Mount Wachusett Community College

Nursing Student Handbook:

Associate Degree/Practical Nursing Programs

2015-2016

Revised October 6, 2015
(Effective September 2015)

Note: Policies in this handbook are subject to revision. These revisions are stated verbally and in course syllabi to students on an ongoing basis. New handbooks are available to students each year.
Mount Wachusett Community College  
Gardner, Massachusetts  
Department of Nursing

This handbook is intended for use by students enrolled in practical and associate degree nursing programs operated by Mount Wachusett Community College. The college is approved by the Massachusetts Board of Registration in Nursing to operate its nursing programs. The Board of Commissioners granted continuing accreditation to the associate nursing program, placed the program on warning, and scheduled the next evaluation visit for Fall 2016 and granted the practical nursing program continuing accreditation with the condition that the program submit a Follow-Up Report in 18 months. If the Follow-Up Report is accepted by the Board of Commissioners, the next evaluation visit will be scheduled for Spring 2022. These organizations may be contacted at:

Massachusetts Board of Registration in Nursing (MBORN)  
239 Causeway Street  
Boston, MA. 02114  
Telephone: (617) 727-9961  
Website: www.state.ma.us/reg/boards/rn

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road, NE,  
Suite 850  
Atlanta, Georgia, 30326.  
Marsal P. Stoll, EdD, MSN at mstoll@acenursing.org  
Website: www.acenursing.org

Every attempt has been made to publish the most current policies. The college and the department of nursing reserve the right to make changes in this handbook and will supply copies to students as changes occur.

The college and the department of nursing adhere to the non-discrimination policy found in the college catalog.
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## GENERAL NURSING POLICIES

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A Welcome from the Nursing Faculty

Dear Nursing Students:

Welcome to the nursing programs at Mount Wachusett Community College. As you begin a journey that culminates in service to others as a nurse, we want to offer you the support of the entire college community. We are proud of our nursing programs and the fine graduates they produce.

The road ahead will not always be an easy one. There will be a great deal of hard work during your education here. Our job as faculty, staff, counselors, and administrators is to support you through the learning process. We believe that you will find all of the services at MWCC to be focused on you, the student. From advising and registration at the beginning to pinning and graduation, we hope to surround you with a supportive atmosphere that will enable you to focus your efforts on your studies.

We wish you success in achieving the high goal you have set for yourselves. The graduating classes that have gone before you have brought high honor to this college, and we believe it will also be true for you. We are pleased to have you here.
Full-Time Faculty and Staff Directory
Nursing Program

Eileen Costello, DNP, RN, CNE
Dean, School of Health Professions,
Public Service Programs & Social
Sciences
Director of Nursing
Mary Maga, MSN, APRN, BC
Coordinator of LPN to ADN Bridge
Program
Patricia Carroll
SIMS Medical Lab Assistant

978-630-9235    Room 232    e_costello@mwcc.mass.edu
978-630-9236    Room 226    m_maga@mwcc.mass.edu
978-630-9345    Room 292    p_carroll@mwcc.mass.edu

Practical Nursing Certificate Program

Kathy Panagiotes, MSN, MA, RN
Coordinator of LPN to ADN Bridge Program
Kimberly Shea, MSN, RN
Collene Thaxton, MSN, RN

978-630-9585    Room 226    k_panagiotes@mwcc.mass.edu
978-630-9175    Room 218    kshea2@mwcc.mass.edu
978-630-9405    Room 236    c_thaxton@mwcc.mass.edu

Associate Degree Nursing Program

Gayle Jaillet, Administrative I
Anne Marie Catalano, PhD, RN
Judy Fredette, PhD, RNC
Lisa Gendron, MSN, RN
Amy Kendrick, MSN, APRN, BC
Patricia Meza, MS, RN
Michele McGrath-Stafinski
Katherine Pecorelli, MS, PMHNP, BC
Meghan Picone, MSN, APRN, RN
Michelle Smith, MS, RN
Donna Tully, MSN, APRN, BC
Nancy Wada, MSN, RN

978-630-9265    Room 216    g_jaillet@mwcc.mass.edu
978-630-9176    Room 230    acatalano@mwcc.mass.edu
978-630-9328    Room 234    j_fredette@mwcc.mass.edu
978-630-9183    Room 293    l_gendron@mwcc.mass.edu
978-630-9418    Room 297    a_kendrick@mwcc.mass.edu
978-630-9229    Room 280    p_meza@mwcc.mass.edu
978-630-9560    Room 295    mmcgrath4@mwcc.mass.edu
978-630-9202    Room 267    k_pecorelli@mwcc.mass.edu
978-630-9214    Room 278    m_picone@mwcc.mass.edu
978-630-9140    Room 262    m_smith@mwcc.mass.edu
978-630-9203    Room 276    d_tully@mwcc.mass.edu
978-630-9233    Room 236    nwada@mwcc.mass.edu

Important Contact Numbers

Academic Support Center/Tutoring     978-630-9333     MWCC Library
Advising Center                    978-630-9109     Room 116    advisingcenter@mwcc.mass.edu
Financial Aid                     978-630-9169     Room 164    financialaid@mwcc.mass.edu
Health Services                   978-630-9136     Room 133    k_shea10@mwcc.mass.edu
Help Desk                         866-520-7129     Room 078    helpdesk@mwcc.mass.edu
MWCC Book Store                   978-632-8238     Book Store
Student Accounts                  978-630-9149     Room 165    studentaccounts@mwcc.mass.edu

Important FAX Numbers

Nursing Department: 978-630-9565     Health Services: 978-630-9528
Mount Wachusett Community College  
College Mission Statement  

Our Mission  
MWCC is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

Our Mission Principles  
Mount Wachusett Community College’s faculty and staff actualize institutional mission by adhering to the following operating principles:

- Teaching and Learning Excellence…our central purpose. The pursuit of educational excellence drives institutional operations, management, and effectiveness. We commit to high quality instruction, innovative curriculum, and personalized support.
- Potential for Success. We believe all students, whatever skill level or background, have the potential to learn and grow. We equip students with essential learning skills to be successful lifelong learners able to adapt easily in a changing world. We maintain a supportive learning environment. We enable learning by actively engaging students in the learning process and providing the academic, technology, and personal support services that meet unique student needs and enable student success.
- Responsive, Relevant, and High Quality Programs and Services. We offer a broad yet focused array of credit and noncredit learning opportunities that facilitate transfer to baccalaureate institutions of higher education, workforce entry and/or advancement, and the development of fundamental academic and learning skills essential for successful transition to college and the workplace.
- Community Engagement, Development, and Impact. We actively listen to and support our diverse regional communities, serving as a vital catalyst for economic and workforce growth and development, civic engagement, a seamless PK-16 system of public education, cultural enrichment, and positive change and improvement. We engage in regional alliances to solve economic, educational, and civic problems impacting the community.

Mission and Philosophy of the MWCC Nursing Program  
The Mission of the department of nursing is to prepare persons for licensure as nurses. The department serves the needs of the Commonwealth for safe, contemporary nursing care of its citizens. Students are educated in the care of the person of diverse age, gender, race, culture, socioeconomic, and health status within a variety of structured health care settings according to the respective scope of practice delineated by CMR 244.3.00.

The department of nursing is committed to providing cost effective quality education to a diverse student population. This goal is accomplished by promoting opportunities for students to experience

a. a motivating learning environment that encourages enthusiasm and pride in the profession of nursing;

b. the opportunity to obtain knowledge and develop understanding of nursing practice;

c. the opportunity to increase knowledge of self and others, thereby encouraging personal and professional growth;
d. an atmosphere that encourages students to actively participate in learning experiences needed for beginning level of nursing practice.

Nursing education is a lifelong process. The basic assumption of nursing education is that there is a body of knowledge, skills, and behaviors/attitudes that can be learned. Learning occurs as the student incorporates the concepts and skills afforded by diverse learning situations, applies them, and evaluates the outcomes. Identifying opportunities for further learning is an essential component of nursing education. Becoming a nurse is an experiential, maturational, developmental process, which proceeds from the simple to the complex in knowledge, behavior, and skill attainment. The faculty believe that teaching and learning are interactive processes and expect the student to assume an active role. A variety of instructional strategies are used to facilitate critical thinking and problem solving, thereby enabling the learner to transfer knowledge and skills from the didactic to the clinical settings. These skills enable the nurse to make decisions and take actions that are consistent with standards for nursing practice and licensing laws.

**American Nurses Association (ANA) Code for Nurses**

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 rights of the patient.
4. The nurse is responsible and accountable for 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 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 care professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

National Student Nurses’ Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

National Student Nurses’ Association, Inc.
Code of Professional Conduct

As a member of the National Student Nurses’ Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses’ association.
- Uphold all Bylaws and regulations relating to the student nurses’ association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses’ association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses’ association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses’ association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses’ association’s mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses’ associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates Pittsburgh, PA at the 47th Annual NSNA Convention

References: American Society of Association Executives and the National Society for Fund Raising Executives.
**Definition of Terms**

**Nursing** is the assistance of individuals, families, and communities in preventing disease, maintaining health, and meeting the needs of the sick. Nursing is a nurturing, health-oriented service that focuses on planned interventions by the nurse. These interventions are based on human needs and the nursing process. Nursing is an academic discipline based on scientific principles and incorporates tenets from the humanities and the social sciences.

**Practical Nursing** (PN) is the utilization of specific knowledge and skills to deliver safe and competent care to patients with usual or expected outcomes. Practical nurses work under the supervision of practitioners with higher degrees in acute and non-acute settings. The practical nurse is a participating member of the health care team who assists in assessing, planning, implementing, and evaluating nursing care and with patient education. The licensed practical nurse is responsible and accountable for their own nursing practice.

**Associate Degree Nursing** (ADN) Programs prepare registered nurses who provide safe, direct nursing care in acute and non-acute situations. The ADN nurse makes independent nursing assessments within a variety of settings for which there is protocol or procedure and assumes responsibility for his/her actions. The ADN may deliver direct care or delegate care activities to health team members with similar or less academic preparation. The registered nurse is responsible and accountable for their own nursing practice.

**Nursing education** is the interaction between student and faculty in which the student learns the scientific basis for the nursing process and the comforting, supportive behaviors of the nurse. The teaching-learning process occurs between nursing faculty and student. Students are responsible for their own learning. Both students and faculty are committed to the practice of nursing. Nursing education utilizes principles gathered from the humanities, from the natural, psychosocial, and medical sciences, and from nursing's own body of knowledge. Multiple instructional methods and planned clinical experiences in varied health agencies facilitate the implementation of the curriculum and augment the learning process. The environment provides continuing in-depth periodic evaluation of progress.

The role of the nursing faculty is to facilitate learning. The faculty assumes the responsibility for the creation of an environment where the student can effectively learn the art and science of nursing. Faculty also maintain and increase their knowledge and skills in nursing and the educational process. Students begin their learning in situations requiring close supervision in structured settings. As they progress through the curriculum, they acquire knowledge and experience necessary to apply the nursing process in less structured settings and in settings requiring higher-level critical thinking skills and higher levels of autonomy.

This environment allows the student to progress from simple to complex learning experiences. The faculty of this program place responsibility for learning on the student of nursing, believing that learning is a change in behavior resulting from thought and responsiveness to the environment in which the student is placed. The nursing faculty believe that nursing education should take place in institutions of higher education in order to broaden the students' knowledge and understanding of the individual and the role and function of the individual in a dynamic society.
Further, the faculty consider evaluation an integral component of the educational process. Evaluation should be efficient and effective. Comprehensive evaluation considers both people and programs. The primary reasons for "evaluating" are to acquire data for decision-making and to stimulate thought. The faculty believe that education is a life-long process that often occurs in stages. Education should be attainable and accessible to all individuals. Barriers to education should be minimized whenever possible.

The faculty believe that the LPN to ADN Curriculum Ladder is based on sound educational methods and provides the student with a balance between general education and nursing courses. This curriculum achieves the goals of attainable and accessible education with minimal barriers. This program is flexible in meeting the needs of our dynamic society, accepting students with varying educational backgrounds and experience, recognizing students’ previously acquired skills, and providing a valid basis for further education and experience.

Therefore, this program prepares graduate nurses to perform nursing functions, after a suitable orientation, at beginning level positions in hospitals, physicians' offices, nursing homes, and other health service facilities. Graduates of the PN program are eligible for practical nurse licensure. Graduates of the ADN program are eligible for licensure as a registered nurse.

This program prepares graduates for beginning nursing positions in a variety of settings. Essential to this preparation are the following core components and competencies: Human Flourishing, Nursing Judgment, Professional Identity and Spirit of Inquiry.

244 CMR: BOARD OF REGISTRATION IN NURSING

4/8/94 (Effective 3/11/94) - corrected 244 CMR - 9

244 CMR 3.00: REGISTERED NURSE AND LICENSED PRACTICAL NURSE

Section

3.01: Definition - Registered Nurse

3.02: Responsibilities and Function - Registered Nurse

3.03: Definition - Practical Nurse

3.04: Responsibilities and Functions - Practical Nurse

3.05: Delegation and Supervision of Selected Nursing Activities by Licensed Nurses to Unlicensed Personnel

3.01: Definition - Registered Nurse

Registered Nurse is the designation given to an individual who is licensed to practice professional nursing, holds ultimate responsibility for direct and indirect nursing care, is a graduate of an approved school for professional nursing, and is currently licensed as a Registered Nurse pursuant to M.G.L. c. 112. Included in such responsibility is providing nursing care, health maintenance, teaching*, counseling, planning and restoration for optimal functioning and comfort, of those they serve.

3.02: Responsibilities and Functions - Registered Nurse

A registered nurse shall bear full and ultimate responsibility for the quality of nursing care she/he provides to individuals and groups. Included in such responsibility are health maintenance, teaching, counseling, collaborative planning and restoration of optimal functioning and comfort or for the dignified death of those they serve. A registered nurse, within the parameters of his/her generic and continuing education and experience, may delegate nursing activities to their registered nurses and/or health care personnel, provided, that the delegating registered nurse shall bear full and ultimate responsibility for:

(1) making an appropriate assignment;
(2) properly and adequately teaching, directing and supervising the delegatee; and
(3) the outcomes of that delegation. A registered nurse shall act, within his/her generic and continuing education and experience to:

(a) systematically assess health status of individuals and groups and record the related health data;
(b) analyze and interpret said recorded data; and make informed judgments there from as to the specific problems and elements of nursing care mandated by a particular situation;
(c) plan and implement nursing intervention which includes all appropriate elements of nursing care, prescribed medical or other therapeutic regimens mandated by the particular situation, scientific principles, recent advancements and current knowledge in the field;
(d) provide and coordinate health teaching required by individuals, families and groups so as to maintain the optimal possible level of health;
(e) evaluate outcomes of nursing intervention, and initiate change when appropriate;
(f) collaborate, communicate and cooperate as appropriate with other health care providers to ensure quality and continuity of care;
(g) serve as patient advocate, within the limits of the law.

3.03: Definition - Practical Nurse

Licensed practical nurse is the designation given to an individual who is a graduate of an approved practical nursing program, and who is currently licensed as a practical nurse pursuant to M.G.L. c 112. The licensed practical nurse functions within the framework specified by the nursing statutes and regulations of the Commonwealth.

* Defined as assignment consistent with the education, experience and demonstrated competence of the assignee and consistent with the needs of the patient(s).
3.04: Responsibilities and Functions - Practical Nurse
A licensed practical nurse bears full responsibility for the quality of health care s/he provides to patients or health care consumers. A licensed practical nurse may delegate nursing activities to other administratively assigned health care personnel provided; that the delegating licensed practical nurse shall bear full responsibility for:
(1) making an appropriate assignment,
(2) adequately teaching, directing and supervising the delegate(s), and
(3) the outcome of that delegation: all within the parameters of his/her generic and continuing education and experience.
(4) A licensed practical nurse participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning and rehabilitation, to the extent of his/her generic and continuing education and experience in order to:
(a) assess an individual's basic health status, records and related health data;
(b) participate in analyzing and interpreting said recorded data, and making informed judgments as to the specific elements of nursing care mandated by a particular situation;
(c) participate in planning and implementing nursing intervention, including appropriate health care components in nursing care plans that take account of the most recent advancements and current knowledge in the field;
(d) incorporate the prescribed medical regimen into the nursing plan of care;
(e) participate in the health teaching required by the individual and family so as to maintain an optimal level of health care;
(f) when appropriate evaluate outcomes of basic nursing intervention and initiate or encourage change in plans of care;
(g) collaborate, cooperate and communicate with other health care providers to ensure quality and continuity of care.

3.05: Delegation and Supervision of Selected Nursing Activities by Licensed Nurses to Unlicensed Personnel
The qualified licensed nurse (Registered Nurse/Practical Nurse) within the scope of his/her practice is responsible for the nature and quality of all nursing care that a patient/client receives under his/her direction. Assessment/identification of the nursing needs of a patient/client, the plan of nursing actions, implementation of the plan, and evaluation of the plan are essential components of nursing practice and are the functions of the qualified licensed nurse. The full utilization of the services of a qualified licensed nurse may permit him/her to delegate selected nursing activities to unlicensed personnel. Although unlicensed personnel may be used to complement the qualified licensed nurse in the performance of nursing functions, such personnel cannot be used as a substitute for the qualified licensed nurse. The following sections govern the licensed nurse in delegating and supervising nursing activities to unlicensed personnel. Delegation by Registered Nurses and Licensed Practical Nurses must fall within their respective scope of practice as defined in M.G.L. c. 112, § 80B, paragraphs 1 and 2. Said delegation must occur within the framework of the job description of the delegatee and organizational policies and procedures and also must be in compliance with 244 CMR 3.05(4) and (5).
(1) Definitions
Delegation - The authorization by a qualified licensed nurse to an unlicensed person as defined in 244 CMR 3.05(1) to provide selected nursing services.
Supervision - Provision of guidance by a qualified licensed nurse for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity.
Unlicensed Person - A trained, responsible individual other than the qualified licensed nurse who functions in a complementary or assistive role to the qualified licensed nurse in providing direct patient/client care or carrying out common nursing functions. The term includes, but is not limited to, nurses' aides, orderlies, assistants, attendants, technicians, home health aides, and other health aides.
(2) General Criteria for Delegation. Delegation of nursing activities to unlicensed persons shall comply with the following requirements:

(a) The qualified licensed nurse delegating the activity is directly responsible for the nursing care given to the patient/client, and the final decision as to what nursing activity can be safely delegated in any specified situation is within the specific scope of that qualified licensed nurse's professional judgment.

(b) The qualified licensed nurse must make an assessment of the patient's/client's nursing care needs prior to delegating the nursing activity.

(c) The nursing activity must be one that a reasonable and prudent nurse would determine to be delegable within the scope of nursing judgment; would not require the unlicensed person to exercise nursing judgment; and that can be properly and safely performed by the unlicensed person involved without jeopardizing the patient's/client's welfare.

(d) The unlicensed person shall have documented competencies necessary for the proper performance of the task on file within the employing agency; an administratively designated nurse shall communicate this information to the qualified licensed nurse(s) who will be delegating activities to these individuals.

(e) The qualified licensed nurse shall adequately supervise the performance of the delegated nursing activity in accordance with the requirements of supervision as found in 244 CMR 3.05(3).

(3) Supervision. The qualified licensed nurse shall provide supervision of all nursing activities delegated to unlicensed persons in accordance with the following conditions: The degree of supervision required shall be determined by the qualified licensed nurse after an evaluation of appropriate factors involved, including, but not limited to, the following:

(a) the stability of the condition of the patient/client;

(b) the training and capability of the unlicensed person to whom the nursing task is delegated;

(c) the nature of the nursing task being delegated; and

(d) the proximity and availability of a qualified licensed nurse to the unlicensed person when performing the nursing activity.

(4) Delegation of Nursing Activities. By way of example, and not in limitation, the following nursing activities are usually considered within the scope of nursing practice to be delegated, and may be delegated provided the delegation is in compliance with 244 CMR 3.05(2):

(a) Nursing activities which do not require nursing assessment and judgment during implementation;

(b) The collecting, reporting, and documentation of simple data;

(c) Activities which meet or assist the patient/client in meeting basic human needs, including, but not limited to: nutrition, hydration, mobility, comfort, elimination, socialization, rest and hygiene.

(5) Nursing Activities That May Not Be Delegated. By way of example, and not in limitation, the following are nursing activities that are not within the scope of sound nursing judgment to delegate:

(a) Nursing activities which require nursing assessment and judgment during implementation;

(b) Physical, psychological, and social assessment which requires nursing judgment, intervention, referral or follow-up;

(c) Formulation of the plan of nursing care and evaluation of the patient's/client's response to the care provided;

(d) Administration of medications except as permitted by M.G.L. c. 94C.

(6) Patient/Client Health Teaching and Health Counseling. It is the responsibility of the qualified licensed nurse to promote patient/client education and to involve the patient/client and, when appropriate, significant others in the establishment and implementation of health goals. While unlicensed personnel may provide information to the patient/client, the ultimate responsibility for health teaching and health counseling must reside with the qualified licensed nurse as it relates to nursing and nursing services.

REGULATORY AUTHORITY
244 CMR 3.00: M.G.L. c. 112, § 80B.
Program Framework

The organizing framework for the PN and ADN program integrates the college core competencies, Maslow’s Hierarchy of Needs Theory, the nursing process, Marjory Gordon’s Functional Health Patterns, and the Nurse of the Future (NOF) core competencies. The NOF core competencies integrate the core competencies of the Institute of Medicine (IOM), the Quality and Safety Education for Nurses model (QSEN), and the National League for Nurses (NLN). These theories provide the structure for curriculum, student learning outcomes (SLOs), course sequencing, and individual course content. SLOs of the PN and ADN program are based on the ten NOF core competencies and drive the curriculum threads of the nursing education programs. Program SLOs are Patient Centered-Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These threads are woven throughout each individual course and guide the student to the SLOs. The curriculum evolves from simple to complex concepts with student progress and achievement assessed throughout the program using evaluation tools based on the core competencies. The students internalize these concepts and are expected to exhibit behaviors which are essential for entry level nursing practice upon graduation.
PRACTICAL NURSING CERTIFICATE PROGRAM

Licensed Practical Nurses (LPNs) provide care for sick and injured patients under the direction of physicians and registered nurses. They take vital signs, prepare and give medications, apply dressings, observe physical and mental changes in patients, collect samples, maintain patient hygiene, and attend to physical, mental, and spiritual needs. MWCC’s Practical Nursing Certificate provides short-term education leading to a rewarding health care career. The college credits earned in this program may be applied toward a nursing degree. The PN Certificate is approved by the Massachusetts Board of Nursing. Graduates take the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Practical Nursing Program

The practical nursing faculty subscribes to the mission statement of Mount Wachusett Community College, and subscribes to the following beliefs about the following:

The Nature of a Person and the Person’s State of Health

The practical nursing faculty believes that each person is a unique individual with physical, intellectual, social, emotional, and spiritual needs. The person’s behavior is self-directed at meeting his or her own needs and s/he does so by responding to self, others, and the environment. The individual’s inherent dignity, worth, and integrity are respected.

A person in need of nursing care can be described from a health perspective with reference to (1) the presence or absence of disease, injury, disability, or disfigurement; (2) the quality of general health characteristics that together define the person’s health state; (3) the life-cycle-oriented events and circumstances that indicate current changes and existing needs for health care. These dimensions of health, when accurately described for a person, indicate appropriate health care goals, specify the kinds of health care required, and may also indicate the kinds of obstacles to self-care that are present or could be present.

Each person has an innate ability and right to care for self. Self-care is defined as activities a person initiates and performs on his/her own behalf in order to maintain life, the present state of health and well-being, or to strive toward an estimated, potential state. Requirements for self-care are identified as universal, developmental, and health-deviation requisites. The capacity to hope is that which sustains self-care.

On Nursing in Society

The practical nursing faculty believes that nursing is a caring service and a mode of helping human beings. It is an art and a science. The nursing system is all the actions and interactions of nurses, clients and families in nursing practice situations. The nursing system for an individual may be wholly compensatory, partly compensatory, or supportive-educative.
Nursing has as its special concern the individual’s need and right for self-care. Nursing is an interpersonal process directed toward identifying and meeting the self-care needs of the individual to sustain life and health, recover from disease or injury, find meaning in the illness, or conclude his/her lifespan as comfortable as possible.

The primary role of the practical nurse is to provide nursing care consistent with the needs, rights, and diverse backgrounds of people as they assume responsibility for their health-related self-care. The practical nurse is fully accountable for the quality of the nursing care s/he provides.

On the Nature of Practical Nursing

The practical nursing faculty believes that the graduate of this program is eligible for licensure as a licensed practical nurse. The practical nurse draws on a theoretical base, utilizing knowledge from the natural and behavioral sciences in providing care in acute, long-term, and community settings. The practical nurse participates in direct and indirect nursing care of clients in various developmental stages who need assistance to sustain life and health, recover from disease and injury or cope with the effects of the disease, injury, and dying. The practical nurse uses the problem-solving approach to assess an individual’s basic health status records and related health data; participate in analyzing and interpreting said recorded data and making informed judgments as to the specific elements of nursing care mandated by a particular situation; participate in planning and implementing nursing intervention, including appropriate health care components in nursing care plans that take account of the most recent advancements and current knowledge in the field; incorporate the prescribed medical regimen into the nursing plan of care; participate in the health teaching required by the individual and family so as to maintain an optimal level of health care; when appropriate evaluate outcomes of basic nursing intervention and initiate or encourage change in plans of care; collaborate, cooperate, and communicate with other health care providers to ensure quality and continuity of care. (Massachusetts Board of Nursing–Rules and Regulations 3.04)

On Nursing Education

The practical nursing faculty believes that education for a career in nursing should take place in institutions of higher education. This educational process should enable the student to apply knowledge from nursing and the natural and behavioral sciences as a basis to understanding the health care problems of individuals and families. The faculty believes that learning is an active process on the part of the learner proceeding from the simple to the complex. The learner will recognize his/her own limitations, evaluate direction and lifelong learning methods. The faculty of the program will facilitate learning by utilizing a wide variety of educational methods including lecture, simulation, audiovisual materials, clinical experiences, and computer-assisted learning.

The practical nurse faculty believes that this program prepares the graduates for practice as an entry-level practical nurse and also serves as a foundation for graduates who wish to pursue education toward an associate degree in nursing. The graduate of the program utilizes the problem-solving approach to care for clients of diverse backgrounds across the lifespan with commonly occurring health deviations.
National Association for Practical Nurse Education
and Service Standards of Practice
for Licensed Practical/Vocational Nurses

The LP/VN provides individual and family-centered nursing care. The LP/VN shall

A. Utilize principles of nursing process in meeting specific patient needs of patients of all ages in the areas of
   1. Safety
   2. Hygiene
   3. Nutrition
   4. Medication
   5. Elimination
   6. Psycho-social and cultural
   7. Respiratory needs

B. Utilize appropriate knowledge, skills, and abilities in providing safe, competent care.

C. Utilize principles of crisis intervention in maintaining safety and making appropriate referrals when necessary.

D. Utilize effective communication skills.
   1. Communicate effectively with patients, family, significant others, and members of the health team.
   2. Maintain appropriate written documentation.

E. Provide appropriate health teaching to patients and significant others in the areas of
   1. Maintenance of wellness
   2. Rehabilitation
   3. Utilization of community resources

F. Serve as a patient advocate
   1. Protect patient rights
   2. Consult with appropriate others when necessary

The LP/VN fulfills the professional responsibilities of the Practical/Vocational Nurse. The LP/VN shall:

A. Know and apply the ethical principles underlying the profession.
B. Know and follow the appropriate professional and legal requirements.
C. Follow the policies and procedures of the employing institution.
D. Cooperate and collaborate with all members of the healthcare team to meet the needs of family-centered nursing care.
E. Demonstrate accountability for his/her nursing actions.
F. Maintain competency in terms of knowledge and skills in the area of employment.

The LP/VN follows the NAPNES Code of Ethics. The LP/VN shall

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his/her family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in healthcare through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation which shall meet the health needs of its people.
Practical Nursing Program
Admissions Policy

Application deadline: September 15

1. Complete college admissions application form, accompanied by the $10 application fee.
2. Complete practical nursing program application form.
3. High school graduation or General Equivalence Diploma (GED) is required for admission. An official transcript from the high school or a copy of the GED scores and/or GED certificate (documents must be received directly from the high school or test center).
4. Supply copy of official transcripts from all colleges attended.
5. Take placement tests in sentence structure, reading comprehension, and math (students who have successfully completed a college math and/or English course may be exempt from one or more of these tests).
6. College placement tests/Test of Essential Academic Skills (TEAS) Mount Wachusett Community College has made the TEAS Version 5.0 test a requirement for admission into the Practical Nursing Certificate program. Demonstrate proficiency in English and mathematics using one of the following:
   **English Proficiency:**
   Students are strongly urged to have completed ENG101, with C+ or better at the time of application.

   **Math Competency: Prior to enrolling in NUR102**
   Completed MAT126 with a grade of C+ or higher or through college placement testing.

   **Biology Requirement:**
   BIO152 is a pre- or co-requisite for NUR102 and must be completed with a C+ or greater prior to enrolling in NUR104 (BIO199 and BIO204 with a C+ or greater may be substituted for BIO152).

7. Complete and return the practical nursing application and the forms to the Admissions Office:
   - Practical Nursing Program Admission Form
   - Work/Volunteer Experience Form

8. Informational meetings are held monthly where admission materials are distributed, requirements are explained, and questions are answered. Date and location for the meetings are available from the admissions office (978-630-9110).

**Please note that the following information must be received before courses begin:**

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (DPT, MMR, flu vaccine, Varicella, Hepatitis B series with follow-up TITRE and 2 step PPD screening) must be provided to the health office. Contact the health services office, 978-630-9136, for more information.
3. If PPD is positive a chest x-ray will be required followed by an annual TB questionnaire. Also a MD report and TB screen evaluation will also be required.
4. Liability insurance coverage of $1,000,000/$3,000,000 is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
5. CPR Certification (Professional Rescuer or Healthcare Provider) is required. A
Certificate of completion must be presented to the health sciences department prior to entry into nursing courses. **On-line CPR courses are not accepted.**

6. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.

7. Completion of CORI form.

8. Drug testing may be mandatory at some MWCC clinical instruction sites.

9. Additional immunizations may be required based on clinical placement.

Nursing students have an extensive classroom/clinical commitment. It is, therefore, advisable for students to consider this when scheduling employment. Students need to carefully evaluate the number of hours of employment they schedule when enrolled in this program.

**Practical Nursing Program**

**Student Learning Outcomes**

THE GRADUATE OF THE MWCC PRACTICAL NURSING PROGRAM WILL:

1. **Patient-Centered Care**
   - Provide holistic care that recognizes an individual’s preference, values, and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

2. **Professionalism**
   - Demonstrate accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

3. **Leadership**
   - Influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

4. **Systems-Based Practice**
   - Demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystems resources to provide care that is of optimal quality and value.

5. **Informatics and Technology**
   - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

6. **Communication**
   - Interact effectively with clients and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

7. **Teamwork and Collaboration**
   - Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development.

8. **Safety**
   - Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

9. **Quality Improvement**
   - Collect data to monitor the outcomes of care processes, and will use data to continuously improve the quality and safety of health care systems.

10. **Evidence-Based Practice**
    - Identify and value using the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.
Courses must be taken according to progression listed on this sheet. Otherwise, the student is not able to progress to next cycle.

### Prior to admission

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MAT126** Topics in Mathematics</td>
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### Semester I

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**Semester total:** 18

### Semester II

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<td>NUR104 Maternal Child Nursing</td>
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<td>PSY110 Human Growth &amp; Development</td>
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**Semester total:** 14

### Semester III

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<tr>
<td>NUR106 Contemporary Nursing for Practical Nurses</td>
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</table>

**Semester total:** 13

**Total Credits:** 49

*May substitute: BIO199, Anatomy and Physiology I AND BIO204, Anatomy and Physiology II

** Competency may be met with completion of a math course equal to MAT126 Topics In Mathematics or higher (not MAT140 Elements Of Mathematics I) with a grade of C+ or better or through college placement testing.

It is recommended that students undertaking this Practical Nursing coursework complete their 4-credit science(s), English 101, Math 126 and Psychology 105 and 110 prior to entering the program.

PLEASE NOTE: All BIO, MAT126 or higher (excluding MAT140), and NUR courses require a grade of “C+” in order to be eligible for promotion to the next level. Also, BIO 152, 199, 204, and 205 credits cannot be more than ten years old from the nursing application deadline date.
Associate Degree Nursing Program
Admissions Policies

ADN Application deadline: January 15
LPN to ADN Bridge Program Application deadline: December 1

1. Complete college admission application form.
2. Complete registered nursing program application form.
3. Supply copy of official transcript from high school or GED certificate.
4. Supply copy of official transcripts from all colleges attended.
5. Schedule an informational session for advising, placement testing, and general information relative to the program.
6. Successful passage of the TEAS examination is a requirement for admission to the Associate Degree in Nursing.
7. Demonstrate math competency by completing MAT126 or higher with a grade of C+ or higher or through college math CPT test.
8. Complete a four-credit lab science with a C+ or higher within the last five years.

Please see the MWCC College Catalog and Student Handbook for English proficiency requirements.

Once the student’s file is complete, the nursing admissions committee will evaluate the file and notify applicants in writing of the admission decision.

Please note that the following information must be received before courses begin:

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (DPT, MMR, flu vaccine, Varicella, Hepatitis B series with follow-up TITRE and 2 step PPD screening) must be provided to the health office. Contact the health services office, 978-630-9136, for more information.
3. If PPD is positive a chest x-ray will be required followed by an annual TB questionnaire. Also a MD report and TB screen evaluation will also be required.
4. Liability insurance coverage of $1,000,000/$3,000,000 is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
5. CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into nursing courses. **On-line CPR courses are not accepted.**
6. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
7. Completion of CORI form.
8. Drug testing may be mandatory at some MWCC clinical instruction sites.
9. Additional immunizations may be required based on clinical placement.

Nursing students have an extensive classroom/clinical commitment. It is, therefore, advisable for students to consider this when scheduling employment. Students need to carefully evaluate the number of hours of employment they schedule when enrolled in this program.
Associate Degree Nursing Program
Student Learning Outcomes

THE GRADUATE OF THE MWCC ADN PROGRAM WILL:

1. **Patient-Centered Care**
   Manage holistic care that recognizes an individual’s preference, values, and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

2. **Professionalism**
   Validate accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

3. **Leadership**
   Organize the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

4. **Systems-Based Practice**
   Support an awareness of and responsiveness to the larger context of the health care system, and on microsystems resources to provide care that is of optimal quality and value.

5. **Informatics and Technology**
   Evaluate information and technology to communicate, manage knowledge, mitigate error, and support decision making.

6. **Communication**
   Relate effectively with clients and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

7. **Teamwork and Collaboration**
   Collaborate effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development.

8. **Safety**
   Assess risk of harm to patients and providers through both system effectiveness and individual performance.

9. **Quality Improvement**
   Analyze data to monitor the outcomes of care processes, and to continuously improve the quality and safety of health care systems.

10. **Evidence-Based Practice**
    Integrate the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.

**Role of the ADN in Practice**

The nursing program at MWCC subscribes to the National League for Nursing’s delineation of roles and competencies of the graduate of an associate degree nursing program.

Three interrelated roles have been defined for graduates of the associate degree nursing program based upon the above assumptions underlying the scope of practice. These roles are provider of care, manager of client care, and member of the profession of nursing. In each of these roles, decisions and practice are determined on the basis of knowledge, skills, attitudes, the nursing process, and established protocols of the setting. Core components of the graduate include professional behaviors, communication, assessment, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care. (Massachusetts Board of Nursing–Rules and Regulations 3.04)
**Prior to admission**  

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<tr>
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<td>MAT126**</td>
<td>Topics in Mathematics</td>
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**Semester I**  

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<td>Foundations of Nursing</td>
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<td>PSY105*</td>
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**Semester II**  

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<td>NUR113</td>
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<td>NUR230</td>
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</tr>
<tr>
<td>NUR222</td>
<td>Medical Surgical Nursing, Part II</td>
<td>9</td>
</tr>
<tr>
<td>PER 126***</td>
<td>Fitness and Wellness Elective</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**  

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>76</td>
</tr>
</tbody>
</table>

*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester.  
** Competency may be met with completion of a math course equal to MAT126 Topics In Mathematics or higher (not MAT140 Elements Of Mathematics I) with a grade of C+ or better or through college placement testing.  
***For students planning to transfer to a four-year institution, PER 130 is recommended.  
PLEASE NOTE: All BIO, MAT126 or higher (excluding MAT140), and NUR courses require a grade of “C+” in order to be eligible for promotion to the next level. Also, BIO 199, 204, and 205 credits cannot be more than ten years old from the nursing application deadline date.
MWCC offers currently licensed LPNs a Bridge Program to complete requirements for an Associate Degree in Nursing in 12 months. Credit is given for the first semester (NUR111) of the associate degree program allowing applicants to enter the second semester nursing courses. Applicants must hold current licensure in good standing as a LPN with one year work experience. This is a hybrid program with both classroom and on-line course work. Students selected for the LPN to ADN Bridge Program will be an ATI exam on Maternity and Pediatrics. Those not meeting the required testing score will be required to take NUR115 in June/July.

Courses that must be completed prior to acceptance:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO199</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT126*</td>
<td>Topics in Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>NUR111</td>
<td>Foundations of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Maymester/Summer I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR116</td>
<td>LPN to RN “Transitions”</td>
<td>4</td>
</tr>
<tr>
<td>PSY110</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Summer II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR115</td>
<td>Family Centered Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>NUR230</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR220</td>
<td>Medical Surgical Nursing, Part I</td>
<td>6</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR204</td>
<td>Trends in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR222</td>
<td>Medical Surgical Nursing, Part II</td>
<td>9</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness and Wellness Elective</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 76

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### Prerequisite Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111</td>
<td>Foundations Of Nursing*</td>
<td>7</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Math**</td>
<td>4</td>
</tr>
</tbody>
</table>

### Year 1

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>Human Growth And Development</td>
<td>3</td>
</tr>
<tr>
<td>NUR 116</td>
<td>LPN to RN Transitions</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Maymester/Summer I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 115</td>
<td>Family Centered Nursing Care</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Summer II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 230</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 103</td>
<td>Introduction To Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 220</td>
<td>Medical Surgical Nursing, Part I</td>
<td>6</td>
</tr>
</tbody>
</table>

### Year 2

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 222</td>
<td>Medical-Surgical Nursing Part II</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204</td>
<td>Trends In Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness ¹,²</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective ¹,³</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective ¹,⁴</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credits: | 76 |

*Waived with an LPN license

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Program Outcomes for MWCC

1. **Program completion rate:** 70% (or more) of students who are accepted and enroll in a MWCC Nursing Program will complete the program in 150% of the expected time for completion.

2. **Employment rate:** 70% of MWCC nursing program graduates will report employment in a nursing position commensurate with their training within 12 months post-graduation.

3. **NCLEX pass rates:** MWCC nursing graduates will pass the NCLEX RN or PN exam at a rate equal to or above the national mean for first time attempts.

<table>
<thead>
<tr>
<th>Class of:</th>
<th>National Mean NCLEX–RN AD (overall)</th>
<th>MWCC - Associate's Degree</th>
<th>Class of:</th>
<th>National Mean NCLEX-PN</th>
<th>MWCC – Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>89.3 (90.3)%</td>
<td>83%</td>
<td>2011</td>
<td>84.63% (2012)</td>
<td>98%</td>
</tr>
<tr>
<td>2013</td>
<td>81.43 (83.04)%</td>
<td>72%</td>
<td>2012</td>
<td>84.63% (2013)</td>
<td>94%</td>
</tr>
<tr>
<td>2014</td>
<td>80.71 (82.86)%</td>
<td>87%</td>
<td>2013</td>
<td>83.27% (2014)</td>
<td>98%</td>
</tr>
</tbody>
</table>

(National numbers are for first time, US educated)

Three year mean:

<table>
<thead>
<tr>
<th>Classes of:</th>
<th>National Mean NCLEX–RN AD (overall)</th>
<th>MWCC - Associate's Degree</th>
<th>Classes of:</th>
<th>National Mean – NCLEX-PN</th>
<th>MWCC – Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-14</td>
<td>83.8 (85.4)</td>
<td>80.6</td>
<td>2011-13</td>
<td>84.1 (2012-14)</td>
<td>96.6</td>
</tr>
</tbody>
</table>

4. **Graduation satisfaction:** 90% of MWCC nursing graduates will report satisfaction with the nursing program on the graduate surveys within 9 months of graduation.

5. **Continuing Education:** 25% of MWCC nursing graduates will report continuing education within 5 years of graduation from the nursing program.

6. **Employer satisfaction:** 80% of employers of MWCC nursing graduates will report satisfaction (“Agree” or “Strongly agree”) with the quality of preparation for the job on MWCC Graduate Employer surveys.

Last updated 4/22/2015 mcp
GENERAL POLICIES FOR ALL NURSING PROGRAMS

ATI (Academic Testing Institute) Nursing Testing

Students will receive information about the ATI testing program with each nursing course. The program includes resources for studying as well as proctored and non-proctored tests online. Test requirements will be included in each course’s syllabus. ATI booklets are distributed at the beginning of classes to supplement student learning. For more information, visit www.atitesting.com.

Academic Advising

Nursing students are assigned nursing faculty advisors at the beginning of their education in the nursing program. Throughout their enrollment at MWCC, students are guided by advisors in the following ways: selection of courses to meet program requirements; explanation of academic standards, college policies and procedures; and access to student support services. Faculty advisors hold scheduled office hours, and may also schedule individual appointments with student advisees at mutually convenient times. Telephone numbers and email addresses are located in the front of this handbook.

Alcohol/Substance Abuse Policy

The department of nursing will follow the Drug and Alcohol Policies as outlined in the MWCC College Catalog/Student Handbook. Chemical dependency is defined as an illness in which alcohol or drug use interferes with the person’s ability to function safely and affects the person’s physical, emotional, and social health. The department of nursing will counsel students with chemical dependency and direct them to treatment as appropriate. If testing is to be done, it will follow the recommendations of the institution’s legal counsel. Students may or may not continue with their nursing education depending on the student’s compliance with treatment and contract initiated with the dean/director at the time of the intervention. Faculty believes that students who comply with treatment and remain substance free can become safe practicing graduate nurses.

Attendance Policy: Practical Nursing Certificate Program

In order to remain enrolled, the practical nursing student must meet certain attendance requirements. Each course syllabus outlines the policy on attendance. The Board of Registration in Nursing (BORN) stipulates that practical nursing programs allot designated amounts of time to theory, laboratory and clinical areas. As a result, the student is advised that attendance is calculated on a cumulative basis.

Students must return promptly from break/lunch in order to receive full credit for the day. Tardiness will be documented and deducted as time missed.

The Massachusetts Board of Registration in Nursing requires a total of 945 hours of nursing theory, and laboratory and 540 clinical hours. Based on Mount Wachusett Community College’s nursing program curriculum, students may not miss more than fifteen (15) hours of class and lab for the entire program of 41 weeks.

Because of the impact of preparation in the laboratory area, the student must personally notify the instructor or the school if they are going to be late or absent. Laboratory experiences and lab testing may be made-up at the student’s expense.
The practical nursing student will be allowed to miss no more than one clinical day (8.5 hours) per semester. Students who miss more than one clinical day in a semester must follow the clinical make-up policy in order to graduate from the program.

Absences for Pregnancy or Childbirth
In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. For more information, please contact the Dean of Students.

Short Term Disabilities
Students that present with a disability that may impact their ability to meet the Nursing Technical Standards, need to contact the Dean of Students.

For those students returning to the program following a medical absence, provision of documentation from a licensed healthcare provider on the Return from Medical Absence form is required. Documentation must state that the student is able to meet all technical standard requirements.

Practical Nursing Program: Make-up Policy

Students must meet attendance requirements of the class/clinical/laboratory sessions of each nursing course. Each course syllabus outlines the policy on attendance and notification of instructors regarding lateness/absence and circumstances wherein a student will be permitted to make-up examinations or other exercises from which s/he is absent.

The clinical make-up policy is as follows: The student is expected to attend all clinical experiences, including laboratory experiences.

- Students with more than one clinical absence (8.5 hours) in a semester will be required to make-up the missed clinical time at the student’s expense.
- A student missing a clinical day due to noncompliance with health records/immunizations/CPR/health insurance will be required to make up the missed clinical day at their own expense, even if it is the only absence in the semester.
- Students arriving to clinical more than one (1) hour late will be sent home and will be expected to make up this time at the student’s expense.
- The clinical make-up dates will be arranged by the program coordinator.
- The clinical make-up day must be completed within thirty (30) days of the end of the semester in accordance with the College policy.
- An incomplete grade will be given until the clinical make-up day is completed.
- It is possible to fail to graduate from the program because of excessive absences.
- Students returning to the program following a medical absence, provision of documentation from a licensed healthcare provider on the Return from Medical Absences form provided in the handbook is required. Documentation must state that the student is able to meet all technical standard requirements.

Notification of absence/tardiness from the clinical site is a necessity. A student who is going to be absent/tardy from a clinical session must call both the instructor and the clinical agency where s/he is due to report to duty prior to the start of the clinical shift. Students must check with the clinical instructor at
orientation for site-specific details. If notification is not provided to the clinical site and the instructor, the student may be terminated from the program.

Attendance Policy: Associate Degree Nursing Program

Students must meet attendance requirements of the class/clinical/laboratory sessions of each nursing course. Each course syllabus outlines the policy on attendance and notification of instructors regarding lateness/absence and circumstances wherein a student will be permitted to make up examinations or other exercises from which s/he is absent. This policy will be strictly enforced. Students must return promptly from break/lunch in order to receive full credit for the day. Tardiness will be documented and deducted as time missed. Students who miss clinical time must follow the clinical make-up policy in order to graduate from the program.

Attendance Policy: Clinical Absence(s)/Tardiness

Notification of absence/tardiness from the clinical site is a necessity. A student who is going to be absent/tardy from a scheduled clinical session must call both the instructor and the clinical agency where s/he is due to report to duty prior to the start of the clinical shift. The student must ask for his/her unit and give the charge nurse his/her name and that they will be out ill on that given day. It is advisable for the student to ask the name of the person with whom s/he is speaking to avoid confusion. Students should check with the clinical instructor at orientation for site-specific details. Failure to personally notify both the clinical instructor and the clinical agency may be grounds for dismissal from the program.

Any student arriving to clinical more than one (1) hour late will be sent home and will be expected to make up this time at the student’s expense at the current hourly make-up rate.

Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. For more information, please contact the Dean of Students.

Short Term Disabilities

Students that present with a disability that may impact their ability to meet the Nursing Technical Standards, need to contact the Dean of Students.

For those students returning to the program following a medical absence, provision of documentation from a licensed healthcare provider on the Return from Medical Absence form is required. Documentation must state that the student is able to meet all technical standard requirements.

Clinical Make-Up Policy:

The clinical make-up policy is as follows:

- The student is expected to attend all clinical experiences, including skills labs.
- In the event a student misses more than one clinical day in a semester, the student will be required to make up the missed clinical time at the current hourly make-up rate at the student’s expense.
- Students will be sent home from the clinical site due to noncompliance with health records/immunizations/CPR/health insurance and will be expected to make up this time at the student’s expense at the current hourly make-up rate.
• Students arriving to clinical more than one (1) hour late will be sent home and will be expected to make up this time at the student’s expense at the current hourly make-up rate.
• Clinical make-up dates will be arranged by the clinical coordinators at the end of the semester.
• The clinical make-up day must be completed within thirty (30) day of the end of the semester in accordance with the College policy.
• It must be emphasized that excessive absences may result in a student not meeting clinical objectives and grounds for dismissal from the program.
• In the event of excessive clinical cancelations due to inclement weather or faculty absence, make-up arrangements may be made at no cost to the students.

Blackboard and Email Policy

Students are required to activate and to use their MWCC iConnect account. Each student is required to check the Blackboard site for each course in which s/he is enrolled and MWCC email on a daily basis. Only the student’s college email address will be used for correspondence.

CORI Policy for Nursing Programs

Compliance with licensure laws in the Commonwealth of Massachusetts requires all NCLEX-RN and NCLEX-PN applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Nursing students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent the student’s clinical placement and completion of the nursing program. In addition, it will delay and may prohibit eligibility to take the NCLEX-RN or NCLEX-PN. Individuals’ requiring CORI checks must also complete Sexual Offender Records Information (SORI) checks as well, consistent with current Commonwealth of Massachusetts law MGLC 178-C-178P. Record storage and usage will be in compliance with college procedures depending on the result of a CORI check, as a person’s eligibility in the nursing programs may be affected. Applicants for initial Massachusetts nurses licensure must report both felony and misdemeanor convictions, and disciplinary action to the Board of Registration in Nursing for its evaluation of the applicant’s compliance with the Good Moral Character requirement at GL, c.112, 22.74 and 74A. For details, refer to the Good Moral Character Information Sheet at http://www.mass.gov/dpl/boards/rn/forms/gmcreg.pdf.

CPR

All students matriculating in a nursing program must maintain current CPR certification. Students must provide the program with a card that designates certification in one of the following courses: CPR for the Professional Rescuer or CPR for the Healthcare Provider and the certification coverage is for the duration of the program. Certification from an online site will not be accepted.

Children in Classrooms/Clinical Settings

For issues related to safety, children are not allowed to attend nursing classes or clinical settings. Nursing faculty feel that course content might be inappropriate for other than nursing students. Further, children in the classroom are distracting to classmates and to the instructor.

Classroom Behavior, Etiquette, and Civility

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger
community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community—students, faculty, and staff members. The college community believes that a student’s education will be enhanced by adherence to the following guidelines:

1. Treat all college property with respect.
2. Students are expected to be on time for class. If the student must arrive late on a rare occasion, s/he should enter unobtrusively and sit in the first available seat nearest to the door.
3. Attend to all personal needs before the class begins.
4. Students are expected to purchase their textbooks prior to the start of class and begin reading their textbooks within the first week of class. Students who are unable to buy books at the beginning of the term should discuss the situation with the instructor.
5. Students are expected to come to class with notebooks and writing implements to take notes.
6. Students should strive to be alert throughout the class and listen carefully to the instructor, media presentations, and other students. Behaviors such as sleeping, texting, and using iPods – or any electronic device and side conversations will not be tolerated. Disruptive behaviors may result in dismissal from the classroom.
7. While in class, students are expected to cooperate with the instructor and focus on learning. Students who disrupt the classroom and distract other students interfere with the instructor’s job. For example, a conversation with friends during class is considered a disruption.
8. Students are expected to treat faculty and fellow students with respect. Prejudiced language and behavior are not tolerated in the classroom. It is inappropriate to raise one’s voice, use vulgar language, or attempt to intimidate another. Submitting without authorization the same assignment for credit in more than one course (or the same course upon readmission to the program) constitutes cheating and will result in a zero for the assignment.
9. Students are expected to stay in class and remain seated until the class is dismissed. The instructor has the right to finish his or her thoughts at the end of the class without students closing their books and walking out. Leaving before class ends gives the unmistakable impression that the individual does not respect the class, the other students, and the instructor.
10. Students should come to class prepared to discuss all assigned readings. Reading and discussion develop skills that are essential for further college work in professional careers.
11. Students are expected to do all written assignments and hand them in on time in the format requested by the instructor. Failure to complete missing assignments may result in course failure.
12. Students should work hard, ask, and respond to questions in a serious manner. They should take responsibility for their attendance, participation, and learning in the course.
13. Academic dishonesty policies and the penalty for such violations are outlined in the MWCC student handbook. Cheating means receiving unauthorized help on an assignment, quiz, or examination. It is wrong to use unauthorized sources, notes, books, and other materials during a quiz or exam or for an assignment.
14. Plagiarism is the process of submitting another individual’s work as your own and will not be tolerated. Sources must be documented. Today specialized software and the internet can help faculty to find the sources of such material easily. Plagiarism is stealing; it is academically and morally wrong. Students found guilty of such a practice will receive a zero grade for the assignment, and may be subject to withdrawal from the course and nursing program.
15. Cell phones are a distraction. The use of these devices is not permitted in the classroom, lab, or on the clinical unit.
16. Students are expected to attend class.
17. Students are responsible for reading the information in the student handbook and familiarizing themselves with all policies and procedures.
18. Netiquette: These same rules to online learning communities.
Classroom Expectations

Students are responsible for all materials discussed in the classroom. Students are responsible for their own learning as demonstrated by preparation for class, submitting written assignments on time, and meeting all course requirements as specified in the course syllabi. Attendance in all classes is expected.

Clinical Agencies

Students will be assigned to a variety of experiences in numerous agencies throughout the region. Nursing students are guests of the clinical agencies. The student’s learning experience must be accomplished with a minimum of disruption to the host agency or to its personnel. The presence of the MWCC students must, in fact, result in positive gains for both agency and student.

Specific Points to Observe

1. Promptness is expected of all students reporting for clinical experiences. Promptness is defined to mean **at least ten minutes before** the specified time. It is expected of each student to be ready to begin their clinical assignment at the specified time.
2. Patient confidentiality needs to be a priority at the clinical site. Discussion of patients in public places is prohibited. Observe HIPAA regulations at all times.
3. Observe the parking rules of the agency.
4. Instructors will discuss the lines of communication appropriate to each clinical agency. Adherence to these channels is necessary for a harmonious environment and one that enhances student learning opportunities.
5. Smoking rules of the agency must be rigidly observed. Failure to do so may jeopardize the lives of patients as well as others within the agency. As representatives of the nursing profession as well as the MWCC nursing department, students are discouraged from smoking while in view of the clinical agency. Smoking materials should not be in view of patients.
6. All rules of the visiting agency (example: dining room hours) must be observed. When in doubt, do not hesitate to ask questions of the instructor.
7. Students are **not** allowed to leave facility campus while on clinical duty.
8. Children are not allowed in the classroom and/or clinical areas at any time.

Clinical Evaluation Policy

The clinical component of each nursing course has specific written outcomes for clinical experiences. These outcomes are documented on each specific clinical evaluation tool. The clinical evaluation tools are given to each student as a part of each syllabus. Students are encouraged to review the clinical evaluation tool as a guide to individual progress weekly.

Clinical Evaluation Tools

1. Each nursing course has a corresponding clinical evaluation tool. These clinical evaluation tools focus on objectives for clinical experiences, which are specific to each nursing course and assist the student in meeting the student learning outcomes. These outcomes are expected to be achieved by the end of each clinical experience. Throughout the weeks of selected clinical experiences, the student must progress towards achieving the written outcomes for the clinical experience.
2. The clinical evaluation tool is available on the course blackboard site. Review and discussion of the specific clinical evaluation tool is integrated at the beginning of each nursing course.
3. Students are made aware of the clinical objective at the beginning of each course.
4. The clinical evaluation tool is used by faculty to provide written documentation of the student’s clinical performance mid-clinical and at the end of the clinical rotation.
5. A mid-clinical evaluation summary is written by faculty for each student at the mid-point in each clinical rotation. This written mid-clinical statement documents the status and progression for the student toward meeting the outcome of their clinical performance.
6. At the completion of the clinical experience, a written final clinical evaluation of the student is completed by the clinical faculty. This written final evaluation documents the degree to which the student met the clinical objectives.

**Clinical Expectations**

The nursing faculty believes habits and work patterns established when an individual is a student will be carried over into the work setting when they transition to the role of the graduate nurse. Every effort should be made to establish positive patterns of professional behavior, including reporting for duty on time, notifying the instructor if late or absent, and, when indicated, contacting the appropriate instructor concerning makeup work missed during absence (i.e., lecture or other assignments). Refer to course syllabi for any other specifics. Repeated tardiness may result in clinical dismissal for that day. Students must notify their clinical instructor if they are going to be late.

The clinical instructor will post assignments and will provide information on clinical expectations. Tardiness for clinical (either in the clinical site or the campus lab) is not acceptable. The student should be on the clinical unit **prepared to begin** at the specified time.

**Clinical Student Responsibilities**

Students have a responsibility to monitor their own clinical progress towards meeting the clinical outcomes for each course. These responsibilities include

1. Review the clinical evaluation tool weekly.
2. Submit to clinical instructor assignments that reflect self-assessment of progress toward meeting the outcomes of clinical experiences.
3. Initiate communication with clinical instructor concerning specific learning needs.
4. Demonstrate follow-up concerning specific instructor recommendations towards meeting the outcomes of the clinical experiences.
5. The student must make arrangements with the clinical instructor for completion of the evaluation if the student is not present the day(s) the clinical evaluations are to be given.
6. Students who do not complete the evaluation will receive a grade of “I” (Incomplete) for the course.

**Confidentiality**

A student may have access to confidential information about peers, clients, their families, and the clinical facility during his/her clinical rotations. The student must maintain confidentiality regarding all forms of verbal, photographic, videographic, written and/or electronic information. The student understands that the information may be protected by law such as state practice acts or other regulatory standards. In addition, the student may be subject to federal and state laws pertaining to information related to clients and their families.

**Counseling and Guidance Services**

The instructors in each of the nursing courses will review student progress by means of individual conferences. If students have a problem related to class work or clinical performance, faculty advisors welcome the opportunity to discuss this with them during scheduled office hours. If students have problems of a personal nature such as difficulty in courses other than nursing, with family, home, social life, or finances,
they should take advantage of a staff of professional counselors. The Student Service Center is available to assist students by appointment or drop-in basis.

Course, Lab, Faculty, and Site Evaluations Policy

1. The Adjunct Clinical Faculty Evaluation form and Clinical Site Evaluation form will be completed at the end of each clinical rotation/semester.
2. The Course/Lab Evaluation form will be completed at the end of a semester through the Blackboard site.
3. The data on each evaluation form will be compiled and shared with faculty and clinical sites.

Disabilities Statement

If a student has a medical, emotional or other condition that significantly impacts the learning experience, and wishes to request accommodations, s/he should contact the Coordinator for Students with Disabilities at Student Support Services, Room 139 at the Gardner Campus 978-630-9120. MWCC affirms its commitment to complying with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act-Amendment Act. The confidentiality of the information disclosed is protected. A member of the Student Disabilities Team will discuss reasonable accommodations with the student. The student is provided with a signed authorization form with the recommended accommodations that s/he brings to the instructor for each course.

Dismissal

The following criteria may be used for the dismissal of any nursing student:

Breach of Confidentiality – Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting. The following shall be considered a breach of confidentiality:

- Disclosing any identifiable patient information to anyone except clinical instructors and those health care professionals who provide direct care to the patient.
- Operating or attempting to operate computer equipment without specific authorization from the clinical facility.
- Accessing computer information not directly related to patient care during clinically related learning experiences.
- Failure to maintain in the strictest confidence computer access passwords. This includes disclosing the password to anyone, at any time, for any reason.
- Disclosing any portion of a facility computerized system to any unauthorized individual at any time for any reason.

Dishonesty – Evidence of cheating or evasion of truth in classroom and clinical activities.

Unsatisfactory Clinical Performance – Negligence in carrying out nursing skills due to improper technique and judgment as well as failure to exhaust all possible resources to ensure correctness and accuracy in the performance of nursing activities.

Inappropriate Behavior - Repeated episodes of behavioral responses in given situations that do not correspond to acceptable or usual patterns of behaving.

Plagiarism – All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of his or her own thought, research, or self-expression. In any
case in which a student feels unsure about a question of plagiarism involving his or her work, the instructor should be consulted before the work is submitted. When a student submits work purporting to be his or her own but that in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgement of the fact, the student is guilty of plagiarism. (See section on Plagiarism for more information).

**Dress Code**

The MWCC Nursing program believes that professionalism begins with appearance and attire. The dress code is formulated to ensure high standards of dress and appearance that represent our nursing program to area hospitals and community settings. The values of asepsis, client safety, and client sensitivity are also incorporated into the policy. The faculty/agency reserves the right to ask a student to leave the clinical area if appearance is not in keeping with the dress code. **Students are expected to adhere to any requirements specific to a particular clinical site, following institutional policy as needed.**

1. **The official uniform for the School of Nursing (ADN- Caribbean blue; PN-Navy Blue):**
   - Blue scrub pants
   - Blue scrub top with MWCC patch affixed to the upper left sleeve
   - Blue or white scrub jacket/lab coat with MWCC patch affixed to the upper left sleeve
   - White shoes and white socks covering the ankle
   - No open back/open toe shoes/clogs
   - Nametag/ID badge
   - Clinical Passport

2. **Nametag:** Students must wear an MWCC issued nametag/ID badge as identification in clinical settings.

3. **Clinical/Lab Settings:**
   - The uniform must be worn on days in which the student is in the clinical/lab area unless faculty specifies otherwise.
   - Uniforms are to be worn only in clinical/lab areas or in designated community events, such as health fairs.
   - A plain white shirt may be worn under the uniform.
   - In addition to the requirements listed above, student must comply with any dress code policies for nurses set by the clinical agency in which students are participating in a clinical experience.
   - Gum chewing is not permitted.

4. **Professional Attire:**
   - For certain clinical areas, or for picking up patient assignment information, students will be required to wear professional attire.
   - Scrub jacket or lab coat with MWCC nametag/ID badge is to be worn
   - Pants or slacks to the ankle/shoe.
   - Dresses and or skirts must be covering the abdomen and to the knee.

**The following are not permitted:**
- Jeans
- Shorts
- Halters
- Lounge pants
• Sleeveless shirts or camisoles worn alone
• Sweaters. If the student is cold, s/he may wear a lab coat with the MWCC emblem on the left sleeve over the student uniform
• Open toed shoes or sandals

5. Accessories:
• Jewelry is restricted to one wedding ring and no more than one pair of small earrings in the ear lobes.
• Necklaces should not be visible.
• One watch with second hand is required.
• Body jewelry and/or piercings should not be visible and must be removed.
• No tattoos should be visible.
• No perfume or scented aftershave is to be worn.
• Head covering: Hijabs (head component only) – must be white, non-jeweled and short enough to be tucked into the scrub top and not over the shoulders.

6. Hair and Nails
Hair is to be worn off the face, and should be neat as well as comfortable. Long hair should be secured above the neckline.
• Nails should be neatly trimmed. Only clear nail polish may be permitted.
• Artificial nails are not permitted in the clinical setting.
• Male students should be clean shaven or have neatly trimmed beards or moustache.
• Hair coloring must be a naturally occurring color, although not necessarily the students color.

Emergency Contact

It is the student’s responsibility to maintain a current emergency contact name and phone number in the nursing division and the admissions office. Also, clinical passport must be updated with emergency contact name and phone number.

Evacuation Plan Protocols for Clinical Sites

Please follow the agency’s evacuation/emergency procedure. Evacuate upon authorization of supervisor or person in charge. Use your discretion to keep yourself safe. Meet at your predetermined location.

Faculty Responsibilities

Clinical instructors have a responsibility to promote student achievement toward meeting the clinical outcomes for each course. These responsibilities include

1. Review/discuss clinical expectations during orientation.
2. Review/discuss clinical evaluation tool during orientation to each nursing course.
3. Assess each student’s progress towards meeting the outcomes of the clinical experience in a timely manner.
4. Suggest modifications that the student can initiate in future situations that promote meeting the outcomes of the clinical experience.
5. Meet with the student to provide a written mid and final clinical evaluation that documents student progress toward meeting the outcomes of the clinical experience.
6. Arrange a predetermined meeting location to be used in the event of an evacuation.
Financial Assistance

There are several sources of financial aid available to students in the nursing program. You are encouraged to utilize these resources when appropriate rather than to seek full or part-time employment that would significantly decrease the amount of time needed to study and to prepare adequately for class. A varying amount of money, some of which is specifically identified for use by nursing students is available to qualified applicants. For further information, contact the financial aid office.

Grading Policy

Each course syllabus describes the specific criteria for grading for each nursing course. General policies are as follows:

1. Students are required to achieve a final grade average of 77 percent or higher on all exams to be eligible to pass the nursing courses. There will be no rounding of grades. i.e. 76.9 is a failing grade.
2. Students scoring below 77 percent on any nursing exam in an individual course are encouraged to meet with the course faculty for advisement before the next scheduled exam. Exam scores are posted on the course Blackboard sites. Faculty members will determine when examination grades will be posted for their individual courses.
3. If a student is absent for a scheduled examination, s/he must notify the nursing office at ext. 265 or ext. 544 that s/he will be absent prior to the start of the exam. The student must contact the faculty member within 24 hours of the exam to plan for the makeup of the examination. The makeup exam must be taken within one week of the scheduled exam. Failure to follow this policy will result in the student receiving a 0 percent for the exam. The faculty reserves the right to give a different form of the exam. Failure to take the exam at the designated exam time will result in a reduction of 5% of the makeup exam grade. If a subsequent exam is missed the grade will be reduced by 10%.
4. Exams are the property of the college.
5. The clinical learning experiences will be evaluated on a pass/fail basis at the mid-term and at the completion of the clinical rotation. When the student passes both theory and clinical practice, the grade assigned the student for the course will be equivalent to the theory grade (example: the student who receives an 82 percent in theory and passes in clinical practice will receive a B- for the course). If the student fails clinical but passes theory, s/he will receive an F for the course. The student will be kept informed verbally and in writing of his/her progress in the clinical experience. Each student will receive a written mid-clinical evaluation and a written final clinical evaluation. The clinical instructors have the responsibility and right to withdraw a student from the clinical setting (laboratory) if the student’s performance is deemed unsafe. In this event, the clinical faculty member will meet with the nursing program administrator and course faculty to determine the student’s status. The student will meet with the faculty involved as well as the nursing program administrator to review the recommendation.
6. Assignments must be submitted on or before the due dates. Specific requirements will be outlined in the course syllabus.
7. The college Early Warning System may be used as part of the nursing program’s student counseling system.
8. Academic/Clinical warnings may be given at any time during the semester based on faculty discretion if the student is not working toward meeting objectives of the course.
9. Procedure for review of academic status:
**Academic Performance:**

a. Students scoring below 77 percent on any nursing exam in an individual course are encouraged to meet with the course faculty for advisement before the next scheduled exam.

b. The course faculty will meet to review the student’s status. The student will develop a written plan for improvement with faculty guidance.

c. Students are required to achieve a final grade average of 77 percent or higher on all exams to be eligible to pass the nursing courses. A student must obtain a grade of 77 percent or higher in the final course grade to continue on in the program.

**Clinical Performance:**

a. The student will meet with the clinical instructor to review the evaluation.

b. If the student’s performance is unsatisfactory, the clinical faculty will review documentation and make recommendations to the student.

c. If the student’s unsatisfactory performance continues, the student will then meet with the clinical faculty involved as well as the director of nursing to determine the student’s status.

A written plan (Counseling Record) for improvement will be developed. The student will receive one copy and an additional copy will be placed in the student’s file located in the nursing office. Additional requirements for individual courses will be addressed in the course syllabus.

**Guidance**

Guidance is defined as direction and supervision by the clinical instructor.

**Expected Achievements**

Clinical evaluation tools indicate those clinical outcomes that are expected achievements throughout all courses.

**Pass**

The student who achieves all of the outcomes for clinical experience for a course passes clinically. This student has met the outcomes for the clinical experience and receives a passing grade for the clinical component of the course.

**Fail**

The student who does not achieve all of the outcomes for the clinical experience of a course fails clinically. This student has not met the outcomes for the clinical experience and receives a failing grade for the course.

**Correlation of Theory and Clinical**

The clinical learning experiences will be graded on a pass/fail basis. When the student passes both theory and clinical practice, the grade assigned the student for the course will be equivalent to the theory grade. For instance, the student who receives an 85 percent in theory and a pass in clinical practice will receive a B for the course. If the student fails clinical but passes theory, the student will receive an F for the course.

The student will be kept informed verbally and in writing of his/her progress in the clinical experience. Each student will receive a written mid-clinical evaluation and a written final clinical evaluation. The clinical instructors have the responsibility and right to withdraw a student from the clinical setting if the student’s performance is deemed unsafe.
Progression Policy
All nursing coursework must be completed in sequence shown on curriculum plan because courses build upon one another. This allows theory of previous nursing courses to be reinforced throughout the program.

Termination from The Program
When a student has demonstrated reason for dismissal, i.e., excessive absences and tardiness, improper conduct, failure of nursing course (below a 77 percent), inefficiency in clinical and practical work, safety issues, lack of interest, poor attitude, or infraction of an established rule, the program administrator will call a meeting of the nursing faculty to determine the future status of the student.

Grievance
The student grievance procedure may be found in the MWCC college catalog/student handbook.

Health Records
All health records / immunizations must be completed and submitted to the college health office by designated dates below. Students must meet all health regulations established by each clinical agency. A physical examination must be completed before August 15 if the student does not have a current (within the past two (2) years) physical exam on file. All students must remain in compliance throughout each entire semester. Students not in compliance at any time will not be allowed into the classroom and/or clinical setting. Refer to “attendance policy: clinical absence” for missed clinical due to health record/immunization non-compliance. Any student returning to the program from a medical absence must provide documentation from a licensed health care provider on the “Return from Medical Absence” form stating that the student meets all technical standard requirements.

ADN students will be required to submit all health records/immunizations to the college health office by August 15.

LPN to ADN Bridge students will be required to submit all health records/immunizations to the college health office by March 15.

PN students will be required to submit all health records/immunizations to the college health office by December 15.

Inclement Weather
The automated telephone service at the college gives cancellation/delay notices. Students with touch tone telephone service can obtain the information by dialing 978-632-6600. A direct message noting a delay or cancellation will be heard immediately. **If classes at the college are cancelled and/or delayed, the clinical experience for that day/evening is cancelled** (see MWCC College Catalog/Student Handbook for further details).

Closings are usually determined by the college by 6:00 a.m. for day classes and 3:00 p.m. for evening classes. However, weather conditions may require cancellations at other times.

On clinical days, when there is inclement weather and other schools have cancelled classes:
- Wait until 6:00 a.m./2:00 p.m. before you begin travel to ascertain if classes will be held.
- Call your clinical instructor to inform her/him that you may be late.
Infection Control and Safety

Any student who is in an infectious state that can impact patient safety should not attend clinical. Any student with a physical injury that impacts the ability to perform the clinical objectives of the program will not be able to participate in clinical. A licensed healthcare provider’s release will be required before the student may return to the clinical setting. It is the student’s responsibility to follow program policies regarding clinical make up.

Latex Sensitivity/Allergy Policies and Procedures

Latex sensitivity in the workplace can result in potentially serious health problems for individuals who are unaware of the risk of latex exposure. Allergic responses to latex can be life threatening. Latex free environments are seldom available in either clinical or academic settings, but health problems can be minimized or prevented by following appropriate precautionary measures.

It is the student’s responsibility to inform the college coordinator of health services and the director of nursing if s/he has a known allergy to latex. (Symptoms may include, but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and ‘rarely’ shock.) Testing to identify the allergy must be completed prior to enrollment or once it is manifested. This information should be recorded in the student’s health records maintained by MWCC Health Services.

The college will provide latex and powder free gloves for nursing labs. Should the clinical agency to which you are assigned NOT provide latex free gloves, the college will provide free gloves for clinical use. As with all matters related to one’s health, the utmost of precautions should be taken by the student to reduce the risk of 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.

As with all students in the nursing program, a student with a latex sensitivity or allergy will be required to satisfactorily maintain all requirements and technical standards of the nursing program.

Medication Administration Competency Examination

The administration of medication to clients is an ethical and legal responsibility of the professional nurse. To safely administer medication to clients, the professional nurse must be able to accurately calculate medication dosages. Safe and accurate drug calculations are an essential component of the American Nurses Code of Ethics, and the National Association for Practical Nurse Education and Service Standard of Practice for LPN/LVN and the State Licensure Agency. Students are responsible to attain and maintain competency in calculating medication dosages and in safe administration of medications. Nursing students are required to demonstrate competency calculating medication dosages. Students will be given two attempts to achieve a passing score. Students must obtain a score of 85% or higher on the Math/Medication Administration Competency Assessment in order to administer medications during the initial course (NUR 111, NUR 102) in the nursing program. Continued competency will be evaluated in each semester throughout all nursing programs. Students will be required to obtain a score of 90% in NUR 104, NUR 106, NUR 113/NUR 114, NUR 115, NUR 220 and 95% in NUR 222. Students will refer to the course calendar for the retake date. If the student still does not achieve a passing grade upon the second attempt, the student will not be permitted to pass medications in the clinical setting and therefore, will not be able to meet the clinical objectives for the semester.

Model/Photography Release

Students may be photographed and/or videotaped for educational purposes within the nursing and/or college environment while enrolled in the nursing programs.
## 2015 Hospital National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

<table>
<thead>
<tr>
<th>Identify patients correctly</th>
<th>Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.01.03.01</td>
<td>Make sure that the correct patient gets the correct blood when they get a blood transfusion.</td>
</tr>
<tr>
<td>Improve staff communication</td>
<td>Get important test results to the right staff person on time.</td>
</tr>
<tr>
<td>NPSG.02.03.01</td>
<td></td>
</tr>
<tr>
<td>Use medicines safely</td>
<td>Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.</td>
</tr>
<tr>
<td>NPSG.03.04.01</td>
<td>Take extra care with patients who take medicines to thin their blood.</td>
</tr>
<tr>
<td>NPSG.03.05.01</td>
<td>Record and pass along correct information about a patient’s medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.</td>
</tr>
<tr>
<td>Use alarms safely</td>
<td>Make improvements to ensure that alarms on medical equipment are heard and responded to on time.</td>
</tr>
<tr>
<td>NPSG.06.01.01</td>
<td></td>
</tr>
<tr>
<td>Prevent infection</td>
<td>Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.</td>
</tr>
<tr>
<td>NPSG.07.01.01</td>
<td>Use proven guidelines to prevent infections that are difficult to treat.</td>
</tr>
<tr>
<td>NPSG.07.04.01</td>
<td>Use proven guidelines to prevent infection of the blood from central lines.</td>
</tr>
<tr>
<td>NPSG.07.05.01</td>
<td>Use proven guidelines to prevent infection after surgery.</td>
</tr>
<tr>
<td>NPSG.07.06.01</td>
<td>Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.</td>
</tr>
<tr>
<td>Identify patient safety risks</td>
<td>Find out which patients are most likely to try to commit suicide.</td>
</tr>
<tr>
<td>NPSG.15.01.01</td>
<td></td>
</tr>
<tr>
<td>Prevent mistakes in surgery</td>
<td>Make sure that the correct surgery is done on the correct patient and at the correct place on the patient’s body.</td>
</tr>
<tr>
<td>UP.01.01.01</td>
<td>Mark the correct place on the patient’s body where the surgery is to be done.</td>
</tr>
<tr>
<td>UP.01.02.01</td>
<td>Pause before the surgery to make sure that a mistake is not being made.</td>
</tr>
<tr>
<td>UP.01.03.01</td>
<td></td>
</tr>
</tbody>
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This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.
2015 Long Term Care National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Identify residents correctly
NPSG.01.01.01
Use at least two ways to identify residents. For example, use the resident’s name and date of birth. This is done to make sure that each resident gets the correct medicine and treatment.

Use medicines safely
NPSG.03.05.01
Take extra care with patients who take medicines to thin their blood.
NPSG.03.06.01
Record and pass along correct information about a resident’s medicines. Find out what medicines the resident is taking. Compare those medicines to new medicines given to the resident. Make sure the resident knows which medicines to take when they are at home. Tell the resident it is important to bring their up-to-date list of medicines every time they visit a doctor.

Prevent infection
NPSG.07.01.01
Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.
NPSG.07.04.01
Use proven guidelines to prevent infection of the blood from central lines.

Prevent residents from falling
NPSG.09.02.01
Find out which residents are most likely to fall. For example, is the resident taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls for these residents.

Prevent bed sores
NPSG.14.01.01
Find out which residents are most like to have bed sores. Take action to prevent bed sores in these patients. From time to time, re-check residents for bed sores.

This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.
Occupational Exposure Guidelines

According to the Center for Disease Control, 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 are 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 or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.

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 for 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.
7. Maintain a copy of the MWCC Incident Report Blood And Body Fluid Exposure Control Plan as a part of the clinical passport at all clinical sites.

Accidental/Occupational Exposure Procedure

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

1. **Immediately** report the incident to instructor or supervisory personnel.
2. **Immediately** wash the area of exposure with soap and water.
3. Initiate referral to College Health Services for post exposure management.
4. Decisions regarding post exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her care provider.
5. Injured party will be financially responsible for emergency treatment, prophylaxis, and follow-up care resulting from the incident.
6. Appropriate documentation of the incident will be completed according to agency standards, with a copy of the report forwarded to the director of nursing.

Online Testing/Exams

Tests/exams in the nursing program may be administered via an online format. Online tests/exams may be administered and proctored in the computer lab(s) on campus or access may be given to a student enabling him/her to take the test/exam from an off-campus location. Faculty expect that students taking online tests/exams from an off-campus location will complete the test/exam independently. Failure to do so may constitute an act of academic dishonesty.
Petitions

Distribution of petitions of any kind by a student or students in the classroom, lab, and/or clinical setting is prohibited without the permission of the nursing program administrator.

Pinning Policy

The pinning ceremony is under the direction of the nursing program. Students will be required to wear a white uniform including white shoes and solid white hosiery. Hair, nails and jewelry must meet professional standards. Student’s failure to meet compliance with these dress requirements, per faculty’s judgment will not be allowed to participate in pinning.

Purchase of the pin is optional, but the student may only wear a pin that designates Mount Wachusett Community College and the nursing program symbol, “Service to Humanity and the World” (a pin that denotes LPN or RN is not acceptable).

Plagiarism

Plagiarism is defined as the unauthorized use of another individual’s ideas, thoughts or opinions, and expressing them as one’s own without attribution to the individual as the source of those ideas or expressions. It also includes the use of facts, charts, and other graphic representations or information that is not common knowledge, and presenting them without acknowledging the source whether they are in printed form or in an electronic format. Plagiarism not only includes direct quotes but also paraphrasing. Each course syllabus may address the specific procedures and penalties associated with the violation of the plagiarism policy for that course.

Plagiarism is a serious breach of academic honesty and is not tolerated at Mount Wachusett Community College. If a faculty member suspects that a student has engaged in plagiarism, it is the student’s responsibility to provide the sources the student used in preparing his/her project. If the faculty member suspects that plagiarism is involved s/he will follow this procedure:

Stage One

- The faculty member will notify the student within 10 days of the alleged incident and arrange for a meeting with the student.
- If, after an informal meeting the faculty member and the student cannot reach a resolution of the incident, the faculty member will fill out a student plagiarism report available from the division dean.
- Once the plagiarism report has been issued, to overcome the accusation of plagiarism, the student must provide proof of his/her sources.
- If, upon investigation by the faculty member, the student has been found to be not responsible, the student will be notified by the faculty member in writing by means of the student plagiarism report.
- If the student is found responsible, the student will be offered an opportunity to sign the report. If the student has been found not responsible, the report will be expunged. If the student does not accept the finding of responsibility, the student has the option of accepting the report’s finding or appealing the decision to the appropriate division dean. The student should sign the report indicating receipt only.
• The student receives a copy of the report and the faculty member keeps a copy of the report as part of the class record and forwards the report to the vice president of academic affairs and a copy to the appropriate division dean.

Students found to have engaged in plagiarism based on the evidence may be subject to, but not limited to, the following sanctions that are to be imposed by the faculty member:

• Receive a grade of zero for the assignment.
• Receive a grade of “F” for the course.
• Refer the case to the division dean for further action through the college’s Student Disciplinary Procedures.
• At the faculty member’s discretion a temporary file will be maintained in the vice president of academic affairs’ office outlining the facts of the incident and its resolution.
• This record will be maintained for the duration of the student’s enrollment not to exceed two years.
• If the student drops out and does not enroll for the succeeding semester, the student retains the right to appeal the decision for a period not to exceed 12 months.

Stage Two
Upon referring the case to the student disciplinary committee the faculty member agrees that the disposition of the case, including the imposition of any sanctions or actions will be determined by the committee.

Procedure to Request a Change in Clinical Placement

A student who is requesting a change of clinical placement must complete and submit a form “Request for Change of Clinical Placement” to the Dean of Health Professions, Public Service Programs and Social Sciences/Director of Nursing. Changes will be made on a space available basis.

Readmission Policy

Mount Wachusett Community College reserves the right to limit the number of readmissions each academic year. Readmission to the nursing program is not guaranteed, and is on a space available basis. Readmission must occur within two (2) years of originally separating from the program. Readmission to the programs will require a one-time successful attempt at a readmission examination with a grade of 77 percent or higher. **There will be a $50 charge for each readmission exam into the ADN and PN programs.** A student seeking readmission to the nursing programs must follow the application procedure for new students. Students are limited to two admissions to a nursing program, (ADN and the LPN to ADN Bridge is considered one program). Emergency medical conditions will be considered on an individual basis and will require documentation from a physician. Admission to the nursing programs is selective and the admissions committee reserves the right to deny readmission to any applicant. The respective programs reserve the right to refuse readmission based on, but not limited to, unprofessional behavior, unethical conduct, and client safety issues.

Readmission Process

Students wishing to apply for readmission must:

1. Submit a letter to MWCC Admissions Department requesting readmission to the nursing program.
2. Submit a copy of the written request for readmission with supportive related materials to the Dean, Health Professions, Public Service Programs and Social Sciences/Director of Nursing. Suggested supportive materials should include documentation of compliance with recommendations made to the student at the time of withdrawal from the program.
3. Complete an application to the nursing program and submit it to the Admissions Office.
4. The dean/director will forward all materials to the nursing admissions committee.
5. The nursing admissions committee will meet to make a decision regarding the readmission request.
6. The office of admissions will communicate the decision in writing to the student.
7. Complete readmission examination prior to readmission deadline.

Return to School after Change in Health Status

Any student returning to the program from a medical absence must provide documentation from a licensed health care provider on the Return to School after Change in Health Status form stating that the student meets all technical standard requirements. Any student experiencing a change in health status that impairs their ability to meet technical standards must complete a Return from Medical Absence form, prior to returning to class/clinical.

Religious Accommodations

It is the student responsibility to notify their professor or clinical instructor if they require accommodations based on religious needs.

Safe Medication Administration/Calculation Guidelines

Please note that the following abbreviated guidelines are not all inclusive. Refer to the Morris & Kee texts for additional medication measurement and administration guidelines.

Medication Calculation Formulas

- Amount of solution (mL) X Drop factor(gtts/mL) 
  Time (minutes) = gtts (drops)/min
- D(desired dose) 
  H (on hand dose) x Q (quantity) = X (Amount to Give)
- Total number of mL to infuse = Total infusion time 
  mL/hr infusion rate
  *Morris (2012), p. 485*
- Amount of solution = x mL/hr 
  Time in hours
- H:V ::D:X 
  (H)on hand : (V)vehicle :: (D)desired dose : (X)needed amount
• Temperature Conversion: Celsius = 0.556 x (Fahrenheit -32)  
  Fahrenheit = (Celsius X 1.8) + 32

**“Rounding Rules”:**

• “The determination of how many places to carry your division when calculating dosages is based on the equipment being used. Some syringes are marked in tenths and some in hundredths. To ensure accuracy, most calculation problems require that you carry your division at least two decimal places (hundredths place) and round off to the nearest tenth. To express an answer to the nearest tenth, carry the division to the hundredths place (two places after the decimal). If the number in the hundredths place is 5 or greater, add one to the tenths place. If the number is less than 5, drop the number to the right of the desired decimal place. “Morris (2012), p. 33.

• “When a decimal fraction is not preceded by a whole number (ex. 12), always place a “0” to the left of the decimal (0.12) to avoid interpretation errors and to avoid overlooking the decimal point.” Morris, p. 34.

• Pediatric weights should be rounded to tenths.

• IV drip rates (other than specialty areas such as ICU or NICU) should be rounded to whole numbers unless otherwise specified.

**SAFE PRACTICES**

• All parenteral medications should be accessed in an aseptic manner.

• Medications should be drawn up in a designated clean medication area that is not adjacent to areas where potentially contaminated items are places.

• Do not crush time-release or enteric-coated capsules or pills.

• Take VS (vital signs) before and 5 minutes after applying NTG (nitroglycerin) paste.

• Always use a filter needle when withdrawing medication from a glass ampule.

• Use a straw when you administer PO iron to prevent staining of patient’s teeth.

• Assessment needs vary and depend on route and medication. Always assess patient after giving drugs that affect RR (respiratory rate), HR (heart rate), BP (blood pressure), LOC (level of consciousness), blood sugar, and pain level.

• Medications should be given 30 minutes on either side of assigned medication time or per facility policy.

<table>
<thead>
<tr>
<th><strong>Calculation Equivalents</strong></th>
<th><strong>“Six Rights”</strong></th>
<th><strong>Medication Suffixes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz=2T=30mL</td>
<td>Right patient</td>
<td>-caine=local anesthetics</td>
</tr>
<tr>
<td>0.5oz=1/2 oz=1T=15mL</td>
<td>Right medication</td>
<td>-cillin=antibiotics</td>
</tr>
<tr>
<td>1 tsp=5 mL</td>
<td>Right dose</td>
<td>-dine=antiulcer agents (H2 blockers)</td>
</tr>
<tr>
<td>1000 gm=1kg=2.2 lbs</td>
<td>Right time</td>
<td>-done=opioid analgesics</td>
</tr>
<tr>
<td>1000mg=1 gm</td>
<td>Right route</td>
<td>-dine=oral hypoglycemic</td>
</tr>
<tr>
<td>1cc=1mL</td>
<td>Right documentation</td>
<td>-lam=antianxiety agents</td>
</tr>
<tr>
<td>Conversion</td>
<td>Equivalent</td>
<td>Drug Class</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>240 mL</td>
<td>8 oz</td>
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<td>500 mL</td>
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</tr>
<tr>
<td>1 lb</td>
<td>16 oz</td>
<td></td>
</tr>
<tr>
<td>1 gr</td>
<td>60/65 mg</td>
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</tr>
<tr>
<td>1 hour</td>
<td>60 minutes</td>
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</tr>
<tr>
<td>Macrodrip</td>
<td>10, 15, or 20 gtts</td>
<td></td>
</tr>
<tr>
<td>Microdrip</td>
<td>60 gtts</td>
<td></td>
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**Parenteral Medication Administration Guidelines**

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<thead>
<tr>
<th>Site</th>
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<th>SC (Heparin)</th>
<th>SC (Insulin)</th>
<th>IM</th>
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<tr>
<td>Site</td>
<td>Site</td>
<td>Site</td>
<td>Site</td>
<td>Site</td>
</tr>
<tr>
<td>Inner forearm, chest, &amp; back</td>
<td>Inner forearm, chest, &amp; back</td>
<td>Outer upper arm, anterior thigh, and abdomen</td>
<td>Abdomen</td>
<td>Abdomen, anterior thigh, outer upper arm</td>
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<tr>
<td>Gauge &amp; Length</td>
<td>25-27 gauge</td>
<td>25-27 gauge</td>
<td>25-26 gauge</td>
<td>20-23 gauge</td>
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<tr>
<td>Angle</td>
<td>3/8”-5/8”</td>
<td>½-5/8”</td>
<td>3/8</td>
<td>1-1 ½”</td>
</tr>
<tr>
<td>Angle</td>
<td>10-15 degrees</td>
<td>90 degrees, 45 degrees for very thin patients</td>
<td>90 degrees, 45 degrees if on a thin patient</td>
<td>90 degrees</td>
</tr>
<tr>
<td>Angle</td>
<td></td>
<td>90 degrees, 45 degrees if on a thin patient</td>
<td>Per physician order</td>
<td>Per physician order</td>
</tr>
<tr>
<td>Volume</td>
<td>0.1-0.2 mL</td>
<td>0.5-1 mL</td>
<td>Per physician order</td>
<td>Up to 3 mL; small muscles (deltoid) no more than 1 mL</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Aspirate</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
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</tbody>
</table>

Sources:
Scantron Sheets

Scantron sheets are routinely used for the administration of tests/exams in the nursing program. A student is required to turn in his/her Scantron sheet and test/exam form at the conclusion of the testing/exam period. The test/exam will be graded according to how many answers have been filled in on the Scantron sheet at the conclusion of the test/exam period. No additional time will be provided at the conclusion of the test/exam period to fill in the Scantron sheet at the conclusion of the exam. No credit will be given to a student who circles answers on the test/exam form and does not fill out the Scantron sheet.

Nursing Club – Student Nurses Association
Constitution and By-Laws
Mount Wachusett Community College
Student Nurses Association
2015

ARTICLE I – NAME

The name of this Association shall be the Mount Wachusett Community College Student Nurses Association (herein after referred to as “SNA”).

ARTICLE II – OBJECTIVE AND PURPOSE

The objectives of SNA shall be to promote and sustain the art and science of nursing through the beginning level of nursing leadership and professionalism in the community and college setting. SNA will explore the roles of the licensed practical nurse and the associate degree nurse in different health care settings.

The purpose of SNA will be to represent the majority of the nursing student body of Mount Wachusett Community College. The SNA will work to embrace the collective aspect of Mount Wachusett Community College, and to promote the development of all students as future nurses while serving the community. The SNA will enable students to learn from one another, to solve dilemmas, and to lay the groundwork of success for future students.

ARTICLE III – MEMBERSHIP

Section 1- Membership: Membership shall consist of MWCC General Studies Nursing Students, Practical Nursing Students, Associate Degree Nursing Students and students pursuing a health certificate or degree. Members shall be required to pay a $5.00 membership fee per year per member. The fee will be collected per guidelines established at the second annual meeting date. The membership fee cannot be refunded if the student withdraws from SNA or is requested to withdraw by the coordinator of the relevant nursing program for academic reasons. This fee will be paid to the treasurer and recorded as “member dues.”

Section 2 – Academic Requirements: All SNA members are required to maintain a minimum 2.0 cumulative grade point average and maintain good standing in the college. Should a member’s cumulative grade point average fall below this level, that student’s membership shall be revoked without refund of any fee. It is the student’s responsibility to maintain the required academic GPA at all times. Students are strongly advised to speak with an SNA advisor if there are any concerns with maintaining membership due to academic difficulty.
ARTICLE IV – OFFICERS/ELECTION OF OFFICERS

Section 1 – Annual Elections: The members of the organization will elect all officers by a majority of the members present at a February meeting. In the case of an officer resigning or being removed from his/her position, an election to replace him/her will be held at the next meeting following his/her resignation or removal.

Section 2 – Officers: Club officer positions shall be as follows: Required; President and treasurer. When the president and treasurer positions are filled, the positions of vice president and secretary will be optional. All officers are expected to attend all meetings of regular membership. If attendance at a meeting of the regular membership is not possible, the president must be notified within twenty-four (24) hours prior to the meeting. Absence for more than three (3) meetings shall be deemed grounds for removal from an elective office. Officers must maintain a minimum of 2.0 GPA. Officers must be registered for a minimum of six credits at any MWCC campus while holding an officer position.

Section 3 – Officer Meetings: In addition to meetings of general membership, the officers may meet from time to time. Officer meetings can be called by the president or any two other officers, with not less than ten (10) days advanced notice to all other officers. All officers shall be notified of the intended purpose of the meeting called. Officers may waive the required notice, in writing, and consent to the transaction of business at any officer meeting. No business may be transacted at any officer meeting unless at least fifty percent (50 percent) of all officers vote in favor of any motion raised.

Officer meetings shall be for the purpose of administration and organization. No substantive decisions affecting the SNA may be made by the officers, but rather such decisions shall be made by the majority vote of members and officers at a scheduled meeting.

ARTICLE V: DUTIES OF OFFICERS

The intended role and function of officers are as follows:

A. President: The president shall be the chief officer of SNA and shall be charged with presiding over all meetings of both the officers and the members at large. In addition, the president will oversee the chair and ad hoc committees and their activities within the SNA organization.

B. Vice President: The vice-president shall preside over officer and general membership meetings in the absence of the president.

C. Treasurer: The treasurer shall maintain proper accounting records for the on-campus MWCC SNA account. No off-campus accounts are allowed. The treasurer shall promptly deposit all checks and receipts into the SNA club account. The treasurer shall provide an accounting of all funds and transactions to the general membership on at least a monthly basis during the academic year. The treasurer with approval of the club adviser and the vice president of student services or his/her designee shall be empowered to make withdrawals of SNA funds from the SNA club account to pay for proper SNA expenses as long as they are handled in accordance with the rules and procedures set forth in the current MWCC Student Club and Organization Handbook.

D. Secretary: The secretary shall record the minutes of all officer and general membership meetings. The secretary shall maintain such minutes in a legible form in a central SNA registry book. The Minutes shall specifically detail any discussions and resolutions passed by the SNA group. The central registry book will
be located in the main nursing office. In addition, meeting minutes will be sent via electronic mail to all members within one week following an organization meeting. All SNA meeting minutes must be approved by an SNA advisor before being placed in the central registry book or being sent to members via electronic mail. In the event the secretary is unable to attend any meeting, the officer presiding over that meeting shall appoint a temporary secretary to maintain minutes, which individual shall timely provide them to the secretary for recording.

**ARTICLE VI – VOTING**

**Section 1 – Votes:** Each member shall be entitled to one (1) vote. Members who are unable to attend a meeting may vote on any issue presented at the meeting by proxy provided the written proxy clearly defining their vote is presented to an officer at the time of such vote. All votes cast on any issue shall be tabulated by the secretary.

**ARTICLE VII – MEETINGS**

**Section 1 – Regular Standing Meetings:** Regular meetings shall be held at least once per month during the academic year.

**Section 2 – Special Meetings:** In addition to the regular standing meetings, special meetings may be called from time to time by any of the officers.

**Section 3 – Notice:** Notice of any meeting shall be sent electronically to each member.

**ARTICLE VIII – FUNDS RAISED**

**Section 1 – Accounting:** The treasurer shall compile and retain an accounting of all funds raised by the SNA, including that for all membership fees paid. Such accounting shall be available for inspection by any member upon reasonable advance notice to the executive committee.

**Section 2 – Use:** The SNA shall be operated on a non-profit basis. No officer or any member shall be entitled to any compensation. An officer or a member may be entitled to reimbursement of reasonable expenses incurred in the furtherance of SNA business provided such expenditure receives prior approval by the executive committee, the club adviser and the vice president of student services or his/her designee and are in handled in accordance with the rules and procedures set forth in the current MWCC Student Club and Organization Handbook. Allocated and earned funds remaining at the conclusion of any academic year shall be handled in accordance to the Student Government Association By-Laws.

**Section 3 – Dissolution of Entity:** In the event the SNA dissolves, merges or in any way ceases to act under its present structure, then all earned funds remaining in the account at the time of such termination shall be shall be handled in accordance to the Student Government Association By-Laws.

**ARTICLE IX – ADVISORS**

The club advisor must be a MWCC faculty, staff, or administrator who has been approved by the Executive Vice President or his/her designee.
Scheduling Appointments with Nursing Faculty

Students are requested to arrange to meet with faculty through appointments. Faculty are available for student appointments during their posted office hours. If necessary, special arrangements may be made to meet faculty/student needs. In this way, both the student and the faculty can arrange their time more effectively.

School of Health Professions, Public Service Programs and Social Sciences

Under no circumstances should any student in this program impose upon the School of Health Professions, Public Service Programs and Social Sciences to
1. duplicate materials related to class or clinical assignments.
2. use the phone unless it is an EMERGENCY call.
3. borrow office supplies (stapler, clips, paper, etc.).
A photocopy machine is available in the library for a fee.

Special Program Requirements for Nursing Programs

Please note that the following information must be received before courses begin:
1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (Tdap, MMR, flu vaccine, Mantoux, Varicella, Hepatitis B series and follow-up titer, TB screening, flu vaccine), must be provided to the Health Office (Ext.136).
3. Liability insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
4. CPR certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the School of Health Sciences and Community Service Programs prior to entry into nursing courses. On-line CPR classes will not be accepted.
5. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
6. Completion of CORI form.
7. Drug testing may be required by individual clinical agencies.

Student Clinical Passport

A copy of the completed nursing Student Clinical Passport is considered to be part of the MWCC nursing uniform and must be available and current at the clinical setting. In addition copies of documentation supporting Passport information must accompany the document, and be available at the clinical setting at all times. Failure to keep the clinical passport up-to-date and available upon request will result in dismissal from the clinical facility.

Technical Standards

Students entering the nursing program must be able to demonstrate the ability to
1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Read measurement units with or without corrective lenses.
11. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
12. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
13. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
14. Exhibit social skills appropriate to professional interactions.
15. Maintain cleanliness and personal grooming consistent with close personal contact.
16. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

**Test of Essential Academic Skills – TEAS®**

The Test of Essential Academic Skills (TEAS) is a scholastic aptitude assessment. The TEAS Version 5.0 test is a requirement for admission to the Associate Degree in Nursing and Practical Nursing Certificate programs. The math subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ratio/proportion. Reading covers paragraph comprehension, passage comprehension, and inferences/conclusions. The English subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling. The science portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science.

**Transportation**

Each person is individually responsible for his or her own transportation.
Mount Wachusett Community College
NURSING PROGRAM
ACADEMIC/CLINICAL WARNING

___ACADEMIC WARNING ___CLINICAL WARNING

STUDENT:

DATE: COURSE:

This is to notify you that your exam grade course average is ____. To remain in the nursing program, you must pass this course with an exam grade average of C+ (77) or higher.

-OR-

This is to notify you that you are not progressing towards meeting the clinical objectives at this time.

We require that you meet with your course advisor at this time to discuss your options.

Your options at this time are as follows:

1. Continue in the course through the final exam.

-OR-

2. YOU MAY withdraw prior to week 9 (refer to specific date below) even with an exam grade average higher than 77.

   If you fail the course, a letter grade equivalent to your failing grade will appear on your transcript.

-OR-

3. Withdraw from the nursing program. Your transcript will show a “W” if you withdraw prior to week 9 (Last day to withdraw is ________________); as per policy, after week 9, your grade will be recorded as an “F.” You will be eligible to reapply to the nursing program within two years if this is your first admission; readmission is granted on a space-available basis and is not guaranteed for the next offering of the course.

   Refer to the Nursing Student Handbook for more details.

Clinical instructors have the responsibility and the right to remove a student from clinical setting (laboratory) if the student’s performance is unsafe.

Faculty signature

Student signature

Date

Date

COUNSELING RECORD ON BACK
COUNSELING RECORD

STUDENT _________________________ ADVISOR _________________________

DATE _________________________

DISCUSSION:

RECOMMENDATIONS:

Student signature _________________________

Faculty signature _________________________

A Counseling Record is to be used when there is a need for advising related to academic or clinical performance.
MOUNT WACHUSETT COMMUNITY COLLEGE  
INCIDENT REPORT  
BLOOD AND BODY FLUID EXPOSURE CONTROL PLAN

<table>
<thead>
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<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>SS#</th>
<th>Sex (male/female)</th>
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<tr>
<th>Address</th>
<th>City,</th>
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<table>
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</tbody>
</table>

**SECTION A - EXPOSURE**: To be completed by clinical supervisor and student employee

* Clinical facility where exposure occurred ________________________________________________________________

* Date/Time of exposure _______________ Type:  Needle stick _____ Mucus Membrane _____ Other _____ Splash _____

* Describe event ____________________________________________________________________________________________

________________________________________________________________________________________

* Reported to clinical supervisor/program coordinator _______________________________________________________________

* If exposure occurred at a clinical rotation site, report incident to their Infection Control/Occupational Health  
  Date ________________ Time _____________
  Name/Title of individual reported to ________________________________________________________________
  Telephone number ________________________________

* If exposure occurred on campus, report to MWCC Health Services Office (978-630-9136)

  Date ________________ Time _____________

* Employee Exposure – also reports to supervisor  
  Date ________________ Time _____________
  and Human Resources Department  Date ________________ Time _____________
* Report **ALL** exposure incidents to MWCC Health Services Office  Date ________________

Signature Employee/Student ________________________________  Date ________________
Signature Clinical Supervisor _______________________________  Date ________________

**SECTION B – INITIAL EVALUATION:**

To be completed by student/employee and health care professionals

* Date of last tetanus-diphtheria vaccine (within ten years) ________________________________

* Hepatitis B vaccine status  Never had ______
  Date of series 1 _______  2 _______  3 _______

(Vaccine history may be obtained from MWCC Health Services at 978-630-9136)

* Hepatitis B surface antibody status  Date drawn ________________________________
  (Verify within 72 hours) Positive _____  Date ______________
  Negative _____  Date ______________

Signature of person who ordered this test ________________________________

* HIV status
  HIV counseling  Yes _____  No _____  Date/Signature of counselor ________________
  Initial HIV testing  Yes _____  No _____
  M.D. __________________ Local HIV Test Site _______________________

* Source Patient  Known _____  Unknown _____
  Serological testing __________________ Results __________________
  ______________________________________________________________
  No testing/Explain __________________________________________________
  Source patient’s attending physician ________________________________
  How will source patient’s test results be communicated to the exposed? ______________________
  ________________________________________________________________________

Signature Employee/Student ________________________________  Date ________________
Signature and Titles of People completing Section B
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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SECTION C – TREATMENT

* **Students** – Section C is to be completed by the student’s primary care provider in compliance with their individual health insurance/HMO.  
  (Students are not covered under workman’s compensation)

* **Students must contact their primary care provider immediately to assure prompt medical intervention.**

* **Employees** – Section C to be completed at the facility of affiliation or by their primary care provider. Employee exposures are considered workman’s compensation issues. Submit medical bills to the MWCC Human Resources Department.

* **Treatment** – Treatment will be in accordance with primary care provider and/or affiliating facilities’ policy.  
  **Treatment should be initiated within 72 hours.**

### TREATMENT (GUIDELINES ONLY)

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<th>SOURCE HBSAG -</th>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. OFFER VACCINE IF NEVER HAD</td>
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<td></td>
<td></td>
<td>2. BOOSTER VACCINE IF IMMUNITY</td>
</tr>
<tr>
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<td>3. NOTIFY EHD IF DECLINES VACCINE</td>
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</table>

<table>
<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB +</th>
<th>SOURCE HBSAG +</th>
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<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB –</th>
<th>SOURCE HBVSAG +</th>
<th>GIVE HBIG .06 mg/kg IM WITHIN 72-96 HRS</th>
</tr>
</thead>
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<tr>
<td></td>
<td></td>
<td></td>
<td>AND CHOOSE ONE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. BEGIN HB VACCINE IF NEVER HAD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. BOOSTER IF HAD VACCINE IN PAST</td>
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</tbody>
</table>

**SOURCE HCP +**  
**OPTIONAL: IMMUNE GLOBULIN .02 ml/kg IM**

---

Signature Employee/Student ____________________________ Date ______________

Signature of Primary Care Provider _______________________ Date ______________

FORWARD WORKSHEET TO MWCC HEALTH OFFICE
SECTION D – POST EXPOSURE FOLLOW-UP CARE
(To be completed by student/employee and health care provider)

Six Weeks
Date _____________ Tests Performed ____________________________
Results _____________ By Whom ________________________________

Three Months
Date _____________ Tests Performed ____________________________
Results _____________ By Whom ________________________________

Six Months
Date _____________ Tests Performed ____________________________
Results _____________ By Whom ________________________________

One Year
Date _____________ Tests Performed ____________________________
Results _____________ By Whom ________________________________

DECLINATION OF TESTING AND/OR FOLLOW-UP PROCEDURES

I have been informed and understand that it is in my best interest to receive initial baseline testing for Hepatitis B and HIV after an accidental exposure to blood and body fluids. The importance of receiving future follow-up testing at six weeks, three months, six months, and fifty-two weeks from the date of the exposure has also been discussed with me, however, I decline to have:

( ) Initial serological testing for Hepatitis B
( ) Initial serological testing for HIV
( ) Six weeks from the date of exposure – follow-up testing for HIV
( ) Three months from the date of exposure – follow-up testing for HIV
( ) Six months from the date of exposure – follow-up testing for HIV
( ) Fifty-two weeks from the date exposure – follow-up testing for HIV

Signature ___________________________________________ Date ______________

RELEASE OF INFORMATION

I give permission to the Director of Health Services or Health Services designee to release information to the clinical site _____________________________ that will provide follow-up testing after my exposure to blood and body fluids.

If I change the site where I am receiving my follow-up testing, I shall request that the testing results be sent to my confidential medical file at MWCC Health Services.

Signature ___________________________________________ Date ______________

COPY OF EXPOSURE WORKSHEET GIVEN TO STUDENT/EMPLOYEE PER PROTOCOL. STUDENT/EMPLOYEE IS AWARE THAT ALL CONTACT MUST REMAIN CONFIDENTIAL.

Signature Employee/Student ___________________________________ Date ___________
MOUNT WACHUSETT COMMUNITY COLLEGE
Nursing Program
Change in Health Status

Any student who has a change in his/her health status while enrolled in the Nursing Program or is returning to the program from a medical absence must provide documentation from a health care provider on the program specific Mount Wachusett Community College-provided form stating that the student meets all technical standard requirements. This form must be submitted to MWCC Health Services prior to the student returning to class or lab or clinical setting.

TECHNICAL STANDARDS

Students entering the Mount Wachusett Community College Nursing Program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Read measurement units with or without corrective lenses.
11. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
12. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
13. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
14. Exhibit social skills appropriate to professional interactions.
15. Maintain cleanliness and personal grooming consistent with close personal contact.
16. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications

Student’s Name _______________________________________

I _______________________________certify in my professional opinion that the above-named ____________________________

(Physician’s Name)

Student is able to satisfy the Technical Standards for the Nursing Program as outlined above.

_______________________________________________________    _____________________
Health Care Provider’s Signature                              Date
CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Mount Wachusett Community College is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Mount Wachusett Community College to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Mount Wachusett Community College with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: Mount Wachusett Community College may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Mount Wachusett Community College must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

___________________________________  ________
SIGNATURE  DATE
SUBJECT INFORMATION:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

Maiden Name (or other name(s) by which you have been known)

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
</table>

Last Six Digits of Your Social Security Number: ______-_______
(The last six digits of your Social Security Number is requested, not required. Please be advised that if you fail to provide your Social Security Number, Mount Wachusett Community College will be unable to process your CORI review.)

Sex: ____ Height: ___ft. ___in. Eye Color: _________ Race: _________

Driver’s License or ID Number: ____________________ State of Issue: ________

<table>
<thead>
<tr>
<th>Mother’s Full Maiden Name</th>
<th>Father’s Full Name</th>
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</thead>
</table>

Current and Former Addresses:

<table>
<thead>
<tr>
<th>Street Number &amp; Name</th>
<th>City/Town</th>
<th>State Zip</th>
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</table>

The above information was verified by reviewing the following form(s) of government issued identification:

__________________________________________________

VERIFIED BY: __________________________ Name of Verifying Employee

__________________________________________ Signature of Verifying Employee
Mount Wachusett Community College
Department of Nursing

Confidentiality Statement

I understand that during my clinical rotations I may have access to confidential information about clients, their families, peers, and the clinical facility. I understand that I must maintain the confidentiality of all verbal, written and/or electronic information. I understand that the information may be protected by law, such as state practice acts or other regulatory standards. In addition, there are federal and state laws pertaining to information related to clients and their families.

Protecting information of a confidential nature is expected behavior of a professional. Having read the above paragraph, I agree to maintain confidentiality. I understand that failure to do so may result in disciplinary action.

Student Name (please print): ________________________________

Student Signature: _______________________________________

Date: ________________

Witness: ________________________________

Date: ________________
CONTRACT

The MWCC Student Handbook and the MWCC Associate Degree/Practical Nursing Student Handbook is a contract between at Mount Wachusett Community College and each student in the nursing program.

You are to read the Associate Degree/Practical Nursing Programs Handbook and sign the contract below.

The Associate Degree/Practical Nursing Programs Handbook is available to students on Blackboard.

My signature indicates that I have read and agree to comply with the policies and I have read and am aware of the technical standards of the nursing program stated in the Mount Wachusett Community College Associate Degree/Practical Nursing Student Handbook and Mount Wachusett Community College Student Handbook.

Student Name (please print): _________________________________________

Student Signature: ____________________ Date: _________________

-----------------------------------------------

CHANGES TO NURSING HANDBOOK
(effective September 2015)

Student Learning Outcomes. (SLOs): The Practical Nursing and the Associate Degree Nursing SLOs were changed to reflect the Nurse of the Future competencies. Please refer to page 21 for the new PN program SLOs and page 24 for the new ADN program SLOs.

Absences for Pregnancy or Childbirth: In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. For more information, please contact the Dean of Students. Please refer to page 30 for more information on the PN program Attendance Policy and page 31 for more information on the ADN program Attendance Policy.

Clinical Make-Up Policy Changes: In the event a student misses more than one clinical day in a semester, the student will be required to make up the missed clinical time at the current hourly make-up rate at the student’s expense. Students will be sent home from the clinical site due to noncompliance with health records/immunizations/CPR/health insurance and will be expected to make up this time at the student’s expense at the current hourly make-up rate. Any student arriving to clinical more than one (1) hour late will be sent home and will be expected to make up this time at the student’s expense at the current hourly make-up rate. In the event of excessive clinical cancelations due to inclement weather or faculty absence, make-up arrangements may be made at no cost to the students. Please refer to page 31 for more information to the Clinical Make-Up Policy.

Grading Policy Changes, #3 added this change: If a subsequent exam is missed the grade will be reduced by 10%. Please refer to page 39 for more details on the Grading Policy.

Readmission Policy Changes: Readmission must occur within two (2) years of originally separating from the program. Readmission to the programs will require a one-time successful attempt at a readmission examination with a grade of 77 percent or higher. There will be a $50 charge for each readmission exam into the ADN and PN programs. Please refer to page 47 on more information to the Readmission Policy.

Student Nurses Association, Constitution and By-Laws were updated. Please refer to page 51 for details.

Student Clinical Passport - Failure to keep the clinical passport up-to-date and available upon request will result in dismissal from the clinical facility. Please refer to page 54 for more information on the Student Clinical passport.

My signature indicates that I have read and am aware of the changes made to the Nursing Student Handbook.

Student Name (please print): ____________________

Student Signature: ____________________ Date: _________________
INSTRUCTIONS TO STUDENT

1. Please clearly print the information needed to release your immunization and physical examination records to your clinical site.
2. Sign and date from.

AUTHORIZATION FORM RELEASE OF MEDICAL INFORMATION

I HEREBY AUTHORIZE Mount Wachusett Community College’s Nursing Department to forward my immunization records and physical examination (when applicable) to my clinical site(s) for the duration of my enrollment in this Nursing Program: Please print clearly.

________________________________________
(Student’s Name)

________________________________________
(Student’s Address)

________________________________________
(City) (State) (Zip)

________________________________________
(Program) (Student’s Signature)

________________________________________
(Student’s ID#) (Date)
Model Release Form

Date ______________________

Print Name ____________________________________________________________

Signature* ______________________________________________________________

Signature of Parent or Guardian (if minor)* _________________________________

Email __________________________________________ Phone ____________________

For and in the consideration of my engagement as a model by Mount Wachusett Community College, hereafter referred to as MWCC, I hereby give MWCC, its legal representatives and assigns, those for whom MWCC is acting, and those acting with its permissions, or its employees, the right and permission to copyright and/or use, reuse and/or publish, and republish photographic pictures, portraits, or video of me, or in which I may be distorted in character, or form, in conjunction with my own or fictitious name, or reproductions thereof in color, or black and white made through any media by MWCC, for any purpose whatsoever including the use of any printed or online matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph, video, or advertising copy, or printed or online matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release, discharge and agree to save harmless MWCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person or persons, corporation or corporations, for whom he/she may be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as the result of any distorting, blurring or alteration, optical illusion, or use in composite form, whether intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication or distribution of the same.
REQUEST FOR CHANGE OF CLINICAL PLACEMENT

This form must be completed if you are seeking to change your clinical site location. After completing it, please submit to Dean of Health Professions, Public Service Programs & Social Sciences/Director of Nursing. She will notify you by return of this form as to whether or not your request has been granted.

NO CLINICAL SITE CHANGES WILL BE CONSIDERED UNLESS DONE SO VIA THE USE OF THIS FORM.

Your name: ___________________________________ Student ID: _______________

Class of _______ (year) ______Day _______Evening

_____________________________________________________________________

Request information:

Semester _______

The clinical site to which you have been assigned: ______________________

Instructor: _________________________________

Lab#_________________ (i.e. L3, LL4, etc.)

The clinical site you would rather go to: _________________________________

Instructor: _________________________________

Lab#_________________ (i.e. L3, LL4, etc.)

Have you spoke with someone in your class who wishes to switch with you?

Yes____ No ____ If yes, who? _____________________________

_____________________________________________________________________

(Nursing Department use only:
Disposition:

__________________Approved _______________________Not approved

_____________________________________________________________________

Signed: Eileen Costello

Date:

Cc: Requesting Student ________________________________

Clinical Instructors________________ _________________

Student nursing file
### Nursing Student Clinical Passport
Mount Wachusett Community College

**NAME**

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
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**COLLEGE**

<table>
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<tr>
<th>MWCC Nursing Programs</th>
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**GRADUATION DATE**

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**CURRENT HEALTH INSURANCE**

<table>
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<tr>
<th>First Year</th>
<th>Second Year</th>
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**MALPRACTICE INSURANCE CARRIER**

<table>
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<tr>
<th>Liberty Insurance</th>
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<tr>
<td>Underwriters Inc.</td>
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### HEALTH HISTORY & EXAM
(SCHOOL OF NURSING TO VERIFY)

**1. Release Form**

2. **PHYSICAL EXAM** within two years

3. **MEASLES** (2), **MUMPS** (1), & **RUBELLA** (1) - (MMRs) or **positive titres**:

   - Measles #1 __________ #2 __________ or Titre ______________
   - Mumps __________ or Titre __________ Rubella ____________ or Titre __________

4. **VARICELLA** (CHICKEN POX) #1 __________ #2 __________ or positive Titre ______________

5. **HEPATITIS B** vaccination, **AND** a positive titre:

   - #1 __________ #2 __________ #3 __________ **AND** Titre ______________

6. **TUBERCULIN SKIN TEST (PPD)** 2 negative PPDs within one (1) year, followed by one (1) annually prior to the expiration date of the 2nd PPD, **must remain current to meet clinical placement standards**. A negative chest X-ray with an annual review or a Tuberculosis titre (TBT) is also acceptable:

   - PPD #1 __________ neg /positive or Chest X-ray ______________ or TBT (Tuberculosis Titre)
   - PPD #2 __________ neg /positive;
   - PPD #3 __________ neg /positive Chest X-ray review ______________

7. **INFLUENZA VACCINE** (1st year) __________ **INFLUENZA VACCINE** (2nd year) __________

   (due in August each year)

The above criteria have been met for this student and the student is cleared for clinical rotation for the next 6 months.

8. **CPR**

   □ (American Heart Association-Healthcare Provider) Exp. Date Exp Date

   Or

   □ (American Red Cross- Professional Rescuer) Exp Date Exp Date

9. **CORI** Date: Date: Date: Date:
I certify to the best of my knowledge that the above information is true and complete with all required documentation attached. I authorize the School of Nursing to release this information to the agencies where I have clinical. I certify the above health information to be true and accurate in accordance with my records.

STUDENT’S SIGNATURE: ________________________________ Date: _____________________

VERIFICATION OF ACCURATE DOCUMENTATION BY SCHOOL OF NURSING Clinical Instructor (SIGNATURE & DATE)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
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<tbody>
<tr>
<td>Rotation I</td>
<td>Rotation I</td>
</tr>
<tr>
<td>Date: _______________</td>
<td>Date: _______________</td>
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<tr>
<td>Site: ______________________</td>
<td>Site: ______________________</td>
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<tr>
<td>Instructor Signature: __________________</td>
<td>Instructor Signature: __________________</td>
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<tr>
<td>Rotation II (if applicable)</td>
<td>Rotation II (if applicable)</td>
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<td>Date: _______________</td>
<td>Date: _______________</td>
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<td>Instructor Signature: __________________</td>
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Semester III

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<tr>
<th>Rotation I</th>
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<td>Site: ______________________</td>
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<td>Instructor Signature: __________________</td>
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<tr>
<td>Rotation II (if applicable)</td>
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<td>Date: _______________</td>
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<td>Site: ______________________</td>
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<td>Instructor Signature: __________________</td>
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Semester IV

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<th>Rotation I</th>
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<tr>
<td>Rotation II (if applicable)</td>
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<td>Date: _______________</td>
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<tr>
<td>Site: ______________________</td>
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<tr>
<td>Instructor Signature: __________________</td>
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</table>
Gardner, Massachusetts
Nursing Department

STUDENT PLAGIARISM REPORT

Date of Incident: _______________________________________________________

Faculty Member(s): _____________________________________________________

Student Name: _________________________________________________________

Student ID Number: _____________________________________________________

Description of Incident: ________________________________________________

_____________________________________________________________________

Name of Assignment (attach copy to this document):

_____________________________________________________________________

Plagiarized Text(s)/Site(s):

_____________________________________________________________________

Resolution:

_____________________________________________________________________

Please attach additional material or information as necessary.

Faculty Signature ___________________________________ Date ____________

Student Signature ___________________________________ Date ____________

For Office Use Only
Received in the Vice President of Academic Affairs Office: ________
ACKNOWLEDGMENT OF RISK AND CONSENT FORM
Mount Wachusett Community College

Section I (To be completed by the faculty member or field trip leader)

Class/Organization: _____________________________________________________________

Faculty Member/Field Trip Leader _________________________________________________

Activity Date(s): ______________________________________________________________

Equipment Needed:  Supplied by Participant: ______________________________________

Supplied by Leader: __________________

Activity to be undertaken includes: _____________________________________________

____________________________________________________________________________

Inherent risks and dangers associated with this activity: ____________________________

____________________________________________________________________________

____________________________________________________________________________

Section II (To be read and completed by the student or, if student is under 18 years of age by a parent or legal guardian)

I acknowledge that I am seeking to participate in the voluntary activity (“activity”) described above. I further state that I am at least eighteen (18) years of age, fully competent to sign this Agreement, and am voluntarily seeking to participate in this activity (or in the case of students under the age of 18, I further state that I am the parent or legal guardian of the student identified below and am legally authorized to sign this form on behalf of the student who is voluntarily seeking to participate in this activity). I understand that by signing this document I am representing that I understand all its terms and conditions and fully intend to be bound by the same. I also understand that I may wish to consult with an attorney prior to signing this document.

I acknowledge that there may be certain dangers, hazards, and risks associated with my participation in this activity and I have reviewed the list of inherent risks and dangers provided above. I further acknowledge and understand that all risks cannot be prevented. In light of the risks associated with this activity, I have consulted with my physician and/or health care provider to discuss whether my participation in the activity is appropriate given my current physical and mental health. Accordingly, I represent that I am physically and mentally able, with or without
accommodation, to participate in this activity, and am capable of using the equipment, if any, associated therewith.

On behalf of myself and my family (including legal guardians) I agree to assume all the risks and responsibilities surrounding my participation in this activity, and agree to release from liability and waive any legal action against Mount Wachusett Community College, its governing board, officers, agents, and employees (the parties), for personal injury, death, or property damage suffered by me while participating in this activity or while in transit to or from the premises where the activity is being conducted.

I understand and agree that the College may not provide or have medical services or personnel available at the location of the activity or on its campus. Therefore, should I require emergency medical treatment as a result of an accident or illness arising during this activity, I consent to such treatment. Further, I acknowledge that the College does not provide activity participants with health or accident insurance and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment provided.

Further, I agree to comply with all rules and regulations included in the College’s Student Handbook and all other rules as set forth by the College personnel during the activity.

I agree that this document shall be construed in accordance with the laws of the Commonwealth of Massachusetts. If any term or provision of this document shall be held illegal or unenforceable, the remaining terms and provisions shall remain in full force and effect.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>(Please print)</th>
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</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
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</tbody>
</table>

(Signature of parent or legal guardian if participant is under 18 years old)

In case of an emergency, please contact:

<table>
<thead>
<tr>
<th>Name &amp; Relationship</th>
<th>Phone Number</th>
</tr>
</thead>
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Updated 8/2008