



PRACTICAL NURSING PROGRAM  
STUDENT MANUAL

2018 - 2019

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(\* Satisfactory Academic Progress (SAP))

## **INTRODUCTION**

### **Mission and Goals of School**

Blue Hills Regional Technical School's mission is to continue its history of academic achievement, technical training and character development through a curriculum which emphasizes the integration of cutting-edge technical programs and challenging academic courses, enabling its students to become competent, caring and productive people in a diverse and changing world.

- Provide quality technical education programs to all students
- Challenge each student to achieve his/her highest academic potential
- Support the physical, social and emotional well-being of students
- Provide a safe school environment
- Cultivate a positive school climate
- Provide quality professional development activities for faculty, support staff and administrators
- Maintain or expand student enrollment
- Maintain buildings, grounds and facilities
- Foster linkages with the business community
- Meet the diverse learning needs of all students within the regular education setting

### ***NURSING PHILOSOPHY AND OBJECTIVES***

The Practical Nursing Program is an integral component of the Post Graduate Division of the Blue Hills Regional Technical School. The Nursing Philosophy and Objectives of the Practical Nursing Program are consistent with the purpose of the School, as a technical educational institution.

### ***PHILOSOPHY***

- A. **THE INDIVIDUAL** – A person is an integrated whole being who functions biologically, psychologically, and socially. Individuals have dignity, worth, their own set of values, and have the potential power to make choices that will meet their own basic needs for self-care. Self-care demands are both universal and unique to the individual.
- B. **SOCIETY** – Individuals fill many roles as members of different subgroups within a society. Cultural patterns, living conditions, family systems, economics, and environmental factors influence how the individual interacts within and among these subgroups.

- C. **NURSING** – Nursing is a helping service focused on assisting a person to achieve self-care. It is based on scientific principles derived from biological, physical, and social sciences. Through the use of the nursing process, an individual’s self-care deficits can be met.
  
- D. **PRACTICAL NURSING** – Practical Nursing is an integral part of the nursing profession and offers men and women of all ages the opportunity to become members of the health profession. It is directed toward assisting individuals meet their basic needs for self-care, in stable environments.
  
- E. **TEACHING-LEARNING PROCESS** – Teaching and learning are active processes that require collaboration between the teacher and the learner. The faculty and students contribute innate abilities, past experiences and previously acquired knowledge to the learning atmosphere. The faculty serves as a resource to guide, stimulate and support students in the achievement of their educational goals.
  
- F. **NURSING EDUCATION** – The faculty believes technical nursing education must provide a comprehensive program of study where theoretical education is combined with practice in both laboratory simulation and supervised clinical practice to attain those cognitive, psychomotor, and affective skills essential to the practice of practical nursing today. Clinical experiences are selected to correlate with theory and are arranged in sequence from simple to complex. Nursing education can best occur in a program which enhances the development of individual growth.
  
- G. **EDUCATION AS A LIFELONG PROCESS** – The program supports and encourages the continuation of self development and growth of the individual in their professional lives by active involvement in continuing education.

### ***OBJECTIVES***

The graduate of the Blue Hills Regional Technical School Practical Nursing Program will be prepared to function with theoretical and technical competence as a beginning technical nurse in hospitals, nursing homes, and other structured care settings. Additionally, the graduate will be eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nurse. Through planned learning experiences, the graduate will be able to:

1. Use knowledge of basic physical, emotional, intellectual, spiritual, and cultural needs to assist the patient meet universal, developmental, and/or health-deviation requisites.
  
2. Utilize nursing process to assist in meeting the self-care deficit demands of the individual.
  
3. Use appropriate communication techniques in interactions with patients, families, and other health team members.
  
4. Demonstrate ability to safely perform basic therapeutic and preventative nursing procedures in providing individualized care.
  
5. Organize care to patients, in structured health care settings, as they seek to sustain or regain health.
  
6. Employ principles of teaching to assist clients in resolving self-care deficits.
  
7. Demonstrate accountability in all aspects of providing nursing care to individuals.
  
8. Recognize own role as a beginning graduate practical nurse in the health care system.

## **STATEMENT OF CONCEPTUAL FRAMEWORK**

An individual is an integrated whole being who functions biologically, intellectually, emotionally, spiritually, and socially. An individual has the capability to make choices to meet his/her own self-care needs; and the capability to adapt to both external and internal changes over time. Basic conditioning factors affect an individual's level of self-care functioning. The individual uses their self-care capability to meet universal, developmental, and health deviation requirements.

Health is a state of wholeness, with health and illness viewed as a continuum. The individual uses his/her self-care capabilities to sustain or regain health. Unresolved self-care deficits become the basis for man to seek health care.

Nursing assists man to achieve his desired level of self-care, or adapt to change. The use of nursing process provides the framework to assist the patient to re-establish a level of wellness/self-care or, achieve a peaceful death.

## **CURRICULUM THREADS**

These are concepts incorporated throughout the nursing curriculum which are broadened and/or deepened in each succeeding course.

- |  |                      |
|--|----------------------|
| 1. Communication                         | 5. Nutrition         |
| 2. Legal and Ethical Aspects of Practice | 6. Patient Education |
| 3. Nursing Care Skills                   | 7. Pharmacology      |
| 4. Nursing Process                       | 8. Safety            |

## **EDUCATIONAL MOBILITY**

**The Blue Hills Regional Technical School position on educational mobility is in accordance with the following position statement on educational mobility for nurses as published by the Massachusetts Board of Registration in Nursing (BORN).**

### ***Position Statement on Education Mobility for Nurses:***

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

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

- *each nursing education program has the responsibility for establishing its unique mission, goals, and standards for admission, progression and graduation;*

- *each level of nursing education has a common core of knowledge, as well as cognitive, psychomotor, and affective skills, demonstrating unique competencies as they relate to outcome measures;*
- *nurses pursuing advancement in their nursing education are mature adult learners who are motivated, responsible and most likely employed;*
- *the outcome of educational mobility is the educational advancement of nursing prepared at levels on the educational continuum lower than the Baccalaureate degree.*

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

## **STUDENT INFORMATION**

### **POLICIES AND PROTOCOL**

This manual is designed to acquaint nursing students with policies and requirements specific to the Practical Nursing Program. It is meant to help the student accomplish the goal of becoming a nurse more easily and to provide a ready reference should any questions arise.

### **GENERAL INFORMATION**

The Practical Nursing Program offers an educational experience of theory and clinical practice which will prepare graduates of the program to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The primary objective of the program is to develop in all students the highest degree of occupational competency and to strengthen this competency with technical knowledge, professional attitudes, academic skills and cultural values.

The faculty strives to provide the proper teaching tools, a good teaching and learning environment and the supportive services needed to make student's learning time and efforts productive.

### **DISABILITY SERVICES**

In compliance with the Americans with Disabilities Act of 1990 and Chapter 504 of the Rehabilitation Act of 1973, the Blue Hills Regional Technical School offers accommodations to students with documented disabilities. Students with a documented disability should contact the Chairperson as soon as possible to arrange for accommodations.

### **GRADUATION**

Students who successfully complete the program and have met all financial obligations will be presented with a certificate from Blue Hills Regional Technical School and a school pin.

Additionally, the student will be eligible to take the NCLEX-PN for licensure as a Practical Nurse if the student meets the criteria of M.G.L. c. 112, 74, 74A, and 76 which requires that the student be of good moral character, pay the application fee and graduate from a program approved by the Board of Registration in Nursing. The Blue Hills Regional Technical School Practical Nursing Program is Board approved. Good moral character requires the absence of a court record. An applicant with a court record must provide information to prove that the applicant is of good moral character despite the court record.

Detailed information regarding documentation required by the Board for determination of applicant compliance with the “good moral character” licensure requirement . . . is contained in the Board’s Good Moral Character Information Sheet for First Time Nurse Licensure in Massachusetts (02/2007), available on the Board’s website by clicking on Applications and Forms or by contacting the Board (Board of Registration in Nursing, 2007).

### **C.O.R.I. CHECK**

All students will be required to have a *Criminal Offenders Record Information (C.O.R.I.)* check done through Blue Hills Regional Technical School. The results of the *C.O.R.I.* check must meet the Board of Registration in Nursing (B of RN) “good moral character” requirement. See Table 1, “*Good Moral Character Licensure Requirement Information Sheet*” available at [www.state.ma.us/reg/boards/rn](http://www.state.ma.us/reg/boards/rn). Students receiving *C.O.R.I.* check results documenting conduct and criminal convictions that will result in mandatory permanent exclusion from initial nurse licensure in Massachusetts will not be accepted for clinical experience at affiliating health agencies. Students so barred from clinical affiliation sites will not be able to meet clinical course objectives resulting in clinical failure and dismissal from the program and forfeiture of all tuition based on the approved *Blue Hills Regional Refund Policy*.

### **SCHOOL DAY**

The school class day for nursing students will usually be 7:45 a.m. to 2:30 p.m., including a one-half hour lunch period. Students may enter the building after 7:00a.m. Clinical hours may vary depending on each facility in order to meet course objectives and/or accommodate clinical agency availability. Students may be required to attend certain events during the year that are scheduled after school hours and occasional evenings as well as weekends. The Post-secondary program does not follow the scheduled delayed opening schedule for Blue Hills Regional Technical School. Delays due to weather or unforeseen circumstances will follow school policy.

### **APPEARANCE OF CLASSROOM, LIBRARY AND LABORATORY**

Each student is expected to help keep the Classroom, Library and Skills Laboratory maintained in a neat, attractive manner. Desks, tables and chairs should be returned to an orderly arrangement at the close of the day. Beds, bedside stands and over bed tables should be aligned. Windows should be closed, shades left open, lights off, and equipment and books/magazines returned to proper places.

### **COMPUTER USE**

Students are required to abide by the required rules, conditions and proper computer use guidelines as documented in the *Blue Hills Regional Computer Use Policy*.

### **STUDENT INFORMATION PLATFORM**

Aspen X2 is an electronic resource for maintenance of records and serves as a communication network. Students will be assigned a student ID number and Password to access the system from the Blue Hills website. Through X2 students are able to monitor grades, track attendance/tardies, access assignments, schedules and class announcements. It is the student’s responsibility to routinely monitor X2 for important updates. In addition, for system maintenance, it is imperative that students report any data inconsistencies or demographic changes to the Practical Nursing secretary as soon as they occur.

### **LUNCH**

When at Blue Hills and the clinical facilities, lunches can be bought at the BHR restaurant or brought from home. During clinical, students are not allowed to leave the facility for lunch.

## **HEALTH REGULATIONS (Mandatory Standards)**

- ❖ Recent physical exam (within the past year)
- ❖ For those born after January 1, 1957 serological (blood test) proof of measles, mumps and rubella immunity or documentation of a series of 2 MMR's. For those persons born before 1957, documentation of serological proof of immunity or of 1 MMR required. A report "history of disease" by health care provider is not acceptable, must submit proof of vaccine/titre.
- ❖ Serological proof of immunity to Chicken Pox (Varicella) or 2 chicken pox vaccines. A reported "history of disease" by your healthcare provider is not acceptable; must submit proof of vaccine/titre.
- ❖ Mantoux test (PPD measured and documented in mm) done within three months of entrance to the program. Foreign born students with a positive PPD reading of greater than 10mm require documentation of a follow-up chest x-ray report. USA born students with a positive PPD reading of greater than 15mm require documentation of a follow-up chest x-ray report. These recommendations are from the Massachusetts Department of Public Health.
- ❖ Proof of Hepatitis B Immunity – series of 3 vaccines (should be started no later than July 25<sup>th</sup>, with a second dose in August). Once the series is completed, post vaccination testing (anti-HBs) should be done 1-2 months after the last dose of Hepatitis B vaccine. A titre of at least 10mIU/ml is required.
- ❖ Tetanus-Diphtheria immunization within the past ten (10) years
- ❖ Proof of all Titre results must be submitted on an official laboratory report or documentation indicating immune status supported by numeric values or signed confirmation by healthcare provider.
- ❖ Mandatory Annual Flu Vaccine proof dated no later than December 1<sup>st</sup>.

All mandatory health regulation documentation must be complete prior to the start of clinical.

## **CPR**

All students are required to have American Heart Association BLS Healthcare Provider for the Professional Rescuer Certification current through to graduation. Students must provide documentation that they have completed both the skills and classroom portion of the Certification class. Documentation of certification is required prior to the start of class. No student will be allowed into the clinical area without current CPR certification.

## **STUDENT RECORDS**

Transcript of all grades on all program graduates and withdrawn students are maintained at the Blue Hills Regional Technical School for 60 years. Student files containing transcripts, evaluations and standardized test results are maintained in the Practical Nursing Program office for three years. See Massachusetts Department of Education Regulations concerning student rights to review records. All transcripts must be requested via Blue Hills Regional website ([www.bluehills.org](http://www.bluehills.org)) or in writing (Attention: Practical Nursing). Please include name/names while enrolled, year of graduation, and complete name and address where transcript is to be mailed. Please allow 1-2 weeks for processing.

## **PARKING**

Park only in student parking area on Blue Hills Campus. Parking stickers will be issued. Special directions will be issued for each clinical facility.

## **ELECTRONIC DEVICES**

Students may use the office phone for Emergency calls. Only emergency in-coming calls will be put through to students when in class or clinical. Use of electronic devices in the classroom or clinical environment is restricted to resource access at the discretion of the faculty. Cell phones may not be used in hallways, stairwells or areas used by high school students. No electronic devices are allowed in

classroom during exam/exam reviews. Students found to be in possession of an electronic device (e.g. ringing/vibrating cell phone/smart phone watches) during exam/exam reviews will receive an automatic 5 point deduction on exam grade. A written warning will be issued for the first and second violation of the cell phone policy as well. Should a third or subsequent violation occur, the exam will be confiscated and will be graded as a completed exam with any unanswered questions marked “incorrect”.

### **SOCIAL MEDIA AND NETWORKING**

Patient privacy is a fundamental ethical and legal obligation of nurses. Nurses must observe standards of patient privacy and confidentiality at all times and in all environments, including internet and mobile based tools. Nurses must not transmit or place online individual patient information. The nurse’s primary commitment is to the patient and nurses are ethically required to practice with compassion and respect for the inherent dignity and worth of every individual. *(Adapted from the ANA American Nurses Association Tool Kit document PRINCIPLES: SOCIAL NETWORKING AND THE NURSE 2016.)*

### **SCHOOL CANCELLATION OR DELAYED OPENING**

If it becomes necessary to cancel or delay the opening of school for storms or emergencies, announcements will be made on radio and television stations. Blue Hills Regional Technical School cancellations are listed separately and are not included as part of any town school system announcement. In addition, automated phone notification system will be activated.

### **SMOKING (Smoke free Environment)**

1. No smoking on school property.
2. Anyone found smoking may result in dismissal from the program and forfeiture of all tuition.
3. Students may not smoke at any clinical agency.

### **STUDENT ORGANIZATION**

The student body elects two (2) class representatives and an alternative replacement by majority vote during the month of October. Class representatives act as liaisons between the student body and the faculty and represent the students at scheduled monthly faculty meetings.

Functions of the Class Representatives include:

- Organize and coordinate Program approved class activities.
- Lead class discussions to maintain open communication and address class issues
- Communicate student body issues or concerns to the faculty. Students with individual issues/ concerns are encouraged to access faculty directly.
- Attend open session of scheduled monthly faculty meetings and communicate information to student body.
- Represent the class as designated speakers at graduation.

### **STUDENT TRACKING**

An accurate, current roster of who is in the building must be maintained as part of the school emergency procedures. Students leaving the building on a temporary basis must sign out on the “Daily Log” and sign in when returning to the building.

## **ADVISORS**

A faculty member will be assigned as advisor to individual students. Faculty advisors will be available to address academic and clinical concerns, career plans and other issues that arise. Students are also urged to confer with their advisor as any problems related to their progress in the Practical Nursing Program arise. A student needing assistance, should make an appointment with the assigned faculty advisor. Following student/advisor consult, student may schedule an appointment with Chairperson.

## **EXAMINATION RE-TAKE**

No exam re-takes are allowed for final exams, quizzes or during Module III. Only one re-take allowed during the PN enrollment. Re-takes must be completed prior to final exam date. No re-takes will be offered after final examinations. Returning students who exercised the re-take option during previous enrollment are exempt from retake exams. Highest achievable grade on the re-take is 75%.

## **EXAMINATION POLICIES AND PROCEDURES**

- Students must be in their assigned seats prior to 7:45 AM
- Exams begin promptly at 7:45AM
- No student will be allowed in the examination room after 7:45 AM
- The following items are not allowed during exams:
  - Any type of electronic device (see page 6 phone/cell phone)
  - Coats, jackets, hats, scarves
  - Food, water, beverages
- Arms, from elbows to hands, must be visible at all times.

## **EXAMINATION MAKE- UP**

If an examination is not taken at the scheduled time due to absence, tardiness, etc., an alternative exam will be given. Alternative exams may be essay, short answers, multiple choice or a combination of any of these forms. One exam make-up is allowed without penalty per module. Any succeeding exams missed per module will result in a 10-point reduction in the exam grade. Students who have provided appropriate documentation for an excused absence and notify the faculty prior to the exam the ten points may be waived. Exams not taken the first day the student returns to school or clinical from absence may result in a grade of zero.

## **EXAM REVIEWS**

Exam reviews are offered so that students can assess their mistakes and learn the rationale for the correct answer. A brief exam review will take place after an exam, provided all students have taken that exam. No paper, pens, recording devices, cell phones, etc are allowed in the room during the exam review. All participants in the exam review must remain respectful of one another.

A student will have one additional opportunity for an individual exam review (before or after school). The faculty will schedule the review. Students must sign up for the scheduled exam review.

A student who wishes to challenge an exam question(s), the student may submit a Test Question Clarification form. The faculty will review the form and respond in writing with a faculty decision within three days.

## **IMPAIRED STUDENT PRACTICE**

The use and/or possession of illegal drugs or alcoholic beverages by any student on the buses, school

grounds or in the school building, is prohibited at anytime.

In addition, the professional responsibility for patient safety, as well as legal implications for the student, faculty, clinical agency and the school prohibit impaired student practice in the clinical setting.

"Impaired student practice" is the inability to ensure safe care to assigned clients due to interference with cognitive learning, clinical decision making, psychomotor ability or development of therapeutic relationships resulting from alcohol or other drug use." (MNA, 1995)

Students whose behavior is determined to be "impaired practice" by faculty and/or Nursing Chairperson will be:

- Verbally informed of the observed behavior and of faculty concerns of impaired performance.
- Removed from patient care responsibilities and asked to leave the setting. Transportation will be arranged or the student may be accompanied to the emergency services department of the facility if immediate treatment is indicated.
- Requested in writing to attend a meeting with school and program administrators ideally within 24 hours. The student may be asked to have an evaluation, including a drug test arranged by the school. Students have the right to refuse drug testing.

Students determined to be actively abusing illegal drugs and/or alcohol shall be suspended from the nursing program and shall be encouraged to seek treatment. A student so suspended may be permitted to resume the nursing program upon a determination that the student is no longer abusing drugs and/or alcohol such that the student is able to meet the demands of the nursing program and ensure safe care to clients.

### **STUDENT NURSE DRESS CODE**

1. Street clothes are worn in the classroom, and in the Skills Lab. Attire for classes should be neat and conservative. Short shorts, mini skirts, tank tops, pajama bottoms are not allowed. Appropriate undergarments are required.
2. The name pin supplied by the Practical Nursing Program is to be worn in the clinical area at all times for purposes of identification.
3. The ID Badge issued by BHR must be worn at all times when on the BHR campus for purposes of identification. Students are responsible for maintaining security of the BHR ID badge. Lost ID badges must be reported immediately to Blue Hills Regional Technical School Security.
4. ID badges may be issued by affiliating nursing agencies and must be worn at all times when present in that agency.
5. On occasion, when street clothes are worn in the clinical area, they must be covered with the lab coat and worn with the school name pin.
6. Full uniforms are to be worn in the clinical area. They may be worn to and from the clinical area unless otherwise directed. When in the clinical area, the uniform must be clean daily, ironed and neat. Undergarments should not be visible through uniforms.
7. Hair must be clean, neatly groomed and styled so that it is no longer than the base of the collar in the clinical setting. If hair is loose and/or long, students will be required to tie hair back. Individual clinical facilities policies should be followed.

8. Beards and mustaches must be short and neatly trimmed. The face should appear clean-shaven.
9. Heavy make-up or strong perfumes/aftershave lotions are not appropriate.
10. Fingernails must be short and neatly manicured. Chipped or brightly colored nail polish is not acceptable. Nails harbor germs and easily injure patients. Use pink, white or clear nail polish. Acrylic or gel nails are not allowed in the clinical area.
11. Students with pierced ears may wear one small stud in each lower lobe of ear. No hoops, large earrings, clip-ons and no multiple studs are allowed. No other visible body piercing allowed. Body piercing in areas other than the earlobes (e.g. tongue, facial) are not permitted and must be removed for all clinical experiences.
12. Tattoos must be covered by bandages, make-up or by white or flesh colored clothing in the clinical area. No tattoos must be visible in the clinical areas.
13. No rings other than a wedding band may be worn when in uniform or in the Skills Lab. Bracelets and necklaces may not be worn (with the exception of Medi-Alert Bracelets).
14. When in dress uniforms, students are to wear white panty hose. When in pant uniforms, students are to wear white socks or white knee-highs.
15. White shoes or black are to be worn by all students and of the type most appropriate to safety and comfort. Shoes are to be made of all leather, clean and polished. Any open-back style must have a strap. Sandals or canvas sneakers may not be worn.
16. When in uniform, all students are to have name pin, a watch with a second hand, bandage scissors, black ballpoint pen (not erasable or felt tip), flashlight, stethoscope, and small notebook.
17. Lab jacket may be worn with the uniform, but may not be worn when giving patient care.
18. Non-adherence to dress code may result in disciplinary action
19. The student is not allowed to wear the school uniform while employed.
20. Students who withdraw from the Nursing Program must remove the school patch if they choose to wear the uniform for other purposes.

### **REGULATIONS**

Students working in an acute or extended health care facility may do so only in the capacity of an unlicensed aide or health care worker.

Students in uniform are representative of the Blue Hills Regional Technical School, therefore, students in uniform are NOT allowed in a clinical facility without a faculty member present. Exceptions may be allowed with prior approval of faculty and clinical agency.

The Student Practical Nurse will NOT:

1. Administer blood or blood components, nor regulate their flow.
2. Administer care to any patient or do any procedure without the knowledge and supervision of their

Clinical instructor. The clinical instructor always has the right to determine care assignments and procedures to be done by students.

## **INFECTION CONTROL PROTOCOL**

The guidelines listed below are to be followed by students and instructors along with the *Infectious Disease Policies/Procedures* in each clinical facility, and the current recommendations of the CDC (Center for Disease Control).

### **Standard Precautions**

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known.

Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

- ❖ Blood and most body fluids whether or not they contain blood
- ❖ Broken skin
- ❖ Mucous membranes

To reduce the risk of disease transmission in the health care setting, use the following Standard Precautions:

1. Wash hands immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated item – whether or not gloves were worn. Soaps containing an antimicrobial agent are recommended.
2. Wear gloves when there is direct patient contact or per facility policy. Change gloves between tasks or procedures on the same patient. Do not wear the same pair of gloves for the care of more than one patient or before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluids are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in Biohazard puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.
6. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure.
7. Anyone with an infectious disease is subject to review by the Nursing Chairperson of the Practical Nursing Program and the Employee Health Department in the clinical facility to determine if the individual may safely carry out nursing responsibilities.
8. CDC recommendations will be incorporated into the curriculum as up-dates occur and facility policies must be followed.

## **ACADEMIC STANDING & SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students in the Practical Nursing Program must be making Satisfactory Academic Progress (SAP) according to the standards outlined in this handbook in order to be in good Academic Standing. Students not in good academic standing may be dismissed from the Program or placed on Academic Warning. Satisfactory Academic Progress measures a student's academic progress using both quantitative and qualitative standards as outlined below. In addition, students must meet the program's attendance requirements in order to be considered as making Satisfactory Academic Progress.

### **SAP Standard I: Attendance**

The Practical Nursing Program curriculum has a total of 1,147 clock hours of academic and clinical instruction. Attendance at class, clinical and laboratory is mandatory. All students must complete a total of 40 weeks in the Practical Nursing Program in order to meet the institutional requirements for graduation. Students are bound by the Blue Hills Regional Technical School and Practical Nursing Department regulations regarding attendance. Excessive absenteeism, tardiness, and early dismissals may result in probationary status or termination from the program.

### **Daily Attendance**

All students will be required to sign the daily attendance roster and be in their seats by 7:45AM, the classroom door will be closed and roll call will commence. Any student not signing the attendance sheet must sign in tardy or be considered absent. Students arriving late or leaving early must sign the "Tardy and Dismissal Sheet" located outside the program office.

### **Early Dismissals**

Early Dismissals are restricted to EMERGENCIES only. NO STUDENT IS TO LEAVE without instructor notification. Students must sign out on the "Tardy and Dismissal" prior to being dismissed.

### **TARDINESS**

Students are expected to be prompt when reporting to class and clinical facilities in accordance with the instructions received from facilitators. Students who arrive late to class, lab, or clinical experiences greatly disrupt the learning process for all others in attendance. Tardiness or any other time of absence such as leaving class/lab/clinical prior to the scheduled time for dismissal will accrue as time absent. Three events of tardiness constitute an absence. Students may not enter the classroom till the next break.

### **Absence or Tardy**

Proper notification of absence or tardy to school/clinical area is required. To qualify for make-up privileges, proper notification procedure must be followed. Students must call each day they are absent or tardy. Failure to call, or unexcused absences, may result in loss of make-up privileges and will be recorded in the student's file.

Patterns of excessive absences, tardiness, unexcused absences and/or early dismissals will result in course failure and/or dismissal from the program. Students with greater than three (3) absences will be required to meet with the Program Chairperson and staff. This is considered a verbal warning as the student is in

jeopardy of not meeting the Practical Nursing Program and Commonwealth of Massachusetts Board of Nursing requirements. Students with a fourth attendance infraction will be placed on written warning for a period of 6 weeks. Should a subsequent attendance/tardy or early dismissal occur during the warning period – the student will be placed on probation for an additional six week period and is subject to dismissal from the program should the pattern continue. Since courses are offered only once during the academic year, failure to satisfy course requirements will require returning the following year in order to complete the program. (See Re-admission Policy)

*NOTE: It is the responsibility of the student to monitor their attendance record in Aspen X2 and see faculty or program secretary for any discrepancies.*

### **Reporting Absence or Tardiness**

**Students must call the following numbers to report an absence or indicate tardiness. If tardy, the student must provide an estimated time of arrival.**

**School/Lab:** Call Practical Nursing Program at 781-828-5800, ext. 305, prior to 7:45 a.m.\*

**Clinical Area:** Call assigned facility between 7:15 – 7:45 a.m.\*

### **Definition of Absence Terms**

**Excused Absence:** Anticipated absence pre-approved by Program Chairperson or unanticipated illness provided notification of program procedure has been followed.

**Unexcused Absence:** Absence or tardy without timely notification or prior approval by Program Chairperson. Childcare difficulties/appointments, medical, dental and/or other appointments, planned vacations, work commitments, etc. are considered unexcused absences.

**Excessive Absences:** Excessive absence is a continued pattern of absences, tardiness, early dismissals, or a combination of the above while on probation.

### **Make-Up**

**Make-Up Class:** If class time is missed, it is the responsibility of the student to obtain notes, handouts and assignments.

**Make-Up Lab:** Make-up of lab time is the responsibility of the student. A make-up plan for lab time is to be established with the lab instructor immediately upon return to school.

**Make-up Clinical:** Make-up of all clinical absences is the responsibility of the student. Make-up assignments are determined by the faculty and may include: an alternative clinical assignment, written and/or observation; and/or a clinical make-up day.

Students who must make-up a clinical absence will be allowed to contract with faculty for clinical time at the cost of the current rate per hour. Make-up of work does not erase the absence.

### **Accidents/Illness of Students**

**Students absent for injury must present medical clearance documentation. Students who are absent from school for illnesses for three (3) or more consecutive days or absent must present a note from their Healthcare Provider before being allowed to return.**

If students become ill at any clinical facility and it is not an emergency situation, students should be dismissed to home. (follow dismissal procedure). If they wish to be seen in ambulatory care or the ER, it is their own affair and the student is responsible for the expense of medical care.

When there is an accident or injury to a student at the nursing class site or any clinical facility, the instructor is to be notified immediately. The instructor will decide what action is to be taken. The student and faculty will complete the *Blue Hills Regional Practical Nursing Program Report* or clinical agency Incident Report, which will be filed in the student record. If a patient or student is injured, notify the clinical instructor immediately and follow the procedure for each clinical facility. Any accidents/incidents are to be reported to Nursing Chairperson whether in hospital, nursing home, class, or coming/going to school or clinical facility.

### **Bereavement Policy**

A student experiencing a loss of an immediate family member (mother, father, spouse, child, brother or sister) shall be allowed an absence of three (3) days. One day of bereavement leave may be allowed for a close family member with the permission of the Nursing Chairperson.

### **SAP Standard II: Quantitative**

The Practical Nursing Program requires students to enroll in courses that are offered sequentially in three modules. Students must pass all courses in the Practical Nursing Program in the Program's required sequence. Students who are in jeopardy of not passing a course will be placed on Academic Probation. Students placed on Academic Probation will be issued a written Academic Plan that outlines course and grade requirements for successful completion of the program. Students who do not pass a course will be dismissed from the Practical Nursing Program.

### **SAP Standard III – Qualitative – Minimum Course Grades & Clinical Performance**

#### **Course Performance**

To pass all courses, objectives must be met and for graded courses, a numerical grade of at least 75 must be attained. 75 is the minimum passing grade for all courses. Students who receive a grade of 78 or lower on any exam will be required to meet with their academic instructor for the course.

Students will be required to demonstrate proficiency in the computation of medication dosages. Students must receive a numerical grade of at least 80 on the Medication Math Exams in order to pass and continue in the program. Approved calculators are allowed on the Medication Math Exams.

Students who fail the Medication Math Exam are allowed one retake. A failing grade in the math exams will result in failure of Clinical requirements for medication administration and will result in immediate termination from the program.

Failure of a course is an automatic dismissal from the program.

#### **Clinical Performance**

The Faculty Committee meets at the end of each module to determine if students are eligible to be promoted to the next clinical rotation and academic courses.

To pass courses having a clinical component (i.e. Fundamentals, Medical-Surgical Nursing, Family Centered Nursing and Leadership & Management/Senior Experience), students must achieve a final academic grade of 75 or better and must meet all clinical objectives in a satisfactory manner in order to receive a "pass" grade for the clinical component. Failure of one component constitutes failure of the course. (The clinical component in Fundamentals of Practical Nursing includes satisfactory performance in the Nursing Skills Lab). All work must be completed and grades finalized by the Faculty Committee. An "Incomplete" will only be given for a recent or extended absence and must be converted to a numerical grade no later than two (2) weeks after the close of the grading period, and if pre-arranged with instructor and the Nursing Chairperson.

Students are expected to demonstrate consistent and progressive mastery of nursing activities 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.

Written evaluations are done at the midpoint and end of each module. A student who meets the clinical objectives in a satisfactory manner will receive “pass” for the clinical component of the nursing course. Unsatisfactory or weak performance will be explained verbally to the student by the clinical instructor without delay. Patterns of unsatisfactory performance will be documented with suggested actions and time frame for improvement. A student must demonstrate the ability to consistently meet course objectives and improve performance by the end of the designated rotation or time frame in order to go on to the next rotation or be removed from warning status or probation. Clinical performance is evaluated by nursing care administered, written assigned work, application of theory and effective communication.

Failure to improve will result in a “fail” grade for the clinical component. In this situation, the student is not eligible to continue in the clinical area and fails the course. ( see Readmission Policy)

The faculty reserves the right to remove a student from the clinical area in the following instance where patient safety is jeopardized. Examples include, but not limited to:

- Initiating care to an improperly identified patient or giving care without proper authorization
- Student impairment (physical, emotional)
- Chemical impairment
- Grossly negligent actions

### **Academic Standing & SAP Monitoring**

The Practical Nursing Program consists of 3 modules through which students are required to complete 1,147 clock hours. SAP is reviewed at the midpoint and at the end of each program module. Clinical evaluations are done at the mid-point and at the end of modules 1 and Medical Surgical Nursing I and II. During Module 3, clinical evaluations are done at the conclusion of Family Centered Nursing and Leadership & Management/Senior Experience rotations. More frequent evaluations will be done on an individual basis as needed.

### **Academic Standing & SAP Warning**

Unsatisfactory academic or clinical performance or excessive absence/tardy/early dismissals will be explained verbally to the student by the instructor without delay. A written warning will be given when academic or clinical performance is below standard. The written warning will include required corrective actions and a time frame for improvement. The original is sent to the Nursing Chairperson who will meet with the student and outline required corrective actions.

At the time of the conference with the Chairperson, the written warning and corrective actions will be reviewed. At that time, the student will have the right to provide a written rebuttal. Students will be required to sign the warning document at the time of the conference. Signing the written warning does not mean agreement; it only indicates that the student has read it.

Students who receive a warning must demonstrate the ability to meet course objectives and show improvement by the end of the designated time frame. If the student does not improve satisfactorily, they may be placed on probation or terminated, depending on the severity of the problem. Failure to improve will result in a “fail” grade, and the student is not eligible to continue in the course. Students may be placed on probation at any time during a module as outlined in the SAP Probation.

### Academic Standing & SAP Probation

1. Probation shall mean that the student is not meeting stated and published objectives of a course and/or policy of the program or any one or more of the SAP Standards.
2. Probation may be academic or clinical or both.
3. The terms of probation must be met within the specified time frames or students will not be promoted to the next rotation and may be subject to termination.
4. Probation for unsafe/unsatisfactory clinical performance or excessive absenteeism/tardiness/early dismissal may be established at any time after review by the instructor.
5. Probation status is issued by the Faculty Committee. Documentation of terms of probation will be given in writing to the student.
6. A written Academic Plan will be developed and issued to the student outlining all requirements for successfully completing the program.

### Program Dismissal

A student will be dismissed from the program due to the inability to meet the academic and clinical standards of the program. The standards cover theory, clinical experiences and conduct. In addition, continual tardiness, excessive absences or illness which may interfere with satisfactory academic progress, may be cause for dismissal.

A student may be dismissed from the program for the following reason(s):

- a. Academic Failure
- b. Excessive Absenteeism/Excessive Tardiness (see *Attendance Policy*)
- c. Clinical Failure
- d. Failure to Follow Safe Care Practices in the Clinical Area
- e. Failure to Pass Medication/Math Exam
- f. Failure to Meet Financial Obligations
- g. Unprofessional Behavior \*
- h. Unethical Behavior \*\*
- i. Illegal Activity on or off School Grounds (see provisions of *Education Reform Act*)
- j. Smoking on the Grounds
- k. Failure to Follow Program/School Policies

\* Behavior defined as “unprofessional” includes, but not limited to, abusive, disrespectful or sexually inappropriate language or behavior.

\*\*Behavior defined as “unethical” includes violation of HIPAA regulations or violation of any individual rights, Impaired Practice (Drug or Alcohol abuse), cheating in class, lab or clinical (tests or assignments) as well as lying or stealing.

A student who is terminated from the program must complete all check-out procedures, as well as meet all financial responsibilities as designated in the enrollment agreement.

### **Program Withdrawal**

1. The student wishing to withdraw shall give immediate notice of withdrawal from the program verbally and in writing to the Nursing Chairperson of the Practical Nursing Program. A conference must be held with the Nursing Chairperson at Blue Hills Regional Technical School.
2. At the time of withdrawal, it is the responsibility of the student to complete all check-out procedures by meeting with the Director of Admissions and Financial Aid.
3. All financial obligations must be fulfilled as designated in the *Enrollment Agreement*. Any student who has received Financial Assistance must have an exit interview with the Director of Admissions and Financial Aid.
4. Students may be administratively withdrawn from the Practical Nursing Program for not meeting the program standards and requirements. Students who fail to remain in attendance for one week, without approval of extenuating circumstances, may be administratively withdrawn.
4. The student has the option to apply for re-admission the following academic year, as long as any conditions of withdrawal are met or corrected beforehand.

### **Re-Admission**

Students withdrawing from the Practical Nursing Program may apply for re-admission. Students must Notify the Director of Admissions and Financial Aid. Students must complete the Application for Admission. The Application for Admission is available at Blue Hills in the Admissions Office and may be found on the Blue Hills website at [www.bluehills.org](http://www.bluehills.org). The individual's application will be considered for re-admission based upon the approved *Admissions Policy* of Blue Hills Regional Technical School. Students dismissed for unethical behavior or clinical failure are not eligible for re-admission. All re-admission applicants must submit a written request for a recommendation re-admission letter to the Faculty Committee through the Practical Nursing Chairperson. Upon review of the student's attendance, tardiness, clinical and academic performance, the Faculty Committee will determine a recommendation for re-admission. The Practical Nursing Chairperson will then submit a written recommendation to the Admissions Department reflecting the Faculty Committee decision.

All individuals seeking admission or re-admission must meet the approved Satisfactory Academic Progress and Attendance Standards.

Re-admission to Module I Attendance is mandatory at select laboratories and corresponding lectures to be determined by faculty.

Candidate seeking re-admission to Medical Surgical I or II must attend skills Lab assessment.

To assist students in understanding this progress standard, the following list outlines decisions students would make which may affect readmission with advanced standing.

- Openings for re-admission are limited based on space availability.
- Every student is required to successfully complete all three modules for graduation.
- Practical Nursing students must have a grade of 75% or better in all subjects to be in good academic standing at the end of any module.
- The maximum time frame to complete the program and receive federal financial assistance is 1.5 times the program length or 60 weeks. Please keep in mind if you request re-admission and will be enrolled in school longer than 1.5 times the length of the program or 60 weeks, you will be ineligible for financial assistance.

- All previous tuition and fees owed to Blue Hills Regional Technical School must be paid in full prior to re-admission.
- Re-admission to Medical Surgical Nursing I, the applicant will be required to take a challenge examination (Fundamentals) with a passing grade of 75%.
- Re-admission to Medical Surgical Nursing II the applicant will be required to take a challenge examination (Medical Surgical I) required with a passing grade of 75%.

### **Transfer Credits**

Courses may be eligible for transfer if similar in content and depth to a course/clock hours taught at Blue Hills Regional Technical School. The course must be taken at a regionally accredited/approved school, college or university as determined by the Chairperson. The following criteria are also applicable to transferring course/clock hours into Blue Hills Regional.

1. It is recommended that students submit course descriptions for all courses/clock hours taken.
2. Course/clock hours not presented for review and evaluation at the time of registration will not be accepted for credit at a later date.
3. Successfully completed non-nursing courses with a grade of C (75%) or better, will be accepted pending review of course outlines.
4. Additionally, current competency in transferred Anatomy and Physiology courses must be demonstrated by achievement of a grade of 75% on a Blue Hills Regional Technical School developed Anatomy and Physiology comprehensive exam.

Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the Blue Hills Regional Technical School transcripts as (Transfer Credits). A new cumulative grade begins with the commencement of a student's career at the Blue Hills Regional Technical School and reflects only work completed as a full time Blue Hills Regional Technical School student.

### **REFUND POLICY:**

#### **Cancellation prior to the Start of Class**

A student may cancel their *Enrollment Agreement* at any time. If the student cancels the *Enrollment Agreement* before attending the first class, Blue Hills will refund all money paid the school, less the application fee of \$50.00.

#### **Withdrawal or Dismissal after the Start of Class**

A student who withdraws or is dismissed after the date on which classes start, will be charged for the instruction given during the enrollment, as shown below, and refunded the balance of any money paid to the school, less the application fee of \$50.00. The school will make the following charges, if the student withdraws or is dismissed.

- Institutional Charges: A student will be assessed tuition and fees based on the scheduled amount of time in the program up to sixty percent (60%) of the program. Once the student has completed sixty percent (60%) of the program, he/she owes one hundred percent (100%) of the tuition and fees.
- All school owned supplies, materials and equipment must be returned to the department head in order for the student to be eligible for a refund in accordance with the above schedule.
- Students receiving Title IV Federal Financial Assistance are subject to federal refund policy (R2T4) as outlined below.

### **Program Departure Notification**

The Financial Aid Office and Business Office are notified by the Nursing Program Chairperson within one week of a student officially withdrawing or from the date of determining an administrative withdrawal. Students receiving Title IV Federal Financial Assistance are subject to federal refund policy (R2T4). R2T4 calculations are completed within 45 days from the date of determination.

### **Federal Title IV Financial Aid Refund Policy**

The following policy applies to Title IV financial aid recipients and this statement is made available to students on the school's website at [www.bluehills.org](http://www.bluehills.org) and is provided to each student with his/her financial aid package.

#### *Federal Title IV Financial Aid Refund Policy Notice to Students*

If you withdraw during a payment period while enrolled in the Blue Hills Regional Technical School Practical Nursing Program, the school will follow this policy to determine the amount of Federal Title IV financial assistance you earned for your period of enrollment in the Program. This policy is separate from the school's refund policy. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Stafford Loans, PLUS Loans.

When you withdraw during your payment period or period of enrollment the amount of Federal Title IV financial assistance that you have earned up to that point is determined by a specific formula. If you received (or the Practical Nursing Program or your parent received on your behalf) less financial assistance than the amount that you earned, you may be able to receive those additional funds. If you received more financial assistance than you earned, the excess funds must be returned to the school and/or you.

The amount of financial assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the financial assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the financial assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Blue Hills Regional Technical School must get your permission before it can disburse them. Blue Hills Regional Technical School may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and standard charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other charges. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The school will return all funds it has received on your behalf that you have not earned under the federal formula. Funds that you have received directly either from the school or another organization, you will be responsible for returning. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment.

Any grant funds that you have received for indirect costs (transportation, living expenses, etc.) that you have not earned under the federal formula will have to be paid back to the U.S. Department of Education at no more than 50% or half of the grants funds you received or were scheduled to receive. You must make arrangements with your school or the U.S. Department of Education to return the unearned grant funds.

The formula for the amount earned of your federal student assistance is different than the Blue Hills Regional Refund Policy. Therefore, you may still owe funds to Blue Hills Regional to cover unpaid institutional charges. The Blue Hills Regional Technical School may also charge you for any federal

student financial assistance that the school was required to return. A copy of the Blue Hills Regional Technical School refund policy is available online at [www.bluehills.org](http://www.bluehills.org).

Upon withdrawal, the school will provide you in writing with information on any adjustments to your financial aid, for the period of enrollment covered by this policy, that have been made to your financial aid award as a result of this policy.

For information on the official requirements and procedures for withdrawing from the Practical Nursing Program, please consult your department chair. Academic policies governing withdrawals can be found online in the Practical Nursing Handbook at [www.bluehills.org](http://www.bluehills.org).

Students have the right to contact US Department of Education with any concerns. As of June 30, 2009 the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the web at [www.studentaid.gov](http://www.studentaid.gov).

### **Financial Aid Appeals – Conditions of Appeal**

Students, who are denied financial assistance because of unsatisfactory academic progress, may appeal to the Director of Admissions and Financial Aid. This appeal must be submitted in writing and should explain the reason for requesting a review including documentation whenever necessary. This appeal would be presented to the academic review committee and the student will be notified as to the results within 5 working days of the academic review committee's meeting.

### **ADMINISTRATIVE POLICIES**

Blue Hills Regional Technical School considers all concerns raised by students related to discrimination, harassment or unfair academic treatment seriously. Students should be familiar with the administrative policies found in this section of the Handbook.

Blue Hills Regional Technical School is an Equal Opportunity educational institution. All programs, courses of study and activities are open to all students without regard to race, color, sex, religion, national origin, sexual orientation or disability.

Blue Hills Regional Technical School is in full compliance with Massachusetts Law, Chapter 622 of the Acts of 1971, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (U.S. Code), and Section 504 of the Rehabilitation Act of 1973. Individuals may make inquiries to Chapter 622, Title IX and Section 504 from the coordinator at the school or by calling (781)828-5800.

Required under the Student's Right to Know and Campus Security Act, Public Law 101-542 and Public Law 102-26, the Blue Hills Regional Technical School will provide you with the school's completion rate of students entering our programs and statistics concerning the occurrence of criminal offenses, if any, on our campus.

### **SEXUAL HARASSMENT**

Sexual harassment is unwanted, pervasive, and unwelcome sexual attention from peers, subordinates, supervisors, customers, clients, or any other person the victim may interact with in order to fulfill school duties or job. The victim's responses may be restrained by fear of reprisals. The range of behaviors include: verbal comments, subtle pressures for sexual activity, leering, pinching, patting, and other forms of unwanted touching, as well as rape or attempted rape.

If you feel that you have been the subject of sexual harassment, you should report the matter immediately, either in person, by phone, or in writing, to the Equity Coordinator.

Complaints will be recorded and pursued even if a written statement is not provided. All students are protected from sexual harassment under the provisions of Title VI, Title IX, and Chapter 622 since courts have determined that sexual harassment is a form of sex discrimination.

If a charge of sexual harassment is substantiated, appropriate disciplinary action will be taken; such action may include a reprimand, a suspension or expulsion from school.

You may also report your complaint to the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108 (telephone 617- 727-3990).

Making false statements or accusations or filing a false complaint will be subject to disciplinary action deemed appropriate by the Superintendent-Director and/or Assistant Superintendent Director. These actions may include suspension, expulsion or other disciplinary procedures as outlined in this handbook.

### **HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE**

Staff or student complaints of discrimination or harassment based upon sex, race, color, religion, national origin, sexual orientation or disability should be made to the Director of Admissions & Financial Aid. This procedure applies to complaints pursuant to state and federal laws, particularly to complaints under Title VI and Title IX, Chapter 622, Mass. General Laws Chapter 151B, Section 504 and the Americans with Disabilities Act.

When a complaint of discrimination or harassment is made, the following investigative and appeal procedures will be followed:

1. Complaints may be made verbally or in writing. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution. All complaints will be thoroughly investigated.  
  
Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.
2. The complaints will be investigated within a reasonable time, usually not to exceed ten (10) school days after the complaint has been received. Both the complainant and the subject of the complaint will be informed of the result of the investigation in writing. If the complaint is substantiated, the investigator will refer the matter to the proper supervisor or administrator for appropriate disciplinary action. For students, discipline may include a warning or reprimand, in school or out of school suspension, or expulsion from school. Discipline of school staff will be consistent with collective bargaining procedures and may include reprimand, suspension from employment, or discharge.
3. In the event a complaint or subject of a complaint disputes the results of the investigation or resolution, he or she may further appeal to the Superintendent-Director within ten (10) days of the investigator's decision. Any request for appeal shall be made in writing. The Superintendent-Director shall meet with the parties to hear the appeal, and shall review the records of the investigation. The Superintendent-Director shall issue a decision within ten (10) days of the hearing.
4. Further appeal may be taken to the District School Committee within ten (10) days of the Superintendent-Director's decision. Such appeal must be in writing. The District School Committee will hear the appeal and make its determination within ten (10) days of the District School Committee hearing.

## **HARASSMENT/DISCRIMINATION ADMINISTRATIVE INVESTIGATION PROCEDURE**

The following checklist presents a series of actions for initiation and completion of a harassment or discrimination complaint investigation.

Please note that the steps outlined below will be completed according to the time lines set forth in the *Blue Hills Regional Technical School District Policy on Complaint Investigation and Grievance Procedure*.

- I. Initiation of investigation. When approached by a student or employee with information that harassment or discrimination may be taking place in the school environment, the responsible complaint officer will initiate an investigation.
  1. The investigation will commence as soon as possible after the complaint has been brought to the attention of the complaint officer. Usually the investigation should commence within one school day of such complaint.
  2. The complaint officer must be objective and fair in both fact and appearance in all matters related to the investigation.
  3. In the event a complaint involves an employee, the complaint officer will be a person of sufficient authority to fully investigate and resolve the matter.
- II. Conducting interviews/investigation.
  1. The complaint officer will demonstrate sensitivity and reaffirm that harassment and discrimination violates the school policy, that it will not be tolerated and that no retaliation will occur because of the complaint.
  2. The complaint officer will learn all the facts and circumstances relating to the alleged discrimination or hostile environment (e.g. the frequency of harassing conduct; severity of conduct; whether the conduct is physically threatening to the complainant, humiliating, or a mere offensive utterance; or whether it unreasonably interferes with the functioning of the complainant in the school environment).
  3. The complaint officer will identify the specific dates and location of relevant events; identify witnesses or other possible victims of the alleged harassment or discriminatory conduct.
  4. The complaint officer will request copies of any documentary evidence that may exist (e.g. diaries, discipline or conduct notes, reprimands, calendars, personal notes, etc.).
  5. The complaint officer will ask the complainant whether he/she perceived his/her school or work environment to be hostile or abusive at the time of each instance of alleged harassment or discrimination occurred.
  6. The complaint officer will request complainant to write out the complaint in detail during the interview or shortly thereafter and sign the statement; and/or
  7. The complaint officer will prepare a statement of complainant's complaint based upon interview and request him or her sign it.
  8. Where the alleged harasser is an employee represented by a Union, the complaint officer will advise the employee of his/her right to have union representation at any meeting held to investigate the complaint.

9. The complaint officer will take notes of all witness interviews, including the interview with the alleged harasser.
10. The complaint officer will remain objective during the investigative process and will not automatically take the complainant's accounting of events as the truth of the matter. The complaint officer will assure that both sides have equal opportunity to present their version of the facts and will weigh the credibility of their positions thereafter.
11. During the investigation process, all communications and files will be kept confidential and secure. Findings will be shared only with others on a "need to know" basis.
12. The complaint officer will determine merits of the complaint based on factors such as corroborating evidence, the timing of the complaint after the alleged harassment/discrimination action, any documentary evidence and the credibility of the parties and any witnesses interviewed.
13. The complaint officer will reduce his/her final determination to writing, including a statement summarizing the allegations, all steps taken as part of the investigation, summaries of all witness statements and evidence considered and conclusions reached.
14. The complaint officer shall forward his/her final determination report to the Superintendent for further action.

III. If complaint is substantiated – Matter should be referred to Superintendent for further action consistent with the guidelines set forth below.

A. If an employee is the charged party:

1. Take prompt and effective action reasonably calculated to end the harassment.
2. Take appropriate disciplinary action against the employee, taking into consideration doctrines of progressive discipline and any and all just cause and/or due process protections to which the employee is entitled by statute, collective bargaining or other agreement. At this point it is strongly advised that the District's counsel be consulted to insure that any disciplinary action complies with applicable statutory and collective bargaining provisions.
3. Where employee is represented by a union, provide the right to union representation at each and every meeting which might reasonably lead to disciplinary action. This includes any meetings conducted as part of the initial investigation.
4. Accompany all discipline, short of termination, with written warning that the Employer does not condone conduct of a discriminatory or harassing nature and any repetition of such conduct will result in further disciplinary action up to and including termination.
5. Closely monitor employee's conduct after initial incident.
6. On an annual basis redistribute to all employees the *Blue Hills Regional Technical School District Sexual Harassment Policy*

B. If student is the charged party

1. Take prompt and effective action reasonably calculated to end the harassment.
2. Take appropriate disciplinary action against the student, taking into consideration any and all due process protections afforded by statute and/or school policy. Comply with all Special Education regulations and procedures which may be implicated by such discipline. Where appropriate take steps to minimize student's contact with complainant.
3. Closely monitor student's conduct after initial incident.
4. On an annual basis redistribute to all students the *Blue Hills Regional Vocational School District Sexual Harassment Policy*.

Nothing in this policy or procedure shall be deemed to affect a complainant's right to other remedies at law including the administrative appeal or lawsuit.

## ADMINISTRATIVE AGENCIES WITH JURISDICTION IN THESE MATTERS

### **The Massachusetts Commission Against Discrimination (“MCAD”)**

**<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>**

#### **Boston Office**

One Ashburton Place, Room 601  
Boston, Massachusetts 02108  
(617) 727-3990

#### **Springfield Office:**

424 Dwight Street, Room 220  
Springfield, Massachusetts 01103  
413-739-2145  
<https://www.mass.gov/locations/mcad-springfield-office>

#### **The United States Department of Education Office for Civil Rights**

J. W. McCormack Building  
Post Office and Court House  
Room 222  
Boston, MA 02109-4557  
(617) 223-9662  
OCR.BOSTON@ED.GOV

#### **The United States Equal Employment Opportunity Commission (EEOC)**

1 Congress Street – 10<sup>th</sup> Floor  
Boston, MA 02114  
(617) 565-3200  
<http://www.eeoc.gov/boston/>

#### **Massachusetts Department of Education State Board of Education**

350 Main Street  
Malden, MA 02148  
(781) 388-3300  
<http://www.doe.mass.edu/>

#### **Massachusetts Department of Education Bureau of Special Education Appeal**

350 Main Street  
Malden, MA 02148  
(781-388-3300)  
<http://www.doe.mass.edu/>

### **HAZING – Massachusetts General Laws – Chapter 269**

- ***Section 17 – Crime of Hazing: Definition: Penalty***

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

- ***Section 18 – Duty to Report Hazing***

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

- *Section 19 – Hazing Statutes to be provided; Statement of Compliance & Discipline Policy Required.*

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

### **ACADEMIC GRIEVANCE**

The Blue Hills Regional Technical School encourages an environment in which open dialogue between students and faculty is expected and encouraged. When a student has an academic concern that he/she feels cannot be resolved in an informal manner, the student is encouraged to resolve the matter informally as follows:

First, if the matter is related to a specific course the student is encouraged to attempt to work out the matter with the faculty member teaching the course.

Second, if the student is uncomfortable approaching the course faculty member as indicated above, the student is encouraged to meet with his/her advisor.

Third, if the student is uncomfortable approaching the course faculty member or advisor, the student should meet with the Practical Nursing Program Chairperson.

In the event that differences cannot be resolved informally as indicated above, the Practical Nursing Program has adopted the following formal grievance procedure:

1. The student will submit a written statement of specific dates and events involved to the instructor and to the Practical Nursing Program Chairperson within two (2) weeks of non-resolution by informal means and no later than one month after its occurrence.
2. Within five (5) days, the Practical Nursing Program Chairperson will schedule a meeting with the

student and the instructor individually followed by a joint meeting of the Practical Nursing Chairperson, instructor and student.

3. If the grievance is not resolved at Level 2, the aggrieved student may appeal the decision in writing to the Superintendent-Director or designee within five (5) school days after the decision of the Practical Nursing Program Chairperson has been delivered.
4. Within ten (10) schools days of receipt of the grievance from Level 3, the Superintendent-Director or designee and the nursing faculty will meet to decide the issue. The decision is binding on all parties. The final decision will be communicated in writing to all parties within two (2) school days of this joint meeting.
5. Documentation of all meetings is necessary.

Students who have legitimate issues with the resolution of the grievance may file a complaint with the Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770)396-3898 or (800) 917-2081, [www.council.org](http://www.council.org).

**BLUE HILLS REGIONAL TECHNICAL SCHOOL**  
**800 Randolph Street**  
**Canton, MA 02021**

**PRACTICAL NURSING PROGRAM**

<b>PRACTICAL NURSING CURRICULUM 2018-2019 SCHOOL YEAR</b>		
<b>MODULES</b>	<b>HOURS</b>	<b>COURSE</b>
<b>I 16 Weeks</b>	<b>48</b>	<b>Anatomy &amp; Physiology</b>
	<b>254</b>	<b>Fundamentals of Nursing</b> <ul style="list-style-type: none"> <li>• Classroom (86 hours)</li> <li>• Lab (84 hours)</li> <li>• Clinical Lab (84 hours)</li> </ul>
	<b>16</b>	<b>Microbiology</b>
	<b>16</b>	<b>Nutrition</b>
	<b>48</b>	<b>Pharmacology</b>
	<b>24</b>	<b>General Psychology</b>
	<b>24</b>	<b>Personal &amp; Professional Adjustments I</b>
<b>II 16 Weeks</b>	<b>263</b>	<b>Medical-Surgical Nursing I</b> <ul style="list-style-type: none"> <li>• Classroom (83 hours)</li> <li>• Clinical Lab (180 hours)</li> </ul>
	<b>202</b>	<b>Medical-Surgical Nursing II</b> <ul style="list-style-type: none"> <li>• Classroom (62 hours)</li> <li>• Clinical Lab (140 hours)</li> </ul>
	<b>22/23</b>	<b>Growth &amp; Development I &amp; II</b>
	<b>11/15</b>	<b>Personal &amp; Professional Adjustments II &amp; III</b>
<b>III 8 Weeks</b>	<b>73</b>	<b>Family Centered Nursing</b> <ul style="list-style-type: none"> <li>• Classroom (25 hours)</li> <li>• Clinical Lab (48 hours)</li> </ul>
	<b>108</b>	<b>Leadership &amp; Management</b> <ul style="list-style-type: none"> <li>• Classroom (16 hours)</li> <li>• Clinical Lab (92 hours)</li> </ul>
<b>PASSING GRADE = 75%</b>	<b>TOTAL HOURS: 1147</b> <ul style="list-style-type: none"> <li>• Academic 603</li> <li>• Clinical 544</li> </ul>	<b>AFFILIATING AGENCIES:</b> <ul style="list-style-type: none"> <li>• Curahealth Hospital, Stoughton, MA</li> <li>• Ellis Nursing Center, Norwood, MA</li> <li>• Brockton VA Medical Center Brockton, MA</li> <li>• The Boston Home, Dorchester, MA</li> <li>• John Scott Nursing Center Braintree MA</li> <li>• Alliance Health Care, Braintree, MA</li> <li>• Royal Braintree Nursing &amp; Rehabilitation Center</li> <li>• Canton Public Schools, Canton MA</li> <li>• Head Start Pre-School, Whitman MA</li> <li>• German Center for Extended Care, West, Roxbury</li> </ul>

