



**DIVISION OF HEALTH SCIENCES
STUDENT HANDBOOK
AND
POLICY MANUAL**

**With the Practical Nursing Certificate
Program Addendum**

Revised by faculty in April 2020 for the 2020-2021 Academic Year

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SECTION I: INTRODUCTION AND OVERVIEW

The purpose of this handbook is to provide to 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, 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 and in 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 (DHS) 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 have the ability to 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)
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

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

Surgical Technology

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
(ARC/STSA®)

W. Dry Creek Circle, Suite #110

Littleton, CO 80120

www.arcstsa.org

Phone: 303-694-9262

The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street

Clearwater, FL 33756

www.caahep.org

Phone: 727-210-2350

Practical Nursing

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

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 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) in order 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 34.

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 37 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 take action 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 be receiving an affective domain warning, the student has 48 hours to meet with the faculty. A student refusing or neglecting to take corrective actions is grounds for dismissal from the program.

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. Limited time will be provided for the student to address their concerns. The Affective Domain Violation form can be found in the back of this handbook. 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.

Students may receive a maximum of two affective domain violations. **A third affective domain violation constitutes grounds for dismissal from a Health Sciences program.**

B.3.0 Cell Phone Policy

In keeping with the "respect" affective domain above (Standard 6), 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 as a means 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 science 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 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: 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 dismissed 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 and will provide and review with the student 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 science program. Students who are granted a 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 Immediate Dismissal without the Option for Readmission into any Health Sciences Program.

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:

1. Behavior that threatens the health and safety of patients, students, faculty, or college staff.
2. Academic dishonesty or plagiarism.
3. Impairment due to alcohol or drugs.
4. Behavior or actions that engage in or condone discrimination based on race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
5. Violation(s) of client (HIPAA policies), student confidentiality (FERPA policies), or sharing any information that relates in any way to the proprietary interests of a clinical agency (e.g., photographs, videos, audio-recording, policies, financial, security, or general operational information/procedures).
6. Behavior that is incompatible with legal and ethical standards established by the discipline or profession the program represents.
7. Failure to maintain compliance with Division/Program/Course policies.

If the cause for dismissal in one of the categories listed above is also a violation of the College's Code of Conduct, the student name will be sent forward to the Code of Conduct Officer (CCO) in the Office of the Dean of Students.

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

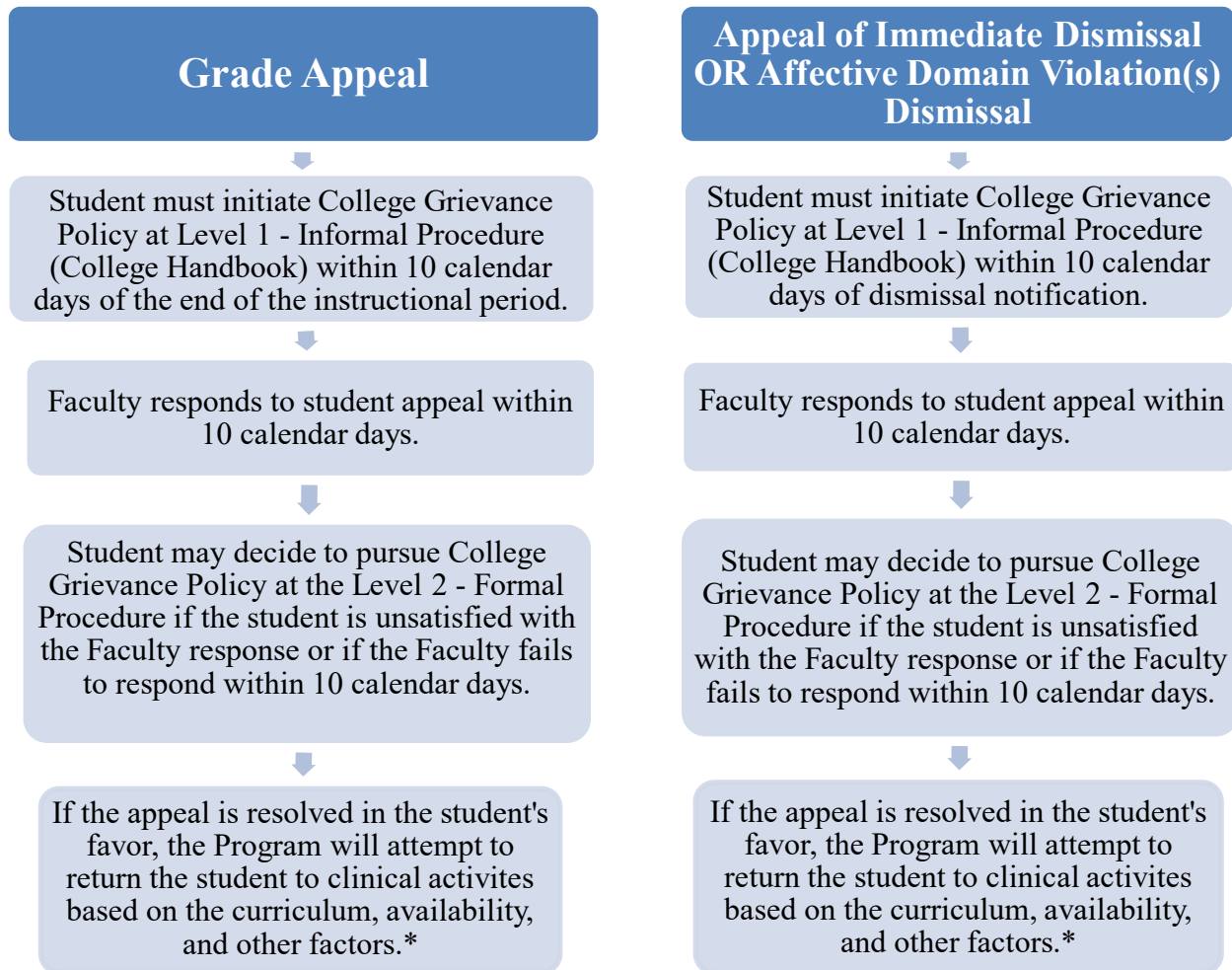
Process of Appeal of Dismissal

A student may appeal their dismissal from a Health Sciences program. Dismissals fit into one of three categories: Failing Grade/Course Failure (Academic), three Affective Domain Warnings (Professional), and Immediate Dismissal (Flagrant). Each type of dismissal has a slightly different appeals process that incorporates the student's rights, the Division's commitment to safety and integrity in the health fields we represent, and the College's Code of Conduct. Students must follow the appropriate appeals process listed below. Students may attend classes and laboratory sessions, but not clinical rotations during the appeals process.

Appeal of Dismissal Processes Flowchart

During the Grievance 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.



*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 science 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 Castle Branch, a secure, web-based platform. Students will receive instructions on how to create a personal profile called a “My CB Account” on www.castlebranch.com and upload their immunization and CPR documentation. Castle Branch 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 My CB 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 of 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, Paramedicine, Phlebotomy, and Surgical Technology programs, One of the following is required: EITHER 3 vaccinations (0, one month, and five months) AND positive antibody titer (lab report or physician verification of results required) OR a positive antibody titer (lab report or physician verification of results required) OR documentation from a Healthcare Professional stating that you are a 'Non-Responder' to the vaccine. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot. Students in EMT, Practical Nursing, and Radiologic Technology programs 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 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 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 of age. If it has been more than 7 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, 1 booster shot titer is 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, 1 booster shot is 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.

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, 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. *Students should submit this documentation to the Office of Student Development.*

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 has to 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 ‘My CB’ 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 and 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 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 it 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 any and 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 Castle Branch. (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 on the MassBay Community College website.

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 emergent 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 Science 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 Disability Services.

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: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm>

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 Disability Resources. The Office of Disability 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 CC 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 CC. Students **shall not** contact a present or prospective clinical site without obtaining prior approval from the CC 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 the 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, CC, 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 CC 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 CC. 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, CC, 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 minimum grade chart include 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 Clinically Unsafe Behavior

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

All current students and those admitted into a Division of Health Sciences educational program may be required to provide proof of a negative nine-panel urine drug screening in order to be eligible for placement in a clinical rotation. Drug screening must be done at an approved testing site within 30 days before the start of a clinical rotation during each clinical semester. Clinical rotation start-dates vary by program. Students taking prescription or over-the-counter medications should provide the testing facility with a list of these medications at the time of testing. All cost associated with drug testing is the responsibility of the student. Some health care facilities which provide clinical sites may also have policies on random and scheduled drug-screenings of students. Students must comply with clinical facility policies. If there is a positive drug result from the clinical, students may be withdrawn from the program.

Students who do not successfully complete this drug screening within the 30-day time frame will be withdrawn from the Division of Health Sciences program in which they are enrolled. All drug screening results will be sent to the Dean of Health Sciences in a confidential manner. Students will only be notified if their screening results are positive.

Students who do not pass the drug screening test the first time have the right to request a second drug screening at an approved testing site within the 30-day period prior to their clinical rotation. The student will be notified by the Dean of Health Sciences if the second test is positive. 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 withdrawn from a health program. The student can appeal to the Dean of Health Sciences for a hearing regarding withdrawal from a health program due to a positive drug screening test.

Any student who is withdrawn from a Division of Health Sciences program due to a positive drug test may reapply based on current College and Division of Health Sciences readmission policies.

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
<input type="checkbox"/> The grade you earned on Quiz/exam _____ was unsatisfactory Date: _____ Grade _____ <input type="checkbox"/> WARNING: Your current test grade average indicates you are in danger of not progressing to the next level. Current test average _____	<input type="checkbox"/> You have had one class/lab/clinical absence on _____ <input type="checkbox"/> WARNING: You are in danger of being administratively withdrawn (AW) due to excessive absences <input type="checkbox"/> Your clinical performance on _____ was unsatisfactory <input type="checkbox"/> 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:

**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



**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 Science Program Dismissal Worksheet

Student Name _____ Student ID _____

Date _____ Program _____ Faculty _____

Dismissal Basis

Check one: Grade Affective Domain Policy Egregious (Flagrant) Violation

Appeals Process Checklist

Dismissal Basis: Grade

1. Grievant (Student) must initiate College Grievance Policy at Level 1- Informal Procedure (College Handbook) within 10 calendar days of end of instructional period.
2. Faculty provides response to merits of appeal within 10 calendar days of student appeal.
3. Student may decide to pursue College Grievance Policy at the Level 2 - Formal Procedure (College Student Handbook) if student is unsatisfied with Faculty response or Faculty fails to respond.
4. During Grievance process student:
 - a. May enroll and attend lecture and lab courses with Program Director permission
 - b. Student is subject to all costs associated with course enrollment and Add/Drop policies
 - c. Students may not attend clinical courses.
5. If the College Grievance decision results in support of the student's position, the Program will attempt to return student to clinical as feasible.
6. Each Program within the Division of Health Sciences has specific procedures and policy addressing the return of student to clinical activities based on unique curricular program design.

Dismissal Basis: Affective Domain Violation & Egregious/Flagrant Violation

1. Grievant (Student) must initiate College Grievance Policy at Level 1- Informal Procedure (College Handbook) within 10 calendar days of dismissal notification.
2. Faculty provides response to merits of appeal within 10 calendar days of student appeal.
3. Student may decide to pursue College Grievance Policy at the Level 2 - Formal Procedure (College Student Handbook) if student is unsatisfied with Faculty response or Faculty fails to respond.
4. During Grievance process students:
 - a. May enroll and attend lecture and lab courses with Program Director permission.

- b. Student is subject to all costs associate with course enrollment and Add/Drop policy
 - c. Students may not attend clinical courses.
5. If the appeal results in support of the student's grievance, the Program will attempt to return the student to clinical as feasible.
 6. Each Program within the Division of Health Science has specific procedures addressing the return of student to clinical activities based on unique curricular program design.

Student Signature: _____ Date: _____

Faculty 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 30 th (for Fall), January 3 rd (for Spring), June 7 th (for Summer)
Certified Nurse Assistant	X		X	X	X	X	8 Weeks	Non-Credit Certificate	October 24 th (for Fall), March 1 st (for Spring), July 1 st (for Summer)
Computed Tomography	X		X	X			2 Semesters	Track 1 (8 Credits) Track 2 (14 Credits) Certificate	August 1 st
Emergency Medical Technician (EMT)	X	X		X	X	X	1 Semester	8 credits Certificate	August 30 th (for Fall), February 1 st (for Spring), June 1 st (for Summer)
Medical Coding		X		X			2 Semesters	27 credits Certificate	Within 30 days of registration
Medical Office Administrative Assistant		X		X			2 Semesters	23 credits Certificate	Within 30 days of registration
Associate Degree Nursing	X			X			4 Semesters	68-72 credits Associate Degree	August 1 st
Practical Nursing	X			X			2 Semesters Intersession 1 summer	43 credits Certificate	August 14 th
Paramedicine (Day)	X			X			2 Semesters 1 summer	37/38 credits Certificate	August 30 th
Paramedicine (Evening)		X			X		3 Semesters 1 summer	37/38 credits Certificate	March 15 th
Phlebotomy	X		X	X	X	X	1 Semester	7 credits Certificate	August 30 th (for Fall), March 1 st (for Spring), May 20 th (for Summer)
Radiologic Technology (Day)	X			X			4 Semesters and summer	78 credits Associate Degree	August 1 st
Radiologic Technology Flex (Evening)		X	X		X		9 Semesters	78 credits Associate Degree	August 1 st before Year 2
Surgical Technology (Day)	X			X			3 Semesters	37 credits Certificate	August 30 th January 2 nd
Surgical Technology (Evening)		X			X		3 Semesters	37 credits Certificate	August 30 th January 2 nd

Revised June 2020

APPENDIX B:
Division of Health Sciences Administration and
Faculty

Division of Health Sciences Administration and Faculty

**Lynne Davis, Ed.D., R.T. (R), Dean
508-270-4022**

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Updated October 2020

APPENDIX C:
Program Policies and Student
Acknowledgement Form

MASSACHUSETTS BAY COMMUNITY COLLEGE
DEPARTMENT OF NURSING
PRACTICAL NURSING PROGRAM

Introduction

The Practical Nursing Student Handbook Addendum is a working document designed to provide information to students to be successful in the nursing program. The Practical Nursing Student Addendum is not a substitution to the College Student Handbook or the College Catalog but is an addition to them. The faculty reserves the right to revise this Student Handbook as necessary. Students are expected to read and adhere to policies found in the Division of Health Sciences Student Handbook and Policy Manual.

Approval

The Practical Nursing Program is approved by the Commonwealth of Massachusetts Board of Registration in Nursing (BORN).

Board of Registration in Nursing
239 Causeway Street, 5th Floor, Suite 500
Boston, MA 02114

Accreditation

The Practical Nursing Program is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road, NE Suite 850
Atlanta, GA. 30326 Phone: 404-975-5000

Mission Statement

The Mission of the Department of Nursing at Massachusetts Bay Community College is to prepare graduates from diverse backgrounds to practice safe and quality nursing care within an evolving health care system.

To fulfill the mission, nursing faculty are committed to following core values that are congruent with the college values and current strategic plan:

- Maintaining programs that are aligned with the Mission, Philosophy, and Core Values of Massachusetts Bay Community College.
- Developing a creative, relevant, socially inclusive model of nursing education based on theory, evidence-based practice and clinical immersion.
- Devising curriculum that promotes academic challenges, technological competence, critical thinking, compassionate care, respect for cultural diversity, accountability, professionalism, and reflective practice.

- Establishing a culture of engagement among students, faculty, administration, staff and clinical partners who collaborate to enhance professional and personal student development and a desire for lifelong learning.
- Providing service to the College, nursing program, nursing profession, and greater community.

Philosophy

The Department of Nursing faculty encompasses the belief that nursing education has multiple levels of entry with the option of starting with the practical nursing education. While students in the practical nursing program do not obtain a liberal arts degree, they are exposed to a focused curriculum that enables them to develop basic skills required to care for individuals with common well-defined health care needs and predictable outcomes. In general, the practical nurse should be prepared to function in the context of more structured, supervised healthcare environments and teams.

We believe that MassBay Community College provides a student-centered learning environment that emphasizes the essential quantitative, analytical, technological and expressive skills required to integrate and apply nursing knowledge. As a faculty we recognize that a community college education also exposes students to the broader goals of the parent institution; fostering a connection to a community that supports the liberal arts, 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.

The faculty holds that recent research on competencies that enhance safety and quality in nursing and healthcare must be embedded into contemporary curricular models. While our traditional framework maintains traditional emphasis on nursing, the individual, the environment, health and nursing education definitions are expanded and updated to include the essential components of evidence-based practice, client-centered care and diversity, critical thinking, collaboration, safety and technological and communication skills.

Conceptual / Organization Framework

The conceptual/organizing framework of the practical nursing curriculum is based on the Massachusetts Nurse of the Future Core Competencies: Licensed Practical Nurse (2015)

Nurse of the Future Nursing Core Competencies emanate from the foundation of nursing knowledge. The competencies for future nursing practice and curricula consist of patient-centered care, professionalism, informatics and technology, evidence-based practice, leadership, systems-based practice, safety, communication, teamwork and collaboration, and quality improvement.

End-of-Program / Student Learning Outcomes

At the end of the practical nursing program the student will be able to:

1. Utilize nursing process and judgment in the provision of client-centered care.
2. Communicate effectively to contribute in team decision making and collaboration.
3. Function within the professional standards of practice to deliver safe, ethical, holistic, and evidence-based nursing care.
4. Demonstrate leadership skill within the role of the practical nurse.
5. Utilize information technology in evaluation and application of evidence-based nursing care.

American Nurses Association (ANA) Code of Ethics *

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and right of the patient.
4. The nurse is responsible and accountable for the individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by association and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

* (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>)

Introduction

The purpose of this section of the handbook addendum is to present those policies which are specific to the duties and responsibilities of students enrolled in the Practical Nursing Program.

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

Practical Nursing students must adhere to the policies that have been developed to meet the requirements of the accrediting agencies and the clinical affiliations to ensure successful completion of the program.

Graduates of the Practical Nursing Program are eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN) in Massachusetts if they also meet the Good Moral Character Requirement of the Massachusetts Board of Registration in Nursing.

Graduates receive a certificate of program completion from the College and are qualified to work in health care settings such as nursing homes, long-term care hospitals, extended care facilities, clinics, and other health care environments.

The Practical Nursing Program is conducted over a forty-week period beginning with the Fall semester and ending after Summer Session I. Classes are scheduled full-time during the day, Monday through Friday.

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

ADMISSION POLICY

Students seeking admission to the Practical Nursing Program (PN) will be individually evaluated on the basis of Grade Point Average (GPA). Students must also meet the following additional criteria for eligibility for acceptance into the practical nursing program:

- MassBay Placement into Freshman English (EN101) or completion of College Writing (EN100) with a grade of C or higher.
- MassBay Placement into Intermediate Algebra (MA098) or completion of Introductory Algebra (MA095) with a grade of C or higher.
- Successful completion of Reading Assessment Test. Refer to the Competitive Programs Admissions Requirements.
- CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) background checks are required prior to clinical placement and will be conducted in accordance with State regulations. CORI and SORI results are confidential.

- HESI Admission (A2) exam score of 70% or better in Overall Composite (all subjects combined). Students may take the HESI exam a total of 4 times. HESI exam scores are valid for one year, at which time the exam must be retaken.
- or
- Students must achieve a passing score on the ATI TEAS (Test of Essential Academic Skills). A passing is defined: a minimum composite score of 60%. Students may repeat the TEAS test a total of two times within 12 months of taking the exam. Results are valid for three years. The most recent test results will be used for that admission cycle only.
- Completion of BI 215 Anatomy & Physiology I (BIO 101 required), BI 217 Anatomy & Physiology II, within a five (5) year timeframe with a grade of C or higher at the time of matriculation into the Practical Nursing Program. Students can repeat a science course only once to achieve C or higher.
- More information can be found in the program-specific MassBay website:
<https://s3.amazonaws.com/massbayedunew/curriculum/Health-Sciences/certificate/Curriculum-Sheet-Health-Sciences-Practical-Nursing-C.pdf>

COURSE EXEMPTION POLICY

Course exemptions and advanced placement do not apply to the Practical Nursing Program. Courses taken at other nursing programs do not transfer to the Practical Nursing Program at MassBay Community College.

TRANSFER POLICY

MassBay accepts transfer credit for the PN nursing program support courses only. Nursing courses taken at other nursing programs (PN, ADN, BSN) are not accepted.

EDUCATIONAL MOBILITY

The Department of Nursing does not have agreements with any technical or vocational high schools for admission into the PN nursing programs. Once PN students have graduated and passed the NCLEX-PN exam, they can apply to any LPN-RN transition program at the college of their choice.

GRADUATION

Graduation requirements and process can be found MassBay website. The Department of Nursing adheres to these requirements and policies.

STUDENT RIGHTS AND GRIEVANCE POLICY

The Practical Nursing Program follows MassBay Community College policy. This policy can be found in the MassBay Student Handbook.

Prior to filing a formal grievance, students are encouraged to first:

- Discuss the issue with the appropriate faculty member
- If the issue is not resolved, the student should schedule a meeting with the Program Chair.
- If the issue is still not resolved, the student may file a written grievance, following above procedure.

PRACTICAL NURSING PROGRAM POLICIES

Professional Behavior

- Professional behavior and civility are an expectation in all classroom, laboratory, and clinical areas, with faculty, lab instructors, staff, peers, patients, family and allied health staff.
- Student behavior should reflect physical and emotional well-being. Students are expected to demonstrate caring and compassion for others.
- Students must refrain from engaging in any behavior that detracts from the learning experience of others. This includes but, is not limited to, using class time to negotiate or appeal grades, course content and / or expectations or other class/division or college policies. Class discussions should be pertinent to both the goals of this program and the content being covered.
- All faculty members are to be addressed as Mr., Mrs., Ms., Miss, Dr., or Professor. Address by first names is not acceptable.
- Students are expected to adhere to the Affective Domain Standards of Performance Violations Policy, found in the Division of Health Science Student Handbook and Policy Manual.

Advising

- Full-time PN faculty members are advisors to all PN students. All full-time faculty members are available during posted office hours or via e-mail to discuss student concerns or questions.
- Students scoring less than 75% on any exam will receive an Academic Alert and should immediately meet with their course faculty advisor to plan for remediation.
- Any student who leaves the PN program for any reason is encouraged to meet with the program advisor to discuss educational options.
- All nursing students will have an assigned advisor. Students are urged to see their advisors for academic and clinical concerns, career plans, and other issues that may arise.
- Advisors assist students to determine whether, or not they are making progress in the nursing coursework and evaluate progression towards their certificate.
- Each semester, a transcript review will be conducted to assure that all necessary courses are taken toward completion of the certificate program.

- When students meet with their nursing advisor, they are asked to bring a copy of their unofficial transcript (available from the computers in the library or the kiosk in the front lobby through the Bay Navigator Student system).

Registration

- To register for any PN course, a signature is required from a full-time Practical Nursing faculty member.
- Once enrolled in the program, students will register for the next semester as a group.
- Students who register, but decline or are unable to continue in the PN program, are responsible to withdraw from courses themselves.

PROGRESSION, RETENTION, AND DISMISSAL POLICIES

Class and clinical components of nursing courses must be taken concurrently and sequentially. All nursing and science courses must be completed with a minimum passing grade of “C” (75%) or better. Successful completion of the clinical component of a course depends upon evaluation of the student’s performance based on established criteria and fulfillment of attendance requirements. Students must pass the clinical component in order to pass a nursing course. Students must maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.

Each nursing course must be completed with a minimum passing grade of “C” (75%) in order to progress in the Practical Nursing program. There will be no rounding of grades. Any end of the semester final score tabulation below 75% is considered failure in the course, e.g. 74.9% does not satisfy a passing grade, and will result in withdrawal from the program.

Students are only allowed to fail or withdraw from one nursing course. A second failure or withdrawal from any nursing course will result in dismissal from the PN program. See the readmission policy.

In order to pass a course, the student must attend and successfully complete the classroom (theory), clinical, and laboratory components of the course. Clinical and laboratory performances are evaluated on a pass/fail basis. Unsatisfactory clinical performance and/or lab competencies constitute a failure in the course regardless of the student’s grade in the theory component of the course.

Dosage Calculation Examination

All nursing students are required to be competent in drug dosage calculation in preparation for clinical practice. Successful completion with a grade of 80% or better on the Dosage Calculation Test (DCT) is required, in addition to passing the medication administration competency in the nursing skills lab, before the student is allowed to administer medications in the clinical setting. Students who fail the DCT will be prescribed a remediation plan for dosage calculations and will not be able to pass medications in the clinical settings until a passing score is achieved. Students will have three (3) opportunities to successfully pass the test with a grade of 80% or higher. Students who fail to achieve a score of 80% by the third attempt will be academically withdrawn from the program.

MEDICAL LEAVE POLICY

Students who leave the program with medical or family illness documentation will be withdrawn from the courses but, not the restricted health science program. Students who are granted a medical or family leave by the Dean of Students, will be accommodated in the subsequent offering of that course. Students will have 12 months to be reinstated in the withdrawn course for medical reasons. Students are only eligible for medical leave prior to the end of a semester. Medical leaves will not be granted once the course is completed and/or grades have been issued. The procedure for medical leave can be found in the College Student Handbook “Section IV: Institutional Policies”

EXAMINATION POLICY

Guidelines for Administering Examinations

The Practical Nursing Program at MassBay Community College endeavors to adhere to standards of best practice for the evaluation of all students using NCLEX-PN® style exams. Faculty align exam questions with course and program outcomes as well as the NCLEX-PN® test blueprint. Publisher test banks are not used as the primary source of questions, as they do not test at the appropriate level and they are not constructed and vetted according to standards of best practice.

Test Vetting

All test items will be submitted to other faculty well in advance of the exam so a thorough analysis of the exam and each item can be completed. Test questions that have not been vetted by at least one other faculty should not be used.

Guidelines for Taking Examinations

Students are expected to be present and on time for all exams. However, we realize that illness and emergencies occur. Students must call or email the course faculty before an exam if unable to attend or if they will be arriving late. Students who do not take the exam during the scheduled time and do not notify the course faculty before the exam will receive a grade of zero (“0”) for that exam. Faculty has the right to ask for documentation verifying illness or emergency. In the event of severe illness or hospitalization, the student must provide documentation from their health care provider clearing them to return to class and to clinical. The student must then contact the course faculty on the day they return to arrange for a make-up exam date. A different version of the exam will be given.

Students who arrive late to an exam will not be given extended time beyond the allotted scheduled time for the exam.

1. Students who arrive late for a quiz will not be allowed to take the quiz and will receive a zero. There are no make-ups for quizzes.
2. There is absolutely no communicating with classmates during the exam. If students communicate with other classmates by any means while testing, they will automatically receive zero for the exam and will be required to meet with the course faculty to determine progression in the program.
3. Academic dishonesty such as cheating, or plagiarism constitutes serious student misbehavior. Refer to the MassBay Community College, Student Handbook on policy regarding Academic Integrity – Cheating and Plagiarism.
4. All tests are timed, based on the number of questions on the test. For example, a testing session for a 50-question multiple-choice exam is 75 minutes in length, except for final exams, which are 100 questions 2.5 hours in length. Make-up exams may include a change in format requiring additional time at the discretion of the course faculty.

5. All exams will contain a minimum of 10% of “select all that apply” style questions.
6. HESI exams cannot be made-up. If a student is absent for a scheduled HESI exam, s/he will receive a zero for that exam.
7. All examinations are taken on the student’s personal laptop computers. It is the student responsibility to have computers that are fully charged and in working order, as the college does not provide technical support for personal devices. Students must also bring headphones or earbuds to all HESI exams. Students must close all programs on their computer during exams.
8. Making copies, taking screenshots or saving any exam or review content is considered academic dishonesty, is strictly prohibited, and will result in academic withdrawal from the program.
9. Upon completion of all exams and quizzes, students must exit the exam screen and close down the browser. Students must leave the laptop computer in the room if they choose to exit the exam classroom after finishing the exam.
10. Absolutely no textbooks, notes, or cell phones will be allowed during an exam. A simple non-programmable calculator will be provided by faculty for math calculations. Students who choose to ignore this will have their exam closed down immediately and receive a grade of zero.
11. All books, beverage containers, coats, scarves, hats, purses, bags and personal belongings are to be placed in a designated area prior to the exam and will remain there for the duration of the exam. All cell phones are to be turned off during exams.
12. PN faculty may assign seats for each exam.
13. No student is allowed to leave the classroom after an exam has begun until the student completes the exam.
14. Students who are requesting accommodations on the basis of disability should contact the Office of Disability Resources in Framingham, Room 306, or call 508-270-4267/4286 (See MassBay Community College Student Handbook). It is the responsibility of the student to bring documentation of need for accommodations to the instructor 24 hours before the exam via the purple disability form. Exams taken prior to obtaining accommodations or if the student elects not to use accommodations cannot be retaken.
15. Students are expected to attend all scheduled exams. However, the faculty recognizes circumstances may cause a student to miss a scheduled exam in a course. The student must petition the faculty in writing, providing verification of illness or emergency, when they need to make-up the missed exam. It is the student’s responsibility to make arrangements with the Testing Center in Framingham (508-270-4213) to make-up the exam within one week of the

missed exam or prior to sitting for the final exam, whichever is sooner. Students must notify faculty of the make-up appointment. Final exams and quizzes cannot be made up.

Exam Reviews

Unit exam reviews are available as scheduled by the course faculty. Test review will be conducted in the following manner.

- Faculty projects the exam to be reviewed on the overhead screen
- Faculty reviews each exam question providing rationales, verbally or in writing.
- Exam reviews will be conducted in a respectful manner.
- Students will make an appointment with faculty to discuss any concern.
- No screenshots, print screen, or saving of exam content.
- Final exams will not be reviewed.

All pens and pencils, books, notebooks, purses, tote bags, backpacks, and cell phones, will be placed in a faculty-designated area and remain there during the review. Note-taking of any kind will not be allowed during the review.

If a student fails a course, an individual review of the final exam is available upon the student's written request within 24 hours following notification of exam grades. The course faculty will meet with the student within 24 hours after receipt of the written request. This will be the only opportunity to review the final exam.

Policy for Contesting Exam Questions

All exam questions are subjected to rigorous team review and statistical analysis. Content covered on the exams will include information synthesized from previous courses as well as content covered in assigned reading. Students have 5 business days from the date of the review to contest items. Students must submit their questions or objections in writing to the course faculty. Faculty will review these as a team and reply to the student within one week. There are no exceptions to this policy. Students are responsible for presenting their appeals in a professional and constructive manner and citing references that support their answer as the BEST ANSWER.

ATTENDANCE POLICIES

Class Attendance

- Students must be registered for the class in order to attend. Students who have been withdrawn due to failure to meet their financial obligations will run the risk of losing their seats.
- Nursing classes prepare students for safe patient care. Faculty expects students to attend each class to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify faculty prior to an absence or anticipated late arrival.
- *Students who miss five total hours (class, clinical, or lab) will be withdrawn from their respective courses. Frequent tardiness and absenteeism are not tolerated in the health care professions or by the nursing program faculty.*
- Students may need to take a medical or leave of absence for certain circumstances causing excessive absences. The policy for medical leave can be found in the Division of Health Sciences Student Handbook. A student withdrawing on a medical leave will be guaranteed a seat in the program the following year (within 12 months of medical leave).

Clinical Attendance Policy

Students are expected to fulfill all clinical hours to successfully meet objectives of the course. The clinical experience is a vital part of the nursing curriculum.

- Excessive loss of clinical time due to inclement weather may occur. The missed clinical hours will be made up as arranged by the course faculty and the clinical faculty. These make up hours may be extended beyond the current clinical schedule. In case of a clinical faculty's absence on a clinical day, an alternative assignment may be given.
- Case study or care plan assignments for make-up of clinical time can only be used once per semester.
- The PN faculty cannot guarantee the availability of clinical make-up opportunities. If time cannot be made-up, the student may receive an incomplete grade for the clinical course. In this case, the student will have to seek readmission to the program in sequence, once make up time has been completed.

Nursing Skills Lab Attendance & Policy

- Students are required to attend all scheduled nursing skills lab sessions to successfully meet the objectives of the course. Students who miss any lab session must make it up within the time frame scheduled by the faculty. Failure to adhere to the above policy will prevent progression in the nursing program. The Nursing Skills Lab and the clinical experience are interdependent. Preparation and practice are essential for the student's success in both the lab and in the clinical area.

- Students will meet weekly at the scheduled time for their assigned Nursing Skills Lab section. Students are assigned to a lab section during registration. During the scheduled time the lab instructors will provide instruction on the nursing skill and a demonstration of skills. Students will then have ample time for practice.
- Open Lab is available to students three hours each week to practice the skills under the supervision of the lab instructor(s). Attendance to open lab for practice of each skill prior to testing is mandatory. Students will have three opportunities per skill to demonstrate competency. Students may practice as many times as they want prior to demonstrating competency of a skill. Failure to demonstrate competency after three attempts will result in the student being withdrawn from the nursing course.

SIMULATION LABORATORY

- The Clinical Simulation Center (CSC) and the Nursing Laboratory provides the opportunity for students to develop competency in the nursing skills needed to provide safe care to patients in the actual clinical setting.
- Simulation lab experiences will be incorporated into the nursing skills lab and clinical experience in the Practical Nursing Courses.
- The Nursing Lab provides faculty, equipment, and opportunities for students to work in small groups to meet their learning needs

CLASSROOM AND LABORATORY BEHAVIOR

Practical Nursing Students are expected to demonstrate proper conduct in all settings. Faculty interprets acceptable behavior to include, but not limited to, showing respect and consideration for faculty and classmates by:

- Attending all classes (see attendance policy).
- Arriving on time.
- Paying attention in class or lab; no unnecessary talking.
- Not leaving class except at breaks or end of class.
- Being prepared for class and lab by reading and watching videos prior to class.
- No cell phone use at any time.
- Notifying instructors if unable to attend class or lab.
- Reviewing assignments in syllabus and schedule on Blackboard prior to class.

SPECIFIC POLICIES RELATED LABORATORY SETTING

The purpose of the nursing lab is to provide a safe learning environment where students can master therapeutic nursing interventions, communications, and critical thinking skills that are essential to the nursing curriculum.

- Because the nursing skills and simulation lab are considered a part of the clinical experience and includes simulated clinical situations, students are required to dress in their clinical uniforms, lab jackets, including shoes, with name tag for lab.
- Students are expected to maintain the same level of professional behavior they would in a clinical setting.
- No food or drinks are allowed in the Clinical Simulation Centers.
- No sitting on beds bedside tables or overbed tables.
- Students are not allowed to lie on beds unless it is part of the learning activity.
- Handle expensive equipment and sharps carefully.
- Students must keep the room tidy at all times and clean up after themselves before leaving the lab.
- Ongoing, mutual respect and professionalism between the lab manager, faculty and students.
- Leave beds in low position and straighten bed linen.
- Cell phones must be placed on vibration mode only (**emergency calls only**).
- Clean and put away equipment as directed.
- Label and report to faculty any malfunctioning equipment.
- Do not remove items from the Nursing Lab without permission.
- Keep your voice level low; avoid loud or distracting conversation.
- Treat manikins as if they were your patient. Dress and cover manikins appropriately.
- No writings instruments near any of the manikins.
- Report any injury, immediately to lab manager and/or faculty.
- Smartphones, computers, and iPads are for educational purposes only and may be used in the nursing lab as a learning tool and not for leisure activities. Photographs are not allowed.
- Students must bring their nursing supplies with them to any lab as required.
- Students are required to bring all necessary equipment, including stethoscope, watch, penlight, notebook, pen, and a drug guide book.
- Students are expected to have completed all assigned readings and videos prior to the scheduled lab experience.
- Students are not allowed to access supply closets.

Course and Clinical Expectations Policy

Course Policies

- **Assignments:** Homework assignments will be required in all PN program courses. These may include case studies, practice exams, mastery quizzes, videos, papers, care plans, etc. All assignments are mandatory. Failure to complete assignments will result in an Academic Alert, followed by an Affective Domain Warning if behavior continues.
- **Grades:** Grades will be available on the appropriate Blackboard site for each individual course.
- **Taping:** Taping of lectures is prohibited in the PN program unless the student has been granted special accommodations.
- **Photocopying:** The Copyright Law of the United States, Title 17 US Code, governs the making of photocopies or other reproductions of copyrighted materials. The person making the copies is liable for any violation of this law. Making copies of textbooks, workbooks, study guides, and/or similar materials without written permission of the publisher is in violation of this law.

CLINICAL ASSIGNMENTS POLICY

- Students are assigned to different clinical sites throughout the program. Students are able to learn more effectively in different clinical settings with different patient populations with a variety of instructors and different classmates.
- Student assignments are determined by the faculty to provide the student with the best possible experience.
- No assignments will be changed after being posted.
- Students are responsible for transportation to all clinical sites and parking at the clinical sites.
- Students may not have a clinical experience at a facility where they or a family member are employed. It is the student's responsibility to inform the program faculty in writing if they work at one of the assigned clinical facilities. This correspondence must occur prior to clinical assignments.
- Students must be in compliance with Certified Background check requirements to attend clinical experience. It is the student's responsibility to keep all health requirements and CPR up-to-date.
- Students are expected to arrive at a clinical site on time and be prepared to safely care for assigned patients.

Clinical Paperwork

Students are expected to submit all required clinical paperwork and completed assignments on time. Specific clinical assignments are outlined in the course syllabi.

Clinical Evaluation

- Students receive a written clinical evaluation at mid-term rotation and at the end of each clinical rotation.
- Students who need remediation in nursing skills will receive a lab prescription. The student will have one week to meet with lab instructors to perform the nursing skill.
- Students who are having difficulty in the clinical area will receive an Academic Alert. The Academic Alert will identify areas for improvement, plans for remediation and completion date.

Additional Policies/Information

Blood and Body Fluid Exposure

Students are to refer to the Blood and Body Fluid Exposure Policy and Procedure in the Division of Health Sciences Student Handbook and Policy Manual.

Cell Phones Use in Clinical Areas

Students are to refer to the Cell Phone Policy in the Division of Health Sciences Student Handbook and Policy Manual

Student Records Policies

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 in perpetuity the confidentiality, integrity, and security of all physical student academic records in its on-campus secure Records Room and 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

Practical Nursing Department Student Records Policy

The Practical Nursing Program maintains a record of each student's academic and clinical performance for program-specific courses. These records are maintained in a locked file cabinet within the confines of the nursing department for a period of not less than five years. Students have the right to access and review their files and may do so by appointment and written request to their nursing program faculty advisor.

Record Management Retention Policy

The Policy and procedure reflect the guidelines presented in the Massachusetts Statewide Agency Records Retention Schedule dated December 6, 2017 pp 84-92, which is produced under the statutory provisions of Massachusetts General Laws chapter 4, section 7(26), chapter 30, section 42, and chapter 66, sections 1, 8, and 9.

Policy and procedure for handling PN student educational records within the nursing department will be reviewed annually in May and updated as needed.

These records include:

- Tests
 - Quizzes (hard copy or blackboard).
 - Exams (Electronic record / blackboard)
- Clinical evaluation for each clinical rotation
- Assignments (located on blackboard)
- Academic Alerts
- Affective Domain Warnings
- Grievances are kept by the senior grievance officer, the Dean of student affairs.
- Grade grievance or appeals are held within a locked file cabinet within the Director of Nursing or the Dean of the Division of Health Sciences office
- Awards (at present PN does not grant any)
- Participation in student governance (a letter will be sent to student and retained)
- Handbook agreements (electronic record on Castle Branch)
- Health and Immunization records (electronic record on Castle Branch)

Documents in paper form

- Current year documents and 1-year post-graduation or separation from the program are located in the Program Chair's locked office.
- Student educational records from 2 -5 years post-graduation or separation from the program will be secured in a locked file cabinet and office within the Division of Health Sciences.

After 5 years, documents that must be retained permanently will be scanned and uploaded by the college Registrar.

- Student files can be accessed by the PN faculty, the Director of Nursing (DON) and the Division of Health Science office staff. Access to these files may also be granted by the DON to individual assisting with the thinning or scanning and uploading of these files by the college Registrar.

Electronically secured document(s)

The HESI Exam results are stored on the Division's shared network drive. Only the Director of Nursing and Data Coordinator have access to this folder in the Division's shared drive. Access to these pdfs is limited to view/print.

Castle Branch conducts a background check and maintains required student documents in a secure electronic form: Handbook agreements, health & immunization records, CPR certifications.

Castle Branch is accredited through the National Association of Professional Background Screeners (NAPBS). Please see Division of Health Sciences Handbook Section D for additional information.

The CORI/SORI inquiry is completed by the Special Project and Clinical Compliance Contract Coordinator. The records are kept secure in an electronic form by the Special Project and Clinical Compliance Contract Coordinator for up to 2 years

Nursing Faculty Mailboxes

Faculty mailboxes are located in Room 121.

Be sure to check with all faculty members for appropriate delivery of documents in mailboxes.

Nursing Committees Policy

Nursing Faculty

- Full-time nursing faculty meet monthly and as needed. Part-time are welcome to attend.
- Full-time nursing faculty belong to college-wide committees.
- Full-time nursing faculty attend Division of Health Sciences and Faculty meetings, to represent the needs of the Practical Nursing program and participate in college governance.
- Full-time faculty meet at the end of each academic year and as needed to develop, implement and evaluate policies. This also serves to confirm congruency with MassBay policies and goals.
- The evaluation of policies, curriculum and outcomes is documented in the Practical Nursing Systematic Plan of Evaluation (SPE).

Student Representatives

- The student body shall elect 2 student representatives to attend faculty meetings and specific functions. Student representatives are expected to be in good academic standing, with a minimum G.P.A. of 2.0, and passing all their nursing courses. The representatives

will serve for 10 months. One alternate representative will be selected for each delegate. The faculty reserves the right to remove a student representative from any nursing committee if the student is in poor academic standing.

- The student representatives foster communication between faculty and their respective class. They are expected to act for the group they represent as a whole and are responsible for sharing information from faculty meetings with their classmates and for bringing questions from their classmates to the meetings.
- Representatives with personal or disruptive agendas will be asked to resign from their duties.
- Student representatives are voting members in select items of the Nursing Department Committees. The faculty reserves the right to have portions of any meeting in closed session without student representatives.
- Student representatives will have the opportunity to evaluate curriculum and clinical sites and provide feedback and suggestions on behalf of the class.
- All students enrolled at MassBay are members of the Student Governance Association (SGA). Please see College Student Handbook for Student Governance Association guidelines.

Use of Technology

- 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 gb of memory or greater
 - 500 gb hard drive
 - Windows 10
- Technology is used throughout healthcare. The faculty expects all students to use the technology that is available to them on campus and in the clinical area. MassBay also provides computers for student use in the Learning Resource Centers, but students must bring a laptop to all classes.
- Faculty will utilize electronic mail (e-mail) for communication with students. Each student enrolled in the Practical Nursing Program is provided with a MassBay Community College e-mail account. **Students must use their MassBay e-mail accounts not personal accounts.** The student is responsible for accessing their e-mail daily and expected to respond to faculty email in a timely manner. E-mail communications should be signed by students and use correct grammar, punctuation and capitalization. **Faculty will not open unknown email accounts.**
- Each course in the Practical Nursing Program has a *Blackboard* site. Students will find announcements, assignments, and other important information on these sites. Examination grades will be posted on these sites. Students are expected to check the *Blackboard* site for each of their courses several times each week.

- Students must maintain Evolve/HESI accounts for program materials and HESI testing. Students will not be excused for required assignments, including exams, for inability to access these accounts (password issues, inactive accounts, etc.). Prior to each HESI exam, student must provide proof of compatibility with their personal devices. Faculty will provide directions.

Student Uniform Guidelines

- The Practical Nursing student uniform is obtained through our supplier, McGill's Inc. Manchester, NH via the MassBay Bookstore on the Framingham Campus. The uniform consists of a regulation green top with the school patch on the left sleeve, the MassBay SPN name pin, worn with an approved style of white bottom (skirt or pants) and white footwear.
- Students in the clinical and lab area are expected to be dressed as follows:
 1. Uniform with the MassBay SPN name pin and MassBay school patch.
 2. The school patch must be sewn to the upper left sleeve of each scrub top and the lab coat.
 3. Watch with a sweep second hand, no digital watches.
 4. Stethoscope, bandage scissors, penlight and a pocket calculator (optional).
 5. **Black** ballpoint ink pens and notebook.
 6. Clean, flat, white footwear with clean white laces.
 7. White skirt or pants may be worn. These are to be professional uniform skirt or pants and *are not* to be jeans, sweatpants, or any other similar attire. White belts should be worn if needed.
 8. White stockings worn with skirts. White stockings or socks worn with pants. No textured, print, or striped stockings or socks. Knee highs, TEDS, or knee socks are not permitted with skirts.
 9. White undergarments should be worn by all students under the student uniform.
 10. Hair worn off collar. Decorative hair ornaments are not permitted (i.e.: bows, beads, ribbons, etc.).
 11. Earrings are optional. If earrings are worn they must be studs, no larger than a dime; no dangling earrings.
 12. No necklaces, bracelets, or rings. Students may only wear a plain band.
 13. For warmth, students may wear a clean white turtleneck jersey under the uniform top. Students may also purchase a **short** lab coat from our uniform supplier. Lab coat must have the school patch on the left sleeve and be worn with the MassBay SPN name pin.
 14. T-shirts worn under the uniform must be plain white. No colored shirts, designs, or logos may be worn.
 15. No nail polish or artificial nails. Nails should be clean, neat, and trimmed to an appropriate length to safely provide patient care.

Personal Hygiene

Students must be aware of the importance of good personal hygiene and adhere to the following

criteria:

- There should be no offensive odors including breath, body and clothing
- Good oral hygiene must be maintained
- Cleanliness of body and clothes must be maintained
- Perfume/cologne or other perfumed products must not be used
- Excessive makeup must not be worn. False eyelashes, facial piercings or adornments are not permitted.
- Smoking is highly discouraged because strong odors may adversely affect patients

Readmission Policy

Readmission to the Practical Nursing Program is on a space available basis (classroom and/or clinical sites)

- Students must have 70% or higher in previous nursing courses to be considered for readmission.
- Students will only be considered once for readmission to the PN program.
- Students who have failed more than one didactic or clinical nursing course are ineligible for readmission or subsequent entry into the program.
- Students seeking readmission to PN 102 must retake the HESI Fundamentals exam and achieve 75% or higher to be considered for readmission to the program.
- Students seeking readmission to PN 107 must retake the HESI Fundamentals exam and achieve 75% or higher to be considered for readmission to the program.
- Students seeking readmission to PN 105 must retake the HESI Critical Thinking exam and achieve a grade of 75% or higher to be considered for readmission to that course. Should the student not attain this grade, he/she will be required to repeat PN 102 for readmission to the program.
- Students seeking readmission to PN 109 must retake the HESI Fundamentals exam and achieve a grade of 75% or higher to be considered for readmission to that course. Should the student not attain this grade, he/she will be required to repeat PN 102 for readmission to the program.
- Students seeking readmission to PN 121 must retake the HESI Fundamentals exam and achieve a grade of 75% or higher to be considered for readmission to that course. Should the student not attain this grade, he/she will be required to repeat PN 102 for readmission to the program.
- Students seeking readmission to PN 122 must retake the HESI Med/Surg exam and achieve a grade of 75% or higher to be considered for readmission to that course. Should the student not attain this grade, he/she will be required to repeat PN 121 for readmission to the program.
- Students seeking readmission to PN 110 must retake the HESI Dosages exam and achieve 75% or higher to be considered for readmission to the program. Should the student not attain this grade, he/she will be required to repeat PN 109 for readmission to the program.
- Students seeking readmission to PN 130 must retake the HESI Med/Surg exam and achieve a grade of 75% or higher to be considered for readmission to that course. Should the student not attain this grade, he/she will be required to repeat PN 121 and PN 122 for readmission to the program.

- A student may be required to repeat one or more nursing courses (PN 102, PN 105, PN 107, PN, 109, PN 110, PN 121, PN 122, PN 130) to insure continuity of content if readmission does not occur within one year of withdrawal.
- Additional Criteria Upon readmission to PN 121, PN 122, and PN 130:
 - The student must successfully achieve a 90% on a 20-question math quiz.
 - The student must successfully pass the oral and parental medication administration competency.
 - The student must successfully complete the math quiz and medication competency in order to administer medication at a clinical site.

Readmission Process

1. Send a letter of intent to the Program Chair, explaining the reason for earning a grade lower than 75% in a nursing course and stating the nature of the circumstances for which consideration should be given.
2. Nursing faculty will convene to review student data and documentation for each student considered for readmission. Faculty will make a final decision by majority vote, regarding each student's re-entry status based on previous academic and disciplinary history as follows:
 - a. Faculty will review student files for Affective Domain warnings and Academic Alerts and discuss content of those documents.
 - b. Faculty will assess attendance/tardiness and compliance with policies as documented in student files.
 - c. Faculty will assess each student's academic performance, grades, submission of assignments, etc.
3. All students returning to the program, including those returning from medical leave, are encouraged to review all remediation materials from past HESI exams.
4. Students must complete a required HESI exam as scheduled by the Program Chair
5. If a student fails or is withdrawn from any nursing course: PN 102, PN 105, PN 107, PN 109, PN 121, PN 122, PN 110, PN 130, they must also be withdrawn from the program. Students can then reapply, based on criteria above, pending space availability.

Students who meet the following criteria are ineligible for readmission to the Practical Nursing program:

- Dismissal or withdrawal from the Practical Nursing program with a course average of lower than 70%.
- Dismissal or withdrawal from the Practical Nursing program for clinically unsafe practice/unprofessional behavior as defined in the Division of Health Sciences handbook.

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 "My CB" account unless instructed otherwise by a faculty member.

Student's Name (Printed) _____ Date: _____

Student's Signature _____ ID or SSN: _____

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