing score of 90%.</p> <p>Students may not administer medications on their assigned clinical unit until they have successfully passed the Math Competency Exam.</p>	<p>Student must review exam with faculty. In addition, students may: Review Essential Skills Modules and Recommended Remediation *Utilize nursing and math tutors *Repeat Essential Skills Module Practice Exam</p>	<p>Students unable to achieve a 90% or greater within 2 attempts are unable to meet the clinical objectives, which constitutes a clinical failure.</p>
PNP 235				
COMPETENCY	PREPARATION	PROCESS	REMEDICATION	FAILURES
<p>Math Competency Exam *Medication dosage calculation for all routes of administration *Measurement conversions *IV flow rate calculations in ml/hr & drops/minute *IV infusion completion times in ml/hr & drops/minute *Weight-based dosage calculations</p>	<p>Students are advised to: *Review Essential Skills Modules *Use practice Skills Modules as assigned</p>	<p>Students must achieve a passing score of 90%.</p> <p>Students may not administer medications on their assigned clinical unit until they have successfully passed the Math Competency Exam.</p>	<p>Student must review exam with faculty. In addition, students may: Review Essential Skills Modules and Recommended Remediation *Utilize nursing and math tutors *Repeat Essential Skills Module Practice Exam</p>	<p>Students unable to achieve a 90% or greater within 2 attempts are unable to meet the clinical objectives, which constitutes a clinical failure.</p>
PNP 240				
COMPETENCY	PREPARATION	PROCESS	REMEDICATION	FAILURES
<p>Math Competency Exam *Medication dosage calculation for all routes of administration. *Measurement conversions *Pediatric medication administration *IV flow rate calculations in ml/hr & drops/minute *IV infusion completion times ml/hr & drops/minute</p>	<p>Students are advised to: *Review Essential Skills Modules *Use practice Skills Modules as assigned</p>	<p>Students must achieve a passing score of 90%.</p> <p>Students may not administer medications on their assigned clinical unit until they have successfully passed the Math Competency Exam.</p>	<p>Student must review exam with faculty. In addition, students may: Review Essential Skills Modules and Recommended Remediation *Utilize nursing and math tutors *Repeat Essential Skills Module Practice Exam</p>	<p>Students unable to achieve a 90% or greater within 2 attempts are unable to meet the clinical objectives, which constitutes a clinical failure.</p>

UNSATISFACTORY SKILLS PERFORMANCE IN THE CLINICAL SETTING

Any student who is unable to satisfactorily perform nursing skills previously demonstrated satisfactorily in the clinical area will return to the Nursing Skills Laboratory with a communication memo from the instructor with a request for additional practice. The remediation process is as follows:

Students who are unable to competently perform skills previously demonstrated in the Nursing Lab may be referred to the Nursing Lab by clinical faculty for remediation of skills.

Procedure

- When referral to the Remediation Lab is indicated, the Clinical Instructor completes a *Nursing Skills Lab Referral for Remediation* (see form in the back of this handbook). Students shall not be referred to the Skills Lab without the proper documentation. Referral documentation shall include:
 - List of skills the student has been unable to successfully perform
 - Whether instruction and/or re-testing for competency is required
 - Date and signature of Clinical Instructor and student
- Student directions contained on the form are explained by the Clinical Instructor, which include:
 - Student must contact the Skills Lab Coordinator to arrange an appointment
 - Remediation must be completed within seven days of notice, unless otherwise documented on the referral form and arranged with the Lab Coordinator
 - Student must bring the referral form to the Lab on the date of appointment
- Upon completion of successful remediation, a copy of the *Nursing Skills Lab Referral for Remediation* and a *Remediation Summary* are given to the student to present to the Clinical Instructor upon return to the clinical area.
- If remediation is not accomplished, the Skills Lab Coordinator shall notify the Clinical Faculty and Program Coordinator.
- Original copies of the *Nursing Skills Lab Referral for Remediation* and *Remediation Summary* will be filed in the student's record.

SIMULATION LAB

The use of clinical simulation is an educational method designed to provide a realistic working environment. The learner is to demonstrate skills, techniques, decision making, and critical thinking. The purpose of simulation is an attempt to recreate scenarios, as seen in clinical practice by multiple disciplines, by utilizing low and high-fidelity mannequins.

General Lab Conduct/Policies

- There is absolutely no eating, drinking, smoking, or using electronics in the simulation laboratory.
- No pens or markers are allowed, use pencils only. Pens and markers stain the mannequins.
- Betadine is not allowed in the simulation lab; it will stain the mannequins.
- Only use 24g or smaller needles for mannequin injections and IVs.
- Professionalism is always expected. If unsafe, unethical, or unprofessional conduct is witnessed, those involved will be dismissed from the laboratory.
- Do not infringe upon the rights, privacy, privileges, health, or safety of other simulation lab users.
- The mannequins are to be treated with respect as they represent real patients. You must handle them gently and with great care as if they are live humans. Do not move the mannequins unless permission is granted by the simulation coordinator or specialist.
- All personal belongings are to be left in the designated classroom where the class originates.
- All students will be oriented to the Clinical Simulation Lab by faculty or the Lab Coordinator.
- Professional clinical attire is required for all simulation activities.
- Students are not allowed in the Clinical Simulation Lab without a trained faculty, instructor or Simulation Coordinator present.

Confidentiality

All simulation scenario sessions involving students and/or recordings are considered confidential. All mannequins should be treated as real patients. Discussion of the scenarios and participant performance outside of the simulation and debriefing sessions is prohibited.

Clean Up

Everyone involved in laboratory time is responsible for leaving the labs clean and orderly before departing. Mannequins should be left in the beds. All equipment must be turned off and placed in the appropriate storage location unless coordinated with the simulation specialist.

Media

The QCC Clinical Simulation Laboratory can utilize audio and video equipment. There are cameras and microphones set up in each simulation bay with the capability of recording the activity. All recordings are saved on a data drive or in DVD format. Recordings are for educational purposes and debriefing discussions. Students are to sign the *Statement of Confidentiality* and *Photograph / Video (Film) / Audio Release* Forms (see forms in the appendix) prior to participating in simulation activity. This protects privacy and discourages

inappropriate discussion of the video contents or the student's performance in the simulation. Any viewing or publication of such content outside of the classroom, on public social media, is unacceptable and unethical. This will result in disciplinary action from the program. Students should conduct themselves in a professional manner since all interactions can be recorded.

SMOKING POLICY

All QCC campuses are smoke free. Students are expected to adhere to the smoking policy at each facility. **Students may not smoke or vape while in uniform.**

TECHNICAL PERFORMANCE STANDARDS

Students must be compliant with all QCC health requirements prior to attending clinical and must meet the Technical Performance Standards of the program: www.qcc.edu/catalog/technical-performance-standards

UNANTICIPATED EXPOSURE TO COMMUNICABLE/INFECTIOUS DISEASE

Upon notification of exposure, the Program Coordinator, Clinical Coordinator or Dean of Healthcare shall contact the Clinical Instructor and students impacted by unanticipated clinical exposure to a communicable/infectious disease to determine follow-up action. Participation in clinical activities at the clinical agency may be suspended, while an investigation is pending. The decision to suspend clinical activities during this time rests with the Program Coordinator, Clinical Coordinator or the Dean of Healthcare.

The Program Coordinator, Clinical Coordinator or Dean of Healthcare must also report this exposure to the college Health Consultant, who will report to the QCC Chief of Police within the same time frame. When available, full demographic, clinical and epidemiologic information must be included.

UNIFORM/DRESS CODE POLICY

Students must conform to the uniform policy of the cooperating clinical agencies. Students may be dismissed from clinical/lab/simulation for any infractions of the uniform policy as stated.

- Nursing student attire will be blue scrub uniform from *McGill's with monogrammed insignia and a white lab jacket with appropriate color undergarments (a plain white or black shirt only), school insignia on the left sleeve, and Nurse Education student rocker above the school insignia. All students are required to wear a name pin (purchased from McGill's) and their student ID displayed on a lanyard.
- Shoes must be white or black non-canvas, closed toe shoes with no prints. Clogs are permitted only with heel strap in place. No Croc's permitted. Shoes may be purchased from McGill's or elsewhere.
- Students will sign clinical documentation as QCC, PNP, SN.
- All students must have with them: bandage scissors, a watch with a second hand, a black ink pen, small note pad or paper, pen light, a dual head stethoscope, manual blood pressure cuff, and gait belt, as required by facility.
- Students are expected to be neat, clean, and well groomed.
 - Pants that touch the ground pose an infection control risk and are not acceptable.
 - No nail polish or artificial nails, and fingernails must be trimmed.
 - Hair should be off the collar neatly restrained/pulled back and away from the face.
 - Hair which has been dyed a color other than the normal/typical range of hair coloring (i.e., black, brown, blonde, red, gray or white) is not allowed.
 - Facial hair should be neat and trimmed.
 - Make-up, if worn, must be "natural/neutral/bare" looking.
 - No scents or strong odors (aftershave, cologne, cigarette smoke, etc.)
 - No jewelry except for wedding or engagement ring and one pair of small, non-dangling earrings for pierced ears. No other visible body piercing jewelry is allowed. Students who have ear lobe expanders must wear a skin tone ear plug.
 - Tattoos must be covered while in the clinical/simulation/lab area.
 - *McGill's, Inc 410 Chestnut Street Manchester, NH 03101 Phone: 603-627-3472

STUDENT RESOURCES

ACADEMIC ADVISING

Refer to the QCC Academic Advising page: <https://www.qcc.edu/services/academic-advising> and the QCC Career and Academic Planning Services page: <https://www.qcc.edu/student-handbook/career-and-academic-planning-services>

ACADEMIC COUNSELING

All nursing students will be assigned a nursing faculty member as an academic advisor. Faculty will post their office hours at the beginning of each semester. Students are encouraged to see their advisor at least twice a semester. Students who do not achieve a grade of 73% or better in theory will receive an Academic Learning Contract from the course faculty.

The QCC Office of Counseling and Wellness Services information is available here: <https://www.qcc.edu/services/counseling-services> .

HONORS AND AWARDS

Refer to the Quinsigamond Community College Student Handbook and current Catalog.

LIBRARY RESOURCES

The General Academic Areas for tutoring, located on the 2nd floor of the George I. Alden Library Teaching and Learning Center, is an area students use to view videos, movies and computer simulations of nursing procedures and patient care simulations. A variety of learning resources are available to assist students in their learning. Students are encouraged to use these materials to enhance their class and clinical work.

Library services and resources are also available on the Downtown Campus. Computers and study rooms are available for student use. Information about the library hours and services, resources, databases, and the online librarian chat link is available here: <http://www.qcc.mass.edu/library/>

NATIONAL ASSOCIATION FOR LICENSED PROFESSIONAL NURSES

All students in the Practical Nursing program are encouraged to join the National Association of Licensed Professional Nurses (NALPN). NALPN is the professional organization for licensed practical nurses and licensed vocational nurses and practical/vocational nursing students in the United States.

NALPN membership offers multiple opportunities, local and national conferences, networking with other nursing students, a newsletter for student nurses, career planning, discounts, and many other resources/topics of interest. Various certifications are offered for the LPN.

Visit <https://nalpn.org/join/>

NURSE AID TRAINING WAIVER REQUESTS

Students who successfully complete PNP 101 Fundamentals of Nursing may be eligible to request a waiver of the nurse aid training requirement to take the Massachusetts Nurse Aide Competency Evaluation.

For further information and to download a copy of the Nurse Aid Training Waiver Application please visit: [Prometric link https://www.redcross.org/take-a-class/cna-testing/massachusetts-nurse-aide-testing](https://www.redcross.org/take-a-class/cna-testing/massachusetts-nurse-aide-testing)

NURSING CLUBS

Each class is encouraged to form a club as outlined by the QCC Office of Student Life and Leadership. Club handbooks and packets can be found on the Student Life website: <https://www.qcc.edu/student-life/student-resources>. Each club elects officers and is assigned a Nursing Faculty Advisor. As part of the process for forming a club, members must create a constitution and bylaws. The current Nursing Club Constitution and Bylaw document is provided in the appendix.

OCC FOUNDATION SCHOLARSHIPS

To apply for scholarships, please use this link: <https://www.qcc.edu/foundation/foundation-scholarships>

STUDENT SUPPORT SERVICES POLICY

Students in the Nurse Education Program may avail themselves of a network of integrated services and a broad range of programs designed to support the teaching and learning process. These services are outlined in the QCC College Catalog and online <https://www.qcc.edu/services>

In addition, nursing tutors are available to provide subject/course specific support. Detailed information regarding location and hours is communicated at the beginning of each semester.

Study Areas at 25 Federal Street

1. Fairlawn Nursing Technology Lab (Room 229)
2. Room 007
3. Library
4. Private study rooms may be reserved through the sign-up sheet available at the welcome desk on the first floor of the downtown campus.

Policies for Study Areas

1. No food or drink is permitted in the computer lab because of the potential for equipment damage.
2. Students are expected to clean the computer workspace prior to leaving the room.
3. No equipment is to leave the computer lab and no data files or software may be brought into the lab.
4. Students will be instructed to leave the computer lab immediately and may be subject to disciplinary action if they are found using computers in any manner that violates the QCC Code of Conduct policy.

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APPENDIX A

QUINSIGAMOND COMMUNITY COLLEGE

HEALTHCARE CLINICAL/LAB MAKE-UP FORM

Student ID#: _____

Student Name: _____

Clinical/Lab Make-up for Program: _____

Clinical/Lab Make-up date/s: _____

Cost: _____ X \$25 = \$ _____
Number of Clinical Hours Needed *Cost Per Hour* *Total Cost to be Paid by Student*

Program Coordinator Signature: _____

Payment Information: Date Paid: _____
Amount Paid: _____
Cash/Ck/MC/Visa: _____
Coding: 10-3020-4385

- 1 – Department will recommend or mandate clinical or lab remediation or make-up time to the student
- 2 – Student will complete form and obtain proper signature of coordinator
- 3 - Bring completed form to the Student Payment Center or Business Office to make payment
- 4 - Payment needs to be in full before attending clinical make-up
- 5 - Official receipt will be printed for the student
- 6 – Bring student yellow copy of this form and official receipt as proof of payment to the clinical Professor when attending the lab/clinical remediation or make-up session

White Copy: **Business Office**

Yellow Copy: **Student**

Pink Copy: **Healthcare Program**

APPENDIX B

ACADEMIC LEARNING CONTRACT

Student Name		ID	
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Issue Marginal exam or course grade	Expected Outcome Student will achieve passing course grade
Remediation Plan	<input type="checkbox"/> School/work/life balance <input type="checkbox"/> Study groups <input type="checkbox"/> Library services <input type="checkbox"/> Kaplan/ATI resources: practice tests, videos, ebook, etc. <input type="checkbox"/> Lippincott/FA Davis/Elsevier resources <input type="checkbox"/> VARK https://vark-learn.com/the-vark-questionnaire/ Other: _____
Comment/Action Plan	

Student Resource	Web page	Phone and Email
Office of Counseling and Wellness	www.qcc.edu/services/office-counseling-and-wellness	508.854.4479 counselingandwellnessoffice@qcc.mass.edu
Student Accessibility Services	www.qcc.edu/services/student-accessibility-services	508.854.4471 sas@qcc.mass.edu
Alden Library or Downtown Library	www.qcc.edu/services/library	508.854.4366 or 508.751.7950 reference@qcc.mass.edu
HLC: General Academic Areas for Tutoring	www.qcc.edu/services/tutoring	508.854.4279 tutoringcenters@qcc.mass.edu
ThinkingStorm Online Tutoring	Access through Blackboard	877-889-5996 care@thinkingstorm.com

Faculty Signature: _____ Date: _____
 Student Signature: _____ Date: _____

Follow-Up Evaluation date due: ___/___/___

Student met expected outcome has not met expected outcome

Comment/Action Plan

Faculty Signature: _____ Date: _____
 Student Signature: _____ Date: _____

APPENDIX C

NURSING SKILLS LAB REFERRAL FOR REMEDIATION

Student Name: _____ Student ID: _____ Nursing Course: _____
 Program: _____ Associate Degree Nursing _____ Practical Nursing

The purpose of this document is to inform you that your clinical performance is not at the expected competency level. You have been unable to satisfactorily perform nursing skill(s) previously demonstrated.

NURSING SKILL(S)	Requires Instruction	Requires Re-Testing

Directions Provided to Student:

You must contact the Nursing Skills Lab Coordinator to arrange an appointment. Remediation must be completed within 7 days of this notice. Bring this form with you and present it to the Nursing Skills Lab Coordinator on the date of your scheduled appointment. If you do not complete remediation within the above time frame, you will not be permitted to return to clinical, which may result in clinical failure. Upon completion of successful remediation, present the signed copy of the Remediation Summary to your clinical instructor upon return to the clinical area. The original of this document is filed in your record. Your signature below indicates that you have been notified of the above unsatisfactory performance, have read, and understand your responsibilities as outlined in this document.

 Student Signature Date

 Faculty Signature Date

REMEDATION SUMMARY

Appointment Date / Time: _____

Nursing Skill(s)	Remediation Summary

- Student has attained expected level of performance
- Student has not attained expected level of performance / Program Coordinator Notified

Plan of Action: _____

Student Directions:

- Present signed copy of this form to your Clinical Instructor upon return to the clinical area
- Other: _____

 Student Signature Date

 Nursing Skills Lab Coordinator Date

APPENDIX D

STATEMENT OF CONFIDENTIALITY

I agree that, except as required by subpoena or other legal process, I will not divulge any patient information which comes to me through carrying out my responsibilities as a student in the nursing program at Quinsigamond Community College.

This includes:

1. Discussing any patient or any information pertaining to any patient or his/her family with anyone (including my own family or friends), who is not directly involved in providing care to the patient other than in a nursing class or clinical setting.
2. Discussing any patient, or any information pertaining to any patient or his/her family, in any location where it can be overheard by anyone not directly involved in providing care to the patient.

I will not contact any individual or agency outside of this institution to get or give information about a patient.

APPENDIX E

Photograph / Video (Film) / Audio Release

Please read carefully:

I agree to be photographed and/or videotaped as a learner and hereby grant permission to **Quinsigamond Community College** and its agents or employees to use, without restriction or remuneration, for education or research, any photographs, video and/or audio (“media”) taken of me during this session. I understand and acknowledge the use of this media, at the discretion of the college, may be of benefit to the college, the healthcare professions, and the public at large.

I hereby guarantee that any information about the teaching scenarios, simulation exercises, and the performance of other learners will be held in confidence and will not be communicated in any form.

I accept and acknowledge that personal recording of any component of this session is strictly forbidden.

I am 18 years of age or older and have read this release before signing below, fully understanding the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

APPENDIX F

QUINSIGAMOND COMMUNITY COLLEGE NURSE EDUCATION DEPARTMENT

STATEMENT OF UNDERSTANDING REGARDING CLINICAL AND THEORY PROCESS

I have read the current academic year* Nursing Student Handbook and course materials, and I understand all of the implications. In order to pass any Nursing course, I must achieve a grade of “C” (73%) or better in theory and must receive a satisfactory in Clinical Practice/Clinical Lab. A failure in Clinical Practice/Clinical Lab in any clinical rotation will constitute a failure (“F”) for the course and I will not be allowed to continue in the program.

*The academic year runs from Fall to Spring into Summer.

APPENDIX G

I ***voluntarily*** partake in QCC Associate Degree or Practical Nursing Program blood glucose measuring lab. During this lab I agree to perform a finger stick on myself to obtain a drop of blood or will use the control substance provided with the glucose meter for this lab, using correct universal precautions as practiced in the laboratory and clinical setting.

Indemnification / Hold Harmless Agreement

_____, hereinafter called the student, shall be responsible for, and agrees to indemnify and hold harmless the Massachusetts Board of Higher Education and its executive officers and Quinsigamond Community College, and its trustees, executive officers, agents, employees and students, and _____, hereinafter called the providers, from all loss, damage suits, claims, costs, expenses, demands, judgments or liabilities of whatsoever kind or nature arising out of or in any way connected with the student's enrollment in the Associate Degree or Practical Nursing Program's undertakings, activities, or performances under this permit whether they are due or claim to be due to any negligence of the College or any internship provider, its officers, agents, employees, or students.

In the event of any such claim and/or litigation arising out of, or in any way connected with the student's activities under this agreement, the student shall take charge of any such claim and/or litigation and shall be responsible for defending same at his/her own expenses through legal counsel designated by the student or his/her insurer. The College and any internship provider shall have the right in their discretion and without obligation to provide counsel to participate with the student in the conduct of the defense. The student shall pay his or her own expenses and all judgments arising out of or resulting from all such claims and/or litigation.

APPENDIX H

Nursing Club Constitution and Bylaws (SAMPLE)

Article I. Name

The name of this club is the Quinsigamond Community College Practical Nursing Program Club (PNP) (Month/Year Cohort/Nursing Club #####)

Article II. Purpose

The QCC PN Nursing Program Club is a group of nursing students interested in educational and professional development experiences, including:

- Promotion of communication, comradery, and mentorship of nursing students
- Development of leadership qualities and skills
- Community service projects and volunteer opportunities
- Educational advancement through seminars and conference attendance
- Providing a forum for the exploration of topics of concern and/or interest to student nurses
- Promoting collaborative relationships with healthcare professionals and members of the college community
- Representation of the QCC PN Nursing program within the college community, to other organizations, and the public
- Plan, organize, and conduct the Nurse Pinning Ceremony upon successful completion of the PN Nursing Program

Article III. Membership and Dues

Membership

- Membership is open to all students currently enrolled in the Practical Nursing classes; each cohort will have their own club.
- Members must review and sign that they have received a copy of the hazing policy annually.
- Members must adhere to the QCC Club/Organization policies. Information can be found here: <https://www.qcc.edu/student-life/student-resources>
- Membership for each nursing club is limited to the number of students enrolled in the course/cohort.

Dues/Funds

- The club will receive \$300 “seed money” from the Office of Student Life yearly as specified in the QCC Club/Organization Handbook.
- Additional funds may come from organized fundraisers approved by the club advisor.
- Dues may provide an additional source of funds, if approved by the majority of members.
 - Amount to be determined and voted for by the majority
 - Dues serve as supplemental funds for educational activities and pinning ceremony expenses
 - If collected, dues are non-refundable for any reason, including withdrawal from the club, failure to adhere to club policies, failure/ineligibility to enroll/progress in courses, etc.
 - Amount: \$_____. Frequency of collection: _____

- Expenditure of funds will be in accordance with QCC club policies

Article V. Electing, Appointing, and Removing Officers

Officers shall include the President, Vice President, Secretary, and Treasurer, with responsibilities as outlined in the QCC New Club Packet *Executive Board Position Responsibilities* section.

- Nominations will be sought from current members to fill open club officer positions whenever necessary, with elections resulting from majority votes.
- A listing of officers shall be provided to the faculty advisor, Office of Student Life, and the Nursing Program Coordinator upon formation of the club and updated as needed. The listing shall include the officer's name, position, cell phone number, and QCC email.
- Each position will be held for a period of two years unless the officer resigns, withdraws from the club, is ineligible to progress in the nursing program, etc.
- The club Advisor will be informed by members in writing if an officer does not perform their duties to the satisfaction of the club members. The officer will be given feedback regarding the concerns of members with an opportunity to either resolve the issue or resign from the elected position. If the officer does not satisfactorily resolve the issue, the officer may be removed from the office by majority vote of the membership.
- In addition to the officers, student representatives will be elected to attend PN Faculty meetings. Each club may elect one or two representatives, following the same guidelines for nominations, length of service, and recall of officers.
 - Student representatives attend the monthly Practical Nursing Faculty Meeting to represent the PN Program Nursing Club respective cohort, present information in regard to upcoming events, and discuss any class concerns.

Article VI. Meetings

- Meetings will be held at least twice per semester, or more often if needed.
- A schedule of meetings will be posted by the designated club officer at the beginning of each semester, with the date, time, and location indicated.
- Meeting agendas will be posted on the course Blackboard page and/or shared via email to all members and the faculty advisor 24 hours prior to the meeting.
- Special meetings will be posted as soon as feasible by the club officers. Special meetings may be called by the club officers, faculty advisor, or by a majority vote of the membership.
- Meetings will be held in an orderly, respectful manner
- All attendees shall sign an attendance sheet indicating their presence, or alternatively, if the meeting is held virtually the Secretary (or designee) shall make note of all attendees.

Article VII. Quorum and Voting

- Majority votes require at least 50% of the officers (President, Vice President, Secretary, and Treasurer) to be present.
- Additionally, there must be at least 25% of club members in attendance for a majority vote to occur.

Article VIII. Amendments

- If club officers or members seek to amend the constitution and bylaws a meeting must be held with the club faculty advisor and Program Coordinator to discuss the areas of

concern and proposed changes. The proposed changes must be submitted in writing with rationale.

- The faculty advisor and Program Coordinator will provide feedback to the club members.
- Club members will vote on the proposed change. A majority vote is required for a change to occur.
- Following a majority vote, the club officers will submit the change in writing to the Office of Student Life and the faculty advisor.
- All amendments are subject to final approval by the Student Life Office.

Article IX. Ratification

Upon the formation of a new nursing club, members shall have access to the constitution and bylaws. Members shall be given the opportunity to propose changes to the constitution and bylaws by following the “Amendments” section. All members will sign a “Constitution and Bylaws Acknowledgment” form indicating receipt and agreement.

Article X. Non-Discrimination Statement

Quinsigamond Community College PN Nursing Program Clubs do not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members.

APPENDIX I

**QUINSIGAMOND COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
PRACTICAL NURSING
GRIEVANCE COMMUNICATION FORM**

- | | Initial/Date |
|---|----------------------|
| 1. With the Professor/Clinical Faculty member.
<i>If not satisfied with outcome:</i> | <input type="text"/> |
| 2. With PN Program Coordinator/Program Chair/Administrator
<i>If not satisfied with outcome:</i> | <input type="text"/> |
| 3. With the PN Faculty Organization (PNFO)
<i>If not satisfied with outcome:</i> | <input type="text"/> |
| 4. With the Dean of Health Care. | <input type="text"/> |

If satisfaction is not met after discussion with the Dean of Health Care, the student should begin Step I of the Grievance Process as detailed in the Quinsigamond Community College Student Handbook.

Student Name _____
Print (Last Name, First Name)

Student Signature _____

Date _____

APPENDIX J

QUINSIGAMOND COMMUNITY COLLEGE NURSE EDUCATION PROGRAM Student Exit Interview

This form is to be completed if student does not achieve a passing final course grade, withdraws from the course, or exits the course/program for other reasons. The student should complete this form, send to the Program Coordinator via email, and then meet for discussion and follow-up.

Please type or clearly write answers in the boxes.

First Name		Last name	
Student ID#		Course #	
Reason for exit			

Provide the following grades (if applicable):

Math Exam Grade		Final Exam Grade	
Unit Exam Grades			
Standardized Test Grade(s)			
Other			
Grade at time of withdrawal or end of course			

1. Exams:

Did you review the exams with faculty? Why or why not?	
What was most helpful about this process?	
What was least helpful?	
Did you utilize Student Accessibility Services? If so, how did this impact your test taking? If not, are you interested in seeking these supports?	

2. Tutoring:

Did you attend tutoring?	
What was most helpful about tutoring?	
What was least helpful?	
If you did not attend tutoring, please explain.	

3. Study Habits:

How many hours per week on average did you study?	
Do you feel you studied enough?	
If you had difficulty studying, what could you have done differently?	

4. Work:

How many hours per week on average did you work during the semester?	
Do you feel your work affected your chances of success?	

5. Other Obligations (such as courses, living situation, childcare, financial, etc.):

Did you have other obligations (other than work) that interfered with your studies?	
If yes, are you interested in resources to help you with these obligations?	

6. Resource/Support Comments (faculty, books & book websites, tutoring, library, Kaplan/ATI, etc.):

Most useful resource/support	
Least useful	
Did you access the available resources?	
Comments about resources/support	

7. What do you feel was the biggest obstacle to your success this semester? Lecture, clinical, lab, or other?

--

8. If you had remote learning (classroom, clinical, or lab), how did this impact your learning?

--

9. How did technology impact your learning?

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10. Do you plan to request readmission to the course/program within one year (if eligible)? If no, please explain future plans/goals.

--

11. Other comments

--

12. Signatures

Student		Date	
Program Coordinator		Date	

STUDENT CLINICAL SITE CONTACT INFORMATION

AdCare Hospital 107 Lincoln St Worcester, MA 10605 / 866-493-4187	Notre Dame Health Care 559 Plantation St. Worcester, MA 01655 / 508-852-5800
Beaumont Skilled Nursing Center 3 Lyman Street <u>Westborough</u> , MA 01581 / 508-366-9933	Oakdale Nursing & Rehab Center 76 N. Main St. W. Boylston, MA 01583 / 508-835-6076
Beaumont at University Campus 378 Plantation St. <u>Worcester</u> , MA 01605 / 508-755-7300	Overlook Health & Rehabilitation Center 88 Masonic Home Rd. Charlton, MA / 866-753-5429
Beaumont Skilled Nursing Center 85 Beaumont Drive <u>Northbridge</u> , MA 01534 / 508-343-8280	Saint Francis Rehab & Nursing Center 101 Plantation St Worcester MA, 10604 / 508-755-8605
Blackstone Valley Health & Rehabilitation Center 447 Hill St. Whitinsville, MA 01588 / 508-234-7306	Saint Vincent Hospital 123 Summer St Worcester, MA 01608 / 508-363-5000
Harrington Memorial Hospital 100 South St. Southbridge, MA 01550 / 508-765-9771	UMass Memorial Health Alliance: <u>Leominster Hospital</u> 60 Hospital Rd. Leominster, MA 01453 / 978-466-2000
Harrington Health Care Co-Occurring Disorders Unit (CDU) 340 Thompson Rd. Webster, MA / 508-640-2986	UMass Memorial: <u>Marlborough Hospital</u> 157 Union St. Marlborough, MA 01752 / 508-481-5000
Holy Trinity Nursing & Rehab Center 300 Barber Ave. Worcester, MA 01606 / 508-852-1000	UMass Memorial: <u>PTRC Unit</u> 26 Queen St. Worcester, MA 01655 / 508-334-2670
Jewish Health Care 629 Salisbury St. Worcester, MA 01609 / 508-798-8653	UMass <u>University Campus</u> 55 Lake Ave. N. Worcester, MA 01655 / 508-334-1000
Life Care Center of Auburn 14 Masonic Circle Auburn, MA 01501 / 508-721-2400	UMass <u>Memorial Campus</u> 119 Belmont St Worcester, MA 01605 / 508-334-1000
Meadows at Leicester 111 Huntoon Memorial Highway Rochdale, MA 01542 / 508-892-4858	Vibra Hospital of Western Mass 111 Huntoon Memorial Highway Rochdale, MA 01542 / 717-954-0278
Milford Countryside Healthcare 1 Countryside Dr Milford, MA 01757 / 508-473-0435	Worcester Public School System Nursing Department: 40 Apricot St. Worcester, MA 01603 / phone # is school specific
Milford Regional Hospital 14 Prospect St. Milford MA 01757 / 508-473-1190	Worcester Recovery Center and Hospital 309 Belmont St Worcester, MA 01604 / 508-368-4000

5/27/2021

**QUINSIGAMOND COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT**

STATEMENT OF AGREEMENT

Upon my signature, I agree that I have read, understand and will abide by all of the process/ policy/ statements located in the Practical Nursing Program Student Handbook for the current academic year, including the following documents:

- Statement of Understanding Regarding Clinical and Theory Process
- Statement of Confidentiality
- Photograph / Video (Film) / Audio Release Form
- Indemnification / Hold Harmless Agreement
- Clinical Simulation / Laboratory Policy

*I further understand that the Practical Nursing Program reserves the right to modify the curriculum and policies as needed. These changes may occur at any point during enrollment. Students currently enrolled in the program will be notified of changes in writing and will be asked to sign a document acknowledging receipt. The student signature may be an original signature, electronic signature, or typed name via email or learning management system submission (Blackboard).

Full Name Printed: _____

Signature: _____

Student ID# _____ **Date:** _____

If you have any questions about this form or the Practical Nursing Student Handbook, please see course faculty or the Program Coordinator.

