DIVISION OF HEALTH SCIENCES STUDENT HANDBOOK AND POLICY MANUAL

With the Associate Degree Nursing Program Addendum

Updated November 2024

Table of Contents

SECTION I: INTRODUCTION AND OVERVIEW 6
- Division of Health Sciences Mission Statement and Overview 7
  - Mission 7
  - Philosophy 7
  - Core Values 7
- Division of Health Science Goals 8
- Division of Health Sciences Program Accrediting Agencies 9

SECTION II: Division of Health Sciences Policies 11
- Section A: Academic Policies 11
  - A.1.0 Attendance 11
  - A.2.0 Student Progress 11
  - A.3.0 Testing Policy 12
  - A.4.0 Performance Notification Process 13
  - A.5.0 Student Grievance Procedure 13
  - A.6.0 Grade Appeals 14
- Section B: Professional Behavior 15
  - B.1.0 Division of Health Sciences Code of Student Conduct: Professional Integrity / Behavior Policy & Affective Domain Standards 15
  - B. 2.0 Affective Domain Standards of Performance Violation Policy and Procedure 16
  - B.3.0 Cell Phone Policy 16
  - B.4.0 Social Media/ Electronic Communication Policy 17
  - B.5.0 Snow/Weather Emergency Policy 18
- Section C: Recommendation for Dismissal, Appeal of Dismissal, and Readmission Policies 19
  - C.1.0 Medical Leave Policy 19
  - C.2.0 Grounds for Recommendation for Immediate Dismissal 19
  - C.3.0 Appeal of Dismissal from Division of Health Sciences Programs 20
  - C.4.0 Readmission Policy 22
- Section D: Health and Immunization Requirements 23
- Section E: Clinical/Practicum Policies 26
  - Introduction & Definitions 26
  - E.1.0 Professionalism 27
  - E.2.0 Confidentiality 27
  - E.3.0 Health Status 27
  - E.4.0 Communicable Disease Statement 27
  - E.5.0 Emergency Care 28
  - E.6.0 Latex Sensitivity & Allergy Policy 28
  - E.7.0 Blood and Body Fluid Exposure Policy and Procedure 29
  - E 8.0 Accommodation for Disability Conditions 30
  - E 9.0 Clinical Sequence and Placement 30

E.10.0 Transportation, Housing, and Parking Fees 30
E.11.0 Professional Appearance - Dress Code 30
E.12.0 Attendance 31
E.13.0 Evaluation of Clinical Performance 31
E.14.0 Clinically Unsafe Behavior 32
E.15.0 Drug Screening Policy 33

Section III: Division of Health Sciences Forms 35
Division of Health Sciences Technical Standards Form 37
Performance Notification Form 39
Counseling Record Form 40
Affective Domain Standards of Performance Warning Form 41
Academic/Lab/Clinical Alert Form 42
Notification to Students of Random Drug Screening Analysis Requirement 43
Report of Exposure, Injury, or Incident Form 45
Incomplete Grade Request Form 47
Program Dismissal Worksheet 49

APPENDIX A: Health Sciences Program Grid 51

APPENDIX B: Division of Health Sciences Administration and Faculty 52

APPENDIX C: Program Policies and Student Acknowledgement Form 58
Academic Calendar 60
Program Directory 61
Program State Approval and Accreditation 63
Program Mission and Philosophy 63
Program Organizing Framework 64
End of Program Student Learning Outcomes 65
Foundational Program Concepts: 66
Student Learning Outcome Map 66
Traditional Associate Degree Nursing Program Curriculum 69
Associate Degree Nursing Advanced Placement Program Curriculum 70
Nursing Program Policies and Procedures 71
1. Program Admission 71
2. Course Exemptions 72
3. Academic Progression Through the Program 72
4. Attendance Policy 72
5. Grading Policy 74
6. Student Rights 74
7. Exam Review Policy 75
8. At-Risk Student Policy 75
9. Classroom/Clinical/Laboratory Grievance policy 76

10. Grade Appeals/Grievances....77
11. Academic Plagiarism....77
12. Dismissal Due to Academic Failure or Withdrawal....78
13. Readmission (Reviewed and Updated by faculty 12/2022)....78
14. Withdrawal From Classes....80
15. Withdrawal from College & Leave of Absence....81
16. Medical Leave and Bereavement Leave....81
17. Academic Advising....83
18. Registration Forms....83
19. Professional Behavior and Ethical/Legal Standards....83
20. Professional Behavior and Affective Domain Standards....86
21. Accommodations for Disabilities....86
22. Educational Mobility....86
23. Graduation....87
24. Student Records....87
College Student Records Maintenance Policy....87
Department Student Records Maintenance Policy....88

Nursing Program Class/Clinical/Lab Policies and Procedures....89
1. Attendance....89
2. Emergency School Cancellations....90
3. Classroom Guidelines....90
4. Clinical Guidelines....91
5. Civility in the Classroom, Laboratory, or Clinical Settings....92
6. Examination/Testing Conduct....93
7. ADN Program Proctored Exam Rules and Requirements....94
Student Rules....95
Exam Environment Rules....95
Cisco Webex Environment Rules....95
The Computer You Use to Take the Exam....96
Professional Behavior....96
8. ATI Products and Testing....98
9. Grounds for Immediate Dismissal....101
10. Appeal of Dismissal from the Nursing Program for Professional and/or Conduct Violations....101

Clinical, Simulation and Laboratory Program Policies and Procedures....101
1. Clinical Health Clearance....101
2. Clinical Sequence and Placement....103
3. Emergency Care/Incident Reporting....103
4. Transportation, Parking, Clinical Site-Specific Drug Testing....104
5. Uniforms, Appearance and Equipment for Lab and Clinical....104
6. Evaluation of Clinical Performance....106
7. Nursing Skills Lab, Open Lab, and Simulation Lab....107

8. Simulation 107
Submission of Health, Immunization and Other Required Documentation 108
Viewpoint 108
Immunizations 108
Other Requirements 108
Student Participation in Governance 110
Campus Resources 110
Helpdesk Support for MassBay Systems 110
Library Resources 110
Academic Achievement Center (AAC) 111
Accessibility Resources 111
Testing Services 111
Counseling Services 112
The Advising Center 112
Campus Resources and Policies 113

DIVISION OF HEALTH SCIENCES STUDENT AGREEMENT FORM 114

SECTION I: INTRODUCTION AND OVERVIEW

The purpose of this handbook is to provide students, the college community, and the general public essential information about the educational and behavioral performance requirements expected of individuals entering the health professions. In order to ensure safe practice, the Division of Health Sciences (DHS) has developed specific policies and procedures, in addition to those already established by the College, that govern student matriculation in their respective programs. **It is the responsibility of the student to be familiar with and abide by the policies contained in this manual, the College Catalog, and Student Handbook and Planner, which are referenced throughout this document.**

Each student is issued a copy of the Division of Health Sciences Student Handbook and Policy Manual after admission to their respective program. The content is subject to change. Program-specific policy amendments, supplements and requirements are contained in the program addenda. At the beginning of each course, the faculty member(s) will distribute a course syllabus. Students should refer to the course syllabus for additional policies including but not limited to attendance, assessment instruments, make-up requirements, and criteria for successful completion.

Admission to one of the programs offered in the Division of Health Sciences is the first step toward entering an exciting, rewarding career. In order to be successful in any Health Sciences program, engagement in the educational process is essential. Becoming a caring, competent health care professional requires a major commitment of time, energy, and focus of one's efforts toward the needs of clients. This selfless dedication is what makes true professionals stand out. The faculty and administration in DHS are dedicated in their efforts to help students become professionals and meet their educational and career goals.

Clinical agencies, hospitals, and facilities providing education to students may have policies and procedures in addition to those in this handbook.

Division of Health Sciences Mission Statement and Overview

Mission

The mission of the Division of Health Sciences is to prepare graduates to provide professionally competent, safe, ethical, compassionate healthcare and become life-long learners in their field.

Philosophy

Administrators, faculty and staff within the Division of Health Sciences believe that education is a life-long endeavor where students are at the center of the learning continuum. Students ultimately become life-long learners when engaged in teaching and learning environments that help them to achieve their personal and professional goals. We believe that all students have the ability to learn. Students are encouraged to identify their preferred style of learning, determine strengths, and realize their potential. Students who develop the ability to think critically will be better equipped to learn new skills, acquire knowledge, and understand the attitudes and behaviors required to succeed in their field of study. Therefore, we believe the goal of the educational process is to teach for understanding and expand the view of the learner.

We believe that healthcare education requires a commitment to diversity, leadership, collaborative partnerships, and evidence-based practice. Accordingly, we are committed to a systematic review process to ensure programs maintain the highest standards and are reflective of current practice. All healthcare professional programs represent blend of theory and reflective clinical practice that embraces cross-cultural beliefs and values.

Graduates from the Division of Health Sciences can respond to healthcare needs within local, national, and global environments. All healthcare professionals have the responsibility to ensure that quality healthcare is provided by engaging in effective leadership and social advocacy initiatives.

Core Values

Aligned with the Core Values of the College, the Division of Health Sciences believes that:

- Quality education in all health programs is based on current standards of practice, use of technology, and application of contemporary pedagogy.
- Students have the potential for success when academic and personal support services are provided throughout the educational process.
- Communication and teamwork are an integral part of the learning and working environment.
- Appreciation of diversity becomes the foundation for understanding and embracing the richness of differences in opinion, ethnicity, culture, and lifestyle.
- Change is embraced by a willingness to accept new ideas.
- Education becomes a pathway that fosters lifelong learning.

Division of Health Science Goals:

1. Prepare students for employment in a specific health career field.
2. Maintain external accreditation/approval of individual health science programs.
3. Establish academic benchmarks that assess student learning.
4. Promote engagement in community service activities.
5. Utilize a systematic evaluation process to maintain the highest current standard of practice.

September 9, 2009; revised October 16, 2009; revised November 13, 2009; revised January 27, 2010, March 24, 2010; revised May 3, 2013

MassBay Community College does not discriminate on the basis of sex, religion, color, race, sexual orientation, age, national origin or disability in all of its educational programs, activities or employment policies, as required by Title IX of the 1972 Education Amendments and other federal and state anti-discrimination laws. MassBay makes a serious effort to represent a diverse group of students, faculty and staff, and to promote a climate of acceptance for minority groups.

If you have any questions about compliance with the Title IX, please contact the MassBay Community College Affirmative Action Officer in the Human Resources office at the Wellesley Hills Campus.

Division of Health Sciences Program Accrediting Agencies

Associate Degree Nursing
Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
www.acenursing.org
Phone: 404-975-5000

Massachusetts Board of Registration in Nursing (Approved)
250 Washington Street
Boston, MA 02108
www.mass.gov/dph/boards/rn
Phone: 1-800-414-0168 or 617-973-0900

Emergency Medical Technician and Paramedicine
The Massachusetts Department of Public Health
Office of Emergency Medical Services (OEMS)
Bureau of Health Care Safety and Quality
67 Forest Street
Marlborough, MA 01752
http://www.mass.gov/dph/oems
Phone: 617-753-7300

Paramedicine
Committee on Accreditation of Emergency Medical Services Professions
8301 Lakeview Parkway, Suites 111-312
Rowlett, TX 75088
PH: 214-703-8445
FX: 214-703-8992
www.coaemsp.org

Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, #7709
Seminole, FL 33775
www.caahep.org

Practical Nursing
Accreditation Commission for Education in Nursing, Inc. (ACEN) (Initial Accreditation)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
www.acenursing.org
Phone: 404-975-5000

Massachusetts Board of Registration in Nursing (Approved)
239 Causeway Street, 5th Floor, Suite 500
Boston, MA 02114
www.mass.gov/dph/boards/rn; Phone: 1-800-414-0168 or 617-973-0900

Radiologic Technology
The Joint Review Committee On Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org
Phone: 312-704-5300

Surgical Technology
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA®)
19751 East Main Street, Suite 339
Parker, CO 80138
www.arcstsa.org
Phone: 303-694-9262

The Commission for Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street North, #7709
Seminole, FL 33775
www.caahep.org Phone: 727-210-2350

SECTION II: Division of Health Sciences Policies

Section A: Academic Policies

A.1.0 Attendance

It is important to your academic success that you attend all classes in which you are enrolled and make up any work due to absences. For each course, your instructor will establish policies regarding class, clinical, and/or laboratory absences, and make-ups (if any), and will include these policies in the course syllabus. Your course instructor has full and final authority to allow make-up work and/or absences. If you miss more than five (5) class hours, your instructor has the right to withdraw you from the course by notifying the Registrar. Frequent tardiness and absenteeism are not tolerated in the health care professions or by the DHS faculty.

As a student in a Health Sciences program at MassBay, you must follow policies that have been developed to meet the requirements of the appropriate accrediting agencies. To ensure your successful completion of the program and accreditation requirements, attendance in all health programs is mandatory for classes, laboratory sessions, and clinical rotations.

If you have clinical clock hour requirements, you should speak with your instructors about class and clinical attendance policies. Absences may be cause for program withdrawal. Students who demonstrate a pattern of tardiness or absence will receive a counseling notice regarding the attendance policy.

NOTE: Refer to College Absence policies in the College's Student Handbook. When taking courses in other Academic Divisions you are to follow the attendance policy set forth by that Division's faculty.

A.2.0 Student Progress

Students are advised that it is important to purchase the required textbooks and read all assigned chapters to be successful. Textbooks contain copy-written material, and photocopying it is illegal.

To be considered in "good standing" within any of the DHS programs, students are required to achieve a minimum grade of 73% (C) in each Health Sciences Program course, except for Associate Degree Nursing (ADN) and Practical Nursing (PN) courses where the passing grade is a 75% (C), and the EMT and Paramedicine courses where the passing course grade is 77 % (C+). In science courses with a BI or CH prefix the passing grade is 73% (C). Students must pass all segments of courses (theory, laboratory, and/or clinical) to be successful in that specific health course.

Students whose grade is below the minimum required for courses in theory, clinical or laboratory courses at mid semester will receive a midterm warning consistent with the College's policy. Students who receive a midterm warning are required to make an appointment with the faculty responsible for the course to develop a learning remediation plan.

Students must successfully complete all required prerequisite and co-requisite courses to continue in a Health Sciences program. It is the professional responsibility of each student to insure

adequate preparation for all program, course, lab, practicum and/or clinical requirements.

Incomplete Grades: Should a student not complete all course requirements within the last two weeks of the semester but provides evidence of making significant progress toward such completion, he or she may submit a written request to the Health Sciences instructor to receive an incomplete (I) grade. In each case in which an Incomplete is requested, the circumstances must be compelling and beyond the control of the student. The Incomplete will not be awarded in cases of neglect on the part of the student, nor will it be given as a substitute for a failing grade. At the instructor's discretion, the "I" grade may or may not be awarded.

Incomplete grades may be given only in the following circumstances:

- The student must be in good academic standing in class, laboratory, and clinical;
- Attendance has been satisfactory;
- Illness, accident, or other extenuating circumstances prevent the completion of required work;
- Documentation has been provided by the faculty;
- Required work may reasonably be completed in an agreed-upon time frame, no later than the beginning of the next semester.

Instruction to Students:
To request an Incomplete grade, complete section I of the "Request form" and submit it, along with forwarding documentation, to your instructor. A copy of this form is included on page 48.

The instructor will specify the terms and conditions for making up the coursework in section II of the request form. Signed forms will be sent to the Dean for approval. The Dean will forward all approved forms to the Registrar for processing.
When the coursework is completed and with the Dean's approval, the instructor will submit a "Change of Grade Form" to the Registrar's Office.

If the "I" grade is granted, conditions for completion of course requirements will be stipulated in a written agreement to be signed by the instructor, the student, and Dean of the Division prior to the start of the next course in the program sequence. Students who do not resolve their incomplete grade will receive an 'F' and will not progress in the program.

A.3.0 Testing Policy

The specific testing policy for courses is found in the syllabus for each course. Any appeal of score/grade on an examination must be submitted in writing to the instructor within one week of the administration of the test. If a student must leave the room during the test, all test materials must be returned by the student to the testing proctor prior to leaving the testing room. Failure to comply with this stipulation may result in a failing grade for the test.

Test Review
Tests or exams may be considered "Secured" and will not be given to the student to keep after the exam is completed. These tests will be kept on file in the appropriate program office. Specific Health Sciences programs have test review policies. If a test review is permitted, it will be monitored by course faculty.

Make-up Exams
Students are expected to be present for all exams. The faculty recognizes that illness and emergencies occur and may, at their discretion, allow the student to take a make-up test / exam. Students must notify the faculty prior to the exam time and provide reasons and documentation for the absence. The student must contact the primary course instructor on the day he/she returns to request a makeup exam and, if approved, arrange for an exam date. Faculty have the right to ask for documentation verifying the illness or emergency as part of their decision process to allow or deny a retest. A different examination will be administered.

During exams, the following rules apply:

1. All books, purses, tote bags, cell phones and other electronic devices, etc., will be placed in a designated area and remain there during the exam.

2. Dictionaries of any kind may not be used during an examination.

3. The student's name must be recorded on all test materials and Scantron forms as appropriate.

4. If a Scantron form is used, any erasures must be thorough for accurate scanning.

5. If a test review is offered, exam papers must be returned to faculty afterwards.

A.4.0 Performance Notification Process

Students who are not performing satisfactorily in any laboratory or clinical setting will receive a performance notification. The performance notification form can be found on page 36 of this handbook. The instructor will use the clinical objectives or competencies to determine the areas of weakness and what remediation is needed to become compliant in meeting student learning outcomes. Repeated performance notification may lead to a failing grade. Students are expected to complete all learning outcomes by the end of the course. Infractions of the policies, performance codes or inadequate levels of academic/clinical performance may be communicated to the student through the written warning. Record of such written warning shall be entered into the student's file.

A.5.0 Student Grievance Procedure

The student grievance procedure is described on page 56 of the current MassBay Community College Student Handbook.

A.6.0 Grade Appeals

The first step in the grade appeal process is to contact the faculty member in writing, within 10 calendar days following the last day of the instructional period, stating that you would like a review of course grades. Grade appeals are to determine if there are any mathematical errors in computing the final course grade.

The student grade appeal process is described in the current MassBay Community College Student Handbook.

Section B: Professional Behavior

B.1.0 Division of Health Sciences Code of Student Conduct: Professional Integrity / Behavior Policy & Affective Domain Standards

The Division of Health Sciences Faculty has identified criteria for professional performance under the standards of affective domain. Faculty has a legal and ethical obligation to inform students of behaviors that are inconsistent with these standards and to act to ensure that any inconsistency is acknowledged and corrected by the student. Students are responsible for integrating an understanding of professional and ethical standards associated with their discipline in order to meet the criteria identified below. Faculty have the right and the responsibility to apply reasonable professional judgment to determine if a standard has or has not been met.

- *Standard 1 Accountability:* To exhibit a willingness to accept responsibility for their own actions and the consequences of their behavior.
- Standard 2: *Adaptability/Flexibility:* To adapt to new, different, or changing requirements or circumstances positively and constructively.
- Standard 3: *Assertiveness/Effective Communication*: To integrate an understanding of the need to communicate effectively by analyzing priority needs, conveying those needs clearly and directly and working toward a mutual understanding and participation in an appropriate action.
- Standard 4: *Compassion and Empathy*: To view situations from the perspective of the other person and takes appropriate actions to preserve the dignity and worth of others.
- Standard 5: *Diligence and Dependability:* To exhibit a strong work ethic, persistence toward positive outcomes and consistency in the performance of all duties and responsibilities.
- Standard 6: *Honesty and Integrity*: To exhibit truthfulness and accuracy in all actions, conduct themselves in a fair and ethical manner, and work to continuously uphold the values of the health care profession they are affiliated with.
- Standard 7*: Respect***:** To exhibit esteem and deference to other persons or entities that reflects an awareness and acceptance of diverse cultural and social norms.
- Standard 8: Other Standards Specific to the Division: refer to program addendum for codes of ethics/conduct maintained by the profession

Each program will assess individual students for any or all those behaviors listed above. If a student does not demonstrate these behaviors at appropriate levels in all domains, it may negatively affect his or her grade and/or ability to complete the program.

B. 2.0 Affective Domain Standards of Performance Violation Policy and Procedure

Should faculty determine that a student's behavior violates one or more of the affective domain standards, an affective domain warning will be issued to the student. Upon discovery of the violation, faculty has up to one week to investigate and issue the warning to the student. In certain instances, the student may be withheld from clinical until the process is carried out and the student completes corrective action. Once a student is notified that they will receive an affective domain warning, the student has 48 hours to meet with the faculty. At the discretion of the faculty or department chair, in certain instances, the student may be withheld from clinical, lab, or lecture until the process is carried out and the student completes corrective action.

The student will meet with faculty and be provided with the opportunity to review a written summary explaining the nature of the violation, any remedial action that is required and the implications for the student. A copy of the affective domain will go to the Program Director and will become part of the student's permanent record. Any affective domain violation may impact the student's ability to seek readmission, serve as a student representative or receive a favorable recommendation for professional or educational purposes.

Recommendation for Dismissal from the Health Sciences program based on Affective Domain violations may occur when a student has received two Affective Domain Warnings and a third Affective Domain Violation occurs.

B.3.0 Cell Phone Policy

In keeping with the "respect" affective domain above (Standard 7), the Division of Health Sciences adheres to the following policy regarding usage of cell phones during class time:

- Cell phones will be off during all class and lab time.
- Students and instructors will not make or receive cell phone calls during class and lab time.
- Students and instructors will not send or receive text messages during class and lab time.
- Unless required for completing clinical assignments, Cell phones will not be used at clinical in patient-care areas, and students must adhere to the policies of the clinical agency.

In the case of an emergency where it is ***vital*** that the student or instructor keep a cell phone turned on, it should be in vibrate mode, and should be answered outside of the classroom or lab. *It is the student's responsibility to notify the instructor before the start of class that an emergency call is due and that the student's cell phone will be on. It is the instructor's responsibility to notify the students of this situation before the start of class that an emergency call is due and that the instructor's cell phone will be on.*

Use of a cell phone for any purpose during a class or lab other than for an emergency situation as stated above, will result in the student being asked to leave the class or lab for the remainder of class/lab time. The student is responsible for the material missed as well as for making up the time

missed in class/lab. In addition, the student will receive a written warning indicating that the affective domain competency was not met.

B.4.0 Social Media/ Electronic Communication Policy

For the purposes of this policy, social media/electronic communication is defined as the use of email, electronic images, blogs, networking sites, applications, chat rooms, forums, video sites and other platforms. This policy applies to information posted in private or protected sites that can be accessed or shared by other users.

Faculty recognize that the use of social media to communicate has become commonplace. The implications for healthcare providers and healthcare students are serious. The accessibility and efficiency of technology makes it easy to post content or images without considering the proprietary, confidential or professional implications of such behavior.

The DHS holds the health sciences student to the highest standards for the responsible use of social media and electronic communication. Standards have been established that are aligned with the professional and ethical codes of each discipline.

The following behaviors are considered grounds for recommendation for dismissal:

- The use of social media to make disparaging remarks about other students, faculty, staff or patients, the division, individual departments or clinical affiliates/partners and associated individuals and communities- even if nicknames or codes are used and/or identifying information appears to have been removed.

- The posting, distribution or dissemination of patient, student, facility, laboratory or classroom images or associated content (please note: taking pictures, videos or audio recordings in the classroom or clinical agency is strictly prohibited without the permission of all parties involved).

- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of the Health Sciences Department, staff, faculty or students.

- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of clinical affiliates, partners, communities or individuals associated with the Division of Health Sciences or its departments.

- Posting inappropriate, suggestive, abusive, violent, potentially threatening, derogatory or discriminatory content in networks, forums or platforms while identifying oneself as a student within the Health Sciences Division. Note: Identification as a Division of Health Sciences student can be established by both statements and images used in electronic and

social media sites (e.g. wearing a uniform or posting a college, division or department logo).

- The use of any electronic communication or applications for the purpose of distributing or disseminating information that could be used to commit acts of academic dishonesty or fraud.

- The use of any electronic communication or applications to share or distribute proprietary academic or facility information including, but not limited to, policies, procedures or patient care tools.

Students are encouraged to view the following sites for tips for the responsible use of social media by healthcare professionals. Please note that nothing in these documents negates the policies established by the Division of Health Sciences.

http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit.aspx

https://www.ncsbn.org/2930.htm

B.5.0 Snow/Weather Emergency Policy

If the College closes due to inclement weather or for any other reasons, all classes, clinical, and laboratory classes are cancelled. The student handbook and the College website (www.massbay.edu) provide information regarding the various communications methods used by the College to notify everyone about the closure of the College and course cancellations.

Students are expected to attend their regularly scheduled classes, clinical and practicum when the College is open, and no official announcement has been made to close the College or cancel classes.

Students who believe that conditions are unsafe for travel to class or clinical/practicum must call their instructor and the clinical agency to explain why they are not able to attend the regularly scheduled class or clinical/practicum.

If a student and faculty member arrive at a clinical site before the school closing is announced, students and faculty will remain at the clinical site until the closing is announced. Students will be expected to leave the agency, as soon as it is feasible to do so, after the closing announcement is made. Any student who is in a preceptor clinical experience will be notified of the College closure by each program Clinical Coordinator and/or Department Chair.

If the closing announcement occurs while students are en route to classes and arrive as the College is closing, students will be expected to return home without attending any classes. Cancellations that occur while classes are in session, students and faculty will be expected to leave the campus as soon as possible after the announcement.

Make-up classes and clinical may occur at the discretion of each specific program within the Division of Health Sciences if the College had to close.

Section C: Recommendation for Dismissal, Appeal of Dismissal, and Readmission Policies

Students enrolled in Health Sciences programs are expected to be familiar with and follow the College's Code of Conduct, Division policies, Program policies and course syllabi. When a student is found to be in violation of these policies, and after appropriate interventions and warnings have occurred, the student will be recommended for dismissal from their program, subject to due process. The Dean of Health Sciences will notify the student that they have been dismissed via MassBay email and certified mail. This is a dismissal from the Health Sciences program, not a dismissal from the College; however, a violation of the College's Code of Conduct may be grounds for dismissal from the College. The appropriate faculty or department chair will advise the student of the process and next steps utilizing the *Program Dismissal Worksheet* which the student will be asked to sign.

C.1.0 Medical Leave Policy

Students who leave a course mid-semester with verified medical or family illness documentation will be withdrawn from the course but not the restricted health sciences program. Students who are granted medical or family leave will be accommodated in the subsequent offering of that course, after first providing medical documentation approving their participation. Students will have 12 months to be re-instated in the withdrawn course for medical reasons. If additional time is required, the student will be withdrawn from the health science program and if eligible, provided the process for readmission. Students coming back from medical leave will be required to pay tuition for all enrolled courses. Students are only eligible for medical leave during a semester. Medical leaves will not be granted once the course is completed and/or grades have been issued.

C.2.0 Grounds for Recommendation for Immediate Dismissal

Demonstration of any of the following actions or behavior is grounds for immediate dismissal, contingent upon the student's right to due process as outlined in the Appeals Process flowsheet in this handbook:

a. When the Affective Domain Warning identifies multiple violations of standards;
b. When the student refuses to accept or implement the corrective actions, and/or
c. When the precipitating behavior or response is egregious (e.g., reckless, threatening, abusive or illegal). In this case, the Associate Dean of Students as the College's Code of Conduct Officer, will be consulted.

Students have the right to appeal the program dismissal as outlined in this handbook and described in the Appeal of Dismissal from the Division of Health Sciences Programs policy.

C.3.0 Appeal of Dismissal from Division of Health Sciences Programs

Process of Appeal of Dismissal
A student has the right to appeal a dismissal from a Health Sciences program related to affective domain violations as outlined in the Division of Health Sciences Student Handbook, appropriate program addendum, and/or course syllabus should the student believe they were wrongly dismissed.
Students must follow the appropriate appeals process listed below. Students may attend classes and laboratory sessions, but not clinical rotations during the appeals process, if permitted by Program Director.

The following four-step process outlines the appeal process for dismissal from a Division of Health Sciences program.

Step 1
Within five calendar days from the date of the recommendation for dismissal from the program, the student must submit, in writing, reason(s) why he or she believes the decision was wrong, reason(s) why the student should be reinstated, and any additional information or documentation that would support the appeal to the Dean of Health Sciences.

Step 2
The program/faculty will provide the Dean of Health Sciences with student records related to the student's initial recommendation for dismissal from the program within five calendar days.

Step 3
The Dean of Health Sciences will convene the Appeals Committee of three voting faculty members to review and judge the merits of the student's appeal. The committee members will be Health Sciences' faculty outside the student's program, a representative from outside the Division of Health Sciences and the Dean of Health Sciences. Depending on the nature of the appeal, other individuals may be consulted as necessary. If the reason for dismissal involves a College Code of Conduct violation, the Associate Dean of Students/Code of Conduct Officer, will be consulted. The Dean of Health Sciences will provide the Appeals Committee with all documentation submitted by the student and program/faculty. The student does not appear in this meeting in person. The Appeals Committee will either overturn or uphold the recommendation for dismissal.

Step 4
The Dean of Health Sciences will send a written communication of the decision to the student. Decisions made by the Appeals Committee are final.

Appeal of Dismissal and Grade Appeal Processes Flowchart

During the processes described below, the student:

- May enroll and attend lecture and laboratory sections with Program Director permission.
- May NOT attend clinical courses.
- Is subject to all costs associated with course enrollment and Add/Drop policies.

Grade Appeal

Student must initiate College Grievance Policy at Level 1 - Informal Procedure (College Handbook) within 10 calendar days of the end of the instructional period.

Faculty responds to student appeal within 10 calendar days.

Student may decide to pursue College Grievance Policy at the Level 2 - Formal Procedure if the student is unsatisfied with the Faculty response or if the Faculty fails to respond within 10 calendar days.

If the appeal is resolved in the student's favor, the Program will attempt to return the student to clinical activites based on the curriculum, availability, and other factors.*

Appeal of Recommendation for Immediate Dismissal OR Affective Domain Violation(s) Dismissal

Within **5** calendar days of notification of dismissal, student must submit, in writing, why he/she/they believe the decision was wrong, why he/she/they should be reinstated, and any additional information or documentation to support their appeal to the Dean of Health Sciences.

Within 5 calendar days of the student submitting documentation, the Faculty provides the Dean of Health Sciences with student records related to the recomendaton for dismissal from the program.

The Dean of Health Sciences will convene an Appeals Committee (Step 3 above) and will provide all documentation submitted by the student and program/faculty. The Dean will participate in a non-voting capacity. The Appeals Committee will either overturn or uphold the recommendation for dismissal.

The Dean of Health Sciences will send a written communication of the decision to the student. Decisions made by the Appeals Committee are final.

If the appeal is resolved in the student's favor, the Program will attempt to return the student to clinical activites based on the curriculum, availability, and other factors.*

*Each Program within the Division of Health Sciences has specific procedures and policies concerning the return of student to clinical activities based on the program curriculum.

C.4.0 Readmission Policy

Students who have been dismissed or who have withdrawn from any program within the Division of Health Sciences at MassBay Community College will be considered only once for readmission to the same program. Students who have not been successful in one health sciences program can apply for admission to a different health program if they have an overall College GPA of 2.0 or better. Students who have been dismissed or withdrawn from a program for reasons of "clinically unsafe practice/behavior" as defined in the DHS Student Handbook and Policy Manual (**see E.14.0)** or who violate the College's Student Code of Conduct are not eligible for admission/ readmission to any DHS program. **See program addendums for specific requirements for admission/readmission.**

Application for readmission must be made within 12 months of withdrawal or dismissal from the original program. Readmission application deadlines are February 1 for the fall semester and June 1 for the spring semester. Qualified candidates will be selected from a readmission pool and based on the seat availability for that course and/or program.

Based on specific course/program requirements and accreditation standards, students may be required to retake courses, take competency exams or skill testing prior to readmission, even if courses have been completed successfully. Should the student not attain a passing grade on skill or competency testing, they will be required to retake course(s) in its entirety.

Section D: Health and Immunization Requirements

Complete immunization and other required documentation are necessary for participation in a Health Sciences program. All immunization and CPR documentation are managed by Viewpoint, a secure, web-based platform. Students will receive instructions on how to create a personal profile called a "Viewpoint Account" and upload their immunization and CPR documentation. Viewpoint will send the student email "alerts" when documentation is missing, incomplete, or in need of updating. The Division of Health Sciences faculty will refer to Viewpoint account data to determine whether a student is cleared for clinical. The following items are required by your selected program's due date or within 30 days of the first day of the semester* (see *Division of Health Sciences Program Grid* on page 49). **Failure to submit all the forms below on time and in the proper format will jeopardize the student's place in his/her program. Jeopardize means the student will not be allowed to start the program or will have to withdraw if they have started the program and documents are found to not meet submittal or compliance requirements.**

Immunizations:

Hepatitis B -
You must allow a minimum of 6 months to complete the series. For students in Associate Degree Nursing, Central Processing Technology, Medical Assistant, Medical Office Administrative Assistant, Paramedicine, Phlebotomy, Practical Nursing, Radiologic Technology, and Surgical Technology programs, a positive Antibody Titer is required. This may be submitted along with the vaccine or alone. Documentation of the Antibody titer must include the numerical results and indication of 'positive' or 'reactive' status and must be on the MassBay medical form, a laboratory report, or a physician verification of results. If the titer is negative or equivocal, new alerts will be created for you to repeat the vaccine series and antibody titer. Individuals who document negative or non-reactive antibody titers following two vaccine series are considered 'non-responders' and must provide a letter from their healthcare provider. Students in the EMT program are required to submit the three doses of the Hepatitis B Vaccine OR a positive antibody titer (lab report or physician verification of results required).

Tuberculosis Testing –
2-Step TB/PPD Skin Test or Chest X-Ray or QuantiFERON-TB or T-Spot - An initial 2-Step TB screening, QuantiFERON or T-Spot blood test, or negative Chest X-Ray is due by the published deadline for your program. This process for the 2-Step TB must be followed:

Step I: PPD (Purified Protein Derivative) "implant" is injected into the forearm. In 2 - 3 days, this implant must then be "read" as negative and documented by a clinician.

Step II: Within 3 weeks of completing Step I, students are required to return to the clinician's office for a second "implant." Again, the student is required to return in 2 - 3 days to have this implant read and documented as negative by the provider.

Once students have completed Steps I and II, only a single TB implant is required annually and must be updated each year to meet medical compliance.
If you have a positive TB/PPD result, submit documentation of a clear (negative) Chest X-ray.
A negative symptom review check by a health care provider is required annually thereafter.

EMT Students are required to submit a 1-step TB/PPD Skin Test or Chest X-ray or QuantiFERON-TB or T-Spot blood test.

Tetanus & Diphtheria (Td) or Tetanus/Diphtheria/acellular Pertussis (Tdap) - Documentation of one dose of Tdap at or after 7 years if age. If it has been more than 10 years since the Tdap was given, a Td booster is required.

Measles, Mumps, Rubella (MMR) 2-Dose Vaccine or Titers* - There must be documentation of either a positive antibody titer for all 3 components OR documentation of each vaccination. If titer is negative or equivocal, 2 booster shots are required.

Varicella 2-Dose Vaccine or Titer* - There must be documentation of either a positive antibody titer for Varicella OR documentation of vaccination. If titer is negative or equivocal, 2 booster shots are required.

Seasonal Influenza Vaccine (when available) – Submit documentation of a flu shot administered in August prior to the upcoming flu season OR a declination waiver. Students who cannot be immunized for the flu may be required to wear a mask in clinical settings.

COVID-19 Vaccine and Booster Dose – Submit documentation of a 2-dose COVID vaccine and the Bivalent Booster shot.

Report of Physical Examination & Immunization Record - This requires the student's signature authorizing the release of immunization information to clinical affiliating agencies. It also requires your physician to fill in confirmation of immunizations you've received and your physical exam results within the past year.
** Titers are laboratory blood tests to determine immunity to specific diseases. They are not immunizations.*
Some clinical facilities where students will be assigned may require additional information and/or screenings prior to clinical placement. Examples include submission of social security number; Fingerprinting; Drug-testing; CORI checks; CNA Registry Check, COVID-19 Vaccine and additional immunizations.

Meningococcal Vaccine (for full-time students who are 21 years-old or younger) – 1 dose MenACWY (formerly MCV4) received on or after the student's 16th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form.

Additional Notes: Students who have previously taken the required MMR, Varicella, and Hepatitis B vaccines discussed above but who are unable to produce acceptable documentation, must have titers drawn. Students who refuse to be vaccinated due to religious or medical reasons may be in jeopardy of losing their seat in the respective program, as most clinical agencies will not allow unvaccinated students to participate in direct patient care. Some clinical facilities where students will be assigned may require additional information and/or screenings prior to clinical placement.

Other Related Requirements:

CPR Certification – The CPR certifications that are acceptable for health students are the "BLS for the Health Care Provider" from the American Heart Association (AHA), and the American Red Cross or the equivalent from the American Military Training Network. The copy must be front & back of the card, and it must be signed. An eCard from the AHA is also acceptable.

Technical Standards - Students must meet certain physical demands of performance so that they can successfully progress in their course work and ultimately graduate. This form is completed and signed by the student.

National Background Check – A national county records search is also conducted through their Viewpoint account.

CORI and SORI forms –The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services). As required, the student must provide the last six digits of their social security number on the CORI form and present a valid government issued ID (such as a license or passport) to verifying staff. The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a student is late or is absent the day the CORI/SORI check is completed, it is his/her responsibility to complete CORI and SORI request forms at the Division of Health Sciences Administrative Office. The Division of Health Sciences may conduct subsequent CORI checks within one year of the date the form was signed by the student. The Division of Health Sciences will first provide the student of written notice of the check. The student may also be required to complete subsequent CORI and SORI request forms according to clinical facility requirements. If a CORI and/or SORI Report is returned with a finding(s), it may or may not prohibit progression in a Health Sciences Program. CORI and/or SORI finding(s) will be forwarded to a college-wide Review Committee and the student will be invited to the review session. The final decision regarding the student's progression in a Health Sciences program will be determined at that time.

**30-Day Grace Period: Massachusetts Law states that students subject to 105 CMR 220.600 (Immunization Requirements for Post-Secondary Students) may have a 30-day grace period after enrolling before all required immunization records must be submitted. Upon entering a Health Sciences program, students may also have a 30-day grace period from the start of the semester before being subject to withdrawal from their program provided if this does not interfere with the start of a required clinical rotation. If a program's clinical rotation starts sooner than 30 days, students in that clinical course must comply with the Division of Health Sciences' published deadlines in order to meet the standards of the clinical sites and begin their rotation on time. If the student does not have all records submitted and in the proper format by published deadlines or by the end of the 30-day grace period, whichever applies, he or she may be withdrawn from the program.*

Section E: Clinical/Practicum Policies

Introduction & Definitions

The purpose of this section is to present those policies and procedures which are most relevant to the clinical/practicum component of the programs**. The information contained in this handbook is subject to revision. Students will be given written notice of any amendments or revisions.**

The policies and practices are in addition to those stipulated in official College publications, the didactic policies portion of this handbook, and specific program course syllabi. **It is the policy of the College to reserve the right to add, withdraw, or revise any provision or requirement.**

To promote understanding of the scope of this handbook, the terms clinical, clinical fieldwork, clinical affiliations, and clinical rotations are used interchangeably and refer to the required clinical experiences of each of the programs.

Terms used for the various individuals involved with clinical education in the Health Programs include:

- **Clinical Instructor:** This term refers to any person recognized by the program as having the responsibility to supervise and assess the performance of any student while on clinical. This term is used interchangeably with **Clinical Supervisor, Clinical Faculty, Faculty and/or Clinical Preceptor.** Either the college or the clinical site may employ the individual with this title, dependent upon the program.

- **Clinical Coordinator (CC):** This term refers to the college faculty member responsible for securing and/or assigning clinical placements, and for assessing the student's clinical performance. Other terms used to describe this individual include **Academic Fieldwork Coordinator (AFC), and Clinical Coordinator (CC)**. In the case of the ADN and PN programs the CC is the Program Chair.

- **Center Coordinator for Clinical Education (CCCE):** This term refers to the person employed by the clinical site whose responsibility is to coordinate and supervise the clinical program at each site. Other terms used to describe this individual include **Clinical Site Supervisor (CSS) and/or Clinical Instructor (CI).**

- **Preceptor:** This term refers to the person on staff at clinical facility who supervises and instructs students in clinical experiences.

Individual clinical sites may use different titles for those serving in the above positions within their institution. Refer to program appendices for this information.

The clinical experience(s) is integrated within the overall program requirements. It provides practical experiences that augment laboratory and classroom learning and facilitates the transition from student to health care practitioner.

E.1.0 Professionalism

The student will adhere to all accepted standards, policies, procedures, rules and regulations of the College, DHS, the program, the clinical site, and his/her profession's code of conduct. The student's performance and behavior must be safe and appropriate at all times. **Refer to the Professionalism and Affective Domain Standards and the program appendices for professional codes of conduct specific to each program/profession.**

E.2.0 Confidentiality

Of equal importance to the confidentiality of student records is the unequivocal requirement to preserve the confidentiality of any and all patient / client medical information. It is the moral, ethical and legal responsibility of health professionals, and DHS students to ensure that any and all medically related information is held in confidence. Client information should only be shared with appropriate clinical personnel within the context of that personnel's need to know for delivery of quality care. Students are required to adhere to all such policies while in the clinical environment. All students will receive from the College patient privacy training (HIPPA) prior to clinical.

E.3.0 Health Status

It is the student's responsibility to ensure that completed physical exam and immunization records are submitted to and approved by Viewpoint. (See Section D. Health and Immunization Requirements.) Failure to submit this information and other required documentation could affect clinical placement and ability to complete a Health Sciences program. Health forms are available from the Division of Health Sciences.

Should the student's health status change in a manner that would restrict clinical participation after he/she has health clearance and has matriculated in a DHS program, he/she MUST immediately notify the Department Chair. The student must also submit to the CC a note from his/her primary care provider indicating the nature of the restriction and the date at which the restriction(s) must be imposed. To re-enter the clinical environment, the student must submit a note from his/her primary care provider to the CC affirming the removal of restrictions and the date at which the student can resume unrestricted participation in clinical activities. If a student is unable to resume his/her participation in the program, he/she should refer to the Division of Health Sciences' Medical Leave Policy (Section C.1).

E.4.0 Communicable Disease Statement

Students have an ethical and legal responsibility to maintain a high standard of health. When providing care, the student should routinely and without discrimination take all precautions against exposure and transmission of communicable diseases consistent with the policies and procedures of the clinical site. The DHS student who has a communicable disease must inform the CC and appropriate clinical instructor. Should there be any questions as to potential restrictions or precautions relating to clinical participation, the student may be required to seek medical advice and documentation from his/her primary care provider.

E.5.0 Emergency Care

The College's contractual agreement with clinical agencies states that emergency care will be provided by the clinical facility if that facility maintains an emergency room. Furthermore, the agreement stipulates that the student will assume the cost of such emergency care. Therefore, students should refer to their health insurance policy for coverage in the event of an emergency in the clinical area.

E.6.0 Latex Sensitivity & Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at MassBay Community College to provide information to potential allied health and nursing program applicants/students 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 allergen, 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 Division of Health Sciences. If a student is already admitted to a Health Sciences program, he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. 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 Accessibility Resources.

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, fieldwork, 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 Division lab facilities, MassBay 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 products/equipment and supplies in each health science program that contain or could contain latex; and 3) future purchasing of latex-safe supplies and equipment whenever possible.

As with all students in the Division of Health Sciences 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.

E.7.0 Blood and Body Fluid Exposure Policy and Procedure

Occupational Exposure Guidelines

According to the Centers for Disease Control and Prevention, the primary means of preventing occupational exposure to HIV and other blood borne pathogens is the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine utilization of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood of body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.
For more information: https://stacks.cdc.gov/view/cdc/20711

Faculty & Student Responsibilities

1. Receive agency/unit orientation regarding infection control policy and post exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids.
6. Provide health education to individuals and groups regarding the prevention, transmission and treatment of HIV.

Accidental/Occupational Exposure Procedure

In the event of an accidental/occupational exposure to blood or body fluids, students and faculty should:

1. **Immediately** wash the area of exposure with soap and water.
2. **Immediately** report the incident to instructor and/or supervisory personnel.
3. Complete appropriate documentation according to agency standards and provide a copy of the report to the Division of Health Sciences department chair. Another copy will be kept in the student's file.
4. Complete the Division of Health Sciences' Incident Report. This form is included as an appendix in this handbook; this **must be completed within 24 hours of the incident.**

PLEASE NOTE:

1. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of individual and his/her health care provider.
2. The injured party will be financially responsible for emergency treatment, prophylaxis and follow-up care resulting from the incident.

E 8.0 Accommodation for Disability Conditions

DHS students who request accommodations in lecture, lab, or clinical due to a documented disability must inform the College Office of Accessibility Resources. The Office of Accessibility Resources, the Department Chair and the Academic Coordinator of Clinical Education will determine if the accommodations are appropriate and reasonable. This means that the accommodations do not compromise either the essential duties/student teaching responsibilities at the clinical/practicum site or the requirements of the program's competency based educational equivalents. (See Technical Performance Standards description and form in the Health and Immunization Requirements section of this Handbook.)

E 9.0 Clinical Sequence and Placement

E.9.1 The Clinical Coordinator or Program Chair determines the clinical placement of students. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. A student shall not be placed at a site if he/she or an immediate relative volunteer or work in a department or unit within that site which is similar to his/her chosen field of study. When possible, advance notice will be given so that the student may make appropriate arrangements and clinical practicum sites may prepare for the student.

E.9.2 Contacting and arranging for clinical affiliate placements is the purview of the Program Chair and/or Clinical Coordinator. Students **shall not** contact a present or prospective clinical site without obtaining prior approval from the Clinical Coordinator or Department Chair.

E.10.0 Transportation, Housing, and Parking Fees

The student is responsible for transportation to and from the clinical/student teaching sites as well as any parking fees. For programs with out-of-state clinical/student teaching sites, students are responsible for the cost of housing, transportation, meals, and other expenses unless otherwise provided.

E.11.0 Professional Appearance - Dress Code

While each program may have specific uniform requirements, all programs have the following expectations. The student must at all times:

E.11.1. appear neat, clean, and well-groomed.

E.11.2. maintain good personal hygiene.

E.11.3. adopt a conservative approach to dressing, minimizing jewelry and cosmetic/ fragrances, not wearing clogs, open-toed shoes or sandals, nor extremely loose-fitting or tight clothing.

E.11.4 wear MassBay student identification pin with name and his/her program of study.

E.11.5 remove personal pagers and/or cell phones before entering the clinical site.

E.11.6 limit body piercings to small, post-type earrings. Only one earring in each ear is permitted. No other body piercing jewelry is permitted in clinical and laboratory settings.
E.11.7 cover visible tattoos upon request in the clinical setting.
E.11.8 keep fingernails short and clean. Clear nail polish may be worn. Artificial fingernails are not permitted.

Refer to individual program appendices for specific requirements.

E.12.0 Attendance

Attendance during the clinical affiliation is mandatory. Students are expected to report promptly consistent with the schedule of the site and clinical faculty. It is unacceptable to schedule personal appointments during clinical hours. Tardiness and early departures are also unacceptable. If a student for any reason misses more than one-quarter of the scheduled clinical/student teaching day, he/she will be considered absent for the whole day.

E.12.1 Should illness or any other reason prevent the student from reporting to the clinical facility on time, the student must notify his/her clinical instructor, Clinical Coordinator, or appropriate College office at least 30 minutes before the scheduled start of the clinical day. Failure to notify either the clinical instructor or College of an absence is a serious breach of professional conduct.

E.12.2 If a student is ill and in danger of exceeding the attendance policy of his/her program, a note from his/her health care provider must be submitted to the Clinical Instructor at the affiliate and to the Clinical Coordinator at the college. The student will not be permitted to resume the clinical experience without a note from the health care provider stating that the student is capable of resuming (without restriction) all activities associated with the clinical education component of the program.

E.12.3 Any clinical skill acquisition or experiences missed due to absence, tardiness, or early departure must be made up at the discretion of the clinical instructor, and approved by the CCCE and Clinical Coordinator. The determination as to which alternative assignments and locations may be required to make up missed days/hours and/or substitute for any missed clinical skill acquisition or experiences will be made at the discretion of the clinical affiliate, Clinical Coordinator, CI, and/or Dept. Chair at the College.

Refer to the appendices for individual program policies and/or syllabi.

E.13.0 Evaluation of Clinical Performance

Each program develops instruments and assessments used to evaluate student clinical performance. Refer to appendices for the clinical grading policies for the respective program. The CC /CI/Dept. Chair will issue grades consistent with the policy contained in the College catalog and course syllabus. In most programs, clinical experiences are graded pass/fail. Grades Clinical grades below the programs specific minimum will result in withdrawal from the program. Refer to the minimum grade information in section A2. Students who are having difficulty meeting the established learning objectives of the clinical experience are encouraged to seek prompt advice

and/or assistance from the CCCE, CC, and /or the clinical instructor/faculty to develop a learning plan to address concerns.

E.13.1 Unsatisfactory clinical performance is defined as performance within the clinical environment which demonstrates:

E.13.1.1 consistent pattern of weakness in one or more clinical behaviors/skills objectives

E.13.1.2 failure to demonstrate progressive mastery of clinical behaviors and objectives

E.13.1.3 performance requiring more guidance and instruction than that required by other students at the same level.

If a student does not comply with the academic, professional, or clinical listed in this policy manual, or the MassBay Student Handbook, a DHS administrator or faculty will issue a written warning. The student must sign the warning. NOTE: **Signature on the warning** does not constitute the student's agreement with the content of the warning. Space is provided for the student to indicate his or her non-agreement and comments. The original signed copy of the written warning will be placed in the student's record and a copy will be given to the respective program chair. Should the student refuse to sign the form, the faculty will obtain a witness signature attesting that the notice was given to the student.

E.14.0 <u>Clinically Unsafe Behavior</u>

The following are examples of clinically unsafe behavior**:**

E.14.1 Any incident in which the student's action has or may seriously jeopardize patient care and/or safety. Examples such actions include, but are not limited to:

E.14.1.1 errors of omission/commission in patient care;

E.14.1.2 any pertinent intervention which places another in danger;

E.14.1.3 failure to report changes in patient status promptly;

E.14.1.4 acting outside of the legal and ethical role of the student as defined by professional standards;

E.14.1.5 abusive behavior;

E.14.1.6 not being accurate regarding any personal conditions that may jeopardize patient care or about the student's own learning needs;

E.14.1.7 repeated and/or consistently unsatisfactory clinical performance which compromises quality of care when the student also demonstrates one or more of the following:

E.14.1.7.1 multiple failed assignments, lab assessment scores or didactic average that falls below the acceptable standard set in the course syllabus.

When a faculty member determines that a student has been clinically unsafe,

1. the student will be immediately removed from clinical and lab settings.
2. the student will be notified immediately that they have been given an unsafe clinical grade and will not be permitted to return to clinical or lab. If the student is in another health course with a clinical component, the student will not be allowed to attend the clinical or lab unless the faculty member and department chair determine

that patient safety is not at risk. Written notice by the faculty member will be given to the student documenting the reasons for the clinically unsafe determination.

3. the faculty will notify the department chair and appropriate academic administrator that a failure grade has been issued.

The grade submitted for the course where the unsafe clinical practice occurred will be an F. Any student who receives an F due to unsafe clinical practice will not be eligible for re-admittance to a health program. The student may appeal the unsafe clinical grade by following the Grade Appeal Process described in the MassBay Student Handbook.

E.15.0 Drug Screening Policy

Massachusetts Bay Community College is committed to the promotion of the health and safety of patients, students, faculty, and staff, and our community members, including those with physical, psychiatric, or substance abuse concerns. Policies and procedures are established with this commitment in mind. To ensure that patient care is not compromised, facilities and agencies engaged in patient care have begun to require mandatory drug testing of all their employees and any affiliating groups.

Accordingly, students enrolled in Health Sciences programs may be required to provide proof of a negative ten-panel urine drug screening in order to be eligible for clinical placement if required by the clinical site where the student is assigned. Drug-screening will be random at the discretion of the Program. Drug-screening must be done through the student's Viewpoint Account before the start of a clinical rotation. Viewpoint will provide step-by-step instructions on how to obtain a drug screening at a local testing facility. Students taking prescription or over-the-counter medications will have the opportunity to provide a list of medications to Viewpoint. All costs associated with drug testing are the responsibility of the student.

Drug-screening results will be sent to the Dean of Health Sciences in a confidential manner. Students who do not pass the drug screening test the first time have the right to request a second drug-screening prior to their clinical rotation. If the second drug test is negative, the student will be placed in a clinical rotation. If the second test is positive, the student will be ineligible for clinical placement and recommended for withdrawal from their health program contingent on due process. Students who fail to comply with any aspect of the drug-screening requirement or who receive positive results will be ineligible for clinical placement and subject to dismissal from the Health Sciences program in which they are enrolled.

Health Sciences clinical affiliating agencies may also have policies on random or scheduled on-site drug-screening of students. Students must comply with all clinical facility policies. A positive drug test result from the clinical site will result in the student's immediate removal from clinical and recommendation for dismissal from the Health Sciences program. In the event a faculty has a reasonable belief that a student is under the influence of alcohol or drugs, the faculty member will immediately remove the student from the clinical setting and follow the College's policy on Alcohol and Drug Use. The student will be sent to the Emergency Department for further evaluation and drug/alcohol testing if necessary. A student under the influence of alcohol or drugs in a clinical setting shall be subject to discipline, up to an including expulsion from the College, in accordance with the College's Alcohol and Drug Use Institutional policy.

Any student who is withdrawn from the Division of Health Sciences due to a positive drug test may appeal this decision through the Division's Appeal Process. Please see Appeal Procedure in the Division of Health Sciences Handbook. Any student who is withdrawn from the Division of Health Sciences program due to a positive drug test may reapply based on current College and Division of Health Sciences readmission policies.
All students will be notified, in writing, of the requirement for drug screening when enrolling in a program that requires such screening. This form can be found in Section III.
While the recreational use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution, and/or cultivation at educational institutions remains prohibited. Accordingly, students who test positive for marijuana are unable to participate in clinical education, which will affect their status in the program. A student who has a prescription for medical marijuana and seeks to use medical marijuana off-campus during semesters where they have clinical rotations shall contact the College's Accessibility Resources Office. Accessibility Resources will consider the student's request as a request for reasonable accommodation and will engage in an interactive dialogue with the student to determine an effective and reasonable accommodation for their disability. Accessibility Resources will, among other things, request medical documentation to confirm the disability, including the student's Medical Marijuana Card. Use of medical marijuana off-campus during the clinical education shall not be considered a reasonable accommodation if its continued use would impair the student's clinical performance, pose an unacceptably significant safety risk to the public, or violate the College's affiliation agreements with its hospital partners, thereby jeopardizing those affiliations.

Steps

1. Each student enrolled in a program that requires drug screening will be notified of the requirement to report for drug screening to the testing agency. Students will be given 48 hours to complete the drug screening requirement. Students will contact the specified testing agency to schedule an appointment within the specified time period.

2. Students must follow the instructions given by Viewpoint to comply with the screening protocol. Failure to participate in the drug screening process or comply with the protocol will result in the inability of the student to participate in the clinical education and consequently will result in the student being dismissed from the program.

3. Viewpoint will provide results to the Dean of Health Sciences Massachusetts Bay Community College. Results can only be accepted directly from Viewpoint. The Dean of Health Sciences will provide the applicable department chair or program coordinator with a list of those students who have completed their drug screening and are eligible to participate in clinical or field education.

4. Students whose results fail to satisfy the screening criteria will not be eligible to participate in the clinical education and consequently will be dismissed from the program unless the disqualifying factor can be satisfactorily remedied.

5. Students with a positive drug test may challenge the results of the test within five (5) days of notification of the drug test results. This challenge must be in writing and delivered to Dean of Health Sciences.

Section III: Division of Health Sciences Forms

Division of Health Sciences Technical Standards Form

It is necessary for all Division of Health Sciences students to review and sign the following. **Please circle your program from the list below,** then sign and return as directed.

ADN	Associate Degree Nursing	PB	Phlebotomy
CT	Computed Tomography	PM	Paramedicine
CY	Central Processing Technology	PN	Practical Nursing
EMT	Emergency Medical Technician	RT	Radiologic Technology
NA	Nursing Assistant	ST	Surgical Technology

TECHNICAL PERFORMANCE STANDARDS		ADN	PN	PB	PM/ EMT	NA	RT/CT	ST/ CY
MUSCULAR And SKELETAL	Work at areas located at various positions and elevation levels for durations of at least 30 minutes at a time alternating with the need to make frequent changes in body positions	X	X	X		X	X	
	Maintain a standing body position for a minimum of two hours, while performing work related functions	X	X	X		X		X
	Transfer and position movement dependent patients from / to various positions and surfaces, such transfer / positioning frequently requiring a minimum of a 50 lb. weight bearing load	X	X	X	X	X	X	X
	Move / push / pull / reach equipment and accessories of various weights and sizes from a variety of heights to a variety of heights	X	X	X	X	X	X	X
	Perform CPR on adults, infants, and toddlers	X	X	X	X	X	X	X
	Detect and distinguish between variations in human pulse, muscle spasm & contractions, and / or bony landmarks	X	X	X	X	X	X	
	Safely guide patient in ambulation on level as well as inclined surfaces and stairs, often while the patient is using a variety of assistive devices. In either case, guard patient against falls or other injury	X	X	X		X	X	
	Apply gradated manual resistance to patient's individual muscular actions in order to determine patient's strength or to apply exercise techniques for stretching or strengthening	X	X	X		X		
	Quickly move from one site to all other areas of the health care facility	X	X	X	X	X	X	
AUDITORY	Detect and appropriately respond to verbally generated directions and acoustically generated monitor signals, call bells, and vital sign instrumentation output	X	X	X	X	X	X	X
VISUAL	Detect and discriminate between various human gestures and non-verbal responses	X	X	X	X	X	X	X
	Detect and discriminate between large and small gradations in readings on dials, graphs, and displays, such detection made at various distances from the source.	X	X	X	X	X	X	X
	Read printed and computer screen manuscript text	X	X	X	X	X	X	X
	Discern a patient's physical status at distances in excess of 10 feet and in subdued lighting	X	X	X	X	X	X	
	Detect and discriminate between the range of image brightness values present on radiographic and computer screen images						X	
	Manipulate/adjust various types of switches, levers, dials,	X	X	X	X	X	X	X

MANUAL DEXTERITY & FINE MOTOR SKILLS	control, and/or hand-held equipment and/or in various combinations							
	Hold and use a writing instrument for recording patient history or pertinent information	X	X	X	X	X	X	X
	Apply gown, gloves, and mask for Universal Precautions when needed	X	X	X	X	X	X	X
VERBAL	Articulate clearly to a patient in conversational English regarding therapeutic goals and procedures	X	X	X	X	X	X	X
OLFACTORY	Detect changes in environmental odor and (temperature)	X	X	X	X	X	X	X
ENVIRONMENTAL	Function within environments which may be stressful due to fast pace, need for accuracy, and distracting sights and sounds	X	X	X	X	X	X	X
	Recognize that the academic/clinical environment includes exposure to disease, toxic substances, bodily fluids, and/or radiation	X	X	X	X	X	X	X
	Exhibit social skills necessary to interact effectively with those of the same or different cultures with respect, politeness, and discretion	X	X	X	X	X	X	X
	Maintain cleanliness of personal grooming consistent with close personal contact	X	X	X	X	X	X	X
	Function without causing harm to self or others if under the influence of prescription or over the counter medications	X	X	X	X	X	X	X

Technical Performance Standards Informed Consent

1. I have received, read and understand the meaning of MassBay Community College's Health Professions Technical Performance Standards.

2. I understand that the Standards indicated, as applicable to my intended program of study, relate to the full array of essential performance competencies inherent to my chosen program of study.

3. I also understand that in order to successfully graduate from the program of my choice, I must be able to satisfactorily perform the tasks listed in the standards.

4. It is my responsibility to submit a request to the College's Disability Resources Office should I wish to receive a determination of reasonable accommodation in performing any of the stated standards.

5. Lastly, I understand that there may be instances where a reasonable accommodation for a method of satisfying the required performance tasks may not be possible.

Student Name (print):_____ID#:_____OR SS#:_____

Student Signature:_____Date:_____

MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Performance Notification Form

Student's Name _____

Faculty / Administrator's Name _____

Date _____

It has come to the attention of the faculty member / administrator named above that your performance has fallen below acceptable standards or your behavior has violated one or more of the policies of the program, division, college and/or clinical affiliate. The specific lapse in performance level / policy infraction is as follows:

If appropriate corrective action is possible, you must satisfy the following expectancies by any dates / time frames specified:

Should you fail to affect the above requirements as stipulated by the dates / time frames stipulated, the following consequence will occur:

FACULTY / ADMINISTRATOR SIGNATURE _____ DATE_____

Student Comments:

I agree with the above described assessment and prescribed action: [] yes [ ] no

STUDENT SIGNATURE:_____DATE:

(NOTE: Student signature indicates only that the student was given this notification, not that the student agrees with the content of the notification.)

WITNESS SIGNATURE: _____DATE:_____

(NOTE: Witness signature verifies that this notification was given to the student, but the student refused to sign as required)

MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Counseling Record Form

Date: _____

Student: _____ **Student ID#:** _____

Faculty/Staff/Advisor Name:_____

Program:_____**Course:**_____

Present at Meeting:_____

Discussion:

Student Comments:

Recommendation(s):

Referral(s) to College Services? yes no

Faculty/Staff/Advisor Signature: _____ **Date:** _____

Student Signature:_____ **Date:**_____
4/15/10 kcc

MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Affective Domain Standards of Performance Warning Form

Date:_____Student:_____ Student ID #:_____

Faculty/Advisor Name:_____

Program:_____Course:_____

Notice of Affective Domain Violation (Check One): #1____ #2____ #3_____

Nature of Violation:

Affective Domain Standard(s) Violated:

Remediation Plan (Violation #1 & #2):

Student Comments:

Faculty/ Signature: _____ Date: _____

Student Signature:_____ Date:_____

Copy of Document Sent to Program Chair and Advisor:

Program Chair_____ Date Copy of Document Sent_____

Advisor_____ Date Copy of Document Sent_____
4/21/10 kcc

MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Academic/Lab/Clinical Alert Form

Student Name _____
Course _____ Instructor _____

The Division of Health Sciences faculty wants to provide you with the assistance you need to succeed in your program. We are concerned about your progress and urge you to take the step (s) indicated below immediately.

Academic Concern	Attendance / Clinical Concern / Professionalism
□ **The** grade you earned on Quiz/exam_____ was unsatisfactory Date: _____ Grade _____ □ **WARNING:** Your current test grade average indicates you are in danger of not progressing to the next level. Current test average _____	□ You have had one class/lab/clinical absence on _____ □ **WARNING:** You are in danger of being administratively withdrawn (AW) due to excessive absences □ Your clinical performance on _____ was unsatisfactory □ You have violated the Affective Domain Standards of Performance in the classroom/lab/clinical setting on _____

Recommended Activity:

□See me in my office after class or during office hours by (date) _____ Office # _____ Phone: _____

□Complete the prescribed remediation lab _____by (date) _____

□Attend open lab for review _____skills by (date) _____

□See the Academic Tutor for content including math review by (date) _____

□Utilize appropriate college resources (counseling/disability) _____

Instructor Signature: _____ Date:_____
Comments:

Did the student come for help by the date indicated? □ YES □ NO
Comments:

Students Signatures:
Comments:

NOTIFICATION TO STUDENTS
OF RANDOM DRUG SCREENING ANALYSIS REQUIREMENT

Please be advised that students enrolled in the _____ Program at Massachusetts Bay Community College will be required to undergo and pass random drug screening analysis in order to be eligible for placement at a clinical facility or in the field. Students who either fail to pass, refuse to submit to, or fail to schedule and take a drug screening analysis within the designated time frame will be deemed ineligible for clinical placement, which will negatively impact their status in the program.

If you have any questions pertaining to this policy, please contact the Dean of Health Sciences.

By my signature, I acknowledge that I have been provided with the Massachusetts Bay Community College Drug Screening Policy and notification that I am required to undergo and pass the drug screening analysis. I am aware that, refusing to submit to, failing to schedule and take the drug screening analysis or failure to submit to or pass the drug screening analysis will result in my being ineligible to participate in clinical education and consequently I will be dismissed from the program.

_____

STUDENT NAME (PRINTED)

_____ _____

STUDENT SIGNATURE DATE

MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Report of Exposure, Injury, or Incident Form
To be completed by the clinical supervisor and student

Name of Individual involved:_____

Immediate Faculty/Preceptor: _____

Clinical facility where exposure occurred: _____

Date/Time of Exposure: _____ Type: Needle Stick: ____ Splash: _____
Mucous Membrane_____ Other: _____

Describe how the incident occurred:_____

Personal Protective Equipment Being Used_____

Actions taken (decontamination, clean-up, reporting, counseling, etc.) _____

_____

Date and Time Incident was reported to Infection Control/Occupational Health: _____

Name/Title of Individual to whom the incident was reported: _____

☑ CHECK LIST

☐ Student was provided with the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure*

I have received and read the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure guidelines.* I understand that I have been advised to contact my health care provider for care that is needed as a result of the exposure that has occurred.

_____ _____
Student Name (Printed) and Signature Date

MASSBAY COMMUNITY COLLEGE

Division of Health Sciences

Incident Report Form

Date of Event:	Time of Event:	Department:
Class:	Location:	Instructor:
Involved Parties: *NOTE: All Involved parties must submit separate reports*		
Report of Event Completed By:		Date:
E-mail:		Phone:
Report of Event Requested by:		
Please Select the Appropriate Category (select all that apply):		
Student / Family Issues	Classroom Issue	Clinical Site / Facility
Student Injury	Equipment Issue	Other:
Exposure/Contact to Bodily/Infectious Substance		
Other:		

Incident Description: explain in detail the nature of the incident and to whom it has been reported. Include a description of the incident, any steps taken to resolve it, and any direct observations of the situation. Use both sides of the page if necessary. ***In order to comply with Federal and State laws, please DO NOT Include any of the following information: Date of Birth, Social Security Number, Driver License Number, any Credit Card or Financial Information as well as any Address Information.***

Student Name (Printed)	
Student Signature	
Faculty Name and Signature	
Date Submitted	

MASSBAY COMMUNITY COLLEGE

Incomplete Grade Request Form

Section I and II (to be completed by the Student)

Student Name: _____ Major: _____

Student ID Number: _____ Semester and Year: _____

Instructor: _____ Course Name and Number: _____

Reason(s) for not completing the course work before the end of term: ☐ Health ☐ Other

Brief description (submit all supporting documentation):

Student Signature: _____

Section III (to be completed by the Instructor)

Instructor's Name: _____

Assignments and/or exams needed to complete this course:

1. _____ 3. _____
2. _____ 4. _____

Instructor's signature: _____
Completion Deadline: _____

Student's signature indicating acceptance of the terms: _____

Section IV (to be completed by the Dean)

Dean: _____ ☐ Approved ☐ Not Approved

Section V

Date Received by Registrar: _____
Cc. Division Office
Student, Instructor

Division of Health Sciences Program Dismissal Worksheet

Student Name _____ Student ID _____

Date_____ Program_____ Faculty _____

Dismissal Basis

Check one: ☐ Grade ☐ Affective Domain Policy

Instructions for Faculty/Department Chair: please write a summary below of the reason(s) for the Recommendation for Program Dismissal, list type(s) of supporting documentation and dates in which infractions occurred on Documentation Log and attach student records and relevant program policy or syllabi. Provide this worksheet and any additional documents to the Dean of Health Sciences and student at the time of the program dismissal. The original will be filed in the Division of Health Sciences Offices.

_____

_____

_____

_____

Documentation Log		
Date	Document type	Description
	e.g., Attendance records	*Student clinical attendance*

Instructions to students: Students have the right to appeal a program dismissal. Details of the appeal process related to Affective Domain Program Dismissals are in the Division of Health Science Student Handbook's Appeal of Dismissal from Division of Health Sciences Programs. Details of the Grade Appeal process can be viewed in the College Student Handbook.

Student comments:

_____

_____

_____

Student Signature: _____ Date: _____

Continues next page.

Faculty Signature: _____Date: _____

Program Director Signature: _____ Date: _____

APPENDIX A: Health Sciences Program Grid

Program	Day	Evening	Weekend	Fall Start	Spring Start	Summer Start	Length of Program	Credits/Type	Health Requirements Deadline
Central Processing Technology		X		X	X	X	1 Semester	4 credits Certificate	August 30th (for Fall), January 3rd (for Spring), June 7th (for Summer)
Computed Tomography	X		X	X			2 Semesters	Track 1 (8 Credits) Track 2 (14 Credits) Certificate	August 1st
Emergency Medical Technician (EMT)	X	X		X	X	X	1 Semester	8 credits Certificate	September 8th (for Fall), February 1st (for Spring), June 1st (for Summer)
Medical Assistant		X/Online and Evening		X			2 semesters	26 Credits Certificate	August 31st
Medical Coding		Online		X			2 Semesters	27 credits Certificate	Within 30 days of registration
Medical Office Administrative Assistant		X/Online and Evening		X			2 Semesters	26 credits Certificate	August 31st
Associate Degree Nursing	X			X			4 Semesters	68-72 credits Associate Degree	August 31st
Practical Nursing	X			X			2 Semesters Intersession 1 summer	43 credits Certificate	August 31st
Paramedicine (Day)	X			X			2 Semesters 1 summer	37/38 credits Certificate	August 31st
Paramedicine Evening)		X			X		3 Semesters 1 summer	37/38 credits Certificate	January 20th
Phlebotomy	X		X	X	X	X	1 Semester	7 credits Certificate	August 30th (for Fall), January 20th (for Spring), May 20th (for Summer)
Radiologic Technology (Day)	X			X			4 Semesters and summer	78 credits Associate Degree	August 1st
Radiologic Technology Flex (Evening)		X	X		X		9 Semesters	78 credits Associate Degree	August 1st before Year 2
Surgical Technology (Day)	X			X			5 Semesters	62 credits Associate Degree	August 31st
Surgical Technology (Evening)		X		X			5 Semesters	62 credits Associate Degree	August 31st

Revised July 2023

APPENDIX B:
Division of Health Sciences Administration and Faculty

Division of Health Sciences Administration and Faculty (Updated 11/2024)

Lynne Davis, Ed.D., R.T. (R), Dean
508-270-4022
Venusa Toomey, RMA, CCMA, M.D., M.Ed.
Assistant Dean of Health Sciences and Framingham Campus Administrator
508-270-4030

Support Staff		
Kristina Carreno Simulation Lab Assistant	kcarreno@massbay.edu	508-270-4035
Maria Fitzpatrick, MBA Administrative Assistant to the Dean	mfitzpatrick1@massbay.edu	508-270-4022
Simone Kerr Administrative Assistant to the Assistant Dean of Nursing	skerr@massbay.edu	508-270-4293
Heather Munroe, MSN, RN Temporary Director of Simulation Education and Technology	hmunroe@massbay.edu	508-270-4041
Stephanie Rivera Data Analyst	srivera@massbay.edu	508-270-4024
Rebecca Wasdyke, MA, MAT Clinical Compliance, Contracts, and Special Projects Coordinator	rwasdyke@massbay.edu	508-270-4028
Nursing Department Sandra Martin, BS, ASN, MSN, DNP, RN Assistant Dean of Nursing/Program Administrator 508-270-4280 smartin2@massbay.edu		
Kara Bandstra, MPH, MSN, RN	kbandstra@massbay.edu	508-270-4279
Alicia Layne, MSN, BSN, RN	alayne@massbay.edu	508-270-4042
Belinda Lee, MSN, RN, NPD-BC	blee1@massbay.edu	508-270-4056
Adam Munroe, MSN, RN Associate Degree Nursing Department Chair	amunroe@massbay.edu	508-270-4275

Rose Marie Nyakako, PhD, AGPCNP, PMHNP, RN	rnyakako@massbay.edu	508-270-4272
Deborah O'Dowd, MSN, RN, CCRN	dodowd@massbay.edu	508-270-4029
Ana Olivar, Ed.D, MSN, RN, CRRN Chair, Practical Nursing Program	aolivar@massbay.edu	508-270-4260
Alina Sorokina, MSN, RN	asorokina@massbay.edu	508-270-4043
Nursing Department Adjunct Instructors		
Sudha Acharya, RN Clinical Instructor, A.D. Nursing Program	sacharya@massbay.edu	
Haley Bernier, BSN, RN Clinical Instructor, Practical Nursing Program	hbernier@massbay.edu	
Kathleen Brett, BSN, RN Clinical Instructor, A.D. Nursing Program	kbrett@massbay.edu	
Natalie Dolph, BSN, RN Clinical Instructor, A.D. Nursing Program	ndolph@massbay.edu	
Paula Forcier, RN Clinical Instructor, A.D. Nursing Program	pforcier@massbay.edu	
Nicole Giammarco, MSN, RN, CNL Clinical Instructor, A.D. Nursing Program	ngiammarco@massbay.edu	
Paula Haddad, MSN, RN Clinical Instructor, Practical Nursing Program	phaddad@massbay.edu	
Philip Heinen, RN Clinical Instructor, A.D. Nursing Program	pheinen@massbay.edu	
Tristan Kippax, RN Lab Instructor, A.D. Nursing Program	tkippax@massbay.edu	
Shirley McAfee, BSN, RN Clinical Instructor, Practical Nursing Program	smcafee@massbay.edu	
Linda McKay, RN Clinical Instructor, A.D. Nursing Program	lmckay@massbay.edu	
Ann Marie Morgan, MSN, RN Clinical Instructor, A.D. Nursing Program	amorgan1@massbay.edu	
Heather Munroe, MSN, RN Clinical Instructor, A.D. Nursing Program	hmunroe@massbay.edu	
Lynn Nicotera, MSN, RN Lab Instructor A.D. Nursing & PN Programs	lnicotera@massbay.edu	
Emmanuel Ojoseitan, MSN, RN Clinical Instructor, Practical Nursing Program	eojoseitan@massbay.edu	
Carla Whitmore, MSN, RN Clinical Instructor, Practical Nursing Program	cwhitmore@massbay.edu	

Emergency Medical Services Programs (Paramedicine & EMT) Department		
Charles Jenness, NRP, I/C Program Chair	cjenness@massbay.edu	508-270-4038
Joseph Murphy, Faculty	jmurphy@massbay.edu	
William Johnson, NRP, Faculty	wjohnson@massbay.edu	
EMS Department Adjunct Instructors and Lab Assistants/Learning Specialists		
Edward Burman		
Melissa Capello	mcapello@massbay.edu	
Bruno Torres Capitao	btorrescapitao@massbay.edu	
Marissa Colby	mcolby@massbay.edu	
Hugh Devlin, NRP	hdevlin@massbay.edu	
Matthew D'Innocenzo, NRP	mdinnocenzo@massbay.edu	
Shailagh Epps, EMT-P	sepps@massbay.edu	
Aaron Gingras, NRP	agingras@massbay.edu	
Ethan Glass, EMT-P, IC Clinical Coordinator	eglass@massbay.edu	
Scott Gobar, BS, NRP	sgobar1@massbay.edu	
Michael Giunta, BA, EMT-B	mgiunta@massbay.edu	
Tammy Hughes, EMT-P, IC, RN, BLS, ACLS, PALS	thughes1@massbay.edu	
Joseph Kuchinski, NRP, I/C	jkuchinski@massbay.edu	
Alan Larochelle, EMT-P	alarochelle@massbay.edu	
Alena LeGros, M.S., EMT-B	alegros@massbay.edu	
Ryan LeBlanc, NRP	rleblanc@massbay.edu	
Alexandra Lewandowski, EMT-B	alewandowski@massbay.edu	
Steven McHugh	smchugh@massbay.edu	
Christian Pierce, B.S., NRP, I/C	cpierce@massbay.edu	
Erik Raposa	eraposa@massbay.edu	
Keith Schnabel, AS, NRP, I/C	kschnabel@massbay.edu	
James Smith, EMT-P	jsmith4@massbay.edu	
Mark Tiede, MPA, NRP	mtiede@massbay.edu	
Richard Weitsen, NRP	rweitsen@massbay.edu	
Sean M. Williams, MPA, BSN, RN, EMT-P, FPC	swilliams1@massbay.edu	
Richard Yunker, NRP	ryunker@massbay.edu	

Health Studies Department		
Carol Gabriele, MBA Medical Coding Instructor	cgabriele@massbay.edu	
Nacha Ismael, MBA, BSHA, CPI Phlebotomy Instructor	nismael@massbay.edu	
Whitney Laroche Medical Assistant Instructor	wlaroche@massbay.edu	
Terrie Miranda, B.S. Phlebotomy Learning Specialist/Lab Assistant	tmiranda@massbay.edu	
Cindy Montilla, MD Phlebotomy Learning Specialist/Lab Assistant	cmontilla@massbay.edu	
Denise Pruitt, Ed.D., M.Ed., MA, CMA Chair, Health Studies Department	dpruitt@massbay.edu	508-270-4026
Simone M. Johnson-George, MSHIA, CPC, COC, CPCO, CPC-P, CPC-I Medical Coding Instructor	sjohnson2@massbay.edu	
Jocelynn Tatham, Phlebotomy Learning Specialist/Lab Assistant	jtatham@massbay.edu	
Ugochukwu Uzoeghelu, MBBS, MPH Medical Office Administrative Assistant Instructor	uuzoeghelu@massbay.edu	
Radiologic Technology Department		
William Cote, MA, RT (R), (CT) Lead Instructor, Computed Tomography	wcote@massbay.edu	508-270-4263
Karen Dow Hansen, MEd, R.T (R) Department Chair	khansen@massbay.edu	508-270-4046
Karen Steinhoff, B.S., R.T. (R) Clinical Coordinator	ksteinhoff@massbay.edu	508-270-4064
Surgical Services Department		
Richard Clark, CST, FAST, MA Chair, Surgical Services	rclark@massbay.edu	508-270-4256
Dolores Goyette, CST, DC Clinical Coordinator, Surgical Technology	dgoyette@massbay.edu	508-270-4023
Michael Ifill, B.A., CRST Clinical Coordinator, Central Processing Technology	mifill@massbay.edu	
Surgical Technology Adjunct Instructors		

Laura Anthony, CST, BA	lanthony@massbay.edu
Richart Paschal, BA, CST	rpaschal@massbay.edu

APPENDIX C:
Program Policies and Student Acknowledgement Form

NURSING DEPARTMENT

Associate Degree Nursing Program Addendum

2024 - 2025

July 1, 2024

Greetings Students:

Welcome to MassBay Community College's Associate Degree Nursing Program! We look forward to facilitating the learning experiences necessary to enable you to meet your goal of becoming a Registered Nurse.

This Student Handbook will serve as the official document for all Nursing Program student policies and procedures which are consistent with those MassBay student policies found in the MassBay College Student Handbooks and the Division of Health Sciences Student Handbook, with department and program supplements.

Students are expected to be knowledgeable of and adhere to all student policies and procedures as outlined in these handbooks and program specific supplements. The Nursing Department has two iterations of the Health Science Student Handbook: one for the Associate Degree Nursing Program (traditional and advanced placement) and another for the Practical Nursing Certificate Program.

These handbooks will be reviewed during course orientations. Students are encouraged to seek clarification of any information in this handbook from program faculty and/or administrators.

The faculty reserves the right to revise the Nursing Program Student Handbook and advise students of any changes in writing at the beginning of a semester, if necessary.

With regard,

The Faculty and Staff of Mass Bay Health Science Division and Nursing Department

Academic Calendar

Please refer to the MassBay Community College website to access the College's academic calendar.

https://www.massbay.edu/academics/academic-calendar

Program Directory

Nursing Administration and Faculty		
Sandra Martin, BS, ASN, MSN, DNP, RN Assistant Dean, Nursing BORIN and ACEN Program Administrator Office: 410-A	Smartin2@massbay.edu	508-270-4280
Kara Bandstra, MPH, MSN, RN Assistant Professor, Office 435	kbandstra@massbay.edu	508-270-4279
Alicia Layne, MSN, BSN, RN Assistant Program Director, Assistant Professor Office 437	alayne@massbay.edu	508-270-4042
Belinda Lee, MSN, RN, NPD-BC Assistant Professor, Office 437	blee1@massbay.edu	508-270-4056
Adam Munroe, AND, BSN, MSN, RN Program Director, Program Chair Assistant Professor, Office 446	amunroe@massbay.edu	508-270-4275
Alina Sorokina, MSN, RN Assistant Professor, Office 434	asorokina@massbay.edu	508-270-4043
Simone Kerr, ASN, Administrative Assistant to the Assistant Dean of Nursing Office Room 410, Administrative Suite	skerr@massbay.edu	508-270-4293
Division of Health Sciences Administration and Support Staff		
Lynne Davis, Ed.D., R.T. (R) Dean, Division of Health Sciences Office: 410-D	ldavis@massbay.edu	508-270-4022
Dr. Venusa Toomey, RMA, CCMA, MD, M.Ed. Assistant Dean of Health Sciences and Campus Administrator	vtoomey@massbay.edu	**508-270-4030**
Maria Fitzpatrick, MBA Administrative Assistant to the Dean Office: 410-C	mfitzpatrick@massbay.edu	508-270-4022
Stephanie Rivera Data Analyst Office 450	srivera@massbay.edu	508-270-4024
Rebecca Wasdyke, M.A., M.A.T. Clinical Compliance, Contracts, and Special Projects Coordinator Office: 410-B	rwasdyke@massbay.edu	508-270-4028

Nursing Administration and Faculty		
Heather Munroe, MSN, RN Director of Simulation Education and Technology Office: 120-B	hmunroe@massbay.edu	508-270-4041

*Office hours will be posted in the course syllabus and outside faculty offices on the 4th Floor.

Program State Approval and Accreditation

The Associate Degree Nursing (ADN) is approved by the Commonwealth of Massachusetts Board of Registration in Nursing (BORIN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation is a voluntary, systematic, peer review process by which non-governmental agencies recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. The overall goal is to enhance quality improvement in nursing education.

The ADN Program was reaccredited in October 2020. The next ACEN visit will be in the fall of 2028.

Program State Approval and Accreditation

Contact information:
Massachusetts Board of Registration in Nursing
239 Causeway St Suite 500 - 5th floor
Boston, MA 02114
Phone: (617) 973-0900

Program State Approval and Accreditation

Contact information continued:
Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: (404) 975-5000

Program Mission and Philosophy

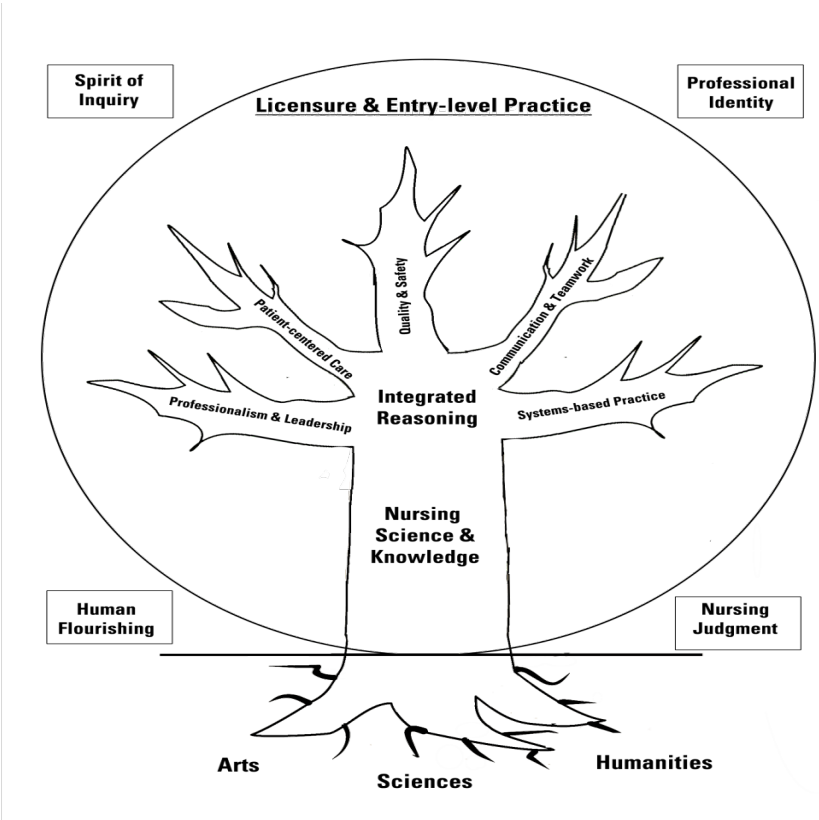
The Associate Degree Program mission is “to prepare graduates from diverse backgrounds to practice safe and quality nursing care within an evolving healthcare system.” The faculty defines nursing as a therapeutic relationship between patients, families and communities where the focus is on interventions that promote health, wellness and healing as well as the affirmation of life and the recognition of death as a normal process.

The faculty holds that associate degree nursing education prepares students to render care for individuals with complex health care needs within the context of structured health care settings. The faculty maintains that all associate degree graduates should engage in life-long learning and the pursuit of advanced degrees.

We believe that MassBay Community College provides a general educational experience that emphasizes the essential quantitative, analytical, and expressive skills required to integrate and apply nursing knowledge. As a faculty, we recognize that a liberal arts education also exposes students to the broader goals of the parent institution: fostering a connection to a community that supports open access, diversity, civic responsibility and the life-long pursuit of educational opportunities. These meaningful early interactions with peers and faculty from all disciplines enable our students to recognize the scientific, social, political, economic, and ethical principles that distinguish professional practice.

Program Organizing Framework

The Educational Tree provides a graphic illustration of the organizing framework adopted by the nursing faculty to achieve student learning and graduate outcomes. The tree was selected as an icon that symbolizes the pursuit of learning and growth. The architecture of the tree provides a useful construct for understanding how nursing faculty view the evolution of the attitudes, knowledge and skills required to meet end of program competencies. It is also useful in appreciating the theories and pedagogies that are applied to support these student learning outcomes.



The Roots of the Tree:

The roots of the tree reflect our conviction that nursing education in the community

college setting is built on a foundation of knowledge that is derived from the arts, sciences and humanities.

The Trunk of the Tree:

Contained within the trunk of the tree are *Nursing Knowledge and Science* and *Integrated Reasoning*, two central, core competencies that are viewed as interconnected to all other end of program student learning outcomes or core competencies.

The Environment Surrounding the Tree:

The environment surrounding the tree represents the actualization of licensure and entry level practice. The faculty embraces the graduate competencies identified by the National League for Nursing (NLN) in *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma Associate Degree, Baccalaureate, Master's, Practice Doctorate and Research Doctorate Programs in Nursing* (2010). We believe that the culmination of the innovative pedagogies will not only assist students to acquire the knowledge attitudes and skills required to meet end of program student learning outcomes identified by our program but will enable nurses to transition in practice and achieve the NLN graduate competencies for the associate degree nurse. The following are the graduate programs outcomes based upon the information presented in this section of the report Environment Surrounding the Tree.

End of Program Student Learning Outcomes

1. Nursing Science and Knowledge - Integrate nursing concepts with theoretical and scientific knowledge to promote evidence-based, holistic patient care.
2. Integrated Reasoning - Apply principles of critical thinking, creativity, and innovation to formulate clinical and other nursing judgments.
3. Professionalism and Leadership – Assume responsibility and accountability for pursuing professional growth, acting as a leader and agent for change while upholding high standards of ethical practice.
4. Patient-Centered Care - Provide patient-centered care and health education based on respect for patient/family values and preferences, while engaging the patient as a partner in the process.
5. Quality and Safety - Monitor individual performance and system effectiveness to improve the safety and quality of care.
6. Communication and Teamwork- Actively collaborate as a member of the healthcare team; promoting mutual respect, open communication, and shared decision making.
7. Systems-based Practice- Utilize a variety of systems to manage nursing care, including technological and information systems.

Foundational Program Concepts:

1. *Human Flourishing*: Advocate for patients and families in ways that promote their self- determination, integrity, and ongoing growth as human beings.

2. *Nursing Judgment*: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

3. *Professional Identity*: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. *Spirit of Inquiry*: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Student Learning Outcome Map				
General COURSE SLO'S				**End of Program SLO'S**
HL110, NU125,130	NU135,160,161	NU225,226,235,236	NU 260,261,275	
Define concepts of holistic nursing care to meet the needs of patients and families from diverse populations.	Identify concepts of holistic nursing care to meet the needs of patients and families from diverse populations across the lifespan.	Apply holistic nursing care in meeting the comprehensive needs of patients and families from diverse populations across the lifespan.	Utilize holistic nursing care in meeting the comprehensive needs of patients and families from diverse populations across the lifespan.	Nursing Science and Knowledge – Integrate nursing concepts with theoretical and scientific knowledge to promote evidence based, holistic patient care.
Describe safe therapeutic interventions to promote optimal health for individuals in collaboration with the health care team	Recognize safe therapeutic interventions to promote optimal health for individuals and families in collaboration with the health care team.	Demonstrate safe therapeutic interventions to promote optimal health for individuals and families in collaboration with the health care team.	Provide safe therapeutic interventions to promote optimal health for individuals and families in collaboration with the health care team.	Quality and Safety — Monitor individual performance and system effectiveness to improve the safety and quality of care.
Discuss caring behaviors in nursing practice.	Demonstrate caring behaviors in nursing practice.	Apply caring behaviors to nursing practice.	Integrate caring behaviors into nursing practice.	Patient-Centered Care Provide patient-centered care and health education based on respect for

Student Learning Outcome Map				
General COURSE SLO'S				**End of Program SLO'S**
HL110, NU125,130	NU135,160,161	NU225,226,235,236	NU 260,261,275	
				patient/family values and preferences, while engaging the patient as a partner in the process.
Define how critical thinking applies to the nursing process.	Explore how critical thinking influences the nursing process.	Employ critical thinking in the application of the nursing process to develop a plan of care.	Utilize critical thinking in the application of the nursing process to develop a comprehensive plan of care.	Integrated Reasoning Apply principles of critical thinking, creativity, and innovation to formulate clinical and other nursing judgments.
Identify basic therapeutic communication techniques.	Explain communication techniques that enhance interactions with patients, families, and members of the health care team.	Demonstrate communication techniques used with patients, families, and members of the health care team.	Employ effective communication techniques with patients, families, and members of the health care team.	Communication and Teamwork Actively collaborate as a member of the healthcare team; promoting mutual respect, open communication, and shared decision making.
List legal ethical standards and professional attributes in the delivery of patient centered care.	Describe legal ethical standards and professional attributes in the delivery of patient centered care.	Apply legal ethical standards and professional attributes in the delivery of patient centered care.	Model legal ethical standards and professional attributes in the delivery of patient centered care.	Professionalism and Leadership Assume responsibility and accountability for pursuing professional growth, acting as a leader and agent for change while upholding high standards of ethical practice.
Describe how basic teaching and learning concepts are	Demonstrate utilization of a basic teaching	Analyze the impact of patient teaching on outcomes of	Integrate teaching and learning principles into a	Patient-Centered Care. Provide patient-centered care and

Student Learning Outcome Map				
General COURSE SLO'S				**End of Program SLO'S**
HL110, NU125,130	NU135,160,161	NU225,226,235,236	NU 260,261,275	
incorporated into a plan of care.	blueprint for patients with a variety of health problems.	patients and groups of patients across the lifespan.	plan of care to meet the needs of individuals and groups of patients in a variety of settings.	health education based on respect for patient/family values and preferences, while engaging the patient as a partner in the process.
Outline models used for the delivery of patient centered care.	Compare patient centered care delivery models.	Distinguish between models used for the delivery of patient centered care.	Manage the delivery of patient centered care for individuals and groups of patients in a variety of settings.	Patient-Centered Care. Provide patient-centered care and health education based on respect for patient/family values and preferences, while engaging the patient as a partner in the process.
Describe informatics, quality improvement and evidence-based practice impact patient centered care.	Discuss the role of informatics, quality improvement and evidence-based practice in the provision of patient centered care.	Incorporate informatics, quality improvement and evidence-based practice into the provision of patient centered care.	Implement informatics, quality improvement and evidence-based practice into the provision of patient centered care.	Systems-based Practice — Utilize a variety of systems to manage nursing care, including technological and information systems.
List available resources within the nurses' practice area(s) and the larger health care system.	Explain available resources within the nurses' practice area(s) and the larger health care system.	Explore available resources within the nurses' practice area(s) and the larger health care system.	Differentiate between available resources within the nurses' practice area(s) and the larger health care system.	Systems-based Practice — Utilize a variety of systems to manage nursing care, including technological and information systems.

Traditional Associate Degree Nursing Program Curriculum			
First Year/Fall Semester		**Credit to Hour Ratio, 15 Week Avg**	**Nursing Program Hours 135**
HL 110	Health Assessment and Nursing Skills Lab	1 credit. Ratio1:3	45 Hours
NU 125	Introduction to Biophysical Concepts and Pharmacology I	4 credits. Ratio 1:1	60 Hours
NU 130	Introduction to Professional/Humanistic Nursing Concepts	2 credits. Ratio 1:1	30 Hours
PS 101	Introduction to Psychology	3 credits.	
BI 223	Fundamentals of Microbiology with Lab	4 Credits.	
First Year/Spring Semester		**Credit to Hour Ratio, 15 Week Avg**	**Nursing Program Hours 300**
NU 135	Introduction to Psychosocial Concepts and Pharmacology II Across the Lifespan	4 credits. Ratio 1:1	60 Hours
NU 160	Concepts in Nursing Care Across the Lifespan I	4 credits. Ratio 1:1	60 Hours
NU 161	Concepts in Nursing Care Across the Lifespan I **Practicum**	4 credits. Ratio1:3. (4*3*12wks) over 15 wks.	180 Hours
EN 102	English Composition II	3 credits. Ratio 1:1	
Second Year/Fall Semester		**Credit to Hour Ratio, 15 Week Avg**	**Nursing Program Hours 270**
NU 225	Concepts in Nursing Care Across the Lifespan II	3 credits. Ratio 1:1	45 hours
NU 226	Concepts in Nursing Care Across the Lifespan II **Practicum**	2 credits. Ratio 1:3 (2*3*12wks) over 15 wks.	90 hours
NU 235	Concepts in Family Nursing	3 credits. Ratio 1:1	45 hours
NU 236	Concepts in Family Nursing **Practicum**	2 credits. Ratio 1:3 (2*3*12wks) over 15 wks.	90 hours
CS 100	Computers and Technology	3 credits. Ratio 1:1	
	Humanities Elective	3 credits. Ratio 1:1	
Second Year/Spring Semester		**Credit to Hour Ratio 15 Week Avg**	**Nursing Program Hours 300**
NU 260	Concepts in Nursing Care Across the Lifespan III	4 credits. Ratio 1:1	60 Hours
NU 261	Concepts in Nursing Care Across the Lifespan III	4 credits. Ratio1:3. (4*3*12wks) over 15 wks.	180 Hours
NU 275	Nursing Capstone	4 credits. Ratio 1:1	60 Hours
Subject to Change – Changes likely due to number of weeks in each semester. Other changes/corrections are possible with notice. All components (didactic, lab, simulation, clinical) are spread over 15 weeks.			**Total Nursing Program Hours 1,005 Hours**

Associate Degree Nursing Advanced Placement Program Curriculum			
First Year/Winter Intersession Semester		Credit to Hour Ratio, 15 Week Avg	Nursing Program Hours
CU 156	RN Role Transition	0 Credits	
BI 223	Fundamentals of Microbiology with Lab (before 3rd Semester)	4 Credits	
PS 101	Introduction to Psychology	3 Credits	
First Year/Spring Semester		**Credit to Hour Ratio. 15 Week Avg Semester**	**ADN Program Hours 300**
NU 135	Introduction to Psychosocial Nursing Concepts Across the Lifespan	4 credits. Ratio 1:1	60 Hours
NU 160	Concepts in Nursing Care Across the Lifespan I	4 credits. Ratio 1:1	60 Hours
NU 161	Concepts in Nursing Care Across the Lifespan I Practicum	4 credits. Ratio1:3. (4*3*12wks) over 15 wks.	180 Hours
EN 102	English Composition I	3 credits	
Second Year/Fall Semester		**Credit to Hour Ratio. 15 Week Avg Semester**	**Nursing Program Hours 270**
NU 225	3 credits. Ratio 1:1	3 credits. Ratio 1:1	45 hours
NU 226	2 credits. Ratio 1:3 (2*3*12wks) over 15 wks.	2 credits. Ratio 1:3 (2*3*12wks) over 15 wks.	90 hours
NU 235	3 credits. Ratio 1:1	3 credits. Ratio 1:1	45 hours
NU 236	2 credits. Ratio 1:3 (2*3*12wks) over 15 wks.	Credit to Hour Ratio. 15 Week Avg Semester	90 hours
CS 100	Computers and Technology	3 Credits	
	Humanities Elective	3 credits	
Second Year/Spring Semester		**Credit to Hour Ratio. 15 Week Avg Semester**	**Nursing Program Hours 300**
NU 260	4 credits. Ratio 1:1	4 credits. Ratio 1:1	60 Hours
NU 261	4 credits. Ratio1:3. (4*3*12wks) over 15 wks.	4 credits. Ratio1:3. (4*3*12wks) over 15 wks.	180 Hours
NU 275	4 credits. Ratio 1:1	4 credits. Ratio 1:1	60 Hours
Subject to Change – Changes likely due to number of weeks in each semester. Other changes/corrections are possible with notice. All components (didactic, lab, simulation, clinical) are spread over 15 weeks.			**Total Nursing Program Hours 870 Hours**

Nursing Program Policies and Procedures

The AD Nursing program has published current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and students' rights and grievances.

1. Program Admission

This policy has been established to ensure a smooth admission process for all potential new associate degree nursing students.

For a Priority Admission decision, the procedure is as follows.

Step 1: Applicants are required to attend one ADN Information Session to be considered for admission held by the Admissions Office Monthly.

Step 2: Complete an online application link to MBCC: www.massbay.edu/enroll or complete and submit a paper application. Please see the MBCC College Catalog for Admissions General College Admission Requirements.

Step 3: Additional Program Requirements: The ADN program has certain requirements that must be completed before an applicant will be considered for admission to the ADN nursing program:

- Proof of High school diploma or equivalent.
- An overall GPA of 2.5 or higher
- For Advanced Placement: A practical nursing certificate and licensure as a PN.
- All students applying to the Associate of Science Degree in Nursing (ADN) program at MassBay must take the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS Exam).

  The exam assesses an applicant's academic readiness and is a predictor for success in the first year of an ADN program. Students may repeat the test a total of two times within 12 months of taking the exam. Results are valid for three years.

  Students must achieve passing scores on the ATI TEAS.

  - Passing scores are defined as a minimum composite score of 63% and achievement of the following subtest scores for all categories:
    - Reading 69 or better
    - Math: 67 or better
    - Science: 50 or better
    - English: 60 or better

  - Students may repeat the test a total of two times within 12 months of taking the exam. Results are valid for three years.

2. Course Exemptions

The MBCC ADN program does not recognize nursing program course exemptions. Please refer to the College Catalog for identification of non-nursing course exemption.

3. Academic Progression Through the Program

This policy has been established to ensure a smooth progression process for all ADN students.

All letter grades will be determined according to the MBCC grading system. There will be no rounding of grades. Clinical performance will be evaluated based on approved grading system.

Procedure:

A grade of 75 (Letter grade of C) for theory is required. Any end of the semester final tabulation 75 or above is considered passing.

There will be no rounding of grades. Any end of the semester final score tabulation below 75 is considered a failure in the course, e.g., 74.9 does not satisfy a passing grade.

To progress to the next nursing course in the curriculum sequence both the theory and clinical practicum of the following courses must be passing:

NU160/NU161,

NU 225/NU226,

NU 235/NU236, and

NU260/261.

Failure in either one of the above paired courses will require repetition of both theory and clinical practicum for the student to be eligible for readmission if space is available in the nursing course.

The clinical practicum is graded as satisfactory/unsatisfactory.

4. Attendance Policy

This policy has been established to ensure ADN student success in the theory, class, clinical, and skills lab/simulation components of the program. Students are reminded to use their best judgment in the event of illness or an unusual situation.

Class/Clinicals/Lab/Simulations - Students are required to notify the instructor of their absence no less than one hour prior to class, lab or clinical. Failure to do so will result in an Academic/Lab/Clinical Alert. Upon receipt of notification of a student's didactic, lab, or clinical absence, the instructor (full-time or adjunct faculty) will immediately inform the Program Chair. A limited number of incidents of tardiness by individual students may be excused. Excused absences are limited in number, advance notice is received by the instructor, chair, or administration, and reasons are valid and documented.

Unexcused classroom tardiness will result in a 3-step progressive discipline action. The first step is a verbal warming with written documentation. The second step is a written warning with written documentation. The third step is issuance of an affective domain "Accountability" warnings. Three affective domain warnings will result in administrative withdrawal from the program.

Clinical attendance is essential to develop the student's confidence, skills competence, and critical thinking in the delivery of nursing care. Being late or absent from a clinical assignment in practice puts patients at risk. Tardiness and lateness in the clinical setting is very serious.

A student missing one excused (1) clinical session is required to make up that experience through an alternative assignment or simulation. A student missing two (2) clinical sessions will be required to make up the clinical sessions at the end of the semester at a clinical site appropriate for the given course.

Faculty will assist the student to secure a faculty member to make-up hours. Securing faculty to make up clinical hours will result in a financial cost to the student reflecting DCE faculty rates.

A student missing more than two clinical sessions will be withdrawn from the clinical course.

All students must be on time and prepared to begin the clinical practicum. If a student is going to be late or is unable to attend the clinical practicum, the student must notify the instructor 1 hour prior to the start of the clinical day.

If a student is more than 30 minutes late, they will need to make up the clinical time. Students will receive a verbal warning with written documentation on the first lateness offense and be required to meet with the lead course faculty to develop an academic success plan.

On the second lateness offense students will receive a written warning with written documentation and meet with the lead faculty to develop an academic success plan.

On the third lateness offense students will be given an Affective Domain Warning for

Unprofessional Behavior (affective domain) and proceedings to withdraw the student from the nursing program will begin.

A pattern of continuous tardiness and/or absenteeism will result in an Affective Domain Warning for Unprofessional Behavior (affective domain) and Clinical Performance Warning will be issued. Proceedings to withdraw the student from the nursing program will begin.

If a student is not prepared to deliver safe and effective nursing care on the clinical unit, even one time, they will be sent home for the day with an assignment. Unsafe practice including putting patients at risk, harm to a patient from errors and/or omissions of care, or unprofessional behavior in the clinical setting may result in immediate dismissed from the nursing program, following due process.

Skills Laboratory/Simulation attendance is essential to ensure the student is prepared to deliver safe nursing care in the practicum settings. Students missing scheduled skills laboratory sessions are required to make up that time during open lab hours. A student missing (2) skills laboratory sessions is required to meet with their advisor to discuss the consequences of missing the skills laboratory hours.

Students must complete all make-up clinical prior to progressing to the next nursing courses. Failure to comply with the above requirements will result in student being withdrawn from the program

5. Grading Policy

Faculty will grade and post a grade for an assignment within a week from a due date of an assignment.

6. Student Rights

MassBay Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process.

These rights do not come without responsibilities and respect for others in the college community. Attendance at MassBay Community College is a privilege and not a right, and enrollment carries with its obligations in regard to conduct, both in and out of class.

Students are responsible for knowing and understanding the contents of this code. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College. Please refer to the MassBay

Community College Student Handbook for the Student Code of Conduct recognized by the College, the Division of Health Sciences, and the Nursing Program.

STUDENTS' "RIGHT TO KNOW": MassBay is required by the Student Right to Know and Campus Security Act to provide information about its campus safety policies, procedures and statistics concerning criminal activity on campus. Brochures containing this information are available at the Office of Public Safety, Human Resources and on the College website.

The ADN program's policy on Students Rights is congruent with the stated MBCC Students Rights policies.

7. Exam Review Policy

a. In most cases, exam review will be held within 7 days of the exam completion. Initial grades will be available right after the test.
b. Students will enter the classroom with no books, pencils, papers, phones, electronics.
c. Students will stay throughout the session, once the review begins no student will be allowed to enter or leave.
d. Students will be seated at tables in groups.
e. Individual student test report sheets will be given to each student.
f. At each group table there will be an exam with answers.
g. Students will discuss the rationales for correct and incorrect choices within their groups, faculty will not participate in student discussions.
h. Two textbooks will be available for student use. Faculty will provide students with forms for review if further clarification is needed.
i. Faculty will collect all test copies before anyone is allowed to leave the classroom.
j. Faculty will review all submitted questions and will adjust grades accordingly.

8. At-Risk Student Policy

If the student fails any type of assignment including but not limited to tests, quizzes, concept maps, research papers etc., their instructor will reach out to set up a review/advising appointment where a plan of improvement will be established. It is the student's responsibility to attend the appointment. It is the student's responsibility to identify the specific challenges and to adhere to the plan of improvement.

The student's academic advisor will document the meeting with minutes and the student will be provided with a copy. An additional copy will be forwarded to the program chair to be placed in the student's file. Should the student disagree with the plan, and consensus cannot be reached, the issue is then referred to the program chair for further action.

If the student continues with poor performance in the course (s), he/she will be meeting with the Chair of the Program during midterms to discuss academic progression. For academic progression requirements, refer to the Students Handbook.

During midterms, failing students will schedule an appointment with the course instructor and the department Chair. Failure to schedule an appointment will result in an affective domain warning for," Accountability".

9. Classroom/Clinical/Laboratory Grievance policy

Students have a right to file a grievance which faculty and administration prefer to call a problem resolution process. Students needing assistance with the process may contact their advisor, student services, or the assistant dean of nursing for guidance.

Chain of Command:
In any group or organization, members must know and understand the purpose of chain of command. Following the chain of command expediates resolution, maintains respectful communication, fosters cooperation, and builds stronger relationships among individuals, groups, and societies. The nursing administration and faculty request that students follow the chain of command.

Progressive Problem Resolution Process:

Purpose: To respectfully resolve grievances in a timely manner.

Step 1: Student writes down issues or concerns and presents them in a respectful and organized manner to the other party or course instructor at a scheduled meeting. Student's needing assistance with the process may request help from their advisor, student services, or the assistant dean of nursing.

The issue or concern should be factual and documented with time and date of the occurrence. Documentation or artifacts that support your perception of the incident would help clarity.

Once your accounting of the incident is fully documented, schedule an appointment with the other party to discuss the issue. Be open. Present respectfully. Listen carefully. Document this meeting.

Step 2: If the issue is not resolved at that meeting, the student(s) should follow the chain of command. Make an appointment with the Chair of the program to address the issue. Present all your documentation.

Step 3: If the issue is not resolved the student(s) should make an appointment with the Assistant Dean of Nursing.

The chain of the command should always be maintained. If the chain of command is not maintained, the issue or concern may not be addressed in a timely and productive manner.

Test Success:
Your success is our priority. Faculty have instituted a Test Success Seminar. It will be held monthly on the dates and during times chosen by faculty. ***If you fail an exam and/or are failing a class, your attendance is mandatory.*** Failure to attend test success seminar will result in affective domain under "Accountability". Everyone is invited to attend the seminar.

---

10. Grade Appeals/Grievances

Students need to advise the Assistant Dean of Nursing if they intend to appeal a grade. See the Grade Appeal and Grievance Processes in the main section of the Division of Health Sciences Student Handbook and Policy Manual. All students have the right to due process.

Pending Appeals: Students will continue to attend classes and laboratory sessions pending a grade appeal but are suspended from attending clinical/practicum sessions. If a student has a successful appeal, they will be required to make up any missed clinical sessions. These sessions will be arranged according to availability of faculty and clinical facility resources.

11. Academic Plagiarism

The College and Nursing Program faculty expect all students to maintain high standards of academic honesty and integrity. Plagiarism is clearly an example of a violation of the Academic Ethics and is a major offense. Plagiarism is defined in the College Student Handbook as "the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name."

Students are responsible for understanding what plagiarism is in each of their classes. The stated definition will be used as a criterion against which all plagiarism allegations will be judged. Instances of plagiarism will be addressed first with the student by the instructor involved. Instructors who act because of a plagiarism incident will report such action to the Program Director, Assistant Dean of Nursing, and the College Student Conduct Officer. An act of plagiarism is grounds for immediate dismissal from the program.

12. Dismissal Due to Academic Failure or Withdrawal

- Notification: Students are notified of a failing grade through Blackboard and Bay Navigator. Should a student receive a failing grade in a course they should refer to the policies and procedures on progression, grade appeals, dismissal and readmission. It is understandable that a course failure can cause significant distress. Students that are having difficulty coping with a failing grade are encouraged to access Counseling Services for support.

- Letter of Dismissal: Once a failing grade has been posted for a course, the course faculty of record will notify the Assistant Dean of Nursing so a letter of dismissal from the program can be issued. Students are still entitled to appeal grades through the Grade Appeal Process outlined in the Division Handbook, however in the AD Nursing Program course faculty retain the authority to assign the final grade. A dismissal for academic reasons can only be appealed under the Grade Appeal policy.

13. Readmission (Reviewed and Updated by faculty 12/2022)

Students can apply for readmission to the ADN program in which they were enrolled one time, following a program withdrawal or failure in a didactic or clinical course. Students who have failed more than one didactic or clinical nursing course (ADN: including HL110) or are withdrawn from the program for disciplinary reasons are ineligible for readmission.

To be considered eligible to apply for readmission following the first academic failure or withdrawal, the student must have a minimum GPA of 2.0 in nursing program courses.

Application for readmission does not mean automatic acceptance back into the ADN program.

Procedure:

Step 1. ADN students who wish to be readmitted to the ADN program must petition in writing (email is unacceptable) to the Program Chair by March 1st requesting readmission to the program in which they had been enrolled. The petition must include the following:

- Reasons for seeking readmission,
- Contributing factors that may have contributed to having been withdrawn,
- Corrective strategies to be taken to ensure academic success in the future.

The student must take the ATI (ADN) final exam for the semester in which they were unsuccessful. The exam will be graded, and the student must obtain a score of 75 and serve as a guide for the readmissions committee discussion of appropriateness of the student return to the program.

Step 2. The Chair of the program which the student is applying for readmission will conduct a meeting with the readmissions committee comprised of the Program Chair, and a minimum of two additional faculty members from the program which the student is applying for readmission.

Step 3. Readmission is contingent on successful completion of remediation as defined in an exit plan developed in collaboration with course faculty, the advisor and student.

Step 4. The program chair will email the student with the readmission committee's decision. The Admissions department will concurrently be notified of the decision with a carbon copy (cc'd) of the email to the admissions department. A copy of the email will also be placed in the student's program file.

Step 5. The MBCC Office of Admissions will send a follow-up letter to the student of the committee's decision.

The following factors will be used to determine whether readmission to the program is appropriate:

1. The student must take the ATI (ADN) final exam for the semester in which they were unsuccessful. The exam will be graded, and the student must obtain a score of 75.

2. Space/availability and/or resources (including availability of faculty, clinical placements, and laboratory remediation) All readmissions will be capped so that no more than 10% percent of a cohort's seats will consist of repeating students.

3. Any history of academic, clinical, or affective domain warnings even if they did not result in dismissal from the program.

4. Relevant performance data including history of willingness/ability to

respond to corrective action, make use of support and remedial services, and/or assume responsibility for the rigor and challenges of the program.

Note: When the number of students eligible for readmission exceeds the number of seats available, the GPA for nursing courses will be calculated. Seats will be awarded to those students with the highest nursing GPAs. In the event of a tie, the last seat will be awarded to the student with the highest average in the last didactic courses

14. Withdrawal From Classes

If a student is registered and does not attend classes, they are responsible for notifying the Office of the Registrar.

If a student never attends class(es), abandons class(es), or stops attending classes they are not officially or automatically withdrawn from the Nursing Program.

The student must officially drop the course(s) or withdraw from the course(s). The student has the option to voluntarily withdraw from the program.

All students who fail to satisfy the following requirements of the ADN program will be referred to the Assistant Dean of Nursing:

- CORI/SORI Clearance
- Drug Screening Protocol

Administrative Withdrawal

All students who fail to satisfy the following requirements of the ADN program are at risk for administrative withdrawal. Students must schedule a meeting with their course-level nursing faculty before the next scheduled class or clinical. An administrative withdrawal may be initiated at this time. Examples include:

- Non-compliance with Attendance Policy
- Non-compliance with clinical warning/remediation plan
- Failure to achieve the required passing grade in nursing courses
- Non-compliance with the MBCC Student Code of Conduct
- Non-compliance with Division of Health Sciences Policies and Procedures
- Non-compliance with the MBCC Nursing Program Policies and Procedures

Any student who does not receive a satisfactory clinical practicum grade or passing course grade and cannot progress in the program has the option to withdraw from the course on or before the end of the withdrawal period.

Withdrawal from the course must be completed prior to the established college withdrawal date for that semester.

Withdrawal from a course occurring after the established college withdrawal date will result in the student receiving an "F" for the course regardless of the theory grade earned.

Procedure:

Once the student has been notified of an Administrative Withdrawal by the faculty, or notifies the faculty of their intent to withdraw from the program, the student must complete the following steps:

Step 1. Meet with the Assistant Dean of Nursing and the relevant faculty member.

Step 2. Meet with their Advisor to complete a Drop/Add/Withdrawal Form and return the completed form to the Registrar's Office.

Step 3. Meet with the Financial Aid Office to manage matters related to financial aid. Please refer to the MBCC Website for details related to the process for course withdrawal and reimbursement. A student must do that either online via Bay Navigator student center or in-person at the Enrollment Centers on the Wellesley Hills or Framingham campus by submitting the appropriate drop/withdrawal forms.

15. Withdrawal from College & Leave of Absence

A student can withdraw from the College prior to the last day of classes in the enrolled academic semester. Students must meet with the Dean of Students, or his/her designee, to initiate the College withdrawal process. Students who withdraw from the College are financially responsible for tuition and fees, based on the College Refund Policy.

A Leave of Absence is a temporary leave from the College. A student can take a leave of absence from the College prior to the last day of classes in the enrolled academic semester. Students who take a leave of absence from the College are financially responsible for tuition and fees, based on the College Refund Policy. Students must meet with the Dean of Students, or his/her designee, to initiate the College Leave of Absence process.

16. Medical Leave and Bereavement Leave

Medical Leave: Students who have a verified medical or family illness that results in exceeding the allowable number of absences for a given nursing class, lab or clinical may apply for a Medical Leave of Absence provided the student is in good academic standing with a passing average (75 or above) in the nursing course. The student must provide documentation related to the request to the Assistant Dean of Nursing.

Students who meet the eligibility for a medical leave will receive a WC in all nursing courses and clinicals. Nursing courses run annually. To remain in the program students must resume their nursing courses in the next course offering. For example, if the student takes a medical leave in the fall, they must resume their studies the following fall. Failure to resume courses in the subsequent offering will result in the student being withdrawn from the program.

Students returning from a Medical Leave of Absence must provide a clearance note from their medical provider and contact Student Development to complete the necessary paperwork and to schedule a re-entry meeting. Students cannot register for classes until meeting with Student Development. When a student is on a Medical Leave of Absence, the College will place a medical "hold" on the student's account, pending the student's re-entry meeting.

Throughout the process, the highest level of confidentiality will be maintained. Please contact Student Development at 781-239-3142 for questions and additional information.

Prior to returning to the program the student must:

- Notify the Assistant Dean of Nursing or designee at least 3 months in advance of the subsequent course offering of intent to return to the program.
- Provide written documentation from his/her medical provider granting medical clearance to demonstrate the student is able to meet the technical standards and attendance requirements of the program.
- Complete a skills practice and retesting plan as outlined by the course faculty.
- Meet with course faculty to establish a plan for completing any outstanding coursework.
- Purchase the appropriate resources and update or adapt previous work as necessary.

Upon return from a leave the student must attend all classes and clinicals from the start of the semester.

Bereavement Leave:

In the event of a death in a student's immediate family, the student will be granted up to three consecutive days absence from their normal program schedule. For purposes of this policy, "Immediate family" means spouse, partner, parents, parents-in-law, foster parents, stepparents, siblings, stepsiblings, siblings-in-law, children, children-in-law, foster children, stepchildren, grandchildren, and grandparents.

Absence for bereavement does not require clinical make-up. Additional student bereavement time and/or additional bereavement situations will be reviewed by the Assistant Dean of Nursing. The student is responsible, upon their return, to arrange a

time to review any course and/or clinical material that has been missed with the instructor.

To obtain a bereavement leave the student must complete all the following steps:

- Notify the Assistant Dean of Nursing or designee as soon as reasonably possible of the need for a bereavement leave. Further directions will be provided.

17. Academic Advising

Within four weeks of the start of the semester, all students are assigned to an academic advisor who is a member of the Nursing Program faculty. Each student is required to meet with their academic advisor to discuss academic progress throughout the semester and to complete the registration process for the upcoming semester. It is the students' responsibility to set a meeting with their advisor. Faculty will post specific times and dates for advising sessions related to any student concerns and completion of

18. Registration Forms

Advisors are available during 3–4 scheduled office hours weekly to address academic and clinical concerns, determine if the student is making progress in the program, and refer the student to other support services in the college. In the Nursing Program, a nursing advisor must sign an official registration form for a student to take courses the following semester. Apart from elective courses, all required courses must be taken in the sequence identified in the curriculum sheet. Failure to complete any non-nursing courses in sequence will prevent progression to the next nursing courses. Although students in the last semester of the Program do not complete the "next semester" registration process, it is essential for students to work with their advisor to petition for graduation to verify compliance with all graduation requirements.

It is each student's responsibility to make an appointment to see their advisor to complete registration forms *prior* to registration week. Students should bring to their registration and advising session a registration form with all fields for course, section, times and dates completed.

19. Professional Behavior and Ethical/Legal Standards

a. *Social media /Electronic Communication Policy*: For the purposes of this policy, social media/ electronic communication is defined as the use of email, electronic images, blogs, networking sites, applications, chat rooms, forums, video sites and other platforms. This policy applies to information posted in private or protected sites that can be accessed or shared by other users. Faculty

recognize that the use of social media to communicate has become commonplace. The implications for healthcare providers and healthcare students are serious. The accessibility and efficiency of technology makes it easy to post content or images without considering the proprietary, confidential, or professional implications of such behavior.

The Department of Nursing holds the student to the highest standards for the responsible use of social media and electronic communication. Standards have been established that are aligned with the professional and ethical codes of each discipline.

b. *Recording Devices*: The audio or video recording of a class or non-public meeting requires the prior consent of the person(s) being recorded. In Massachusetts, permission to record a classroom lecture requires consent of the instructor and all members of the class that is being recorded. Instructor and class permission are not required when a student is granted a reasonable accommodation as defined by the Americans with Disabilities Act.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Office of Disability Resources in order to obtain permission for the recording(s). In such cases, the instructor should notify the students, speakers and other lecture attendees in advance that recording that the lectures that the lecture will be recorded. However, every effort should be made to protect the confidentiality of a student with an accommodation, i.e., the instructor will not name the student who is doing the recording when it is due to an accommodation.

The permission to allow the recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials are to be used only for individual or group study with other students enrolled in the same class, and will not be reproduced, transferred, distributed or displayed in any public or commercial manner.

The unauthorized recording, reproduction or uploading of recordings to the Internet will result in a violation of the recorded person's intellectual property rights, will constitute a violation of the Student Code of Conduct, and will be subjected to disciplinary action.

Definitions:

i. *Course Materials:* syllabi, lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through Black Board.

ii. *Recording(s)*: a visual, video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.

The following behaviors are considered grounds for dismissal:

c. The use of social media to make disparaging remarks about other students, faculty, staff or patients, the division, individual departments or clinical affiliates/partners and associated individuals and communities- even if nicknames or codes are used and/or identifying information appears to have been removed.

d. The posting, distribution or dissemination of patient, student, facility, laboratory or classroom images or associated content (taking pictures, videos or audio recordings in the classroom or clinical agency is strictly prohibited without the permission of all parties involved).

e. The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of the Health Sciences or Nursing Department, staff, faculty, or students.

f. The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of clinical affiliates, partners, communities, or individuals associated with the Division of Health Sciences or its departments.

g. Posting inappropriate, suggestive, abusive, violent, potentially threatening, derogatory or discriminatory content in networks, forums or platforms **while identifying oneself as a student within the Department of Nursing and or a MassBay studen**t. Note: Identification as a student can be established by both statements and images used in electronic and social media sites (e.g., wearing a uniform or posting a college, division, or department logo).

h. The use of any electronic communication or applications for the purpose of distributing or disseminating information that could be used to commit acts of academic dishonesty or fraud.

i. The use of any electronic communication or applications to share or distribute proprietary academic or facility information including, but not limited to, policies, procedures, or patient care tools.

20. Professional Behavior and Affective Domain Standards

Please see the Professional Behavior and Affective Domain Standards section in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

21. Accommodations for Disabilities

The Office of Accessibility Resources works closely with the administration, faculty, and students to identify and remove any physical, programmatic, or attitudinal barriers that might discourage, frustrate or deny the full participation and integration of students with disabilities in the College's complete range of programs, activities, and courses of study.

MassBay provides equal access for each student who self-discloses a disability and requests accommodations through the Office of Accessibility Resources for learning, testing, and other areas of need. Students can:

1. Make an appointment with an Accessibility specialist;
2. Provide appropriate documentation of the disability; and
3. Request accommodations that will facilitate academic success

Accessibility specialists collaborate with faculty, providing guidance to students in the areas of:

1. Universally Accessible Classrooms.
2. Self-advocacy.
3. Applying learning strategies for academic success.
4. Advising during course enrollment.
5. Finding mentoring and support opportunities

Accessibility Resources Center
https://www.massbay.edu/facilities/accessibility
100% distance services by phone, email, or secure video

Please call or email to make an appointment.
781-239-2234/AccessibilityResources@massbay.edu
Monday–Thursday, 9AM–5PM, Friday, 9am–12pm

22. Educational Mobility

MBCC participates in the Mass Transfer Block and the Nursing Education Transfer Compact as recognized by Mass Department of Higher Education, http://www.massbay.edu/Current- Students/MassTransfer.aspx

23. Graduation

Students must satisfactorily pass all course and clinical/lab experiences in the ADN program curriculum in addition to all MBCC College Catalog graduation requirements in order to graduate.

It is the responsibility of all ADN students to meet with their advisor to apply for graduation according to the MBCC College academic calendar.

24. Student Records

College Student Records Maintenance Policy

MassBay Community College has established student records management policies that ensure the protection and security of student academic records. The Office of the Registrar maintains the confidentiality, integrity, and security of all physical student academic records in its on-campus secure Records Room for perpetuity. All digital records are maintained and secured in accordance with MassBay's "Policy on the Use of College Computing Facilities," and in conformance with the Commonwealth of Massachusetts Statewide Records Retention Schedule.

Electronic student academic records are backed up nightly to an offsite storage location for safe keeping in event of emergency. Consistent with the New England Commission of Higher Education (NECHE) standards and other State and Federal requirements, the College regularly updates its disaster planning and recovery policies and procedures.

Safeguarding Student Records in the Event of College Closure
In the event of institutional closure, arrangements would be made with the Massachusetts Department of Higher Education (Mass DHE) and NECHE to secure records and afford students access to their records. The institution would comply with all requirements including:

- NECHE's Considerations When Closing and Institution of Higher Education.
- NECHE's recommendations for Teach-Out Plans and Teach-Out Agreements.
- Mass DHE's Massachusetts Board of Higher Education's Institutional Closure requirements;
- Mass DHE's Records from Closed Institutions for transcripts and diploma information.

Questions or concerns regarding this policy should be directed to the Registrar's Office, 781-239-2550 or registrar@massbay.edu

Policy dated June 2020

Department Student Records Maintenance Policy

Student records are maintained in a locked room in the Health Sciences office area. Students who wish to review their records should contact the Assistant Dean of Nursing by scheduling an appointment through their Administrative Assistant. It is the policy of the Department of Nursing to retain and retire records in accordance with the Massachusetts Statewide Records Retention. See College Student Handbook for additional resources.

Nursing Program Class/Clinical/Lab Policies and Procedures

1. Attendance

This policy has been established to ensure ADN student success in the theory, class, clinical, and skills lab/simulation, components of the program. Students are reminded to use their best judgement in the event of illness or an unusual situation. The course faculty member and the student will review and discuss any request for an excused absence.

Procedure:

Theory/Class - Class attendance is essential for student success. Students are required to notify the instructor within 12 hours of anticipated absence or as soon as possible in the case of an emergency. Failure to do so will result in an Affective Domain Standard of Performance Warning. Students are required to notify the instructor one hour prior to class if they are unable to attend class when an exam is scheduled. A student missing five (5) class hours is required to meet with his/her advisor to discuss the consequences of missing the class hours and explore options to improve class attendance.

Clinical/skills lab/simulation - Students are required to notify the instructor within 12 hours of anticipated absence, or as soon as possible for unanticipated absence.

The first failure to notify will result in a verbal warning. If the behavior persists, an Affective Domain Standard of Performance Warning will be generated.

Clinical attendance is essential to develop the student's confidence, skills competence, and critical thinking in the delivery of nursing care. A student missing one (1) clinical session is required to make up that experience in the simulation lab. A student missing two (2) clinical sessions will be required to make up the clinical sessions at the end of the semester at a clinical site appropriate for the given course. A student missing more than two clinical sessions will be withdrawn from the clinical course. Students must complete all make up clinical prior to being admitted to the next nursing courses. Failure to comply with the above requirements will result in the student being withdrawn from the program.
Faculty will assist the student to secure a faculty member to make-up hours. Securing faculty to make up clinical hours will result in a financial cost to the student.

All students must be on time and prepared to begin the clinical practicum. If a student

is going to be late or is unable to attend the clinical practicum, the student must notify the instructor 1 hour prior to the start of the clinical day. If a student is more than 30 minutes late, he/she will be sent home and will need to make up the clinical time. If a student is not prepared to deliver safe and effective nursing care, he/she will be sent home and will need to make up the clinical time. A pattern of continuous tardiness or absenteeism will result in a clinical performance warning.

Skills Laboratory/Simulation attendance is essential to ensure the student is prepared to deliver safe nursing care in the practicum settings. Students missing scheduled skills laboratory sessions are required to make up that time during open lab hours. A student missing (2) skills laboratory sessions is required to meet with his/her advisor to discuss the consequences of missing the skills laboratory hours and explore options for improving attendance.

2. Emergency School Cancellations

If the College closes due to inclement weather or for any other reasons, all classes, clinical, and laboratory classes are cancelled. The student handbook and the College website (www.massbay.edu) provide information regarding the various communications methods used by the College to notify everyone about the closure of the College and course cancellations.

If a student and faculty member arrive at a clinical site before the school closing is announced, students and faculty will remain at the clinical site until the closing is announced. Students will be expected to leave the agency, as soon as it is feasible to do so, after the closing announcement is made. If the closing announcement occurs while students are on route to classes and arrive as the College is closing, students will be expected to return home without attending any classes.

3. Classroom Guidelines

Students will complete the assigned readings and come prepared to discuss the assigned exemplars.

Each student in the program is required to have a laptop computer for use in the classroom and nursing laboratory. These devices must meet minimum technical specifications as follows:

- Intel processor i3 or larger
- 4 gigabyte of memory or greater
- 500 gigabyte hard drive
- Windows 10

Only water can be brought into the classroom; no food or other beverages are allowed.

Students with disabilities will be accommodated according to the documentation provided by the student, documenting the special needs requirements determined by the

Office of Accessibility Resources.

In keeping with the "respect" section of the Affective Domain standards above the Department of Nursing adheres to the following policy regarding usage of cell phones during class time:

- Cell phones will be off during all class and lab time.
- Students will not make or receive cell phone calls during class and lab time.
- Students will not send or receive text messages during class and lab time.
- Students cannot use cellular devices to record or take photographs during class and lab time.
- Cell phones or other electronic devices will not be permitted to be visibility present during exams.

In the case of an emergency where it is ***vital*** that the student keep a cell phone turned on, it should be in vibrate mode and should be answered outside of the classroom or lab. *It is the student's responsibility to notify the instructor before the start of class that an emergency call is due and that the student's cell phone will be on in vibrate mode*.

Texting, gaming, or use of a cell phone for any purpose during a class or lab other than for an emergency situation as stated above, will result in the student being asked to leave the class or lab for the remainder of class/lab time. The student is responsible for the material missed as well as for making up the time missed in class/lab.

4. Clinical Guidelines

All students must arrive at the designated locations on time, in proper uniform attire and with completed patient care paperwork in preparation to participate in and all aspects of the clinical practicum experience.

Students are NOT permitted to leave the clinical site at any time without direct permission from the clinical instructor. Breaks and lunch must be taken on-site.

The clinical course syllabus and a facility orientation will provide the student with details related to the specific assigned clinical site.

HIPAA: It is the responsibility of all students to complete orientation to the HIPAA standards outlined in the Centralized Clinical Placement (CCP) Module, regardless of whether the facility is a CCP site. At no time are students allowed to photocopy, scan or electronically transmit any information from the medical record, even if patient identifiers are blocked out. Students

will not include any of the 18 identifiers of protected health information (PHI) in any work submitted in clinical or didactic courses. Students are not allowed to leave the clinical site with any of the 18 PIH on their person.

Federal guidelines define the 18 PHI identifiers as:

- Names; all geographical subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if according to the current publicly available data from the Bureau of the Census:
  (1) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements will be aggregated into a single category of age 90 or older;
- Phone numbers; Fax numbers; Electronic mail addresses; Social Security numbers; Medical record numbers; Health plan beneficiary numbers; Account numbers; Certificate/license numbers; Vehicle identifiers and serial numbers, including license plate numbers; Device identifiers and serial numbers; Web Universal Resource Locators (URLs); Internet Protocol (IP) address numbers; Biometric identifiers, including finger and voice prints; Full face photographic images and any comparable images; and any other unique identifying number, characteristic, or code (note this does not mean the unique code assigned by the investigator to code the data)

5. Civility in the Classroom, Laboratory, or Clinical Settings

Respect is essential to the development and maintenance of the essential partnerships required to provide safe effective care to individuals across healthcare settings. Respectful behavior relates to all other standards identified within this domain. Individuals who do not meet this standard engage in a variety of behaviors that are inconsistent with membership in academic and healthcare communities. Examples include but are not limited to expecting others to adopt one's own values, culture ,or

beliefs, use of verbal and written foul language, failure to defer to persons in authority, failure to maintain the privacy of others, failure to adhere to the chain of command, disruptive behavior in class, clinical, lab, the use of nonverbal gestures or mannerisms that convey disrespect or are perceived as threatening (e.g. tone, volume, violating personal space,) and/or any image or representation of self or others that lacks awareness of social and cultural norms appropriate to the situation and will result in an Affective Domain Warning.

If a student's behavior violates one or more of the affective domain standards, an Affective Domain Warning will be issued to the student. The student will meet with faculty and be provided with the opportunity to review a written summary explaining the nature of the uncivil behavior, and any remedial action that is required. A copy of the Affective Domain Warning will become part of the student's permanent record.

A third Affective Domain Warning constitutes grounds for dismissal from the Associate Degree Nursing Program. Students always have the right to appeal any disciplinary action through the grievance process outlined in the college catalog and student handbook.

6. Examination/Testing Conduct

- The Nursing Program has a Zero (0) Tolerance Policy regarding cheating.
- A pencil, scrap paper (provided), and a basic simple function calculator are allowed in the test area.
- The exams will start and end on time. Any student who arrives late will not be given extra time to finish the exam.
- Hats or hoods will not be worn during an exam.
- Students will not be allowed to leave the exam room in the middle of the exam. Should that be necessary, the exam will be considered completed when the student leaves the room. The only exception would be a medical emergency.
- No cell phones or electronic devices are allowed in the exam area.
- The following behaviors with regard to testing constitute academic dishonesty and are grounds for immediate dismissal:
    - Any form of communication between students during an exam
    - Copying or sharing answers
    - Accessing or distributing test banks or other materials used to assess learning
    - Recording or taking images of any portions of exam or exam reviews
    - Taking notes on exam content or material provided in reviews
    - Sharing test content or review findings with other students
    - Conspiring to memorize or rebuild test material for the purpose of cheating Leaving with exam copies

- Tampering of any kind with the process of testing, scoring or posting grades

Following administration of all examinations, faculty will complete an item analysis of all questions. Students will receive their exam grades within one week. Scheduled exam reviews will take place during or outside of class time.

Make-up examinations: Should a student miss an exam the student will be required to submit documentation to the course faculty as to why they were not able to be in class for the exam. The faculty member will notify the student of the date set for the make-up exam. If the student misses an exam and fails to notify the faculty member ahead of the exam start time it will be considered an unexcused absence, and the student will not be able to take the exam and earn a zero.

Dosage Calculation Exams (DCE): All students should be prepared to take a dosage calculation test (DCT) during the first two weeks of class in the following courses: NU 160, NU 225, and NU 235, NU 260. A grade of 90% or better is required before the student is allowed to administer medications in the clinical companion course. Students who fail the DCE are responsible for seeking remedial support through the academic achievement center and will not be able to test again until remediation has been completed. Students will have three (3) opportunities to pass the DCE. Those who do not pass on the third attempt will be withdrawn from the courses (theory and clinical). Students are eligible to reapply to the ADN program if their withdrawal is related to dosage calculation.

7. ADN Program Proctored Exam Rules and Requirements

Before you take a proctored exam, make sure you know and understand the computer and behavior requirements.

Computer and Browser Requirements

- Reliable internet connection and updated web browser
- Laptop or computer connected to a power source (i.e., plugged in)
- Functioning web camera mounted above the computer screen or internal webcam if using laptop
- Functioning microphone
- Connection to Cisco Webex and course exam via faculty invitation provided in MBCC email

Skills Requirements

- Ability to log onto Cisco Webex and test functionality of camera and microphone
- Ability to Share Screen, specifically, your whole desktop
- Ability to navigate through Blackboard course exams

The following rules are intended to maintain integrity of the exam environment for yourself and your fellow classmates. The assumption is that students are acting with integrity, and these rules are set in place so that faculty and students are secure in the knowledge that individual grades earned reflect individual effort expended. Many of these rules are translated directly from the face-to-face environment and are made explicit for an online environment.

Student Rules

Exam Environment Rules

1. You must remain in the same room from beginning to end of the exam.
2. No other person is allowed to enter the room while taking the exam.
3. No one inside or outside the room may help with the exam.
4. The room lighting must be bright enough to be considered "daylight" quality - faculty need to clearly see your face the entire time. Overhead lighting is preferred, if not available, the source of light must *not* be behind you.
5. You must sit at a clean desk, table, hard surface that allows the faculty to see your face clearly at all times.
6. The desk or walls around you must not have any writing designed to help you with exam content.
7. The room must be as quiet as possible - the exam environment is a shared environment, just like in a classroom. Prolonged and distracting sounds, such as music or television are not permitted.
8. The following items must not be near or used during your exam: books, calculators, textbooks, notebooks, power point presentations, class handouts, phones (turn off), water bottles, or smart watches.

Cisco Webex Environment Rules

1. You will complete a webcam scan of the room where the exam will be taken while faculty observes before the exam.
2. No virtual backgrounds.
3. No muting yourself on Webex.
4. Do not wear a hat or head ware that obstructs vision of your face.
5. Your video must be on the entire time
6. You may not use the chat function, except to contact the professor who is proctoring the exam.
7. Notify faculty of exam completion – send a message in "chat." Exit out of Blackboard & Webex.

The Computer You Use to Take the Exam

1. The computer you use to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
2. You must close all other programs or windows on your testing computer before you begin the exam.
3. You must not use the following tools:
   a. Programs such as Excel, Word, or PowerPoint. Disconnect from all internet sites.
   b. Communication programs such as Skype or Facebook Messenger
   c. Any website page other than the exam window in your course, including other content on Blackboard.

Professional Behavior

1. You must dress as though you were in a public setting.
2. You must not use headphones, ear buds, or any other type of listening equipment. You may use ear plugs after showing them to the faculty.
3. You should not communicate with any other person with the expressed purpose of getting help on the exam.
4. You must not use a phone for any reason.
5. Do not leave the room during the exam.
6. If you have a question, use the chat to ask the faculty your question.

Consequences of Rule Violations

These are extraordinary times, and the faculty understand these rules may be difficult to adhere to 100% of the time while taking an online exam at home. You may have family members or pets that appear on screen, ask for your attention, and/or other disruptions to the exam environment. There may be some behaviors that are considered causes of concern, but do not automatically result in a clear rule violation. The consequences of a clear rule violation (as determined by the two faculty proctors) is a grade of zero on the exam. Again, all clear rule violations will be determined by the faculty proctor.

Examples of clear violations (including, but not limited to)

- Having your phone or other electronic device while testing.
- Using your phone
- Looking at a textbook, class materials, handouts, or written notes
- Asking someone else for answers and providing support

Examples of causes for concern (including, but not limited to)

- Looking away from the screen for long periods of time –-Excessive breaks from the computer screen

- Eyes are "reading" text not on your screen
- *Prolonged* typing sounds
- *Prolonged* periods of no video or muted audio
- *Excessive* noise that will be distracting to other students

Statement of Agreement

I agree to adhere to the *Proctored Exam Rules and Requirements* for Exams and Quizzes in ADN classes. I consent to be recorded for the duration of the exam, and the recording will only be used for exam integrity purpose. I understand that if I am found in clear violation of academic integrity, my grade on the exam will be recorded as a zero. Cheating will also lead to dismissal from the nursing program.

Name_____ Date _____

By printing your name and date, you are indicating your agreement with the statement above.

8. ATI Products and Testing

ATI is the primary self-study learning platform for this ADN program. Primary textbooks are replaced with online books, and interactive learning modules that are assigned daily in every class. This makes students accountable for self-study and changes passive reading into active learning. Study modules can be repeated as often as needed for each individual learner to grasp the content. Time and effort spent in self-study outside of class is visible and measurable to faculty. It is extremely important that students fully engage in the online self-study modules assigned.

ATI is used on a secure platform for homework (self-study), developing and delivering course quizzes, unit exams, and final exams, and end of semester and program content mastery success predictor exams delivered through Proctored Exams. Practice tests are available at will and assigned.

ATI tutorial learning modules, tests, quizzes, and materials are assigned daily in each course with little additional reading. Prior to each scheduled proctored assessment, the student must complete the Practice Assessment A and Practice Assessment B.

Every instructor determines the percentage of the course grade to be assigned to the ATI proctored exams. However, ATI tests cannot account for more than 10% of the grade. ATI also comes with a set of "Review Books". The Review is based on the online interactive learning modules.

There is a cost to students for ATI is billed with tuition in July and December and is eligible for financial aid and grant funds and includes all course books. This cost is billed to students in July and December for both years of the ADN program, as follows:

ATI Fees and Payment Schedule

Nursing Program Classes	First Term Per Student Fee	Second Term Per Student Fee	Third Term Per Student Fee	Fourth Term Per Student Fee	Total Student Fee
0526 and all subsequent nursing cohorts	$1,070.00 (July 2024)	$870.00 (Dec 2024)	$870.00 (August 2025)	$870.00 (Dec 2025)	$3,680.00

The first payment for the cohort of 0526 (graduation date May 2026) includes the content review books for the program and the summer Launch program prior to the start of classes.

ATI End of Course(s) Practice Assessments A & B

This is practice for the proctored content exam taken at the end of each semester.

Complete Practice Assessment A	Complete Practice Assessment B
Remediation: Mandatory	Remediation: Mandatory
All topics that have received 50% or less than 50% must be remediated Minimum 1-hour Focused review on initial attempt. For each topic missed, complete an active learning template.	All topics that have received 50% or less than 50% must be remediated Minimum 1-hour Focused review on initial attempt. For each topic missed, complete an active learning template.

ATI Proctored Assessments and Remediation (mandatory).

Students are expected to achieve a score consistent with Level 2 on each proctored assessment. If students do not meet that benchmark on proctored exams, they will be required to demonstrate remediation by completing a focused review depending on the level achieved.

Level 3	No remediation-review topics missed
Level 2	No remediation-review topics missed.
Level 1	Minimum 3-hour focused review for each topic missed, complete an active learning template, return to coordinator by assigned date.
Below Level 1	Minimum 4-hour focused review for each topic missed, complete an active learning template, turn into coordinator by assigned date.

NU 275 – Nursing Capstone

The following ATI examinations would require remediation if a student achieved level 1 or below level 1:

- RN Leadership 2019
- RN Pharmacology 2019
- RN Community Health 2019
- RN Adult Med Surg 2019 with NGN.

ATI Predictor Exams (RN Comprehensive Predictor Nursing Exam, CPNE)

If a student achieves a grade less than 85% on CPNE, he/she will be required to remediate the content following ATI Process. Students achieving an 85% do not need to remediate)

All topics of review (focused review) must be remediated regardless of the score achieved on the separate sections.

In addition, RN Comprehensive Online Practice 2023 A & B must be remediated if a student achieves 80% on one or both tests (80% does not require remediation).

ATI Pulse Policy

HL 110, NU 125, and NU 130 If a student's probability of passing NCLEX is less than 80% according to ATI Pulse, a student will need to remediate.

NU 135, NU 160, NU 161 If a student's probability of passing NCLEX is less than 85% according to ATI Pulse, a student will need to remediate.

NU 225, NU 226, NU 235, and NU 236 If a student's probability of passing NCLEX is less than 90% according to ATI Pulse, a student will need to remediate.

NU 260, NU 261, and NU 275 If a student's probability of passing NCLEX is less than 90% according to ATI Pulse, a student will need to remediate.

ATI student monitoring will be done by the program ATI Champion(s) and reported to the faculty monthly. Following notification, students will be given an alert based on their probability of passing the relevant course content on the NCLEX.

It is the student's responsibility to ensure that remediation is completed and that they are in compliance with this ATI policy.

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade. This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT

4 points

Complete Practice Assessment A. *Remediation:* *• Minimum 1 hour Focused Review on initial attempt** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****	***Complete Practice Assessment B.*** *Remediation:* *• Minimum 1 hour Focused Review on initial attempt** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****

STANDARDIZED PROCTORED ASSESSMENT

95% or above Passing predictability = 4 points	***90% or above Passing predictability = 3 points***	***85% or above Passing predictability = 1 point***	***84% or below Passing predictability = 0 points***
Remediation = 2 points: *• Minimum 1 hour Focused Review** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****	***Remediation = 2 points:*** *• Minimum 2 hour Focused Review** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****	***Remediation = 2 points:*** *• Minimum 3 hour Focused Review** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****	***Remediation = 2 points:*** *• Minimum 4 hour Focused Review** *• For each topic missed, complete an active learning template and/or identify three critical points to remember. *****
10/10 points	***9/10 points***	***7/10 points***	***6/10 points***
Proctored Assessment Retake***			
No retake required	***No retake required***	***Retake required/recommended***	***Retake required/recommended***

** Each student's focused review materials are created based upon the questions the student missed. Please take students' test scores into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available.*

*** Handwritten ALTs and/or Three Critical Points is preferable.*

**** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).*

©2018 Assessment Technologies Institute®, Inc.

Student Acknowledgement

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____I have received a copy of and have read and understand MassBay Community College's ATI Assessment and Review Policy

_____I understand that it is my responsibility to utilize all the books, tutorials and online resources available from ATI, as designated by MassBay Community College.

_____I have been informed of the fees associated with the ATI package and I understand that I am responsible for these fees.

Nursing Program Classes	First Term Per Student Fee	Second Term Per Student Fee	Third Term Per Student Fee	Fourth Term Per Student Fee	Total Student Fee
0526 and all subsequent nursing cohorts	$1,070.00 (July 2024)	$870.00 (Dec 2024)	$870.00 (August 2025)	$870.00 (Dec 2025)	$3,680.00

_____ _____

Student printed name Date

_____

Student signature

©2018 Assessment Technologies Institute®, Inc.

9. Grounds for Immediate Dismissal

Please refer to this section in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

10. Appeal of Dismissal from the Nursing Program for Professional and/or Conduct Violations

Please refer to this section in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

11. Pinning Ceremony and Commencement

Faculty will determine date, location and time of Pinning and Commencement and will notify president(s) of the class. Faculty and students will make necessary arrangements for Pinning Ceremony.

Clinical, Simulation and Laboratory Program Policies and Procedures

1. Clinical Health Clearance

Students who are accepted into the nursing program are required to submit a satisfactory health history/physical examination report. The Division of Health Sciences Technical Standards form must be signed and dated by the student and submitted to the Assistant Dean of Nursing.

Any student with a special medical/physical condition e.g. pregnancy, diabetes, seizure disorder, latex allergy, or special learning needs are required to notify the faculty of record during the first week of classes. Follow through with others and other departments may be necessary to fully accommodate medical and learning needs.

All nursing students are responsible to receive a Health Clearance prior to the date specified by the faculty and clinical compliance officer, and before the start of each clinical course.

It is the student's responsibility to ensure that completed physical exam, immunization records, and BLS Provider CPR verification are submitted to, and approved by Viewpoint Screening. Required forms are uploaded on Viewpoint Screening accounts.

Nursing faculty and staff are not involved in details and documentation of health requirements because all accounts are personal student accounts.

Students who are missing a health/clinical/documentation requirement are not in compliance, and **cannot attend class, lab or clinical**.

If a student receives an email alert from Viewpoint Screening indicating that they are missing a health or clinical requirement (e.g., immunizations) at any time, they should:

1. Promptly address the requirement through their individual Viewpoint Screening account. Do not wait for notification from the Assistant Dean of Nursing.
2. Immediately notify the course faculty, clinical instructor and Assistant Dean of Nursing that they are out of compliance.
3. A student determined to be out of compliance by the Assistant Dean of Nursing will be **unable** to attend clinical practicum until the compliance issue is satisfactorily resolved.

Change in Student Health Status:

a. Should a matriculated student's health status change at any time following obtaining health clearance into the nursing program, he/she MUST immediately notify the Assistant Dean of Nursing.

b. The student must also submit a note from his/her primary care provider indicating the nature of the restriction and the date at which the restriction(s) must be imposed, to the Assistant Dean of Nursing.

c. To re-enter the clinical environment, the student must submit a note from his/her primary care provider affirming the removal of restrictions and the date at which the student can resume unrestricted participation in clinical activities, to the Assistant Dean of Nursing.

d. If a student is unable to resume his/her participation in the program, he/she should refer to the Associate Degree Nursing, Medical Leave Policy.

Communicable Diseases:

a. Students have an ethical and legal responsibility to maintain a high standard of personal health and hygiene. When providing care, the student should routinely and without discrimination take all precautions against exposure and transmission of communicable diseases, including the flu, consistent with the policies and procedures of the clinical site.

b. The nursing student who has a communicable disease must inform the Assistant Dean of Nursing before attending clinical or lab. Should there be any questions as to potential restrictions or precautions relating to clinical participation, the student will be required to seek medical advice and documentation from his/her primary care provider.

2. Clinical Sequence and Placement

The Nursing faculty determine clinical assignments by assessing the educational needs of each student. Clinical sites must be made aware of the number and names of students assigned to the site for orientation purposes. Therefore, last minute changes in clinical site assignments are not permitted.

1. Every effort will be made to ensure a student will not be placed at a site in which they, or a relative, are employed or volunteer within a unit or department of a clinical site.

2. Contacting and arranging for clinical affiliate placements is the purview of the Assistant Dean of Nursing and the Clinical Compliance Coordinator.

3. Students should not contact a present or prospective clinical site for any reason.

4. Clinical Orientation Students will be oriented to each facility prior to or on the first day of the clinical practicum. If a clinical site participates in the Centralized Clinical Placement (CCP) process, then, the students will complete the On-Line Modules prior to the start of the clinical rotation.

3. Emergency Care/Incident Reporting

If an incident or exposure incident affecting a student should occur, it is the combined student/faulty responsibility to initiate the following actions:

- Student will report the incident to the Lab/Clinical instructor and complete any required documentation by MassBay and the clinical facility. The Program Director/Department Chair (amunroe@massbay.edu), and the Assistant Dean of Nursing (Smartin2@massbay.edu or 774-249-2339) should be notified as soon as practicable after an emergency by the clinical instructor.

- *Emergency Care:* The College's contractual agreement with clinical agencies states that emergency care will be provided by the clinical facility if that facility maintains an emergency room.

- In the event students are assigned to a site without an emergency room the policy of the clinical site should be followed. In either case, the student will assume the cost of such emergent care.

- Students should refer to their health insurance policy for coverage in the event of an emergency in the clinical area. The cost of the emergency room visit is a cost to the student or faculty member, or their insurer.

4. Transportation, Parking, Clinical Site-Specific Drug Testing

Students are required to have a reliable means of transportation to and from the clinical site.

Clinical sites are at a premium and students should be prepared to travel a distance to attend clinical.

Students who carpool should arrange a back-up form of transportation should the student driving need to leave clinical.

Students are responsible for all costs related to transportation to and from the clinical teaching sites plus expenses such as food, parking fees, and other miscellaneous fees which may include site-specific drug testing.

5. Uniforms, Appearance and Equipment for Lab and Clinical

Uniforms: Students are to purchase uniforms from the MassBay bookstore on the Wellesley Hills Campus. Do not substitute any other brand or style. It is recommended that students purchase two sets. Before beginning lab or clinical students must obtain the following:

Uniform Top is a short-sleeved, 2-pocket scrub top in HUNTER GREEN. A white t-shirt may be worn underneath the scrub top. Otherwise, no tops are to be worn underneath the scrub top.

Scrub pants are in a matching HUNTER GREEN.

Lab coat is a white, V- necked, button-down style with cuffed wrists.

MassBay Community College patches are required on the right upper sleeve, just below the shoulder, of each scrub top and lab coat.

Shoes. White nursing shoes are required. Not allowed: white sneakers, white clogs or open back shoes, open-toed shoes or sandals.

Stockings or socks White of nude stocking must be always worn.

Two-Line Name Tag: Students must wear a two-line name tag, green letters on a white background that includes: the student's Name and Student Nurse
The faculty recommends purchasing two name tags in case of loss or

breakage.

Students also need to purchase

Stethoscope – any color or style,
A watch with a second hand,
Penlight,
Surgical scissors.

A blood pressure cuff is recommended.

Additional Requirements include:

Appearance:

Students should practice good personal hygiene. Students must appear neat, clean, and well groomed. Launder uniforms prior to each clinical. Do not arrive at clinical smelling of tobacco smoke or any other substance.

Long hair is to be worn up and off the shoulders. No "ponytails".

Small post-type earrings, **one in each ear,** are permitted.

No other body piercing jewelry is permitted.

Visible tattoos are to be covered with either long sleeves or make-up.

Minimal make- up/cosmetics, no scented product or fragrances are allowed.

Men should be freshly shaved, or beards must be short and neatly trimmed.

Fingernails are to be kept short and clean. Artificial nails and/or nail polish are not permitted.

No chewing gum permitted.

Do not arrive at clinical smelling of tobacco smoke.

Preparation: All students must prepare for clinical by completing the Clinical Prep paperwork required by all clinical faculty.

Students are to prepare for clinical by preparing medication cards, watching

skills videos, and practicing in the nursing skills or simulation laboratory during open lab hours.

If a student has an assignment to care for a patient with a condition with which he/she is unfamiliar, the student is expected to research the condition and be prepared to meet the standards of nursing care.

6. Evaluation of Clinical Performance

The Nursing program faculty use a Clinical Evaluation Tool specific to each course to assess and document a student's clinical performance. Clinical experiences and assignments are graded 75% and above. Unsatisfactory (less than 75%) clinical performance is defined as performance within the clinical environment which demonstrates consistent pattern of weakness in one or more clinical behaviors/skills objectives, failure to demonstrate progressive mastery of clinical behavior and objectives, and unsafe behavior that jeopardizes patient care/safety.

Students demonstrating unsatisfactory performance will receive a written Clinical Warning with a Professional Improvement Plan that can be carried out in collaboration with the clinical instructor and laboratory faculty. Students who are unable to correct unsatisfactory performance as defined in the Professional Improvement Plan will receive a failing grade for the clinical course.

Affective Domain Warnings will be administered for any clinical behaviors that constitute violations of one or more of the standards identified under the Affective Domain Policy.

When a faculty member determines a student has been unsafe in the clinical setting:

a. The student will be **immediately** removed from clinical and lab settings.

b. Written notice by the faculty member will be given to the student in the form of an Academic/Lab/Clinical Alert documenting the reasons for the clinically unsafe determination and given a Professional Performance Improvement Plan.

c. The student will be notified immediately that they will not be permitted to return to clinical or lab until the Professional Performance Improvement Plan has been satisfactorily completed. If the student does not show marked improvement in areas outlined in the remediation plan, they **will be withdrawn from the clinical course.**

Note: Any student who receives an "unsatisfactory clinical" evaluation due to unsafe clinical practice will not be eligible for readmittance to a health program. The student can appeal the unsafe clinical grade by following the Grade Appeal Process described in the Division of Health Sciences Student Handbook and Policy Manual.

7. Nursing Skills Lab, Open Lab, and Simulation Lab

The Nursing Skills Lab and Simulation Lab are considered clinical environments. Students are expected to adhere to all academic and clinical policies in these settings. Students must sign up for Open Lab sessions using the guidelines provided by nursing faculty.

All students are accountable for using open laboratory sessions for:

a. Completing required preparation **practicing skills and assessments** in **advance** of each HL 110 Health Assessment and Skills lab.

b. Performance testing on specific skills and assessments for the HL 110 Health Assessment and Skills lab

c. Maintaining proficiency in practice skills and math throughout the program. Students who fail or are weak in a skill or in math may be given a Learning Prescription to attend Open Lab to practice the weak or failed skill or to remediate math. Students cannot retest or return to clinical until remediation occurs.

8. Simulation

1. Students must adhere to FERPA and HIPAA standards as well as clinical/lab dress codes for simulation.

2. Students participating in simulation will participate in pre-briefing and post briefing sessions with a nursing faculty facilitator.
3. Simulation and videotaping consent forms must be signed prior to participation in simulation activities.

4. Videorecording and photographs are restricted to use for educational purposes only. It will not be used for student or faculty evaluation. Videos will only be viewed by faculty and students involved in the simulation, unless specific permission is requested and granted. Students and faculty will be notified when videotaping begins and ends and will only be used when the simulation is running. All participants must consent to videotaping.

5. Once debriefing activities have concluded all video tapes will be destroyed by the Coordinator of Skills and Simulation Laboratories at the end of the academic year.

6. Simulation activities will not exceed more than fifty percent of any planned clinical experience, at the discretion of the faculty, the Program Director/Chair, and the Assistant Dean of Nursing. Simulation may not be used for more than one individual student clinical make-up day.

Submission of Health, Immunization and Other Required Documentation

Viewpoint

Completed immunizations and other required documentation are necessary for participation in a Health Sciences program. All immunization and CPR documentation are managed by Viewpoint, a secure, web-based platform. Students will receive instructions on how to create a personal profile called a "Viewpoint Account" on ***www.viewpointscreening.com/massbay*** and upload their immunization and CPR documentation.

Viewpoint will send the student weekly email "alerts" when documentation is missing, incomplete, or in need of updating. The Assistant Dean of Nursing will refer to Viewpoint data to determine whether a student is cleared for clinical.

Due dates for immunizations and other requirements are specified on the curriculum sheets. In the Associate Degree Nursing Program, all requirements except for the flu shot are due by August 31st. Flu vaccinations are due by October 15th. *

Compliance is an ongoing process. If the required compliance documentation is not submitted in a timely manner by the specified dates, **the student will not be allowed to attend clinical.**

Non-compliance with all health and safety policies will jeopardize a student's placement in the ADN program, continuation in the ADN program, attendance in clinical. Attendance at clinical is required for progression in the nursing program.

Immunizations

Refer to the Immunization Requirements section of the Division of Health Sciences Student Handbook and Policy Manual.

Other Requirements

- **CPR Certification** The CPR certifications that are acceptable for health students are the "BLS Provider" from the American Heart Association (AHA), and the American Red Cross or the equivalent from the American Military Training Network. The copy must be front & back of the card and it must be signed.

- **Technical Standards** Students must meet certain physical demands of performance so that they can successfully progress in their course work and ultimately graduate. The Division of Health Sciences Technical Standards form must be completed.

- **National Background Check** A national county records search is also conducted through Viewpoint Screening.com.

- **CORI and SORI forms –**The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services).

- As required, the student must provide the last six digits of their social security number on the CORI form and present a valid government issued ID (such as a license or passport) to verifying staff.

- The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a student is late or is absent the day the CORI/SORI check is completed, it is his/her responsibility to complete the CORI and SORI request forms at the Division of Health Sciences Administrative Office.

- The Division of Health Sciences conducts subsequent CORI checks within one year of the date the form was signed by the student. The Division of Health Sciences will first provide the student of written notice of the check.

- Students are required to complete subsequent CORI and SORI request forms according to clinical facility requirements.

- A positive CORI and/or SORI Report will be forwarded to the Assistant Dean of Health Sciences. Positive CORI and/or SORI finding(s) will be forwarded to a College-wide Review Committee and the student will be invited to the review session. The final decision regarding the student's progression in a Health Sciences program will be determined at that time.

Drug Testing: Refer to the Drug Screening policy in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

Non-compliance with all health and safety policies will jeopardize a student's placement in the ADN program, continuation in the ADN program, attendance in clinical. Attendance at clinical is required for progression in the nursing program.

Student Participation in Governance

Nursing students are invited to become regular participants in the governance of the Nursing Program at MassBay Community College. The students in the nursing program shall elect student representatives to attend monthly Program meetings and Advisory Board meetings.

At the beginning of the academic year, a student from each level are invited to be class representatives and attend open sessions at program, department, division, committee, and college wide meetings, and to serve on the Mass Bay Nursing Department Advisory Board meetings.

STUDENT GOVERNMENT ASSOCIATION (SGA). All enrolled students at MassBay are members of the Student Government Association (SGA). Students can visit the SGA web page, https://www.massbay.edu/sga, to explore ways to get involved.

Campus Resources

Helpdesk Support for MassBay Systems

https://sites.google.com/post.massbay.edu/ithelpdesk/student-technology-tutorials

- Campus Login / Password
- Blackboard Learn
- Bay Navigator
- Email

Wellesley Hills Campus: Room 242F (rear of main lab)
Framingham Campus: Student Support Center (320)
Email helpdesk@massbay.edu or call 781-239-2440 (24/7/365)

The Office of Online Education and Technology Innovation is available to assist students with information and best practices for taking their online and hybrid courses!

- what to expect in an online course;
- common technologies used;
- time management and where to go for additional help.

Email: MassBayOnline@massbay.edu or Visit 242H on the Wellesley Hills Campus

Library Resources

MassBay has a library collection of more than 30,000 volumes and a host of electronic resources including e-books, streaming videos and bibliographic databases. The

College is a member of the Higher Education Libraries of Massachusetts (HELM) that provides access to the collections of 7 college libraries across the state. Interlibrary loan and delivery services are available to students and faculty. Librarians are located on both campuses to assist students with research, using the catalog, and accessing online databases.

Academic Achievement Center (AAC)

The Academic Achievement Center (AAC) employs professional learning specialists and peer tutors across subjects. They help students with reading and study skills, writing for any class, and all levels of math and science. The AAC welcomes both walk-ins and appointments and is open Monday-Friday on both campuses. Online tutoring is also available. The AAC is located in Framingham on the third floor and in Wellesley Hills on the second floor, next to the Library. For more information or to make an appointment, visit www.massbay.edu/academics/aac. Email aac@massbay.edu. or call 781- 239-2620 (Wellesley Hills). All services are free.

Accessibility Resources

MassBay provides equal access for each student who self-discloses a disability and requests accommodations for learning, testing, and other areas of need. To meet with an accessibility specialist to discuss learning needs, please call or stop by to make an appointment.

Please note that we encourage students who would like academic accommodation in the course to **meet with a disability specialist as soon as possible** to complete the necessary Learning and Testing Accommodation Form required by the college for all academic accommodations. The Office of Accessibility Resources is located in

Framingham, Suite 320, Framingham: 508-270- 4267.

Wellesley Hills, Room 216 (in the AAC). 781-239-2234.

Or, Visit www.massbay.edu/facilities/accessibility.

Testing Services

The AAC offers make-up exam services to students who have a legitimate reason for taking their exam outside of class. All exams must be dropped off and picked up by the professor. Exams are by appointment only, and it is the student's responsibility to make an appointment. Students will need a picture ID to take the exam in the AAC. Please call the AAC directly for more information: Framingham: 508-270-4213, Wellesley Hills: 781-239-2632.

Counseling Services

Taking care of oneself amidst the pressures of school, family, work, and relationships can often be part of the challenge of being a college student. Learning how to better adapt and cope with these stressors can improve the quality of a student's life and enhance their success at MassBay.

Counseling is the process of working with a professionally trained, licensed counselor in becoming a healthier human being in all aspects of life: Emotional, Intellectual, Physical, and Spiritual.

When making the initial appointment, the student will simply be asked to provide us with contact information and best way to reach them. There is no need to disclose the reason for wanting to see a counselor. Counseling Services at the Office of Student Development:

Wellesley Campus, Room 130 - Call 781-239-3142
Framingham Campus, Suite 320 - Call 781-239-3142
Or via www.massbay.edu/counseling

The Advising Center

The Advising Center is committed to assisting students in the development of meaningful academic plans that are compatible with their professional and life goals. Services provided by the Advising Center include:

- Assistance with course registration, adding and dropping classes and course withdrawals
- Transfer Credit Evaluation
- Information on Challenge Exams
- Information on Competency Exams (AP, CLEP, U-Excel, DANTES)
- Change of Advisor
- Change of Major
- Mass Transfer and Transfer Counseling
- Permission to take courses at other institutions
- Graduation Reviews
- Referrals to other campus resources

All registered students are assigned an academic advisor. The name and contact information for one's advisor is available on the Student Center page of Bay Navigator. Advisor assignments are generally made during the fourth week of the fall and spring semesters.

Room 113 in Wellesley Hills and
Room 320 in Framingham.
Or Visit www.massbay.edu/academics/advising

Campus Resources and Policies

Instructors have the option to add this section to their on-line syllabi posted in Blackboard and/or include these descriptions in the syllabus itself.

Visit the links below for more information on

- Academic Achievement Center (AAC)
- Accessibility Resources
- Library
- Testing Services
- Brain Fuse
- Academic Calendar
- Computer Use Policy
- Grievance Procedures
- Student Handbook
- College Catalog

DIVISION OF HEALTH SCIENCES STUDENT AGREEMENT FORM

I, the undersigned student, having read and reviewed the entirety of the MassBay Community College Division of Health Sciences Handbook and the addendum specific to my program, do agree to adhere to and abide by all College and Health Program policies and/or their amendments, during my matriculation at MassBay Community College. Furthermore, I agree to adhere to the conduct codes and performance policies of the Clinical Education sites to which I may be assigned. I clearly understand that the failure to adhere to and abide by these policies and regulations of the College, Program, Hospital and/or Clinical Site may result in my removal and subsequent withdrawal from the clinical site/classroom and/or program.

I also understand that in addition to faculty employed at the College, there may be employees of the Hospital / Clinical Agency or Practicum site which are designated by the College as a Supervisor/Preceptors / Clinical Instructors. As such, these individuals will be functioning as members of the team of instructors within one or more of the Program's clinical or practicum courses. Therefore, I understand that assessment / evaluation information about my academic and/or clinical or practicum performance may be shared with the designated / appropriate Supervisor or Clinical Site staff member(s) for the sole purpose of providing them with information needed by them for patient / client assignment or College required clinical performance evaluation / assessment. Furthermore, my academic and/or clinical records may be reviewed by duly authorized representatives of professional, state, or national accreditation agencies.

I further understand that the Hospital or Clinical agencies or Practicum site to which I may be assigned, may require that I receive clearance from the Commonwealth of Massachusetts, that I do not have a criminal record of an offence which would compromise the safety or well-being of the clients or patients of that site. Therefore, I understand that my name will be submitted to the state for a CORI (criminal offense record inquiry) and SORI (sexual offense record inquiry) check. A CORI/SORI check report of such an offence may preclude my eligibility for clinical or practicum assignment and thereby may negate my matriculation in the program.

Lastly, I understand that I am required to satisfy the Division of Health Sciences' immunization report requirement and my program's CPR requirement by published deadlines. Failure to do so will preclude my eligibility to participate in the clinical or practicum phase and may result in my inability to complete the program.

Please sign and date this form and submit it to your "Viewpoint Screening" account unless instructed otherwise by a faculty member.

Student's Name (Printed) _____ Date: _____

Student's Signature _____ ID: _____

NOTE: Submission of this form is required for matriculation in the Program.