

# The Shawsheen Valley School of Practical Nursing

## 2012-2013 Contents

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### Notice

The rules and regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this catalog were in effect at the time of publication. This catalog is published for informational purposes only and does not constitute a contract between the school of nursing and any student, applicant for admission, or other person. The school reserves the right to introduce, change or eliminate rules, regulations, policies, fees, and other charges and academic requirements.

It is the policy of the Shawsheen Valley School of Practical Nursing not to discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status or national origin in its admissions, employment and other activities.

## Mission and Vision

### **Mission**

The Shawsheen Valley School of Practical Nursing provides a formal program of scientific and theoretical information with concurrent clinical practice that progresses from simple to complex, focusing on multi-formity and holistic components across the lifespan. (revised, 1/12)

### **Vision**

We envision that the Shawsheen Valley School of Practical Nursing will:

- Prepare students to respond to the emerging health care needs of the individual in a changing health care system
- Enable students to function within the Massachusetts standards of practice, demonstrating safe, competent, legal and ethical practice
- Employ highly qualified faculty that will create a climate in which students are motivated to maximize the use of their talents and abilities
- Foster an environment where critical thinking skills are developed
- Support community partnerships for the purpose of community service and integrating work experience with school programs
- Maintain a state of the art facility that meets industry standards
- Practice sound and responsible fiscal management to provide appropriate resources for instruction
- Expect students to reach high academic and clinical achievement standards  
(reviewed, 1/12)

## **History**

The Shawsheen Valley School of Practical Nursing applied for initial approval with the Massachusetts Board of Registration in Nursing in 1993. The first class of forty (40) students began their classes in August 1994 with the first class graduating in June 1995.

This nursing school was developed in the evening and weekend format to service the need for alternative schedules for the adult learner. The school was initially opened to fill the 27% licensed nurse vacancy rate that existed in long-term care. Although that need has dramatically decreased, the philosophy of caring for the geriatric client remains.

The school has transitioned to meet the changing needs of nursing in the area with increased concentration of clinical in the long term care and skilled nursing facilities. Although we continue a clinical rotation in acute care, we recognize that the need for practical nursing in physician's offices, long term care facilities, home care and assisted living is the norm.

The addition of the Life Science Wing at Shawsheen in 2011 has greatly enhanced the environment. The state of the art seminar room, large working laboratory with Simulation and a media room are much needed improvements to our school.

## Board Approval and Accreditation

### **Board Approval**

Massachusetts Board of Registration in Nursing

Site Visit: June 14 and 15<sup>th</sup>, 2011

Full Approval: March 2012

### **Accreditation**

The Shawsheen Valley School of Practical Nursing is a candidate for approval by the Council on Occupational Education.

Inquiries regarding the accreditation status by the Council on Occupational Education should be directed to the administrative staff of the institution. Individuals may also contact:

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, FAX: 770-396-3790

Shawsheen Valley Technical High School has been continuously accredited by the Commission on Technical Institutions of the New England Association of Schools and Colleges since 1986. This accreditation is institutional in nature and covers all of the school's programs, including Licensed Practical Nursing.

Inquiries regarding the accreditation status should be directed to:

Paul Bento  
Director of the Commission  
Commission on Technical and Career Institutions  
NEASC  
209 Burlington Road  
Bedford, MA 01730  
T: 781-541-5416  
F: 781-271-0950

## **Admissions**

### **Requirements**

To be considered for admission to the Shawsheen Valley School of Practical Nursing candidates must have demonstrated success on the National League for Nursing-PN entrance examination.

- Candidates must have a high school diploma or equivalency. High School completions earned in countries outside the United States must be deemed equal to US qualifications by an outside agency.
- Participation in required nursing school clinical and laboratory experiences can be mentally and physically demanding. Open admission, students must show evidence of good health, including a physical examination by health care provider. Students must be able to meet the Standard Skills for Nursing to enroll.
- Candidates must meet the Massachusetts Department of Public Health regulations by providing documentation of the following vaccinations or evidence of a positive antibody titer as verified by a health care provider: measles, mumps, rubella, chicken pox, hepatitis B, Tetanus toxoid immunization within ten (10) years of admission and a negative Mantoux test or chest Xray performed within six months prior to admission. Students must receive the influenza vaccine; if unable, they must be willing to follow the facilities policies for unvaccinated employees. A facility reserves the right to determine clinical eligibility based on immunizations. Reference: 105 CMR: Department of Public Health; 105 CMR 220.000
- Prior to admission students must provide evidence of Health Insurance.
- Students must meet the “Good Moral Character” guidelines as outlined by the Massachusetts Board of Registration in Nursing in order to qualify as a NCLEX-PN candidate.
- Students must have a satisfactory CORI to begin the program and clinical. Students with a negative CORI may be excluded from participating in clinical activities and/or theory and laboratory experiences.

### **Procedure for Applying**

Take the NLN-PN entrance examination. Candidates who answered 50% of the English, Math and Science questions correctly will receive an application. The entire application, references, transcripts, and resume must be completed prior to an interview with a member of the admissions committee. On the day of your appointed interview, you will be given a timed English Comprehensive thirty (30) question test and a basic math test consisting of ten (10) questions. The minimum score needed for admission is 27 out of 30 in English and 8 out of 10 in Math. You will also be asked to prepare a writing sample on the day of the interview.

### **Admissions Committee**

The admissions committee reviews applications monthly and decisions are made on a rolling basis. Candidates are strongly encouraged to apply as early as possible. Admission to the school is based on the candidates testing information, writing sample, interview and references.

All information regarding interviews, entrance testing, examination preparation courses can be found by calling the Practical Nursing Office or visiting our link (LPN) on the Shawsheen Valley Technical High School website. [www.shawsheen.tec.ma.us](http://www.shawsheen.tec.ma.us) and click on the LPN link.

### **Non-Discrimination**

Shawsheen Valley Technical High School is an equal educational opportunity employer and is in compliance with Title IX, Chapter 622 and section 504.

"Shawsheen Regional Vocational School shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed religion, national origin, gender, age, disability, military status, veterans, sexual orientation, gender, or genetic information."

### **Transfer Credits**

The following must be met to be eligible to receive credit for courses taken at another institution. The student must present a course description from the sending institution and an official transcript showing of a grade of 80% / B- or better. The coursework must have been completed within five (5) years of requesting credit. No more than 50% of the course content can be transferred. The student will not receive a tuition discount for coursework taken elsewhere. Revised 6/2011

### **Tuition Policy**

- **Tuition of \$8,500.00 is due and payable by July 15<sup>th</sup>, 2012.** The enrollment fee (seat deposit) of \$1,000.00, is due within 30 days of the acceptance letter. This is a non-refundable and non-transferrable and is applied toward your tuition for the year of acceptance. Please make sure your check is covered by your bank balance; checks returned for "stop payment" will be turned over to authorities or a collection agency, and can affect your credit rating. (Reviewed 11/2012)
- **Students will be charged a \$25.00 fee for each returned check. Examples include, but are not limited to: insufficient funds, stop payments, etc.**

### **Financial Information**

The following charges are for the academic year beginning August 2012. The Shawsheen Valley School of Practical Nursing reserves the right to adjust the charges at any time before the charges are incurred by the student. **Unless otherwise specified, all charges are annual.**

#### **General Charges**

|                                 |        |
|---------------------------------|--------|
| Application Fee                 | \$50   |
| Enrollment Fee (non-refundable) | \$1000 |
| Books and Supplies (estimated)  | \$1325 |
| Uniforms (estimated)            | \$200  |

#### **Tuition and Fees**

|  |        |
|--|--------|
| Tuition (includes \$1000 enrollment fee) | \$8500 |
| Fees                                     |        |
| Laboratory Supplies                      | \$315  |
| Capping and Graduation                   | \$125  |
| CORI                                     | \$30   |

|  |       |
|--|-------|
| Student Malpractice Fee                      | \$15  |
| NCLEX PN Book                                | \$50  |
| ATI Testing                                  | \$315 |
| Massachusetts Clinical Placement Fee         |       |
| <b>Total Fees (payable by 7/15/12) \$850</b> |       |

### Other Charges

|  |      |
|--|------|
| Returned check fee   | \$25 |
| Drug Screening if requested (dependent on student choice of site (\$50-100)) |      |
| Unexcused absence fee  | \$75 |

### Payment Policies

The Shawsheen Valley School of Practical Nursing does not offer payment plans. A \$1000 enrollment fee (seat deposit) is required thirty (30) days from receipt of your acceptance letter. This is applied directly to your tuition. The remaining balance of \$7500 is due on July 15<sup>th</sup>.

The only exception to the above is if a student is CERTIFIED by our financial aid office to receive financial aid. Pending financial aid does not exclude a student from paying full tuition.

No student may withdraw from the Shawsheen Valley School of Practical Nursing in Good Standing or graduate unless all current obligations to the school are paid in full. Students will not be permitted to take final examinations in Term 1 if financial obligations are not met. Students awaiting pending aid will need to pay tuition in full prior to Term 1 examinations.

Payments may be in the form of cash, check or money order. Please do not send cash in the mail. All other payments may be mailed directly to the Shawsheen Valley School of Practical Nursing, 100 Cook Street, Billerica, MA 01821

### Refund Policies

Refunds will be issued as follows for students who withdraw from the program:

**Withdrawal before the first class: 100% refund (less non-refundable deposit)**

**Before 5th class - 75%**

**Before 10th class 50%**

**No refund issued after the 11th class.**

### Tuition Reimbursement

Students are responsible for paying their bills at the beginning of Term I. All over-payments received after Term I will be reimbursed in the following manner:

- Financial Aid Officer provides the form for your signature
- a purchase order is generated by the practical nursing office
- purchase order is approved by the business manager
- checks are written on the second and fourth Tuesday of each month only.
- It may take up to three weeks to receive your reimbursement

### GI and Veterans Bill Recipients

The Shawsheen Valley School of Practical Nursing is recognized as a GI Bill approved school. Please refer to your specific veterans administration to see if you qualify. All forms must be submitted for signature by the Director prior to start of school. Certification forms are available in the PN office.

Workplace Development Act Section 30

The Shawsheen Valley School of Practical Nursing is recognized as a Section 30 approved school. Please bring all forms prior to the first day of class for administrator signature.

Financial Aid

***Financial Aid Services***

Students are encouraged to apply for financial aid by completing the FAFSA form on-line. (Free Application for Federal Student Aid). The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal School Code is Shawsheen Adult Technical Institute (031040). Mr. Anthony Celata is the Financial Aid Counselor at the school. He can be reached at 978-667-3615. **Financial Aid in the form of Pell Grants and Stafford Loans are available based on need.**

**Financial Aid Eligibility**

To be eligible for federal, state, and institutional financial aid programs, the student must

- Be a US citizen of permanent resident
- Be accepted for admission into the Shawsheen Valley School of Practical Nursing
- Demonstrate financial need
- Be enrolled in good standing
- Maintain satisfactory academic progress
- Be registered with the Selective Service if the student is male, and is at least 18 years of age, was born after December 31, 1959, and is not a current member of the active armed service (males age twenty-six and older are not required to register with the Selective Service)
- Not be in default on any Title IV loans or owe a repayment on any Title IV grant (Pell or SEOG)

**Articulation Agreements**

Middlesex Community College: GPA of 83%, recommendation from administrator, licensure as a LPN in Massachusetts.

Bridge program to University of Massachusetts, Worcester and Fitchburg State University for students with GPA greater than 77%, complete of NLN tests as directed by UMass, and licensure as a LPN in Massachusetts.

**CURRICULUM PLAN PROGRAM HOURS**

**Term I (16 Weeks)**

| <b>Course Number</b> | <b>Course</b>                     | <b>Class/ Lab</b> | <b>Clinical</b> | <b>Total Hours</b> |
|----------------------|-----------------------------------|-------------------|-----------------|--------------------|
| 101                  | Anatomy & Physiology/Medical Term | 48                |                 | 48                 |
| 102                  | Fundamentals of Nursing           | 80/55             | 130             | 265                |



|                         |                            |            |            |            |
|-------------------------|----------------------------|------------|------------|------------|
| 103                     | Human Growth & Development | 26         |            | 26         |
| 104                     | Microbiology               | 26         |            | 26         |
| 105                     | Nutrition I                | 16         |            | 16         |
| 106                     | Pharmacology I             | 34         |            | 34         |
| 107                     | Vocational Trends I        | 16         |            | 16         |
| <b>Total Term Hours</b> |                            | <b>301</b> | <b>130</b> | <b>431</b> |

### Term II (8 Weeks)

| Course Number           | Course                 | Class/ Lab | Clinical   | Total Hours |
|-------------------------|------------------------|------------|------------|-------------|
| 201                     | Maternity/ Newborn     | 24/15      | 0          | 39          |
| 202                     | Mental Health Concepts | 34         |            | 34          |
| 203                     | Pediatrics             | 24/10      | 106        | 140         |
| <b>Total Term Hours</b> |                        | <b>107</b> | <b>106</b> | <b>213</b>  |

### Term III (16 Weeks)

| Course Number              | Course  | Class /Lab | Clinical   | Total Hrs   |
|----------------------------|---|------------|------------|-------------|
| 301                        | Vocational Trends II  | 16         |            | 16          |
| 302                        | Medical Surgical/Adult  | 108        | 240        | 348         |
|                            | Incorporates - Pharmacology II (32 hrs).<br>Nutrition II (16 hrs) |            |            |             |
| 303                        | Geriatric Nursing   | 36         | 66         | 102         |
| <b>Total Term Hours</b>    |   | <b>160</b> | <b>306</b> | <b>466</b>  |
| <b>Total Program Hours</b> |   | <b>568</b> | <b>542</b> | <b>1110</b> |

Reviewed 8/2012

A Course Evaluation for each course will be available to elicit your feedback and comments. Completion of the course evaluation form is voluntary.

### Academic Course Descriptions

#### 101 Anatomy and Physiology (includes 16 hours of Medical Terminology)

This course includes basic knowledge of anatomy and physiology of the human body. Gross structure and functions of the human body are discussed. The student will begin to recognize variations from the normal, which may produce illness. Medical terminology relative to the system studied will also be included.

#### 102 Fundamentals of Nursing

This course focuses on the purpose, role and responsibilities of the practical nurse. The student gains an understanding of the underlying principles of patient care and is able to perform nursing procedure and techniques essential to safe nursing care of patients. The student develops nursing

care skills in observing and recording signs and symptoms and is able to react appropriately to changes in the patient's condition. Nursing process is integrated. The role of the nurse in promoting good nutrition is described. Legal and ethical concepts are explored as they apply to nurses. The concepts of verbal and nonverbal communication will be discussed and the various factors that can affect communication will be identified. The interrelated components of cultural influences on health care will also be stressed. Nursing responsibilities before, during and after a drug is administered will be emphasized. The relationship between clinical experience and critical thinking is stressed.

### 103 Human Growth and Development

This course offers the student a basic knowledge of normal physical, psychological and social growth and development throughout the human life cycle. It increases self-understanding and helps the student to become aware of the deviations from the normal patterns of growth and development brought about by illness. The student becomes aware and accepting of culturally diverse groups, understanding the norms and conflicts that dictate their everyday life. At each stage of life, illness or injury modifies nursing care for the client. The student realizes that there are a variety of community setting and resources available to meet the needs of those clients and their families. Within this course, effective communication skills are utilized enhancing the nursing process for preliminary nursing care.

### 104 Nutrition

This course will provide the learner with an introduction to the concepts of diet and nutrition and its affect on the human body over the lifespan. It is designed to provide the student with nutritional information to promote health, prevent disease and manage clients' illness as it is related to diet and diet therapy. The processes of digestion, absorption and metabolism are discussed and the utilization of nutrients explored. A general overview of diet related illness and disease is discussed.

### 105 Microbiology

This course is an introduction to the science of microbiology, including the basic concept of classification of microorganisms and environments favorable for their growth and survival. Correlation of microbes to human disease, including infection, body defenses and immunity is discussed. This course describes methods of control and destruction of pathogens in clinical areas.

### 106 Pharmacology

The pharmacology curriculum is designed to incorporate knowledge of basic math with regards to dispensing pharmacological agents. The purpose of providing safe, knowledgeable care in the area of medication administration will be stressed as well as the utilization of the nursing process to provide continual assessment of the patient response. Communication and teaching to the patient will be discussed. Pharmacological agents will be identified based on the system they affect in the human body. Common side effects, nursing considerations, mode of action and usual doses will be discussed.

### 107 Vocational Trends 1

Vocational Trends I will introduce the beginning nursing student to the role and responsibility of the practical nurse. Several nursing theories are explored with their relevance to current nursing practice emphasized. The history of nursing is explored as well as the changes in the United States

health care system as they relate to the practical nurse. The ethical and legal perspectives of nursing as they relate to specific problems encountered in the role of a practical nurse are addressed. The course further explores the development of the nursing process with the utilizations of critical thinking to solve problems and formulate plans to meet the diverse needs of the client throughout the life span. Nursing organizations, career mobility and opportunities in the nursing field are investigated.

### 201 Maternity

This course focuses on the nature and scope of maternal and child health nursing. The component of the nursing process and their application to the care of maternal/child clients is emphasized. Nursing care skills given during the four stages of labor, antepartum, intrapartum and postpartum stages are described along with the care of the newborn. Communication techniques will be integrated. Students are encouraged to participate in patient education in lab, which encompass newborn safety issues, newborn care, and self-care of the postpartum client. The course also includes discussion and application for the most commonly used pharmacological agents administered during the course of an obstetrical and newborn's hospitalization. Dietary requirements of the pregnant and postpartum woman as well as feeding of the newborn are also included. Cultural and ethnic practices will be explored as they apply to the maternal and child clients. Legal and ethical aspects, which are common in the maternal/child population, are integrated into the program. Students are expected to apply critical thinking as they recognize normal and abnormal responses through completion of the simulated laboratory experience and standardized testing.

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### 202 Mental Health Concepts

Social and emotional behavioral concepts are recognized as an essential part of the Nursing Process. The student becomes aware of the emotions and feelings of patients as they adjust to new situations, cope with personal problems and develop insight into their strengths and weakness. The student learns there is an emotional component inherent in all illnesses and all patients have emotional needs that must be met. Different personality theories and disorders are explored as well as the effect of substance abuse on the client and his family. The integrity of the individual as a biopsychosocial being is stressed

### 203 Pediatrics

This course focuses on the nature and scope of pediatric nursing. Nursing care skills specific to the infant through adolescence will be discussed and applied. The components of the nursing process and their application to the care of pediatric clients are emphasized. Communication techniques and the role of the pediatric nursing in health education of the pediatric clients and their family members will be explored. The physical and psychosocial development of children and age-specific events will be identified. Nutritional needs from infancy through adolescence will be discussed. Safety hazards particular to pediatric clients will be described. Cultural and ethnic practices will be identified as well as the effect they can have on nursing care of the pediatric clients. Legal and ethical issues that are common in pediatrics will be explained. The mode of action, indications and nursing responsibilities for pharmacological agents as they apply to pediatric clients will be described. Discussion and application of the principles of critical thinking in their pediatric clinical experience will be emphasized as they recognize normal and abnormal responses.

### 301 Vocational Trends II

The Vocational Trends II course discusses professional development that enables the student to practice in the health care setting. This course discusses the MA Nurse Practice Act, leadership/management styles, and types of nursing models one may apply in the professional employment setting. Vocational Trends II prepares the individual to grow from a nursing student status to a practicing Licensed Practical Nurse.

### 302 Medical Surgical Nursing

This course in Medical-Surgical Nursing emphasizes the role of the student Practical Nurse when caring for adult clients with specific health related self-care deficits in an acute medical-surgical facility, transitional care unit or rehabilitation center. Emphasis is placed on incorporating critical thinking in utilizing the Nursing Process to set up nursing care plans and assist in discharge planning. The course is subdivided into alterations in functioning in all of the major biological systems encompassing the nutritional, psychosocial and cultural aspects. Pharmacological essentials are integrated into each system in the care of selected clients. The principles of health care teaching with selected clients and their families is integrated throughout the course. Ethical and legal considerations specific to care of the adult client and family are discussed. The importance of utilizing safety procedures in all aspects of nursing care is stressed.

### 303 Geriatric Nursing

This course focuses on the nursing care skills of the older adult. Emphasis is placed on providing culturally sensitive care, and respecting the privacy and dignity of the individual. Recognition of the psychological and social implications as they relate to alterations in function is also stressed. Application of communication techniques and the principles of teaching/learning is explored. Age-related changes in nutritional requirements are integrated. Nursing responsibilities for pharmacological agents are identified as they apply to the older adult. The nursing process is utilized in prioritizing interventions used in caring for the older adult; the role of the practical nurse in preventative and rehabilitation nursing in geriatrics is also stressed. The resources available to assist in the care of elderly in the community are explored; the uniqueness of the older adult, and their right to the finest and most sensitive nursing care is emphasized.

## Academic Standards

### ***Grading/Evaluation:***

Percentage grades are assigned to students in all theoretical coursework. Pass/Fail grades are assigned to students in all clinical coursework.

Evaluation of student achievement consists of the following:

- Unit tests administered periodically as per master schedule for each course. **Student must achieve a minimum theory grade of 75% and have successfully passed 50% of the course examinations** and receive a satisfactory or PASS rating in clinical practice in order to progress to the next level.
- Students receiving a failure in a theory or clinical course are encouraged to seek tutoring.
- Numerical grades will be used in all courses.
- There will be a 10 point penalty assessed for taking an examination late. The second examination that is taken late will result in 20% off grade achieved, the third test 30% off, etc. This is to discourage students from not taking tests with their class on scheduled test dates. Exceptions to this rule can only be made with the written authorization of the instructor.
- All make-up work must be completed in 3 days on return to school.
- A MAXIMUM of one (1) retake in Medical Surgical Nursing and one (1) retake of one (1) exam in Fundamentals of Nursing is allowed. However, no final can be retaken. Any retake exam must be made up within three (3) days of the grade being posted. A maximum of 75% will be recorded.
- Prior to the start of each term (three terms in total), there will be a pharmacology math exam administered to every student. Students will need a 90% on each 30 question exam to pass medications. Each student is allowed three attempts. If they are unsuccessful in passing the medication exams on the third attempt with a 90%, they will be dismissed from the PN program. Test dates are November 2012, March and May/2013. If a student is unsuccessful in passing any medication examination with a minimum grade of 90%, it is recorded as a clinical failure, and the student will be dismissed from the program. Revised 2006, Reviewed 5/12

### ***Graduation Requirements***

All students must complete published program hours.

The following criteria must be met in order to fulfill requirements for graduation:

1. Successfully pass all theory courses with a final grade of 75 or better and achieve a satisfactory rating as outlined in clinical evaluation forms, in all clinical courses.
2. Meet attendance policy obligations as stated in the student handbook.
3. Have met all financial obligations with the Shawsheen Valley School of Practical Nursing: 6/2012

### ***Attendance/Make-Up Policy***

The Shawsheen Valley School of Practical Nursing is committed to the philosophy that attendance is important in all classes, laboratories, clinical, and other activities related to your program. We expect **100% attendance for the entire program**. Any student who is unable to attend a clinical day **MUST** notify the school and the clinical instructor of record. Any student that is unable to attend class must notify the PN office no later than 4:00pm. A **written note from your physician written on the date of the absence** must accompany your return to school. The note must clearly state you are capable of **returning to clinical with no physical or psychological restrictions**.

### ***Class, Clinical and Laboratory Absences***

1. Absences are defined as excused or unexcused.

2. Excused absences are defined as: a death in the IMMEDIATE FAMILY confirmed with documentation or an illness that requires hospitalization or is communicable as documented in a physicians note obtained on the same date as the absence
3. Unexcused absences are any absences not included in the above statement.
4. The maximum amount of absences for the entire ten month period is five with a maximum amount of two (2) being unexcused. The student will be dismissed from the program on the sixth absence.
5. Two unexcused absences from class or clinical and you will be placed on probation. Three unexcused absences and you will be dismissed from the program. Dismissal before noon on weekends or before 7 p.m. on evenings is considered as "absent" for day.
6. All unexcused absences must be made-up at at the students expense of \$75 per absence. Excused absences must be made up however the student will not be required to pay.
7. Classroom and clinical hours are made up as clinical days during the following time periods: Term 1: December 2012 vacation, Term 2: February 2013 class vacation, Term 3: third week of May 2013.
8. Laboratory absences must be made prior to the next scheduled lab during the day at Shawsheen.

Revised5/12

## ***Tardiness/Early Dismissal***

1. You must be at the scheduled class, laboratory or clinical site on time. Being late will result in a tardy being documented in the attendance record.
2. Classroom tardiness: You cannot enter a class once it is in progress. You must wait until a break given by the instructor to enter the classroom.
3. You must notify the PN office and or the clinical Instructor if you are running late. Tardiness more than 1 hour after the start of clinical or class is considered as "absent" for day/evening.
4. More than five (5) tardy's will result in dismissal from the program.
5. You will receive a written assignment to be done at Shawsheen equal to the amount of time. Total time not present will be totaled and converted to equivalent number of days absent, and added to total days absent. Example:  
6 hours of tardiness and dismissal = one day absent.
6. Early dismissal can only be approved by the instructor in the clinical area, lab or classroom. All dismissals greater than 1 hour must be made up as a clinical make-up. Unexcused will need to pay \$75. Dismissal's less than one hour will need to complete an assignment prior to class in the building.  
**Students are not allowed to leave the building and return.**

Reviewed 6/2012

## ***Academic Probation***

At the midterm point of each course, if a student has an average that is less than 75%, the student will be immediately placed on academic probation. During this time, remedial opportunities will be provided to the student upon request. If at the end of the term, the student's average has not improved to at least 75% then the student will be immediately dismissed from the program.

The following procedure is followed when a student is in danger of failing a course at midterm:

- A formal letter will be sent to the student by the program coordinator stating that the student is failing a course or courses and that he or she will be placed on academic probation.
- A meeting will be set up with the program coordinator and the student to discuss remedial action. The student is strongly encouraged to attend all review sessions in the subject that he or she is experiencing difficulty.
- At the end of the term, the student will meet with the coordinator to discuss his or her progress. If the student has demonstrated sufficient progress and has obtained a passing average of at least 75% in the course or courses, he or she will be removed from academic probation status. If the student's average remains below

75% at the conclusion of the probationary period, he or she will be immediately dismissed from the program.

Revised 5/12

## ***Clinical Probation***

Students will be placed on a 30-calendar-day probation period or until the end of the term if 30-day's is not possible, at any point in time that the clinical instructor of record determines that the student's level of practice, in accordance with his or her semester placement, does not meet minimum nursing performance standards.

The following procedure will be followed when a student is placed on clinical probation:

- A formal letter will be sent to the student by the coordinator stating that the student is being placed on clinical probation for a period of 30 calendar days or the conclusion of the clinical rotation.
- A meeting will be set up with the coordinator and the student to discuss remedial action. The student will write individual goals and submit them to the Coordinator within 5-days.
- At the end of the 30-day probation period or conclusion of the clinical rotation, the student will meet with the coordinator to discuss his or her progress. If the student has demonstrated sufficient progress then he or she will be removed from clinical probation status. If the student has not demonstrated sufficient progress by the conclusion of the 30-day probationary period, he or she will be immediately dismissed from the program. Revised

5/12

## ***Academic Dismissal***

Students will be immediately dismissed from the program in the following academic situations:

- Any student who is placed on academic probation and does not achieve a grade of 75% by the end of the term.
- Any student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II if he or she has not achieved a passing average of 75% or better in all courses. At the end of Term III, all courses must be passing in order to be eligible for graduation.
- Any student who demonstrates poor class attendance and/or punctuality that becomes detrimental to the student's progress as determined by a majority vote of the faculty.
- Any student who cheats on an assessment or presents work, as his or her own, that is copied from another student or source as determined by a majority vote of the faculty. Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing.
- Any student who demonstrates unethical behavior, improper conduct, a disregard for school rules/regulations, ill health or emotional problems that interfere with the classroom learning experience as determined by a majority vote of the faculty. Revised 5/12

## ***Clinical Dismissal***

Students will be immediately dismissed from the program in the following clinical situations:

- Any student who is placed on clinical probation and does not demonstrate a level of practice that meets minimum nursing performance standards by the end of the 30-day probation period or conclusion of a clinical term.
- Any student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II he or she has not achieved a passing in clinical and a theory average of 75% or better in all courses. At the end of Term III, all clinical courses must be passing in order to be eligible for graduation.
- Any student whose performance level is determined to be unsafe and/or unprofessional thus compromising the health and safety of a client/patient. It is very important to note that a student will be dismissed from the

clinical setting and program at any time that he or she demonstrates performance that is not within established nursing practice standards of safe care as determined by a majority vote of the faculty.

- Any student who demonstrates poor clinical attendance and/or punctuality that becomes detrimental to the student's progress as determined by a majority vote of the faculty and outlined in the attendance/tardy section of the handbook.
- Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing. Students will be immediately dismissed from the program, by a majority vote of the faculty, for falsifying information or any other dishonest act.
- Any student who demonstrates unethical behavior, improper conduct, a disregard for school and/or clinical site rules/regulations, ill health or emotional problems that interfere with the clinical learning experience as determined by a majority vote of the faculty. Revised 5/12

## ***Dismissal Appeal Process***

A student may appeal a dismissal by submitting a formal letter to the program coordinator that clearly identifies and explains the reasons or issues that justify the appeal within five business days of the dismissal. Upon receipt of the letter the following will occur as soon as reasonably practical:

- The program coordinator will meet with the student to clarify and review the issues raised in the letter.
- A meeting will be scheduled with the Director of Community Services for Shawsheen Valley Technical High School to review all pertinent dismissal and appeal information.
- The Director of Community Services will notify the student in writing with regards to the dismissal appeal. The decision of the Director of Community Services will be final. Reviewed 5/12

## ***Readmission Policy***

A petition for readmission to the school will be considered upon written request to the Coordinator of the Practical Nursing School.

The following must be determined satisfactory for the student to be considered:

- Student must have demonstrated the ability to succeed in the nursing school by receiving passing grades in all but two theory courses.
- Students must have demonstrated safe practice in clinical and not received any failure in clinical courses.
- Student must have demonstrated professional behavior at all times.
- A student who willfully misrepresents the truth to an instructor will not be considered for readmission.

**Once the above is satisfied, the admission committee that represents both administration and faculty will review the student's record and experience since leaving the school to determine eligibility for readmission to the program.** Revised 3/12

## ***Grievance Procedure***

It is the belief of the Shawsheen School of Practical Nursing that every effort should be made by the parties involved to settle any disputes among themselves. However if all efforts fail, please use the following procedure:

### **Step One:**

Whenever a participant or a group of participants has a complaint or any controversy, misunderstanding, or dispute arising as to the interpretation, application, or observation of any procedures or policies, they shall present said grievance in writing to the program coordinator within five (5) calendar days of the alleged incident. The



program coordinator will arrange an informal meeting of all parties concerned and will endeavor to settle the grievance in this session within five (5) working days of when it was reported.

### **Step Two:**

If the grievance is not settled at Step One, the aggrieved participants may request in writing **within five (5) calendar days** of the Step One Informal Meeting, a Step Two Formal Hearing to be held **within five (5) working days** after the receipt of the written request from the aggrieved. This Step Two Formal Hearing is to be attended by the aggrieved, the Program Coordinator and the Shawsheen Director of Community Services who will submit a copy of his or her written decision on the grievance to the aggrieved and all parties concerned **within five (5) working days** of the Step Two Formal Hearing. Revised 5/12

Additional concerns regarding a grievance can be addressed to : Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, FAX: 770-396-3790

### **Student Services and Activities**

Support Services: Every effort will be made to meet the individual needs and various learning styles of the students in this course. It is of the utmost importance that you inform this course's faculty of your particular learning needs at the beginning of the semester. The responsibility to disclose any special learning needs or other needs resides with the student involved. If you have concerns about this course, please make an appointment to meet with the Instructor or Mrs. Noonan.

If your concerns are about a learning disability or another special need, please make an appointment with course faculty or the Coordinator of this program. All information is strictly confidential. Please take note that students with documented special learning needs must provide documentation to the coordinator before the second week of each term.

Reviewed 9/2012

Review can be scheduled weekly based on student's needs. Reviews are usually held between the hours of 3-5 PM.

Orientation Program: This mandatory program is held the end of June. Orientation prepares the student to understand the philosophy and mission of the Shawsheen Valley School of Practical Nursing and how the policies relate directly to them. Students are given all forms to complete, a booklist and are able to be fitted for their uniforms. This opportunity allows the students to begin establishing relationships with their peers.

Career and Professional Services: Vocational Trends II introduces the students to life as a novice nurse in Massachusetts. Students begin the job search process by participating in career workshops on such topics as resume writing, using electronic resources, job search strategies, and interviewing skills. Throughout the year, industry recruiters travel to the school to talk to students about career opportunities. The University of Massachusetts extension LPN- BSN and Middlesex Community College present on current ladders towards registered nursing. Students receive a list of potential employers based on location, recent graduate placement and computer search engines.

Community Service at St. Mary's Church, Billerica, MA: Monthly participation with the parish nurse. Students perform blood pressure analysis, education and basic assessments.

Lions Club: Billerica Kindergarten Hearing and Vision Screening: Students participate in the annual hearing and vision screening process for four and five year olds.

Preschool Open House: Students participate in the fall open house. Students participate in a blood pressure screening and hand out basic health education.

Annual Influenza Clinics: Students participate in the Billerica School System assisting the school nurse administer influenza vaccinations. Students assist with crowd control and assessment pre- and post- vaccination.

Billerica Public Schools Hearing and Vision Screenings: Students assist the school nurse in the screening of school age children. Activities include hearing and vision, heights and weights and blood pressure acquisition.

## **Security**

We take the safety and security of our students seriously. An on-campus security officer is present weeknights from 3 PM until 10:30 PM. The Shawsheen Valley School of Practical Nursing completes a security information report annually. This information is available on line at the Campus Public Safety Department. Do not bring large sums of money or items of significant value to school or to clinical affiliation. Shawsheen Valley or the facility will not be responsible for anything lost or stolen.

## **Parking Regulations**

Parking stickers may be issued by the clinical site. Students must display a parking sticker and must park in the designated lot. Cars will be towed, at the owner's expense, for any violations. Parking is not permitted in the visitor's area under any circumstances.

Students must park in the clearly marked areas only. There is absolutely no parking around the circle on the dirt or lawn. Cars are only allowed to be parked in designated marked spaces. The Visitors parking lot outside the bakery cannot be used until after 2:15 p.m. Failure to obey the parking regulations set by the school may result in a fine or towing of your vehicle at your expense.

## **Conduct and Dress Code**

### ***Smoking***

Students (including adult students) are not permitted to smoke anywhere on school property. This rule is strictly enforced.

### ***Alcohol/Drug Policy***

Adult Technical Institute students are expected to conduct themselves in accordance with appropriate laws and prohibitions. No alcohol or controlled substances are permitted on school property. Student possession or usage of alcohol/non-prescription drugs on school property will result in dismissal from the Adult Technical Institute and prosecution by law enforcement authorities.

## ***Dress***

Students must wear an **appropriate health uniform to class and lab**. They must wear their school issued uniform when off site unless specified by the instructor. A school uniform, including name pin and school patch must be worn at all clinical sites including orientation.

## ***School Property***

Join us in taking pride in Shawsheen Valley. Please respect school property and help keep corridors, classrooms, and grounds free from paper and refuse. Damage to school property will result in disciplinary measures, including possible suspension or expulsion from the program.

## ***Behavior***

Shawsheen Valley Adult Technical Institute sets high standards, not only in technical and academic performance, but also for behavior and personal integrity. While preparing you to accept responsibility in business and industry, we can expect only the highest standards in personal, social, and moral behavior.

**Minor violations** of stated program policy and procedure will result in probation; serious or subsequent violations may result in dismissal. Violations that warrant dismissal include: being under the influence of controlled substances or alcohol (anywhere on the campus or in school), insubordination, intentional damage to school property, stealing equipment, tools, stock, or any property of the school district, instructors, laboratory assistants, other employees, or other students.

**Any violation** that is also a violation of local ordinances, state, or federal laws or regulations will be turned over to the proper authorities for disposition.

## ***HIPAA Compliance and Social Networking Policy***

All students are expected to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) as applied to both the theoretical and clinical components of this educational program. Information that leads to the identification of a patient, faculty member, staff member and/or other student, in written or pictorial expression, will be dealt with severely, including possible dismissal from this program. This includes posting on any social networking site, an example being Facebook. No photographs may be taken on any patient units at any time.

## ***Hazing Policy***

State law stipulates "Whoever is a principle organizer or participant in the crime of hazing or whoever knows that another person is the victim of hazing and is at the scene of such crime should report such crime to the Director of Community Services or an appropriate law enforcement official as soon as reasonably possible. Whoever fails to report such a crime shall be punished by a fine of not more than \$500.00. Please refer to the provisions of MGL c269,ss 17,18, and 19.

## ***Clinical Dress Code***

### **UNIFORMS**

**WOMEN STUDENTS** -Regular Student uniform, White or black nursing shoes or clean, white sneakers. Socks must be worn

**MEN STUDENTS** -Regular Student Uniform White or black shoes or clean, white sneakers. Socks must be worn.

**Name Pin** To be worn at all times on the uniform and./or laboratory coat in designated position. You will be sent home without proper identification.

**Regulations for Wearing Uniform:**

- A clean and ironed uniform is required daily. Uniforms are to be worn at all clinical laboratory assignments with the exception of field trips and other specified times. The school patch will be worn – sown on the left shoulder.
- It is considered in good taste that the uniform be freshly laundered before each wearing
- Makeup in good taste is becoming. Heavy makeup is not appropriate.
- Hair must be under control at all times and not extreme in style. Long hair must be up and off the collar. No UNUSUAL hair colors are permitted at clinical.
- Men should be clean shaven.
- Fingernails should be manicured and short. No tips, silk wraps etc. If you have artificial nails on, you will be sent home.
- Only small stud earrings are permitted. Only one pair at a time.
- **NO JEWELRY IN THE NOSE, LIPS, MOUTH or anywhere visible.**
- **TATOOS MUST BE COVERED cannot be visible**
- Shoes should be of good quality, designed to provide good support, and kept clean and polished at all times. Clog shoes and open-toed shoes are not allowed.
- No rings with the exception of a wedding band and/or engagement
- Sweaters are never to be worn in patient areas. White lab coats may be worn. Nothing is to be worn under the uniform with the exception of short sleeved t-shirt.

**Name pins must be worn at all time when in uniform.** Agency identification badges should be worn as directed.

**Students must conform to the agency's dress code.**

**Laboratory Coat:**

- Clean and neat at all times with Shawsheen insignia sewn on left arm – NO pinning of Patch on uniform.

**All Students**

1. Name Pin
2. Pen - black (erasable and/or felt pens not allowed)
3. Scissors (bandage)
4. Watch with second hand
5. Small writing pad for notes
6. Stethoscope
7. Working and calibrated adult blood pressure cuff
8. Medication book

**Faculty and Staff**

**Administrator:** Patricia A. Noonan, RN, MSN                      Coordinator  
BSN: The Catholic University of America, Washington, DC  
MSN, Ed: Salem State College, Salem, MA

**Faculty:**

Marietta A

BSN: Massachusetts College of Pharmacy and Health Services, Worcester, MA

Carole A. Butze, RN,

BSN:

M Ed:

Mary Connell, RN, BSN

BSN:

Janet Forgione, RN, BSN

BSN:

Jean Higgs, RN, MSN,

BSN:

Masters in

Roxanne Hunt, RN, BSN

BSN:

Jacqueline Joyce, RN, BSN

BSN:

Lori Mazzealli, RN, MSN

BSN:

MSN Ed: Regis College

Kathleen Seville, RN, MSN

BSN:

MSN Ed: Salem State College

**Administrative Assistant:**

Gina Cerbone, [jcerbone@shawsheen.tec.ma.us](mailto:jcerbone@shawsheen.tec.ma.us)

**Financial Aid**

Anthony Celata, [acelata@shawsheen.tec.ma.us](mailto:acelata@shawsheen.tec.ma.us)

