



POSTSECONDARY PROGRAMS DIVISION

PRACTICAL NURSING PROGRAM STUDENT MANUAL

2020 - 2021

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www.bluehills.org

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The Practical Nursing Program reserves the right to add/revise/delete policies and/or information contained in these Guidelines for the purpose of maintaining adherence to regulatory and/or accreditation standards or requirements. Written notifications will be sent to students via their school email and all changes will be added as an appendix to this manual that is posted on the school website at www.bluehills.org.

(*) Indicates a policy required by the Massachusetts Board of Registration in Nursing

BLUE HILLS REGIONAL DISTRICT SCHOOL COMMITTEE

Thomas R. Polito, Jr. (Chairman)	Dedham
Eric C. Erskine (Vice Chairman)	Braintree
Michael C. Franzosa (Secretary)	Holbrook
Francis J. Fistori	Avon
Aidan G. Maguire, Jr.	Canton
Matthew P. O'Malley	Milton
Kevin L. Connolly	Norwood
Marybeth Nearen	Randolph
Charles W. Flahive	Westwood

POST-SECONDARY PROGRAMS ADMINISTRATION:

Jill Rossetti, Superintendent-Director

Michelle Resendes, Business Manager

Marybeth Joyce, Post-Secondary Programs Administrator and Director of Admission & Financial Aid

Thomas Cavanaugh, Campus Safety and Security/Dean of Students

Angelo Dimitriou, Student Services Director

Betty J. Tangney, BSN, M.Ed., MSN, RN, Practical Nursing Program Coordinator

David Galego, Director of Facilities and Grounds

Full-Time Faculty

Nancy Finnell, BSN, M.Ed., RN

Betty Diane Lyons, BSN, MSN, RN

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Part-Time Faculty

Melissa Ganthier, BSN, RN

Patricia Greene, BSN, RN

Ruth Murphy, BSN, M.Ed., RN

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 & DEFINITION OF THE PN GRADUATE

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.

7. Employ principles of teaching to assist clients in resolving self-care deficits.

8. Demonstrate accountability in all aspects of providing nursing care to individuals.

9. 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 that are broadened and/or deepened in each succeeding course.

1. Informatics and Technology
2. Quality Improvement
3. Patient Centered Care
4. Evidenced Based Practice
5. Communication
6. Professionalism
7. Systems Based Practice
8. Leadership
9. Safety
10. Teamwork and Collaboration

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.

It is the mission of Blue Hills Regional Technical School Practical Nursing Program to enable students to reach their highest learning potential. Consistent with this mission, Blue Hills Regional Technical School Practical Nursing Program recognizes the need to provide assistance to students with career decisions in their pursuit of advancing their nursing education with minimal repetition of previous learning.

The student will:

Receive information and resources from faculty on advancing in the nursing field.

Attend yearly resume writing workshops and job fairs to strengthen resume writing and interview skills.

Attend college day career fair to meet and speak with undergraduate college representatives and potential employers.

Be made aware of job postings and advancement opportunities.

In support of this effort, Massasoit Community College Canton Campus has offered access to their library, cafeteria and a classroom for quiet studies. Massasoit Community College has offered to the ability to transition into the registered nurse program after successfully passing the PN NCLEX Exam and meeting Massasoit's Admission Criteria. Presently there is a grant program active giving the students an opportunity to continue from Blue Hills PN program to Massasoit Community College's registered nurse program and then on to Curry college for reduced tuition pricing, equal to Massasoit's tuition cost. Brockton Hospital has offered advanced placement for the Blue Hills Practical Nursing students. The students advance through the Fundamentals Level into Medical Surgical Nursing and a challenge test is available for the Family Centered care part of the curriculum.

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 that 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 Practical Nursing Program Coordinator as soon as possible to arrange for accommodations.

The student with a disability must be able to meet essential eligibility requirements for licensure as Licensed Practical Nurse in Massachusetts. These requirements, as specific in Massachusetts General Law 112, ss. 74 and 74A, include graduation from a board-approved nursing program, achievement of a pass grade on the National Council Licensure Exam (NCLEX), and demonstration of compliance with good moral character licensure requirements.

Reasonable examination accommodations will be provided to eligible students. Any accommodations must maintain the psychometric nature and security of any examination. Exam modifications, which alter the nature or security of examinations, are not permitted. A student has no obligation to inform the Practical Nursing Program Coordinator or faculty that he/she has a disability, however, if the student wants an academic accommodation or if the student wants disability-related services, the student must

identify himself or herself as having a documented disability. The student must present a documentation signed by their treating MD stating the how the student's ability to function is limited as a result of his or her disability and the type of accommodation being requested. The disclosure of a disability is voluntary. However, should the student chose not to disclose a disability, having not received accommodations may not later be used as a basis for a grade appeal or grievance.

For additional information, please see *Students with Disabilities Preparing for Post-Secondary Education: Know your Rights and Responsibilities*, US Department of Education, 2001, at <http://www2.ed.gov/about/offices/list/ocr/transitionguide.html>

Students requesting accommodations must schedule a meeting with the Practical Nursing Program Coordinator.

GRADUATION

Students, who have successfully complete the program, including the required number of clock hours and have met all of their 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 that 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.

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.)* checks are done through Blue Hills Regional Technical School. The results of the *C.O.R.I.* check must meet the Board of Registration in Nursing (BORN) "good moral character" requirement. See Table 1, "*Good Moral Character Licensure Requirement Information Sheet*" available at 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*. **Students and faculty are to use their school email when communicating electronically.** Only school issued computers are to be used for testing.

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, students are responsible for providing their own lunch. 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/titer.
- ❖ 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/titer.
- ❖ Mantoux test (PPD measured and documented in mm) done within three months of entrance to the program or IGRA-serology (T-SPOT or Quantiferon GOLD). 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 within one year prior to admission or a letter from provider stating "no active disease." These recommendations are from the Massachusetts Department of Public Health.
- ❖ Proof of Hepatitis B Immunity – evidence of a completed two or three part of vaccine. Once the series is completed, post vaccination testing (anti-HBs) titer should be done 1-2 months after the last dose of Hepatitis B vaccine. The actual laboratory report indicating a titer of at least 10mIU/ml is required or letter from provider indicating immunity.

- ❖ Tetanus-Diphtheria and Pertussis (TDap) 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 November 1, 2019.
- ❖ Students below age twenty-one (21) upon admission must submit proof of meningitis vaccine.
- ❖ All mandatory health regulation documentation must be complete by the start of classes.
- ❖ Many of the clinical sites/agencies require drug testing of students as a condition of participation in a clinical opportunity. Students will be required by the clinical agency to submit to and pass a drug-screening analysis in order to be eligible for placement in the clinical facility. Students are subject to pay for this screening unless offered at no cost by the agency. An independent, third-party provider who reviews the results, and shares the findings with Blue Hills Regional Technical School and/or the Placement Sites performs drug testing. Lab test results are kept by the screening facility and in the office of the Practical Nursing Program Coordinator for the duration of enrollment. Please note that these drug tests screen for a range of legal and illegal drugs and intoxicants, including but not limited to narcotics, opiates, marijuana, and alcohol. If the student either fails to pass or refuses to submit to a drug screening analysis, the student will be ineligible for clinical placement. Blue Hills Regional is not responsible for identifying or securing an alternative placement for students who fail or refuse a drug screening. In most cases, students who are ineligible to participate in a clinical as a result of a failed or refused drug screening will not be able to complete the requirements of the program and will be subject to dismissal from the Practical Nursing Program.

HEALTH RELATED MATTERS

In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a health care provider that clearly states the ability of the student to fully participate in all activities (without restriction).

Health status changes including (but not limited to):

- Accident/ Emergency Room Care
- Communicable Disease
- Injury
- Major Illness/Surgery
- Pregnancy /Delivery
- Splint/brace/cast/sling

Students are not allowed to participate in clinical with any cast, collar, sling, splint or other restrictions, which may prevent them from being able to safely carry out a patient assignment. The student must notify the clinical instructor or the Program Administrator about any factor(s) that impact upon their ability to perform full duties. Students must be aware that any health restrictions may limit their ability to meet clinical behavioral objectives. Failure to meet the clinical requirements will result in the student's inability to complete the module and therefore remain in the program.

Required Functional Abilities

1. Observation: The student must have the ability to observe a patient. In order to observe a patient, the student nurse must possess the ability to utilize senses: hearing, seeing, and touch.
2. Communication: The student must be able to speak, read, comprehend, write, and listen attentively. These abilities are essential in patient contact and with members of the health care team.
3. Motor: The student must be able to administer physical care to patients in different settings (such as assisting the client to get out of bed, lifting, and transferring); must be able to operate various equipment utilized in the care; have stamina for six hours of work; possess gross and fine motor movements for the operation of certain equipment (such as syringes, blood pressure equipment, and maintaining aseptic technique), and be able to lift up to 50 pounds.

CPR

All students are required to have Health Care Provider Basic Life Support (BLS) with AED. The professional rescuer certification must remain 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) 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 such as cell phone/smart phone watches are allowed in classroom during exam/exam reviews. Students found to be in possession of an electronic device 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. Student nurses must observe standards of patient privacy and confidentiality at all times and in all environments, including internet and mobile-based tools. Student nurses must not transmit or place online individual patient information. The Student nurse's primary commitment is to the patient and student 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 through “Connect-Ed” will be activated.

SMOKING (Smoke free Environment)

1. Smoking of any tobacco product or use of e-cigarettes, vaporizers or inhalers on school property is prohibited.
2. Anyone found smoking will result in dismissal from the program and forfeiture of all tuition.
3. Students cannot smoke at any clinical agency or while in the student practical nurse uniform.

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, advisory board meetings (Fall and Spring) 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 and use their own designated access pass whenever entering 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 Practical Nursing Program Coordinator.

EXAMINATION RE-TAKE

No retaking of any exam or quizzes will be allowed.

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 electronic devices policy)
 - 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 will 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 deduction in the exam grade. Exams not taken the first day the student returns to school or clinical from absence will result in a grade of zero.

EXAMINATION REVIEWS

Exam reviews are offered so that students can assess their mistakes and learn the rationale for the correct answer. A mandatory 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 and post a sign-up sheet. Students must sign up to review the exam.

A student who wishes to challenge an exam question(s), the student shall 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

Students are expected to perform at the highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure both patient and student safety. Thus, a student's performance at all times must be free of any impairment caused by prescription or non-prescribed drugs, including alcohol or marijuana.

While the use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution and /or cultivation at educational

institutions remains prohibited. A student who has a prescription for Medical Marijuana and tests positive for marijuana will be referred to the Practical Nursing Program Administrator.

The use and/or possession of illegal drugs or alcoholic beverages by any student on school grounds or in the school building, is prohibited at anytime.

"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)

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.

Students whose behavior is determined to be "impaired practice" by faculty and/or Practical Nursing Program Coordinator 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. The student will 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 will 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 will be suspended from the nursing program and will be encouraged to seek treatment. A student so suspended will 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. Designated Blue Hills clothing is to be worn in the classroom and skills lab. Appropriate under garments 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 will 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 will 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 of natural coloring, 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. No false eyelashes are allowed in class and clinical.
9. Heavy make-up or strong perfumes/aftershave lotions are not appropriate.
10. Fingernails must be short and neatly manicured. Chipped or 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 will not be worn (with the exception of Medi-Alert Bracelets).
14. When in pant uniforms, students are to wear appropriate hosiery and or socks.
15. White or black shoes 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. No open toed shoes, sandals or canvas sneakers are allowed.
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 will be worn with the uniform, but will not be worn when giving patient care.
18. Non-adherence to dress code will result in disciplinary action/dismissal from clinical and make-up will be required. The student is responsible for the instructor fees.
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 will 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 will be made 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 Practical Nursing Program Coordinator and the Employee Health Department in the clinical facility to determine if the individual will be able to safely carry out nursing responsibilities.
8. CDC recommendations will be incorporated into the curriculum as up-dates occur and facility policies must be followed.

PROGRESSION

Students in the Practical Nursing Program must be making Satisfactory Academic Progression (SAP) according to the standards outlined in this handbook in order to be in good Academic Standing. Students not in good academic standing will 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.

Progression Standard I: Attendance

The Practical Nursing Program curriculum has 1147 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 will result in probationary status or termination from the program. Accumulation of 10 days absences (60 hours) will result in dismissal from 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 at 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. The student must contact the academic/clinical instructor for a make-up for time missed.

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 will not enter the classroom until the next break, when tardy for class.

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, will 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 Practical Nursing Program Coordinator 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. While on probation, if a further absence occurs the student will be dismissed from the program. 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). Absences due to accidents/illnesses count as absence.

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.2751, prior to 7:45 a.m.*

Clinical Area: Call assigned faculty/or ext. 2751 between 7:15 – 7:45 a.m.* as well as email the Practical Nursing Program Coordinator.

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 a clinical make-up day, an alternative clinical assignment, written and/or observational.

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 Practical Nursing Program Coordinator 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 Practical Nursing Program Coordinator. All time must be made up.

Progression 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.

Progression 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 progressed to the next clinical rotation, academic courses and module.

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.

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 result in a clinical warning or probation and will include a documented plan 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 progress 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, fails the course and is dismissed from the program. (See Re-Admission 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 & Progression 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 & Progression 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 Practical Nursing Program Coordinator who will meet with the student and outline required corrective actions.

At the time of the conference with the Practical Nursing Program Coordinator, 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 will be placed on probation. Failure to improve will result in a “fail” grade, and the student is not eligible to continue in the course. Students will be placed on probation at any time during a module as outlined in the SAP Probation.

Academic Standing & Progression 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 will be categorized as academic, clinical or both.
3. The terms of probation must be met within the specified time frames or students will not be progressed to the next module and will be dismissed.
4. Probation for unsafe/unsatisfactory clinical performance or excessive absenteeism/tardiness/early Dismissal will 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 covered in theory, clinical experiences and conduct. In addition, continual tardiness, excessive absences or illness, which may interfere with satisfactory academic progress, will cause for dismissal.

A student will 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 checkout procedures, as well as meet all financial responsibilities as designated in the enrollment agreement.

ACADEMIC INTEGRITY

All students enrolled in the Practical Nursing Program are expected to be honest in their academic endeavors and to act within the standards of academic honesty. Examples of failure to comply with academic integrity include but not limited to:

1. Cheating: use of another’s test answers or assignments, use of electronic/digital device while in possession of exam material, copying from another student’s paper or assignment, use of unauthorized information during testing, submission of work that is not entirely the student’s and procuring other student’s work for one’s own use.
2. Plagiarism: use of another’s words, data, ideas as one’s own without acknowledging that the words/ideas originated from another source.

Any infraction of academic honesty will result in dismissal from the Practical Nursing Program

Program Withdrawal

1. The student wishing to withdraw will give immediate notice of withdrawal from the program verbally and in writing to the Practical Nursing Program Coordinator. A conference must be held with the Practical Nursing Program Coordinator at Blue Hills Regional Technical School.
 2. At the time of withdrawal, it is the responsibility of the student to complete all checkout 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.
1. 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, will be administratively withdrawn.
 2. 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. An application for admission is available at the

Admissions Office at Blue Hills Regional Technical School and will be sent to the student by email and mailed. 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, clinical probation or 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 Program Coordinator. Upon review of the student's attendance, tardiness, clinical and academic performance, the Practical Nursing Faculty Committee will determine a recommendation for re-admission. The Practical Nursing Program Coordinator 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, attendance Standards. The re-admission student will demonstrate competency by successfully passing a challenge/competency exam for all nursing courses. Upon re-admission students will be required to attend all skills labs and clinical orientations.

Re-admission to Module I Attendance is mandatory at all laboratories and corresponding nursing lectures. Students must attend all incompletes or failed classes in each module.

To assist students in understanding this progression, the following list outlines decisions students would make which will 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 Module 1 for students who passed Fundamentals of Nursing the previous year, the applicant will be required to take a knowledge based Nursing Competency examination with a passing grade of 75%.
- 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%.
- Challenge Exams, will include lecture, skills and clinical reasoning content taught in module I and/or Module II.

ADVANCED PLACEMENT

There is no advanced placement offered at Blue Hills Regional Technical School Practical Nursing Program.

Course Exemption

There is no exemption from courses in the Practical Nursing Program

Transfer Credits

Courses will 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 Practical Nursing Program Coordinator. The following criteria are also applicable to transferring course/clock hours into Blue Hills Regional. Only approved courses of five years or less will be considered for transfer.

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 to show substantive equality to courses taken at Blue Hills Practical Nursing Program.

The following courses will be considered for transfer credit

- a. Microbiology
 - b. Nutrition
 - c. Growth and Development
 - d. Psychology
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.
 5. No nursing courses are transferable into this program.

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 Credit). 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.

Tuition, Fees, Refunds and Financial Assistance

Blue Hills Regional Technical School is a coeducational vocational technical school. Applicants who have been accepted to the Postgraduate Programs at Blue Hills are eligible to apply for Financial Assistance.

*POSTGRADUATE COSTS 2020-2021

Postgraduate Courses	Postgraduate Costs	In-District MA Residents	In-State MA Residents	Out-of-State Residents
Practical Nursing	Tuition	\$ 12,160	\$ 13,660	\$ 14,660
	Fees	\$ 2,140	\$ 2,140	\$ 2,140
	Total Cost	\$ 14,300	\$ 15,800	\$ 16,800

All books and supplies are included in tuition and required fees for the entire program.

Additional Expenses: Clinical Uniform: \$240
 Parking Fee (on campus): \$ 25

**All tuition and fees are subject to change.*

PAYMENT REQUIREMENTS

Yearly Tuition and Fees are due and fully payable at or before Fall Registration. Tuition is charged on a yearly basis (not by module) and payment is divided into three installments.

Deposit \$200.00 Due within two weeks of acceptance
Down Payment \$600.00 Due by June 28th (Later admissions must pay \$800.00 within two weeks of acceptance)
Balance Varies: Due Week of August 11th through August 13th or at scheduled registration date. (*Must register in person*).

All entering students on the dates specified, regardless of financial need or financial assistance status, must pay the tuition deposit and down payment in full.

Full payment of tuition balance is due at registration, unless the student is deemed eligible to receive financial assistance in accordance with the student enrollment agreement. Students who qualify for financial assistance and have properly notified the Admissions and Financial Aid Office on the required deadline dates will qualify for adjustments to their balances due at registration.

Students who are eligible to receive financial assistance through federal, state, city or town agencies/departments must submit an Official Award Notification letter or approved contract from the third party (ies). Students approved for awarded amounts by July 15th or prior to registration will also qualify for the estimated financial assistance award at the time of registration. All students will be required to sign an Enrollment Agreement at the time of registration.

Tuition and Fees

Yearly tuition and fees are due and fully payable on or before fall registration. Tuition is charged on a yearly basis (not by module). Individual lab fees will be charged. All students must be prepared to meet their personal expenses for such items as class notebooks, extra personal supplies, uniforms, lunches, transportation, parking and other expenses to student life. Payments will be made by money order or cash and delivered to the Business Office at the time of registration.

Financial Assistance

Financial Assistance is available to qualified applicants through the Title IV Federal Financial Assistance Program, the Department of Veterans Affairs, and many other sponsored educational assistance programs. Federal aid includes Pell Grants and Direct Loans, both subsidized and unsubsidized, as well as PLUS Parent Loans for parents of dependent students. All students are encouraged to seek sources of assistance. Most financial aid is based on demonstrated promise and financial need. Students who are eligible to receive financial assistance and adhere to the following deadline dates will qualify for a tuition fee waiver at the time of registration. The amount of financial aid awarded will be credited to the student's account. Once the student's account is paid in full, students will receive direct payment of awards as the funds are received during the fall and spring of the school year. Applicants who apply after June 1 and who are not eligible for assistance, or whose aid applications are still pending, must make full payment of tuition and fees at registration. All students will be required to sign an enrollment agreement at the time of registration.

In order to become an applicant for financial assistance, applicants must comply with the following instructions:

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) on the Web at www.fafsa.ed.gov. Submit your FAFSA by June 1st but not before January 1st. Please list Blue Hills Regional Technical School's school code 005523. Blue Hills Regional Technical School will receive electronically your Institutional Student Information Report (ISIR).
2. Once the FAFSA is completed, you may be selected by the Federal Processor for a process called verification, which means you will have to provide your actual tax data on the FAFSA through the IRS Data Retrieval Tool. An additional worksheet will need to be completed as well. If you are a dependent student, you will have to provide your parent's tax data and complete the worksheet, too.

All students are encouraged to seek all sources of assistance such as national, state and local educational assistance programs through corporations, foundations, service organizations, church groups, parents and school associations.

Blue Hills Regional is pleased to provide this student aid calculator as a guide for early financial planning for college. This calculator will provide a preliminary estimate of federal aid eligibility. Please visit our website to use our student aid net price calculator at www.bluehills.org.

WHEN TO APPLY

TITLE IV FEDERAL ASSISTANCE PROGRAMS (Pell Grant, Direct Loans, PLUS Loans for Parents)	CITY/TOWN TUITION ASSISTANCE PROGRAMS	STATE, PUBLIC OR PRIVATE ASSISTANCE PROGRAMS
File the Free Application for Federal Student Aid (FAFSA) on the Web January 1 – June 1	File Form W-2 or Income Tax Form with Blue Hills Regional Technical School's Financial Aid Office prior to February 1	File application with agency September – April
Institutional Student Information Record (ISIR) electronically submitted to Blue Hills Regional Technical School Financial Aid Office March 1 – July 1	Blue Hills Regional Technical School files application with town's Superintendent of Schools Dept. on or before February 1	File notice of approval to Blue Hills Regional Technical School's Financial Aid Office April – June
If selected for verification, all verification requirements submitted to Blue Hills Regional Technical School's Financial Aid Office April 1 – July 1	File notice of approval to Blue Hills Regional Technical School's Financial Aid Office April 1 – July 1	Agency submit approved contract to Blue Hills Regional Technical School's Financial Aid Office July 1

Veteran's Administration

Blue Hills Regional Technical School is an approved institution by Veteran's Administration. As a participant, Blue Hills Regional Technical School has implemented the following guidelines:

- provide students with a personalized form covering the total cost of an education program
- provide educational plans for all military and Veteran education beneficiaries
- end fraudulent and aggressive recruiting techniques and misrepresentations
- accommodate Service members and Reservists absent due to service requirements
- designate a point of contact to provide academic and financial advice
- ensure accreditation of the Practical Nursing Program prior to enrolling students
- align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

VALOR ACT

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A 43(a)] the VALOR Act II protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) with a full refund of fees and tuition paid. If the student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

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 Practical Nursing Program Coordinator 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 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 prorate 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 will 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 will 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 grant 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 will still owe funds to Blue Hills Regional to cover unpaid institutional charges. The Blue Hills Regional Technical School will 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.

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.

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 can call 1-800-730-8913. Information is also available on Student Aid on the web at www.studentaid.gov.

Financial Aid Appeals – Conditions of Appeal

Students, who are denied financial assistance because of unsatisfactory academic progress, can 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 must 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, in person, either 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 Compliant 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 must 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 – 10th 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.

STUDENT RIGHTS AND GRIEVANCES

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 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 Coordinator.

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

1. Level 1-The student will submit a written statement of specific dates and events involved to the instructor within forty-eight (48) business hours of its occurrence. If unresolved, the grievance continues to level 2.
2. Level 2- Within three (3) days the student and the instructor will individually and jointly meet with the Practical Nursing Program Coordinator who will notify all parties of the outcome within twenty-four (24) hours.
3. Level 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 three (3) school days after the decision of the Practical Nursing Program Coordinator has been delivered.
4. Level 4- Within five (5) school 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 required.
6. Student should continue to attend all school related activities pending final outcome of the grievance.

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.

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

PRACTICAL NURSING PROGRAM

PRACTICAL NURSING CURRICULUM 2020-2021 SCHOOL YEAR		
MODULES	HOURS	COURSE
I 16 Weeks 9-3-2020 – 12-18-2020	48	Anatomy & Physiology
	254	Fundamentals of Nursing Classroom (86 hours) Lab (84 hours) Clinical Lab (84 hours)
	16	Microbiology
	16	Nutrition
	48	Pharmacology
	24	General Psychology
	24	Personal & Professional Adjustments I
II 16 Weeks 12-21-2020 – 04-30-2021	263	Medical-Surgical Nursing I Classroom (83 hours) Clinical Lab (180 hours)
	202	Medical-Surgical Nursing II Classroom (62 hours) Clinical Lab (140 hours)
	22/23	Growth & Development I & II
	11/15	Personal & Professional Adjustments II & III
III 8 Weeks 05-03-2021 – 06-24-2021	73	Family Centered Nursing Classroom (25 hours) Clinical Lab (48 hours)
	108	Leadership & Management Classroom (16 hours) Clinical Lab (92 hours)
PASSING GRADE = 75%	TOTAL HOURS: 1147 Academic 603 Clinical 544	AFFILIATING AGENCIES: Curahealth Hospital, Stoughton, MA Charlwell House, Norwood MA Ellis Nursing & Rehabilitation Center, Norwood MA The Boston Home, Dorchester, MA John Scott House, Braintree MA Alliance Health Care, Braintree, MA Canton Public Schools, Canton MA Head Start Pre-School, Whitman MA

ADDENDUM TO PRACTICAL NURSING PROGRAM STUDENT MANUAL

The addendum is intended to supplement the manual.

APPENDIX A: Blue Hills Regional Technical School -Postsecondary Programs Division

Admissions Policy and Procedures

Introduction

Blue Hills Regional Technical School's Practical Nursing Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing. 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 Licensing Examination for Practical Nurse (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 curriculum combines lecture, laboratory and clinical experiences. Classroom content includes biological and social sciences, nursing theory and laboratory practice. The courses are arranged to give a well-rounded experience based on currently accepted concepts of nursing education and include classroom instruction, client-centered teaching and supervised clinical experiences. The faculty strives to provide proper teaching tools, a good teaching and learning environment and the supportive services needed to make student's learning time and efforts productive.

The Practical Nursing Program is forty (40) weeks in length as required by the Massachusetts Board of Registration in Nursing. Three weeks of vacation is planned and recognizes holidays as designated by the school and state. The full-time program begins in early September and finishes late June. Classes meet Monday through Friday, hours are 7:45 a.m. to 2:30 p.m. Clinical hours may vary depending on each facility in order to meet course objectives and/or accommodate clinical agency availability. Occasional evening clinical hours may be required 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.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement (M.G.L., Ch. 112, sections 74 to 81C). More detailed information about the Good Moral Character for Licensure requirement is available at www.mass.gov/dph/board/rn. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level Licensed Practical Nursing careers in a variety of settings and have the opportunity to advance their nursing education. Graduates of Blue Hills Regional Technical School Practical Nursing Program may be eligible to receive advanced placement into registered nursing programs in area colleges.

All candidates for the Blue Hills Regional Technical School Practical Nursing Program are evaluated using the selection criteria outlined in the admission policy. All completed applications for the practical nursing program are reviewed and receive a response.

Equal Education Opportunity

Blue Hills Regional Technical School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness status.

If there is a student with limited English proficiency, a qualified representative from Blue Hills Regional will assist the candidate in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the candidate.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the candidate, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

Eligibility

All high school graduates who are residents of the Blue Hills Regional Vocational School District (Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph and Westwood) or from out-of-district towns or out-of-state towns are eligible to apply to the program. High school seniors who expect to graduate prior to the enrollment period may apply for admission.

All high school graduates, who have obtained a high school diploma or GED/HiSET certificate, will be eligible to be admitted. High school graduates, who have obtained a high school diploma from outside the United States, must have earned an equivalent high school diploma based on U.S. educational standards, please see foreign transcripts. All transcripts from outside the United States of America must be evaluated relative to U.S. educational equivalency standards and translated into English (if applicable). The Blue Hills Regional Technical School recommends the Center for Educational Documentation, Inc. for evaluation and translation services. The Credential Request Form and more information from the Center for Educational Documentation, Inc. are available on their website at www.cedevaltions.com. All home-schooled students without a high school diploma or GED/HiSET are eligible to apply for admission provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home states, please see home schooling documentation requirements.

Candidates must be citizens or permanent residents of the United States. Blue Hills Regional Technical School is not an approved institution by the U.S. Department of Homeland Security to provide admission to international students. Therefore, international students are not eligible to apply for admission at Blue Hills Regional Technical School.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Information on disability submitted voluntarily by the candidate for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect his or her admission to the school.

If there is a student with limited English proficiency, a qualified representative from Blue Hills Regional will assist the candidate in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the candidate.

All candidates for the Practical Nursing program are evaluated using the selection criteria outlined in the admission policy. All completed applications for the Practical Nursing program are reviewed and receive a response.

Admissions/Organizational Structure

It is the responsibility of the Superintendent-Director of Blue Hills Regional Technical School to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

The Blue Hills Regional Technical School Admissions Committee is charged with the selection of applicants for admission. This Committee is comprised of the Director of Admissions and Financial Aid and the of the Practical Nursing program. The Director of Admissions and Financial Aid may designate additional staff from administration and faculty from the Practical Nursing Department to conduct interviews of candidates. Once the staff has been designated, a group meeting/training is conducted by the Director of Admissions and Financial Aid prior to application review and interview. The training consists of review of the admission policy, review of the scoring rubric and review of the interview rubric.

The Director of Admissions and Financial Aid is responsible for supervising all aspects of the admission process including the development and implementation of admission procedures, processing of applications, ranking of candidates, acceptance of students according to the procedure and criteria In the admission policy, and the establishment and maintenance of a waiting list of acceptable candidates.

According to the guidelines in the District Agreement, there are no set quotas for the number of students who are eligible to apply or who are admitted to the school from individual in-district member towns.

Recruitment Process

Blue Hills Regional Technical School disseminates information through the following methods.

1. Posted on Blue Hills Regional Technical School's website at www.bluehills.org is a dedicated section for the Practical Nursing program.
2. Information is available and disseminated to the general public in the Admissions and Financial Aid Office at Blue Hills Regional Technical School.
3. Direct mailings are sent to individuals, schools and agencies.
4. Informational sessions and tours are conducted for all applicants on a scheduled basis.
5. Public service announcements appear in on local cable television and newspapers.

Gainful Employment Disclosure

Blue Hills Regional Technical School is required to disclose to prospective and current students certain data about the Practical Nursing Program. The information included in this disclosure was compiled using award year data, which includes occupational classification by Bureau of Labor Statistics, Graduation Rate, Tuition and Fees, Placement Rate and Median Loan Debt. This information is available in the Admissions and Financial Aid Office as well as on the website at www.bluehills.org.

Application Process

Candidates interested in applying for admission are required to complete the following. Candidates must follow the step-by-step instructions available under Instructions to Apply. The priority application completion deadline is mid-February.

Register on-line at www.atitesting.com to take the Test of Essential Academic Skills (TEAS), along with fulfilling the cost of the TEAS registration and the Application for Admission (non-refundable). The TEAS is an entrance exam held on our campus or other participating locations. (See Instructions for Application). Applicants are required to successfully meet satisfactory academic standards of the TEAS in Reading and Mathematics. The minimum adjusted individual score of the TEAS in the two sections are Reading 60% and Math 50%.

- 1. Complete the Application for Admission** at our on-campus testing site on your scheduled TEAS exam day or the Application for Admissions is disseminated in person or by mail to those who submit official TEAS results from ATI to the Admissions Office.
- 2. Submit Official High School Transcript or GED for Proof of High School Graduation or Completion**
 - a. Photocopies and/or student copies are not considered official and will not be acceptable.
 - b. Foreign secondary school (high school) transcripts or general education certifying examinations from official education institution, board, council, ministry or other must be evaluated relative to U.S. Equivalency. All academic records must be

translated into English by a certified translator and notarized. Blue Hills Regional Technical School recommends the Center for Educational Documentation, Inc., for evaluation and translation services (if applicable). Obtain the Credential Request Form from the Center for Educational Documentation, Inc. on line at www.cedevaluations.com or by telephone at 617-338-7171 or request by mail at P.O. Box 170116, Boston, MA 02117.

- c. Home schooled students must submit evidence that the homeschool program was approved by the student's school district's superintendent or school committee.

3. (Optional) Submit Official College Transcripts/Postsecondary Education

- a. **Advanced Placement/Transfer Credits Eligibility** 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 Practical Nursing Program Coordinator. The following criteria is applicable to transferring course/clock hours into the Practical Nursing Program.
 - i. Students must submit their official transcripts to be considered for advanced placement by registration.
 - ii. Official transcripts not presented for review and evaluation at the time of registration will not be accepted at a later date. A grade of at least 75% or C (or its equivalent) must be earned in order to transfer the course into the Practical Nursing Program.
 - iii. Successfully completed non-nursing courses with a grade of C (75%) or better, if attained within the last five years, may be accepted pending review of course outlines.
 - iv. 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.
 - v. Successfully completed courses with a grade of 75% or better, if attained at Blue Hills Regional Technical School Practical Nursing Program within the last year, will be accepted pending re-admission requirements are met.
 - vi. Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the student's Blue Hills Regional Technical School Report Card and transcript as Tr (Transfer Credit). A new cumulative grade begins with the commencement of a student's career at Blue Hills Regional Technical

School and reflects only work completed as a full-time Blue Hills Regional Technical School student.

- b. Prerequisite college courses are not required. However, candidates are encouraged to submit official postsecondary courses, whether or not, for advanced placement. It provides evidence of postsecondary experience and will be a factor of admission consideration.

4. Submit a Letter of Recommendation

5. Submit Test of English as a Foreign Language (TOEFL) results (if applicable). The TOEFL is required of all English as Second Language candidates, if applicable. An evidence of proficiency in English is required for all courses and certifying exams. It is may be presented in one of the following ways.

- a. A minimum score of 500 on the written test or a minimum score of 173 on the computerized test is required. For the internet TOEFL test, a minimum score of 61 is required. If candidates have previously taken this examination within the past two years, the examination results can be submitted and re-testing will not be required. To register for this test, candidates may obtain the ETS Bulletin and Registration Forms in the Admissions Office.
- b. An official transcript indicating successful completion of an academic program of study conducted entirely in English language.

6. Complete a Student Questionnaire, which includes educational background, work experience and personal essay, provided prior to your interview.

7. Interview with Director of Admissions and Financial Aid and/or designee.

Late Application Process

Applications received after mid-February will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

Admission Selection Criteria

Completed applications are processed by the Admissions Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of points from the following criteria.

A. Entrance Examination: Maximum 45 points

TEAS: Total of the sum of points from Individual Adjusted Scores in TEAS Reading and TEAS Mathematics. TEAS Reading + TEAS Mathematics = Total Entrance Examination points.

TEAS READING		TEAS MATHEMATICS	
Individual Adjusted Score	Entrance Exam Points	Individual Adjusted Score	Entrance Exam Points
87% - 99%	30	87% - 99%	15
80% - 86%	25	80% - 86%	15
73% - 79%	20	70% - 79%	12
66% - 72%	15	60% - 69%	9
59% - 65%	10	50% - 59%	6
58% - 0%	0	49% - 0%	0

B. Scholastic Achievement: Maximum 20 points

Grades are averaged from high school in English, Math, Science and Social Studies. Additionally, post-secondary grades (G.P.A.) averages are combined with the high school averages when available during the application review period.

Postsecondary + High School Grade Average	GED Average	High School (only) Grade Average	Scholastic Achievement Points
80% - 90%	70 – 80	90% -100%	20
70% - 79%	60 – 69	80% - 89%	15
65% - 69%	50 – 59	70% - 79%	10
64% - 60%	40 – 49	60% - 69%	5
0% - 59%	0 -39	0 – 59%	0

C. Recommendation: Maximum 10 points

An individual recommendation is assessed according to content, experience, character and abilities.

Interview Rating	Interview Points
Excellent	10
Above Average	8
Average	6
Below Average	4
Poor	2

D. Interview: Maximum 25 points

An individual interview is assessed according to Interest, Realism, Realism of Vocation/Relevant Work Experience, Motivation, Education, Attendance, Conduct and Communication.

Interview Rating	Interview Points
Excellent	21 – 25
Above Average	16 – 20
Average	10 – 15
Below Average	9 – 1
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum of one hundred (100) points can be earned.

Admission Selection Process

The Admissions Committee at Blue Hills Regional Technical School will examine, discuss and make recommendations for action on the applications.

The Admissions Committee considers entrance examination, scholastic achievement, a recommendation and interview results. Applications are reviewed, processed and assigned points. After a point total for all applications are placed in order of their “point total.” Candidates are then accepted in order of the point total. Candidates with the highest point total are accepted first, the candidate with the second highest point total is accepted second, and so on until all seats are filled. All candidates who have passed the required minimum adjusted individual scores in Reading and Math of TEAS and have completed the application process will either be accepted or placed on a waiting list. Candidates who did not pass the required minimum adjusted individual scores of TEAS will be declined. A decision notification letter will be mailed to the candidate. The decision notification letter will notify the candidate whether accepted, placed on a waiting list or declined. The decision notification status is valid for the current year of application. If openings occur, the seats are filled by accepting candidates from the waiting list. These candidates, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after mid-February will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

Accepted candidates must notify the Director of Admissions and Financial Aid of their intention to attend or not attend within two weeks of acceptance.

Enrollment Process

1. Payment of Tuition Deposit (\$200) within two weeks of acceptance, a (\$600) down payment by the end of June, and final payment on Registration. Financial assistance may adjust balance due at registration, if financial aid deadlines are met. See Tuition, Fees and Financial Aid.
2. Enrollment Agreement must be completed and signed. A student who fails to sign his/her enrollment agreement or pay his/her seat deposit within the allotted time frame may have his/her enrollment rescinded.
3. CORI (Criminal Offenders Record Information) check must meet institutional and program requirements prior to enrollment. For students enrolling in Practical Nursing, the results of the C.O.R.I. check must meet the Board of Registration in nursing "Good Moral Character" requirement. See "Good Moral Character" Licensure Requirement Information Sheet" available at www.state.ma.us/reg/boards/rn. All clinical facilities reserve the right to conduct an additional CORI inquiry on practical nursing students. Student CORI results that do not meet the Board of Registration in Nursing's Good Moral Character" requirements cannot meet clinical course objectives will result in clinical failure, dismissal of the program and forfeiture of all tuition.
4. Submission of Health Care Provider Basic Life Support (BLS) with AED is required and must remain valid throughout the enrollment period.
5. Submission of Health and Immunization records that meet institutional and program requirements.
6. Provide proof of Health Insurance that meets institutional and program requirements.

Requirements about tuition, fees, refunds and financial assistance are posted on the Blue Hills Regional website at www.bluehills.org.

Health Criteria: Immunizations as required by the Department of Public Health. Blue Hills Regional Technical School Postsecondary Programs Division's immunization requirements are in accordance with the College Immunization Chapter 76, Section 15C and clinical agency requirements. Required documentation must include:

1. Recent physical exam (within the past year)
2. 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,
3. documentation of serological proof of immunity or of 1 MMR required. A report "history of disease"
4. by health care provider is not acceptable, must submit proof of vaccine/titer.
5. 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/titer.'

6. Mantoux test (PPD measured and documented in mm) done within three months of entrance to the program or IGRA-serology (T-SPOT or Quantiferon GOLD). 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 within one year prior to admission or a letter from provider stating “no active disease.” These recommendations are from the Massachusetts Department of Public Health.
- ❖ Proof of Hepatitis B Immunity – evidence of a completed two or three part of vaccine. Once the series is completed, post vaccination testing (anti-HBs) titer should be done 1-2 months after the last dose of Hepatitis B vaccine. The actual laboratory report indicating a titer of at least 10mIU/ml is required or letter from provider indicating immunity.
 - ❖ Tetanus-Diphtheria and Pertussis (TDap) 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 November 1, 2019.
 - ❖ Students below age twenty-one (21) upon admission must submit proof of meningitis vaccine.
 - ❖ All mandatory health regulation documentation must be complete by the start of classes.
 - ❖ Many of the clinical sites/agencies require drug testing of students as a condition of participation in a clinical opportunity. Students will be required by the clinical agency to submit to and pass a drug-screening analysis in order to be eligible for placement in the clinical facility. Students are subject to pay for this screening unless offered at no cost by the agency. An independent, third-party provider who reviews the results, and shares the findings with Blue Hills Regional Technical School and/or the Placement Sites performs drug testing. Lab test results are kept by the screening facility and in the office of the Practical Nursing Program Coordinator for the duration of enrollment. Please note that these drug tests screen for a range of legal and illegal drugs and intoxicants, including but not limited to narcotics, opiates, marijuana, and alcohol. If the student either fails to pass or refuses to submit to a drug screening analysis, the student will be ineligible for clinical placement. Blue Hills Regional is not responsible for identifying or securing an alternative placement for students who fail or refuse a drug screening. In most cases, students who are ineligible to participate in a clinical as a result of a failed or refused drug screening will not be able to complete the requirements of the program and will be subject to dismissal from the Practical Nursing Program.

HEALTH RELATED MATTERS

In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a health care provider that clearly states the ability of the student to fully participate in all activities (without restriction).

Health status changes including (but not limited to):

- Accident/ Emergency Room Care
- Communicable Disease
- Injury
- Major Illness/Surgery
- Pregnancy /Delivery

- Splint/brace/cast/sling

Students are not allowed to participate in clinical with any cast, collar, sling, splint or other restrictions, which may prevent them from being able to safely carry out a patient assignment. The student must notify the clinical instructor or the Program Administrator about any factor(s) that impact upon their ability to perform full duties. Students must be aware that any health restrictions may limit their ability to meet clinical behavioral objectives. Failure to meet the clinical requirements will result in the student's inability to complete the module and therefore remain in the program.

Required Functional Abilities

1. Observation: The student must have the ability to observe a patient. In order to observe a patient, the student nurse must possess the ability to utilize senses: hearing, seeing, and touch.
2. Communication: The student must be able to speak, read, comprehend, write, and listen attentively. These abilities are essential in patient contact and with members of the health care team.
3. Motor: The student must be able to administer physical care to patients in different settings (such as assisting the client to get out of bed, lifting, and transferring); must be able to operate various equipment utilized in the care; have stamina for six hours of work; possess gross and fine motor movements for the operation of certain equipment (such as syringes, blood pressure equipment, and maintaining aseptic technique), and be able to lift up to 50 pounds

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 in the Admissions Office and may be found on the Blue Hills website at 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 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 Program Coordinator. 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 Program Coordinator will then submit a written recommendation to the Director of Admissions and Financial Aid reflecting the Faculty Committee decision.

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

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

1. Openings for re-admission are limited based on space availability.
2. Every student is required to successfully complete all three modules for graduation.
3. 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.
4. The maximum time frame to complete the program and receive federal financial assistance is 1.5 times the program length or 60 weeks. If the student will be enrolled in school longer than 1.5 times the length of the program or 60 weeks, the student will be ineligible for financial assistance.
5. All previous tuition and fees owed to Blue Hills Regional Technical School must be paid in full prior to re-admission.
6. Re-admission to Medical Surgical Nursing I, the applicant will be required to take a challenge examination (Fundamentals) with a passing grade of 75%.
7. Re-admissions to Medical Surgical Nursing II, the applicant will be required to take a challenge examination in (Medical Surgical I) required with a passing grade of 75%.

Course Exemption

There is no exemption from courses in the Practical Nursing Program.

Admission Review Process

The applicant, upon receipt of a letter from the Admissions Committee of Blue Hills Regional Technical School indicating that the applicant has not been accepted or waitlisted, may appeal the decision to the Director of Admissions and Financial Aid. The appeal must be in the form of a letter that states the reason(s) why the applicant thinks the decision should be reconsidered. The appeal letter must arrive within thirty (30) days of the date on the non-accept letter. The Director of Admissions and Financial Aid will conduct an administrative review of the application materials and notify the applicant of the results of the review.

The applicant, who is not satisfied with the decision of the Director of Admissions and Financial Aid, may request an appeal on the matter with the Superintendent-Director. This request must be made in writing and must arrive within thirty (30) days of the meeting with the Director of Admissions. The Superintendent-Director's Office will schedule an appeal on the matter with the applicant and the Superintendent-Director. At this appeal, a decision will be rendered. The decision of the Superintendent-Director will be final.

APPENDIX B: 2020-2021 School Calendar

