

QUINSIGAMOND COMMUNITY COLLEGE

NURSE EDUCATION DEPARTMENT



PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

CLASS OF 2018

Quinsigamond Community College
Practical Nursing Program

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PRACTICAL NURSING PROGRAM INTRODUCTION

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, 239 Causeway Street, Boston, MA 02114, telephone 617-727-9961 and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850; Atlanta GA 30326, telephone 404-975-5000.

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 and evidence of 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 Practical Nursing Program is conducted over a minimum 40-week period involving three semesters of study. Classes are scheduled full-time during the day, except for some clinical experiences, which may be scheduled in the evening.

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 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%-76%) 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.

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NURSE EDUCATION UNIT

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

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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.

Practical Nursing provides basic therapeutic, restorative, and preventative nursing care for individual patients in structured health care settings who have common, well-defined health problems. Practical nurses cooperate and collaborate with health team members, patients, and families and contribute to patient assessments (data collection) and care planning.

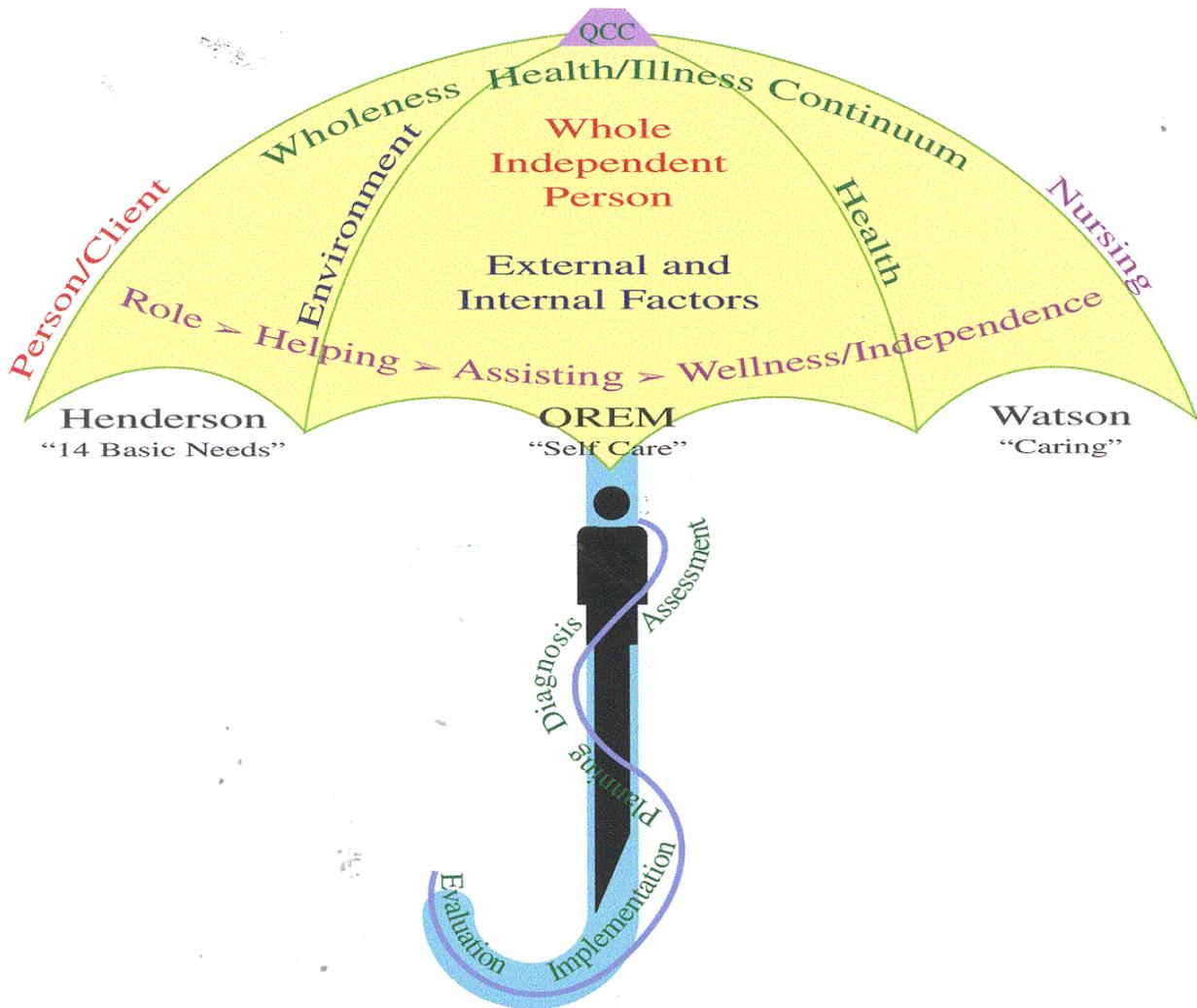
The Associate Degree Nurse advances the nursing process to implement nursing actions in varied complex settings, and assist patients in meeting or maintaining self-care needs. The associate degree nurse cooperates and collaborates with other members of the health care team to give direct care to patients,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

Reviewed Advisory Board April 2014

PRACTICAL NURSING CONCEPTUAL MODEL

The QCC Practical Nursing Conceptual Model Explanation

A single umbrella with the patient 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 is wrapped around the patient at the center symbolizing 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.



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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. Example include, but are not limited to, program completion rates, job placement rates, NCLEX-PN pass rates, graduation satisfaction rates and employer satisfaction rates.

STUDENT LEARNING OUTCOMES

At the completion of the program the graduate will:

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

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LEVEL ONE STUDENT LEARNING OUTCOMES

1. Discuss the nursing process in providing basic care to a culturally diverse, older adult population, with self-care deficits.
2. Collect data from assigned patients.
3. Select nursing diagnosis applicable to assigned patient.
4. Identify resources within the structured health care setting to assist with self-care needs of older adults.
5. List plan of care for meeting universal needs of assigned patients.
6. Demonstrate competency in the performance of fundamental nursing care skills.
7. Evaluate care given based on standardized nursing care plans.
8. Apply principles of safety in caring for assigned patients.
9. Outline communication skills.
10. Record assessment data with guidance.
11. Describe principles of verbal and non-verbal communication.
12. Describe critical thinking skills applicable to nursing.
13. Employ principles of teaching, to assist an assigned patient in resolving selected knowledge deficits.
14. Define the role and responsibilities of health team members.
15. Outline the role expectations of practical nursing.
16. Identify content of NAPNES code of ethics.

Approved: 8/99

Reviewed: 00; 01; 03; 04; 05; 07; 09; 12; 17

Revised 2002

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LEVEL TWO STUDENT LEARNING OUTCOMES

1. Apply the nursing process when caring for patients with self-care deficits.
2. Collect data to identify specific self-care needs.
3. Apply common nursing diagnoses to communicate identified self-care needs.
4. Identify resources within the community to assist with individual self-care needs.
5. Demonstrate the ability to organize nursing care to meet the universal and/or health care deviation requisites of 2-3 patients.
6. Demonstrate competency in the performance of advanced nursing care skills.
7. Evaluate care given based on stated outcomes.
8. Discuss proposed modifications in patient's plan of care.
9. Practice safely in all aspects of nursing care.
10. Utilize principles of effective communication in the delivery of health care.
11. Employ principles of recording.
12. Practice effective communication with patients, families, and health team members.
13. Practice applying critical thinking skills in providing nursing care.
14. Employ principles of teaching to assist patients meet universal and/or health-deviation requisites.
15. Develop interactive skills with other health team members to assist patients meet self-care needs.
16. Compare one's own practice with the role expectations of practical nursing.
17. Relate NAPNES Code of Ethics to patient care situations.

Approved: 8/99

Reviewed: 00; 01; 03; 04; 05; 07; 09; 12; 17
Revised 2002

LEVEL THREE STUDENT LEARNING OUTCOMES

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

Revised: 2017

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CURRICULUM

Fall Semester	Credits
BIO 100 Introduction to the Human Body	4
PNP 101 Practical Nursing I	10
PNP 111 Introduction to Pharmacology	3
PSY 101 Introduction to Psychology	<u>3</u>
	20
Winter Intersession	
PSY 121 A Survey of Life Span Development: Conception to Death	<u>3</u> 3
Spring Semester	
PNP 200 Practical Nursing II: Medical/ Surgical/Mental Health Nursing	11
PNP 222 Clinical Pharmacology	2
PNP 233 Trends in Practical Nursing	1
PNP 210 Nutritional Concepts in Health & Illness	<u>1</u>
	15
Summer Session	
PNP 202 Practical Nursing III: Pediatric/ Maternal-Newborn/Leadership Nursing	<u>8</u> 8
Total credits required for certificate:	46

Revised 2007
Reviewed 03; 04; 07, 09; 12; 14; 17

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CURRICULUM PLAN

SEMESTER I

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
BIO 100 Principles of Human Biology	4	60	0	60
PSY 101 Introduction to Psychology	3	45	0	45
PNP 101 Practical Nursing I	10	75/90	135	300
PNP 111 Introduction to Pharmacology	3	45	0	45
TOTALS	20	315	135	450

INTERSESSION

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PSY 121 A Survey of Life Span Development: Conception to Death	3	45	0	45
Totals	3	45	0	45

SEMESTER II

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 200 Practical Nursing II: Medical/Surgical Nursing of the Adult/Aged	11	90	225	315
PNP 222 Clinical Pharmacology	2	30	0	30
PNP 233 Trends in Practical Nursing	1	15	0	15
PNP 210 Nutritional Concepts in Health & Illness	1	15	0	15
Totals	14	150	225	375

SUMMER SESSION

Course	Credits	Class/Lab Hours	Clinical Practice	Total Hours
PNP 202 Practical Nursing III: Pediatric/Maternal- Newborn/Leadership	8	60	180	240
Totals	8	60	180	240

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COURSE DESCRIPTIONS

PNP 101 Practical Nursing I

10 credits

This course examines contemporary basic nursing practice and the role of the practical nurse. Students study nursing theory and techniques of fundamental nursing skills concurrently in classroom, laboratory, and long-term and rehabilitation clinical practice settings. The course emphasizes health assessment, health maintenance, and adaptation to illness with the older adult. Nursing process is introduced as the framework for meeting the patient's identified self-care needs. Students acquire a level of competency in basic skills.

PNP 111 Introduction to Pharmacology

3 credits

This course examines fundamental pharmacological concepts, drug sources and forms, controlled substance schedules, pregnancy categories, and drug references. Students learn the ethical and legal responsibilities associated with medication administration; and, review basic math concepts, common systems of measurement, and calculation of drug dosages. The course focuses on nursing principles essential to safe administration of medication. Anti-infective and immunologic agent drugs serve as the model for discussion and demonstration.

PNP 200 Practical Nursing II: Medical/Surgical/Mental Health Nursing

11 credits

This course focuses on medical surgical and mental health deviations affecting all body systems. Students begin to integrate nursing skills while recognizing mental health needs of the patient. The nursing process is used as the basis for discussion of assisting patients in adapting to acute or chronic health deviations, and interventions that facilitate patient movement to selfcare. Health deviations are presented in a systematic approach by building upon knowledge of applied and social sciences. Students participate in learning experiences on selected clinical units in health care facilities in the Worcester County area.

**PNP 202 Practical Nursing III: Pediatric/Maternal/Newborn/
Leadership Management Nursing**

8 credits

This course focuses on the specialties of maternal-newborn, pediatric, and leadership nursing. Topics include growth, development, and physiologic needs of the patient throughout pregnancy, labor, delivery, and during the post-partum period; and health problems common to children from infancy through adolescence. Students also study health maintenance, accident prevention, the emotional impact of hospitalization; and roles, responsibilities and typical job functions of the graduate practical nurse. Students participate in selected clinical experiences within affiliating acute, long-term care and community agencies.

PNP 210 Nutrition Concepts in Health and Illness

1 credit

This course focuses on concepts of normal nutrition, principles related to health maintenance, and nutritional modifications required during states of illness. Students correlate principles of normal nutrition with therapeutic diets needed to promote health in culturally diverse individuals experiencing health deviations. Students acquire knowledge of dietary management of patients with a variety of pathological conditions.

PNP 222 Clinical Pharmacology

2 credits

This course examines the actions, uses, common side effects, adverse reactions, contraindications, and average dosage of the most commonly prescribed drugs, utilizing the framework of the nursing process. Students study drug classifications and the effects of drugs on the body systems, with emphasis on techniques used for solving dosage problems. Students learn three systems of measurement associated with medication administration and dosage calculation.

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PNP 233 Trends in Practical Nursing

1 credit

This course focuses on topics that prepare students both personally and vocationally for entrance into the nursing profession. It expands on legal and ethical considerations discussed in PNP 101 Practical Nursing I and introduces students to expectations placed on the graduate practical nurse. Topics include social issues that impact the health care system such as domestic abuse and homelessness, and the role of social service agencies. Students explore skills necessary for entry into the nursing workforce, including job search skills, resume and cover letter development, interviewing skills, and legal and licensure considerations.

BIO 100 Introduction to the Human Body

4 credits

This course focuses on the basic structure and function of the human body and major principles of microbiology. Topics include the anatomy and physiology of the various systems as well as concepts from microbiology that pertain to disease transmission and prevention.

PSY 101 Introduction to Psychology

3 credits

In this survey course, the student becomes aware of and appreciates the various influences upon behavior. The topics covered include, but are not limited to, the nervous system, sensation and perception, motivation, learning, emotion, and personality. Through an investigation of these areas, within a multiplicity of cultural contexts, the student understands the diversity of the human condition.

PSY 121 A Survey of Life Span Development: Conception to Death

3 credits

This course examines the span of human development from conception to death. Students explore the processes that occur throughout the life stages, the continuity of the life span, and general development and its surrounding issues and events. Students acquire accepted vocabulary for this area of study and relate course topics to their own lives.

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DEFINITIONS OF INTEGRATING CONCEPTS

Communication - To exchange information via verbal, nonverbal, and written methods. This takes place between patients, families, and health care professionals in a collaborative manner.

Critical Thinking - Process based on principles of science, making judgments of the merits or faults of information collected and analyzed. This thinking is goal directed, disciplined and self-correcting.

Cultural Diversity - The promotion of knowledge, understanding, and acceptance of the unique customs, mores, ideologies, and activities that encompass various individuals and/or groups of people.

Health Education - The process of facilitating learning to enable a patient to reach an optimal level of wellness.

Nursing Care Skills - The development of the ability to perform those skills essential to a beginning practitioner with competence.

Nursing Process - Dynamic problem solving activities performed by the nurse and directed toward the goal of facilitating optimal wholeness and wellness of a patient. This process involves assessment, nursing diagnosis, planning, implementation, and evaluation.

Nutrition - Nutrition consists of ingestion, digestion, absorption, and excretion. It is culturally influenced and specific to the health needs of the patient across the life span.

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

Safety - Maintenance of an environment that is free from harm in all aspects of nursing practice. This would apply to student, patient, and public safety needs

Standards Of Practice And Trends In Health Care - Managing the nursing care of patients while adhering to the moral, legal, and ethically accepted conduct of nursing practice.

Approved: 8/99

Reviewed: 00; 01, 03, 07, 09; 12; 17

Revised 2002; 2004; 2015

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PROGRAM TERMINOLOGY

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.

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

Clinical Assignments – The student will be assigned to provide nursing care for a selected patient(s). The student will be expected to explain in his/her own words the various aspects of the patient'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 patient 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 in order 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.

Conference Summary/Clinical Warning – Completed by the instructor. Used when the student is not meeting course, 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.

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

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.

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

Examinations – A paper and pencil test that determines a student's comprehension of various topics.

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.

Nursing Laboratory Clinical Practicum – Students demonstrate competency related to nursing procedures in a laboratory setting. Nursing skills are clearly identified and criteria for successful performance are established.

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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 or 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.

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 Patient, Standardized Patient, Sample Patient (aka SP's), and Patient Instructor is an individual trained to act as a real patient in order 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.

ACADEMIC/CLINICAL POLICIES AND PROCEDURES

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For general college policies and procedures, students are asked to refer to the QCC current Student Handbook and College catalog.

ADMISSION POLICY

See QCC College Catalog for admission process and program admission requirements.

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.

PROGRESSION POLICY

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

- Learning should progress from simple to complex.
- Clinical performance must reflect consistent application of both fundamental and advancing theory and skills.

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 required in all courses required within the Practical Nursing Program. Exam grades are recorded to 1 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. Students who receive less than a “C” in nursing theory will have the grade received recorded. 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 to be completed as scheduled in the day-by-day. Students must attain a 90% in the non-proctored exams in order to sit for the proctored exam. Attainment of a level 2 on proctored exams will receive 1 point added to exam 4; attainment of level 3 on proctored exams will receive 2 points added to exam 4. Anyone attaining level 1 or below must remediate and retake the proctored exam.
- Numerical and/or letter grades will be used to indicate students standing.
- Incomplete grade: Incomplete in a final course grade may prevent promotion recommendation.

In order 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 the clinical performance in nursing courses having a clinical component. Each practical nursing course with a clinical component must be completed in sequence in order to continue the program.

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EVALUATION POLICY

During each nursing course, the student will receive:

1. Criteria for course evaluation and grading policy on the first day of class.
2. Course syllabus and day-by-day projection on the first class day.
3. A clinical performance evaluation guide of Satisfactory/Needs Improvement/Unsatisfactory
4. An academic and/or clinical warning if work is unsatisfactory.
5. A written clinical evaluation for each clinical rotation in a timely manner.

Students will:

1. Meet all of the course objectives as noted in course descriptions.

THEORY

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.

LAB PRACTICUM

Students are required to demonstrate competency in identified lab skills at designated intervals within PNP 101 in order to successfully complete course requirements. Students may be required to attend open lab sessions for additional practice in particular skills when deemed appropriate by the faculty.

CLINICAL

Nursing courses PNP 101, PNP 201, PNP 202 have a theoretical and clinical component. For the safety of the patient population that students care for while in the clinical setting, it is required that students do not work the overnight shift prior to their clinical day.

Evaluation of clinical performance is an on-going process, conducted verbally and in writing by the instructor with each student, for educational and skill-development purposes.

Students are expected to demonstrate consistent and progressive mastery of nursing activities in the clinical area. The student's performance and behavior must be safe and appropriate at all times. Faculty will permit only safe, competent, and prepared students into the clinical area. Students are not allowed to leave the clinical facility during scheduled clinical time.

A written evaluation of student clinical performance is conducted at designated intervals.

Clinical performance grades (Satisfactory/Unsatisfactory/Unsafe) are derived from instructor evaluation of student clinical performance and are based on clinical objectives distributed to students at the onset of each nursing course. Anecdotal notes will be provided to the student during each clinical rotation. These notes will include ongoing assessment by the faculty and student of the progress occurring during each rotation. They may also note areas requiring remediation.

In order to pass the clinical component of a nursing course the student must achieve a "satisfactory" on all clinical objectives. Objectives are identified on the clinical evaluation tool. If a student fails to demonstrate continued competency of a skill throughout the program, he or she will be placed on clinical warning.

Performance that is identified as "unsatisfactory" will be verbally explained to the student by the clinical instructor without delay and may be followed by a written Clinical Warning. Clinical Warnings will provide necessary remedial

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actions to be taken by the student and a time frame for demonstration of improvement. Clinical Warnings may be given at any time during the semester and may result in a probationary status. The PNP Coordinator will be notified regarding request for probationary status. Faculty will be convened for purposes of review of clinical situation and decision. Program Coordinator will meet with student to discuss outcome.

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 of the incident through email by the end of the clinical day. Written documentation must be given to the student and the Program Coordinator within two school days following the incident. The Practical Nursing Faculty will discuss the incident within one week and decide if the incident constitutes grounds for dismissal and/or other actions.

The faculty reserves the right to remove a negligent student from the clinical area in any instance in which patient safety is jeopardized by the student's grossly negligent actions, or unethical or unprofessional behavior.

Examples of negligent behavior include, but are not limited to the following:

- initiating care to an improperly identified patient
- leaving the crib sides down on an unattended infant
- leaving the side rails down on a compromised adolescent or adult
- attending the clinical experience under the influence of alcohol or drugs

Examples of unethical/unprofessional behavior include, but are not limited to:

- inaccurate reporting and/or recording
- failure to adhere to accepted standards of nursing practice
- dishonesty in interactions with faculty, staff, peers, or patients

Any negligent, unethical, or unprofessional behaviors may result in immediate dismissal from the nursing program.

CLINICAL PROBATION

An instructor may place a student on clinical probation for what is evaluated as unsatisfactory/unsafe nursing practice. Written notification of the probationary status will be given by conference summary to the student, and the PNP Coordinator within five school days of the event. This will be filed in the student's Nursing Education Department file.

A student placed on clinical probation must have that status removed in order to pass the clinical component of a course. During a nursing course having multiple clinical rotations, a student on clinical probation may go on to **one** further rotation if course time permits. Failure to demonstrate and maintain appropriate behaviors following placement on clinical probation will prevent the student from satisfactorily completing the nursing course. Students on clinical probation may not pass to the next nursing course or participate in observational clinical experiences.

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ADMINISTRATIVE PROBATION

The Program Coordinator reserves the right to place any student on administrative probation. Examples of causative behavior could include, but are not limited to infraction of policies described in this handbook.

EVALUATION SCHEDULE

Students are evaluated on academic standing and clinical performance at designated times throughout the school year. Academic progress is addressed at midterm and completion of each semester during advisor/advisee meetings. Clinical evaluation is conducted at the end of each clinical rotation. In addition to this schedule, faculty may conduct evaluation meetings as deemed necessary.

COURSE EVALUATIONS

At the completion of each course, students are required to evaluate the course. This is an opportunity for students to offer suggestions and recommendations for the continued growth and development of the nursing program.

PROMOTION POLICY

Promotion committee meetings will be conducted at the end of each Semester. Students failing any of the required courses, at the end of any Semester, will be unable to continue the program of studies. This will be communicated to students by Program Coordinator and/or Registrar's office.

RETENTION POLICY

You may be asked to resign, or be dismissed, from the Program for the following:

- You are ineligible for promotion
- You fail to follow ethical/legal/safe care practices in the clinical setting (as evaluated by a committee of faculty)
- You fail to meet the attendance expectations
- You are guilty of improper conduct (e.g., use of drugs, alcohol, hazing, sexual harassment)*
- You violate academic or practice integrity guidelines**
- Your health (physical and/or mental) interferes with your academic and/or clinical learning (judgment of committee of faculty)
- Other reasons determined by a committee of faculty to be just cause

Academic or practice integrity: honesty and integrity are essential to the safe, competent practice of nursing. These characteristics **MUST** be part of all aspects of your practice, including your learning experiences. You are expected to assume responsibility for your own actions, and to consider the actions of others that may be related to honesty and integrity.

Any behavior identified as cheating (on quizzes, examinations, assigned work or in the laboratory or clinical area), intentionally using another's words or work and representing it as your own (plagiarism), stealing or lying will be subject to immediate action (failure on the examination, quiz, or assigned work; dismissal from clinical practice), and may include dismissal from the Program.

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DISMISSAL POLICY

The Program Coordinator, along with the faculty, reserves the authority to dismiss any student, without prior warning, if his/her clinical performance is considered detrimental to patient welfare, or to the implementation of school and/or hospital contracts, policies and procedures.

Students will be dismissed from the school for any of the following reasons:

- Course failure
- Absence from class or clinical experience, which becomes detrimental to the student's progress as determined by the faculty
- Unethical or unprofessional behavior
- Negligent behavior
- A student who is dismissed for reasons related to clinical safety or for reasons related to ethical/legal behavior will **not** be considered for readmission.

Upon dismissal, the student is encouraged to attend an exit interview with the Program Coordinator.

PROFESSIONAL AND ACADEMIC CONDUCT 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 codes of ethics of National Association of Licensed Practical Nurses', honesty is expected of students in all academic and clinical practice areas. The code can be viewed at www.napnes.org/Archives_NoAccess/standards.pdf

Social networking regarding patients, faculty, and student nurse peers is prohibited.

In clinical practice areas, the nursing student is expected to act in ways which safeguard the patient and the public at all times. Academic dishonesty is a direct violation of fundamental principles of ethical behavior. 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. Academic dishonesty will result in an academic failure in that nursing course in which it occurs and may also include further college disciplinary action as deemed necessary by the course instructor(s).

WITHDRAWAL POLICY

See QCC college catalog. Students are encouraged to attend an exit interview with Program Coordinator.

ATTENDANCE POLICY

As noted in the Practical Nursing Program Student Handbook and this syllabus, attendance at all classes is required and expected. All clinical absences and excessive classroom absences will necessitate a make-up requirement as determined by the nursing faculty. Students who exceed that number will be reviewed by the PNP Faculty Committee for retention, through make-up, or dismissal from the program.

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MAKE-UP POLICY

To provide a process for nursing students who have clinical absences to make-up clinical hours in order to meet Commonwealth of Massachusetts Board of Nursing licensure requirements.

Attendance at all classes and clinical/laboratory sessions is required and expected. As mandated by the Board of Registration in Nursing, a program must have a minimum 1080 hours in nursing education. Five hundred and forty (540) of the total hours must be clinical experiences. The Massachusetts Board of Registration in Nursing approves this program.

Students will be required to pay \$25.00 per hour to make-up for missed time. Students will make payment to the Business Office prior to the scheduled make-up time.

CLASSROOM POLICIES

Tape Recorders - Tape recorders are not permitted in class unless someone has a documented disability that requires taping and they have notified the instructor by providing a copy of their accommodations from Disability Services.

Visitors In Classroom (adult or child) - See QCC College Handbook.

Calculators - Calculators will be provided by the faculty.

Cellular Phones - Communication devices (i.e. cell phones) must be on silent mode or turned off and deposited in the designated bins during all scheduled classroom and lab experiences. In addition, use of these devices will be subject to the policy of the clinical setting assigned. Use of cell phones is prohibited during testing and all phones will be collected prior to the testing and returned after all tests have been turned in.

Examination Guidelines - All students are required to be present for testing on the date and time of each examination. Disability testing will be scheduled in accordance with the regulations provided through Disability Services.

- Any student who is not present on test day and time will receive a 10% reduction in test scores. Students must report any absences on test days prior to the start of the test time, to faculty and coordinator. This report should be done by email or phone to the appropriate parties. Special circumstances will be reviewed by the PNFO.

The length of time for each exam will be appropriate to the number of questions as determined by the instructor. The faculty suggests each student bring several #2 pencils and an eraser to each exam. All books, purses, tote bags, coats, coffee cups, etc. should be placed on the floor and remain there during the exam.

Students are required to comply with assigned seating plan during testing. Two rooms are utilized during any testing. No student is allowed out of the room during an exam. If late to an exam, you may not enter the exam room. You will be directed to another room for testing.

Answer sheets are processed and corrected by a Scantron machine. The Scantron does not give credit for erasure errors or incomplete erasures.

Students generally should allow a one week process time before posting of grade. Students who wish to review an exam may do so by contacting the individual faculty after group review of the exam. This review must be completed within 2 weeks of the date of the exam.

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A student who believes that an answer for an exam question is incorrect may protest in writing. This protest must be received within 7 days following the group review of the exam. Such a protest must be accompanied with references to document the student's position. The faculty will review and make final determination on any protest.

MAKE-UP EXAMINATIONS:

Students are responsible for all class content, tests and examinations.

- It is the responsibility of the student to contact the faculty and coordinator regarding absence on exam and day and to confirm that the exam will be given the following day and the time that it will be given.
- The make-up exam will be given the following day. Day students should plan to return to the Downtown campus after their clinical day to sit for the exam. Evening students should plan to come to the Downtown campus prior to clinical on the day following the exam.
- Failure of student to contact instructor or to take exam on 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% 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.

CLINICAL POLICIES

GUIDELINES FOR APPEARANCE IN UNIFORM IN THE CLINICAL AND LABORATORY SETTING

Students must conform to the uniform policy of the cooperating agencies. In addition, the following guidelines must be followed:

- Student attire will be a royal blue top and pants from McGill's with monogrammed insignia and white lab coat with the school insignia on the left sleeve.
- Undergarments should not be visible under the student uniform.
- White stockings or socks to accompany pants. No textured print, or stripped stockings or socks. A scrub uniform (dress or pants and top) may be worn in Maternity Nursing rotation when required by facility.
- All students should 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 and tape measure.
- Students are expected to be neat, clean and well groomed, and to have fingernails trimmed. No nail polish. No artificial/acrylic nails.
- All students are expected to wear name pins and white closed toe shoes. Clogs are permitted only with heel strap in place. If an identification badge is provided by the clinical agency, this badge, in addition to the student name pin, is to be worn while at the clinical facility.
- No jewelry except for wedding or engagement rings and small (no larger than a dime), non-dangling earrings for pierced ears. No additional visible body jewelry is allowed.
- Hair worn off collar. Decorative hair ornaments are not permitted (i.e. bows, beads, ribbons, etc.).
- For warmth, students may wear a clean white turtleneck jersey under the uniform top. Students may also purchase a warm-up jacket from our uniform supplier. Warm-up jackets must have the school patch on the left sleeve and be worn with the QCC SPN name pin. These jackets may not be worn when providing direct patient care in the clinical area.
- Shirts worn under the uniform must be plain white. No colored shirts, designs, or logos may be worn.

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CLINICAL ABSENCE

In the event that a student will be late/absent from clinical, he/she must notify their clinical instructor. This must be done prior to the start of the clinical day. (Prior to 6:30am for LP and 2:30pm for LPE)

All clinical absences and excessive classroom absences will necessitate a make-up requirement as determined by the nursing faculty. Make-up days are only of one or two days' duration per nursing course. Students who exceed that number will be reviewed by the PNP Faculty Committee for retention, through make-up, or dismissal from the program. Long-term absences will require withdrawal from the Practical Nursing Program and the student would then petition for readmission.

CLINICAL MAKE-UP CRITERIA:

Students who have been approved for make-up will have the following criteria applied:

- Clinical performance must be satisfactory prior to clinical make up experience.
- Academic grade of "C" or above in all nursing courses at the time of make-up.
- Scheduled make-up may occur on holidays, weekends, or during school vacations.
- Students must discuss clinical make-up with the PN Coordinator prior to the end of the nursing course.
- There is a maximum of two clinical makeup days per nursing course.
- Scheduled make-up is dependent upon faculty availability.
- Only QCC approved faculty will provide clinical make-up for students.
- The cost of clinical/lab make up is \$25 per student per hour for each clinical make-up. (form attached)
- The student must pay in advance for the make-up clinical experience through the Business Office. (See attached form)

CLINICAL AREA WITHOUT INSTRUCTOR

Students may not be in a clinical area without a QCC clinical instructor present in the facility. The instructor must be aware of the student's assignment and activities. An assigned clinical observational experience will be under the direction of a QCC clinical instructor e.g. Worcester YWCA. Students may not remain or return to clinical facilities outside of regularly scheduled clinical experience hours.

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.

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CLINICAL SNOW DAY

See QCC Inclement Weather Procedure. Official school closings will be announced by the college via radio, QCC web site qcc.mass.edu or by calling QCC at 854~4545. You may also sign up for the Text alert system through The Q at the beginning of the semester.

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 instructor in the event that he or 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.
- If the start of school is delayed on a scheduled clinical day, refer to Blackboard for further instructions.

In the event that clinical time is missed due to inclement weather, the following procedure will be implemented:

- Students will be required to complete a clinical learning packet which is appropriate to the unit assigned. This completed packet is to be submitted to clinical instructor by email to the instructor at the end of the clinical day.

If clinical is missed for an extended period of time, the clinical rotation may be extended beyond the initial schedule. Clinical makeup, due to inclement weather, will not be at the student's expense.

COMPUTER POLICY

Students receiving 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 while in a student role. Breach of the employer/employee computer access policy requires that the Clinical instructor report the incident to the facility. No patient identifying information may be removed from the clinical facility.

NURSING SKILLS LABORATORY

NURSING SKILLS LAB

To establish guidelines that will assist nursing students with the successful achievement of the required psychomotor skills performance competency necessary for passing the clinical requirements for each nursing course.

Nursing Skills Laboratory is a required clinical component of the nursing program. 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 all self-tutorial assignments. The Lab is equipped with manikins, on which many nursing interventions can be practiced, as well as a variety of equipment that can be found in clinical settings. There is one full-body Nursing Anne/VitalSim manikin as well as one full-body pediatric manikin in the Skills Lab, on which students can practice assessment skills such as blood pressure, pulse, lung sounds, heart sounds and bowel sounds.

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REQUIRED PURCHASES

Students are required to purchase the following items prior to the first scheduled lab: stethoscope, bandage scissors, black pen and black sharpie, penlight and a watch with a second hand. These items are to be brought to all scheduled lab and clinical experiences. It is recommended that students purchase a manual blood pressure cuff for practice at home and in the clinical setting.

LAB KITS

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

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 clinical uniform, white lab coat and name pin to all scheduled labs. Facial jewelry is to be removed and hair off the collar. Scheduled labs are located in rooms 274D on Tuesdays and Thursdays. Students are assigned to a scheduled lab during the registration process.

PRACTICE LABS

Practice labs are scheduled throughout the semester. Students are encouraged to attend the scheduled practice labs. 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 room 278D. 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 for clarification. Students are expected to pair up with a lab partner and critique each other's performance using Lab Manual Checklists, which students are required to bring to labs.

LAB ATTENDANCE AND PUNCTUALITY

Any student who will be late or absent from a lab is required to notify the Lab Instructors in advance, via telephone or e-mail, with a valid reason. Promptness is expected, as tardiness negatively impacts the learning process. Missed lab time may necessitate makeup in the clinical area and result in additional fees to the students. Students are expected to leave the lab on time at the end of the scheduled session.

LAB POLICIES AND ETIQUETTE

All cell phones are to be silenced or turned off and deposited in the appropriate bin prior to the start of the lab session. Sitting on beds, wheelchairs, 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 instructors. Students are required to return lab to an orderly condition at the conclusion of each session. The labs are not latex free environments (see policy).

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PREPARATION FOR LAB IS ESSENTIAL

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

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. Evaluations are based on criteria contained in PNP 101 Lab Manual. Students are provided with two opportunities to demonstrate competency, and must pass by the second attempt in order 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. In the event that a second evaluation is required, this will be completed within 5 days of initial testing with a full time faculty. A failure to achieve competency on the second attempt will constitute a clinical failure and dismissal from the program.

If competency evaluation will be missed for any emergency, it is the responsibility of the student to contact the Lab Instructor and complete the evaluation within 5 days of the competency, according to the availability of lab staff. Any student who fails to meet this deadline will be referred to faculty, and will be given an opportunity to present the reason. Faculty and the Program Coordinator will determine if the student will be allowed to continue. A no call/no show for any competency evaluation constitutes a failure for the competency.

SIMULATION LABORATORY

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.

GOALS

- To allow students to learn in a risk-free environment with an active learning experience.
- To allow students to improve competency and efficiency through practice of skills, techniques, decision making, and critical thinking.
- To provide the opportunity for multidisciplinary development and cooperation that will facilitate better communication in the medical field.

SIMULATION: WHAT IS INVOLVED IN SIMULATION?

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. At the end of the simulation, a *debriefing* occurs so feedback and corrections can be discussed by peers and instructors. Evaluation of the simulation provides critical thinking and reflection of the simulation exercise.

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CODE OF CONDUCT AND RESPONSIBILITIES

SIMULATION LAB CONDUCT

- There is absolutely no eating, drinking, smoking, or using electronics in the simulation laboratory.
- No pens or markers are allowed. Pencils only. Pens and markers stain the mannequins when marked.
- Professionalism is expected at all times.
- Everyone involved in laboratory time is responsible for leaving the labs clean and orderly before departing.
- The acknowledgement form for the simulation laboratory rules and code of conduct must be signed and handed in.
- All students, faculty and instructors must sign a Confidentiality Agreement and Consent to Video prior to any simulation activity.
- If unsafe, unethical, inappropriate, 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 lab users.
- The mannequins are to be treated with respect as they represent real patients. You must handle them gently and with great care.
- The equipment is to be treated with respect and care.
- All personal belongings are to be left in the designated classroom where the class originates.
- All students must be oriented to the Clinical Simulation Lab by the faculty or by appointment with the Simulation Coordinator prior to the scheduled simulation.
- Professional clinical attire is required for all simulation activities. Faculty and instructors will wear a white lab coat over street clothes or scrubs.
- 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 or information outside of the simulation session, debriefing, or class time are prohibited. Students are expected to follow the Health Insurance Portability and Accountability Act (HIPAA) along with any other federal or state laws requiring confidentiality.

CLEAN UP

The clinical simulation laboratories should be left in a clean and organized manner. Mannequins should be left in the beds. All equipment must be turned off appropriately and placed in the appropriate storage location unless coordinated with the simulation specialist.

PREPARATION

Faculty are expected to review the scenarios prior to class with the simulation specialist to ensure props, equipment, and the proper mannequin are available and ready to use. The simulation request form must be submitted with the proper information filled out and faculty must receive a confirmation email directly from the simulation specialist. The faculty must send a copy of the simulation scenario, in a separate email, to the simulation specialist when submitting the booking request.

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MEDIA

The QCC Clinical Simulation Laboratory is capable of utilizing 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 a confidentiality agreement prior to participating in the simulation sessions. This confidentiality agreement 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 individual's program. Students and faculty should conduct themselves in a professional manner since all interactions can be recorded.

Quinsigamond Community College Student Handbook code of conduct, policies, procedures, and responsibilities for Quinsigamond Community College apply for ALL students utilizing the simulation laboratories.

REFRESH YOUR SKILLS

Scheduled Refresher Practice Labs are made available in January, prior to the start of the second semester and are open to all nursing students. Students who will be readmitted to PNP 200 will be required to attend the scheduled lab. Stations are set up for the practice of previously learned skills for which students have already been evaluated for competency.

RETURNING TO NURSING SKILLS LABORATORY

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

1. When referral to the Remediation Lab is indicated, the Clinical Instructor completes a Nursing Skills Lab Referral for Remediation (see attached form). Students shall not be referred to the Skills Lab without the proper documentation. Referral documentation shall include:
 - a) List of skills student has been unable to successfully perform
 - b) Whether instruction and/or re-testing for competency is required
 - c) Date and signature of Clinical Instructor and Student
2. Student directions contained on the form are explained by the Clinical Instructor, which include:
 - a) Student must contact Skills Lab Coordinator to arrange an appointment
 - b) Remediation must be completed within seven days of notice, unless otherwise documented on the referral form and arranged with the Lab Coordinator
 - c) Student must bring the referral form to the Lab on date of appointment
3. 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.
4. If remediation is not accomplished, the Skills Lab Coordinator shall notify the Clinical Faculty.
5. Original copies of the Nursing Skills Lab Referral for Remediation and Remediation Summary will be filed in the student's record.

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6 TIPS FOR NURSES 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. Social networking regarding patients, faculty, and student nurse peers is prohibited and will result in clinical failure.

ANA'S PRINCIPLES FOR SOCIAL NETWORKING

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 TIPS TO AVOID PROBLEMS

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

References:

- American Nurses Association. (2011, September). *Principles for social networking and the nurse*. Silver Spring, MD: Author.
- National Council of State Boards of Nursing. (2011, August). *White Paper: A nurse's guide to the use of social media*. Chicago, IL: Author.
- www.NursingWorld.org

FAIRLAWN NURSING TECHNOLOGY LAB POLICY

BACKGROUND:

This lab has been made possible through the generosity of the Fairlawn Foundation. This lab is available to nursing students, faculty and staff as well as other students. The faculty views students as adults and, as such, expects them to function as adult learners, who are responsible for their own learning. An environment is provided in which learning may take place, but the responsibility to prepare for and complete assignments belongs to the student. The following rules are made to assure that equipment, software and videos are available for student use, and to protect our investment in technology. Please exhibit cooperation with these rules and encourage others to do so.

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EQUIPMENT

Computers and workstations are available to serve 26 students. Computers are equipped with DVD/CD and nursing software applications. Students are not permitted to try to fix any equipment that malfunctions and are required to immediately seek the assistance of the Coordinator of Learning Resources or Program Coordinator in the event that any malfunction occurs.

RULES AND POLICIES

1. No food or drink is permitted in the computer lab because of the potential for equipment damage.
2. Students are expected to clean computer work space prior to leaving the lab.
3. Students are required to sign-in with support staff in order to gain access to the lab
4. Students are required to provide government issued identification information prior to being assigned a laptop.
5. Students are not allowed to remove their assigned lap top from the lab or leave the lap top unattended.
6. Students are required to sign-out with support staff and return the assigned computer prior to leaving the lab.
7. Nothing is to leave the lab and no data files or software may be brought into the lab.
8. To protect equipment, all word processing, etc. must be performed in the Harrington Learning Center. This is strictly enforced.
9. Computer equipment is to be used for Nursing Educational Software only.
10. Students will be instructed to leave the lab immediately and may be subject to disciplinary action if:
 - a. viewing/downloading pornography
 - b. illegally downloading material
 - c. installing personal software programs
 - d. using computers in any manner that violates the student conduct code
 - e. using programs such as Facebook, Snapchat, Instagram, etc.

CULTURAL DIVERSITY AND INCLUSION POLICY

In keeping with the beliefs held by Quinsigamond Community College, the Practical Nursing faculty maintains strong support and commitment to a learning environment where individual dignity is respected and encouraged. This belief permeates throughout all aspects of the Practical Nursing Program and will not tolerate any acts which interfere with the rights of individuals or groups.

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 QCC Student Handbook, Records Directory section. In addition to records maintained by college offices, student files are also maintained in the Nursing Education Department. These files contain information related to clinical performance and evaluation, as well as documents indicating receipt of Nursing Education policies. See Practical Nursing Records Maintenance and Retirement Policy for student records maintenance schedules. Immunization records are maintained by the Health Compliance Officer as well as the Admissions Office. Electronic copies of required healthcare program health forms, immunization records and drug screening information are maintained by the Health Compliance Officer.

Quinsigamond Community College
Practical Nursing Program

STUDENT SUPPORT SERVICES POLICY

The students in the Practical Nursing 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 Quinsigamond Community College school catalog. In particular to Nursing, a tutor is available to nursing students through the Learning Center.

STATEMENT ON DISABILITIES

Students with documented disabilities (physical, emotional, learning, and/or others) who believe that they need accommodations in this class are encouraged to contact the office for Students with Disabilities in room 246A 670 West Boylston Street Worcester, EXT. 4471 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

ACADEMIC ADVISING

Practical nurse students are randomly assigned to a nursing instructor for individual advising. Nursing faculty is available to meet with nursing students, through designated hours or by individual appointment. Each faculty member posts office hours at the onset of each semester.

HEALTH POLICIES

Prior to entering the Nurse Education Program, all students must submit the following data:

1. QCC Health Care Program Health Form complete with all data.
2. CPR (American Heart Healthcare Provider or American Red Cross Healthcare Professional Rescuer).
3. Verification of current health insurance.

The above-mentioned information needs to be submitted to the Health Compliance Officer by assigned dates. Drug testing and fingerprinting are required in the Nurse Education Department. Information regarding testing will be given to the students by the Health Compliance Officer.

DRUG SCREENING POLICY

Students must remain drug free throughout the tenure of their program at the college. Failure to do so shall be grounds for dismissal from the program. Refer to the QCC Handbook for college policy on alcohol and other drugs and the Student Code of Conduct.

The Health Compliance Officer will provide a copy of the drug testing results upon student request.

In the event the student is removed from clinical for any reason related to the Code of Conduct, the student will be responsible for all expenses incurred.

Quinsigamond Community College
Practical Nursing Program

CHANGE IN HEALTH STATUS

In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a health care provider that clearly states the limitations or the ability of the student to fully participate in all activities. Health status changes include, but are not limited to:

- Injury
- Pregnancy/Delivery (requires physician's note)
- Major illness i.e. physical or mental
- Communicable disease
- Splint/brace/cast/sling, etc.

TECHNICAL STANDARDS

Refer to QCC Student Handbook and QCC catalog

INJURY OR ILLNESS IN THE CLINICAL AREA/CAMPUS

In the event of injury/illness in the clinical area/campus, students will be referred for treatment by the clinical instructor based on the policy of the affiliating agency. In the event of injury/illness in the clinical area/campus, the student is responsible for payment of treatment.

In the event of injury while on campus, student should contact campus police at 508-854-4444.

TRANSFER POLICY

See QCC Student Handbook.

EDUCATIONAL UPWARD 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 are completed prior to admission to nursing courses.

ADVANCED PLACEMENT NURSING II REQUIREMENTS FOR ADMISSION

Refer to QCC College Catalog.

MISCELLANEOUS POLICIES

CORI/SORI REPORT AND NATIONAL BACKGROUND REGISTRY CHECK

A CORI/SORI report and National Background Registry Check is required for all students accepted into the Nurse Education Program at Quinsigamond Community College. Students should be aware that individual clinical agencies may refuse to accept anyone into their clinical facilities based upon the CORI/SORI results. In addition clinical affiliates may have additional requirements related to criminal history which may impact a student's eligibility to

Quinsigamond Community College Practical Nursing Program

participate in the clinical experience. If a student is denied access to a clinical facility because of the CORI/SORI report, the Nurse Education Program and its faculty will not be responsible for finding substitute clinical placements or alternative instructional settings. A student may be denied from taking the NCLEX exam based on information obtained through the CORI/SORI report.

ATI TESTING

Students will be required to take assessment examinations during enrollment in the program. Fees for these exams are included in your program fees. ATI is a combination of books, online resources and on line NCLEX style tests designed to help prepare you for the NCLEX exam. This program will help you with test taking skills and content mastery. This program will be used throughout the nursing program. Each semester you will receive the books, online resources and on-line codes to access on-line NCLEX style tests for the content you are learning in class. ATI is required for the completion of each course. (See course descriptions)

PERSONAL/VOCATIONAL APTITUDE

In addition to nursing knowledge and skills, factors that are also weighed in the retention of a student, in the program, are personal characteristics considered desirable for a practical nurse. These characteristics are punctuality, attendance, reliability, and acceptance of responsibility, honesty, courtesy, cooperation, and constructive use of evaluation.

LIABILITY INSURANCE

Per contract requirements with clinical affiliates, students are enrolled in an insurance liability plan through Quinsigamond Community College.

SMOKING

Students must adhere to the smoking policy established by the college, as well as that of clinical affiliates. There is a strict No Smoking Policy while in uniform. For the benefit of the residents and patients that student nurses care for, students will not smoke while wearing their clinical uniform. Most clinical facilities have a No Smoking Policy in effect on their grounds. Quinsigamond Community College Practical Nursing Program will adhere to all policies of clinical facilities including the No Smoking Policy. If a student violates this policy, it will constitute a clinical warning and the student will be instructed to leave the clinical floor. It will be the responsibility of the student to make up the missed clinical time, at the current rate of \$25.00 per hour. Additional infractions of this policy will be addressed through the Quinsigamond Community College Code of Conduct.

READMISSION POLICY

Refer to QCC Student Handbook. Students eligible for readmission include students who left the program, due to withdrawal or academic failure. An appointment must be made with Program Coordinator to ensure all readmission requirements and documents are completed by May 15 if readmission is requested for the following September. 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.

Quinsigamond Community College
Practical Nursing Program

DENIAL OF ADMISSION OF 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.

COURSE EXEMPTION POLICY

There are no exemptions allowed for the courses required within the Practical Nursing Program Curriculum. A student may petition for PNP 210 and/or PNP 233 based on an individual evaluation.

TRANSFER POLICY

A student may seek a transfer of credit from another approved institution provided that a grade of “C” or better has been earned and the course work is comparable to the course offered at Quinsigamond Community College. Transfer credit will only be considered for BIO 140, 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.

PROGRAM COMPLETION/GRADUATION REQUIREMENTS POLICY

Students must satisfy all course and program requirements including regulations related to attendance and conduct, in order to be eligible for program certificate. In addition, all financial obligations must be met.

****ALL STUDENTS MUST COMPLETE AN “INTENT TO GRADUATE CARD” IN ORDER TO RECEIVE A CERTIFICATE AND SIT FOR THEIR LICENSURE EXAMINATION****

PROCESS TO REQUEST PERMISSION TO PARTICIPATE IN QCC COMMENCEMENT EXERCISE

If you are one course deficient and you would like to participate in the May Commencement exercise, you must satisfy the following:

1. Complete the Intent to Graduate Card *Indicate August Completion
2. Present a letter to the Registrar requesting to participate in the Commencement Exercise.
3. Register and pay for the one remaining required course and attach a copy of your Summer Registration Form and paid bill to the above mentioned letter to the Registrar.
4. Attach a letter in support of your request from the Program Coordinator.
5. Present this information to the Registrar.

REVIEW COURSE

Completion of a review course is required prior to your licensure application being forwarded for processing. Additional fees are required for review course as well as licensure application. There will be a review course provided at Quinsigamond Community College within two weeks of Practical Nursing Pinning. Fees for this course are paid directly to Hurst Review. The cost for the course is currently \$300.00 for two full days of review (price increases are expected each year). See Program Coordinator for further information.

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Practical Nursing Program

ELIGIBILITY FOR LICENSURE

All students must have a Certificate of Graduation signed by the Program Administrator and validated through the QCC Registrar's Office in order to sit for licensure. There are currently fees associated with licensure. These fees currently total \$450 and are the responsibility of the student (prices may increase).

GOOD MORAL CHARACTER POLICY

The Board of Registration in Nursing has a policy regarding the "Good Moral Character" licensure requirement at MGL c.112,ss.74,74A and 76. Please refer to MBORN website for further information.

DISABILITY ACCOMMODATIONS REQUESTS

The Board of Registration in Nursing has a policy regarding Accommodations for testing.

Students must request copies of the materials they require, in writing, to the Program Coordinator. Requests take approximately two weeks to process.

Quinsigamond Community College
Practical Nursing Program

QCC Foundation/Nurse Ed Scholarship Application

**QCC Nurse Education Department Scholarships: Fairlawn Nursing; Claire E. Hayes/WCHSON Alumni;
Jean Remillard Curtis Award; Faith L. Crotty Nursing; Kathleen Griffin Jennings; Ruth Pelkey***
Criteria, Guidelines and deadlines for all Nursing Scholarships attached

Only completed applications will be accepted – PLEASE PRINT

Name of Applicant: _____ QCC ID Number: _____
Last First M. I.

Address: _____
Street City/Town State Zip Code

Optional

Ethnicity: Hispanic/Latino White Black or African American American Indian/Alaskan Native
 Asian Native Hawaiian or Other Pacific Islander Other

Email Address: _____ Date enrolled at QCC: _____

Day-time Phone: _____ Evening Phone: _____
(Area Code) (Area Code)

Anticipated Graduation Date: _____ Work Status: Full Time Part Time Unemployed

Degree Program: _____ Certificate Program: _____

(If applicable) Grade Point Average to date: _____ Credits Earned to Date: _____ # of credits currently enrolled: _____

Have you ever violated the QCC Code of Conduct? Yes No **If yes, explain:** _____

Are you on Academic Probation? Yes No **If yes, explain:** _____

Are you an international student? Yes No Family Members in College: _____

What is the highest level of education your parents achieved? _____

I am registering as a full-time student for (select the term you are applying): Fall Spring Year _____ # of credits: _____

I am registering as a part-time student for (select the term you are applying): Fall Spring Year _____ # of credits: _____

Quinsigamond Community College
Practical Nursing Program

Extracurricular activities and volunteer work—*Please list any extracurricular activities and volunteer work you participate in, especially at QCC.*

If your GPA falls below 2.5, please explain why here:

I have carefully read and completed this application and, to the best of my knowledge, the above information is true. I understand that this application material will be kept confidential.

Signature

Date

*Drop off your completed application package to
Nurse Education Department
Room 207D-Downtown
25 Federal Street
Worcester MA 01608*

*Or mail your completed application to
Nurse Education Department Scholarships
670 West Boylston Street, Mailbox 22D
Worcester, MA 01606*

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Scholarship Information Release Form

Quinsigamond Community College (QCC) Foundation scholarships are made possible through the contributions of various individuals and organizations. These donors appreciate learning more about the students who directly benefit from their scholarship funds. By allowing the college to provide recipient information to our donors, you are helping to strengthen their connection to QCC.

We also like to share scholarship recipient information with the offices and organizations that work so very hard to raise scholarship funds for QCC students and for publicity releases. Your cooperation with the efforts of QCC's Marketing and Public Relations Department, Alumni Association, Community Engagement Office, and QCC Foundation will help to increase the funds available to assist current and future QCC students with their education.

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy and confidentiality of student education records. In order for the college to release your information, we must have written permission from you.

I authorize QCC to release my information and photo to donors and other individuals responsible for funding my scholarship(s). I also authorize QCC to release my information and photo for publicity releases and other promotional and/or marketing material related to QCC.

Signature

Date

Printed Name

QCC ID

Quinsigamond Community College
Practical Nursing Program

QCC Nurse Education Scholarship Checklist

- Scholarship Application: Applicants must be a full time or part time student, enrolled in a degree or certificate program, in good academic standing with a GPA of 2.5 or better.
- Recommendation: From, a faculty/professional staff or community person. Applicants must ensure the recommendation is submitted by the deadline*. Deadlines listed on next page.
- Essay: One-page typed essay addressing the following questions:
 1. Describe your reasons for applying for this scholarship.
 2. Cite examples of personal and/or academic successes.
 3. Explain why you want to pursue a career in Nursing.
- Transcript: Please provide a copy of your current QCC transcript.
- Resume: List any extracurricular activities and volunteer work (especially activities at QCC)
- *Financial Statement: Financial statement must only be completed for financial assistance applicants. *Not needed for Nurse Education Department applicants.
 - Applicants must complete the Free Application for Federal Student Financial Aid (FAFSA) and provide a copy of your SAR (student aid report).
 - International students or who cannot receive financial aid should submit an official statement of their financial situations and include a copy of their most recent bank statement, if applicable.

Quinsigamond Community College
Practical Nursing Program

NURSE EDUCATION DEPARTMENT CRITERIA and AMOUNT

SOURCE	ELIGIBILITY	APPLICATION DEADLINE	AMOUNT AVAILABLE FOR DISTRIBUTION	OTHER
Carmen Tobin Nursing Scholarship	PN, Nsg 201; 202 QPA 2.7 or higher Financial Need	November 5	(Pending Funding)	* Requires separate application
Claire E Hayes/ WCHSON Alumni Scholarship	*See specific Criteria for Qualifications PN; ADN GPA 3.0 or higher	November 5 for Fall March 23 for Spring	\$1,000 \$500 Fall \$500 Spring	*A nursing student who is: 1) A resident of Worcester or Worcester County; 2) Any student holding good academic standing in the Nursing Program (Grade point average: 3.0)
Jean Remillard Curtis Award	PN Nursing II, III QPA 3.0 or higher	March 23	\$5,000	5 recipients annually
Faith L. Crotty Nursing Scholarship	PN ADN QPA 3.0 or higher	No application: Awarded Spring Semester	(Pending Funding)	*Need Based: Financial Aid Office notifies Nsg Dept of Qualified Applicants
Kathleen Griffin Jennings Scholarship	ADN	No application: Awarded Spring Semester	\$500	*Need Based: Financial Aid Office notifies Nsg Dept of Qualified Applicants
Ruth Pelkey Scholarship	ADN QPA 2.5 or higher	March 23	\$300	1 recipient

Applications are available outside the classrooms.

GUIDELINES

Multiple scholarships will be awarded. The Nurse Education Department scholarship committee has the exclusive responsibility for screening all applicants and selecting appropriate recipients for these scholarships.

All applications will be forwarded before the deadlines listed above.

Quinsigamond Community College
Practical Nursing Program

GRIEVANCE PROCEDURE

If a student has a concern with regard to the PN Program, the following format must be followed:

The issue must be in writing and signed by student(s) communicating with appropriate personnel.

Address issue

1. With Professor. **Please initial**
If not satisfied with outcome.

2. With the specific Nursing Team. **Please initial**
If not satisfied with outcome.

3. With PN Program Coordinator. **Please initial**
If not satisfied with outcome.

If satisfaction not met, go to Level I of Grievance in the Quinsigamond Community College Student Handbook.

Student Name _____
Print (Last Name, First Name)

Student ID# _____

Student Signature _____

Date _____

For program communication, prior to the grievance process, the **PN COMMUNICATION FOR RESOLUTION form must be signed by all parties concerned as the resolution process continues.**

Refer to Quinsigamond Community College Student Handbook.

Quinsigamond Community College
Practical Nursing Program

PARTICIPATION IN GOVERNANCE OF PRACTICAL NURSING PROGRAM

PARTICIPATION IN GOVERNANCE OF THE PROGRAM

Each class elects two representatives (one representative and one alternate) who serve on the faculty committee. Students will also elect representatives to serve on ad hoc committees as the need arises. Faculty committee 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.

The student representative may not sit in on discussions about other students. See Practical Nursing Faculty By-Laws regarding voting privileges

Faculty committee will ask for student recommendations regarding agenda items.

Refer to current Quinsigamond Community College Student Handbook.

CLASS OFFICERS

The PN Program will elect class officers (president, vice-president, and secretary/treasurer) for the length of the class. Periodic class meetings will be held to discuss social events, fundraising activities, pinning events, and any other class business. The Class Advisor will be elected by the student body each year. Class dues will be agreed upon and collected from the student body to defray the cost of your pinning ceremony.

Quinsigamond Community College
Practical Nursing Program

LATEX ALLERGY POLICY

Latex allergy policy is stated below. **If a student has a latex allergy or sensitivity, they must fill out the Release Form and submit to Nursing Skills Lab Coordinator and appropriate Nursing Course Faculty.**

**Quinsigamond Community College
Division of Health Care
Latex Allergy Policy**

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 potential allied health and nursing program applicants 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 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's Office of Disability 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 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.

In an effort 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 Health Care Division that contain or could contain latex; and 3) future purchase of latex-safe supplies and equipment whenever possible.

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

Quinsigamond Community College
Practical Nursing Program

**Quinsigamond Community College
School of Health Care
Student Latex Release Form for Students with Identified Latex Allergy**

I _____, disclose to Quinsigamond Community College School of Health Care and _____ Program that I have a sensitivity/allergy to latex.

I have attached documentation of testing that I have received from a physician confirming this allergy/sensitivity. This documentation clears me for participation in college lab activities and clinical rotations as required in the _____ Program's Handbook in which I am enrolled.

I understand that, due to my participation in a Health Program, I may be exposed to latex, which may result in a worsening of my pre-existing latex sensitivity. I understand that continued exposure may cause my condition to worsen and potentially lead to life threatening symptoms. I accept these risks knowingly and voluntarily and will take all reasonable precautions to prevent such exposure.

Further, I understand that:

- It is my responsibility to be aware of potential exposure to latex in my learning environment and to avoid or minimize such exposure;
- It is my responsibility to notify each of my course instructors/clinical faculty or preceptors of my latex sensitivity/allergy in every situation where potential exposure may be present;
- It is my responsibility to follow up with my health care provider/allergist for services related to my latex allergy and follow their recommendations;
- It is my responsibility to assume any costs related to latex allergy screening and treatment;
- It is my responsibility to have on my person emergency medication (Epi-Pen or other) as prescribed by my physician in the event of an allergic/anaphylactic reaction;
- College and clinical labs are not a latex free environment and therefore the risk of exposure to latex cannot be eliminated; and
- Quinsigamond Community College cannot guarantee a latex free environment during College lab activities or clinical rotations.

By my signature, I release and discharge Quinsigamond Community College, its officers and employees from all responsibility and liability related to personal injury suffered by me because of exposure to latex in the College's lab or during a clinical rotation.

Student Signature

Date

Student ID# _____

Parent Signature if Student is under 18 years old

Witness

11/09

Quinsigamond Community College
Practical Nursing Program

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: $\frac{\text{Number of Clinical Hours Needed}}{\text{Number of Clinical Hours Needed}} \times \frac{\$25}{\text{Cost Per Hour}} = \$ \frac{\text{Total Cost to be Paid by Student}}{\text{Total Cost to be Paid by Student}}$

*Program Coordinator
Signature:* _____

Payment Information: Date Paid: _____

Amount Paid: _____

Cash/Ck/MC/Visa: _____

- 1 – Please complete form and obtain proper signature
- 2 – Bring completed form to the Student Payment Center or Business Office to make payment
- 3 – Payment needs to be in full before attending clinical make-up
- 4 – Official receipt will be printed for the student
- 5 – Student copy and receipt can be used as proof of payment for clinical professor

White Copy: **Business Office**

Yellow Copy: **Student**

Pink Copy: **Healthcare Program**

Quinsigamond Community College
Practical Nursing Program

QUINSIGAMOND COMMUNITY COLLEGE
NURSE EDUCATION PROGRAM

ACADEMIC LEARNING CONTRACT

Student Name _____ Student ID# _____ Date _____

Issue

Expected Outcome

Exam Grade < 73%

Student will achieve exam grade to maintain greater than or equal to 73% for the course .

Assignment(s) not submitted

Missing assignment will be submitted by _____.
All subsequent assignments will be completed and submitted on time.

Other:

Student Resources

Advising Center
Campus Ministry
Career Center
Communication Skills Center
Counseling Services
Disability Services
Individualized Learning Center – Harrington Learning Center
Library
Nursing/Math/English Tutors
Nurse Education Standardized Testing

Remediation Plan:

Faculty Signature: _____

Date: _____

Student Signature: _____

Date: _____

Evaluation

Student has met expected outcome(s) _____

Student has not met expected outcome(s) _____

Faculty Signature: _____

Date: _____

Student Signature: _____

Date: _____

AcademicLearningContract 6/1/12

Quinsigamond Community College
Practical Nursing Program

Clinical Site Information

Beaumont Skilled Nursing Center
1 Lyman Street
Westborough, MA 01581

Melissa Ferguson, RN, Director of Nursing
Mferguson@salmonhealth.com
Serena Zumpano, RN, Staff Development
Telephone: (508) 366-3723

Beaumont at University Campus
378 Plantation Street
Worcester, MA 01605

Deborah Audet, Director of Nursing
Daudet@salmonhealth.com
Laura Forrister, RN, Staff Development
Lforrister@Salmonhealth.com
Telephone: (508) 755-7300

Harrington Memorial Hospital
100 South Street
Southbridge, MA 01550

Allison Richards
ARICHAR1@harringtonhospital.org
Telephone: (508) 765-3005

Health Alliance Leominster
60 Hospital Road
Leominster MA 01453

Pauline Aliskevicz
paliskevicz@healthalliance.com
Telephone: (978) 466-2172

Holden Rehabilitation and Skilled
Nursing Facility
32 Mayo Drive
Holden MA 01520

Dawn Auger, RN, Director of Nursing
dauger@oriolhealthcare.com
Telephone: (508) 829-4327

Holden School System
Central Office
1745 Main Street
Holden MA 01520

Catherine Knowles, Supervisor of Pupils
cathy_knowles@wrsd.net
Telephone (508) 829-1670

Holy Trinity Eastern Orthodox Nsg & Rehab Ctr.
300 Barber Avenue
Worcester, MA 01606

Rene Kubleck, RN, Director of Nursing
Rkublbeck@htnr.net
Anne Marie Leboeuf, Staff Development
AMLeboeuf@htnr.net
Telephone: (508) 852-1000

Leicester Public Schools
170 Paxton St.
Leicester MA 01524

Diane Moffat
moffatd@lpsma.net
Telephone: (508) 892-7050

Life Care Center of Auburn
14 Masonic Circle
Auburn, MA 01501

Donna McElroy-Routhier, Director of Nursing
mcelroy@lcca.com
Sara Campbell, Staff Development
campbell@lcca.com
Telephone: (508) 832-4800

Quinsigamond Community College
Practical Nursing Program

Marlboro Hospital
157 Union Street
Marlboro MA 01752

Tricia Welch, RN, Education Coordinator
patricia.welch@umassmemorial.org
Telephone: (508) 486-5871

Meadows at Leicester
111 Huntoon Memorial Highway
Rochdale MA 01542

Mabel Adane-Konadu, Director of Nursing
Madane-konadu@vhmeadows.com
Telephone: (508) 892-1607

Millbury Public Schools
12 Martin Street
Millbury, MA 01527

Richard Bedard, School Business Manager
Kate Ryan, Director of Pupil Services

Milford Regional Hospital
14 Prospect Street
Milford, MA 01757

Karen Wians, RN, Nursing Education
kwians@milreg.org
Telephone: (508) 473-1190
Lisa Ryan, RN, Informatics
lryan@milreg.org
Telephone: (508) 422-2675

Notre Dame Health Care
555 Plantation Street
Worcester MA 01605

Sue Benoit, RN, Director of Nursing
sbenoit@NotreDameHealthCare.org
Telephone: (508) 852-5800

Oakdale Rehabilitation & Skilled Nursing Center
76 North Main Street
West Boylston, MA 01583

Cynthia Snyder, RN, Director of Nursing
snyder@oriolhealthcare.com
Telephone: (508) 835-6076

Saint Camillus Health Care
447 Hill Street
Whitinsville MA 01588

Sandy Godfrey, RN, Director of Nursing
sgodfrey@stcamillus.com
Kathryn Beaudry, RN, Staff Development
Telephone: (508) 234-7306

St. Vincent Hospital at Worcester Medical Center
20 Worcester Center Blvd.
Worcester, MA 01608

Jane Beahn, RN, MSN, Staff Educator
jane.beahn@stvincenthospital.com
Telephone: (508) 363-7229

So County Dialysis (Fresenius Kidney Care)
336 Thompson Road #1
Webster MA 01570

Patricia Gulkin
Patricia.Gulkin@fmc-ma.com
Telephone: (508) 943-3998

TCU at Webster
340 Thompson Road
Webster MA 01570

Julie Drummond, RN, Director of Nursing
dns@tcuatwebster.com
Telephone: (508) 949-8972

Tradewinds Clubhouse
309 Main Street
Southbridge, MA 01550

Brittany Walker
Bwalker@HRU.ORG
Telephone: (508) 765-9947

Quinsigamond Community College
Practical Nursing Program

UMass Memorial Health Care: University Campus
55 Lake Ave North
Worcester, MA 01605

Crystal Lasley
Executive Administrative Asst for Nursing/
Allied Health Student Affiliations
Crystal.lasley@umassmemorial.org
Telephone: (774) 443-7892

Wingate Neuro-Rehab Center at Worcester
59 Acton Street
Worcester MA 01604

Patricia Kennedy, Director of Nursing
pkennedy@wingatehealthcare.com
Telephone: (508) 791-3147

Worcester Department of Public Health
25 Meade Street
Worcester MA 01610

Pat Bruckman, RN, Director
Telephone: (508) 799-8555

Worcester Public School System
15 Harlow Street
Worcester MA 01605

Debra McGovern, RN, Director
McGovernD@worc.k12.ma.us
(508) 799-8553
Wanda Taylor, Human resources
CORI/SORI/SAFIS issues 508-799-3020

Worcester Recovery Center and Hospital
Hospital Drive
Worcester, MA 01605
Adolescent Unit

Sharyn DiLauro, Director of Nursing
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Marilza Tolomeo, Nurse Manager
Telephone: (508) 368-3768

YWCA of Central Mass
1 Salem Square
Worcester MA 01608

Darlene Belliveau, Director Children's Services
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Telephone: (508) 767-2505 ext.3025
Lucille Gallagher, Center Director
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Telephone: (508) 767-2505 ext.3045

Quinsigamond Community College
Practical Nursing Program

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

Signed _____

Print Name _____

Student ID# _____

Instructor _____

Date _____

*Academic year runs from Fall to following Spring into Summer.

Quinsigamond Community College
Practical Nursing Program

**QUINSIGAMOND COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT**

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 unless I have been duly authorized in writing by my clinical instructor to do so.

Signature _____ Date _____

Print Name _____ Student ID# _____

Instructor Signature _____ Date _____

If under 18 years of age _____
Parent/Guardian Signature

MTB:pw

Quinsigamond Community College
Practical Nursing Program