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.
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 client and significant support person(s) to achieve an optimal level of self-care, while protecting and promoting client 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, client centered, cost effective, attentive to client diversity, and occurs within the context of the client’s family and environment. Nurses utilize the nursing process, open, civil and therapeutic communication, critical thinking and implement evidence-based information while working collaboratively with members of the health-care team. Nurses function within the standards of practice, demonstrating safe, competent, legal and 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 client and the environment.

Teaching/Learning is an active, dynamic, continuous and creative process of attaining and sharing knowledge, involving the client, significant support person(s) and the health care team. As educators, nurses assist the client/families by supporting self-care activities, while facilitating informed decision making and achievement of positive outcomes.
Nursing education/scholarship occurs within a system of higher education and is a planned approach to the acquisition of knowledge. Nursing education progresses from the simple to the complex, facilitates the development of cognitive, psychomotor and affective knowledge and provides for multiple points of entry into the profession. The outcome of nursing education, at all levels, is to prepare a graduate who accepts professional responsibility and accountability. Nursing education supports participation in professional organizations. Cultural diversity within the classroom is valued and promotes appreciation and respect for differences within the college and beyond. The role of the faculty is to guide, support; facilitate learning, and model professional practice, while instilling commitment to lifelong learning. Faculty also strive to instill a sense of professional empowerment including commitment to social justice and community service. The role of the student is to translate classroom learning into nursing practice through the spirit of inquiry, evidence-based and reflective nursing practice.

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

The Associate Degree Nurse advances the nursing process to implement nursing actions in varied complex settings, and assist clients 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 clients, families, and community groups. The associate degree nurse is also responsible for the delegation of nursing activity.
PRACTICAL NURSING CONCEPTUAL MODEL

The QCC Practical Nursing Conceptual Model Explanation
A single umbrella with the client positioned at the center of the handle is representative of the QCC Practical Nursing curriculum. Nursing process, the primary problem-solving method used in nursing care delivery is wrapped around the client 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.
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 clients, throughout the life span, who have actual, common, well defined, or potential, health-deviation requisites.

2. Use therapeutic communication effectively with clients, families, and members of the health care team.

3. Implement goal-directed teaching plans to assist clients in resolving self-care deficits.

4. Manage the nursing care of clients with actual or potential common, well defined health deviation requisites, in a variety of structured settings, in accordance with ethical, legal and professional standards.

5. Demonstrate professional attributes in the provision of safe, effective Practical Nursing Care.

6. Discuss how relevant technology is used in client care and documentation.

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 clients.

3. Select nursing diagnosis applicable to assigned client.

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 clients.

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 clients.

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 client 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.
LEVEL TWO STUDENT LEARNING OUTCOMES

1. Apply the nursing process when caring for clients 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 clients.
6. Demonstrate competency in the performance of advanced nursing care skills.
7. Evaluate care given based on stated outcomes.
8. Discuss proposed modifications in client’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 clients, families, and health team members.
13. Practice applying critical thinking skills in providing nursing care.
14. Employ principles of teaching to assist clients meet universal and/or health-deviation requisites.
15. Develop interactive skills with other health team members to assist clients meet self-care needs.
16. Compare one’s own practice with the role expectations of practical nursing.
18. Use relevant technology in client care and documentation.

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

Revised: 2017
## CURRICULUM PLAN

### SEMESTER 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Class/Lab Hours</th>
<th>Clinical Practice</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>BIO 100 Principles of Human Biology</td>
<td>4</td>
<td>45/15</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>PNP 101 Practical Nursing I</td>
<td>10</td>
<td>75/90</td>
<td>135</td>
<td>300</td>
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### INTERSESSION

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<td>PSY 121 A Survey of Life Span Development: Conception to Death</td>
<td>3</td>
<td>45</td>
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<tr>
<td><strong>Totals</strong></td>
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### SEMESTER II

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<th>Clinical Practice</th>
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<tbody>
<tr>
<td>PNP 200 Practical Nursing II: Medical/Surgical Nursing of the Adult/Aged</td>
<td>11</td>
<td>90</td>
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<tr>
<td>PNP 222 Clinical Pharmacology</td>
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<td>30</td>
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<tr>
<td>PNP 233 Trends in Practical Nursing</td>
<td>1</td>
<td>15</td>
<td>0</td>
<td>15</td>
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<tr>
<td>PNP 210 Nutritional Concepts in Health &amp; Illness</td>
<td>1</td>
<td>15</td>
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<td>15</td>
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<tr>
<td><strong>Totals</strong></td>
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### SUMMER SESSION

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<th>Class/Lab Hours</th>
<th>Clinical Practice</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>PNP 202 Practical Nursing III: Pediatric/Maternal-Newborn/Leadership</td>
<td>8</td>
<td>60</td>
<td>180</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>8</strong></td>
<td><strong>60</strong></td>
<td><strong>180</strong></td>
<td><strong>240</strong></td>
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Reviewed and Revised February 2019
REFERENCES


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 client’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 client. The nursing process is used as the basis for discussion of assisting clients in adapting to acute or chronic health deviations, and interventions that facilitate client movement to self care. 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.

Reviewed and Revised February 2019
PnP 202 Practical Nursing III: Pediatric/Maternal/Newborn/  8 credits

Leadership Management Nursing
This course focuses on the specialties of maternal-newborn, pediatric, and leadership nursing. Topics include growth, development, and physiologic needs of the client 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 clients 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.

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.

Reviewed and Revised February 2019
INTEGRATING CONCEPTS

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

**Communication** - To exchange information via verbal, nonverbal, and written methods. This takes place between clients, 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 client 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 client. 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 client 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, client, and public safety needs

**Standards of Practice and Trends in Health Care** - Managing the nursing care of clients 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
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 client(s). The student will be expected to explain in his/her own words the various aspects of the client’s condition and the nursing care planned. If the assignment is given on the day of the clinical experience, the student is expected to use the resources available at the clinical site to prepare for client care. If the assignment is given in advance of the clinical experience, the student is expected to prepare for it prior to entering the clinical area.

**Clinical Evaluation** – Completed by the instructor. Formative evaluation identifies a student’s strengths and weaknesses 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.

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

**Clinical Warning** - Implemented by the instructor. Used when the student is not meeting 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. Any student who accrues more than two clinical warnings will be placed on probation.

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

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

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

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

**Pre- and Post-Conference** – A short period of time before (pre) and after (post) each clinical experience. The pre-conference with the instructor is to discuss the student’s objectives of the clinical day. The post-conference is led by the instructor and is often a time to share the day’s 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 Client, Standardized Client, Sample Client (aka SP’s), and Client Instructor is an individual trained to act as a real client 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. *Simulation* is an attempt to create realistic medical situations. By utilizing a risk-free environment and essential aspects of clinical situations, the student can apply skills, critical thinking, reasoning, and fundamentals.

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

POLICIES AND PROCEDURES

ACADEMIC POLICIES

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

ACADEMIC ADVISING

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

ADMISSION POLICY

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

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.

ADVANCED PLACEMENT POLICY

See QCC College Catalog for advanced placement process and requirements.

ATI TESTING

Students will be required to take ATI 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 online NCLEX style exams designed to help prepare you for the NCLEX-PN nursing licensure exam. The ATI program will help students develop test taking skills and master the content covered on the licensure exam. The ATI program will be used throughout the nursing program. Each semester you will receive the books, online resources and online codes to access online NCLEX style tests for the content you are learning in class. ATI Proctored and Non-Proctored assessments are required for the completion of each course.
ATTENDANCE POLICY

Attendance at all classes is required and expected. As mandated by the Board of Registration of Nursing, a Practical Nursing program must have a minimum of 1080 hours in nursing education. The Massachusetts Board of Registration in Nursing approves this program. Excessive classroom absence of three days will necessitate a make-up assignment as determined by the nursing faculty. Students who exceed three absences will be reviewed by the PNFO through GPA and satisfactory clinical performance for retention, or dismissal from the program. All clinical absences require a clinical make-up. See the section on Clinical Make-up Days under Clinical Policies.

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.

COURSE EXEMPTION POLICY

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

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.

DISABILITIES POLICY

If you have a disability, which may require an accommodation, please notify the faculty as soon as possible. You are responsible for forwarding your accommodation letter to the faculty and discussing arrangements for this course. Your accommodations for this course begin upon receipt of your accommodation letter; accommodations are not retroactive. You may request accommodations at any time during the semester but your instructors must be provided with reasonable notice prior to exams or deadlines.

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

Contact Information for Disability Services & Assistive Technology:
Call: 508-854-4471
Sorenson Video Phone: 508-502-7647
Email: disabilityservices@qcc.mass.edu

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.

Clinical facilities may require that students are drug screened before participating in a clinical experience at their facility. Students should be prepared to submit to drug screening before each clinical placement. 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.

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 be completed prior to admission to nursing courses.

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. Access to the Course Syllabus and Day-by-Day calendar on the first day of class.
3. A clinical performance evaluation guide indicating the clinical objectives for the semester.
4. An academic and/or clinical warning if work is unsatisfactory.
5. A written clinical evaluation for each clinical rotation in a timely manner.

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. Clinical evaluation is conducted at the end of each clinical rotation. In addition to this schedule, faculty may conduct evaluation meetings as deemed necessary.

GRADING POLICY

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

- A minimum grade of “C” (73%) is necessary in all courses required within the Practical Nursing Program. Exam grades are recorded to one decimal place (82.5). Students receiving less than “C” in any program course will be unable to advance to the next semester.
- A total Grade Point Average (GPA) of 2.0 is required to complete the Practical Nursing Program.
- The course grade in nursing reflects total course performance and it is the grade recorded on the official school transcript. 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 are to be completed as scheduled in the day-by-day schedule. Students must score 90% on one non-proctored exam in order to sit for the proctored exam. Attainment of a Level 2 on
Proctored exams will receive one point added to exam 4; attainment of Level 3 on proctored exams will receive two points added to exam 4. Attainment of a Level 1 or below requires remediation and submission of remediation materials to their faculty advisor.

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

**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” (even if you do not want to attend the QCC graduation ceremony in May). COMPLETION OF THE “INTENT TO GRADUATE CARD” will prompt the Registrar to print a “Certificate of Graduation” after the Pinning Ceremony takes place. The “Certificate of Graduation” is required in order to register and sit for the NCLEX-PN Licensure exam **

**Process to Request Permission to Participate In QCC Commencement Exercise:**

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

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

**HEALTH POLICIES**

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

Students must submit the following data as required:

- Physical Exam - Performed and signed by PCP/NP/PA within 12 months of the start of the program
- Tetanus - (Tdap) documentation of receiving Tetanus injection within the last 10 years
- Flu vaccination - Documentation of receiving flu vaccination for the current Influenza season.
- Tuberculosis Screening - documentation of two negative Tuberculin Skin Tests (2 step) and annual testing thereafter. If result is positive, students must provide documentation of a Chest x-ray showing no active disease within 12 months of program start date. A serum TB test may be used instead of a 2-step Tuberculin Skin Test
- Varicella - Varicella titer demonstrating immunity to Varicella
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- **Measles, Mumps, and Rubella** - immunity titers for each disease demonstrating immunity to each disease
- **Hepatitis B Antibody titer** - Positive Hepatitis B Surface Antibody titer which demonstrated immunity to the Hepatitis B Virus. If titer result is negative, students must provide documentation of having a complete Hepatitis B vaccination series, receive Hepatitis B boosters, and recheck Hepatitis B antibody titers as ordered by their PCP
  - Copy of current health insurance card on file
  - Healthcare Provider Level CPR Certification

The information above must be submitted to the Health Compliance Officer by the assigned date. Drug testing and fingerprinting may be required in the PN program. Information regarding testing will be given to the students by the Health Compliance Officer.

Students may submit documents (with student ID#) via the drop-box located outside office 113D. In addition to submitting data prior to entering the program, students must ensure updated information is provided as required while in the program. An issue with compliance with QCC health requirements could prevent a student from participating in a clinical rotation, which could result in dismissal from the program. The Healthcare Compliance Officer can be reached at healthcompliance@qcc.mass.edu

**HEALTH STATUS CHANGES**

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.

**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.

**LIABILITY INSURANCE**

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

**LICENSURE/PROGRAM COMPLETION**

*Eligibility for Licensure* - All students must have a Certificate of Graduation signed by the Program Administrator and

Reviewed and Revised February 2019
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. A student may be denied from taking the NCLEX exam based on information obtained through the CORI/SORI report.

**Review Course** - Completion of the Hurst Review course is required prior to your licensure application being forwarded for processing. Additional fees are required for the review course as well as licensure application. The Hurst Review Course is provided at Quinsigamond Community College within two weeks of the 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.

**BORN Disability Accommodations Requests for NCLEX-PN Boards**

Testing accommodations for qualified candidates is provided only with the authorization of the Massachusetts Board of Registration in Nursing. Student who wish to request disability accommodations should:

- Request information from the BORN concerning its requirements for receiving testing accommodations. This should be done before submitting your NCLEX registration to Pearson VUE.
- Make a written request for accommodations to the BORN.
- Send their request to the BORN as early as possible so that, if approved, the testing accommodations can be made in a timely manner.

Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations and your ATT email listing the granted accommodations.

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

Candidates who seek to test with accommodations cannot schedule their appointments through the NCLEX Candidate website.

**CLINICAL/LABORATORY 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 practical nursing 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 QCC Business Office at the West Boylston Street campus prior to the scheduled make-up time.

Reviewed and Revised February 2019
PINNING POLICY

There is a $250 non-refundable fee to participate in the Pinning Ceremony. Students will have the opportunity to raise funds by selling ads in the pinning program. Students who do not wish to sell ads may make a direct payment of $250. These monies and the advertisements for the pinning brochure are due the first week of the third semester. There are additional fees for the Hurst Review, Registration with Massachusetts Board of Registration in Nursing and the Application to test for NCLEX-PN that are also due at the end of the third semester. These fees are the responsibility of the student.

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 clients, faculty, and student nurse peers is prohibited.

In clinical practice areas, the nursing student is expected to act in ways which safeguard the client 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).
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.

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

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.

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.

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.

RELIGIOUS ACCOMMODATIONS

Students who are requesting religious accommodations must notify the faculty two weeks prior to 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.

RETENTION POLICY

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

- You are ineligible for promotion
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- 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.

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.

SMOKING POLICY

- There is a strict No Smoking Policy while in uniform. For the benefit of the residents and clients that student nurses care for, students will not smoke while wearing their clinical uniform.
- QCC is a smoke-free institution.
- Students must adhere to the smoking policy established by the college, as well as that of clinical affiliates.
- Most clinical facilities have a No Smoking Policy in effect on their grounds.

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 per student per hour. Additional infractions of this policy will be addressed through the Quinsigamond Community College Code of Conduct.

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. The Health Compliance Officer as well as the Admissions Office maintain immunization records. The Health Compliance Officer maintains electronic copies of required healthcare...
program health forms, immunization records and drug screening information.

**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.

**STUDY AREAS AT 25 FEDERAL STREET**

1. Fairlawn Nursing Technology Lab (Room 229D)
2. Room 007D
3. Library
4. Private study rooms may be reserved through the sign-up sheet outside of Room 207D.

*Policies for Study Areas*

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

**TRANSFER POLICY**

A student may seek a transfer of credit from another approved institution if 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.

**WITHDRAWAL POLICY**

See QCC student handbook. Students are encouraged to attend an exit interview with Program Coordinator.
SOCIAL MEDIA POLICY

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 clients, faculty, and student nurse peers is prohibited and will result in failure in the course.**

**American Nurse Association Principles for Social Networking**

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

**Six Tips to Avoid Problems with Social Media**

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-client relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with clients blurs this boundary.
4. Do not make disparaging remarks about clients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of clients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

**References:**
CLASSROOM POLICIES

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

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.

Calculators – If calculators are required for an exam, they will be provided by the faculty.

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.

Students must report any absences on test days PRIOR to the start of the exam to all faculty members and the program coordinator. This should be done by email or phone. Special circumstances will be reviewed by the PNFO. Any student who is not present on test day and time will receive a 10 point reduction in their test score. See Make-Up Examination Guidelines for further information.

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 in designated areas and remain there during the exam.

Students are required to comply with assigned seating plan during testing. Seating plans will change for every exam. Two rooms may be 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 need to schedule a make-up examination as detailed in Make-Up Examination Guidelines.

Answer sheets may be processed and corrected by a Scantron machine or through Blackboard. The Scantron does not give credit for erasure errors or incomplete erasures. Testing time includes student completion of the scantron answer form.

Grades are posted within one week of the exam. Students who wish to review an exam may do so by contacting the faculty who presented the content in lecture. This review must be completed within 2 weeks of the date of the exam.

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 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** - Make-up exams for students who missed an exam will be given the day following the scheduled exam date. Day students should return to the Downtown campus after their clinical/lab day to sit for the exam after their clinical or lab experiences. Evening students should come to the Downtown campus prior to their clinical or lab experience to sit for their make-up examination.

- It is the responsibility of the student to contact the faculty and coordinator regarding absence on exam day and to confirm that the exam will be given the following day and the time that it will be given.
- 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 point reduction on all make-up exams.

- Students who are absent or miss a second exam within the semester will receive no credit (0%). The faculty realizes extenuating circumstances may cause a student to miss more than one exam in a course. The student may petition the faculty in writing, documenting the reasons for the absences, if they wish to make-up a second missed exam. Faculty reserves the right to change the exam format for any makeup examination.

**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.
Clinical Policies

Clinical - Nursing courses PNP 101, PNP 201, PNP 202 have a theoretical and clinical component. For the safety of the client 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 and may be asked to remediate in the Skills Lab.

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 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 any student placed on 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 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). Students who have more than two clinical absences will be reviewed by the PNFO for retention, make-up or dismissal from the program.

All clinical absences will necessitate a make-up requirement as determined by the nursing faculty. Long-term absences will require withdrawal from the Practical Nursing Program and the student would then petition for readmission.

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 in the role of student nurse outside of regularly scheduled clinical experience hours.
Clinical 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 client 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.

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 will 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 client 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 client
- 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 clients

Any negligent, unethical, or unprofessional behaviors may result in immediate dismissal from the nursing program.
Clinical Make-Up: 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 is dependent upon faculty availability.
- Scheduled make-up will occur at the discretion and availability of faculty and 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.
- 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 QCC Business Office. (See attached form)

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.

Clinical Warning - Implemented 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. Any student who accrues more than two clinical warnings will be placed on probation. Unsafe behavior in the clinical area may result in immediate dismissal from the clinical area without warning.

Computer Policy - Computer access at the clinical facility is limited to scheduled clinical hours only, and limited to the assigned client. 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 client identifying information may be removed from the clinical facility.

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 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.

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.

**Snow Days** - 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 may make an internal decision to cancel clinical.
- 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 or if school is delayed on a scheduled clinical day, the instructor will notify the clinical agency and contact the students via email, text or posting on Blackboard.
- 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 by 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.
- If school is delayed, students should check Blackboard for their clinical instructor’s plan for the day.

**Uniform Guidelines 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.
- 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.
- Undergarments should not be visible under the student uniform.
- White stockings or socks to accompany pants. No textured print, or striped 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.
- Undergarments should not be visible under the student uniform. Undergarments may not be worn as outer garments.
- White stockings or socks to accompany pants. No textured print, or striped 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.
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- Students are expected to be neat, clean and well groomed, and to have fingernails trimmed. No nail polish. No artificial/acrylic nails.
NURSING SKILLS LABORATORY POLICIES

Scheduled Laboratory Days - Attendance in the scheduled skills labs is mandatory. Students are expected to be on time. Labs will begin promptly at the designated times. Any problems in lab will be discussed with the student, documented and communicated to faculty and the program coordinator. Students are required to wear their clinical uniform as designated in Uniform Guidelines in the Clinical and Laboratory Setting. Scheduled labs are located in rooms 274D on Tuesdays and Thursdays. Students are assigned to a scheduled lab during the registration process.

Nursing Skills Laboratory - 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 mannequins, 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 mannequin as well as one full-body pediatric mannequin in the Skills Lab, on which students can practice assessment skills such as blood pressure, pulse, lung sounds, heart sounds and bowel sounds.

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 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).

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 mannequins 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 mannequin should be moved unless directed by lab instructors.
- Simulator mannequins should NOT be removed from the beds.
- 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).
Practice Labs - Practice labs are scheduled throughout the fall semester and may vary according to the academic schedule and instructor availability. 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.

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.

Students are required to wear business casual clothing with a lab coat to work in the Practice Lab.

A Lab Instructor is available in the lab during practice labs for clarification.

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.

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
- Watch with a Second Hand
- Manual Blood Pressure Cuff

These items are to be brought to all scheduled lab and clinical experiences.

Practicum - 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 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 one opportunity to demonstrate each skill competency and must pass in order to receive a satisfactory clinical evaluation. Return demonstration of skills must be completed without prompting and passed within a designated timeframe.

If a student fails an initial competency evaluation, a remediation session is required prior to being assigned an appointment for re-evaluation. In the event that a re-evaluation is required, this will be completed within five days of the initial testing with a full-time faculty member. A failure to achieve competency on the second attempt will constitute a clinical failure and dismissal from the program.
If practicum will be missed for an emergency, it is the responsibility of the student to contact the Lab Instructor and complete the evaluation within five days of the scheduled practicum date, according to the availability of lab staff. Any student who fails to meet this deadline 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 Practicum constitutes a failure for the competency.

**Remediation** - Any student who is unable to satisfactorily perform nursing skills previously learned in the skills lab in the clinical area will return to the Nursing Skills Laboratory with a Referral for Remediation from the clinical instructor with a request for additional practice with the Lab Coordinator. 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). Referral documentation shall include:
   - List of skills that the student has been unable to successfully perform
   - Whether instruction and/or re-testing for competency is required
   - Date and signature of Clinical Instructor and Student
   - The **Student** must contact Skills Lab Coordinator to arrange an appointment
   - Remediation must be completed within seven days of notice, unless otherwise documented on the referral form and arranged with the Lab Coordinator
   - Student must bring the referral form to the Lab on date of appointment

2. 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.

3. If remediation is not accomplished, the Skills Lab Coordinator shall notify the Clinical Faculty.

4. Original copies of the Nursing Skills Lab Referral for Remediation and Remediation Summary will be filed in the student’s record.
SIMULATION LABORATORY POLICIES

**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. *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.

The goals of simulation experiences are to:

- 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 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 clients. 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 clients. 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.

Video Recordings - 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.
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?☐ Ye☐ 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: _____
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 208D-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
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
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.
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>ELIGIBILITY</th>
<th>APPLICATION DEADLINE</th>
<th>AMOUNT AVAILABLE FOR DISTRIBUTION</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Tobin Nursing Scholarship</td>
<td>PN, Nsg 201; 202 QPA 2.7 or higher Financial Need</td>
<td>November 5</td>
<td>(Pending Funding)</td>
<td>*Requires separate application</td>
</tr>
<tr>
<td>Claire E Hayes/ WCHSON Alumni Scholarship</td>
<td>*See specific Criteria for Qualifications PN; ADN GPA 3.0 or higher</td>
<td>November 5 for Fall March 23 for Spring</td>
<td>$1,000 $500 Fall $500 Spring</td>
<td>*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)</td>
</tr>
<tr>
<td>Jean Remillard Curtis Award</td>
<td>PN Nursing II, III QPA 3.0 or higher</td>
<td>March 23</td>
<td>$5,000</td>
<td>5 recipients annually</td>
</tr>
<tr>
<td>Harrington Hospital Scholarship*</td>
<td>PN ADN *Criteria TBA</td>
<td>November 5 for Fall March 23 for Spring</td>
<td>$500 to 1 PN and $500 to 1 RN each Fall and Spring</td>
<td>4 recipients annually</td>
</tr>
<tr>
<td>Kathleen Griffin Jennings Scholarship</td>
<td>ADN</td>
<td>No application: Awarded Spring Semester</td>
<td>$500</td>
<td>*Need Based: Financial Aid Office notifies Nsg Dept of Qualified Applicants</td>
</tr>
<tr>
<td>Ruth Pelkey Scholarship</td>
<td>ADN QPA 2.5 or higher</td>
<td>March 23</td>
<td>$300</td>
<td>1 recipient</td>
</tr>
</tbody>
</table>

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.
GRIEVANCE POLICY and PROCEDURE

Student grievance policy is located in the QCC student handbook, which is available online through the college web site. www.qcc.mass.edu

If a student has a concern with regard to the PN Program, Faculty, Examinations, Policies or Procedures, the following steps must be followed:

The student should complete this document and include a detailed written description of the issue to be reviewed or resolved. The student should make appointments and address the issue with the appropriate personnel as detailed below:

Initial/Date

1. With the Professor/Clinical Faculty member. 

   If not satisfied with outcome:

2. With PN Program Coordinator

   If not satisfied with outcome:

3. With the PN Faculty Organization

   If not satisfied with outcome:

4. With the Dean of Health Care.

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

Student Name ________________________________

   Print (Last Name, First Name)

Student Signature ________________________________

Date ________________________________

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

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

1/09

Reviewed and Revised February 2019
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} \times \$25}{\text{Cost Per Hour}} = \frac{\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

Reviewed and Revised February 2019
Quinsigamond Community College
Practical Nursing Program

ACADEMIC LEARNING CONTRACT

Student Name ___________________________ Student ID# ____________

<table>
<thead>
<tr>
<th>Learning Issue</th>
<th>Expected Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Grade &lt; 73%</td>
<td>Student will achieve exam grade to maintain ≥73% for the course.</td>
</tr>
<tr>
<td>Assignment(s) not submitted</td>
<td>Missing assignment will be submitted by __________________. All subsequent assignment will be completed and submitted on time.</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Student Resources
Advising Center
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: ______________

Reviewed and Revised February 2019
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Oakdale Rehabilitation & Skilled Nursing Center
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St. Vincent Hospital at Worcester Medical Center:
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Quinsigamond Community College
Practical Nursing Program

**Worcester Public School System**
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(508) 799-8553
Kate Perry, Supervisor
Perry@worc.k12.ma.us
Wanda Taylor, Human Resources
CORI/SORI/SAFIS issues
508-799-3020

**Worcester Recovery Center and Hospital**
Hospital Drive
Worcester, MA 01605

Contact: Sharyn DiLauro, Nursing Education
Telephone: 508-368-3665
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Esther Small, RN, Assistant Director
(508) 368-8358

Adolescent Unit
Marilza Tolomeo, Nurse Manager
508-368-3768

Reviewed and Revised February 2019
QCC PRACTICAL NURSING PROGRAM
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.

Print Name____________________________________________________Student ID#_______

Signed________________________________________________________

Date__________________________________________________________

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

07/2017
QCC PRACTICAL NURSING PROGRAM STATEMENT OF CONFIDENTIALITY

I __________________________, agree that, except as required by subpoena or other legal process, I will not divulge any client 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 client or any information pertaining to any client or his/her family with anyone (including my own family or friends), who is not directly involved in providing care to the client other than in a nursing class or clinical setting.

2. Discussing any client, or any information pertaining to any client or his/her family, in any location where it can be overheard by anyone not directly involved in providing care to the client.

I __________________________, will not contact any individual or agency outside of this institution to get or give information about a client unless I have been duly authorized in writing by my clinical instructor to do so.

Signature __________________________ Date __________________________

Print Name __________________________ Student ID# __________

If under 18 years of age __________________________ Parent/Guardian Signature __________________________

MTB:pw