Mount Wachusett Community College

Nursing Student Handbook:

Associate Degree/Practical Nursing Programs

2019-2020

(Revised & Effective January, 2020)

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 Accreditation Commission for Education in Nursing, Inc. (ACEN) granted continuing accreditation to the practical and associate degree nursing programs with the next evaluation visit 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.
The Massachusetts Board of registration in Nursing requires that all nursing programs have eleven essential policies. This policies are listed in the beginning of the Nursing Handbook for ease of use.

   MWCC Nursing Handbook: Pages 28, 32  
   Satisfactory evidence of secondary school graduation, or its equivalent: MWCC catalog: [http://catalog.mwcc.edu/admissions/](http://catalog.mwcc.edu/admissions/)  
   MWCC Nursing Handbook: Admission requirements, Pages 28 & 32  
   Compliance with the immunization requirements specified by the Massachusetts Department of Public Health: MWCC catalog: [http://catalog.mwcc.edu/admissions/](http://catalog.mwcc.edu/admissions/)  
   MWCC Nursing Handbook: Admission requirements, Pages 28 & 32, Health records page 55

2. Progression: MWCC catalog:  
   [http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/satisfactoryacademicprogressstudentfinancialassistancerecipients/](http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/satisfactoryacademicprogressstudentfinancialassistancerecipients/)  
   MWCC Nursing Handbook: Page 54

3. Attendance: MWCC catalog:  
   [http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/classattendancepolicyxtendedabsence/](http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/classattendancepolicyxtendedabsence/)  
   MWCC Nursing Handbook: Pages 41-43

4. Course Exemption: MWCC catalog:  
   [http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext](http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext)  
   MWCC Nursing Handbook: Bridge waiver of NUR 111 for LPN license, Page 36

5. Advanced Placement: MWCC catalog:  
   [http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext](http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext)  
   MWCC Nursing Handbook: Page 32

6. Transfer from MWCC:  
   [http://catalog.mwcc.edu/academicresources/#transferinformationtext](http://catalog.mwcc.edu/academicresources/#transferinformationtext)  
   Transfer to MWCC:  
   [http://catalog.mwcc.edu/academicresources/#transfercredittext](http://catalog.mwcc.edu/academicresources/#transfercredittext)

7. Educational Mobility: MWCC Nursing Handbook: Appendices

8. Withdrawal: MWCC catalog: [http://catalog.mwcc.edu/search/?search=withdraw](http://catalog.mwcc.edu/search/?search=withdraw)  
   MWCC Nursing Handbook: Page 54

   MWCC Nursing Handbook: 62

10. Graduation: MWCC catalog:  
    [http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/graduation/](http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/graduation/)
11. Student’s rights and grievances: MWCC catalog:
   http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/satisfactoryacademicprogressstudentfinancialassistancerecipients/
   MWCC Nursing Handbook: Pages 17 & 55
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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
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Advising Center 978-630-9109 Room 116 advisor@mwcc.mass.edu
Financial Aid 978-630-9169 Room 164 financialaid@mwcc.mass.edu
Health Services 978-630-9136 Room 133 nregan@mwcc.mass.edu
Help Desk 866-520-7129 Room 078 helpdesk@mwcc.mass.edu
MWCC Book Store 978-632-8238 Book Store bookstore@mwcc.mass.edu
Student Accounts 978-630-9149 Room 165

Important FAX Numbers

Nursing Department 978-630-9565 Health Services 978-630-9528
Mission and Philosophy of the MWCC Nursing Program

Vision
The Nursing Programs of MWCC provide the opportunity and means by which individuals may qualify for entry into the nursing profession, and inspire graduates to follow further educational pathways to increased professional responsibility and career satisfaction.

Mission
The mission of the MWCC Nursing Programs is to prepare students for fulfilling lives of nursing leadership and service to diverse populations.

To achieve its mission, the Nursing faculty commits to continuous improvement of the effectiveness of the teaching-learning environment. Through the use of proven methods, strategies, and technologies, the faculty supports student acquisition of the skills, knowledge and attitudes/behaviors required for the provision of safe, effective, ethical, holistic, and collaborative nursing care.

Shared Values
The Nursing Faculty pledges itself to living the shared values of the MWCC community in our interactions with each other, our collaborative practice partners, our students, and our patients. It is our goal that our students and graduates will likewise embrace and embody these values.

The Nursing Metaparadigm

Person and Environment
“Person” encompasses all humans everywhere – both recipients (often known as “patients”) and providers of nursing care, and those with whom the nurse collaborates in the provision of care. Nursing students and faculty, families and communities are included. No one is left out. In accordance with the MWCC shared values, all persons are treated as valued members of our diverse community, deserving dignity and respect.

We acknowledge and value that each person is unique, being irrevocably embodied and embedded in their physical, cultural, spiritual and social environments. Whether the goal is student success or patient wellbeing, a thorough understanding of the individual’s challenges and resources is foundational to the development of an effective plan.

Health
The MWCC Faculty defines health as the ability to successfully cope with and adapt to change and challenges to physical, mental, emotional, social, and spiritual well-being. Flexibility and the capacity to cope with adverse circumstances are components of physical as well as mental health.

Although desirable, it is not necessary for a person to be free of disease and disability to be healthy. Persons successfully managing chronic diseases and persons effectively adapting to disabilities are considered to possess health.

Nursing
Nursing is the unique, comprehensive, and professional expression of the human response of caring toward self and others. In collaboration with the patient and other health care professionals, the nurse is responsible for protecting, promoting and optimizing health and function, preventing illness and injury, facilitating healing, alleviating suffering, and advocating for the patient’s values, preferences and needs.
Quality nursing care integrates the art and science of nursing practice. The scientific foundation of practice is the nurse’s extensive knowledge of nursing, medical, biological, and social sciences. The art of nursing lies in the creative and compassionate application of the nursing process.

Communication and assessment provide the nurse with a thorough knowledge and understanding of the patient. Employing processes of clinical, scientific, and ethical reasoning, the nurse works with the patient to identify needs and develop a plan that will enable the achievement of the patient’s goals through means that are acceptable in the context of the patient’s priorities, preferences, cultural values, and spiritual beliefs.

This synthesis of art and science is the heart of nursing, and the definition of Evidence-Based Practice: The integration of the best current evidence with clinical expertise and patient preferences and values to ensure delivery of optimal health care.

High Quality Nursing Care is congruent with the NLN Standards of Nursing Practice and the ANA Code of Ethics for Nurses.

**Nursing Education**

Faculty implement a variety of teaching strategies in the classroom, lab and clinical setting to promote critical thinking, clinical reasoning, and active learning. Learners collaborate with faculty, focusing their attention and engaging their cognitive capabilities to maintain the learning environment and maximize learning. Students discover meaning and achieve the Nursing Program Student Learning Outcomes by using information processing strategies to organize, understand and apply nursing concepts.

As the complexity of nursing practice continues to increase, it is imperative that MWCC nursing graduates leave these programs impressed with the necessity of lifelong learning, and equipped with the skills of reflective practice and self-directed learning.

In the creation of this document, the faculty have relied upon the work of:


(ANA 2015)
American Nurses Association (ANA) Code for Nurses

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

Provision 2: The nurse’s primary commitment is to the patient, whether and individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

National Student Nurses’ Association encourages nursing programs to adopt the Code of Ethics.

**CORE VALUES**

**LEADERSHIP and AUTONOMY**

- **Definition:** A process of social influence which promotes innovative problem solving to move an autonomous, independent organization forward by providing a clear vision, maximizing the efforts of others, by respecting each individual and in collaboration with other appropriate resources.

- **Interpretive Statement:** NSNA promotes each member to build their democratic leadership skills with conflict resolution through shared governance and community, with respect for others. Student nurses in leadership positions of NSNA make their own decisions based on fiduciary research, and historical and current evidence along with membership input when appropriate. NSNA chapter leaders establish and acknowledge their autonomy and independence in bylaws, policies and procedures.

**QUALITY EDUCATION**

- **Definition:** An act or process of imparting or acquiring general knowledge, developing the powers of reasoning and judgment, and generally of preparing oneself or others intellectually for a profession.

- **Interpretive Statement:** NSNA informs, prepares, and inspires members to develop continuous, life-long learning and ethics of the profession. Nursing students are encouraged to take full advantage of their education and develop their professional leadership skills as members of NSNA.

**ADVOCACY**

- **Definition:** An activity or process to work on behalf of self and/or others to raise awareness of a concern and to promote solutions to the issue.

- **Interpretive statement:** The nursing profession is based on advocating for patients and families in order to help facilitate the healing process; NSNA serves as an advocate for nursing students by representing them as one united voice.

**PROFESSIONALISM**

- **Definition:** Characteristics that describe an individual striving to maintain the highest standards for one’s chosen path – honesty, integrity, responsibility and conducting oneself with responsibility, integrity, accountability, and excellence.

- **Interpretive Statement:** As NSNA members, it is important to create a culture of professionalism in our organization and to uphold the values of professionalism in order to conduct ourselves and our organization in the most respectful, honest way. This value translates into respecting our patients and maintaining the ethics of our profession.
CARE

- **Definition:** A feeling and exhibiting concern and empathy for others while showing or having compassion for others.
- **Interpretive Statement:** Caring is a fundamental value of registered nurses and the nursing profession. The NSNA cultivates a climate of caring in its publications, programs, relationships, and leadership development. NSNA members care for their patients, peers and the future of the profession.

DIVERSITY

- **Definition:** Differences that can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, nationality or other ideologies.
- **Interpretive Statement:** Each individual is unique, and we recognize our individual differences through acceptance and respect. We explore these differences in a safe, positive and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

  *Adopted in March 2015 by the 2014-15 NSNA Board of Directors.*

CODE OF PROFESSIONAL CONDUCT

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

1. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses’ association.
3. Uphold and respect all Bylaws, policies and responsibilities relating to the student nurses’ association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
4. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses’ association.
5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA Core Values.
6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.
7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses’ associations.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.
9. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
10. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.
11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses’ association.
12. Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession.
of nursing.
13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies.

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE
Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

CODE OF ACADEMIC AND CLINICAL CONDUCT

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student’s learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could 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 impairment 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.

**BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING**

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential.
to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.

17. Students have the right to belong to or refuse membership in any organization.

18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.

19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

23. The nursing program should track their graduates’ success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

GRIEVANCE PROCEDURE GUIDELINES

What steps can be taken if a student believes that his or her rights have been violated?

It is wise to first review the school’s policies and procedures related to violation of rights, clinical, academic and non-academic disputes. Efforts should be made to first resolve the issue between the individuals in question. After thorough examination of the facts and circumstances of the violation and discussion with the parties involved, if resolution is not reached, the next step is to review the policies and procedures related to filing a grievance where there is a violation of academic, clinical, and non-academic rights and responsibilities. In the unlikely event that the college/university does not have such a procedure, the following

4/27/2017 Word document is available by writing to nsna@nsna.org
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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 certificate 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.


**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 patient 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)
244 CMR 3.00: REGISTERED NURSE AND LICENSED PRACTICAL NURSE

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.

* Defined as assignment consistent with the education, experience and demonstrated competence of the assignee and consistent with the needs of the patient(s).
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.

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.

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/patient 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 delegatable 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) 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.
The organizing framework for the PN and ADN program integrates the MWCC Institutional Student Learning Outcomes, the nursing process, and the MWCC Nursing Program Student Learning Outcomes (PSLOs) based on 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 provide the structure for the curriculum, course sequencing, individual course content, and Course Student Learning Outcomes.

The PN and ADN program SLOs 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 achievement of the Program SLOs. The curriculum evolves from simple to complex concepts with student progress and achievement assessed throughout the program using evaluation tools based on the PSLOs. Students internalize these concepts and are expected to exhibit behaviors which are essential for entry level nursing practice upon graduation.
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, patients 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 patients 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 patients 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 1

1. Complete college admissions application form.
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)
7. Mount Wachusett Community College has made the TEAS Version 5.0 test a requirement for admission into the Practical Nursing Certificate program.
8. 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:
   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 (BIO203 and BIO204 with a C+ or greater may be substituted for BIO152).
   Complete and return the practical nursing application and the forms to the Admissions Office:
   • Practical Nursing Program Admission Form
   • Work/Volunteer Experience Form
   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. Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.

2. Health examination conducted within the past two years by a licensed health care provider.

3. 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.

4. 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.

5. Meningococcal – full time students ages 16-21.

6. 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.

7. CPR certification for BLS/Healthcare Provider from the American Heart Association is required. A certificate of completion must be presented to the health sciences department prior to entry into nursing courses. On-line and Red Cross CPR courses are not accepted.

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

9. Completion of CORI form.

10. Clinical sites may require the student to obtain certain background checks, (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. Costs for these reviews will be the responsibility of the student.

11. 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.
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 patient 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 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 patients and colleagues, fostering mutual respect and shared decision making, to enhance patient 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 to continuously improve the quality and safety of health care systems.

10. **Evidence-Based Practice**
    Use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.
MOUNT WACHUSETT COMMUNITY COLLEGE  
Practical Nursing Program  
CURRICULUM PLAN  
2019 - 2020

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

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

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<tbody>
<tr>
<td>BIO 152 Essential of A&amp;P (complete prior to Semester II)*</td>
<td>4</td>
</tr>
<tr>
<td>NUR 102 Fundamentals of Nursing Care</td>
<td>11</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester total: 18

Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 Maternal Child Nursing</td>
<td>8</td>
</tr>
<tr>
<td>PSY 110 Human Growth &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester total: 14

Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 106 Contemporary Nursing for Practical Nurses</td>
<td>13</td>
</tr>
</tbody>
</table>

Semester total: 13

Total Credits: 48

*May substitute: BIO203, 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, 203, 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
Advanced standing application deadline: November 15
LPN to ADN Bridge Program Application deadline: November 15

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 MAT143 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.
9. Advance standing students must have completed NUR 106 at MWCC, or transfer in the equivalency of NUR 111 (completed within two years of application) with a 3.0 GPA for either course.

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. Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.
2. Health examination conducted within the past two years by a licensed health care provider.
3. 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.
4. 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.
5. Meningococcal – full time students ages 16-21
6. 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.
7. CPR certification for BLS/Healthcare Provider from the American Heart Association is required. A certificate of completion must be presented to the health sciences department prior to entry into nursing courses.
   Red Cross and On-line CPR courses are not accepted.
8. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
9. Completion of CORI form.
10. Clinical sites may require the student to obtain certain background checks, (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. Costs for these reviews will be the responsibility of the student.

11. 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 preferences, values, and needs and respects the patient 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 determined within their settings. Nurses will advance within their leadership abilities in collaborative inter-professional efforts and for implementing change.

4. **Systems-Based Practice**
   Support an awareness of and responsiveness to the larger context of the health care system, and will demonstrate with ability to effectively call 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 patients, families and colleagues, fostering mutual respect and shared decision making, to enhance patient 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**
   Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

9. **Quality Improvement**
   Use data to monitor the outcomes of care processes, and to use improvement methods to design and test changes 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.
<table>
<thead>
<tr>
<th>Prior to admission</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 143 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 109 or 113 Biology I (or Life Science for Allied Health)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 199* Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101* College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 111 Foundations of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PSY 105* Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 204* Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205* Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 113 Nursing Care of Children and Family</td>
<td>4</td>
</tr>
<tr>
<td>NUR 114 Nursing Care of the Childbearing Family</td>
<td>4</td>
</tr>
<tr>
<td>PSY110* Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102* College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 220 Medical Surgical Nursing, Part I</td>
<td>6</td>
</tr>
<tr>
<td>NUR 230 Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>SOC 103* Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 204 Trends in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 222 Medical Surgical Nursing, Part II</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 73-74**

*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester.

** Requirement may be met with completion of a math course equal to MAT 143 Statistics with a grade of C+ or better.

PLEASE NOTE: All BIO, MAT 143 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 14 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 required to take an ATI exam on Maternity and Pediatrics. Those not meeting the required testing score will be required to take NUR115 in Summer 1.

<table>
<thead>
<tr>
<th>Prerequisite Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111*</td>
<td>7</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>BIO 109 or BIO 113</td>
<td>3-4</td>
</tr>
<tr>
<td>BIO 199</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>3</td>
</tr>
<tr>
<td>MAT143</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring/Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>3</td>
</tr>
<tr>
<td>NUR 116</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 115</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 230</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>SOC 103</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 220</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring/Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 222</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective 1, 3</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 73/74

* Waived with an LPN license

*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester.

** Requirement may be met with completion of a math course equal to MAT 143 Statistics with a grade of C+ or better.

PLEASE NOTE: All BIO, MAT 143 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.
# 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.

<table>
<thead>
<tr>
<th>Class of:</th>
<th>Associate's Degree Nursing</th>
<th>Class of:</th>
<th>Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>71%</td>
<td>2016</td>
<td>76%</td>
</tr>
<tr>
<td>2017</td>
<td>73%</td>
<td>2017</td>
<td>71%</td>
</tr>
<tr>
<td>2018</td>
<td>70%</td>
<td>2018</td>
<td>68%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class of:</th>
<th>Associate's Degree Nursing</th>
<th>Class of:</th>
<th>Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>100% (n=54)</td>
<td>2016</td>
<td>100% (n=5)</td>
</tr>
<tr>
<td>2017</td>
<td>100% (n=58)</td>
<td>2017</td>
<td>100% (n=28)</td>
</tr>
<tr>
<td>2018</td>
<td>97% (n=29)</td>
<td>2018</td>
<td>100% (n=8)</td>
</tr>
</tbody>
</table>

- Based on graduates who responded.

3. NCLEX pass rates: MWCC nursing graduates will pass the NCLEX RN or PN exam at a rate of 80% or higher for first time attempts.

<table>
<thead>
<tr>
<th>Class of:</th>
<th>National Mean NCLEX-RN AD (overall)</th>
<th>National Mean NCLEX-PN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>81.68 (84.56)%</td>
<td>83% (2016)</td>
</tr>
<tr>
<td>2017</td>
<td>84.2 (87.1)%</td>
<td>84% (2017)</td>
</tr>
<tr>
<td>2018</td>
<td>85.11 (88.29)%</td>
<td>85.91% (2018)</td>
</tr>
</tbody>
</table>

(National numbers are for first time, US educated)
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.

Advisory Board Bylaws
MWCC Department of Nursing

Role of the Advisory Board:
The Advisory Board’s role is to advise and assist the MWCC Department of Nursing in planning, developing, implementing, and evaluating programs that will support the achievement of its mission:
To prepare a diverse population of students for licensure as nurses, and
To serve the needs of the Commonwealth for safe, contemporary nursing care of its citizens.
The advisory board is important to the establishment and maintenance of an up-to-date nursing education program. The rapid pace of change in nursing practice has increased the need for effective communication between nurse educators and those involved at all levels of current nursing practice.

Functions of the Advisory Board:

 The Advisory Board will perform the following functions:
 Assessing Occupational Needs: The Advisory Board helps keep the Nursing Department informed about the need for nurses with varying levels of professional qualifications in the healthcare workforce.
 Curriculum Development: The Advisory Board makes recommendations to the Nursing Department on course content essential to meeting the healthcare needs of the North Central Worcester County community.
 Evaluating the Program: The Advisory Board will periodically review the Nursing Curriculum, suggest changes in the program, and provide feedback on the performance of program graduates.
 Facilities and Equipment: The Advisory Board makes recommendations on facilities, equipment and supplies needed to prepare students for beginning level nursing practice. The Board may also promote the donation of equipment, supplies and materials.
 Recruiting and Placing of Students and Graduates: The Advisory Board promotes recruitment by making current information about job opportunities available to prospective graduates. It also assists in placing students in clinical, practicum, or cooperative work experience situations, and placing graduates in full or part-time positions.
 Community Relations: The Advisory Board serves as a link with the community, helping promote support for the Nursing Department by fostering a favorable public image.
Participating in College Activities: Advisory Board members are encouraged to participate in MWCC activities, such as job fairs and college community events.

Membership:
There are four essential criteria for selecting individuals for membership on the MWCC Nursing Department Advisory Board.

- **Expertise:** Candidates should be successful members of the nursing or other healthcare-related professions. They should merit the respect and confidence of their associates and peers. Their professional image and standing in the community should be exemplary.
- **Availability:** Candidates should be available for the meetings and activities that take place several times during the year.
- **Responsibility:** Candidates should be committed to the advancement of the nursing profession and the development of the MWCC Nursing Department’s effectiveness in educating future nurses.
- **Interest:** Candidates should maintain a high regard for the nursing profession and be committed to investing their time and energy to ensure continued excellence and the development of nursing practice. Candidates should be enthusiastic about the unique contributions of the MWCC Nursing Department to the future of nursing.

Representation:
At least 80% of the Advisory Board members will be nurses, representing the wide variety of roles that nurses assume in healthcare. Nurse managers, nurse educators, advanced practice nurses, both Licensed Practical Nurses and Registered Nurses practicing in various settings (office, hospital, long-term care, visiting nurses), as well as alumni and current students, should be represented on the Board. Non-nurse members of the Board will have experience and expertise in some aspect of the healthcare industry or nursing education.

Membership numbers will be sufficient to give the broad representation required to assure the fulfillment of the Advisory Board’s role and function.

Appointment of Members:
Recommendations for Advisory Board membership may come from current Board members, the Nursing Program Administrator, and members of the Nursing Department Faculty. The Advisory Board Secretary (see below) will first contact candidates to determine their interest, willingness, and availability to serve. Willing and interested candidates will then be presented to the Board, which will recommend that invitations be extended to those who meet membership criteria.

Ex-officio members of the Advisory Board will include the MWCC President and the Vice President for Academic Affairs.

The MWCC Nursing Program Administrator, Nursing Department Staff, and Full-time Professors will not serve as Advisory Board members, but will be invited guests at the annual Advisory Board Meeting. They may also contribute their knowledge and expertise to projects as requested by the Advisory Board Chairperson, Vice-Chairperson, or other Board members. Current and former clinical adjunct professors may be selected as Advisory Board members.

Term of Membership:
Nursing Department Advisory Board members will be appointed to a three-year term. Provisions will be made for staggering replacements so that experienced members are available to orient new members. Although Board membership should not be self-perpetuating, a member may be recommended for reappointment to a second term.
Student members of the Advisory Board will be appointed to a one-year term. A student member may be recommended for reappointment to a second term. Members who find they are unable to continue to meet Board responsibilities for their full term will submit a written resignation to the Advisory Board Chairperson, who will present it to the Advisory Board for action.

**Member Responsibilities:**
Each Board Member is expected to attend meetings regularly, participate in discussions and serve on committees or project teams if requested. Each member is expected to respect the confidentiality of Board deliberations and to show discretion in discussing official matters outside of Board meetings.

**Advisory Board Officers:**
The Advisory Board will elect a Chairperson and Vice-Chairperson.

- **The Chairperson**
The Chairperson presides at meetings, appoints committees, and assigns projects. The Chairperson plans meeting agendas and calls meetings in collaboration with the Nursing Program Administrator.

- **The Vice-Chairperson**
A Vice-Chairperson is elected to serve in the absence of the Chairperson.

- **The Advisory Board Secretary**
The Nursing Program Administrator will appoint an Advisory Board Secretary from among the faculty or staff of the Nursing Department to provide necessary secretarial services and to facilitate communication between the Chairperson and the Administrator. The Secretary will also perform the following functions:
  - Announce meetings.
  - Forward to all Board members three weeks prior to the meeting:
    - The Meeting Agenda
    - The Nursing Program Administrator’s Report and Request for Advisement.
  - Record and distribute the meeting minutes to all Board members within 30 days of the meeting.
  - Post the minutes of Advisory Board meetings on the MWCC Blackboard within 30 days of the meeting.

**Operation of the Advisory Board:**

**Meetings:**
The Advisory Board will hold at least one meeting each academic year at which the Nursing Program Administrator, staff, full-time and current adjunct faculty will be invited guests. The Administrator will report on the status of the Program, and the Advisory Board Chairperson will report on projects and respond to requests for advisement previously received from the Administrator. Determination and assignment of future projects will also take place at this meeting, although projects may be assigned by the Chairperson and requests made by the Administrator at any time.

Additional meetings of the full Board, committees or teams will be held as needed to address urgent requests from the Nursing Program Administrator, complete projects, and plan the Advisory Board Recommendation Report to be presented by the Chairman to the Administrator at the Annual Advisory Board Meeting.
Minutes will be taken, published, and filed for all meetings as described under “Advisory Board Secretary.”

Meeting Agenda:
A written agenda, developed by the Chairperson in consultation with the Nursing Program Administrator, will be distributed to all Board members three weeks in advance of the meeting.

Advisory Board Recommendations Report:
Advisory Board recommendations will be based on
- The Nursing Program Administrator’s Report and Request for Advisement.
- Reports from Advisory Board committees or project teams charged with reviewing and/or evaluating assigned aspects or needs of the Nursing Program.
- The knowledge, expertise and experience of the Advisory Board members.

A written report of the Board’s recommendations will be drafted by the Chairperson or Chairperson Designee and delivered to the Administrator of the Nursing Program within 30 days after the Annual Advisory Board Meeting or other official Board meetings as described above. The Nursing Program Administrator will present the Board’s recommendations at the following Nursing Faculty Planning Day for discussion and development of an action plan. The outcome of this discussion will be reported back to the Board in the subsequent Nursing Program Administrator’s Report.

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 40 weeks. For students entering the program in the second or third semester allotted hour will be prorated by 5 hours per semester. This means that a student entering the program in the second semester may not miss more than 10 hours, and a student entering the program in the third semester may not miss more than 5 hours of class time during the program.
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 may not be made up in the first semester as they are counted in the theory content for the program in that semester. Lab testing make up arrangements must be made with the laboratory faculty and are subject to a 5% reduction in test grade. The practical nursing student will be allowed to miss no more than one clinical day 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. Lab experiences in the second and third semester are counted as clinical experiences, and are therefore included in the policy of only being allowed to miss one clinical and or lab day per semester. Community and Service learning hours are also considered as clinical hours and therefore subject the same attendance stipulations.

Students who miss more than one clinical day (or lab day in semester two and three) in a semester must follow the clinical make-up policy in order to graduate from the program.

The practical nursing student will be allowed to miss no more than one clinical day (approximately 8.5 hrs.) 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 change in medical status, 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: Clinical Absence(s)/Tardiness
Students are expected to be on time for ALL clinical experiences. Students not on the clinical unit at the assigned start time more than two times during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations.

A student who is going to be absent/tardy from a clinical session must call the clinical instructor prior to the start of the clinical shift. Students must check with the clinical instructor at orientation for site-specific details. Failure to personally notify the clinical instructor via text email or cell phone, or consistently arriving late to the clinical unit, may be grounds for dismissal from the program. This behavior will also be considered a clinical absence due to non-compliance and will be made up at the student’s expense.

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 in a semester will be required to make-up the missed clinical time at the student’s expense.
- Students will be sent home from the clinical site due to noncompliance with health records/immunizations/CPR/health insurance/drug testing/fingerprinting. Failure to have complete health documentation in the health office or CPR/Insurance to the nursing office **by noon the day before** the scheduled clinical experience will result in a required make-up day 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.
- 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 change in medical status must provide documentation from a licensed healthcare provider on the *Return from Medical Absences* form provided in the handbook. Documentation must state that the student is able to meet all technical standard requirements.

**ADN 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. Students who miss clinical time must follow the clinical make-up policy in order to graduate from the program.

**ADN Attendance Policy: Clinical Absence(s)/Tardiness**

Students are expected to be **on time** for **ALL** clinical experiences. Students not on the clinical unit at the assigned start time more than two times during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations.

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 notify** the instructor where s/he is due to report to duty **prior to the start** of the clinical shift. Failure to **personally** notify the instructor will result in the student **making up the clinical day at cost**. Students should check with the clinical instructor at orientation for site-specific details. **Failure to personally notify the clinical instructor via text email or cell phone, or consistently arriving late to the clinical unit, may be grounds for dismissal from the program. This behavior will also be considered a clinical absence due to non-compliance and will be made up at the student’s expense.**
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 change in medical status, 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.

ADN Clinical Make-Up Policy:

The clinical make-up policy is as follows:

- The student is required 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.
- Failure to have complete health documentation in the health office or CPR/Insurance to the nursing office by noon the day before the scheduled clinical experience will be sent home and result in a required clinical make-up day at the student’s expense at the current hourly make-up rate.
- Students will be sent home from the clinical site due to noncompliance with health records/immunizations/CPR/health insurance/drug testing/fingerprinting and will result in a required clinical make-up day 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 required 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 cancellations 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 for BLS/Healthcare Provider from the American Heart Association 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

*Children are not allowed to attend nursing classes, lab, or clinical settings.*

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. Students are expected to be on time for **ALL** clinical experiences. Students not on the clinical unit at the assigned start time more than two times during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations.

3. 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.

4. Observe the parking rules of the agency.

5. 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.

6. 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.

7. 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.

8. Students are not allowed to leave the facility campus during the clinical experience.

9. 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 student learning outcomes for clinical experiences, which are specific to each nursing course. 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 student learning outcomes 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 student learning outcomes.

**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; students not on the clinical unit at the assigned start time more than two times during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations. **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:*  

- Review the clinical evaluation tool weekly.
- Submit to clinical instructor assignments that reflect self-assessment of progress toward meeting the outcomes of clinical experiences.
- Initiate communication with clinical instructor concerning specific learning needs.
- Demonstrate follow-up concerning specific instructor recommendations towards meeting the outcomes of the clinical experiences.
- 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.
- Students who do not complete the evaluation will receive a grade of “I” (Incomplete) for the course.

**Clinical – Student Request for Change of Placement**

Request for change of clinical placement must be submitted by August 15, December 15, and April 15. No other request will be accepted after these dates.

**Confidentiality**

A student may have access to confidential information about peers, patients, their families, and the clinical facility during his/her clinical rotations. The student must maintain confidentiality regarding all forms of verbal, photographic, video-graphic, 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 patients 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 a staff of professional counselors. The Student Service Center is available to assist students by appointment or drop-in basis. The student service office at MWCC can be reached at 978-630-9855 or by email **studentservices@mwcc.mass.edu**
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, patient safety, and patient 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
   - MWCC issued nursing ID badge
   - Clinical Passport

2. **ID Badge:** Students must wear an MWCC issued nursing 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 issued nursing ID badge and the facility issued badge when applicable 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 band (*no stones*) and no more than one pair of small stud 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/or must be removed.
- No tattoos should be visible. Tattoos must be concealed with makeup or coverings.
- 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.
- Head bands will be subject to facility policy

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.
- Hair coloring must be a **naturally occurring color, although not necessarily the students color.**
- Nails should be neatly trimmed.
- Artificial nails, nail polish, or nail gels are not permitted in the clinical setting.
- Male students should be clean shaven or have neatly trimmed beards or moustache.

**Drug Testing/Finger Printing**

Clinical sites may require the student obtain certain background checks (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. *Costs for these reviews will be the responsibility of the student.*

**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, the 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 (excluding the ATI assessments) to be eligible to pass the nursing courses. There will be no rounding of grades. i.e. 76.999… 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. **Test Day Rules**
   Students are expected to be on time and ready to start testing on exam days by the scheduled exam time.
   Once faculty has started the exam, the exam room door will be closed, and no students will be allowed to enter until the test is completed.
   The following items may not be accessed at all during an exam:
   - any test preparation or study materials
   - cell/mobile/smart phone, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices
   - weapons of any kind
   - bags/purses/wallets/non-smart watches
   - coats/hats/scarves/gloves
   - medical aids/devices unless previously cleared by faculty
   - food or drink, gum/candy
   - lip balm
4. **Missed Exams and Late Arrivals on the Exam Days**
   - If a student is going to be absent for a scheduled examination, s/he must notify the nursing office at ext. 9265 or ext. 9544 one hour prior to the start of the exam that s/he will be absent
   - Students that miss the exam or the start of the exam deadline should plan to make an appointment to take the test at a later time in the testing center.
   - Students 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 points from the makeup exam grade.

5. **Exam review policy:** students will have 10 school days from when the review period opens to review their exam and discuss any questions with their professor. After the ten days the review period closes and further discussion of the exam content and grading will not take place.

Exams are the property of the College.

All exams will remain the property of the Mount Wachusett Community College Nursing program before, during, and after completion of the exam. Exams will not be given to any student to keep as their personal property. Students will not be allowed to copy exams or to remove exams from college property. Any student found removing, copying or taking pictures of any exam may be dismissed from the nursing program.

6. **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/verbal 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.

7. **Assignments** must be submitted on or before the due dates. Specific requirements will be outlined in the course syllabus.

8. **The College Early Warning System** may be used as part of the nursing program’s student counseling system.

9. **Written 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.

**Academic Performance:**

**Procedure for review of academic status:**

1. 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.
2. The course faculty will meet to review the student’s status. The student will develop a written plan for improvement with faculty guidance.
3. Students are required to achieve a final grade average of 77 percent or higher on all exams (excluding the ATI assessments and medication competency) 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.
4. Students in their final semester will be required to achieve a score of 70.0% on the ATI comprehensive predictor. Students not achieving this score must complete two practice predictor exams after the initial predictor is completed and then take a second version of the comprehensive predictor prior to graduation from the nursing program.
Clinical Performance:
1. The student will meet with the clinical instructor to review the evaluation.
2. If the student’s performance is unsatisfactory, the clinical faculty will review documentation and make recommendations to the student.
3. 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. All nursing courses require a 77% test grade average in order for a student to progress to the next semester.

Termination from the Program
When a student has demonstrated reason for dismissal, i.e., excessive absences and tardiness, improper conduct, including breach of confidentiality, 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**

Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.

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 **prior to the start of their program** if the student does not have a current (within the past two (2) years) physical exam on file (see dates below). 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 1**.

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 1**.

**Inclement Weather**

The automated telephone service at the college gives cancellation/delay notices. Students can obtain the information by dialing 978-632-6600 then press 8 or by accessing the MWCC webpage. If day classes at the college are cancelled and/or delayed, the day clinical experience is cancelled. Evening classes/clinical will still meet unless evening classes are canceled.

(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. The policy of the clinical facility will supersede the handbook as it relates to infection control. 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 patients is an ethical and legal responsibility of the professional nurse. To safely administer medication to patients, 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.

ADN and Bridge Students will have to obtain a:

85% - NUR 111, NUR 113/NUR 114
90% - NUR 115, NUR 220, NUR 222

PN Students will have to obtain a:

85% - NUR 102
90% - NUR 104 & NUR 106

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.
# 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.01.01.01</td>
<td></td>
</tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Improve staff communication</th>
<th>Get important test results to the right staff person on time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.02.03.01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use medicines safely</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.03.04.01</td>
<td></td>
</tr>
<tr>
<td>NPSG.03.05.01</td>
<td>Take extra care with patients who take medicines to thin their blood.</td>
</tr>
<tr>
<td>NPSG.03.06.01</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use alarms safely</th>
<th>Make improvements to ensure that alarms on medical equipment are heard and responded to on time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.06.01.01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prevent infection</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.07.01.01</td>
<td></td>
</tr>
<tr>
<td>NPSG.07.03.01</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identify patient safety risks</th>
<th>Find out which patients are most likely to try to commit suicide.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.15.01.01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prevent mistakes in surgery</th>
<th>Make sure that the correct surgery is done on the correct patient and at the correct place on the patient’s body.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.01.01.01</td>
<td></td>
</tr>
<tr>
<td>UP.01.02.01</td>
<td>Mark the correct place on the patient’s body where the surgery is to be done</td>
</tr>
<tr>
<td>UP.01.03.01</td>
<td>Pause before the surgery to make sure that a mistake is not being made.</td>
</tr>
</tbody>
</table>

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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.
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 patients or residents. For example, use the patient’s or resident’s name and date of birth. This is done to make sure that each patient or resident gets the correct medicine and treatment.

Use medicines safely
Take extra care with patients and residents who take medicines to thin their blood.

Record and pass along correct information about a patient’s or resident’s medicines. Find out what medicines the patient or resident is taking. Compare those medicines to new medicines given to the patient or resident. Make sure the patient or resident knows which medicines to take when they are at home. Tell the patient or 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.

*NPSG.07.06.01* Use prove guidelines to prevent infections of the urinary tract that are caused by catheters.

**Prevent residents from falling**

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

**Prevent bed sores**

*NPSG.14.01.01* Find out which patients and residents are most likely to have bed sores. Take action to prevent bed sores in these patients and residents. From time to time, re-check patients and residents for bed sores.
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. Tradition is carried out by wearing an all-white nursing uniform which is purchased by the student; this includes white nursing shoes (No dress shoes, heels, sandals allowed), white socks (at least ankle height) or pantyhose. Additional nursing program clinical dress code is also expected; no tattoos are to be visible, only clear or French manicure nail coloring will be appropriate, no heavy make-up or large jewelry, perfume/cologne, etc. Female nursing graduates may choose to purchase and wear the MWCC PN/ADN nursing cap during the pinning ceremony. It is not mandatory. Any student not in compliance with the dress requirements will be asked to make the appropriate adjustments in order to participate in the pinning ceremony.

Purchase of the MWCC nursing pin is optional. Only the designated MWCC nursing pin will be used to pin the graduate. A lapel pin that only 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 patient 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.

MWCC NURSING STUDENTS
NEVERS and ALWAYS
FOR MEDICATION ADMINISTRATION

“NEVERS” FOR MWCC NURSING STUDENTS
- NEVER administer blood or blood components.
- NEVER independently program infusion pumps.
- NEVER take verbal/telephone orders from physicians.
- NEVER receive critical lab values from the laboratory.
- NEVER alter alarm settings.
- NEVER administer medications unsupervised.
- NEVER leave medications unattended.

“ALWAYS” FOR MWCC NURSING STUDENTS
- ALWAYS research unfamiliar medications before administering them to a patient.
- ALWAYS know med administration “Rights”:
  Patient/Medication/Dose/Route/Time/Documentation.
- ALWAYS know the indication for a medication you are administering.
- ALWAYS check the patient ID band prior to administering medication.
- ALWAYS barcode scan the patient’s ID band and medication prior to giving medication.
- ALWAYS document medication dose, time, date, route at the time of administration.
<table>
<thead>
<tr>
<th>Calculation Equivalents</th>
<th>&quot;Basic Rights&quot;</th>
<th>Medication Suffixes</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=opiod 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>240 mL=8 oz=1 cup</td>
<td>“Additional Rights”</td>
<td>-min/ -mycin/- oxacin=antibiotics</td>
</tr>
<tr>
<td>500 mL=16 oz=1 pint</td>
<td>Right to refuse</td>
<td>-mide/zide=diuretics</td>
</tr>
<tr>
<td>1000 mL=32 oz=1 liter</td>
<td>Right to education regarding medication</td>
<td>-nium=neuromuscular blocking agents</td>
</tr>
<tr>
<td>2.54 cm=1 inch</td>
<td>Right reason for medication being administered</td>
<td>-olol=beta blockers</td>
</tr>
<tr>
<td>1 lb=16 oz</td>
<td></td>
<td>-pam=antianxiety</td>
</tr>
<tr>
<td>1 hour=60 minutes</td>
<td></td>
<td>-pril=ACE inhibitors</td>
</tr>
<tr>
<td>Macrodrip=10,15, or 20 gtts</td>
<td></td>
<td>-sone=steroids</td>
</tr>
<tr>
<td>Microdrip=60 gtts</td>
<td></td>
<td>-statin=antihyperlipidemics</td>
</tr>
</tbody>
</table>

**Parenteral Medication Administration Guidelines**

<table>
<thead>
<tr>
<th>Site</th>
<th>ID</th>
<th>SC</th>
<th>SC (Heparin)</th>
<th>SC (Insulin)</th>
<th>IM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner forearm, chest, &amp; back</td>
<td>25-27 gauge 3/8”-5/8”</td>
<td>Outer upper arm, anterior thigh, and abdomen</td>
<td>Abdomen</td>
<td>Abdomen, anterior thigh, outer upper arm</td>
<td>Gluteus, thigh, and deltoid muscles</td>
</tr>
<tr>
<td>SC (Heparin)</td>
<td>25-27 gauge 1/2-5/8”</td>
<td>Abdomen</td>
<td>25-26 gauge 3/8</td>
<td>Insulin syringe only</td>
<td>20-23 gauge 1-1 1/2”</td>
</tr>
<tr>
<td>Angle</td>
<td>10-15 degrees</td>
<td>90 degrees, 45 degrees for very thin patients</td>
<td>90 degrees</td>
<td>90 degrees if on a thin patient</td>
<td>90 degrees</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>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>
<td></td>
</tr>
<tr>
<td>Aspirate</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

Sources:
Centers for Disease Control (2015), www.cdc.gov
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.

SIMs Medical Lab Digital Recording/Videotaping Policy

Scenario sessions in the MWCC SIMs Medical Lab may be videotaped as part of the evaluation process. These videotaped sessions are used as teaching and learning tools.

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 for BLS/Healthcare Provider from the American Heart Association is required. A certificate of completion must be presented to the School of Health Professions, Public Service Programs and Social Sciences 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. Clinical sites may require the student to obtain certain background checks, (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. Costs for these reviews will be the responsibility of the student.

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.

Student Representation and Governance

All nursing students have the opportunity to participate in nursing meetings on a voluntary basis.
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.

Technology

Technology is integrated into all aspects of attending college in the 21st Century. Nursing students are expected to have proficient computer skills and the ability to access the internet via desktop computer, laptop, or tablet. Internet access may be from home or through a public site such as a local public library, public college or at any MWCC campus. The computer’s browser is the entrée to the electronic tools that MWCC provides to its students and that contribute to student success. It is recommended that nursing students use Mozias their web browser.

Most of the college’s information services are available through the MWCC iConnect portal including course registration, access to grades, financial aid information, and email that is used extensively to keep students updated with the information needed to succeed in the Nursing program. The Blackboard Learning Management System is integrated into every nursing course at MWCC. Blackboard enhances teaching and learning and provides the students with content support and review, access to grades in progress, and online testing and quizzing to measure content mastery.

MWCC’s online courses provide students with the opportunity to continue their education via the Internet. Some nursing courses, especially in the LPN-ADN Bridge Program Courses make use of online course delivery on a limited basis. These courses are instructor led and follow close to the same semester schedule as traditional courses. Students have the flexibility to complete their work within their own timeframe to meet the course schedules and assignment deadlines outlined by their instructors. All specific course information such as how to reach the instructor, what work is expected, and deadlines to turn in assignments and take tests will be found in your course site and on the course syllabus.
The following information is contained in the Mount Wachusett Community College Catalog and Student Handbook:

- **iConnect** is MWCC’s student portal. By logging into iConnect students can access Gmail, Blackboard, and WebConnect with a single sign on. Other highlights include personalized announcements and an events calendar keeping students informed of everything happening at MWCC. The portal is accessed by going to [iconnect.mwcc.edu](http://iconnect.mwcc.edu). Students use their MWCC username and password to log into the portal. Students without a username and password may obtain one by going to the site. This username and password will allow you access to iConnect, on-campus computers, the student wireless network, as well as the following student systems:

- **Student email** is provided via Google’s Gmail. Your email address is your username@mwcc.edu and your email account is accessible from iConnect. It is important to check for new email messages regularly as this is the email account used by faculty and staff to communicate with you.

- **WebConnect** is part of our student information system. It is where you go to register for classes, find out about financial aid awards, check class schedules, get your grades, obtain transcripts, review and pay your bill, and more.

- **Blackboard** is the student learning system. This is where instructors post class information such as your class syllabus, assignments, and documents. It also contains class discussion boards as well as other learning related resources. Not all instructors use Blackboard. If you do not see one of your courses listed in Blackboard contact your instructor to find out if Blackboard is being used for the course.

- **Etutoring** is an online tutoring system providing professional tutors 7 days a week for help with math, accounting, statistics, biology, anatomy and physiology, nursing, chemistry, and writing. Look for the eTutoring link on iConnect

**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 student is individually responsible for his or her own transportation. There may be instances where there is a fee to park at some of the clinical sites.
FORMS &
Appendices
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.
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 ____________________
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 ______________
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)

<table>
<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB + SOURCE HBSAG -</th>
<th>NO TREATMENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB – SOURCE HBSAG -</th>
<th>CHOOSE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OFFER VACCINE IF NEVER HAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. BOOSTER VACCINE IF IMMUNITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. NOTIFY EHD IF DECLINES VACCINE</td>
<td></td>
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<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB + SOURCE HBSAG +</th>
<th>NO TREATMENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STUDENT/EMPLOYEE</th>
<th>HBSAB – SOURCE HBVSAG +</th>
<th>GIVE HBIG .06 mg/kg IM WITHIN 72-96 HRS AND CHOOSE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BEGIN HB VACCINE IF NEVER HAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. BOOSTER IF HAD VACCINE IN PAST</td>
<td></td>
<td></td>
</tr>
</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 (Organization) 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 (Organization) 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 written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The Mount Wachusett Community College (Organization) may conduct subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that Mount Wachusett Community College (Organization) must first provide me with written notice of this check.

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

_________  __________
Signature of CORI Subject  Date
**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting. The fields marked with an asterisk (*) are required fields.

* First Name: __________________________  Middle Initial: ______________________

* Last Name: __________________________  Suffix (Jr., Sr., etc.): ______________________

Former Last Name 1: __________________________
Former Last Name 2: __________________________
Former Last Name 3: __________________________
Former Last Name 4: __________________________

* Date of Birth (MM/DD/YYYY): __________________________  Place of Birth: __________________________

* Last SIX digits of Social Security Number: _______ -- _______  □ No Social Security Number

Sex: __________________________  Height: _____ ft. _____ in.  Eye Color: __________________________  Race: __________________________

Driver's License or ID Number: __________________________  State of Issue: __________________________

Father’s Full Name: __________________________
Mother’s Full Name: __________________________

**Current Address**

* Street Address: __________________________

Apt. # or Suite: ______________________  *City: __________________________  *State: _______  *Zip: __________________________

**SUBJECT VERIFICATION**

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

__________________________

Verified by:


__________________________  __________________________

Print Name of Verifying Employee  Signature of Verifying Employee  Date
Confidentiality Statement

I understand that during my clinical rotations I may have access to confidential information about patients, 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 patients 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: ___________________
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: __________

__________________________________________________________
Incident Report

This form is designed to enable members of the college community to voluntarily report incidents or behaviors that may raise concerns about student or others conduct at Mount Wachusett Community College. An incident or behavior, in this context, is an event or situation that does not warrant immediate intervention or disciplinary action. For those instances that involve an employee of the college who is exhibiting disconcerting/unusual behavior, please contact the Vice President of Human Resources/Affirmative Action Officer, Peter Sennett, immediately at extension 9160.

While this form is not a vehicle for enacting disciplinary measures, its use will provide a mechanism for revealing and/or establishing patterns of disruptive behavior of specific individuals, and it will provide aggregate data on the nature and frequency of disruptions at MWCC. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. Thus, the information in this form may not be used to take specific action against a student/person. This form is not to be used in lieu of making a formal complaint or police report.

Student(s)/Person(s) Involved in Incident: (Please enter as much information as you are able to provide.)

Name: ________________________________ Date: __________________________

Student ID#_________________________ Student Phone: ______________________

Incident Information:

Date of Incident: ____________________ Date Form Completed: ________________

Name and Title of Person Reporting Incident: _______________________________________

Name(s) of Others involved: ______________________________________________________

Please provide a detailed description of the incident/behavior, paying particular attention to the behaviors of the student/person. Concrete, specific observations are useful: avoid providing judgments, assessments, and opinions. Include writings or other materials that might provide insight on the situation:

Please indicate any action taken on following page:

Please submit completed forms to the
Nursing Complex
Room 216
Mount Wachusett Community College
444 Green St.
Gardner, MA 01440
Attn: Kimberly Shea
For Office Use Only:

TAT Meeting Date: ______________________________________________________________

Action Taken:

Response to Reporter:

Property of: Mount Wachusett Community College, Gardner, MA 01440
RELEASE FORM
Required for all Health Science Students

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 to forward my immunization records and physical examination (when applicable) to my clinical site(s) for the duration of my enrollment in this Health Science Program: Please print clearly.

_________________________________________________________________________

(Student’s Name)

_________________________________________________________________________

(Student’s Address)

_________________________________________________________________________

(City) (State) (Zip)

_________________________________________________________________________

(Program) (Student’s Signature)

_________________________________________________________________________

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

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, of 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.

Date ______________________

Print Name _______________________________________________________

Signature* _________________________________________________________

Signature of Parent or Guardian (if minor)* _______________________________
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: Kim Shea

Date:

Cc: Requesting Student ____________________________

Clinical Instructors________________________

Student nursing file
Mount Wachusett Community College  
Nursing Department  

SIMs Nursing Lab Recording/Videotaping/Photography Policy

Introduction
Scenario sessions in the MWCC SIMs Nursing Lab may be videotaped as part of the evaluation process. These videotaped sessions are used as teaching and learning tools. Much knowledge is gained and reinforced immediately following each scenario through self-disclosure, peer review, and faculty discussion.

Policy
All recording, videotaping and photography involving students will be related to MWCC SIMs Nursing Lab for instructional support. No recording, videotaping or photography, including digital photography, will be used for commercial purposes and no student will be included without written consent.

No routine MWCC Sims Nursing Lab recording, videotaping or photography, including digital photography, of student activities may be reproduced or made available outside of the school for any purpose without expressed prior authorization of the student. Students will be notified in advance whenever projects involving recording, videotaping or photography, including digital photography, of students is planned.

RELEASE FORM

I understand that all recording, videotaping, and/or photography, including digital photography, done by the school will be utilized for educational enrichment, and will not be commercially aired or distributed. I understand that no confidential, registry, or student records information will be released in recorded, video, or photographic form.

I acknowledge that I have read this Recording/Videotaping/Photography Authorization document and agree to its terms.

Name (printed)____________________________

Signature__________________________________Date____________________________________
Mount Wachusett Community College
Clinical Passport

Name: _________________________________  Program: PN ____  ADN ______
College: Mount Wachusett Community College Nursing Programs  Expected Graduation date: __________
Current Insurance: First year _______________  Second Year _______________
Malpractice Insurance Carrier: Liberty Insurer’s Underwriters Inc.

Health History and Exam
(School of Nursing to Verify)

<table>
<thead>
<tr>
<th>Release Form</th>
<th>1st year:</th>
<th>2nd year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Exam</td>
<td>Date completed:</td>
<td>Date due:</td>
</tr>
<tr>
<td>(within 2 years)</td>
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<td></td>
</tr>
</tbody>
</table>

| Measles, Mumps & Rubella | Measles: | Titres: |
| MMIRs or positive titres | #1 | #2 |
| | Mumps: | |
| | Rubella: | |

| Tetanus/Diptheria/Pertusis (Tdap) | Date completed: | Td Date due: |
| - Within 10 years then Td | | |

| Varicella (Chicken Pox) | #1 | Titre: |
| | #2 | |

| Hepatitis B Vaccination and titre | #1 | Titre: |
| | #2 | |
| | #3 | |

| Tuberculosis | #1 | Chest x-ray: |
| 2 negative PPDs within 1 year, followed by 1 annually, prior to the expiration date of the 2nd PPD | #2 | Review of x-ray: |
| *Chest x-ray takes place of PPD; must be reviewed for 2nd year | 2nd year: | TBT |
| *TBT (tuberculosis titre) also acceptable | |

| Influenza Vaccine | Date done (1st year): | Date done (2nd year): |
| (Due in August each year) | | |

| Meningococcal (ages 16-21) | Date: |
| | |

Other:

| CPR | Date completed: | Date due: |
| BLS Healthcare Provider | | |
| American Heart Association | | |
| *due every 2 years | | |

| CORI date: | 1st year: | 2nd year: |
| Submit at the end of the semester, for verification just prior to clinical rotations | Date submitted: | Date submitted: |
| Date submitted: | Date submitted: |

| Drug testing: | Year 1 date: | Year 2 date: |
| | | |

Student Nurse Signature: _________________________________  Date: 1st yr ______  /  2nd yr __________
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 Nurse Signature: ____________________________ Date: __1st yr_________/ __2nd yr___________

*Faculty to verify information on front of passport by signing below.

### AD Year 1, Semester 1

<table>
<thead>
<tr>
<th>Clinical site</th>
<th>Instructor signature</th>
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### AD Year 1, Semester 2

<table>
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<tr>
<th>Clinical site</th>
<th>Instructor signature</th>
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<tr>
<td>Rotation 1:</td>
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<tr>
<td>Rotation 2:</td>
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</table>

### AD Year 2, Semester 1

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<th>Clinical site</th>
<th>Instructor signature</th>
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<tr>
<td>Rotation 1:</td>
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<td>Rotation 2:</td>
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</table>

### AD Year 2, Semester 2

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<tr>
<th>Clinical site</th>
<th>Instructor signature</th>
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### PN

<table>
<thead>
<tr>
<th>Cycle/Course</th>
<th>Clinical site</th>
<th>Instructor signature</th>
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<tbody>
<tr>
<td>Cycle 1: Fundamentals</td>
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<tr>
<td>Cycle 2: Pediatrics</td>
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<tr>
<td>Cycle 2: Maternity</td>
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<tr>
<td>Cycle 3: Psychiatric Nursing</td>
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<td>Cycle 4: Medical Surgical Nursing</td>
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<tr>
<td>Cycle 4: Leadership</td>
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</table>

Massachusetts Centralized Clinical Placement Task Force  
Adapted for use by MWCC Nursing Education Programs June 2016
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.

__________________________________________  __________________
Student’s Name                                      Signature (Signature of parent or legal guardian if participant is under 18 years old)

Date

In case of an emergency, please contact:

__________________________________________  __________________
Name & Relationship                                      Phone Number

Updated 8/2008
MASSACHUSETTS BOARD OF REGISTRATION IN NURSING
POSITION STATEMENT
EDUCATIONAL MOBILITY FOR NURSES

INTRODUCTION

This Position Statement is designed to update the Board’s 1989 Position Statement on educational mobility. It recognizes that:

- currently five levels of nursing education exist in the Commonwealth which prepare graduates for entry into the profession;

- each nursing education program maintains autonomy in its policies related to admission, advanced placement, transfer, educational mobility and graduation;

- some nursing students may have competencies gained in other health or health related fields as a result of their previous training or education;

- the environment for health care delivery is changing, with greater emphasis on managed care, chronicity, and community based practice, requiring a sufficient supply of highly skilled practitioners; and

- successful relationships have been established among the Commonwealth’s nursing education programs for the purpose of facilitating educational mobility.

POSITION STATEMENT ON EDUCATION MOBILITY FOR NURSES

It is the mission of the Board of Registration in Nursing to protect the health, safety and welfare of the citizens of the Commonwealth through the regulation of nursing education and practice. Consistent with this mission, the Board recognizes the need to ensure an adequate supply of nurses skilled to meet the demands of a rapidly changing health care environment. This position statement supports the development of relationships which promote efficient educational mobility opportunities for nurses in the Commonwealth. Such opportunities ultimately benefit the recipient of nursing care by contributing to the supply of skilled clinicians.

Currently, there are four educational routes which prepare nurses for entry into professional practice in the Commonwealth of Massachusetts - hospital based diploma, Associate Degree, certificate or completion from a post secondary vocational technical school, a community college, or a hospital based program. Educational mobility recognizes that similarities, as well as differences, exist in the core content of entry level nursing programs. These differences are reflected in the breadth, depth and scope of educational preparation. However, it is the similarities which provide the philosophical basis to support educational mobility in nursing. It is these similarities which prompt the Board to suggest that nursing education programs recognize in their articulation plans, the certified nursing assistant and certified home health aide. This assumes that:

- each nursing education program has the responsibility for establishing its unique mission, goals, and standards for admission, progression and graduation;
• each level of nursing education has a common core of knowledge, as well as cognitive, psychomotor, and affective skills, demonstrating unique competencies as they relate to outcome measures;

• nurses pursuing advancement in their nursing education are mature adult learners who are motivated, responsible, and most likely employed;

• the outcome of educational mobility is the educational advancement of nurses prepared at levels on the educational continuum lower than the Baccalaureate degree.

Career decisions and the selection to the program of study necessary to enter nursing are the responsibility of the individual and are based on career goals, abilities and resources. As career goals are revised, and nurses seek to gain competencies not achieved in their basic nursing education program, educational mobility enables an individual to move from one educational level to another with acknowledgment of acquired competencies and minimal repetition of previous learning. The development and implementation of efficient and creative methods for identifying and evaluating prior learning and experience is the responsibility of nurse educators.

Approved 1/97 BRN