

**PRACTICAL NURSING  
STUDENT HANDBOOK  
2009 – 2010**

**NORTH·SHORE**  
COMMUNITY COLLEGE



**1 Ferncroft Road, Box 3340  
Danvers, MA 01923-0840**

## **APPROVAL**

The practical nursing program at North Shore Community College is approved by the Massachusetts Board of Registration in Nursing.

## **MEMBERSHIP**

Massachusetts/Rhode Island League for Nursing – Council of Practical Nursing Programs

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## **NORTH SHORE COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM**

### **Program Mission Statement**

The Practical Nursing Program, in accordance with both the mission statement of North Shore Community College and the Health Professions Division, regards as its mission the preparation of qualified students for entry-level practical nursing positions in the healthcare field.

The Practical Nursing Program provides the education necessary for the practice of practical nursing and the awarding of a certificate from the College upon completion of the 40 week program. Student learning occurs through a curriculum based on accepted nursing concepts with emphasis on the development of technical competencies, communication skills, and critical thinking facilitated by faculty guidance and selection of relevant learning experiences in classroom, seminar, laboratory, and clinical settings. The Program encourages students to pursue lifelong educational growth.

### **Philosophy/Conceptual Framework**

Virginia Henderson's Theory serves as the conceptual framework for the practical nursing curriculum. Henderson's 14 Basic Needs closely parallel those of Maslow: (1 to 7 relate to physiology, 8 and 9 relate to safety, 10 relates to self-esteem, 10 and 11 relate to love and belonging, and 11 to 14 relate to self-actualization). The Henderson model provides a useful interpretation of nursing and articulates a value system that has an impact on practice, research, and education.

Henderson's beliefs about the person, environment, health, and nursing are supported by the faculty. The person consists of biological, psychological, sociological, and spiritual components requiring assistance to achieve health and independence or a peaceful death; the person and family are viewed as a unit. The environment involves the relationship one shares with one's family and also involves the community and its responsibility for providing health care. Health refers to an individual's ability to function independently in relationship to the fourteen Basic Needs. Nursing encompasses the fourteen Basic Needs that form the components of nursing care; the nurse assists the client with essential activities to maintain health, recover from illness, or achieve a peaceful death.

The faculty believes nursing is a caring, helping, theory-based discipline. Nursing utilizes nursing systems and nursing process, applied through critical thinking, to manage individual needs. Nursing is based on scientific principles directed toward understanding health needs, and promoting health practices.

The faculty supports the National Federation of Licensed Practical Nurses' definition of practical nursing which states, "practical/vocational nursing means the performance for compensation of authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals" (NFLPN, 1991). We believe practical nursing to be an interdependent service of the total health care team, with the practical nurse functioning within the Standards of Practice, demonstrating safe, competent, ethical nursing practice. He/she is responsible and accountable for all his/her nursing actions.

The faculty is committed to the philosophy that learning is a lifelong process of discovery. Education is a guided, dynamic process of learning in which positive adaptations are made in an ever-changing environment and society. The educational process encompasses changes in the cognitive,

psychomotor, and affective domains. Learning involves progression from the simple to the complex through the implementation of a series of defined theoretical concepts and manual skills, which is based on the student's ability to build on past knowledge and experiences.

The faculty believes that the role of the practical nurse includes providing safe, competent nursing care, accountability, commitment to lifelong learning, and active membership in the National Federation of Licensed Practical Nurses, Inc. The goals of the Practical Nursing Program are to prepare the graduate for licensing examination, entry-level nursing positions in varied healthcare settings, and educational mobility.

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National Federation of Licensed Practical Nurses, Inc. (1991). Nursing practice standards for the licensed/vocational nurse. Raleigh, NC: NFLPN.

### **Program Threads**

The framework is supported by major threads which are integrated throughout the curriculum. These threads which relate to practical nursing are principles of:

1. Communication
2. Critical Thinking
3. Cultural Diversity
4. Nursing Care Skills
5. Nursing Process
6. Safety
7. Pharmacodynamics
8. Standards of Practice

## Educational Outcomes

Upon completion of the practical nursing program at North Shore Community College, the graduate will be eligible for licensure as a licensed practical nurse who will:

1. Apply critical thinking skills in performing safe, competent nursing care.
2. Meet basic physical and psychosocial needs of an individual during the lifespan recognizing cultural diversities.
3. Utilize the nursing process to participate in assessing, planning, implementing, and evaluating client care.
4. Communicate effectively with clients, families, and members of the healthcare team.
5. Employ principles of teaching to meet the learning needs of the client.
6. Adhere to the legal guidelines and scope of practice for licensed practical nursing.
7. Demonstrate compliance with the **National Association for Practical Nurse Education and Service** (NAPNES) Code of Ethics.
8. Utilize educational opportunities for professional growth.

## Program Outcomes

1. Graduates of the Practical Nursing Program will pass the NCLEX-PN licensure examination at a rate which equals or exceeds the National average for Practical Nursing programs.
2. Graduates will indicate that the program prepared them for practice at an acceptable level or better.
3. Seventy percent (70%) or more of the graduates will be employed as Licensed Practical Nurses within six (6) months of graduation.
4. Employers will indicate that the program prepared the graduates for practice at acceptable level or better.

**PROGRAM SEQUENCE****Fall Semester (16 weeks)**

PNR101	Fundamentals of Practical Nursing
PNR111	Nutrition 1
PNR114	Pharmacology for Practical Nursing
HLS102	Anatomy & Physiology for Allied Health
HLS104	Overview of Microbiology
HLS115	Human Development and Health Promotion

**Winter Intersession (2 weeks)**

PNR107	Life Continuum Nursing 1
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**Spring Semester (16 weeks)**

PNR103	Medical-Surgical Nursing
PNR105	Maternal Child Health
PNR112	Nutrition 2
PNR130	Vocational Trends & Adjustments Practical Nursing

**Summer Semester 1 (6 weeks)**

PNR108	Life Continuum Nursing 2
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**Practical Nursing Student's 2009/2010 Calendar**

<u>September 2009</u>					<u>January 2010</u>					<u>April 2010</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1				1	2
7	8	9	10	11	4	5	6	7	8	5	6	7	8	9
14	15	16	17	18	11	12	13	14	15	12	13	14	15	16
21	22	23	24	25	18	19	20	21	22	19	20	21	22	23
28	29	30			25	26	27	28	29	26	27	28	29	30

  

<u>October 2009</u>					<u>February 2010</u>					<u>May 2010</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	1	2	3	4	5	3	4	5	6	7
5	6	7	8	9	8	9	10	11	12	10	11	12	13	14
12	13	14	15	16	15	16	17	18	19	17	18	19	20	21
19	20	21	22	23	22	23	24	25	26	24	25	26	27	28
26	27	28	29	30						31				

  

<u>November 2009</u>					<u>March 2010</u>					<u>June 2010</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	1	2	3	4	5		1	2	3	4
9	10	11	12	13	8	9	10	11	12	7	8	9	10	11
16	17	18	19	20	15	16	17	18	19	14	15	16	17	18
23	24	25	26	27	22	23	24	25	26	21	22	23	24	25
30					29	30	31			28	29	30		

  

<u>December 2009</u>				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**2009 Fall Semester**

Sept	9	Classes begin
Oct	12	Holiday, Columbus Day
Nov	11	Holiday, Veteran's Day
Nov	26 & 27	Thanksgiving Recess
Dec	18, 21 & 22	Finals
Dec	22	Capping
Dec	24 – Jan. 3	Holiday Break

**2010 Spring Semester**

Jan	18	Holiday/Martin L. King
Jan	19	PN Classes Begin
Feb	15	Holiday/President's Day
Mar	17	Holiday/Evacuation Day
Mar	22 – 26	Spring Recess
Mar	29	Classes Resume
Apr	19	Holiday, Patriot's Day
May	13 & 14	Final Exam Period

**2010 Winter Intersession**

Jan	4	Classes Begin
Jan	15	Last Day Winter Intersession

**2010 Summer I**

May	17	Classes Begin
May	21	No Classes
May	27	College Graduation
May	31	Holiday, Memorial Day
June	17	Holiday, Bunker Hill Day
June	24	White Breakfast

**School Hours – 2009 - 2010 Academic Year**

**Fall Semester:**

**September 9, 2009 – December 22, 2009**

Monday  
Tuesday-Friday

7:00 a.m. to 3:30 p.m.  
8:00 a.m. to 3:20 p.m.

**Winter Intersession:**

**January 4, 2010 – January 15, 2010**

**Week 1**

Monday  
Tuesday  
Wednesday, Thursday, Friday

9:00 a.m. to 2:30 p.m.  
8:00 a.m. to 1:00 p.m.  
7:00 a.m. to 3:30 p.m.

**Week 2**

Monday & Tuesday  
Wednesday & Thursday

7:00 a.m. to 3:30 p.m.  
9:00 a.m. to 12:00 noon

**Spring Semester:**

**January 19, 2010 to May 14, 2010**

Monday & Tuesday  
Wednesday  
Thursday  
Friday

7:00 a.m. to 3:30 p.m.  
8:00 a.m. to 12:00 noon  
8:00 a.m. to 3:00 p.m.  
8:00 a.m. to 12:00 noon

**Summer Semester I:**

**May 17, 2010 to June 24, 2010**

Monday, Tuesday, Wednesday  
Thursday  
Friday

7:00 a.m. to 3:30 p.m.  
8:00 a.m. to 2:30 p.m.  
8:00 a.m. to 12:00 noon

## Clinical Affiliating Agencies

### Hospitals:

Beverly Hospital  
85 Herrick Street  
Beverly, MA 01915

Salem Hospital  
81 Highland Avenue  
Salem, MA 01970

Union Hospital  
500 Lynnfield Street  
Lynn, MA 01904

North Shore Children's Hospital  
Highland Avenue  
Salem, MA 01970

Shaughnessy-Kaplan Rehabilitation Hospital  
Dove Avenue  
Salem, MA 01970

### Long-term Care:

Masconomet Healthcare Center  
123 High Street  
Topsfield, MA 01983

HarborSide Cedar Glen  
44 Summer Street  
Danvers, MA 01923

Rosewood Nursing & Rehabilitation Center  
22 Johnson Street  
West Peabody, MA 01960

Renaissance Gardens – Brooksby Village  
400 Brooksby Village Drive  
Peabody, MA 01960

Ledgewood Rehabilitation & Skilled Nursing Center  
87 Herrick Street  
Beverly, MA 01915

### Community Agencies:

Partners Home Care, VNA  
Garden City Pediatrics  
North Shore Pediatric  
School Nurse, EAHS  
VNA Care Network, Inc  
Child Development Center, Beverly Hospital

Day by Day Adult Day Care  
Catherine's Adult Day Care  
Roger B. Trask Adult Day Care  
Hospice of the North Shore  
Beacon Hospice

## **Code of Ethics**

Nursing ethics is the study of right and wrong conduct for nurses: It provides the standards for professional behavior. Nursing ethics identifies how nurses must conduct themselves in relation to their patients, their profession, their fellow health care providers and the community.

Students in the PN Program are expected to behave in a professional manner, both in the classroom and clinical setting. A student in violation of this policy will be referred to the Department Chair and will be subjected to disciplinary action and/or dismissal from the program

The National Federation for Licensed Practical Nurses (NFLPN) and the National Association for Practical Nurse Education and Services (NAPNES) have each developed a code of ethics for practical nurses. Upon graduation from the practical nursing program at North Shore Community College, it is expected that the graduate will demonstrate compliance with the NAPNES Code of Ethics.

### **The NAPNES Code of Ethics:**

#### **The LP/VN shall:**

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

## **Standards of Practice for LPNs/LVNs**

The LPN/LVN provides individual and family-centered nursing care in the following ways:

- Using appropriate knowledge, skills, and abilities.
- Using principles of the nursing process to meet specific client needs in diversified healthcare settings.
- Maintaining appropriate written documentation and using effective communication skills with clients, family, significant others, and members of the healthcare team.
- Executing principles of crisis intervention to maintain safety.
- Providing appropriate education to clients, family, and significant others to promote health, facilitate rehabilitation, and maintain wellness.
- Serving as an advocate to protect client rights.

The LPN/LVN fulfills his or her professional responsibilities in the following ways:

- Applying the ethical principles underlying the profession of nursing.
- Following legal requirements.
- Following the policies and procedures of the employing facility.
- Cooperating and collaborating with all members of the healthcare team to meet the needs of family-centered nursing care.
- Assuming accountability for his/her nursing actions.
- Seeking educational opportunities to improve knowledge and skills.

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*National Association for Practical Nurse Education and service (2000). Standards of practice and code of ethics for licensed practical/vocational nurses. Silver Spring, MD: Author.*

## **ADMINISTRATIVE POLICIES**

### **ADMISSION POLICY**

Forty candidates are accepted into the practical nursing program for each September. Upon graduation from the program, applicants are eligible to take the NCLEX-PN Licensure Examination.

Individuals interested in the practical nursing program may obtain admission information and/or the applicant packet from the Enrollment Service Offices located at the Danvers campus (978) 762-4042 or the Lynn campus (781) 593-5733, x 4042. The Admission packet is available on the NSCC web site: [www.northshore.edu](http://www.northshore.edu). Click on "Certificate Programs" and scroll down to Practical Nursing. See Appendix 3.

### **HEALTH RELATED MATTERS**

Following initial acceptance into the practical nursing program, candidates must satisfactorily meet the health requirements of the program.

1. **Health Forms:** Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. Technical Standards for Practical Nursing must be completed and signed by the student. Immunization Form must be completed by a physician or nurse practitioner and be submitted before the beginning of the program.
2. **Health Insurance:** The College requires all matriculated students carrying nine credits or more to carry health insurance either through the student health insurance program or a health insurance program with comparable coverage.
3. **Health Status Change:** In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a physician that clearly states the ability of the student to fully participate in classroom and clinical activities. Health status changes include but are not limited to:
  1. Injury
  2. Pregnancy/Delivery/Postpartum
  3. Accident/Visit to the Emergency Department
  4. Major illness
  5. Surgery
  6. Splint/brace/cast/sling

The student must present the physician's clearance letter to the department chair prior to returning to the classroom or clinical area.

### **GUIDANCE/STUDENT COMMUNICATION**

1. Each student is responsible for reading **NOTICES** posted on the classroom bulletin board located in room M118 – nursing classroom.
2. Student practical nurses may schedule an appointment with his/her faculty-advisor as needed.
3. An individual nursing instructor and/or faculty-advisory will notify a student practical nurse if a conference and/or meeting is deemed necessary.
4. During the academic year, the faculty is available during posted office hours and by appointment.
5. Faculty office hours are posted for each faculty member outside M115- nursing faculty office.

## **STUDENT GOVERNMENT**

All members of the Practical Nursing Program are members of the PN Club of North Shore Community College.

Election of class officers will take place during the 2nd week of October. Nominations will be made during the third week in September. Officers to be elected include: president, vice-president, secretary, and treasurer. The class will elect a faculty advisor at this time.

The class officers will attend faculty meetings on a rotating basis, attend a yearly Advisory Committee meeting, represent and conduct business for the practical nursing class as needed.

**NAME:** The name of this organization shall be: **PN Club of NSCC**

**PURPOSE:** The purpose of this organization shall be to:

1. provide for student participation in the organization and function of the Practical Nursing Program.
2. provide for student participation in activities which are of concern to the class.

## **BY-LAWS:**

### **Article I: Officers and Elections**

Section I: Officers of the Student Organization shall be President, Vice-President, Treasurer, and Secretary.

Section II: Faculty member, PN Program shall serve as Faculty Advisor.

Section III: Officers shall be elected during the 2<sup>nd</sup> week of October of each school year.

Section IV: Nominations for officers shall be conducted according to established procedure.

Section V: Voting shall be by written ballot.

Section VI: Officers shall take office upon election.

Section VII: The term of office shall be one academic year.

Section VIII: Ad-Hoc Committees shall be established as needed.

### **Article II: Duties of Officers**

Section I: President

1. Schedules all class meetings
2. Prepares agenda for class meetings
3. Presides at all class meetings
4. Delegates duties
5. Coordinates membership of committee volunteers. If number of persons volunteering exceed the number of positions available, a class vote is required

Section II: Vice-President

1. Assumes responsibilities of President in his/her absence
2. Carries out activities as may be delegated by the President
3. Works with faculty on graduation planning

Section III: Treasurer:

1. Collects class dues and pays accounts
2. Maintains an accurate account or receipts and disbursements to be reported at each class meeting
3. Submits written report at the last class meeting of each term to the President and Faculty Advisor

Section IV: Secretary:

1. Notifies members of meetings
2. Keeps minutes of each meeting; reports minutes at next meeting
3. Forwards a copy of the minutes of each meeting to the faculty advisor
4. Acts as corresponding secretary

Section V: Student Representative/s to Faculty Committee

1. Attends scheduled Faculty Committee meetings which do not address confidential student issues
2. Presents student issues to Faculty Committee
3. Reports outcomes of Faculty Committee meetings to class meetings

Section VI: Student Representative/s to Practical Nursing Program Advisory Committee

1. Attends schedule Program Advisory Committee meetings
2. Assists Advisory Committee in evaluating Program outcomes
3. Reports to the class meetings outcomes of the Program Advisory Committee activities

**Article III: Dues**

1. Dues shall be determined by each class. Once dues are determined, payment is required to be eligible to receive a certificate of graduation.
2. Any expenditure of class funds requires a class vote.

**Article IV: Ad-Hoc Committees**

1. Committees shall be established by the President to fulfill activities determined by the class.
2. A Graduation Committee shall be established no later than the Spring Semester.

## **ATTENDANCE POLICY**

In order to graduate and be eligible to take the NCLEX-PN Licensure Exam in the Commonwealth of Massachusetts, it is necessary to complete all College and program requirements, which include at least 1,080 program hours including 540 clinical hours in a minimum of 40 academic weeks in a practical nursing program.

The Attendance Policy includes the following:

1. Attendance is MANDATORY at all academic classes, nursing arts lab, and clinical experiences.
2. Each student practical nurse is individually responsible for signing the Attendance Book at 8:00 a.m. The Attendance Book is located in the main PN Classroom, M118. In the event one does not sign in, it will be automatically counted as an absence. **UNDER NO CIRCUMSTANCES** is it acceptable to sign in for another individual. Signing in another member of the PN class will be regarded as unethical and unprofessional behavior that could result in dismissal from the program.
3. Student attendance will be monitored and each SPN notified by the Program Director when a potential problem is developing.
4. Tardiness is not acceptable and is deemed unprofessional behavior.
5. There is no mechanism to make up missed academic classes or nursing arts lab. The student is responsible for obtaining the missed material/information and contacting the appropriate instructor for help and guidance.
6. Failure to attend classes/clinical seriously jeopardizes an individual's eligibility to remain in the program.
7. **Funeral Leave:** three (3) days shall be allowed for death in the immediate family without penalty. Immediate family shall include spouse, child, parents, sister, brother, grandparents, grandchildren, and in-laws.
8. **Jury Duty:** Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting program objectives.

## **STATEMENT ON STUDENT EMPLOYMENT**

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hours per week. Students who work more than 16 hours, seriously jeopardize their successful completion of the program.

## **SCHOOL CANCELLATION (Snow Days)**

Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail message system also records school closings. Students may call (978) 762-4200 for school closing announcements. Students are to use their own discretion to determine if travel to the school or clinical site is safe. Refer to Appendix #1.

## **DISMISSAL POLICY**

The following constitute offenses that may result in the dismissal process being initiated against an individual enrolled in the Practical Nursing Program:

1. Unsafe clinical practice.
2. Violation of academic honesty.
3. Any occurrence of unethical or unprofessional behavior.
4. Any occurrence of alcohol and/or chemical abuse.

Dismissal process committee:

1. The Chairperson of the Practical Nursing Program.
2. Two members of the Practical Nursing faculty appointed by the Program Chairperson.
3. One alternative committee member appointed by the Program Chairperson.
4. If the dismissal process is initiated by a member of the standing committee, the alternative committee member will serve.

Dismissal Process:

1. The involved faculty member will present to the Program Chairperson the incident(s) which may initiate the dismissal process. A joint decision will be made with respect to going forward with this process.
2. The student will be notified in writing by the Program Chairperson of the initiation of the dismissal process with the reason(s) listed and the date and time of the dismissal committee meeting.
3. The Program Chairperson reserves the right to suspend the student from the practical nursing classroom and/or clinical agency until the committee reaches a decision.
4. The dismissal committee will be convened within three (3) working days from the date of notification to the student by the Program Chairperson.
5. The student may participate in the discussion and clarification of circumstances at the committee meeting with the option of having an advocate in attendance.
6. The student will be notified in writing within one (1) working day of the majority vote decision of the committee by the Program Chairperson.
7. A summary of the proceedings will be prepared and placed in the student's record.
8. A written appeal may be made to the Health Professions Division Chair within two (2) working days if the student is not satisfied with the decision of the dismissal committee.

## **SATISFACTORY PROGRESS**

To remain in the Practical Nursing Program, satisfactory progress must be achieved and standards met throughout the academic year (40 weeks). The following do NOT constitute satisfactory progress and mandate withdrawing from the Program:

1. Failure to achieve a theory grade of "C" (75%) in all of the courses of the practical nursing curriculum.
2. Failure to achieve a "Pass" grade in the clinical component of PNR 101, 103, 105, 107, 108.
3. Excessive absenteeism; more than 2 unexcused clinical absences.
4. Failure to complete at least 1,080 hours of the Program including 540 hours of clinical practice.
5. Failure to pass the Pharmacology Proficiency Exam as stated in the Academic Policy.

## READMISSION POLICY

### **College Policy:**

The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous five years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional courses with a course withdrawal, course failure, and/or semester stop out. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by individual programs\*. Readmission to health professions programs is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

### **Practical Nursing Policy**

All previously enrolled students have an opportunity to be re-admitted to the Practical Nursing Program at North Shore Community College on a space available basis. Readmission will be based on academic history as well as personal extenuating circumstances. Academic failure is not necessarily viewed as an extenuating circumstance and will not guarantee an individual re-admission into the next class. Upon withdrawal and/or failure from the PN Program an individual interested in reapplying MUST meet with the PN Department Chair or designee to discuss the readmission process.

The Practical Nursing Admission Committee will review all re-admission applicant files and through Enrollment Services send a letter of re-admission to an individual in the month of April notifying an individual of admission status for the Fall Semester OR in November for Spring Semester admission (on a space available basis).

The following requirements and conditions **MUST** be met for consideration for re-admission into the Practical Nursing Program at North Shore Community College:

1. Meet the current admission requirements of the PN Program and College.
2. Submit a detailed letter\* to the PN Department Chair addressing the changes you have made to enhance your academic success if readmitted to the PN Program.

*\*(The letter must include a self-description of the difficulties you encountered in meeting PN course requirements and a plan for addressing difficulties in the future; plus a description of activities (academic and work) that you have been involved with since withdrawal from the PN Program).*

3. Schedule a meeting with the PN Department Chair during the readmission process.

Before re-entering the PN Program the following are required of an individual:

- a. Proof of health insurance
- b. CPR certification
- c. Required immunizations
- d. Liability insurance

Re-admission in January or March may require an individual to complete the following:

- a. Fundamentals of Practical Nursing exam
- b. Simulated nursing arts lab clinical exam
- c. Pharmacology Proficiency exam
- d. Clinical practicum

A letter will be mailed to individuals outlining necessary requirements needed for completion for re-admission.

## **STUDENT GRIEVANCE**

The practical nursing faculty supports the “Student Grievance Procedure” of North Shore Community College published in the **Student’s Rights and Responsibilities** handbook. It is recommended the SPN review the handbook and become familiar with its policies and procedures.

A “grievance” is defined as a complaint by a student that there has been an alleged violation, misinterpretation, or inequitable action committed against said student. In the event a student practical nurse believes an incident has occurred, the SPN should refer to the College’s “Student Grievance Procedure.” However, the practical nursing faculty believes the student practical nurse wishing to file a grievance should first:

1. Discuss the matter in a timely fashion with the appropriate faculty member with the objective of resolving the issue/matter.
2. If the matter is not resolved informally, the SPN shall request a meeting with the Department Chair, with a meeting resulting within 48 hours.
3. If the grievance cannot be resolved by the parties, the SPN should file within 48 hours a written statement to the Division Chair.
4. The Division Chair will respond to the SPN within 5 days and convene a meeting which may include involved faculty members and the Department Chair.

## **CRIMINAL OFFENSE RECORD INVESTIGATION (CORI) POLICY AND DRUG TESTING POLICY**

All students enrolled in the Practical Nursing Program will be required to complete a CORI (Criminal Offender Record Information) form a minimum of one time. The CORI form gives permission for an agency to access all criminal case data including conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the student’s CORI, participation in clinical or field placement may be denied. In addition, a SORI (Sex Offender Record Information) and/or a urine drug test may be required. Failure to complete or participate in any required agency screening will result in the student practical nurse not being placed at that agency which may lead to possible dismissal from the PN Program.

## **EDUCATIONAL MOBILITY**

North Shore Community College and the Practical Nursing faculty recognize the importance of the commitment to life-long learning. Articulation agreements from practical nursing programs to higher levels of nursing education assist our graduates to advance without repeating both theory and pre-entrance comprehensive testing.

A formal articulation agreement is in place between the Practical Nursing Program and the Nurse Education Program (AD) at North Shore Community College. A graduate of the PN Program is not required to take the entrance examination and is also eligible for advanced standing. Each LPN is considered for admission on a case-by-case basis.

**BOARD OF REGISTRATION IN NURSING**

The Massachusetts Board of Registration in Nursing is legally authorized to protect the health, safety, and welfare of the citizens of the Commonwealth. All applicants for nurse licensure by examination must be of "good moral character" as required by the requirements of board statutes and regulations. All applicants must answer 5 specific questions about disciplinary actions (if any), other licenses (if any) and felony/misdemeanor convictions (if any). The Board will evaluate each licensure application involving criminal convictions on a case by case basis.

Effective January 1, 2000, the Board will consider specific conducts and felony conviction reason(s) for ineligibility for initial nurse licensure as a Licensed Practical Nurse in Massachusetts. Also, the licensure applicant must have no criminal convictions for a minimum of five (5) years before the date of submission of the license application and must have successfully completed all court ordered stipulations a minimum of one (1) year before the applicant will be considered for licensure. A copy of the Board's new policy may be obtained from the Board's web site at [www.STATE.MA.US/dph/boards/RN](http://www.STATE.MA.US/dph/boards/RN).

## **ACADEMIC POLICIES**

The practical nursing faculty regards the practical nursing students as adult learners who come to the program with a variety of life experiences and knowledge levels. Students are expected to exhibit a maturity level consistent with adulthood and to utilize a variety of learning experiences throughout the program.

### **Promotion Progression Policy**

The practical nursing program consists of 40 weeks of concurrent, correlated study and supervised clinical practice, day and/or evenings. The practical nursing curriculum includes nursing theory and practice, biological and behavioral sciences, and trends and issues. To ensure academic success and achieve practice competency it is necessary for each student to demonstrate proficiency in all his/her course work.

### **Classroom Etiquette and Behavior**

1. Students should be on time for class and seated at his/her desk. It is not acceptable to walk in to class late. It is disrespectful and disruptive to your classmates and faculty.
2. There will be **NO** food/eating during classroom lectures; a beverage is acceptable.
3. Audio taping of class/lecture is not allowed. To use a recording device, permission must be received from Disability Services with a Notice of Academic Accommodations to be given to the course instructor.
4. All cell phones, beepers, I-pods and PDAs are to be turned **OFF** during class.
5. Talking and whispering during class is not acceptable behavior; it is disturbing to both your classmates and the faculty.

### **Academic Standards**

All students enrolled in the practical nursing program must successfully **MEET THE MINIMUM PASSING STANDARD of "C" (75%)** or better in **ALL** PNR and HLS courses to remain in the practical nursing program.

**Pharmacology Proficiency Exam:** A grade of 100% must be achieved on the exam (retest times 2) to be eligible to remain in the program. This exam is given at the end of the fall semester to determine competency in calculating medication dosages. The Pharmacology Proficiency exam schedule will be posted by the pharmacology professor at the end of the Fall Semester.

**Pharmacology Competency:** After completion of PNR114 Pharmacology for Practical Nursing, math problems related to medication dosage and intravenous drip rates will be integrated into the course content of PNR103 Medical Surgical Nursing and PNR105 Maternal Child Health Nursing. Students enrolled in both PNR103 and PNR105 will be required at the end of each respective course to successfully pass a proficiency exam with a grade of 100% (retest times 1). In the event that a student fails to achieve 100% on the retest proficiency exam, the student will not be allowed to administer medication in the clinical area until successful remediation has been achieved.

## Clinical

A minimum academic grade of **75%** and a “**pass**” clinical evaluation must be achieved in each of the following courses:

1. PNR101 Fundamentals of Practical Nursing
2. PNR103 Medical Surgical Nursing
3. PNR105 Maternal-Child Health
4. PNR107 Life Continuum Nursing 1
5. PNR108 Life Continuum Nursing 2

A “fail” on any clinical objective at the conclusion of the above listed courses will result in a “**FAIL**” grade in that clinical component and will result in an “**F**” for that course. At that point the student will be required to withdraw from the practical nursing program.

## Program Progression

At the conclusion of the fall semester, winter intersession, and spring semester the student practical nurse must have a minimum passing grade of **75%** and a “pass” clinical evaluation in all the listed courses on the Program of Study sheet for that semester/intersession in order to progress in the PN Program. At the finish of Summer 1 a minimum passing grade of **75%** and a “pass” clinical evaluation is needed for successful completion of the PN Program and be eligible for graduation.

## Graduation

To be eligible for graduation:

1. the SPN must successfully complete at least 1,080 hours, including 540 clinical hours of the required program of studies within the established 40 week time frame
2. have a minimum cumulative grade point average of 2.0
3. be a member in good standing of the class.

All student practical nurses are required to both attend and participate at White Breakfast on the announced date and time.

## GRADING POLICY

The practical nursing faculty will award grades according to the College grading policy found in the College catalog with the following exceptions:

C	2.0	75 – 76
C-	1.7	70 – 74

**Grading System – Faculty members will award the following grades to students. The Quality Points for each grade are listed. The raw score range is a guideline for faculty.**

A	4.0	93-100	B-	2.7	80-82	D+	1.3	67-69
A-	3.7	90-92	C+	2.3	77-79	D	1.0	63-66
B+	3.3	87-89	C	2.0	75-76	D-	0.7	60-62
B	3.0	83-86	C-	1.7	70-74	F	0	Below 60

## **TESTING STANDARDS**

### **Exams and Quizzes:**

1. It is expected that the student will be present for all exams/quizzes on the **announced date and time**.
2. Ten percent will automatically be deducted on all major nursing make-up exams/quizzes.
3. It is the student's responsibility to contact the instructor the first day following a missed exam/quiz in order to arrange for a make-up exam/quiz.
4. The make-up exam/quiz must be taken within one week.
5. Failure to comply with stated policy will result in a grade of zero (0) for that exam/quiz.
6. Exams or quizzes will be corrected and returned by the faculty member at the next scheduled class. At this time, the faculty member will review the exam or quiz with the class. ALL exams and quizzes remain the property of the faculty member and the Practical Nursing Program.

### **Final Exams:**

1. Final exams are given during the College final examination period.
2. A Final is a cumulative exam taken at the end of a course.
3. Ten percent will be automatically deducted if the Final is not taken on the published date and time.
4. One is ineligible to continue in the practical nursing program if any final exam is not taken.
5. No contact is to be made or requested by a student with the professor(s) while a Final Exam is being corrected. When the correcting process is finished and the grades completed the course professor(s) will post and/or notify the students.

### **Test Conduct**

The expectations for the student practical nurse during testing while enrolled in the PN Program include:

1. Being seated at his/her desk on the announced date and time of the exam.
2. Independent completion of all exam materials.
3. Absence of water bottles, coffee, etc on desk.
4. Electronic devices (cell phones, PDAs, I-pods etc) will be **off** and placed in pocketbook or backpack.
5. Removal of all hats (baseball caps etc).
6. Use of approved calculators only.
7. Placement of pens or pencils only on desktop.
8. Completion of exam/test/quiz before leaving the classroom. Leaving the classroom for any reason will result in TERMINATION of the testing process.
9. Passing in the exam promptly at the conclusion of the testing period.

### **Exam or Written Work Grade Challenge:**

If a student chooses to challenge a grade received on an exam or any other written assignment during the academic year, the following guidelines must be followed:

1. Upon receiving the grade, a written challenge must be submitted within 48 hours to the course professor.
2. The written challenge must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support your challenge.
3. The professor will respond within 48 hours to a grade challenge with a written determination.
4. Verbal discussion will not be considered a formal challenge and no grade review will be conducted.

## **ACADEMIC WARNING**

A student may be placed on academic warning at any time during the program if progress in class or the clinical area (see Clinical Warning) is unsatisfactory. The SPN will be notified in writing by the course instructor with specific recommendations for improvement in the identified area(s). Forms must be read and signed by both the student and faculty person.

## **COURSE EXEMPTION AND TRANSFER CREDIT**

There are no course exemptions in the PN program at NSCC. Individuals who have completed the following courses **ONLY** with a final grade of “C” or better may transfer credit into the PN program:

1. Anatomy & Physiology 1 and 2 (completion within the last 10 years).
2. Microbiology (completion within the last 10 years).
3. Human Growth and Development.
4. Nutrition 1 and 2.

## **ADVANCED PLACEMENT**

Candidates from other nursing programs seeking advanced placement will be evaluated on an individual basis. Placement into the program will be determined by:

1. The candidates compliance with M.G.L. 112, section 74A
2. Admissions policies
3. Evaluation by the practical nursing faculty
4. Availability of space in the class

## **WITHDRAWAL POLICY**

Prior to withdrawing from the practical nursing program, it is highly recommended the SPN make an appointment with the program director or his/her advisor. It is necessary to officially withdraw from the College by making written application in the Registrar’s office. **Students who do not formally withdraw will receive an “F” grade for the enrolled courses.** Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate academic transcript information. Refer to the College Handbook, Academic Standing for more information.

**Achievement Testing:** All students enrolled in the Practical Nursing Program are required to take 2 national examinations. Both computerized exams are administered by the Center for Alternative Studies and Educational Testing on the Ferncroft campus. The Fundamentals of Nursing exam will be administered upon completion of PNR101 Fundamentals of Practical Nursing. The PN Comprehensive Predictor will be taken approximately 3 weeks prior to graduation. The fees for the two exams will be paid to CAS and is the responsibility of each student.

## CLINICAL POLICIES

### CLINICAL ATTENDANCE

Attendance is mandatory at all scheduled clinical practicums to which the student practical nurse is assigned during the course of the program. When absent the student practical nurse is unable to meet clinical objectives or participate in clinical learning activities. **No unexcused absences** from clinical practice are acceptable and **ALL** unexcused clinical absences necessitate a make-up requirement. The availability of clinical make-up is at the discretion of the clinical faculty member, the department chair, and the appropriate representative of the clinical agency.

NOTE: To be eligible for graduation, the SPN must complete a minimum of 540 hours of clinical experiences (BORN, 1998).

In the event of a clinical absence, the student practical nurse is required to:

1. Notify the clinical facility at least 30 minutes in advance.
2. Meet with the clinical instructor immediately upon return to school to:
  - a. discuss the clinical absence
  - b. obtain an appropriate make-up assignment to meet the clinical objectives.
3. Complete the make-up assignment as instructed to remain in good standing in the practical nursing program.
4. Review Clinical Make-Up Guidelines: See Appendix 2.

More than two (2) UNEXCUSED clinical absences during the academic year will result in **dismissal** from the PN Program. Students absent over two (2) clinical days due to extenuating circumstances may request a review by the Department Chair. Verification of extenuating circumstances must be submitted in writing to the department chair in a timely manner. Clinical performance and past record of attendance will be reviewed and a decision will be made in collaboration with the department chair and practical nursing faculty.

If, at any time during the academic year, the student practical nurse is unable to meet the clinical objectives of a nursing course or fully participate in the clinical learning activities due to illness or other personal reasons, s/he will be required to withdraw from the PN Program.

### CLINICAL ASSIGNMENTS

The student will be assigned to provide nursing care for a selected patient(s). If the assignment is given in advance, the student is expected to prepare for it prior to entering the clinical area. The student will be expected to explain in his/her own words various aspects of the patient's condition and the nursing care expected. If the assignment is given on the same day, the student is expected to use resources on the clinical unit to gather information about the patient.

Faculty will permit only competent, prepared students to practice in the clinical area. Students are ultimately responsible for their own actions and may be liable for their own negligence.

Various clinical skill sets are mastered in a variety of ways. Classroom, nursing arts laboratory, lectures, readings, and computer assisted learning and demonstrations may be used in many combinations to provide for learning. In general, students are expected to demonstrate progressive and consistent mastery of nursing procedures.

As the student becomes more proficient and builds up a knowledge base of nursing skills, she/he must maintain good communication with the clinical instructor. Good judgment about seeking the instructor's help and supervision is necessary.

## **EVALUATION OF CLINICAL PERFORMANCE**

All applicable clinical objectives on the clinical evaluation tool must be met satisfactorily to pass a nursing course. A student who meets all the course objectives in a satisfactory manner will receive a “pass” grade for the clinical component of a nursing course. At the beginning of each clinical course, the SPN will receive the clinical evaluation tool. The use of the tool will be explained by the clinical instructor. It is mandatory for the tool to be completed as instructed.

Students are expected to demonstrate consistent and progressive mastery of nursing skills in the clinical area. Students’ performance and behavior must be safe and appropriate at all times. Students are expected to meet the behavioral objectives of the clinical area with equal amounts of guidance and instruction as required by other students at the same level. Faculty will permit only competent, prepared students to practice in the clinical area.

## **CLINICAL WARNING**

Unsatisfactory or weak performance will be explained verbally to the student by the clinical instructor without delay. Patterns of unsatisfactory performance will be documented on a Clinical Warning Form with suggested remedial actions and time frame for improvement.

A student placed on Clinical Warning must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or time frame before Clinical Warning is removed. Should his/her performance not improve satisfactorily, the student will receive a “fail” grade in the clinical component of the course. In this situation, the student is not eligible to continue in the program. A Clinical Warning may be given at any time during the semester. The Department Chairperson will be given a copy by the instructor and will collaborate with both the student and the instructor to determine appropriate actions.

## SAFE STUDENT PRACTICE IN CLINICAL SETTINGS

In the clinical setting the student practical nurse at all times will demonstrate patterns of behaviors that follow the legal and ethical codes of practical nursing. The student practical nurse will practice safely utilizing Standards of Care (detailed guidelines describing the minimal nursing care that can reasonably be expected to ensure high quality care in a defined situation).

The Practical Nursing Faculty reserves the right to remove a student from the clinical area in any instance where patient safety is jeopardized by the student's negligent actions or by demonstration of unethical or unprofessional behavior. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a non-passing grade for the course.

Indicators to be used as guidelines for evaluating safe practice are:

1. **Regulatory:** The student practical nurse practices within the boundaries of the Massachusetts Nurse Practice Act, the guidelines and objectives of the course syllabus, and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.

Examples of unsafe practice include but are not limited to the following:

- Fails to notify the agency and/or instructor of clinical absence
- Fails to adhere to the uniform dress code
- Presenting for clinical practicum under the influence of drugs and/or alcohol
- Habitual tardiness to clinical assignments
- Undertaking activities outside the scope of the course
- Criminal behavior

2. **Ethical:** The student practical nurse practices according to the National Association for Practical Nurse Education and Services (NAPNES) Code of Ethics and the Standards of Practice.

Examples of unsafe practice include but are not limited to the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference
- Failure to maintain confidentiality
- Dishonesty
- Inappropriate practice in any assigned activity related to clinical practice
- Ignoring unethical behavior(s) of other health care persons in the clinical setting which affects client welfare

3. **Accountability:** The student practical nurse's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.

Examples of unsafe practice include but are not limited to the following:

- Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
- Failure to provide concise, inclusive, written and verbal communication
- Dishonesty

4. **Biological, Psychological, Social, Cultural and Spiritual Realms:** The student practical nurse's practice meets the needs of the client.

Examples of unsafe practice include but are not limited to the following:

- Failure to display stable mental, physical or emotional behavior(s) which may affect others' well being
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (deficit areas defined in above)
- Acts of omission or commission in the care of clients such as (but not limited to): physical abuse, placing client in hazardous positions, conditions, or circumstances, mental or emotional abuse, and medication errors
- Interpersonal relationships with agency staff, co-workers, peers, or faculty resulting in miscommunications, disruption of client care, and/or unit functioning
- Lack of physical coordination (psychomotor skills) necessary for carrying out safe nursing procedures

A student whose pattern of behavior endangers a patient's, peer's, staff member's or clinical instructor's safety will be given a verbal and written warning by the clinical instructor. At the discretion of the clinical instructor, that instructor may request a Practical Nursing Department hearing or place the student with another faculty member for the purpose of further evaluation. If the student's pattern of behavior is repeated with the other faculty member, and the student's conduct is determined to be unsafe, the student may be terminated from the clinical practicum, receive an "F" for the course and be terminated from the practical nursing program. The student practical nurse, if s/he desires, may file a grievance against this decision regarding termination.

## **LEAVING THE CLINICAL SETTING**

Prior to leaving the clinical setting, all assignments, including procedures, must be completed. Report is to be given to the co-assigned nurse. If the instructor agrees that the responsibilities have been fulfilled, the student may leave at the designated time (end of shift).

If an emergency arises where the student has an unexpected problem at home, the student must notify the instructor, arrange for the patient(s) to be reassigned to the staff and leave the premises only with the instructor's permission.

## **CELL PHONE POLICY:**

Cell phone use is strictly prohibited in the clinical area. The initial infraction of this policy will result in a warning. The second incident will result in dismissal from the Practical Nursing Program for unprofessional behavior.

## **CONFIDENTIALITY**

As guests of the institutions/agencies, we are expected to abide by their rules and regulations. We must also **respect** the **confidentiality** of patient records and information concerning patients.

Do not discuss a patient's diagnosis or prognosis with anyone who is not involved in the direct care of the patient, either in the hospital, at the school, or in your home or social environment. The patient's rights cannot be violated during the process of your learning experiences. You are liable for any information you give out verbally or in writing. For example: discussion of patient information in an elevator or cafeteria is a violation of patient's rights.

## **DRESS CODE FOR THE CLINICAL SETTING**

Students will wear the practical nursing uniform of NSCC in the clinical setting. The full student uniform must be worn. Any exceptions to this policy will be defined by faculty to meet the standards of the clinical environment where the student is assigned.

### **The full uniform includes:**

1. Pantsuit uniform
2. White hosiery or ankle socks
3. White nurses' shoes or low cut leather sneakers
4. Blue warm-up jacket
5. Scrub uniform (maternity)
6. Name pin/NSCC picture ID badge
7. Lab coat

### **At the clinical site, the SPN must also carry:**

1. A watch with a second hand
2. Bandage scissors
3. Stethoscope
4. Black ink pen

**UNIFORM POLICY:**

1. The uniform will be freshly cleaned and ironed before each clinical day.
2. Shoes and shoelaces will be clean and/or polished.
3. Hair will be off the face and shoulders so not to invade the patient's personal space. **NO** decorative hair ornaments.
4. Heavy make-up, perfume, colored nail polish, and long fingernails are not allowed in the clinical area.
5. No acrylic nails allowed in the clinical area.

**JEWELRY & BODY ART POLICY:**

1. Wedding rings and engagement rings are permitted in the clinical setting.
2. **NO** additional rings are permitted on the hand during clinical duty.
3. Wedding bands **only** in the obstetrical area.
4. Earrings – stud-type, plain, dime-sized; no hoops or dangle type.
5. Bracelets and necklaces are not to be worn with the clinical uniform.
6. No facial jewelry or tongue ornamentation allowed.
7. All tattoos must be covered when in the clinical area.

**OTHER CLINICAL ISSUES:****Personal Hygiene**

Students are expected to practice good personal hygiene with appropriate use of soap, shampoo and deodorant. No strong perfume, aftershave or scented cosmetics are to be used. Students not practicing good hygiene will be sent home by the clinical instructor and must make up the lost clinical day.

**Meals/Coffee Breaks:**

Every student is permitted to have a 15 minute coffee break and one-half hour lunch break while on duty. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed.

**Smoking:**

Most health care agencies/institutions have adopted a smoke-free environment policy. If selected areas have been assigned for employee smoking you may use these designated smoking areas.

**Transportation to the Clinical Setting:**

Each student is responsible for his/her own transportation to each clinical setting. Car-pooling is encouraged and at some institutions it is necessary and mandatory.

**Parking:**

All institutions/agencies provide the school with information regarding the availability and location of student parking. It is mandatory to abide by each institution's parking regulations. The individual student is responsible for any parking tickets received at a clinical setting.

**Injuries at Agencies:**

Students are required to report injuries to the clinical instructor immediately and follow the agency procedures regarding reporting and documenting of the accident/injury.

**Clinical Assignment Research:**

When required to do research for a clinical/patient assignment, the SPN must: 1) adhere to both the Practical Nursing Program and the institutional/agency policies; 2) dress appropriately, which includes wearing a lab jacket with official identification; and, 3) demonstrate professional behavior.

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**NORTH SHORE COMMUNITY COLLEGE**  
**HEALTH PROFESSIONS**  
**CLINICAL/FIELDWORK CANCELLATION POLICY**

1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical/fieldwork, the student will not be required to attend clinical/fieldwork for the duration of the cancellation.
2. If mandatory college closing (classes cancelled) during the day/evening, after the student has arrived at clinical/fieldwork site, the student is required to complete assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.
3. If mandatory college closing (classes cancelled) is required, the student may have to make up hours/time in order to fulfill program requirements (per program policy).
4. If classes are not cancelled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical/fieldwork site. Should the student decide that travel is not prudent, they are to follow the program's attendance policy regarding absence from clinical/fieldwork.
5. Students may attend clinical/fieldwork on holidays that are not typically observed by health care agencies (i.e. Evacuation Day, College Professional Day, Patriot's Day, and Bunker Hill Day) or any other day at the program's discretion.
6. Students may access the college adverse weather/emergency closings by:
  - calling the college adverse weather hotline at  
(978) 762-4200
  - accessing the college website
  - local television and radio stations

This policy should be communicated to all clinical affiliates and to all students.

Revised 5/2009

**NORTH SHORE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM**

**Clinical Make-Up Guidelines:**

To reiterate the policy on clinical attendance as stated on page 22 of the “Practical Nursing Student Handbook”: Attendance is **MANDATORY** at all scheduled clinical practicums to which the student practical nurse is assigned during the course of the program. When absent the student practical nurse is unable to meet clinical objectives or participate in clinical learning activities. **No unexcused absences** from clinical practice are acceptable and **ALL** unexcused clinical practice time must be made up. The availability of clinical make-up is at the discretion of the clinical faculty member, the department chair, and the appropriate representative of the clinical agency. **NOTE:** To be eligible for graduation, the SPN must complete a minimum of 540 hours of clinical experiences (BORN, 1998).

To complete clinical make-up the student practical nurse is required to:

1. Meet with the clinical instructor immediately upon return to school to:
  - a. discuss the clinical absence
  - b. obtain and agree to an appropriate make-up assignment to meet the clinical objectives
2. Complete the make-up assignment in a timely fashion to remain in good standing in the practical nursing program.
3. The SPN must complete all missed time/days while enrolled in the specific course:
  - a. PNR101 Fundamentals of Nursing clinical make-up will be assigned by the clinical instructor within 24 hours of the student’s absence.
  - b. PNR107 Life Continuum Nursing 1 clinical make-up must be completed by the SPN prior to the March vacation.
  - c. PNR103 Medical Surgical Nursing and PNR105 Maternal Child Health clinical make-up must be completed while enrolled in the specific course.
  - d. PNR108 Life Continuum Nursing 2 clinical make-up must be completed prior to the last week of the Practical Nursing Program.
4. Student practical nurses will be individually responsible for finding, arranging, and completing clinical make-up while enrolled in PNR103, 105, and 108.
5. Clinical make-up for **ALL** students must receive **PRIOR** approval by the clinical instructor and/or department chair.
6. Clinical make-up may include but is not limited to: CE programs, health fairs, adult day care, community programs, and limited clinical placements. Clinical make-up resources are available for student review (see attached list).
7. Student practical nurses are responsible for any and all costs that are required to complete clinical make-up.
8. Required paperwork needs to be received by the instructor and/or department chair for the SPN to earn full credit for the clinical make-up experience.

**Student Resource List:**

1. **Adult Day Care Centers**  
Arrangements must be coordinated with the PN Department Chair with dates and times approved by the director of the clinical agency.
2. **Health Fairs**  
Arrangements must be coordinated with the PN Department Chair. Community health fair participation includes Georgetown (March) and Beverly (April).
3. **Continuing Education Case Studies**  
A limited number of case studies are available from the PN Department Chair. Case studies found to be of an interest to the SPN may be selected by him/her with prior approval from the clinical instructor or department chair. A clinical component may be required for completion of required make-up.
4. **Agency Continuing Education Programs**  
Student participation at CE programs is encouraged by agencies contracted for clinical practice with the PN Program. Students must receive permission prior to attending.
5. **National Council of State Boards of Nursing**  
Continuing Education- Online Courses  
Online courses are available at the NCSBN web site: [www.learningext.com](http://www.learningext.com). See the PN Department Chair for more information.
6. **Community Health Programs**  
Research local newspapers etc. for community sponsored programs. Arrangements must be made prior to the program and approval received before attending
7. **Clinical Placements**  
A limited number of clinical placements are available and will be assigned by the clinical instructor or department chair.
8. **Other**  
The SPN is encouraged to seek out learning experiences specific to his/her learning needs. Contact clinical instructor or department chair for guidance.



## TECHNICAL STANDARDS FOR PRACTICAL NURSING

To the student: As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Practical Nursing Program at (978) 762-4000, ext 1506, if you require more specific information about the physical and mental/attitudinal requirements of the program.

**General Job Description:** Utilizes the nursing process to participate in assessing, planning, implementing, and evaluating client needs. Applies critical thinking skills in performing safe, competent nursing care. Communicates effectively with clients, families, and the healthcare team. Instructs clients regarding appropriate health teachings.

PHYSICAL		Freq*
LIFT:	clients, equipment	F
CARRY:	equipment, objects	F
KNEEL:	to perform CPR, work with clients, assist clients who fall	O
STOOP/BEND/ TWIST	assist in ADL; perform transfers, operate	F
BALANCE:	safely maintain while assisting clients in ambulation, and transfer.	C
CROUCH:	to locate and plug in equipment.	O
REACH:	to adjust equipment, to guard patient, to reach supplies	F
HANDLE:	equipment such as syringes, Bp cuffs, IV infusions	F
DEXTERITY:	to perform gross motor skills, manipulate and fine tune knobs, dials, blood pressure cuffs, equipment, scales and stretchers	F
PUSH/PULL:	wheelchairs, stretchers, patients, Hoyer lifts	F
WALK:	for extended periods of time and distances over a normal work day	C

<b>PHYSICAL</b>		<b>Freq*</b>
LIFT:	clients, equipment	F
STAND:	for extended periods of time	C
<b>TACTILE</b>		<b>Freq*</b>
PALPATE:	pulses, skin texture, bony landmarks,	C
DIFFERENTIATE:	between temperature and pressure v	F
<b>VISUAL</b>		<b>Freq*</b>
READ:	numbers, letters, cursive writing in fine and other print in varying light levels	C
DETECT:	changes in skin color, client's facial expressions, swelling, atrophy, forms of non-verbal communication (gestures)	F
OBSERVE	client and environment in order to assess conditions or needs.	C
SEE	BP manometer, small print on vials, syringes, dials, gauges and computer screens.	C
<b>COMMUNICATION</b>		<b>Freq*</b>
SPEAK:	in English language in clear, concise manner; to communicate with clients, families, significant others and the health care team	C
RESPOND:	to client with communication disorders (aphasia, hearing loss), or those who use ESL	C
COMPREHEND:	oral and written language, including health care terminology in order to communicate with clients, families, significant others, health care providers, and community	C
WRITE/WORD PROCESS:	in English, clearly, legibly; for charts, computer input of data	C
<b>AUDITORY</b>		<b>Freq*</b>
HEAR:	heart sounds, breath sounds, client distress sounds, machine timer bells and alarms; verbal directions and requests from health care team and clients	C

MENTAL/COGNITIVE	Freq*
Function safely, effectively, and calmly under stressful situations.	F
Remain alert to surroundings, potential emergencies; respond to client situations, i.e. falls, burns, pain, change in physical status.	F
Integrate information, and make decisions based on pertinent data, in a collaborative manner.	C
Interact effectively and appropriately with clients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, discretion.	C
Communicate an understanding of basic principles of supervision, ethics, confidentiality.	C
Display basic interpersonal skills necessary to interact in situations requiring close, personal contact.	C
Display attitudes/actions consistent with the ethical standards of the profession.	C
Maintain personal hygiene consistent with close personal contact associated with client care	C
Maintain composure while managing multiple tasks simultaneously	C
Prioritize multiple tasks	C

\*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

**\*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 8, 2010.**