



Post Secondary Programs Division

Practical Nursing Program Student Manual

2022 - 2023

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Approved by the District School Committee on May 24, 2022

Blue Hills Regional Technical School Practical Nursing Program has full approval status by the Commonwealth of MA Board of Registration in Nursing

Introduction	4
Blue Hills Regional District School Committee	4
Post-secondary Programs Administration:	4
Full and Part-Time Faculty	4
School Mission, Goals, and Core Values	5
Practical Nursing Program Overview	5
Nursing philosophy and Conceptual framework	5
Curriculum Threads	7
Outcomes	7
Program Outcomes	7
Student Learning Outcomes	7
End of Program Student Learning Outcomes	7
Level objectives	8
* Educational Mobility	10
Curriculum 2022 - 2023 School Year	11
General Student Information	14
Health related	14
Health regulations/requirements	14
Required Functional Abilities	15
Health status changes	15
No smoking policy (Smoke Free Environment)	16
Impaired student practice	16
Injuries/health incidents	17
Emergency Procedures	17
Student Responsibilities	17
Computer use	17
Student accounts	17
Student Information Platform	17
Student Google Account	17
Electronic devices	18
Academic integrity	18
Social Media	18
Dress code	19
Related regulations	20
Infection Prevention - clinical	20
Support Services	21
Advisors	21
Disability Services	21
Social and Emotional Resources	22
Physical Resources	22
The school day	23
School cancellation or delayed opening	23

Remote Learning	23
Student Expectations	24
CORI	24
Parking	25
Student records	25
Basic Life Support Certification	25
Student Organization	25
*Graduation	26

Progression Standards: Overview **26**

*Progression Standard I: Attendance	26
Notification of late, absence:	26
Class Attendance	26
Clinical/Simulation Attendance	27
Attendance Record-keeping	28
Accidents/Illness of Students	28
*Progression Standard II: Academics	28
Minimum Course Grades	28
Academic warning	29
Progression Standard III: Clinical	29
Evaluation of Clinical Performance	29
Academic/clinical Progression: Probation	30
Examination Policies and Procedures	31
Examination Re-take	31
General Testing Information	31
Missed Examination Make-Up	31
Examination Reviews	31
Program Dismissal	32
*Advanced Placement	32
*Course Exemption	32
*Transfer Credits	32
*Program Withdrawal	33
*Readmission	33
Readmission Policy	33
Procedure for readmission	34
Requirements for students accepted for readmission	34

Financial **35**

Postgraduate Costs - subject to change	35
Payment Requirements	35
Tuition and Fees	36
Financial Assistance	36
When to Apply	37
Veterans Administration	37
Valor Act	37
Refunds Policy:	37

Program Departure Notification	38
Federal Title IV Financial Aid Refund Policy	38
Financial Aid Appeals – Conditions of Appeal	39
Administrative Policies	40
Sexual Harassment	40
Hazing – Massachusetts General Laws – Chapter 269	44
Appendix	46
Appendix A: *Admissions Policy and Procedures	46
Equal Education Opportunity	47
Eligibility	47
Admissions/Organizational Structure	48
Recruitment Process	48
Gainful Employment Disclosure	48
Application Process	49
Transfer Credits Eligibility	50
Late Application Process	51
Admission Selection Criteria	51
Admission Selection Process	53
Enrollment Process	53
*Readmission	54
Readmission Policy	54
Procedure for readmission	55
Requirements for students accepted for readmission	55
Admission Review Process	55
Appendix B	56
Academic Integrity Rubric	56
Appendix C	58
Reference form for Admission	58

*Indicates a Board of Registration In Nursing required policy

The Blue Hills Practical Nursing Program reserves the right to make changes to policies when required during the school year. This will occur when the program faculty identify the need to make policy changes related to regulatory requirements, accreditation standards, and identified needs based on program situations. The changes are approved by full time program faculty, and communicated to the Superintendent and District School Committee.. Once changes are finalized they are communicated to all current students and program faculty/staff by Blue Hills email accounts with a 1 week notice as possible before implementation.

Introduction

Blue Hills Regional District School Committee

Mr. Eric C. Erskine, Chairman, Class of 1981	Braintree
Mr. Kevin L. Connolly, Vice Chairman	Norwood
Mr. Aidan G. Maguire, Jr, Secretary, Class of 1979	Canton
Mr. Francis J. Fistori, Class of 1975	Avon
Mr. Thomas R. Polito, Jr.	Dedham
Ms. Taryn M. Mohan, Class of 1996	Holbrook
Mr. Clinton Graham	Milton
Ms Yahaira Lopez	Randolph
Ms. Sheila C. Vazquez	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

(TBA), Practical Nursing Program Coordinator

David Galego, Director of Facilities and Grounds

Full and Part-Time Faculty

Full time faculty

Paula Haddad, MSN, RN

TBA

TBA

Part-Time Faculty

Patricia Greene, BSN, RN

Lilizita Lopes, BSN, RN

TBA

School Mission, Goals, and Core Values

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

The practical nursing program embraces the core values of Blue Hills regional Technical School, and is committed to integrating the following values into all aspects of the program:

Community - Creating an atmosphere of mutual respect through collaboration, inclusion, and relationships.

Opportunity - Offering various diverse opportunities where ALL students can reach their full potential both in and out of the classroom.

Relevance - Providing a relevant, high quality, cutting-edge, and innovative education that promotes individual growth for the future.

Employability - Uniquely preparing our students for the many possible college and career pathways.

Practical Nursing Program Overview

Nursing philosophy and Conceptual framework

The Practical Nursing Program has full approval of the Mass. Board of Registration in Nursing.

Policies indicated with (*) denote policies required by the Mass. Board of Registration of Nursing.

The Practical Nursing Program is an integral component of the Postsecondary Division of the Blue Hills Regional Technical School. The Nursing Philosophy of the Practical Nursing Program is consistent with the mission, goals, and core values of the School.

The nursing faculty believe that nurses are positioned to assist individuals, families, and communities to attain the highest levels of health and wellness, or in the case of a terminal illness, a peaceful death.

The individual is a 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 health needs. Health needs are both individual and universal.

Individuals fill many roles as members of families and communities. Cultural patterns, living conditions, family systems, economics, and environmental factors influence how the individual interacts within and among family and community groups.

Nursing practice is based on scientific principles derived from biological, physical, and social sciences. Through the use of the nursing process and sound clinical judgment, practical nurses make significant contributions in health care in a fast paced and ever changing environment.

Teaching and learning are active processes that require collaboration and engagement between the teacher and the learner. The faculty and students contribute innate abilities, past experiences and previously acquired knowledge to the learning environment. The faculty serves as a resource to guide, stimulate and support students in the achievement of their educational goals.

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 the 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. The program and faculty support and encourage ongoing self-development and growth of the individual in their professional lives by active involvement in lifelong learning.

Statement Of Conceptual Framework

The curriculum of the Blue Hills Regional Practical Nursing Program is based on the mission and core values of the program, and is designed to prepare graduates for entry-level practice in a variety of healthcare settings.

The conceptual framework of the Practical Nursing curriculum considers the concepts of person, environment, health, and nursing, and is summarized below.

Health is a result of the interaction of a person with the environment and constantly changes across time. Nursing is the resource in the environment that can influence the health of a person through use of the processes of inquiry, caring, and practice. The conceptual framework serves as a guide for determining nursing content, ordering of courses, and sequencing of meaningful learning experiences.

An individual is an integrated whole being who functions biologically, intellectually, emotionally, spiritually, and socially. Individuals have the capability to make health choices although their behavior is influenced by internal factors such as current state of health and life stage development, as well as external factors such as environmental, socioeconomics, healthcare systems, and cultural practices.

Health is a state of wholeness, with health and illness viewed as a continuum. Individuals use their self-care capabilities to sustain or regain health. Unresolved self-care deficits become the basis for the individual to seek health care.

Nursing is an art and science that assists individuals to achieve their desired level of self-care, or adapt to change. The use of the nursing process provides the framework to assist individuals to re-establish a level of wellness/self-care or achieve a peaceful death.

Curriculum Threads

To support the conceptual framework and the student learning outcomes the following components are incorporated throughout the nursing curriculum, and are broadened and/or deepened in each succeeding course. These are based on the work done by Massachusetts/Rhode Island League for Nursing (MARILN) Council of PN Programs, and published in May, 2015

- Professionalism
- Evidence based practice
- Leadership
- Teamwork and collaboration
- Quality Improvement
- Communication
- Safety
- Client centered care
- Systems based practice
- Informatics and technology

Outcomes

Blue Hills Regional Technical School Practical Nursing Program maintains a systematic evaluation plan (SEP) to measure and improve program outcomes and student achievement of end of program student learning outcomes

Program Outcomes

- NCLEX-PN pass rate
- Program completion rate
- Job placement
- Graduate satisfaction

Student Learning Outcomes

End of Program Student Learning Outcomes

The graduate of the Blue Hills Regional Technical School Practical Nursing Program will be prepared to practice as a beginning practical 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. Employ critical thinking and clinical reasoning skills to guide client care decision-making
2. Communicate effectively and collaboratively with clients, families, and healthcare team members

3. Provide holistic, evidence-based care to meet the physical, emotional, and psychosocial healthcare needs of clients across the lifespan
4. Provide safe, therapeutic, client-centered nursing care across the healthcare continuum
5. Coordinate care for diverse client populations in various healthcare settings
6. Use teaching and learning strategies to assist clients to meet their healthcare needs
7. Maintain accountability for professional growth and commitment to professional nursing standards

Achievement of these outcomes is measured each year using survey data and standardized testing results, and the curriculum is revised appropriately.

Level objectives

The practical nursing program evaluates progress toward the end of program student learning outcomes at the end of each module. These objectives show progression in learning that will lead to achievement of the end of program learning outcomes.

Module I	Module II	Module III
Competency: Clinical reasoning and Judgment		
Explains components of the nursing process and clinical judgment models	Uses the nursing process to plan and implement nursing care	Employ critical thinking and clinical reasoning skills to guide client care decision-making
Uses assessment data to begin Identifying common self care needs with frequent guidance	Completes a comprehensive assessment that includes subjective and objective data	Analyzes collected data to guide development of plan of care
With frequent guidance, develops plan of care for assigned clients	With observation, develops and implements an appropriate plan of care	
Competency: Effective Communication		
Identifies communication techniques that contribute to safe client care	Uses communication techniques appropriate to the client, family situation	Communicate effectively and collaboratively with clients, families, and healthcare team members
Explains methods and components of nursing documentation	Documents a nursing note on assigned clients with minimal guidance	
With frequent guidance, writes nursing progress notes	Accepts and provides hand off communication among healthcare team with guidance	
Competency: Coordination of safe, therapeutic, and evidence-based nursing care across the lifespan		

Describes safe nursing care skills that are based on evidence	Performs nursing care skills safely using evidence based principles with minimal guidance	Provide holistic, evidence-based care to meet the physical, emotional, and psychosocial healthcare needs of clients across the lifespan - G&D; end of life; mobility, elimination, nutrition
Identifies measures to minimize safety risk with guidance	Administers medications safely and with supervision	Provide safe, therapeutic, client-centered nursing care across the healthcare continuum - assessment, care planning; lab values; dx test; procedures, surgery
Uses knowledge of physical, behavioral and social science to Implements basic nursing skills in a safe manner with frequent guidance from instructor	Begins to work collaboratively with other healthcare team members	Coordinate care for diverse client populations in various healthcare settings - home safety - lifestyle choices - community resources - abuse/neglect; crisis intervention; mental health; stress, support systems
Explains basic principles of medication administration	Apply principles of medication administration	
Discusses the roles of various healthcare team members	With guidance gives and receives report on assigned clients	
Competency: Teaching and Learning		
With guidance, identifies client learning needs related to meeting healthcare needs	Provides teaching related to diet, mobility, prescribed treatments and medications based on assessed client needs	Use teaching and learning strategies to assist clients to meet their healthcare needs - health promotion and disease prevention
Provides informal teaching to clients related to procedures, explanations of care	Develops a teaching plan individualized to the client's needs	
Identifies own learning needs with guidance	Shares own learning needs with clinical faculty	
Competency: Professional Accountability		
Recognize own role and responsibilities as a beginning nursing student	Discusses the legal responsibilities, standards, and scope of practice of the LPN in MA	Maintain accountability for professional growth and commitment to professional nursing standards
Describes legal, ethical responsibilities	Advocates for clients with guidance	
Discusses concepts of professional boundaries and confidentiality	Works within the therapeutic relationship with guidance	
Follows school, PN program, and clinical agency policies	Follows school and facility policies	

*** 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 healthcare 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 exploring opportunities to pursue further education and advancements within the profession.
- Attend yearly resume writing workshops and job fairs to strengthen resume writing and interview skills.
- Meet with undergraduate college representatives and potential employers.
- Be made aware of job postings and advancement opportunities.

There is no guarantee that credits earned at Blue Hills Regional Practical Nursing Program will be accepted by other institutions

Curriculum 2022 - 2023 School Year

Modules	Course	Hours
Module I	Nursing Sciences SCI-101	65
16 weeks	Fundamentals of Nursing with Lab NUR-101	166
	Introduction to Nutrition SCI-102	15
	Introduction to Pharmacology NUR -102	40
	Growth & Development I PSY - 102	20
	Personal and Professional Adjustments I NUR -103	20
	Clinical #1 NUR-104	90
	Total curriculum hours: Academic/lab: 326; clinical 90	416
Module II		
17 weeks	Medical Surgical Nursing I NUR-201	83
	Medical Surgical II NUR - 202	62
	Clinical # 2 NUR - 204	320
	Growth & Development II PSY - 202	20
	Personal and Professional Adjustments II NUR - 203	12
	Curriculum total: 177 academic; 320 clinical	497
Module III		
7 weeks	Concepts in Practical Nursing: NUR - 301 <ul style="list-style-type: none"> ● Family Centered Care ● Nursing Leadership and Management ● Personal and Professional Adjustments III 	60
	Clinical # 3 NUR - 304	130
	Module totals: academic 60; clinical 190	190
Program: 40 weeks	Curriculum totals: academic: 563; clinical 540 Other required student support activities 44	1103 Total 1147
Approved by PN Program faculty June 4, 2021 Approved by Superintendent - Director Rossetti on July 1, 2021		

2022-2023 Course Descriptions:

Module I - 16 weeks

SC 101-001 Nursing Science 65 Hours

This course introduces the study of anatomy and physiology by focusing on essential concepts of body structure and function and concepts of disease processes. The course further explores the study of medical terms that are essential for nurses to understand. Principles of microbiology are also included.

NUR 101-001 Fundamentals of Nursing 166 hours

This course is designed to provide a foundation for all succeeding nursing courses. The focus is on identifying universal self-care needs and the nurse's role in assisting the client to meet these needs during health as well as illness. Emphasis is placed on the unique needs of the individual older adult and on adaptation of nursing care to meet these needs. Discussion of normal is emphasized as a means of comprehending the abnormal. Skills and concepts are reinforced in the Fundamentals Lab. The nursing process is introduced as a foundation for clinical practice. This course is offered concurrently with Clinical #1.

SC 102-001 Introduction to Nutrition 15 Hours

This course provides an introduction to the principles of basic nutritional needs of the body in health and illness, and the relationship of food to good health. It provides a study of the nutrients, sources and functions; basic food requirements, considerations across the lifespan; and, methods of food preparation.. Emphasis is placed on application of basic principles to diet therapy.

NUR 102-001 Introduction to Pharmacology 40 Hours

The pharmacology course is designed to prepare the student practical nurse to safely and accurately carry out the responsibilities of medication administration and to provide information relative to drug classification, action, effects, and appropriate nursing interventions. Content includes a review of basic mathematical skills, an introduction to the systems of measurements, common abbreviations, and the formulae for solving dosage problems.

NUR 103-001 Personal-Professional Adjustments I 20 Hours

This course is the first of three courses designed to help the learner adjust to the role of student practical nurse, and the professional responsibilities of a licensed nurse. Content in the first course focuses on: test taking and studying techniques; professional communication, and the development of critical thinking and clinical judgment skills. The role of the practical nurse in various health care settings is explored, and the student is introduced to evidence-based practice and nursing research.

PSY 102-001 Growth and Development I 20 Hours

This is the first of two courses designed to introduce the student to the human life cycle. This course focuses on the nature of human growth and development from the beginning of life through the school aged child. The course explores factors impacting quality of life, healthy development, and healthy behaviors in the age groups discussed.

NUR 104-001 Clinical Practice I 90 hours

This clinical practicum is designed to give the student supervised practical experience in providing safe, basic client care in stable healthcare settings. Emphasis is placed on assisting the student to apply knowledge from concurrent courses in science, fundamentals of nursing, and nutrition. Successful completion of Clinical #1 requires successful completion of the Fundamentals of Nursing course.

Module II - 17 weeks

NUR 201-001 Medical-Surgical Nursing I 83 Hours

This is the first of two courses designed to assist the student to develop an understanding of basic medical and surgical health deviations, therapeutic management, and nursing interventions that facilitate the client's ability to meet self-care needs. Emphasis is placed on the use of the nursing process to plan and implement care across the lifespan.

NUR 203-001 Personal & Professional Adjustments II 12 Hours

This is the second course designed to help the student adjust to the role of the student practical nurse and to prepare the student to assume the role of a licensed practical nurse. Emphasis is placed on professional issues of practice. Content focuses on legal and ethical aspects of practice, standards of care and professional responsibilities.

NUR 202-001 Medical-Surgical Nursing II 62 Hours

The is the second of two courses designed to assist the student develop an understanding of basic medical and surgical health deviations, therapeutic management, and nursing interventions that facilitate the client's ability to meet self-care needs. Emphasis is placed on the use of the nursing process to plan and implement care across the lifespan.

PSY 202-001 Growth and Development II 20 Hours

This is the second of two courses designed to introduce the student to the human life cycle. The focus of the content is on the nature of human growth and development from adolescence through old age. This includes the concepts of loss and grief. The emphasis is on normal physical and psychosocial developmental stages. Various developmental theories are applied to each of these maturation phases.

NUR 204-001 Clinical practice II 180 hours

This clinical practicum runs concurrently with Medical Surgical Nursing I & II, and is designed to assist the student to apply knowledge from nursing and science courses to the care of clients across the lifespan. Experiences occur in a variety of healthcare settings and assist students in meeting the established learning outcomes. Emphasis is placed on the development of clinical judgment in assessment, planning, and provision of nursing care. Successful completion of Clinical # 2 requires successful completion of Medical Surgical Nursing I and II.

Module III - 7 weeks

NUR 301-001 Concepts in Practical Nursing 60 hours

This is the final nursing course and culminates in a comprehensive understanding of the role of the practical nurse for the student. It focuses on family centered care by providing the theoretical knowledge to care for the pre- and postpartum family. Concepts of leadership and management are discussed to assist the novice nurse to integrate previously learned knowledge, attitudes and skills in the management of client care. Leadership processes and related skills are introduced to allow the nurse to effectively guide care and achieve client outcomes. This course also prepares the student to assume the role of a licensed practical nurse. Emphasis is placed on transition from student to graduate and preparation for the NCLEX-PN licensing exam. Content focuses on role responsibilities, management of patient care issues and job search techniques. The concurrent clinical course provides opportunities to apply theory in the clinical settings.

NUR 304-001 Clinical practice III 130 hours

This is the third and final clinical practicum. Students have the opportunity to practice in a variety of clinical settings that allow them to synthesize learning from all academic and clinical courses to achieve all clinical objectives and end of program student learning outcomes. Emphasis is on the care of the

postpartum family, medication administration, and charge nurse responsibilities. Successful completion of Clinical # 3 requires successful completion of the Concepts in Practical Nursing course.

General Student Information

Health related

Health regulations/requirements

Vaccinations mandated by the Massachusetts Board of Registration in Nursing and/or clinical sites. These are subject to change, and additional requirements may be included.

Annual Influenza vaccine no later than October 15 of the school year

MMR (Measles, mumps, rubella: 2 doses at least 28 days apart or laboratory evidence of immunity to all 3 diseases: measles **and** mumps **and** rubella. Must submit titer reports.

Varicella: 2 doses of varicella vaccine at least 3 weeks apart; Or laboratory evidence (submit titer) of immunity or reliable history of varicella disease by healthcare provider

Hepatitis B: 3 doses of Engerix-B or Recombivax-HB on a 0, 1, and 6-month schedule, or 2 doses of the Heplisav-B on a 0 and 1 month schedule; **and** test for hepatitis B surface antibody (anti-HBs) at least 1 month after last dose (Need documentation of series and lab evidence of immunity)

Tdap/Td: 1 dose, then booster of either Td or Tdap every 10 years

COVID 19: appropriate number of doses to be “fully vaccinated” against COVID-19. (Number of doses required will be based on CDC/DPH or clinical facility requirements)

Tuberculosis screening: either negative PPD within the past year, CXR within 2 years, or TB blood test: the QuantiFERON®-TB Gold Plus (QFT-Plus) and the T-SPOT®.TB test (T-Spot) within the past year.

Additional requirements:

10 panel urine drug screen: 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.

A summary of a physical exam within the past year, which must address the student's ability to meet the physical demands of providing patient care in clinical and simulated settings.

Proof of health/medical insurance coverage

Proof of fingerprinting (save receipt to submit as proof). Register online www.identogo.com. For agency/sector enter “Pre-K-12th grade”, and select “other school personnel”. Have results submitted to Blue Hills (provider code 08060000) and Town of Canton (00500000) as part of the application process on identogo.com.

CPR: Current (through 3rd week of June of graduation year) basic life support training that includes adult and pediatric CPR, and AED training. Certificate must include evidence that both the cognitive and skills evaluation are successfully completed.

**These requirements are a combination of Massachusetts State Immunization laws and contractual agreements with the institutions in which your clinical practice will take place. Therefore, please be aware that none of these requirements can or will be waived. In addition*

Required Functional Abilities

1. Observation: The student must have the ability to observe a client. In order to observe a client, 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 client contact and with members of the health care team.
3. Motor: The student must be able to administer physical care to clients in different settings (such as assisting the client to get out of bed, lifting, and transferring); must be able to operate equipment utilized in client 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.

Health status changes

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 experience with a 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 Coordinator 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.

Students absent for illness/injury must present medical clearance documentation. Students who are absent from school for illnesses for three (3) or more consecutive days must present a note from their healthcare provider that indicates ability to return to school/clinical without restrictions before being allowed to return.

No smoking policy (Smoke Free Environment)

Smoking of any tobacco product or use of e-cigarettes, vaporizers or inhalers on school property, at any clinical facility, or while in the student practical nurse uniform is prohibited.

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-prescription 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 Coordinator.

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

Impaired nurse: MA 244-CMR 9.02 defines impaired as” the inability to practice nursing with reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing”.

Based on our professional responsibility for patient safety, as well as legal implications for the student, faculty, clinical agency, and the school, impaired student practice is prohibited in the clinical setting.

If the faculty suspects student impairment, the student 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.

Injuries/health incidents

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 or clinical agency Incident Report, which will be filed in the student record. If a client 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 the Practical Nursing Program Coordinator whether in hospital, nursing home, class, or coming/going to school or clinical facility.

Emergency Procedures

The Practical Nursing Program follows the emergency plan in place for Blue Hills Regional Technical High School. Students are oriented to the plan at orientation, and participate in school drills. A reference chart, "Safety/Crisis Emergency Procedures", is updated regularly and posted throughout the program space. Changes made during the school year are communicated to students via the school email account.

Student Responsibilities

Computer use

Students are required to abide by the 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 account when communicating via email. Only school issued computers are to be used for testing.

Student accounts

Student Information Platform

- Aspen X2 is an electronic resource for record maintenance 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/tardiness, 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.

Student Google Account

Each student will have a google account with school email for accessing course materials, submitting assignments, and communication with faculty and program administration. Students are responsible to check their Blue Hills email accounts at least every 24 hours for communications about school work and other program information.

Students will utilize google classroom, google drive, google meets regularly as part of course work.

Electronic devices

- 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 the 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.
- Recording Classes: No student shall record either audio, an image, or video using any electronic device, including cell phones, of any administrator, faculty member, staff, employee without their permission.

If the request to audio record (there is never permission to video) a class is granted, the student will be required to sign the following statement: I agree that the information that is audio recorded during class is the property of the faculty and/or the Program and that the recorded material will ONLY be used for the purpose of learning the class material. There is no permission to video any class or clinical activities. Any other use of the recorded material may result in the student being liable for copyright infringement. I agree to only use this material in a private area where it will not be available to others. Students in a class that is being recorded will be notified that the class is being recorded and any comments, questions, discussions, etcetera, may be included in the recording.

Academic integrity

All students enrolled in the Practical Nursing Program are expected to act within the standards of academic honesty. Examples of failure to comply with academic integrity are listed below. *If a student is unsure if a specific action constitutes cheating or plagiarism, the student should consult with the instructor before submission of exams or assignments.* Serious breaches of academic integrity are just causes for dismissal of the student from the program.

1. Cheating: use of another's test answers or assignments, use of electronic devices 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. Unless given express direction by instructors, students may not collaborate, share information in any way, give or take information on quizzes, tests, exams, or graded assignments.
2. Plagiarism: the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due.

The Program Coordinator is notified of any infractions of this policy. The coordinator will meet with the student to determine the appropriate action based on established rubric. See Appendix B for rubric.

Social Media

Client privacy is a fundamental ethical and legal obligation of nurses. Student nurses must observe standards of client 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 client information, or references to any clinical facility. The Student nurse's primary commitment is to the

client and student nurses are ethically required to practice with compassion and respect for the inherent dignity and worth of every individual. Reference: National Council of State Boards of Nursing (NCSBN), A Nurse's Guide to the Use of Social Media. 2018.

[NCSBN_SocialMedia.pdf](#)

[Summary of the HIPAA Privacy Rule | HHS.gov](#)

Dress code

- Designated Blue Hills clothing is to be worn in the classroom and skills lab. Appropriate undergarments are required.
- The name pin supplied by the Practical Nursing Program is to be worn in the clinical area at all times for purposes of identification.
- 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.
- ID badges may be issued by affiliating nursing agencies and must be worn at all times when present in that agency.
- 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.
- 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 and neat. Undergarments should not be visible through uniforms.
- Hair must be clean, neatly groomed and styled so that it is no longer than the base of the collar in the clinical setting. If hair is loose and/or long, students will be required to tie hair back. Individual clinical facilities policies should be followed.
- Beards and mustaches must be short and neatly trimmed.
- Heavy make-up or strong perfumes/aftershave lotions are not appropriate.
- Fingernails must be short and neatly manicured. Chipped or dark colored nail polish is not acceptable. Nails harbor germs and can easily injure clients. Pale pink, white or clear nail polish are acceptable. Acrylic or gel nails are not allowed in the clinical area.
- Students with pierced ears may wear one small stud in each lower lobe of the 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.
- Tattoos: refer to clinical specific orientation/guidelines
- 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 Medic-Alert Bracelets).
- When in pants uniforms, students are to wear appropriate hosiery and or socks.
- 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.
- When in uniform, all students are to have the name pin, a watch with a second hand, bandage scissors, black ballpoint pen (not erasable or felt tip), flashlight, stethoscope, and small notebook.
- Lab jackets cannot be worn when giving patient care.
- The student will wear the school uniform only when engaged in school activities..

Related 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**:

- Administer blood or blood components, nor regulate their flow.
- 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 Prevention - clinical

Infection prevention guidelines 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 clients 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 healthcare setting, use the following Standard Precautions. Clinical facilities may require that students and faculty use additional precautions.

1. Wash hands immediately with soap and before and after examining clients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soaps containing an antimicrobial agent are recommended.
2. Wear gloves when there is direct client contact or per facility policy. Change gloves between tasks or procedures on the same client. Do not wear the same pair of gloves for the care of more than one client or before going to another client, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any client-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 client until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp client-care instruments in Biohazard puncture-resistant containers.

5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, examination tables and bedside tables.
6. Minimize the use of invasive procedures to reduce the risk for injury and accidental exposure.
7. Any student or faculty 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 is able to safely carry out nursing responsibilities.

Support Services

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 with any problems related to their progress in the Practical Nursing Program. A student needing assistance, should make an appointment with the assigned faculty advisor. Following student/advisor consultation, students may schedule an appointment with the Practical Nursing Program Coordinator.

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 academic accommodation or if the student wants disability-related services, the student must self-identify as having a documented disability. The student must present documentation signed by a qualified diagnostician with expertise in the area of the disability, stating how the student's ability to function is limited as a result of the disability and the type of accommodation being requested. Students may request testing accommodations by contacting the program coordinator. The disclosure of a disability is voluntary. However, should the student choose 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.

Social and Emotional Resources

Blue Hills Regional Technical School makes available a listing of local resources to assist students with social or emotional concerns. The list can be found on the Blue Hills website and at <https://www.bluehills.org/guidance/social-emotional-resources>

Physical Resources

The Practical Nursing Program has dedicated physical resources for the use of practical nursing program faculty and students.

Students have access to the school building and all areas outlined below on scheduled school days starting at 7:00 am, and until the last faculty member leaves each day (at least until 3:30 pm).

The spaces available include:

- Room E-285: main lecture room with seating capacity of 60 students. This room is used for academic classes, some lab activities, student meetings, and study area. It has:
 - individual desks and chairs that can be configured for individual or group work.
 - Computer cart with 30 Chromebooks
 - whiteboard
 - ClearTouch TV monitor with desktop computer for use during classes and for google meet or zoom meetings
 - There are adjacent bathrooms for student use during classes.
- Room E-275: located in the main program department, this area is separated into two sections by a dividing wall.
 - The first area is used for small group classes, student support sessions, individual help, and breaks. It has:
 - 2 refrigerators, several microwaves, toaster, coffee maker and storage
 - tables/chairs to accommodate 24 students in varying configurations.
 - 2 sinks
 - A locker room with 2 bathrooms is adjacent.
 - Borrowing textbook area
 - The lab supply closet is off of this space
 - The second area is dedicated to lab activities and has six bed set ups with mannequins. There is also meeting space in the center of the room.
 - Students can access the lab for skills practice before or after class hours by making a request by email to the program coordinator or the lab coordinator
 - The department's copy machine is located between these two sections of Room E-275
 - On the outer wall are the 4 offices for the program coordinator and the full time faculty with desks, desktop computers, and filing cabinets.

- Room E 273: Separated from E-275 by door is the area designed for simulation activities. The space is also used for faculty meetings, small group and individual support sessions, and faculty break area.
- For simulation activities: it holds 3 bed set ups with simulation mannequins. It also contains:
 - Tables and chairs to accommodate about 12 people.
 - Computer cart with 30 Chromebooks
 - ClearTouch screen, whiteboards
 - One desktop computer
 - Off of this space is the secretary's office with desktop computer, online testing software and hardware, and locked filing cabinets

The school day

The school day for nursing students will usually be 7:45 a.m. to 2:30 p.m., including a 30 minute lunch period. Students may enter the building after 7:00 a.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 openings for Blue Hills Regional Technical School. Unscheduled delays due to weather or unforeseen circumstances will follow school policy. Blue Hills Regional Technical School and the Practical Nursing Program are not responsible for student transportation to or from any class or clinical activity or assignment. Students are strongly encouraged to secure reliable transportation during the school year.

School cancellation or delayed opening

Announcements to cancel or delay the opening of school for storms or emergencies are made on local 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, an automated phone notification system through "Connect-Ed" will be activated.

Remote Learning

There are no remote learning courses offered in the BHR Practical Nursing Program.

*** Student grievances process**

The Blue Hills Regional Technical School encourages an environment in which open dialogue between students and faculty is expected and encouraged. When a student feels that a concern can be resolved in an informal manner, the student is encouraged to resolve the matter as follows:

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

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.

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 of that meeting.

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.

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.

Documentation of all meetings is required.

The student should continue to attend all school related activities pending the 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.

Student Expectations

Student in the Blue Hills Practical Nursing Program, agree to:

Commit to completing the practical nursing program

Maintain good attendance

Understand the need for flexibility in schedules and class

Contribute to program improvement by completing all course and program surveys

Maintain open communication and respect with students and faculty

Come to class and clinical prepared to meet learning objectives of the day

Maintain the classrooms and lab/simulation areas in a clean, orderly manner

CORI

All students are required to have a *Criminal Offenders Record Information (C.O.R.I.)* check done through Blue Hills Regional Technical School. The results of the *C.O.R.I.* check must meet the Board of Registration in Nursing (BORN) “good moral character” requirement. See the, “Determination Of Good Moral Character Compliance Information Sheet (*March 2015*) available at COMMONWEALTH OF MASSACHUSETTS. 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.

Parking

Park only in the student parking area on Blue Hills Campus. Parking stickers will be issued after payment of fee. Specific directions will be issued for each clinical facility.

Student records

The Practical Nursing Programs maintains both temporary and permanent student records in paper/and/or electronic form.

- Permanent record: Transcripts and enrollment agreements of all program students are maintained at the Blue Hills Regional Technical School for 60 years.
- Temporary record: Student files containing transcripts, evaluations, acknowledgement forms for student manual and clinical evaluations; grievance files, warnings, health and immunizations records are maintained in the Practical Nursing Program office for three years, and then destroyed. Students receive written notice at graduation of the plan to destroy records after 3 years. See Massachusetts Department of Education Regulations concerning student rights to review records. (MGL 603 cmr 23.06 (3))
- Transcript requests can be made via Blue Hills Regional website (www.bluehills.org) or by contacting the Practical Nursing program secretary. Please include name/names while enrolled, year of graduation, and complete name and address where transcript is to be mailed. Allow 1-2 weeks for processing.

Basic Life Support Certification

All students are required to have healthcare provider level Basic Life Support (BLS) (infant, child, and adult CPR with AED) certification. This certification must remain current through to graduation. Students must provide documentation that they have completed both the cognitive and skills evaluation portions of the certification class. No student will be allowed into the clinical area without current CPR certification.

Student Organization

The student body elects two (2) class representatives and an alternative replacement by majority vote in 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 discuss them directly with the faculty.
- Attend open sessions of scheduled faculty meetings, advisory board meetings (Fall and Spring) and communicate information to the student body.
- Represent the class as speakers at graduation.
- At the first faculty/class representative meeting, the faculty and program coordinator will review the expectations of the role, offer direction, and maintain ongoing support.

- The representatives will be provided dedicated time to meet with the class before and after scheduled faculty meetings.

***Graduation**

Students who 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 graduate 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 graduate be of good moral character, pay all fees and graduate from a program approved by the Board of Registration in Nursing. The Blue Hills Regional Technical School Practical Nursing Program has full approval by the MA Board of Registration in Nursing. The Board requires all applicants to answer specific questions related to criminal convictions or disciplinary actions when applying for nurse licensure to ensure that the conduct of each applicant to whom it grants a license, authorization, or both, does not pose an unacceptable risk to the public health, safety and welfare.

Progression Standards: Overview

Students in the Practical Nursing Program must maintain satisfactory academic progression (SAP) and satisfactory attendance according to the three progression standards outlined below.

***Progression Standard I: Attendance**

The Practical Nursing Program consists of 1,147 clock hours. It is the responsibility of all students to attend class, skills/sim lab and clinical experiences in order to achieve a successful level of performance and to meet requirements for graduation. Attendance is taken at the start of each class/clinical day. Attendance records will be kept in order to provide verification as needed.

Notification of late, absence:

School/Lab: Call Practical Nursing Program at 781-828-5800, ext.2751, or appropriate instructor prior to 7:45 a.m.

Clinical: Notify assigned clinical faculty by 1 hour prior to the start of the clinical

Class Attendance

Attendance at all assigned classes is expected. Those who are not in attendance or who have not signed in when the class starts will be marked absent or late. Students arriving late or leaving early must sign in/out in the program office.

Consider attendance a critical work habit and important to your success as a student and a professional nurse.

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.

Clinical/Simulation Attendance

Attendance at all assigned skills/sim labs and clinical experiences is mandatory. Skills/sim labs and clinical experiences start sharply at the assigned times.

For clinical experiences:

- Students will be ready to start the clinical day at the designated time and place.
- Students who arrive more than 30 minutes late to the clinical facility will discuss the day's clinical assignment with the clinical faculty.
- Students must notify the clinical faculty at least one hour prior to the start of the skills/sim lab or clinical experience for any absence.
- Clinical/simulation 'no show, no call' situation is unprofessional and unacceptable. This is a serious breach of student responsibility and results in a meeting with the program coordinator and faculty to discuss.
- Students may not leave the clinical facility for lunch or other reasons.
- All missed clinical/simulation time must be made up.
 - Module I: first missed clinical day results in a documented verbal clinical warning and the opportunity to complete an approved, alternative clinical assignment. Subsequent absences require attendance at a clinical make-up day at the convenience of the clinical faculty and at cost to the student.
 - Module II: Any missed clinical day results in further clinical warnings. One missed clinical/simulation day in Med Surg I, and one clinical/simulation day in Med Surg II (total of 2 days for Module II) can be made up with an approved, alternative assignment. Additional absences require attendance at a clinical make-up day at the convenience of the clinical faculty and at cost to the student.
 - Module III: first missed clinical day results in a documented verbal clinical warning and the opportunity to complete an approved, alternative clinical assignment. Subsequent absences require attendance at a clinical make-up day at the convenience of the clinical faculty and at cost to the student.
 - Note: Alternative assignments are not a substitute for direct client care experiences, thus a clinical/simulation absence resulting in an alternative assignment counts towards the 10 day/60 hours limit on absences (see below)

Periodic attendance record reviews are conducted by the Program Coordinator. Students with patterns of excessive absenteeism, tardiness, and early dismissals will meet with the Program Coordinator and Faculty Committee to identify and correct factors contributing to attendance problems. Failure to correct attendance issues will result in additional actions.

Accumulation of 10 days of absences (60 hours) will result in dismissal from the program.

Extenuating Circumstances:

The faculty of the Practical Nurse Program recognizes that unforeseen, extenuating, and/or emergency situations may occasionally arise. These will be evaluated on a case by case basis by the Coordinator of the Practical Nurse Program in collaboration with the program facilitators. The Program Coordinator reserves the right to reconsider a student's status due to extenuating circumstances. Examples of extenuating circumstances may include the following:

- Hospitalization with documentation

- Death of an immediate family member [spouse, child, parent, sibling, grandparents, grandchild, parent-in-law, sister-in-law, brother-in-law, or other members of the student's immediate household
- Extended illness documented by a healthcare provider.

Extenuating circumstances or extended illness may force a student to withdraw from the program.. Students who leave the program for absence of any kind are subject to the conditions of the Readmission Policy current at the time of desired return

Attendance Record-keeping

Students are responsible to check their attendance records in X2 regularly. Discrepancies must be reported to the program secretary/Coordinator promptly. No appeals related to attendance will be accepted if 2 weeks or greater have elapsed since the day in question.

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 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. If the student wishes to be seen in ambulatory care or the ER, 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 and/or clinical agency Incident Report, which will be filed in the student record. If a client 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 the Practical Nursing Program Coordinator whether in a clinical facility, class, or coming/going to school or clinical facility.

*Progression Standard II: Academics

The practical nursing curriculum courses are offered sequentially in three modules through which students are required to complete 1,147 clock hours. Students must pass all courses according to curriculum sequence.

Academic averages are reviewed by the faculty after each exam. Students who are in jeopardy of not passing a course will be required to meet with the academic instructor to identify and implement strategies for success.

Minimum Course Grades

To pass all courses, objectives must be met and for graded courses, a numerical grade of at least 75% must be attained. An incomplete grade does not allow the student to progress to the next course/module. 75% is the minimum passing grade for all courses with numerical grades.

Students will be required to demonstrate proficiency in the computation of medication dosages for safe medication administration prior to medication administration in Med Surg nursing courses. A student will have 3 opportunities to receive a numerical grade of at least 80 on the Medication Math Exams in order to pass and continue in the program. Calculators distributed by the PN program are the only calculators allowed on the Medication Math or other exams.

A student unable to administer medications during Med Surgical courses will not meet clinical objectives and therefore fail the clinical course, and be dismissed from the program

Academic warning

An academic instructor may issue a course verbal **warning** at any time that a student is at risk of failing an academic course. In addition, a student who is failing a course at midterm will receive a written **warning**, and a written academic success plan will be developed that outlines course and grade requirements and strategies for successful completion of the course. In addition, failure of any course results in automatic dismissal from the program.

Progression Standard III: Clinical Evaluation of Clinical Performance

Students complete three clinical courses over the three modules. Faculty determine clinical placements for each clinical experience, with consideration of factors such as student experience, diversity of the group, previous clinical assignments, and other logistics. Routinely, students are placed in a different clinical site for each rotation in order to learn from different client populations and instructors. No specific clinical placement is ever guaranteed.

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.

Clinical performance is evaluated by nursing care administered, written assigned work, application of theory, professional behavior, and effective communication with clients, staff, peers and instructors. In addition to daily evaluation with immediate and ongoing feedback to students, written clinical evaluations are done at the midpoint and at the end of each Clinical Course, using the course's clinical evaluation tool. More frequent written evaluations will be done on an individual basis as needed.

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.

A student who meets the clinical objectives in a satisfactory manner receives a “pass” for the clinical course.

Failure to improve unsatisfactory or weak performance will result in a “fail” grade for the clinical course . In this situation, the student is not eligible to continue in the clinical area, fails the course and is dismissed from the program. (See Readmission Policy for eligibility to be readmitted)

The faculty reserves the right to remove a student from the clinical area when client safety is jeopardized. Examples include, but are not limited to:

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

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

Students must meet all clinical objectives in a satisfactory manner in order to receive a “pass” grade for the clinical course.

Academic/Clinical 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 consistently 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 this conference, 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 satisfactorily 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/clinical Progression: Probation

1. Probation indicates 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 progression 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 progress to the next module and will be dismissed from the program

4. Probation for unsafe/unsatisfactory clinical performance or excessive absenteeism, /tardiness, or early dismissal will be established at any time after review by the instructor *and program coordinator*.
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 requirements for successfully completing the program.

Examination Policies and Procedures

Examination Re-take

No retaking of any exam or quizzes will be allowed.

General Testing Information

- 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.
- In modules where finals are given in multiple courses at the end of the module, grades will not be finalized for those courses until all final exams have been administered

Missed Examination Make-Up

There is a significant impact on other students when someone does not take an exam when it is scheduled. If an examination is not taken at the scheduled time due to absence, tardiness, etc., an alternative exam will be given. The exam make up must be taken on the same day after school when a student was tardy for the exam, or the next school day if absent on exam day. Alternative exams will be essays, 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 grade for those exams . No further exams can be taken in the same course until the missed exam is taken.

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 can submit a Test Question Clarification form. The faculty will review the form and respond in writing with a faculty decision within three days.

Program Dismissal

A student will be dismissed from the program due to the inability to meet the academic, clinical, attendance, and conduct standards of the program, including

- Academic failure
- Excessive absenteeism/tardiness (see Attendance Policy)
- Clinical failure
- Failure to pass medication/math exam
- Failure to meet financial obligations
- Unprofessional behavior (includes, but not limited to, abusive, disrespectful or sexually inappropriate language or behavior)
- Unethical behavior; 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.
- Illegal activity on or off school grounds (see provisions of Education Reform Act)
- Failure to follow program/school policies

A student who is dismissed from the program must complete all checkout procedures, as well as meet all financial responsibilities as designated in the enrollment agreement.

***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 applicable to transferring course/clock hours into Blue Hills Regional.

- Transfer requests must be submitted for evaluation at the time of registration. Requests submitted after registration day will not be accepted.
- Only approved courses taken within five years are considered for transfer
- Applicants must submit official transcripts, and course descriptions as requested

- 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
 - Nutrition
 - Growth and Development
 - *Nursing Science*: requires transcript with Anatomy & Physiology I & II and Microbiology; and a grade of 75% or greater on a Blue Hills Regional Technical School developed comprehensive exam.
- 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.

***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 will be held with the Practical Nursing Program Coordinator to review reasons for withdrawal and recommendations for future success.
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.
4. Students may be administratively withdrawn from the Practical Nursing Program for not meeting the program standards and requirements. Students who fail to remain in attendance for one week, without approval of extenuating circumstances, will be administratively withdrawn. Non-attendance is not considered an official form of withdrawal.

***Readmission**

Students withdrawing from the Blue Hills Practical Nursing Program may apply for readmission. An application for admission is available through the Admissions Office. The individual's application will be considered for readmission based on the approved Admissions Policy of Blue Hills Regional Technical School. Students dismissed for unethical behavior, clinical probation, or clinical failure are not eligible for readmission.

Readmission Policy

1. Readmission of a student is dependent on space availability in the program. Readmission cannot be guaranteed to any student
2. All previous tuition and fees owed to Blue Hills Regional Technical School must be paid in full prior to readmission.

3. A student seeking readmission must meet admissions policies as published and current at the time of application.
4. A student may only be admitted and enrolled in the practical nursing program a total of two times.
5. A student must complete the program in 1.5 times the program length, or 60 weeks. Any student receiving federal financial assistance and who will be enrolled in the program longer than 1.5 times the length of the program or 60 weeks, will be ineligible for financial assistance.
6. Any student requesting readmission must complete the program within 2 school years of the initial admission date. If a student is unable to return within two years of the initial admission date, the student must apply as a “new” applicant and complete all program requirements in place at the time of the new admission.
7. A student will be permitted to repeat a course one time. If the student is unsuccessful in any repeated course, the student is ineligible to continue in the program.
8. Applicants for readmission must demonstrate basic proficiency by passing a nursing course challenge exam with a grade of 75% or greater to qualify for readmission. There is no retake for these exams.
 - For readmission to Module I: students who passed Fundamentals of Nursing the previous year, must pass a challenge exam in Fundamentals, consisting of written exam and demonstration of selected nursing skills
 - For readmission into Medical Surgical Nursing I: pass a challenge exam in Fundamentals, consisting of written exam and demonstration of selected nursing skills
 - For readmission into Medical Surgical II, pass a challenge exam based on content from the Medical Surgical I course

Procedure for readmission

- Complete a program application through the Admissions Department by **April 1** for consideration for the upcoming school year in September.
- Request a letter of recommendation from the Faculty Review Committee through the program coordinator. The Faculty Review Committee will review the applicant’s academic and clinical performance, and attendance records. The recommendation for acceptance or denial will be submitted to the Admissions Department by the Program Coordinator.
- Have an interview with the Program Coordinator and the Faculty Review Committee to review the application, student records, and the progress towards meeting the plan for future success as discussed at the Exit Interview with the program coordinator.
- The preliminary decision for readmission - pending challenge exam results - will be made by July 1.
- If recommended for readmission, the applicant must pass the nursing course challenge exam as outlined above.

Requirements for students accepted for readmission

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

Veterans Administration

Blue Hills Regional Technical School is an approved institution by the Veterans 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.

Refunds 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 to 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 prorata 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 grants funds you received or were scheduled to receive. You must make arrangements with your school or the U.S. Department of Education to return the unearned grant funds.

The formula for the amount earned of your federal student assistance is different from 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 the 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.
2. 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.
3. 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.
4. 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.
5. 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 timelines set forth in the *Blue Hills Regional Technical School District Policy on Complaint Investigation and Grievance Procedure*.

1. 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.

- a. 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 a complaint.
 - b. The complaint officer must be objective and fair in both fact and appearance in all matters related to the investigation.
 - c. 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.
2. Conducting interviews/investigation.
- a. 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.
 - b. 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).
 - c. 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.
 - d. 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.).
 - e. 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.
 - f. 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
 - g. The complaint officer will prepare a statement of the complainant's complaint based upon the interview and request him or her sign it.
 - h. 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.
 - i. The complaint officer will take notes of all witness interviews, including the interview with the alleged harasser.
 - j. 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.
 - k. 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.
 - l. 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.
 - m. 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.
 - n. The complaint officer shall forward his/her final determination report to the Superintendent for further action.
3. If complaint is substantiated – Matter should be referred to the Superintendent for further action consistent with the guidelines set forth below.
- a. If an employee is the charged party:

- i. Take prompt and effective action reasonably calculated to end the harassment.
 - ii. 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 ensure that any disciplinary action complies with applicable statutory and collective bargaining provisions.
 - iii. 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.
 - iv. 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.
 - v. Closely monitor employee's conduct after the initial incident.
 - vi. 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
- i. Take prompt and effective action reasonably calculated to end the harassment.
 - ii. 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 the complainant.
 - iii. Closely monitor student's conduct after the initial incident.
 - iv. 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 CourtHouse
 Room 222

The United States Equal Employment Opportunity Commission (EEOC)

1 Congress Street – 10th Floor
 Boston, MA 02114
 (617) 565-3200

Boston, MA 02109-4557
(617) 223-9662
OCR.BOSTON@ED.GOV

<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.

Appendix

Appendix A: *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 classroom, laboratory and clinical experiences. Classroom content includes biological and social sciences, nursing theory and laboratory practice. The courses are structured to give a well-rounded experience based on evidence-based nursing education practices, and include classroom instruction, client-centered teaching and supervised clinical experiences. The faculty strives to provide a supportive environment that is conducive to successful student learning.

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 <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

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.

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.

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

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 <http://www.cedevaluations.com>

All homeschooled 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 homeschooling 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.

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 composed of the Director of Admissions and Financial Aid and the Coordinator 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. There 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. Open Houses, Informational sessions and tours are conducted for interested applicants on a scheduled basis.
5. Public service announcements *on local cable television and in local 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 for admission are required to complete the following. Candidates must follow the step-by-step instructions below. The priority application completion deadline is January 21.

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 developed by ATI (Assessment Technologies Institute) and *sponsored by* Blue Hills, ATI, or other *schools*.

- TEAS exam results are valid for 2 enrollment cycles.
- There must be a minimum of 60 (sixty) days between tests to allow time for remediation, and no more than 2 attempts in the school's fiscal year, July 1 - June 30.
- The minimum adjusted individual scores for the TEAS are Reading 62% and Math 50%. These scores must be achieved in order to be eligible for consideration for admission. Passing scores do not guarantee admission.
 - There is no minimal score for English Language and Science but good scores may receive points toward the program admission score. Applicants should be prepared to do their best on all four sections.

Complete the Application for Admission.

The Application for Admissions is disseminated in person or by mail to those who register for the TEAS exam through ATI (added), or submit official TEAS results from ATI to the Admissions Office.

Submit Official High School Transcript or GED for Proof of High School Graduation or Completion

- Photocopies and/or student copies are not considered official and will not be acceptable.
- Foreign secondary school (high school) transcripts or general education certifying examinations from an 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.
- Home schooled students must submit evidence that the homeschool program was approved by the student's school district's superintendent or school committee.

Submit Official College transcripts/postsecondary education (if you have attended).

- All transcripts from previous nursing school attendance must be submitted.

Transfer Credits Eligibility

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

- Students must submit their official transcripts to be considered for transfer credits by registration.
- 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.
- Successfully completed non-nursing courses with a grade of C (75%) or better, if obtained within the last five years, may be accepted pending review of course outlines.
- Additionally, transfer credits for the Nursing Science course requires a transcript with Anatomy & Physiology I & II and Microbiology courses demonstrating a grade of 75% on a Blue Hills Regional Technical School developed Anatomy and Physiology/Microbiology comprehensive exam.
- 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 readmission requirements are met.
- 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.

Prerequisite college courses are not required. However, candidates are encouraged to submit official postsecondary courses. They provide evidence of postsecondary experience and will be a factor of admission consideration.

Submit two (2) professional references from an employer, teacher, guidance counselor, or advisor with whom the applicant has had regular contact in the past 2 years. At least one reference should be from an employer/supervisor. References from friends or family members are not considered in the admissions process. The references should address skills and abilities that show the capacity to be successful in a rigorous academic program.

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. Evidence of proficiency in English is required for all courses and certifying exams. It may be presented in one of the following ways.

- 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.

- An official transcript indicating successful completion of an academic program of study conducted entirely in English language.

Complete a Student Questionnaire, which includes educational background, work experience and personal essay, provided prior to your interview. Instead of a questionnaire can we consider a resume.

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

Late Application Process

Applications received after January 21 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. English Language Usage and Science exams are also considered. See point system below

TEAS Reading		TEAS Mathematics		TEAS Eng. Lang./Science	
Individual Adjusted Score	Entrance Exam Points	Individual Adjusted Score	Entrance Exam Points	Individual Adjusted Score	Entrance Exam Points
87% - 99%	28	87% - 99%	15	100%	2
80% - 86%	25	80% - 86%	13		
73% - 79%	20	70% - 79%	12		
66% - 72%	15	60% - 69%	9		
59% - 65%	10	50% - 59%	6		
58% - 0%	0	49% - 0%	0		
Two (2) points are awarded for a combined score of 100% on Eng. Lang. and Science Exams					

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 for 5 or more courses are combined with the high school averages when submitted 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

References are evaluated according to criteria that indicate the applicant's ability to be successful in nursing school. Responses are averaged and scored as below. See Appendix C for Reference form

Evaluation of Recommendations	Recommendation Points
Outstanding	10
Above Average	8
Average	6
Below Average	4

D. Interview: Maximum 25 points

An individual's interview is evaluated according to the following: motivation, demeanor/presentation, work/life and educational experiences, written and verbal communication, teamwork, and problem-solving abilities.

Areas of evaluation	Interview Points
Motivation; work/life experiences	0 - 5
Effective communication	0 - 5
Presentation/preparation	0 - 5
Teamwork	0 - 5
Problem-solving	0 - 5
Possible totals	0 - 25

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 as they are received.

The Admissions Committee considers entrance examination, scholastic achievement, a recommendation and interview results. Applications are reviewed, processed and assigned points. After a point total is assigned, 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.

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's "Good Moral Character" requirement. See "Good Moral Character" Licensure Requirement Information Sheet" available at www.state.ma.us/reg/boards/rn. Blue Hills Regional Technical School and all clinical facilities reserve the right to conduct additional CORI inquiries on practical nursing students. If a student's CORI results do not meet the Board of Registration in Nursing's "Good Moral Character" or clinical facility requirements, further evaluation of the student's ability to meet program requirements will take place. If the student cannot meet program requirements, it will result in clinical failure, and dismissal from the program.

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. Blue Hills Regional's Practical Nursing Program is compliant with the Mass. Board of Registration in Nursing regulation for immunizations. See "Health Regulations/Requirements" section of the manual.
6. Provide proof of health insurance.

***Readmission**

Students withdrawing from the Blue Hills Practical Nursing Program may apply for readmission. An application for admission is available through the Admissions Office. The individual's application will be considered for readmission based on the approved Admissions Policy of Blue Hills Regional Technical School. Students dismissed for unethical behavior, clinical probation, or clinical failure are not eligible for readmission.

Readmission Policy

9. Readmission of a student is dependent on space availability in the program. Readmission cannot be guaranteed to any student
10. All previous tuition and fees owed to Blue Hills Regional Technical School must be paid in full prior to readmission.
11. A student seeking readmission must meet admissions policies as published and current at the time of application.
12. A student may only be admitted and enrolled in the practical nursing program a total of two times.
13. A student must complete the program in 1.5 times the program length, or 60 weeks. Any student receiving federal financial assistance and who will be enrolled in the program longer than 1.5 times the length of the program or 60 weeks, will be ineligible for financial assistance.
14. Any student requesting readmission must complete the program within 2 school years of the initial admission date. If a student is unable to return within two years of the initial admission date, the student must apply as a "new" applicant and complete all program requirements in place at the time of the new admission.
15. A student will be permitted to repeat a course one time. If the student is unsuccessful in any repeated course, the student is ineligible to continue in the program.
16. Applicants for readmission must demonstrate basic proficiency by passing a nursing course challenge exam with a grade of 75% or greater to qualify for readmission. There is no retake for these exams.
 - For readmission to Module I: students who passed Fundamentals of Nursing the previous year, must pass a challenge exam in Fundamentals, consisting of written exam and demonstration of selected nursing skills
 - For readmission into Medical Surgical Nursing I: pass a challenge exam in Fundamentals, consisting of written exam and demonstration of selected nursing skills
 - For readmission into Medical Surgical II, pass a challenge exam based on content from the Medical Surgical I course

Procedure for readmission

- Complete a program application through the Admissions Department by **April 1** for consideration for the upcoming school year in September.
- Request a letter of recommendation from the Faculty Review Committee through the program coordinator. The Faculty Review Committee will review the applicant's academic and clinical performance, and attendance records. The recommendation for acceptance or denial will be submitted to the Admissions Department by the Program Coordinator.
- Have an interview with the Program Coordinator and the Faculty Review Committee to review the application, student records, and the progress towards meeting the plan for future success as discussed at the Exit Interview with the program coordinator.
- The preliminary decision for readmission - pending challenge exam results - will be made by July 1.
- If recommended for readmission, the applicant must pass the nursing course challenge exam as outlined above.

Requirements for students accepted for readmission

3. All readmitted students must successfully complete all current program requirements to graduate from the program. These requirements include but are not limited to:
 - a. Readmission to Module I:
 - attend scheduled laboratory and clinical sessions as determined by program coordinator
 - pass all previously incompleted or failed courses with a grade of 75% or greater
 - b. Readmission to Module II:
 - pass all previously incompleted or failed courses with a grade of 75% or greater

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

Academic Integrity Rubric

Plagiarism Guidelines

- Faculty acknowledge that students may be learning how to write in acceptable ways.
- Faculty provide guidance early in the program (over the course of the first six weeks of the program) on what is and is not plagiarism
- Faculty and students have access to a program that searches for potential instances of plagiarism
- Students have a responsibility to learn the rules regarding plagiarism, and abide by them

Cheating on exams: see Policy on Academic Integrity

- Faculty expect that by the first exam that students are aware of what constitutes cheating on exams
- Students have a responsibility to know and acknowledge understanding on what constitutes cheating on exams before the first exam is taken. Signed **Acknowledgement of Understanding** is in student file
- Students acknowledge that they are entering a profession of trust and must maintain the standards of the profession

Plagiarism rubric

Level	Examples	Actions
Level 1 During first 6 weeks of program	<ul style="list-style-type: none"> • Poor paraphrasing (ie not changing words or sentence structure - too close to the original) • Misunderstanding of plagiarism • Missing quotations or citations 	Discussion with faculty or Program Coordinator Documentation of discussion Makeup allowed at faculty discretion
Level 2 After 6 weeks of program	<ul style="list-style-type: none"> • Repeat of level 1 offense which was already discussed with student • 2 or more 3 instances of plagiarizing several sentences or paragraphs 	Discussion with faculty and Program Coordinator Documentation of discussion Academic warning 10 point deduction from grade on assignment - no make-up
Level 3 After 6 weeks in the program	<ul style="list-style-type: none"> • Repeat of Level 2 offense • Paper purchased or borrowed • Large amounts of plagiarized text in the paper 	Meeting with program Coordinator Academic Warning 25% point loss on assignment No make-up
Level 4	<ul style="list-style-type: none"> • Repeat of Level 3 offense 	Meeting with program coordinator Academic probation Grade of 0 (zero) on assignment No make-up
Level 5	<ul style="list-style-type: none"> • Additional offense 	Meet with program coordinator Program Dismissal for violation of Academic Integrity Policy

Exam Cheating Rubric

Level	Action
Level 1: Found violating any component of Academic Integrity Policy related to exams	Meet with faculty and program coordinator Academic Probation/Remediation Grade of 0 (zero) on exam
Level 2: Second instance of Level 1 violation	Meet with faculty and program coordinator

	Academic Failure Program Dismissal
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Appendix C

Reference form for Admission

Section to be completed by the program applicant

Name of applicant:	
Print the name of the person completing the reference. Do not use friends or family members as references. The reference should be from an employer, teacher, guidance counselor, or advisor with whom the applicant has had regular contact in the last 2 years.	
Name:	
Relation to applicant:	

The above applicant is seeking admission to the Blue Hills Practical Nursing Program. Your comments will be used by the Admissions Committee to assist in making an admission decision.

Section to be completed by the person giving the reference

Please rate the applicant in each of the following areas by placing an "X" in the column that best describes the applicant. If unable to evaluate, use the NA column

	Below average	Average	Above average	Outstanding	NA
Accountable/responsible					
Attendance					
Caring/compassion					
Flexible					
Integrity/honesty					
Accepts constructive feedback					
Organized					
Respectful					
Works well with others					
Motivated					
How long have you known the applicant?					
In what capacity?					