



# **Mount Wachusett Community College**

## **Nursing Faculty/Student Handbook:**

### **Associate Degree/Practical Nursing Programs**

**2025-2026**

(Effective August 2025)

**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

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## I. INTRODUCTION AND OVERVIEW

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 2030. These organizations may be contacted at:

Department of Public Health  
Bureau of Health Professions Licensure  
Board of Registration in Nursing  
250 Washington Street, Boston, MA 02108-4619  
Web: <http://www.mass.gov/dph/boards/rn>  
Blog: <http://publichealth.blog.state.ma.us>  
Email: [nursing.admin@state.ma.us](mailto:nursing.admin@state.ma.us)

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE  
Suite 1400  
Atlanta, Georgia 30326  
USA  
Marsal P. Stoll, EdD, MSN at [mstoll@acenursing.org](mailto:mstoll@acenursing.org)  
Website: [www.acenursing.org](http://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 FOURTEEN ESSENTIAL POLICIES. THESE POLICIES ARE LISTED IN THE BEGINNING OF THE NURSING FACULTY/STUDENT HANDBOOK FOR EASE OF ACCESS.**

1. Admission:

MWCC Catalog <http://catalog.mwcc.edu/admissions/>  
MWCC Nursing Handbook: Page 23

Satisfactory evidence of secondary school graduation, or its equivalent:

MWCC Catalog: <http://catalog.mwcc.edu/admissions/>  
MWCC Nursing Handbook: Admission requirements, page 23

Compliance with the immunization requirements specified by the Massachusetts Department of Public Health:

MWCC Catalog: <http://catalog.mwcc.edu/admissions/>  
MWCC Nursing Handbook: Health & Immunization Requirements, page 37

2. Progression:

MWCC Catalog:  
<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/satisfactoryacademicprogressstudentfinancialassistancerecipients/>  
MWCC Nursing Handbook: Page 31

3. Attendance:

MWCC Catalog:  
<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/classattendancepolicyextendedabsence/>  
MWCC Nursing Handbook: Page 24

4. Academic Integrity

MWCC Catalog:  
<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/academicintegritypolicy/>  
MWCC Nursing Handbook: Page 31

5. Use of Social Media

MWCC Catalog: Social Media Policy - Mount Wachusett Community College (mwcc.edu)

6. Course Exemption:

MWCC Catalog:  
<http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext>  
MWCC Nursing Handbook: Bridge waiver of NUR 111 for LPN license, Page 18.

7. Advanced Placement:

MWCC Catalog:  
<http://catalog.mwcc.edu/academicresources/#alternatemethodsofearningcollegecredittext>  
MWCC Nursing Handbook: Page 29

8. Transfer from MWCC:

MWCC Catalog:

<http://catalog.mwcc.edu/academicresources/#transferinformationtext>

9. Transfer of Military Education, Training or Service for a Military Health Care Occupation:

MWCC Catalog: <https://mwcc.edu/?s=military>

10. Educational Mobility:

MWCC Nursing Handbook: Appendix E, Page 71

11. Withdrawal:

MWCC Catalog:

<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/withdrawal/>

MWCC Nursing Handbook: Page 28

12. Readmission:

MWCC Catalog: <http://catalog.mwcc.edu/admissions/readmission/>

MWCC Nursing Handbook: Page 28

13. Graduation:

MWCC Catalog:

<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/graduation/>

14. Student's rights and grievances:

MWCC Catalog:

[http://catalog.mwcc.edu/policiesrulesandregulations/studentdisciplinarypoliciesprocedures/ - newitemtext](http://catalog.mwcc.edu/policiesrulesandregulations/studentdisciplinarypoliciesprocedures/-newitemtext)

MWCC Nursing Handbook: Page 28

## MWCC PROGRAM OUTCOMES

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.

ADN Class of	Associate Degree in Nursing	PN Class of	Practical Nursing Certificate
2023	57.9%	2022	61%
2024	77.3%	2023	72%
2025	67.9%	2024	81%

2. **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.

ADN Class of	National Mean NCLEX-RN AD (overall)	MWCC Associate Degree in Nursing Graduates	PN Class of	National Mean NCLEX-PN (year posted)	MWCC Practical Nursing Graduates
2022	77.9% (79.9%)	79%	2022	79.9% (2023)	100%
2023	87.8% (88.6%)	88%	2023	87.6 (2024)	95%
2024	90.6% (91.2%)	94%	2024	88.4 (2025)	97%

(National numbers are for first time, US educated)

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

ADN Class of	Associate Degree in Nursing respondents employed in Nursing	Percent Responding	PN Class of	Practical Nursing Certificate respondents employed in Nursing	Percent Responding
2022	90%	79/94 (84%)	2022	89%	17/21 (81%)
2023	100%	53/74 (71.6%)	2023	97%	29/30 (96%)
2024	100%	67/95 (70.5%)	2024	96%	28/28(100%)

## *A Welcome from the Nursing Faculty*

Dear Nursing Students:

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

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

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

## Full-Time Faculty and Staff Directory Nursing Program

Kimberly Shea, DNP, RN Dean of Nursing & Health Sciences	978-630-9175	Room H248I	kshea2@mwcc.mass.edu
Danielle Benoit, Administrative Asst.	978-630-9265	Room H248	dbenoit8@mwcc.mass.edu
Jennifer Casey, Clinical Coordinator	978-630-9236	Room H248G	jc Casey13@mwcc.mass.edu
Indira Smart, Assoc. Dir of Nursing Access & Pathways	978-630-9226	Room H267	ismart@mwcc.edu
Robyn Hartin, Compliance Coordinator	978-630-9568	Room H248E	rhartin@mwcc.mass.edu
Lise Kinahan, SIMS Coordinator	978-630-9273	Room H266	lkinahan@mwcc.mass.edu
Nancy Regan, Administrative Asst.	978-630-9544	Room H248	nregan@mwcc.mass.edu

### Practical Nursing Certificate Program

Collene Thaxton, MSN, RN	978-630-9405	Room H248C	c_thaxton@mwcc.mass.edu
Emily Turner, MSN, RN	978-630-9585	Room H248J	eturner4@mwcc.mass.edu
Albert Rolon, MSN, RN	978-630-9865	Room H248F	arolon@mwcc.mass.edu

### Associate Degree Nursing Program

Michelle Gaydos, MS, RN	978-630-9140	Room H261	mgaydos@mwcc.mass.edu
Patricia Meza, PhD, RN	978-630-9229	Room H274	p_meza@mwcc.mass.edu
Meghan Picone, PhD, RN	978-630-9214	Room H273	m_picone@mwcc.mass.edu
Lisa Silvar, MSN, RN	TBD	Room H275	lsilvar@mwcc.mass.edu
Jennifer Whitehead, MSN, RN, CNL	978-630-9305	Room H262	jwhitehead@mwcc.mass.edu
Stephanie Boudreau MSN, RN	978-630-9538	Room H266	sboudreau20@mwcc.mass.edu

### CNA Program

Alyson Verolini BSN, RN	978-630-9203	Room H248D	afayeverolini@mwcc.mass.edu
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### Important Contact Numbers

Learning Success Center/Tutoring	978-630-9333	MWCC Library- H124	lsc@mwcc.mass.edu
Advising Center	978-630-9109	Room H107	advisor@mwcc.mass.edu
Student Financial Services	978-630-9169	Room H161	sfs@mwcc.mass.edu
Student Services	978-630-9855	Room H128	studentservices@mwcc.mass.edu
Help Desk	866-520-7129	Room H038	helpdesk@mwcc.edu
MWCC eCampus	859-209-6958	Book Store- H135	ecampus@mwcc.mass.edu
Admissions Office	978-630-9447	Room H172	admissions@mwcc.mass.edu
Disabilities Counselor	978-630-9330	Room H120	hwalker2@mwcc.mass.edu
	978-630-9367	Room H119	mquigley3@mwcc.mass.edu
Mental Health Counselor	987-630-9292	Room H113	lhadsel@mwcc.mass.edu

## **Important FAX Numbers**

Nursing Department: 978-630-9565 Student Services: 978-630-9540

# MOUNT WACHUSETT COMMUNITY COLLEGE

## MISSION STATEMENT

### **Vision**

Mount Wachusett Community College is the college of opportunity and a model of teaching and learning excellence.

### **Mission**

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

### **Shared Values**

Mount Wachusett Community College is a community of learners where all are welcomed, valued for their individuality, and applauded for their unique contributions to making the college a special place to learn, work, gather, and grow. Students, faculty, and staff recognize the importance of diversity in sustaining a rich, healthy, and vibrant environment and affirm the following values that unite us as a collective body and guide our daily interactions.

***Human Potential:*** We believe that every member of our community (student, faculty, staff, and service area resident) has the potential to learn, grow, develop as an educated and engaged citizen, and lead meaningful joyful lives.

***Pursuit of Excellence:*** We strive for excellence in all that we do as an institution, within divisions, departments, and as individuals. We continuously assess our performance and set challenging goals and standards to attain the best possible service to our community.

***Mutual Respect and Trust:*** We treat each member of our community as valued people deserving dignity, respect, equity, and trust. Through words and actions, we accept differences, share perspectives, and honor the trust placed in us as demonstrated by our honest and ethical words and actions and cooperative and collaborative work.

***Institutional Integrity:*** We hold ourselves and others accountable for forwarding the vision, mission, and priorities of the college and living by our mission driven principles. We hold ourselves and others accountable for supporting and advancing each other, the organization, and the individuals that we are pledged to serve; for acting professionally; for fulfilling commitments, demonstrating good judgment, assessing our effectiveness and applying facts to continually renew as individuals and as a college.

***Considerate Open Communication:*** We readily share information and ideas, encourage the exchange of ideas and opinions, listen without judgment, speak honestly and respectfully, and freely and productively engage in discussions.

***Creativity and Responsible Risk Taking:*** We motivate ourselves, students, and colleagues to think creatively in the face of challenge, try new ideas and approaches, and are innovative recognizing that responsible risk taking is vital to innovation, growth, and advancement.

***Cooperation and Collaboration:*** We look beyond self-interest and work for the greater good of the whole by being positive and active participants and contributors to the realization of common goals, encouraging and supporting others, being helpful in difficult situations, and building consensus to achieve results

## **Nursing Program Vision, Mission, Shared Values**

### **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 clients. 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 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 client 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 implements 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.

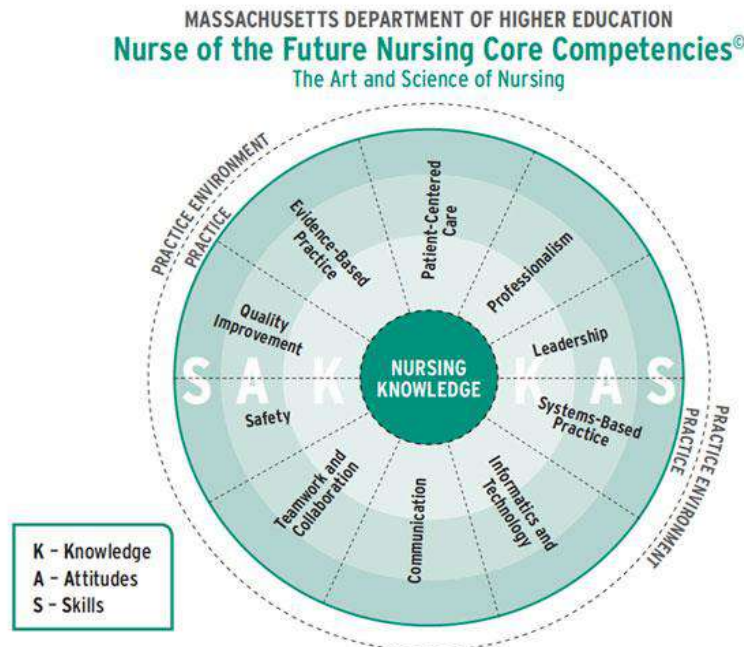
In the creation of this document, the faculty have relied upon the work of:

Benner, P., Sutphen, M., Leonard, V., & Day, L. (2010). *Educating nurses: A call for radical transformation*. San Francisco, CA: Jossey-Bass.  
Billings, D. M., & Halstead, J. A. (2016). *Teaching in nursing: A guide for faculty*. St. Louis, MO: Elsevier.  
Huber, M., Knottnerus, J. A., Green, L., van der Horst, H., Jadad, H. R., Kromhout, D., . . . Smid, H. (2011).  
How should we define health? *BMJ*, 343, 235-237. doi: 10.1136/bmj.d4163 (ANA 2015)

## MWCC PN AND ADN PROGRAMS FRAMEWORK

The organizing framework for the PN and ADN program integrates the MWCC Institutional Student Learning Outcomes, the nursing process, and the MWCC Nursing End of Program Student Learning Outcomes (EOPSLOs) 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 End of Program SLOs drive the curriculum threads of the nursing education programs. End of Program SLOs are Patient Centered-Care and Safety, Professionalism and Leadership, Systems-Based Practice and Quality Improvement, Informatics, Technology and Evidence-Based Practice, and Communication, Teamwork, and Collaboration. These threads are woven throughout each individual course and guide the student to achievement of the End of 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 EOPSLOs. Students internalize these concepts and are expected to exhibit behaviors which are essential for entry level nursing practice upon graduation.



## **PRACTICAL NURSING CERTIFICATE END OF PROGRAM OVERVIEW**

*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 Certificate End of Program Student Learning Outcomes**

THE GRADUATE OF THE MWCC PRACTICAL NURSING PROGRAM WILL:

#### **1. Patient-Centered Care & Safety**

Provide 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 & Leadership**

Demonstrate accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles while influencing the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

#### **3. Systems-Based Practice & Quality Improvement**

Demonstrate an awareness of and responsiveness to the larger context of the healthcare system, based on minimizing the risk of harm to patients and providers, and will demonstrate with ability to effectively call on work unit resources to provide care that is of optimal quality and value.

#### **4. Informatics, Technology & Evidence Based Practice**

Use information and technology to communicate, manage knowledge using the best current evidence-based research, mitigate error, and support decision making in nursing practice.

#### **5. Communication, Teamwork & Collaboration**

Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, team learning, and development to enhance patient satisfaction and health outcomes.

**MOUNT WACHUSETT COMMUNITY COLLEGE**  
**Practical Nursing Program**  
**CURRICULUM PLAN**  
**2025- 2026**

Courses must be taken according to the progression listed on this sheet. Otherwise, the student is not able to progress to the next semester/cycle.

<b>Prior to admission</b>	<b>Credits</b>
MAT126** Topics in Mathematics	3
 <b>Semester I</b>	
BIO 152 Essential of A&P (complete prior to Semester II) *	4
NUR 102 Fundamentals of Nursing Care	11
PSY 105 Introduction to Psychology	<u>3</u>
<b>Semester total:</b>	<b>18</b>
 <b>Semester II</b>	
ENG 101 College Writing I	3
NUR 104 Maternal Child Nursing	9
PSY 110 Human Growth & Development	<u>3</u>
<b>Semester total:</b>	<b>15</b>
 <b>Semester III</b>	
NUR 106 Contemporary Nursing for Practical Nurses	<u>13</u>
<b>Semester total:</b>	<b>13</b>
<b>Total Credits:</b>	<b>49</b>
<i>(Total credit number is inclusive of 3 Credit MAT126 prerequisite course)</i>	

**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 MAT credits cannot be more than ten years old from the nursing application deadline date*

\*May substitute: BIO 203 (formerly BIO 109), Anatomy and Physiology I **AND** BIO 204, Anatomy and Physiology II

\*\* Math entry requirement may be met though placement.

Students applying to the Practical Nursing program via the CNA- LPN walkway are required to complete PSY 105, MAT 126, ENG 101, BIO152, PSY110 with a C+ or higher prior to submitting their PN Program Application. Students will also need to complete NUR117 (at MWCC only) with a B or higher. Only the first attempt at the above-mentioned courses will be considered for guaranteed admission into the CNA – LPN Walkway program.

## ASSOCIATE DEGREE IN NURSING END OF PROGRAM OVERVIEW

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

### **Associate Degree Nursing End of Program Student Learning Outcomes**

THE GRADUATE OF THE MWCC ADN PROGRAM WILL:

#### **1. Patient-Centered Care & Safety**

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 & Leadership**

Validate accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles while influencing the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

#### **3. Systems-Based Practice & Quality Improvement**

Support an awareness of and responsiveness to the larger context of the healthcare system, based on minimizing the risk of harm to patients and providers, and will demonstrate with ability to effectively call on work unit resources to provide care that is of optimal quality and value.

#### **4. Informatics, Technology & Evidence Based Practice**

Evaluate information and technology to communicate, manage knowledge using the best current evidence-based research, mitigate error, and support decision making in nursing practice.

#### **5. Communication, Teamwork & Collaboration**

Relate effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, team learning, and development to enhance patient satisfaction and health outcomes.

**MOUNT WACHUSETT COMMUNITY COLLEGE**  
**ASSOCIATE DEGREE NURSING PROGRAM**  
**Curriculum Plan**  
**2025-2026**

<b>Prior to admission</b>		<b>Credits</b>
MAT 143	Statistics	3
BIO 109 or 113	Biology I (or Life Science for Allied Health)	3-4
<b>Semester I</b>		<b>Credits</b>
BIO 203*	Anatomy and Physiology I	4
ENG 101*	College Writing I	3
NUR 111*	Foundations of Nursing	7
NUR 116*	LPN-RN Transitions	3
PSY 105*	Introduction to Psychology	<u>3</u>
<b>Semester Credit Total:</b>		<b>20</b>
<b>Semester II</b>		
BIO 204*	Anatomy and Physiology II	4
BIO 205*	Microbiology	4
NUR 114	Nursing Care of the Childbearing Family	8
PSY110*	Human Growth and Development	<u>3</u>
<b>Semester Credit Total:</b>		<b>19</b>
<b>Semester III</b>		
ENG 102*	College Writing II	3
NUR 220	Medical Surgical Nursing, Part I	6
NUR 230	Psychiatric Nursing	4
SOC 103*	Introduction to Sociology	<u>3</u>
<b>Semester Credit Total:</b>		<b>16</b>
<b>Semester IV</b>		
NUR 204	Trends in Nursing	3
NUR 222	Medical Surgical Nursing, Part II	9
	Humanities Elective	<u>3</u>
<b>Semester Credit Total:</b>		<b>15</b>
<b>Total Including Required Prerequisite Semester</b>		<b>73-77</b>

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

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 203, 204, and 205 and MAT credits cannot be more than ten years old from the nursing application deadline date.

Students applying to the program as Advanced Standing/ Bridge must hold current licensure in good standing as an LPN and have 6 months' work experience as an LPN. Students applying to the program as Advanced Standing/Bridge will be required to take the NUR Fundamentals competency exam and score a Level 2 to earn student course credit for NUR111. \* NUR Fundamentals competency exam should be scheduled through the college's testing center and will cost \$50.00 per exam which is paid directly to ATI. Students are advised to schedule their own exam between the months of September-November for planning purposes.

Students attempting the NUR fundamentals competency exam who do NOT achieve a score of Level 2, will be notified and may submit an application to the traditional ADN program by the February 1<sup>st</sup> application deadline and begin the program in NUR111.

PLEASE NOTE THAT APPLICAITON TO THIS PROGRAM ARE ON PAUSE FOR THE 2025-2026  
ACADEMIC YEAR

Students applying to the program as Advanced Standing directly from the MWCC PN Program who are completing the PN program with NUR106 in the most recent December cohort will receive credit for NUR111. Students must have earned a B in NUR 102, NUR 104 and NUR 106 to be considered for Advanced Standing admission into the ADN Program.

## SECTION II: ACADEMIC POLICIES

### ADMISSION POLICY:

DUE TO THE COMPETITIVE NATURE OF OUR PROGRAMS AND CAPACITY LIMITATIONS, NOT ALL STUDENTS THAT APPLY EACH YEAR WILL RECEIVE A SEAT IN THEIR PROGRAM OF CHOICE. APPLICATIONS FROM STUDENTS ALREADY ADMITTED TO A PROGRAM WILL NOT BE CONSIDERED FOR ADMISSION INTO ANOTHER NURSING PROGRAM THAT IS OFFERED WITHIN THE ORIGINAL PROGRAM'S COMPLETION TIMEFRAME. FOR EXAMPLE, IF YOU ARE ENROLLED IN THE PRACTICAL NURSING PROGRAM WHICH STARTS IN JANUARY AN APPLICATION TO THE ADN PROGRAM STARTING IN SEPTEMBER OF THE SAME YEAR WILL NOT BE CONSIDERED.

**See Readmission Policies for students looking to be admitted for a second time**

### **Application Deadlines:**

PN Program: September 1<sup>st</sup>

ADN Advanced Standing Bridge Program: February 1

ADN Program: February 1

Current students completing NUR 106 wishing to apply to the Advanced Standing enrollment option will be provided with intent to enroll forms by the admissions department each fall semester. The Admission Department will work with these students around specific deadlines.

1. Complete MWCC Admission Application Form.
2. Complete the PN or ADN Nursing Program Application Form.
3. Supply an official transcript from high school or an official copy of the GED certificate. (Documents must be received directly from the high school or test center.)
4. Supply an official transcript from all colleges attended.
5. Attend an Informational Session for Selective Health Programs
  - a. Call the Admissions Office at 978-630-9447 for dates, time and location of monthly Informational Sessions.
6. Successfully pass the Test of Essential Academic Skills (TEAS)\* at the level required by the selected program.
7. Demonstrate proficiency in English and Math by one of these means.

	<b>PN Program Applicants</b>	<b>ADN Program Applicants</b>
<b>English Proficiency</b>	Students are strongly urged to have completed ENG 101 with a grade of C+ or higher at the time of application.	Students are strongly urged to have completed ENG 101 with a grade of C+ or higher at the time of application.
<b>Math Competency</b>	Complete MAT 126 with a grade of C+ or higher or through College Placement Testing.	Complete MAT 143 with a grade of C+ or higher, or through college math CPT testing.
<b>Biology Proficiency</b>	BIO 152 is a pre- or co-requisite for NUR 102 and must be completed with a C+ or higher prior to enrolling in NUR 104. (BIO 199 or BIO 204 with a C+ or higher maybe substituted for BIO 152).	Complete a four-credit lab science with a grade of C+ or higher within the last 5 years.

8. Return all completed forms to the Admissions Office

9. Students filling out an intent to enroll form for advance standing must have completed NUR 106 at MWCC in the most recent December cohort and have a B grade in all nursing coursework (NUR103, NUR104 & NUR106).

As of July 1, 2024, the TEAS requirements will be valid for 3 years, and the TEAS must be taken on the MWCC campus.

SEE SECTION III for policies for requirements to be met before the beginning of the first course. Once the student's file is complete, The Admissions Department in consultation with Dean of Nursing and Health Science and Nursing Faculty will evaluate the file and notify applicants in writing of the admission decision. Due to the competitive nature of the programs all students that apply may not receive a seat.

\* 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. More information regarding the TEAS test can be found by visiting <https://www.atitesting.com>

### **ATTENDANCE POLICY FOR ALL NURSING PROGRAMS**

Students must meet all attendance requirements of the class, clinical, and 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 they are 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.

### **ATTENDANCE REQUIREMENTS: ASSOCIATE DEGREE IN NURSING PROGRAM**

Students are expected to attend all scheduled classes in their entirety. It is the individual student's responsibility to sign the attendance sheet for each class/lab attended. Attendance will account for 5% of a student's overall course grade. Students may be absent, tardy, or choose to dismiss themselves from class/lab early on one (1) occurrence without penalty. Any subsequent class absence, tardiness, or early dismissal by a student, regardless of the reason, will result in a 5-point deduction for each occurrence in their course attendance grade (worth 100 points). Any repeated occurrences may result in dismissal from the nursing program.

### **ATTENDANCE REQUIREMENTS: 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.

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 45 weeks.

Because of the impact of preparation in the laboratory area, the student must personally notify the instructor or the school if they are going to be late or absent. Lab testing make up arrangements must be made with the laboratory faculty and are subject to a 5% reduction in test grade.

Lab experiences 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 to the same attendance stipulations.

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

### **CLINICAL MAKE-UP POLICY IS AS FOLLOWS:**

- **Students are expected to attend all clinical experiences, including laboratory experiences in their entirety.**
- Students with more than one (1) clinical absence in a semester will be required to make-up the missed clinical time at the student's expense.
- Any clinical/lab cancelation due to faculty absence during a clinical/lab rotation will be required to be made up prior to the end of the semester, at no expense to the student.
- **Any cancellation of clinical due to inclement weather during a clinical/lab rotation will be required to be made up prior to the end of the semester, at no expense to the student.**
- Students who fail to have complete health documentation, CPR, health insurance, and/or drug testing information on file in the Nursing Office by noon the day before all scheduled clinicals are **Non-Compliant** will not be permitted to participate in clinical.
- Students are required to maintain all the above-mentioned documentation via the Student Clinical passport, including supporting documentation of all information. *See Clinical Passport p 30.*
- Any **Non-Compliant** student will not be allowed to attend clinical or will be sent home from the clinical site and counted as absent for that clinical day. Any clinical absence due to Non-Compliance will be made up at the expense of the student, even if it is the only clinical miss of the semester.
- The clinical make-up dates will be arranged by the clinical coordinator. Students should not attempt to make private arrangements to make up any clinical absences with clinical faculty.
- 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 clinical absences.
- Students returning to the program following a change in medical status must provide documentation from a licensed healthcare provider on the *MWCC Nursing Program Change in Health Status* form provided in the handbook *by noon the day PRIOR* to returning to clinical. Documentation must state that the student is able to meet all technical standard requirements and must be sent to the nursing office.

### **Reporting Clinical Absence(s)/Tardiness**

- Students are expected **to be on time** for **ALL** clinical experiences. *This means that students need to allow enough time for unexpected traffic delays etc. so as to not be late. If students are not familiar with the clinical site location, there are several free apps such as WAZE that give directions and anticipated traffic patterns.*
- Students are expected to attend all clinicals in their entirety. Leaving clinical early is not permitted.
- The following will pertain to students not on the clinical unit at the assigned start time and also to any student who leaves the clinical unit prior to the assigned end time.
  - *First offense:* The student will receive a verbal warning from the clinical instructor. The clinical instructor will indicate the discussion with the student and the student's arrival time on the weekly worksheet submitted to the Clinical Coordinator.
  - *Second offense:* The student will receive a clinical warning specifically about professionalism and will be required to produce a written plan of correction to be shared in writing with their clinical instructor prior to the next clinical shift, or within 48 hours from the receipt of the warning, whichever is first.
  - *Third offense:* The student will need to schedule an appointment with the Dean and may be dismissed from the program.
- Any student who is going to be absent/tardy from a scheduled clinical session **must notify** the assigned clinical instructor via email or phone call **prior to the start** of the clinical shift. Failure to do so will result in a clinical warning.
- Any student that has a no call/no show for any clinical/laboratory or simulation shift may be dismissed from the program. The student will be required to schedule a meeting with the Dean to determine their status in 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 healthcare provider deems the absences to be medically necessary. Students will require a *Change in Health Status Form* to be filled out by their medical provider upon pregnancy disclosure and again upon return to class/clinical/lab post-delivery. For more information regarding Title IX protections please contact the office of Disability Services.

### **Short Term Disabilities**

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

Students returning to the program following a change in medical status must provide documentation from a licensed healthcare provider on the *Change in Health Status Form* stating that the student is able to meet all technical standard requirements.

The *Change in Health Status Form* must be submitted to the Nursing Office by noon the day prior to returning to clinical.

### **DISABILITIES STATEMENT:**

Qualified persons with documented disabilities have the right to receive reasonable accommodations that will facilitate full participation and inclusion in courses, examinations, and activities related to their

educational and co-curricular experience. Approved accommodations depend upon the particular disability and are granted for the classroom and/or testing setting. Accommodations may include the use of assistive technology, electronic textbooks, audio recording of lectures, note taking, priority seating, reserved parking, ASL interpreting services, extended time for testing, and/or a low distraction setting for testing. A team of qualified professionals is available to every student who voluntarily discloses a disability. To request information and/or for disclosure procedures, contact the Office of Disability Services at 978-630-9330.

## **DISMISSAL AND READMISSION POLICIES**

### **Grounds for Dismissal from the Program**

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

Failure of a Nursing Course – All nursing courses require a minimum of 77% test grade average (excluding the ATI assessments and medication competency) and a 77% course grade average in order to progress to the next semester in their applicable program.

- See **STUDENT PROGRESSION - Progression Policy** for more information

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 strict confidentiality in all computer access passwords. This includes disclosing the password to anyone, at any time, for any reason.
- Disclosing any portion of a facility's computerized system to any unauthorized individual at any time for any reason.

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

<http://catalog.mwcc.edu/policiesrulesandregulations/studentdisciplinarypoliciesprocedures/-codeofconductdisciplinaryprocesstext>

### **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 Dean of Nursing and Health Sciences will call a meeting of the nursing faculty to determine the future status of the student.

### **Student Appeal/Grievance Procedure**

The student grievance procedure may be found in the MWCC college catalog/student handbook.  
<http://catalog.mwcc.edu/policiesrulesandregulations/studentdisciplinarypoliciesprocedures/-newitemtext>

### **Withdrawal**

Withdrawal information may be found in the MWCC college catalog/student handbook.  
<http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/withdrawal/>

**Important information regarding withdrawals:** Withdrawing/dropping prior to the 60% point of the semester/term may result in a balance due to the College. The U.S. Department of Education mandates that federal financial aid funds be returned on a pro-rated basis for all students who withdraw or stop attending the College. This may result in students receiving overpayments of federal funding that must be returned upon official or unofficial withdrawal from the College. Failure to repay such overpayments may result in future ineligibility for aid.

## **READMISSION POLICY**

### **ADN**

Any student that is not successful in NUR 111 or 114 must restart the program in NUR 111. If a student is not successful in NUR 220, NUR 230, NUR 222, or NUR 204, they have the option to restart the program or take all designated second year competency exams to rejoin the program in the course they were initially unsuccessful in. Taking Competency Exams to rejoin the program will count as the second acceptance into the program.

### **Advanced Standing/Bridge**

Any student admitted to the program via Advanced Standing Bridge, who is unsuccessful in NUR116 or NUR114, and plans to reapply must reapply via the traditional ADN course and restart the program in NUR111.

### **PN**

Any student that is not successful in NUR 102 or 104 must restart the program in NUR 102. If a student is not successful in NUR 106, they have the option to restart the program or take the designated competency exams to rejoin the program in NUR106. Taking Competency Exams to rejoin the program will count as the second acceptance into the program.

Students that need to register for a competency exam must do so through the MWCC Testing Center.

As of July 1, 2024, the TEAS requirements will be valid for 3 years, and the TEAS must be taken on the MWCC campus. This will impact all students wanting to reapply.

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. Students must wait at least one semester after withdrawing from one of the nursing programs or courses to apply for readmission.

Readmission to a Nursing Program must take place within 2 years of original separation from that program if student intends to take competency exams.

Readmission to a Nursing program more than 2 years from original separation from the program would require the student to restart the program. This would be the second acceptance into the program- and the student would follow the traditional application process.

Students are limited to two acceptances into a nursing program, (*ADN and Advanced Standing Bridge are considered one program*). If a student is applying for readmission and is not successful in passing the required competency exams, then that attempt is counted as the second acceptance for that program. Emergency medical conditions will be considered on an individual basis and will require documentation from a physician along with a letter to the Dean of Nursing & Health Sciences.

Admission to the nursing programs is selective and the admissions committee reserves the right to deny readmission to any applicant. The respective programs reserve the right to refuse readmission based on, but not limited to, unprofessional behavior, unethical conduct, and client safety issues.

Readmission applications for entry into the spring semester are due September 1 (NUR 222 or NUR204 of ADN fourth semester) and readmission applications for the fall semester are due February 1 (NUR 106 of PN third semester or NUR 220/NUR230 of ADN third semester).

Students intending to reapply to the fundamentals portion of either the PN or the ADN programs will follow the general application deadlines of September 1 for PN and February 1 for ADN.

### **Readmission Process within two years:**

Students intending to apply for readmission must:

1. Student will request documentation from the Nursing Department Administrative Assistant to verify eligibility to reapply to the Nursing Program and determine how the student plans to apply for readmission
2. Students will receive either a “Readmission Checklist” or a “Bypass Checklist” that outlines required steps needed prior to completing and submitting an application to the admissions department.
3. Once the checklist is completed the student will set up a meeting with Dean Shea regarding their ability to submit application for readmission to the program
4. Students will be notified at the time of their meeting with Dean Shea if they are cleared to submit the readmission application to the admissions department.

Students should be aware of the application deadline for the program to which the student wishes to reapply, as they will need sufficient time to complete the checklist prior to the application deadline.

### **Applying for Readmission via Challenge Exam**

If applying for readmission to a Nursing Program via challenge exam student will follow the steps below

1. Complete and submit Readmission Checklist to the Nursing Department.
2. Schedule any applicable readmission exams with the MWCC Testing Services BEFORE the application deadline.
3. All readmission competency exams will be billed to the student through the ATI vendor website.
4. If a student is granted readmission- they would rejoin the program in the course they were originally unsuccessful in.
5. If a student is applying for readmission and is not successful in passing the required competency exams; that attempt is counted as the second acceptance for that program and the student is ineligible for readmission to that Nursing Program.

### **Applying for Readmission to Restart Program**

If applying for readmission to a Nursing Program to restart in NUR111 or NUR102.

1. Complete a Readmission Checklist and submit it to the Nursing Department.
2. Complete and submit application for readmission to Admissions Office. The application will specify which semester the student wants to return to.

### ***Applying for Readmission to a Nursing Program after 2 or more years:***

The student is aware that admission to any selective health program is limited to two acceptances. If admitted, this would constitute their second and final acceptance to that Nursing Program.

Due to the length of time that has passed since their initial admission to the Nursing Program, students will have to restart the program in either NUR111 (ADN) or NUR102 (PN).

1. Complete the Bypass Checklist obtained from the Nursing Department Administrative Assistant.
2. Once signatures are received on the Bypass Checklist, the student is approved to apply to the program for a second time.
3. Complete and submit application for readmission to the Admissions Office.

## **STUDENT PROGRESSION**

### **Progression Policy:**

- All nursing coursework must be completed in sequence shown on curriculum plan because courses build upon one another. This allows the theory of previous nursing courses to be reinforced throughout the program.
- All nursing courses require a minimum of 77% test grade average (excluding the ATI assessments and medication competency) and a 77% course grade average in order to progress to the next semester.
- Students in their final semester of the program must achieve a minimum score of 71.3% on the proctored ATI Comprehensive Predictor. The main purpose of this assessment is to measure a student's readiness for the NCLEX exam.
  - Students not achieving the minimum score of 71.3% must complete a Focus Review of their first results followed by completing a second ATI Comprehensive online practice assessment and a second version of the proctored ATI RN Comprehensive Predictor prior to graduation from the nursing program. *The ATI Comprehensive Predictor and Retake scores have no direct bearing on graduating from the nursing program.*

- The college **Academic Early Alert** may be used as part of the Nursing Program's student counseling system.
- **Written Academic/Clinical** warnings may be given at any time during the semester if faculty determine that the student is not making satisfactory progress toward meeting course learning outcomes.

## **ACADEMIC PERFORMANCE:**

### **Procedure for review of academic status**

Students scoring below 77% on any nursing exam are encouraged to meet with the course faculty for advisement before the next scheduled exam. The course faculty will review the students' status and work with the student to develop strategies for improvement.

### **Clinical Performance:**

The student will be kept informed verbally and in writing of their progress in the clinical experience. Each student will receive a written mid-clinical evaluation and a written final clinical evaluation. Students in NUR 114 will receive a final clinical evaluation at the end of both the Maternity and the Pediatric clinical rotations. Students in NUR 230 do not receive a mid-clinical evaluation for the 4-week clinical rotation.

### **Procedure for review of clinical status:**

- a. The student will meet with the clinical instructor to review the clinical evaluation.
- b. If the student's performance is unsatisfactory, the clinical faculty will review documentation and make recommendations to the student. A written plan (Counseling Record) for improvement will be developed by the student and will be reviewed and agreed upon by the clinical faculty member and program Chair and Dean if applicable. The student will receive one copy and an additional copy will be placed in the student's file located in the nursing office.
- c. If the student's unsatisfactory performance continues, the student will then meet with the clinical faculty involved as well as the Dean of Nursing and Health Sciences to determine the student's status.
- d. The clinical instructor has the responsibility and right to withdraw a student from the clinical and or laboratory setting if the student's performance is deemed unsafe. In this event, the clinical faculty member will meet with the Dean of Nursing and Health Sciences and course faculty to determine the student's status. The student will meet with the faculty involved as well as the Dean of Nursing and Health Sciences to review the recommendation.

## **TESTING & GRADING POLICIES**

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

- Students are required to achieve a final grade average of 77 percent or higher **on all exams** (excluding the ATI assessments and medication administration competency exams) to be eligible to pass the nursing courses. There will be **no** rounding of grades. i.e. 76.999... is a failing grade.
- 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 exam grades will be posted for their individual courses.

- The clinical learning experiences will be evaluated on a pass/fail basis at the mid-term and at the completion of the clinical rotation. When the student passes both theory and clinical practice, the grade assigned to 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, they will receive an F for the course.

### **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. **This includes students taking tests in the testing center.**

### **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

### **Missed Exams and Late Arrivals on the Exam Days**

- If a student is going to be absent for a scheduled examination, they must notify the nursing office at ext. 9265 or ext. 9544 and email faculty at least one hour prior to the start of the exam that they will be absent.
- Students that miss the exam or the start of the exam must make an appointment to take the test within the week in the testing center.
- Students must **contact the faculty member within 24 hours of the exam** to make arrangements for the makeup of the examination.
- The makeup exam must be taken within **one week** of the scheduled exam and is taken in the testing center.
- **Failure to follow this policy will result in the student receiving a 0 percent for the exam.**
- Failure to take the designated exam on the original exam date or time will result in a reduction of 5 points on all missed exams. ***No exceptions will be made.***
  - Students that wish to challenge the 5-point deduction due to illness/injury must present to Student Services with supporting documentation to receive a medical exemption.
- Repeated missed exams may result in dismissal from the nursing program.
- The faculty reserves the right to present the student with an alternate form of the missed exam.
- Early examinations **will not** be permitted.

**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.

**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.

**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.

**Medication Administration Competency Examination:**

The administration of medication to patients is an ethical and legal responsibility of the professional nurse. To safely administer medications, 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, the National Association for Practical Nurse Education and Service Standard of Practice for LPN/LVN, and the State Licensure Agency. Students are responsible for attaining and maintaining competency in calculating medication dosages and safe administration of medications. Nursing students are required to demonstrate competency with calculating medication dosages at the beginning of each semester. Students will be given two attempts to achieve a passing score.

**ADN and Bridge Students will have to obtain a:**

85% - NUR 111, NUR 114

90% - 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 on 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, resulting in the student receiving an F for the final course grade.

**See Appendix A for official Medication Administration and Dosage Calculation Standards.**

**ATI (Academic Testing Institute) Nursing Tests**

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](http://www.atitesting.com).

## **SECTION III: CLINICAL POLICIES**

### **ATTENDANCE**

See Section II – Academic Policies for  
PN Certificate Program Attendance Policy  
ADN Program Attendance Policy

### **CHANGE IN CLINICAL PLACEMENT WILL NOT BE PERMITTED**

### **CLINICAL MAKE-UP POLICY**

See Section II – Academic Policies for  
PN Certificate Program Attendance Policy  
ADN Program Attendance Policy

### **CONFIDENTIALITY**

A student may have access to confidential information about peers, patients, their families, and the clinical facility during their 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.

### **EVACUATION PLAN FOR CLINICAL SITES**

Please follow the agency’s evacuation/emergency procedure. Faculty and students should determine their evacuation plans on the first day of clinical and meet at the designated spot if an evacuation is necessary. Use your discretion to keep yourself safe. Meet at your predetermined location.

### **EVALUATION OF CLINICAL PERFORMANCE**

#### **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 weekly as a guide to individual progress.

## **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. Courses that offer clinical in four-week rotations will not perform midterm clinical evaluations.
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.

**Students are expected to arrive prepared for clinical each day, both physically and mentally. As discussed in the mandatory program information session, as well as the mandatory student orientation, students are advised that they may need to alter or reduce work hours in order be able to spend necessary time on academics. As patient safety is of utmost importance, students that work overnights should not plan to work the overnight prior to a morning clinical shift.**

**Repeated tardiness; students not on the clinical unit at the assigned start time more than one time during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations. Refer to Clinical Absence/Tardiness section for full policy.**

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

## **Clinical Student Responsibilities**

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

1. Review the clinical evaluation tool weekly.

2. Submit to clinical instructor assignments that reflect self-assessment of progress toward meeting the outcomes of clinical experiences.
3. Initiate communication with clinical instructors concerning specific learning needs.
4. Demonstrate follow-up concerning specific instructor recommendations towards meeting the outcomes of the clinical experiences.
5. Make arrangements with the clinical instructor for completion of the evaluation if the student is not present the day(s) the clinical evaluations are to be given.
6. Students who do not complete the evaluation will receive a grade of “I” (Incomplete) for the course.
7. Assignments must be submitted on or before the due dates. Specific requirements will be outlined in the course syllabus.

### **Clinical Faculty Responsibilities**

Clinical instructors have a responsibility to promote student achievement of the clinical learning outcomes for each course. These responsibilities include:

1. Review/discuss clinical expectations during orientation.
2. Review/discuss the 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 implement to promote the achievement of clinical learning outcomes.
5. Meet with the student to provide a written midterm and final clinical evaluation that documents student progress toward meeting the clinical learning outcomes.
6. Arrange a predetermined meeting location to be used in the event of an evacuation.

### **HEALTH AND IMMUNIZATION REQUIREMENTS**

Students accepted to Health Programs must comply 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 Compliance Coordinator or student services office by the designated dates below. Students must also meet any additional health regulations established by each clinical agency. A physical examination must be completed **prior to the start of their program** if a current (within the past two (2) years) physical exam is not already on file. All students must remain in compliance throughout each entire semester. Students not in compliance at any time will not be allowed into lab or clinical settings. Refer to “attendance policy: clinical absence” for missed clinical due to health record/immunization non-compliance.

**Deadlines for submission** of all health records/immunizations to the Compliance Coordinator are

ADN: August 1<sup>st</sup>.

Advanced Standing Bridge: August 1<sup>st</sup>

PN: December 1<sup>st</sup>

PN Advanced Standing: January 1<sup>st</sup>

**The following information must be received by the submission deadline:**

1. Physical examination conducted within the past two (2) years by a licensed health care provider.

2. Proof of current immunizations including
  - a. MMR, Varicella, TDAP, Hepatitis B series with follow-up antibody titre and 2-step PPD screening or TB QuantiFERON Gold titre
  - b. If 2-step PPD or TB QuantiFERON Gold titre are positive; follow up documentation of a negative chest x-ray will be required.
  - c. Negative chest x-ray will be considered current for five (5) years but will require an annual TB questionnaire to be completed and signed by a licensed healthcare professional.
3. Meningococcal – full time students ages 16-21(starting fall 2018).
4. Seasonal flu shots will be due for all students by October 1<sup>st</sup> of the annual flu season.
5. Covid-19 vaccination is not required, but should be submitted if received.
  - a. Students will be required to adhere to Covid-19 guidelines of each clinical facility as assigned.
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. Completion of CORI form resulting in a cleared CORI/SORI screening
8. Additional immunizations may be required based on clinical placement.

## **CPR**

CPR certification for **BLS/HealthCare Provider** through the **American Heart Association** is required for all Nursing students.

**No other CPR Certification will be accepted.**

Certifications must be submitted to the Compliance Coordinator prior to the start of the program and kept current throughout the entirety of the program.

## **HEALTH INSURANCE**

All nursing students must provide documentation of valid health insurance coverage or participate in the Massachusetts Community College Health Insurance available for purchase through the college.

Documentation must indicate the student’s full name and will be provided to the Compliance Coordinator upon admission to the program. Any changes in insurance coverage during enrollment in the Nursing program will also be communicated/submitted to the Compliance Coordinator.

## **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 prior to the start of each semester in the Nursing Program.

Any open case or 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.

Students' CORI/SORI that are not cleared by the first day of the semester will not be able to attend clinical and complete their clinical requirement therefore, they will be dismissed from the program.

Record storage and usage will follow 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 nursing 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, sections 74, 74A and 76. For details, refer to the Good Moral Character Information Sheet at:

<https://www.mass.gov/doc/good-moral-character-information-sheet-0/download>

## **DRUG TESTING/FINGER PRINTING**

Drug testing is an annual requirement for all students enrolled in a Nursing program.

The Nursing Department contracts with Corporate Screening/Verify Students as a third-party Drug Screening facilitator. No other drug screening results will be accepted.

Each nursing cohort will be provided with written instructions for drug screening completion as well as a timeframe in which to complete the screening.

Screenings completed outside the designated window without prior approval will not be accepted.

Students who present with a diluted screen will be required to screen a second time, at the student's expense.

Students who present with a positive screen, for certain substances, will be referred to the Dean of Students office for further instructions, and may be withdrawn from their program of study.

Failure to present a negative drug screening will result in removal from the Nursing Program.

Clinical sites may require the student to obtain certain additional 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.*

## **CLINICAL PASSPORT**

Students are required to maintain a Student Clinical passport to include verification of all compliance documentation including health documentation, CORI check, CPR Certification, health insurance coverage, and drug testing information.

- The Student Clinical Passport is to be always kept with the student in the clinical setting, is considered a part of the Student Nurse uniform and must be available and current at the clinical setting.
- Copies of documentation supporting Clinical Passport information must accompany the document and be available at the clinical setting at all times.

- The Student Clinical Passport form can be found in the forms section of this Handbook or can be obtained electronically from the Nursing Department Staff. The form must be completed and include all supporting documentation of the included information.
- The student clinical passport will be reviewed by the clinical instructor prior to the start of clinicals for the semester.
- Failure to keep the clinical passport up to date and available upon request will result in dismissal from the clinical facility due to non-compliance.
- Dismissal from clinical facility due to non-compliance will result in clinical make up at the student's expense.

## CHANGE IN HEALTH STATUS

Any student returning to the program from a medical absence or after experiencing a change in health status that impairs their ability to meet the technical standards of the program must submit a Change in Health Status form completed by their licensed health care provider indicating that the student meets all technical standards prior to returning to class/clinical.

Students that identify that they are pregnant while in the program are also required to submit a Change in Health Status form to be filled out by their medical provider upon pregnancy disclosure and again upon return to class/clinical/lab post-delivery.

*Please note that forms completed by a midwife cannot be accepted.*

Change in Health Status forms can be obtained from the Nursing Department Staff.

## HEALTH STATUS AND COMMUNICABLE DISEASE STATEMENT

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 meet the program technical standards will not be able to participate in clinical. A licensed health-care provider will be required to complete the *Change in Health Status Form* before the student may return to the clinical setting. It is the student's responsibility to follow program policies regarding clinical make up.

Faculty reserve the right to send any student home from the clinical/laboratory setting if the student's health status on that day is jeopardizing their clinical performance or the health and safety of others in the clinical setting. Students sent home from clinical under these circumstances will be required to provide a *Change in Health Status Form* to the Nursing Department by noon the day before returning to clinical. Students in this circumstance will still be required to pay to make up clinical hours if they have previously exceeded the allowed one (1) absence per semester.

## 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.
8. Determine by touch: hotness/coldness, wetness/dryness, hardness/softness.
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.

### **LATEX SENSITIVITY AND ALLERGY POLICY**

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 their clinical instructor if they have 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 health record maintained by MWCC Student Services.

The college will provide latex and powder free gloves for nursing labs. Should the assigned clinical agency 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 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.

### **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.
8. Form can be found in the “Forms” Section of this Handbook or obtained from the Nursing Department staff.

### **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 Student Services for post exposure management.
4. Decisions regarding post exposure management, prophylaxis, and follow-up will be at the discretion of the individual and their care provider.
5. The 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 Dean of Nursing and Health Sciences

### **PROFESSIONAL APPEARANCE - DRESS CODE**

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

#### **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. See complete statement above under “Health and Immunization Requirements”.

#### **Emergency Contact**

It is the student's responsibility to maintain a current emergency contact name and phone number in the Nursing office **and** the Records office. The clinical passport must be updated with current emergency contact information.

**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 (**Optional**)
- White shoes and white socks covering the ankle
- No open back/open toe shoes/clogs
- 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, students 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 cover the abdomen and go to the knee.

**The following are not permitted:**

- Jeans
- Shorts
- Halters
- Lounge pants
- Sleeveless shirts or camisoles worn alone
- Sweaters, hoodies, or sweatshirts. If the student is cold, they 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.
- Tattoos should be covered when possible. Students may be required to cover any visible tattoo per facility request at any time.
- Ear Gauges must skin tone or white.
- 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.
- Headbands 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 student's color.**
- False eyelashes and lash extensions are not permitted in the lab or clinical setting.
- 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.

### PROFESSIONALISM

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/laboratory experiences. Promptness is defined as arriving at least ten minutes before the specified start of the clinical day and being ready to begin the clinical assignment at the designated time.  
*See policy regarding clinical absence and tardiness for full policy information*
2. Patient confidentiality is a priority at the clinical/laboratory site. Discussion of patients in public places is prohibited. Observe HIPAA regulations at all times.
3. Observe the parking rules of the agency.
4. Instructors will discuss the lines of communication appropriate to each clinical agency. Adherence to these channels is necessary for a harmonious environment and one that enhances student learning opportunities.
5. Smoking rules of the agency must be rigidly observed. Failure to do so may jeopardize the lives of patients as well as others within the agency. As representatives of the nursing profession as well as the MWCC nursing department, students are discouraged from smoking while in view of the clinical agency. Smoking materials should not be in view of patients.
6. All rules of the clinical agency must be observed. If in doubt, ask your clinical instructor.
7. Students are **not** permitted to leave the facility campus during the clinical shift.

8. Students are expected to arrive prepared for clinical each day, both physically and mentally. As discussed in the mandatory program information session, as well as the mandatory student orientation, students are advised that they may need to alter or reduce work hours in order to be able to spend necessary time on academics. As patient safety is of utmost importance, students that work overnights should not plan to work the overnight prior to a morning clinical shift.

## **PHOTOGRAPHY/DIGITAL RECORDING/VIDEOTAPING IN THE MEDICAL LAB**

### **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.

### **SIMs Lab Digital Recording/Videotaping Policy**

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

## **TRANSPORTATION AND PARKING FEES**

Each student is individually responsible for their own transportation. There may be instances where there is a fee to park at some of the clinical sites.

## **SECTION IV. GENERAL POLICIES**

### **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. Faculty contact information can be found on pg. 10 of this Handbook.

### **APPOINTMENTS WITH NURSING FACULTY**

Students are requested to schedule appointments to meet with faculty during faculty office hours. Faculty office hours are posted on the course Black Board site under "Faculty Information" and also on the faculty member's office door. If necessary, special arrangements may be made to meet the needs of the student or the faculty member.

### **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. The faculty believe that students who comply with treatment and remain substance free can become safe practicing graduate nurses.

### **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 they are enrolled and MWCC email on a **daily basis**. **Only** the student's college email address will be used for correspondence. Please allow up to 72 hours for faculty to respond to emails.

### **CELL PHONE POLICY**

Cell phones are a distraction. The use of these devices is not permitted in the classroom, lab, or on the clinical unit except for activities indicated by the course professor or clinical faculty.

Texting between faculty and students is against the College's texting policies and undermines professional boundaries. Texting between faculty and students is not allowed.

### **CHILDREN IN CLASSROOMS/CLINICAL SETTINGS**

Children are not allowed to be present during nursing classes, in the lab, or at 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:

#### **Prior to course start:**

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. Students are responsible for reading the student nurse handbook and familiarizing themselves with all policies and procedures.

#### **Show up for all class appointments:**

- **Preparation** – Complete the assigned reading(s), review the Power Points, and complete any assignments due. Students are expected to come to class with notebooks, writing implements, or other tools needed to take notes. Attend to all personal needs before the class begins.
- **Presence** – Be prompt, actively engage the content, and remain seated until excused. If the student must arrive late on a rare occasion, the student should enter unobtrusively and sit in the first available seat nearest to the door. Attendance in all classes is expected.

- **Focus** – Leave distractions outside the classroom door, and your cell phone on silent in your bag. 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 any electronic device and side conversations will not be tolerated. Disruptive behaviors may result in dismissal from the classroom.

**Maintain an optimal learning environment:**

- **Collaborate** – with your professor and peers to facilitate comprehension and learning.
- **Contribute** – your unique perspectives and experiences that will facilitate comprehension and learning.
- **Communicate** – Share your knowledge clearly and logically, providing evidence when available.
- **Respect** – Treat all college property with respect. Treat all classroom attendees, and the opinions they may hold that differ from your own, 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. Leaving before class ends gives the unmistakable impression that the individual does not respect the class, the other students, and the instructor. 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. Netiquette: These same rules apply to online learning communities.
- **Honesty** - Academic dishonesty policies and the penalty for such violations are outlined in the student nurse handbook. Cheating means receiving unauthorized help on an assignment, quiz, or exam or for an assignment. 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 allow 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.
- **Chain of Command** – Students with a concern must contact their faculty first. If the concern is not resolved, then they must contact the cohort Department Chairperson. If the concern is still not resolved, then they should contact the Dean of Nursing & Health Sciences.
- **Recording Lectures** - Student may use an electronic device to record classroom lecture, discussion, or activities for individual use noting, the faculty have copy rights to their lectures so students cannot share the recording with others or post the recording on social media. Students found to have shared their recordings or post them on social media could be a means for dismissal from the nursing program.

**COUNSELING AND GUIDANCE SERVICES**

The instructors in each of the nursing courses will review student progress by means of individual conferences. If students have a problem related to class work or clinical performance, faculty advisors welcome the opportunity to discuss this with them during scheduled office hours. If students have problems of a personal nature such as difficulty in courses other than nursing, with family, home, social life, or finances, they should take advantage of MWCC Counseling Services. 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](mailto:studentservices@mwcc.mass.edu) and is located in H128

**COURSE/LAB/CLINICAL SITE SURVEYS AND FACULTY EVALUATIONS**

Students are requested to participate in the evaluation of each of their courses by participating in end-of-semester surveys. Student responses to these surveys are essential to the continued quality improvement of the Nursing Programs at MWCC. The data on each evaluation form will be compiled and shared with faculty and clinical sites.

1. The Adjunct Clinical Faculty Evaluation form will be sent to you electronically at the end of each semester.
2. Evaluations of full-time faculty will be sent to you electronically at the end of the fall semester.
3. The Course/Lab Survey and Clinical Site Survey will be available at the end of the semester through the Blackboard site.

### **EMPLOYMENT WHILE IN THE NURSING PROGRAM**

Nursing students have an extensive classroom and clinical time commitment. It is 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.

Any student working an overnight shift should not schedule this prior to a clinical day due to student and patient safety.

### **FINANCIAL ASSISTANCE**

There are several sources of financial aid available to students in the nursing program. Students are encouraged to utilize these resources when appropriate rather than to seek full or part-time employment as it would significantly decrease the amount of time available to study and 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 Student Financial Services.

### **INCLEMENT WEATHER**

- 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 5:30a.m. for day classes and 2:30 p.m. for evening classes. However, weather conditions may require cancellations at other times
- MWCC Weather Alerts are updated via mwcc.edu, MWCC Alerts on the MWCC Mobile app, and a recorded message line: 978-630-6600 option 8.
- On clinical days, when there is inclement weather, and other schools have cancelled classes:
  - Wait until 5:30 a.m./2:30 p.m. before you begin traveling to ascertain if classes will be held.
- Clinical cancellation due to weather will be made up at no cost to the student.

## **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.

Any student who is not in compliance with the dress requirements will be asked to make the appropriate adjustments in order to participate in the pinning ceremony or will be sent home.

Alcohol or drug use is prohibited. Any student engaged in such activity during the pinning rehearsal or ceremony will not be allowed to participate in the event.

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.

## **RELIGIOUS ACCOMMODATIONS**

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

## **STUDENT NURSES ASSOCIATION**

See Appendix C for Constitution and Bylaws.

## **STUDENT PARTICIPATION IN GOVERNANCE**

All nursing students have the opportunity to voluntarily participate in Nursing Program Governance activities. Please contact your course professor for information about these opportunities for service.

## **STUDENT USE OF NURSING OFFICE EQUIPMENT AND SUPPLIES**

Under no circumstances should any student in this program impose upon the School of Nursing and Health Sciences to:

1. duplicate materials related to class or clinical assignments,
2. use the phone unless it is an EMERGENCY,
3. borrow office supplies (stapler, clips, paper, etc.)

A photocopy machine is available in the library for a fee.

## **TECHNOLOGY**

Technology is integrated into all aspects of attending college in the 21<sup>st</sup> Century. Nursing students are expected to have proficient computer skills and may be required to have a laptop with a built-in web camera for all nursing courses. Students must also have the ability to access the internet on a regular basis from home or through a public site such as a local public library, public college or at any MWCC campus

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 course content, grades in progress and online testing and quizzing.

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 on-line 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 on 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 email, 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

# *Appendices*

## *Medication Administration Standards*

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

### *Medication Calculation Formulas*

- $$\frac{\text{Amount of solution (mL)} \times \text{Drop factor (gtt/mL)}}{\text{Time (minutes)}} = x \text{ gtt(drops)/min}$$

(Morris 2022, p. 496)
- $$\frac{\text{D (desired dose)} \times \text{Q (quantity)}}{\text{H (on hand dose)}} = \text{X (amount to give)}$$

(Morris 2022, p. 239)
- $$\frac{\text{Total number of mL to infuse}}{\text{mL/hr infusion rate}} = \text{Total infusion time}$$

(Morris 2022, p. 521)
- $$\frac{\text{Amount of solution (mL)}}{\text{Time in hours}} = x \text{ mL/hr}$$

(Morris 2022, p. 490)
- H: V :: D:X  
(H) dose on hand: (V)vehicle: (D)desired dose: (X)needed amount
- Temperature Conversion: Fahrenheit = (Celsius X 1.8) + 32  
Celsius = 
$$\frac{\text{Fahrenheit} - 32}{1.8}$$

(Morris 2022, p. 217)

### *“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 hundredth place (two places after the decimal). If the number in the hundredth place is 5 or greater, add one to the tenth place. If the number is less than 5, drop the number to the right of the desired decimal place” (Morris, 2022, 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, 2022, p. 36).
- Pediatric/adult (Kg to Lb) 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 placed.
- 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.

<b>Calculation Equivalents</b>	<b>“Basic Rights”</b>	<b>Medication Suffixes</b>
1 oz. = 2 T = 30 mL	Right patient	-caine=local anesthetics
0.5 oz. = ½ oz. = 1 T = 15 mL	Right medication	-cillin=antibiotics
1 tsp = 5 mL	Right dose	-dine=antiulcer agents (H2 blockers)
1000 gm = 1 kg = 2.2 lbs.	Right time	-done=opioid analgesics
1000 mg = 1 gm	Right route	-dine=oral hypoglycemic
1 cc = 1 mL	Right documentation	-lam=antianxiety agents
240 mL = 8 oz. = 1 cup	<b>“Additional Rights”</b>	-micin/-mycin/-oxacin=antibiotics
500 mL = 1 pint	Right to refuse	-mide/zide=diuretics
1000 mL = 1 liter	Right to education regarding medication	-nium=neuromuscular blocking agents
2.5 4cm = 1 inch	Right reason for medication being administered	-lol=beta blockers
1 lb. = 16 oz.		-pam=antianxiety
1 hour = 60 minutes		-pril=ACE inhibitors
Macro drip = 10,15, or 20 gtts		-sone=steroids
Micro drip = 60 gtts		-statin=antihyperlipidemics
		-vir=antivirals

### **Parenteral Medication Administration Guidelines**

	<b>ID</b>	<b>SC</b>	<b>SC (Heparin)</b>	<b>SC (Insulin)</b>	<b>IM</b>
<b>Site</b>	Inner forearm, chest, & back	Outer upper arm, anterior thigh, and abdomen	Abdomen	Abdomen, anterior thigh, outer upper arm	Gluteus, thigh, and deltoid muscles
<b>Gauge &amp; Length</b>	25-27 gauge 3/8”-5/8”	25-27 gauge ½-5/8”	25-26 gauge 3/8	Insulin syringe only	20-23 gauge 1-1 ½”
<b>Angle</b>	10-15 degrees	90 degrees, 45 degrees for very thin patients	90 degrees 45 degrees if on a thin patient	90 degrees 45 degrees if on a thin patient	90 degrees
<b>Volume</b>	0.1-0.2 mL	0.5-1 mL	Per physician order	Per physician order	Up to 3 mL; small muscles (deltoid) no more than 1 mL
<b>Other</b>				Less than 50 units should use 0.5 mL syringe. Greater than 50 units should use a 1 mL syringe.	
<b>Aspirate</b>	NO	NO	NO	NO	NO

Sources:

Centers for Disease Control (2018), [www.cdc.gov](http://www.cdc.gov)

McCuiston, L., Vuljojin-Dimaggio, K., Winton, M., & Yeager, J. (2018). *Pharmacology - A patient-centered nursing process approach* (9<sup>th</sup> ed.). Philadelphia, PA: Saunders.

Morris, D.G. (2022). *Calculate with Confidence* (8<sup>th</sup> ed.). St. Louis, MO: Elsevier.

Myers, E. (2014). *RNotes*. Philadelphia, PA: FA Davis.

## *Appendix B*

# *National Patient Safety Goals Hospitals & Nursing Care Centers*

# 2024 Hospital National Patient Safety Goals

**(Easy-To-Read)**

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## **Identify patients correctly**

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NPSG.01.01.01

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.

## **Improve staff communication**

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NPSG.02.03.01

Get important test results to the right staff person on time.

## **Use medicines safely**

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NPSG.03.04.01

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.

NPSG.03.05.01

Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Give the patient written information about the medicines they need to take. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

## **Use alarms safely**

---

NPSG.06.01.01

Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

## **Prevent infection**

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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.

## **Identify patient safety risks**

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NPSG.15.01.01

Reduce the risk for suicide.

## **Improve health care equity**

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NPSG.16.01.01

Improving health care equity is a quality and patient safety priority. For example, health care disparities in the patient population are identified and a written plan describes ways to improve health care equity.

## **Prevent mistakes in surgery**

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UR01.01.01

Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

UR01.02.01

Mark the correct place on the patient's body where the surgery is to be done.

UR01.03.01

Pause before the surgery to make sure that a mistake is not being made.

# 2024 Nursing Care Center National Patient Safety Goals

**(Easy-To-Read)**

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## **Identify patients and residents correctly**

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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**

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NPSG.03.05.01

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

NPSG.03.06.01

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. Give the patient or resident written information about the medicines they need to take. 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.

## **Prevent patients and residents from falling**

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NPSG.09.02.01

Find out which patients and 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**

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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.

Constitution of  
**Student Nurses Association**  
Mount Wachusett Community College (MWCC)

**Article I – Name**

This club will be known as *Student Nurses Association (SNA)*.

**Article II – Purpose**

The purpose of the Student Nurses Association (SNA) is to involve students in activities that promote professionalism. Leadership is encouraged as the responsibilities of nursing are practiced. SNA goals involve enhancing communication between students, faculty, and administration while serving the community and enriching personal and professional growth.

**Article III – Membership**

Membership is open to all full and part-time students enrolled in the Practical Nursing Program and the Associate Degree Program (Days and Bridge) of MWCC.

**Article IV – Advisor(s)**

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

**Article V: Officers/Election of officers**

**Section 1. 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.

**Section 2. Officer requirements**

1. Officers must maintain a minimum of a 2.0 GPA.

**Section 3. Elections**

The members of the organization will elect all officers, annually, by a majority of the members present at a meeting promoted as the *election 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 4. Voting**

In order to ensure that all SNA Club members have an opportunity to vote, voting will be done via the on-line voting system through the Student Life Office. Voting will be open for a 24-hour period, and all eligible members will receive a link via email to access the ballot.

**Article VI: Duties of the Officers**

**Section 1. President**

The president shall preside at all the meetings. They shall provide each member with a copy of the agenda for the meeting. The president shall also be the head of the peer mentor program. Duties will

include the initiation of the program and overall management of the program to ensure that mentoring is done in a productive and helpful way.

### ***Section 2. Vice President***

The vice president will preside at the meeting in the absence of the president and assist the president as needed. The vice-president shall be in charge of the community outreach program chosen by the officers. The vice-president will initiate and monitor this program and to promote club involvement from interested students.

### ***Section 3. Secretary***

The secretary will take the minutes of each meeting and shall be responsible for distribution of meeting minutes to the membership. Minutes shall specifically detail any discussions and resolutions passed by the SNA. Meeting minutes will be kept on the SNA Blackboard site. In the absence of all the other officers, the secretary will assume the duty of presiding at the meeting.

### ***Section 4. Treasurer***

The treasurer will assume the responsibility of keeping an accurate record of the funds received and spent by the club. No off-campus accounts are allowed. The treasurer shall promptly deposit all checks and receipts into the SNA club account and provide an accounting of all funds and transactions to the general membership annually and as requested. The treasurer, with approval of the club advisor, and the Senior Dean of Students or his/her designee shall be empowered to make withdrawals of SNA funds from the SNA club account to pay for authorized 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. In the absence of the president and vice president, the treasurer will assume the duty of presiding at the meeting. In the absence of a secretary, the treasurer will take the minutes of the meeting and shall be responsible for distribution of meeting minutes to the membership.

### ***Section 5. Program Liaison***

The program liaison will ensure that the students in all nursing programs at MWCC (Practical nursing, associate degree program (day and bridge) are kept informed of the SNA activities and are represented in SNA. The liaison will facilitate communication between members of the SNA and the SNA officers.

## **Article VII – Meetings**

General Membership meetings will be held at least once a month. Dates and times will be posted on Blackboard

### **Special Meetings:**

In addition to the regular standing meetings, special meetings may be called from time to time by any of the officers.

### **Officers Meetings:**

In addition to meetings of general membership, the president or any two other officers, may call upon the officers to meet. 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 VIII – Amendments**

Amendments to this constitution must be approved by a majority vote of the members present at the meeting.

## *Codes of Ethics*

### **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 an 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.

Fowler, M. D. M. (2015), *Guide to the Code of Ethics for Nurses with Interpretive Statements* (2<sup>nd</sup> ed.). Nursesbooks.org: The Publishing Program of ANA.

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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 communication, 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's 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 and/or organization 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 are evidence-based data and objective 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.
15. Use NSNA opportunities to form your Professional Identity in Nursing.

Interpretive Statement: To be determined by the NSNA Board of Directors.

*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. Interpretative statements added November 2017. Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah.*

## **CODE OF ACADEMIC AND CLINICAL CONDUCT**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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

## **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 clients.
  2. Maintain client confidentiality.
  3. Take appropriate action to ensure the safety of clients, self, and others.
  4. Provide care for the client in a timely, compassionate and professional manner.
  5. Communicate client care in a truthful, compassionate, and professional manner.
  6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
  7. Promote excellence in nursing by encouraging lifelong learning and professional development.
  8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
  9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
  10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
  11. Encourage faculty, clinical staff, and peers to mentor nursing students.
  12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
  13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
  14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
  15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting and any MWCC related event that impairs judgment.
  16. Strive to achieve and maintain an optimal level of personal health.
17. 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.

*Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ. Amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah.*

## **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, 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 and clinical sites to ensure a safe and protected environment emotionally, socially, and physically. For example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed
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.
25. The nursing program should facilitate various methods to ensure that clinical sites provide an environment that supports the development of diverse, inclusive, and equitable Professional Identity in Nursing. This may be accomplished through assessment of clinical sites including,

but not limited to, ongoing feedback from students, faculty, and facility staff; implementation of methods and plans for improvements based on clinical site evaluations. Clinical sites should be suitable for students to demonstrate attainment of required clinical competencies.

*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. Adopted in April 2020 by the 2019-20 NSNA Board of Directors. Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah.*

## **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 "Grievance Procedure Guidelines" offer some guidance.

April 8, 2022 Word document is available by writing to [nsna@nsna.org](mailto:nsna@nsna.org)  
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*Massachusetts Nurse Practice Act  
&  
Massachusetts Board of Registration in Nursing  
Position Statement:  
Educational Mobility for Nurses*

**244 CMR: BOARD OF REGISTRATION IN NURSING**

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

Section

3.01: Definition - Registered Nurse

3.02: Responsibilities and Function - Registered Nurse

3.03: Definition - Practical Nurse

3.04: Responsibilities and Functions - Practical Nurse

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

**3.01: Definition - Registered Nurse**

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

**3.02: Responsibilities and Functions - Registered Nurse**

A registered nurse shall bear full and ultimate responsibility for the quality of nursing care they provide 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 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.
- (4) A licensed practical nurse participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning and rehabilitation, to the extent of his/her generic and continuing education and experience in order to:
  - (a) assess an individual's basic health status, records and related health data;
  - (b) participate in analyzing and interpreting said recorded data, and making informed judgments as to the specific elements of nursing care mandated by a particular situation;
  - (c) participate in planning and implementing nursing intervention, including appropriate health care components in nursing care plans that take account of the most recent advancements and current knowledge in the field;
  - (d) incorporate the prescribed medical regimen into the nursing plan of care;
  - (e) participate in the health teaching required by the individual and family so as to maintain an optimal level of health care;
  - (f) when appropriate evaluate outcomes of basic nursing intervention and initiate or encourage change in plans of care;
  - (g) collaborate, cooperate and communicate with other health care providers to ensure quality and continuity of care.

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

The qualified licensed nurse (Registered Nurse/Practical Nurse) within the scope of his/her practice is responsible for the nature and quality of all nursing care that a patient/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 delegate and organizational policies and procedures and also must be in compliance with 244 CMR 3.05(4) and (5).

#### **(1) Definitions**

**Delegation** - The authorization by a qualified licensed nurse to an unlicensed person as defined in 244 CMR 3.05(1) to provide selected nursing services.

**Supervision** - Provision of guidance by a qualified licensed nurse for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity.

**Unlicensed Person** - A trained, responsible individual other than the qualified licensed nurse who functions in a complementary or assistive role to the qualified licensed nurse in providing direct patient/client care or carrying out common nursing functions. The term includes, but is not limited to, nurses' aides, orderlies, assistants, attendants, technicians, home health aides, and other health aides.

#### **(2) General Criteria for Delegation.**

Delegation of nursing activities to unlicensed persons shall comply with the following requirements:

- (a) The qualified licensed nurse delegating the activity is directly responsible for the nursing care given to the patient/client, and the final decision as to what nursing activity can be safely delegated in any specified situation is within the specific scope of that qualified licensed nurse's professional judgment.
- (b) The qualified licensed nurse must make an assessment of the patient's/client's nursing care needs prior to delegating the nursing activity.
- (c) The nursing activity must be one that a reasonable and prudent nurse would determine to be delegable within the scope of nursing judgment; would not require the unlicensed person to exercise nursing judgment; and that can be properly and safely performed by the unlicensed person involved without jeopardizing the patient's/client's welfare.
- (d) The unlicensed person shall have documented competencies necessary for the proper performance of the task on file within the employing agency; an administratively designated

nurse shall communicate this information to the qualified licensed nurse(s) who will be delegating activities to these individuals.

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

### **(3) 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.

**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

# *FORMS*



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 t/his 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**

MOUNT WACHUSETT COMMUNITY COLLEGE  
NURSING DEPARTMENT

**COUNSELING RECORD**

STUDENT \_\_\_\_\_ ADVISOR \_\_\_\_\_

DATE \_\_\_\_\_

DISCUSSION:

RECOMMENDATIONS:

Student signature \_\_\_\_\_

Faculty signature \_\_\_\_\_

*A Counseling Record is to be used when there is a need for advising related to academic or clinical performance.*

**MOUNT WACHUSETT COMMUNITY COLLEGE  
INCIDENT REPORT  
BLOOD AND BODY FLUID EXPOSURE CONTROL PLAN**

Employee ( )          Student ( )

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Last Name	First Name	MI	SS#	Sex (male/female)
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Address	City,	State	Zip
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Telephone Number	Student Academic Program	Employee Title
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Physician's Name	Address	Telephone Number
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**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 Student Services (978-630-9855)  
Date \_\_\_\_\_ Time \_\_\_\_\_

\* Employee Exposure – also reports to supervisor Date \_\_\_\_\_ Time \_\_\_\_\_  
and Human Resources Department      Date \_\_\_\_\_ Time \_\_\_\_\_

\* Report **ALL** exposure incidents to MWCC Student Services Office      Date \_\_\_\_\_

Signature Employee/Student \_\_\_\_\_ Date \_\_\_\_\_

Signature Clinical Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**SECTION B – INITIAL EVALUATION:**

To be completed by student/employee and health care professionals

- \* Date of last tetanus-diphtheria vaccine (within ten years) \_\_\_\_\_
- \* Hepatitis B vaccine status Never had \_\_\_\_\_  
Date of series 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

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

- \* Hepatitis B surface antibody status Date drawn \_\_\_\_\_  
**(Verify within 72 hours)** Positive \_\_\_\_\_ Date \_\_\_\_\_  
Negative \_\_\_\_\_ Date \_\_\_\_\_

Signature of person who ordered this test \_\_\_\_\_

- \* HIV status  
HIV counseling Yes \_\_\_\_\_ No \_\_\_\_\_ Date/Signature of counselor \_\_\_\_\_  
Initial HIV testing Yes \_\_\_\_\_ No \_\_\_\_\_  
M.D. \_\_\_\_\_ Local HIV Test Site \_\_\_\_\_

- \* Source Patient Known \_\_\_\_\_ Unknown \_\_\_\_\_  
Serological testing \_\_\_\_\_ Results \_\_\_\_\_  
\_\_\_\_\_

No testing/Explain \_\_\_\_\_

Source patient's attending physician \_\_\_\_\_

How will source patient's test results be communicated to the exposed? \_\_\_\_\_  
\_\_\_\_\_

Signature Employee/Student \_\_\_\_\_ Date \_\_\_\_\_

Signature and Titles of People completing Section B  
\_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
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)**

STUDENT/EMPLOYEE HBSAB + SOURCE HBSAG -	NO TREATMENT	
STUDENT/EMPLOYEE HBSAB – SOURCE HBSAG -	CHOOSE ONE	DATE
	1. OFFER VACCINE IF NEVER HAD	_____
	2. BOOSTER VACCINE IF IMMUNITY	_____
	3. NOTIFY EHD IF DECLINES VACCINE	_____
STUDENT/EMPLOYEE HBSAB + SOURCE HBSAG +	NO TREATMENT	
STUDENT/EMPLOYEE HBSAB – SOURCE HBVSAG +	GIVE HBIG .06 mg/kg IM WITHIN 72-96 HRS AND CHOOSE ONE	DATE
	1. BEGIN HB VACCINE IF NEVER HAD	_____
	2. BOOSTER IF HAD VACCINE IN PAST	_____
<hr/>		
SOURCE HCP +	OPTIONAL: IMMUNE GLOBULIN .02 ml/kg IM	

Signature Employee/Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Primary Care Provider \_\_\_\_\_ Date \_\_\_\_\_

FORWARD WORKSHEET TO MWCC-NURSING DEPARTMENT

**SECTION D – POST EXPSURE 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 MWCC’s 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.

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 their 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 Nursing Department prior to the student returning to class, lab or the 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 11<sup>th</sup> 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.
8. Determine by touch: hotness/coldness, wetness/dryness, and hardness/softness.
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



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
 Department of Criminal Justice Information Services  
 200 Arlington Street, Suite 2200, Chelsea, MA 02150  
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
 MASS.GOV/CJIS



**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 with written notice of my intent to withdraw consent to a CORI check.

**FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:**

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



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services**  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**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*



**Mount Wachusett**  
*Community College*

444 Green Street, Gardner, MA 01440-1000

Mount Wachusett Community College  
Department of Nursing

### **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: \_\_\_\_\_



444 Green Street, Gardner, MA 01440-1000

**MWCC College Catalog & Student Handbook and the  
MWCC Nursing Student/Faculty Handbook  
CONTRACT**

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

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

The MWCC Nursing Faculty/Student Handbook: Associate Degree/Practical Nursing Programs 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 Nursing Faculty/Student Handbook: Associate Degree/Practical Nursing Programs and the Mount Wachusett Community College Catalog & Student Handbook.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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 H248  
Mount Wachusett Community College  
444 Green St.  
Gardner, MA 01440  
Attn: Kimberly Shea**

Property of: Mount Wachusett Community College, Gardner, MA 01440

**For Office Use Only:**

TAT Meeting Date: \_\_\_\_\_

Action Taken:

Response to Reporter

Property of: Mount Wachusett Community College, Gardner, MA 01440

# Mount Wachusett Community College

444 Green Street • Gardner, MA 01440-1000

978-630-9568

FAX # 978-630-9565, Healthcare Program Compliance Coordinator

## 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 the student 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) \* \_\_\_\_\_

**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** \_\_\_\_\_

**College:** Mount Wachusett Community College Nursing Programs **Graduation date:** \_\_\_\_\_

**Current Health Insurance:** \_\_\_\_\_

**Malpractice Insurance Carrier:** Liberty Insurer's Underwriters Inc.

**Health History and Exam  
(MWCC Department of Nursing Faculty to Verify)**

<b>Release Form</b>	Completed:		
<b>Physical Exam</b> (within 2 years)	Date completed:		Date due:
<b>Measles, Mumps &amp; Rubella</b> 2 dose series or (+) titres	MMR	#1	Titres: MET: MUT: RUT:
		#2	
<b>TDAP</b> (Tetanus/Diphtheria/Pertussis) - Within 10 years	Date completed:		Date due:
<b>Varicella</b> (Chicken Pox) 2 dose series or (+) titre	#1		Titre:
	#2		
<b>Hepatitis B</b> 2 or 3 dose series (+) Hep B Antibody titre <b>REQUIRED</b>	#1		Titre:
	#2		
	#3		
<b>Tuberculosis Testing</b> (annual requirement) *2 negative PPDs within 1 year, followed by 1 PPD annually, prior to the expiration date of the 2 <sup>nd</sup> PPD *TB Titre (Quantiferon Gold) 1 initial (-) test, then updated annually *Chest x-ray ; Submitted in place of PPD or Quant Gold TB Questionnaire must be completed annually thereafter	PPD1		Chest x-ray completed:  TB Questionnaire:
	PPD2		
	2 <sup>nd</sup> year PPD:		
	Quant Gold Titre 1 <sup>st</sup> Year:		
	Quant Gold Titre 2 <sup>nd</sup> Year:		
<b>Influenza Vaccine</b> (Due annually per flu season by Oct1)	Date:		Date:
<b>COVID-19 vaccine</b> Manufacturer:	Dose 1:		
	Dose 2:		
	Booster:		
	Booster:		
<b>Meningococcal</b> (ages 16-21)	Date:		

**Other:**

<b>CPR</b> American Heart Association BLS Healthcare Provider *certification must remain current	Date completed:	Renewal Due:
<b>CORI date:</b> Submit at the end of the semester, for verification just prior to clinical rotations	Date submitted:	Date submitted:
	Date submitted:	Date submitted:
<b>Drug testing:</b>	Complete:	Complete:

**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

(Please print)

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

## **MOUNT WACHUSETT COMMUNITY COLLEGE NURSING DEPARTMENT**

**Position:** Nursing Class Representative

**Supervisor:** Designated Nursing Faculty

**Job Description:** Nursing student represents nursing class by bringing concerns to the monthly Nursing Faculty Organization (NFO) meeting. The nursing class representative will have the opportunity to observe the work “behind the scenes” of their GOLD STANDARD nursing education.

**Qualifications:**

- Must be a MWCC student in the ADN, PN, or Advanced Standing Bridge Program
- Willing to serve in this volunteer position
- Good communication skills
- Organized
- Team Player
- Must always display professional conduct
- Must maintain a minimum of a 77% exam grade point average

**Duties:**

- Reach out to classmates to see if there are any issues or concerns to bring to NFO meeting for discussion/resolution. Any course specific issues/concerns need to be brought to the course faculty and not the NFO meeting. When unsure if issue is appropriate for the NFO meeting, student rep is advised to consult with designated faculty.
- Attend monthly in person NFO meeting to represent student’s specific class
- Share any discussion/resolution of issues, or other appropriate content with assigned faculty resource first. Then share with class as appropriate via course email. Student should review email content for accuracy prior to sharing with class.

**NOTE:** Nursing student representatives are reminded to include this service on their future CVs.