

Shawsheen Valley School of Practical Nursing Program
100 Cook Street
Billerica, MA 01821
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www.shawsheenpracticalnursing.com

The seal is circular with a gold border. Inside the border, the words "SHAWSHEEN VALLEY" are written in an arc at the top, and "SCHOOL OF PRACTICAL NURSING" is written in an arc at the bottom. In the center of the seal is a grey cross with a red heart in the middle. The heart contains a white caduceus symbol.

CATALOG

2023-2024

The information is true and correct in content and policy.
Edition 28

Anthony McIntosh, Med, Superintendent/Director
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March 17, 2021: Addendums added to school catalog. Please see end of catalog.

The Shawsheen Valley School of Practical Nursing Contents

Notice

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

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

Mission and Vision

1.0 Institutional Mission

The Shawsheen Valley Regional Technical High School Institutional Mission Statement

At Shawsheen Valley Technical High School, it is our mission to provide a positive learning experience in a safe educational environment that encourages all students to reach their full potential, emphasizes the value of a strong work ethic, and prepares them for adult life in a competitive world. (Revised 4/2016, reviewed 4/2021)

Vision:

We envision that the Shawsheen Valley Regional Vocational Technical School District will:

- Expect students to reach high academic and technical achievement standards.
- Promote decision-making based upon the analysis of data and related information.
- Employ a faculty that is highly qualified and models adult careers.
- Maintain a state-of-the-art facility that meets industry standards in every field.
- Practice sound and responsible fiscal management to provide appropriate resources for instruction.
- Foster community partnerships for the purpose of community service and integrating work experience with school programs.

Core Values: Accountability, Integrity and Respect (adopted 6/2023)

2.0 Shawsheen Valley School of Practical Nursing Mission Statement

The Shawsheen Valley School of Practical Nursing provides a formal program of scientific and theoretical information with concurrent clinical practice that progresses from simple to complex, focusing on multi-formity and holistic components across the lifespan. This will prepare the practical nursing student for a nursing profession while stressing the importance of continuing education throughout their career.

2.1 Vision

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

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

Developed August 2011, revised 2/2012, reviewed 9/2018, advisory 10/2018

2.2 Program Objectives

The Shawsheen Valley School of Practical Nursing prepares entry- level graduates to:

- Apply the nursing process, based on scientific theory, to the care of culturally diverse clients throughout the life span and who have common, actual well-defined health problems.
- Manage the nursing care of individuals with actual, common well-defined health problems in a variety of structural settings in accordance with legal and ethical professional standards
- Utilize therapeutic communication skills to collaborate with all members of the health care team, the individual, family and community to promote wellness and the prevention of disease.
- Implement goal directed education plans to promote health of the individual client
- Demonstrate professional attributes in the provision of safe, effective, practical nursing care.

Curriculum Threads

Nursing Process

Scientific Foundation

Communication

Professional Attributes

Critical Thinking

Cultural Diversity

3.0 History

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

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

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

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

4.0 Board Approval and Accreditation

4.1 Board Approval

Massachusetts Board of Registration in Nursing
Site Visit: June 14 and 15th, 2011
Full Approval: July 2023

4.2 Accreditation

The Shawsheen Valley School of Practical Nursing is accredited by the Council on Occupational Education.



Inquiries regarding the accreditation status by the Council on Occupational Education should be directed to the administrative staff of the institution. Individuals may also contact:
Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, FAX: 770-396-3790, www.council.org

Shawsheen Valley Technical High School has been continuously accredited by the Commission on Technical Institutions of the New England Association of Schools and Colleges since 1986. This accreditation is institutional in nature and covers all of the school's programs, including Licensed Practical Nursing. Inquiries regarding the accreditation status should be directed to: The Director of the Commission, Commission on Technical and Career Institutions
NEASC 209 Burlington Road, Bedford, MA 01730 T: 781-541-5416, F: 781-271-0950

5.0 Admissions

5.1 Requirements

- To be considered for admission to the Shawsheen Valley School of Practical Nursing candidates must have demonstrated success on the National League for Nursing-PN PAX entrance examination.
- Candidates must submit official high school transcripts or proof of receipt of a GED/HiSET. Applicants with transcripts from outside the United States must obtain written official documentation of transcripts showing high school graduation or equivalency from native country. Transcripts from outside the US must be translated by the Center for Educational Documentation in Boston. 617-338-7171.
- Participation in required nursing school clinical and laboratory experiences can be mentally and physically demanding. Open enrollment, students must show evidence of good health, including a physical examination by health care provider.
The Shawsheen Valley School of Practical Nursing reserves the right to require any

student who has declared either verbally or in writing a physical or emotional condition, to provide documentation from a licensed practitioner. The licensed practitioner must state the student has medical clearance to participate in all class and clinical experiences.

- Candidates must meet the Massachusetts Department of Public Health regulations by providing documentation of the following vaccinations or evidence of a positive antibody titer as verified by a health care provider.

Immunizations or positive titer: measles, mumps, rubella, chicken pox, hepatitis B series with documentation of antibodies, Tetanus toxoid immunization within ten (10) years of admission and a negative Mantoux test, Quantiferon Gold or chest X-ray performed within six months prior to admission. Students under the age of 21 must comply with the meningococcal vaccination guidelines. Students must receive the influenza vaccine; if unable, they must be willing to follow the facilities policies for un-vaccinated employees. Students must comply with current regulations regarding vaccination for Covid 19, A facility reserves the right to determine clinical eligibility based on immunizations.

Reference: 105 CMR: Department of Public Health; 105 CMR 220.000

- Prior to the start of class, students must provide evidence of Health Insurance.
- Students must meet the “Good Moral Character” guidelines as outlined by the Massachusetts Board of Registration in Nursing in order to qualify as a NCLEX-PN candidate.
- Students must have a suitable CORI to begin the program and clinical. Students with a negative CORI may be excluded from participating in clinical activities and/or theory and laboratory experiences.
- All students are required to be fingerprinted prior to the start of the school year.
- Evidence of certification in CPR: American Heart Association, BLS, Health Care Provider
- Your social security number may be needed for certain clinical sites and for receipt of tax forms certifying tuition paid. All personal data is destroyed by CINTAS.

5.2 Procedure for Applying

- Take the NLN-PN PAX entrance examination. This test is administered at Shawsheen for a fee.
- Candidates who answered 50% of the verbal and math questions correctly will proceed to step 2 consisting of a timed (40 minute) English Comprehensive thirty (30) question test and a basic math test consisting of ten (10) questions. The minimum score needed for admission is 26 out of 30 in English and 8 out of 10 in Math.
- The entire application, references, transcripts, and resume must be completed prior to an interview with a member of the admissions committee. Candidates may only take the NLN-PN PAX examination twice during an academic year.
- You will be asked to prepare a writing sample on the day of the interview.
- An application fee of \$50 is due on the date of the interview.

5.3 Admissions Committee

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

All information regarding interviews, entrance testing, examination preparation courses can be found by calling the Practical Nursing Office or visiting our link (PN) on the Shawsheen Valley

Technical High School website. www.shawtech.org and click on the PN link. Our direct website is www.shawsheenpracticalnursing.com

5.4 Non-Discrimination

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

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

5.5 Transfer Credits

There is no transfer of credit between programs taken at the Shawsheen Valley Adult Education Program and the Practical Nursing program.

There is no transfer of credit between programs taken at Shawsheen Valley Adult Education Program and the Practical Nursing Program. The following must be met to be eligible to receive credit for courses taken at another institution. The student must present a course description from the sending institution and an official transcript showing a grade of 80%/B- or better. The coursework must have been completed within five (5) years of requesting credit. No more than 50% of the course content can be transferred. A student requesting credit for Anatomy must have completed both Anatomy and Physiology I and II. Pharmacology and clinical coursework cannot be transferred. The student will not receive a tuition discount for coursework taken elsewhere. The Financial Aid Award will be reduced due to transfer coursework requiring less program hours. Revised 5/2023

5.6 Tuition Policy

Tuition of \$11,500.00 and fees of \$1,725 (\$940 paid directly to the school) for full time students. Part time students: \$5500 and fees of 550. All tuition, fees and seat deposit funds are collected by the practical nursing office and verified through the business office. Tuition of \$5750 is due July 15th regardless of Financial Aid status. **Date may change if July 15th is on a weekend. The remaining balance of \$5750 plus fees is due prior to the first day of class unless arrangements are made with the Financial Aid Coordinator.** The enrollment fee (seat deposit) of \$500.00, is due within 30 days of the acceptance letter. This is a District approved non-refundable and non-transferrable seat deposit. This is not part of your tuition. Please make sure your check is covered by your bank balance; checks returned for "stop payment" will be turned over to authorities or a collection agency and can affect your credit rating.

Students will be charged a \$20.00 fee for each returned check. Examples include, but are not limited to: insufficient funds, stop payments, etc.

5.7 Financial Information

The following charges are for the academic year beginning August 2023. The Shawsheen Valley School of Practical Nursing reserves the right to adjust the charges at any time before the charges are incurred by the student. **Unless otherwise specified, all charges are annual.**

General Charges

Application Fee \$50

Books and Supplies, uniforms (estimated) \$1450

5.8 Tuition and Fees

Seat Deposit: \$500 for newly enrolled students (non-refundable and non-transferrable).

Tuition \$11,500 for newly enrolled students, \$5,500 for students re-admitted in Term 1 and prorated for students re-admitted to Terms 2 or 3.

Fees: Laboratory Supplies \$500; returning student \$235
Capping and Graduation \$125; returning student \$0
CORI \$30
Student Malpractice Fee \$15
Massachusetts Clinical Placement Fee \$20
ExamSoft testing fee: \$200
Alternate Format Book: \$50 for new students only
To Shawsheen: Newly enrolled: \$940; Re-admitted: \$550
ATI Testing \$615 (by August 16 to vendor)
Fingerprinting fee \$55 (to vendor)
Passport photo: \$15 (to vendor)
Trajecsys fee: \$100 (to vendor)
To outside vendors: \$785

Additional costs: books, supplies, CPR certification and uniforms: approximately \$1450
Cost of immunizations, titers and Health Clearance required for admission are additional and paid by the student.

Additional costs following graduation: \$430 to take NCLEX-PN licensing examination

5.9 Other Charges

Returned check fee \$20

Drug screening if requested (dependent on student choice of site (\$50-100))

Unexcused absence fee \$75

5.10 Payment Policies

A \$500 enrollment fee (seat deposit) is required thirty (30) days from receipt of your acceptance letter. This is not included in tuition. Tuition of \$11500 plus \$940 in fees is due in the following manner: \$5750 is due July 15th. The remaining balance of \$5750 plus \$940 fees is due on August 21. Other fees paid to vendor as directed as above. Returning students: July 15: \$2,750 and August 21: \$2,750 and \$500 in fees. Financial aid awards may impact the amount due on August 21.

The only exception to the above is if a student is **CERTIFIED** by our financial aid office to receive financial aid. Pending financial aid does not exclude a student from paying full tuition. The Financial Aid office will calculate all tuition bills and will work with individual students on payment plans. Only exception is payment may be reduced if receiving a Pell Grant.

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

awaiting pending aid, with the exception of Pell Grants and GI Bill ® re-imbursements will need to pay tuition in full prior to Term 1 examinations.

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

5.11 Refund Policy

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

- Withdrawal before the first class: 100% refund (less the \$1000 non-refundable seat deposit)
- Before the 5th class: 75% refund
- Before the 10th class: 50% refund
- No refund is issued after the 11th class

The refund policy, including the non-refundable seat deposit is approved by the district.

Refunds, when due, are made without requiring a request from the student. If the student withdraws from the program or acquires more than five (5) absences the refund policy automatically begins on the sixth day absent. The practical nursing office will generate a purchase order following the criteria listed above. The Business Office will generate a purchase office number. Once approved, the check will be written on the second or fourth Tuesday of the month. The check will be mailed directly to the student address on file. All refunds will be made within 45 days of the withdrawal date.

IF the program is canceled or the student is in-eligible to complete clinical, example a CORI that is not satisfactory, a full refund including tuition, fees and seat deposit is refunded to the student with or without their request. All refunds are made within 45 days of the withdrawal date.

IF the student is receiving federal/state financial aid funds, refunds are made following federal/state guidelines. (See Return of Title IV funds) located in the Financial Aid handbook.

Policy on Return of Funds to Students from the Business Office

Students are responsible for paying their bills at the beginning of Term 1. All over payments received will be reimbursed in the following manner:

- Financial Aid Officer provides an Acknowledgement of Funds Transferred
- The student signs the forms either accepting or rejected the funds. Students have two weeks from the date the funds are received to return funds.
- A purchase order is generated by the Practical Nursing office and is approved by the Business office
- Checks are written on the second and fourth Tuesday of the month
- It may take up to two weeks to receive your reimbursement

5.12.1 GI Bill ® and Veterans Bill Recipients

The Shawsheen Valley School of Practical Nursing is recognized as a GI Bill ® approved school. Please refer to your specific veterans' administration to see if you qualify. All forms must be

submitted for signature by the Director prior to start of school. Certification forms are available in the PN office.

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits. A covered individual can attend the program while a certificate of eligibility or Statement of Benefits is pending approval.

Shawsheen will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

"GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>"

5.12.2 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) and will receive a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a 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.

5.12.3 Workplace Development Act Section 30

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

6.0 Financial Aid (Please refer to the Financial Aid Handbook for specifics)

6.1 Financial Aid Services

Students are encouraged to apply for financial aid by completing the FAFSA form on-line. (Free Application for Federal Student Aid). The website is www.fafsa.ed.gov. The Federal School Code is Shawsheen Adult Technical Institute (031040). Ms. Carol Geary is the Financial Aid Counselor at the school. She can be reached at 978-667-2111 or by email at cgeary@shawtech.org. An informational meeting regarding financial aid will be held for accepted students at orientation. The Financial Aid Officer will also meet with students to discuss financial aid packages. Students will not be able to receive funds if entrance counseling is not completed. Upon completion of the program, Exit Counseling must be completed.

Tuition refund policy for Title IV students is in accordance with government policy.

Financial Aid in the form of Pell Grants and Stafford Loans are available based on need.

Those students approved for Financial Aid must pay one-half of their tuition, all fees and \$500 in the non-refundable or non-transferrable enrollment, seat deposit by the established due date. The remaining balance of \$5,750 must be paid by October 15th regardless of a student's financial aid status. Fees to

vendors must be paid to allow for adequate time to receive supplies for lab and computer testing. Approval forms will be issued by the Financial Aid Officer and must be submitted with tuition. Full tuition is due if the student does not present a qualifying form from the Financial Aid Officer. Students will not be allowed to take final exams and complete clinical for Term I if financial obligation is not met. Students in good standing certified to receive Financial Aid will be handled on a case to case basis.

If a student is not in satisfactory standing or on probation (academic, clinical or both) at the time of financial aid disbursement, they will not receive the money allocated for them. Failure to meet Satisfactory Academic Progress (SAP) as defined by passing each course with a grade of 75%, passing each clinical course with a grade of PASS, meeting the attendance policies, and meeting all other policies, example cell phone/ electronic device, will result in the loss of Financial Aid and compliance with the refund policy of Financial Aid will take effect. Students may be required to return part or all of the aid received and may have an account balance with the school as determined by the 60% policy.

6.2 Financial Aid Eligibility

Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the Department of Education for verification are required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income as well as other information from tax returns, and other documentation as requested by the Financial Aid Officer. **Students cannot be certified as eligible for financial aid until the verification process has been completed and any errors outside the tolerance limits have been corrected.**

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

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

6.3 Articulation Agreements

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

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

7.0 CURRICULUM PLAN PROGRAM HOURS

Term I (16 Weeks)

Course Number	Course	Class/Lab	Clinical	Total Hours
101	Anatomy & Physiology/Medical Term	48		48
102	Fundamentals of Nursing	80/55	130	265
103	Human Growth & Development	26		26
104	Microbiology	26		26
105	Nutrition I	16		16
106	Pharmacology I	34		34
107	Vocational Trends I	16		16
Total Term Hours		301	130	431

Term II (8 Weeks)

Course Number	Course	Class	Clinical	Total Hours
202	Mental Health Concepts	34	10	44
203	Maternity and Pediatric Nursing	53	20	73
204	Fundamentals of Nursing Clinical II		96	96
Total Term Hours		87	126	213

Term III (16 Weeks)

Course Number	Course	Class	Clinical	Total Hrs
301	Vocational Trends II	16		16
302	Medical Surgical/Adult Incorporates - Pharmacology II (32hrs). Nutrition II (16hrs)	108	240	348
303	Geriatric Nursing	36	66	102
Total Term Hours		160	306	466
Total Program Hours		548	562	1110

++Academic Passing Grade is a 75%

Reviewed 8/2013, revised 8/2023,

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

7.1 Academic Course Descriptions

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

This course provides students with a comprehensive overview of the morphology and functional anatomy of the human body. The course incorporates normal structure and function of the human body and provides an insight to the implications of disruption of normal structure and function. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Medical terminology relative to the system studied will also be included.

102 Fundamentals of Nursing

This course focuses on the purpose, role and responsibilities of the practical nurse and builds the foundation for future clinical practice. The student gains an understanding of the underlying principles of patient care including application of comfort measures, assistance with daily living activities, environmental concerns, positioning and transporting, asepsis and sterile technique, and medication administration. The nursing process is introduced with particular emphasis on the assessment and intervention components as a foundation for the development of critical thinking. Concepts related to nursing fundamentals, safety, communication, informatics, and evidenced based practice are integrated throughout this course. The campus laboratory and clinical settings will afford practical experience in application of the principles and skills taught in the theory portion of this class.

103 Human Growth and Development

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

104 Nutrition

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

105 Microbiology

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

106 Pharmacology

The student will focus on the safe use, pharmacological principles, indications and nursing implications related to drug therapy required for nurses when caring for patients. The course will stress the general characteristics of selected medications and will include pharmacokinetics, side effects, adverse effects, contraindications, administration, nursing implications across the lifespan, and patient education. The

student will accurately calculate drug doses and state appropriate nursing interventions to achieve the desired goals of medication therapy.

107 Vocational Trends 1

Vocational Trends I introduces the novice nursing student to the roles and responsibilities of the practical nurse. Nursing theories are explored with their relevance to current nursing practice. The history of nursing is explored as well as the changes in the United States health care system as they relate to the practical nurse. The ethical and legal perspectives of nursing as they relate to specific problems encountered in the role of a practical nurse are addressed. Communication techniques, safe nursing practice and medication knowledge as it relates to legal and safe medication administration will be taught. Nursing organizations, career mobility and opportunities in the nursing field are investigated.

202 Mental Health Concepts

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

203 Maternity and Pediatric Nursing

This course addresses the unique concepts in maternal-child and pediatric nursing. This course will help prepare the student to meet the developmental, biological and psychosocial health and illness needs of the child-bearing family. The educational and anticipatory guidance needs of the child-bearing family will be integrated throughout the theory and clinical components in the course to enable the family to maintain or restore an optimal state of health and well-being. The clinical component provides guided clinical experiences that allow students to demonstrate caring and clinical competencies in the application of the nursing process during a school nursing pediatric experience and simulated maternity experiences.

204 Fundamentals of Nursing Clinical II

This clinical course expands the nursing student's role in applying skills in the Fundamental clinical setting. Medication administration utilizing simulation in the laboratory and clinical setting will be the primary focus. Students will utilize communication and assessment skills by caring for individuals with multiple comorbidities and altered health status. The development of critical thinking through interactions, assessment and interventions will be emphasized.

301 Vocational Trends II

The Vocational Trends II course discusses professional development that enables the student to practice in the health care setting. This course discusses the MA Nurse Practice Act, leadership/management styles, and types of nursing models one may apply in the professional employment setting. Vocational Trends II prepares the individual to grow from a nursing student status to a practicing Licensed Practical Nurse. Students will learn to research job opportunities, write a cover letter and resume, apply for a job and apply to take NCLEX-PN. Students will explore opportunities in furthering their education as a RN.

302 Medical Surgical Nursing

This course in Medical-Surgical Nursing emphasizes the role of the student Practical Nurse when caring for adult clients with specific health related self-care deficits in an acute medical-surgical facility, transitional care unit or rehabilitation center. Emphasis is placed on incorporating critical thinking in utilizing the Nursing Process to set up nursing care plans and assist in discharge planning. The course is subdivided into

alterations in functioning in all of the major biological systems encompassing the nutritional, psychosocial and cultural aspects. Pharmacological essentials are integrated into each system in the care of selected clients. The principles of health care teaching with selected clients and their families is integrated throughout the course. Ethical and legal considerations specific to care of the adult client and family are discussed. The importance of utilizing safety procedures in all aspects of nursing care is stressed.

303 Geriatric Nursing

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

8.0 Academic Standards

8.1 Satisfactory Academic Progress (SAP):

Students in the Practical Nursing Program must be making Satisfactory Academic Progress (SAP) according to the policies outlined in this catalog and student handbook. These policies include, but are not limited to, academic, clinical, professional conduct, and attendance.

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

To be eligible for Title IV aid, a student must maintain satisfactory academic progress as determined by the coordinator at the conclusion of each term.

Evaluation of student achievement consists of the following:

- **Student must achieve a minimum theory grade of 75% and have successfully passed 50% of the course examinations** and receive a satisfactory or PASS rating in clinical practice to progress to the next term.
- The MA Board of Registration in Nursing has identified that the lack of academic rigor in nursing education programs may negatively impact licensure exam pass rates; specifically rounding up on grades. Grades are calculated to the 100th decimal point and are not rounded up. For example, an exam grade of 74.59 is not a 75%. Students must achieve a 75.00% final course average to progress through the program.
- Remediation: Exam Soft allows a review of questions following each exam. Any student scoring below a 75% on an exam in Term 1 and an 80% on an exam in Term 2 or 3 will be required to attend remediation. This may include reviewing a completed exam with a facilitator, the coordinator, or with a group of students. Remediation generally occurs on Tuesday or Wednesday at 3:30 PM. Hours spent in remediation will be applied to absence make-up time if applicable.
- Students are expected to keep a record of their exam and assignment completion scores throughout the course to monitor their progression.
- Students will receive probationary letters mid-term if their average in a course is not at 75%. Students will be asked to meet with the coordinator to discuss an academic plan.

- Students not meeting the objectives of a clinical course will be notified in writing. They will meet with the coordinator and/or faculty member to write goals and discuss remediation. The student will have a specified amount of time to meet these goals. Student impairment (physical/emotional) or chemical impairment may be grounds for immediate dismissal.
- The clinical component may include completion of nursing skills lab and simulation.
- Clinical performance is evaluated by the nursing care provided, written assigned work, application of theory, professional attributes including accountability and effective communication.
- Numerical grades will be used in all courses except clinical.
- **Exam Make-up procedure:** There will be a 10-point penalty assessed for taking an examination late. The second examination that is taken late will result in 20% off grade achieved; the third test 30% off, etc. Exceptions to this rule can only be made with the written authorization of the coordinator based on the extenuating circumstance procedure.
- All make-up work must be completed in 3 days on return to school.
- A MAXIMUM of one (1) retake in Medical Surgical Nursing. However, no final can be retaken. Any retake exam must be made up within three (3) days of the grade being posted. A maximum of 75% will be recorded.
- Course examinations may not be reviewed on the date of the final examination or on the date of a scheduled re-take.
- Prior to the start of each term (three terms in total), there will be a pharmacology math exam administered to every student. Students will need a 90% on each 30-question exam to pass medications. Each student is allowed three attempts. If they are unsuccessful in passing the medication exams on the third attempt with a 90%, they will be dismissed from the PN program. Test dates are November/December, March and May. If a student is unsuccessful in passing any medication examination with a minimum grade of 90%, it is recorded as a clinical failure, and the student will be dismissed from the program. Students can use the school provided calculator for this exam. No other calculators can be used. The school cannot provide one on the night of the test.
- Medication Knowledge Test: The Fundamentals of Nursing Medication list will have formal assessments at the following points: as listed on the Vocational Trends I syllabus and with the Pharmacology Math test prior to Medical Surgical and Geriatric Nursing Clinical. You must receive a 75% or better in Term I. The initial grade will be posted and calculated as part of the Vocational Trends I course grade. If you do not receive a grade of 75% or better you will have two additional attempts to receive a 75%. Additional tests prior to Medical Surgical Nursing and Geriatric Nursing will require a grade of 90% or better. The policy, as stated above for the pharmacology Math tests will be followed.
- The Practical Nursing Program consists of three terms and 1110 clock hours. SAP is reviewed at the midpoint and at the end of each program theory course. A grade report is issued to students within two weeks of the start of the new term. Example, Term I grade reports will be distributed mid-January. The exception being Medical Surgical Nursing. Students will receive this grade noted on their final transcript. More frequent evaluations are done during clinical rotations however the clinical grade is derived from the Final Clinical Evaluation Tool for each clinical course. .
- **All assignments count for hours earned in this program and must be completed to progress to the next term. Examples include journals, pharmacology medication cards, care plans, ATI testing and Electronic Health Record assignments. These must be completed to progress to the next term or at completion of the course, example, Medical Surgical Nursing in Term III.**
- **Incomplete Grades:** An “incomplete will only be given for extended absence with consideration as to when in the term the extended absence occurred. The incomplete must be converted to a numerical grade no later than two (2) weeks after the final scheduled course meeting. The requirements, (clinical make-up time, missing assignments), to complete the course must be arranged with course facilitators and the PN Coordinator prior to the final scheduled course meeting.
- The consequence of not maintaining satisfactory academic progress is being placed on financial aid probation. Students will not be eligible for Title IV funding following non-progression. Re-instatement of financial aid eligibility will be determined following the re-admission procedure. See Financial Aid Handbook for details.
- Post-Exam Review Procedure

Students are expected to conduct themselves in a professional manner during any and all exam reviews provided by facilitators. Post-exam reviews are conducted during Academic Assistance at the request of the student to the facilitator or program Coordinator. All hard copies of the exams are destroyed following the post-exam review.

Students who wish to dispute any answer identified by the facilitators as the correct answer may do so, in writing via electronic communication. Please reference an appropriate resource, examples, textbook, assigned journal article or video, and/or Power point presentation. Arguing a question in a public forum is unprofessional. The faculty will consider the evidence provided by the student to determine if any change to the correct answer is warranted.

In the event a student requests an individual review of their exam, the facilitators reserve the right to lower a student's grade should it be identified that the student was awarded credit for an incorrect response. Should an error be identified that negatively affected the student's grade, an adjustment will be made accordingly.

8.2 Graduation Requirements

All students must complete published program hours. The following criteria must be met in order to fulfill requirements for graduation:

- Successfully pass all theory courses with a final grade of 75 or better and achieve a satisfactory rating as outlined in clinical evaluation forms in all clinical courses.
- Successful completion of required course, clinical and lab hours as documented in trajecsyst.
- Meet attendance policy obligations as stated in the student handbook.
- Have met all financial obligations with the Shawsheen Valley School of Practical Nursing.
- Graduation attire specific to the school must be worn during the commencement ceremony.

8.3 Attendance/Make-Up Policy

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

8.4 Class, Clinical and Laboratory Absences

- Absences are defined as excused or unexcused.
- Excused absences are defined as: a death in the IMMEDIATE FAMILY confirmed with documentation or an illness that requires hospitalization or is communicable as documented in a licensed health care provider's note obtained on the same date as the absence. Court dates and illnesses of an immediate family member may qualify for excused absences.
- Unexcused absences are any absences not included in the above statement.
- The maximum amount of absences for the entire ten month period is five with a maximum amount of three (3) being unexcused. The student may be dismissed from the program on the sixth absence.
- Three unexcused absences from class or clinical and you will be placed on probation. On the fourth unexcused absence and you may be dismissed from the program. All unexcused absences must be made-up at the student's expense of \$75 per absence. Excused absences must be made up however the student will not be required to pay. Students with an outstanding balance or fees due for an unexcused absence cannot progress to the following term.
- Facilitators and the clinical agency determine the start time for clinical. If a student is going to be late the student must notify the facilitator and the nursing office (please leave a message) prior to the start of the clinical shift.

- Students who are dismissed from clinical due to non-compliance with the dress code, lack of designated identification badge and/or lack of preparation for the clinical expectations will receive an un-excused absence and will be required to pay \$75 and make up the time.
- Students must arrive at designated locations on time (please use the time designated by the facilitator- not your own individual device, in proper attire, with appropriate identification (nametag) and be prepared to participate in all aspects of the clinical learning experience. Students are expected to be at least 15 minutes early for clinical. Students are not permitted to leave the clinical site during lunch or break. The student is not allowed to go to their car or leave the designated area after arriving for clinical. If they must leave their designated area, they must notify the clinical facilitator.
- Classroom and clinical hours are made up as clinical days during the time specified on the program calendar.
- Laboratory absences must be made prior to the next scheduled lab during the day at Shawsheen.
- Unexcused Absences from a Clinical Site (absences without notification): No Call/ No Show is unprofessional and unacceptable from any student in the PN program. In an employment situation it may be cause for termination. Failure to notify for absences from clinical is a serious breach of student responsibility which may result in disciplinary action up to and including termination from the program.
- Illness during class, lab or clinical experience: If a student cannot carry out the assigned work for the day because of illness or physical restriction, the student will be sent home and an absence will be assessed for that day or portion thereof. The student may be required to show health clearance from her/his health care provider prior to returning to school.
- Students on Financial Aid: Students who are absent for 14 consecutive days without notification are considered to have abandoned the program and will be withdrawn (See Return of Title IV (R2T4)/Refund repayments. Funds will be returned by the institution in compliance with Federal Financial Aid Guidelines. Shawsheen Valley School of Practical Nursing's attendance policy dismisses the student after five (5) absences. Funds will be returned following the 14 consecutive days stated above.

8.5 Tardiness/Early Dismissal

- You must be at the scheduled class, laboratory or clinical site on time. Being late will result in a tardy being documented in the attendance record.
- Classroom tardiness: You cannot enter a class once it is in progress. You must wait until a break given by the instructor or until 5:30 PM (whichever occurs first) to enter the classroom.
- You must notify the PN office and or the clinical Instructor if you are running late. Tardiness more than 1 hour after the start of clinical or class is considered as "absent" for day/evening.
- More than five (5) tardies may result in dismissal from the program.
- You will receive a written assignment to be done at Shawsheen equal to the amount of time. Total time not present will be totaled and converted to equivalent number of days absent and added to total days absent. Example: 6 hours of tardiness and dismissal = one day absent.
- Early dismissal can only be approved by the instructor in the clinical area, lab or classroom. All dismissals greater than 1 hour must be made up as a clinical make-up. Unexcused will need to pay \$75. Dismissal's less than one hour will need to complete an assignment prior to class in the building. Dismissal before noon on weekends or before 7 p.m. on evenings is considered as "absent" for day.

Students are not allowed to leave the building and return.

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 service 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) and will receive a full refund of fees and tuition paid. If a student chooses to complete the course (s) at a later date and the course (s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a 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.

8.7 Academic Probation

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

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

- A formal letter will be sent to the student by the program coordinator stating that the student is failing a course or courses and that he or she will be placed on academic probation.
- A meeting will be set up with the program coordinator and the student to discuss remedial action. The student is strongly encouraged to attend all remediation sessions in the subject that he or she is experiencing difficulty.

At the end of the term, if the student has demonstrated sufficient progress and has obtained a passing average of at least 75% in the course or courses, he or she will be removed from academic probation status. If the student's average remains below 75% at the conclusion of the probationary period, he or she will be immediately dismissed from the program.

8.8 Clinical Probation

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

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

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

8.9 Academic Dismissal

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

- Any student who is placed on academic probation and does not achieve a grade of 75% by the end of the term.
- Any student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II if he or she has not achieved a passing average of 75% or better in all courses. At the end of Term III, all courses must be passing in order to be eligible for graduation. Exception: Medical Surgical Nursing completes prior to the conclusion of Term III. If you do not have a course grade of 75% or higher and passed 50% of the examinations you cannot progress to Geriatric Theory or Clinical.
- Any student who cheats on an assessment or presents work, as his or her own, that is copied from another student or source. Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing.
- Any student who demonstrates unethical behavior, improper conduct, a disregard for school rules/regulations, ill health or emotional problems that interfere with the classroom learning experience.
- Violation include, but are not limited to: breach of confidentiality, dishonesty/lack of integrity, unethical and/or unprofessional and/or illegal conduct, conduct in violation of any facility policy and/or procedure, and/or threatening behavior/harassment towards a facilitator, client, family member, fellow student, or any member of the clinical staff.

8.10 Clinical Dismissal

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

- Any student who is placed on clinical probation and does not demonstrate a level of practice that meets minimum nursing performance standards by the end of the 30-day probation period or conclusion of a clinical term.
- Any student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II he or she has not achieved a passing in clinical and a theory average of 75% or better in all courses. At the end of Term III, all clinical and theoretical courses must be passing to be eligible for graduation.
- Any student who demonstrates poor clinical attendance and/or punctuality that becomes detrimental to the student's progress as outlined in the attendance/tardy section of the handbook.
- Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing. Students will be immediately dismissed from the program, by a majority vote of the faculty, for falsifying information or any other dishonest act.
- Any student who demonstrates unethical behavior, improper conduct, a disregard for school and/or clinical site rules/regulations, ill health or emotional problems that interfere with the clinical learning experience may be dismissed from the program.

8.11 Dismissal Appeal Process

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

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

8.12 Readmission Policy

A petition for readmission to the school will be considered upon written request to the coordinator of the practical nursing program by March 15.

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

- Student must have demonstrated the ability to succeed in this program by receiving a minimum course average of 72% in all attempted coursework.
- Students must have demonstrated safe practice in clinical and not received any failure in clinical courses.
- Student must have demonstrated professional behavior at all times including adherence to the attendance policy.
- A student who willfully misrepresents the truth to an instructor will not be considered for readmission.

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

Courses passed in Term I of the previous year will be considered for credit however all re-admitted students must AUDIT Fundamentals of Nursing I and Pharmacology. Students who withdrew at the conclusion of Term 1 of the previous year must repeat Fundamentals of Nursing, theory, lab and clinical, pharmacology and a test-taking course in Term 1. All term 1 re-admitted students must repeat Fundamentals of Nursing, Theory, Lab and Clinical and Pharmacology and all courses in Terms II and III.

Students who withdrew during or after Term II or Term III will have tuition pro-rated, will audit pharmacology in Term 1 and will attend a test taking course in Term 1. Students who withdrew in Term II or III must repeat all Fundamentals of Nursing II and coursework they obtained a grade below a 75%. Students must also complete Mental Health Clinical in Term II. All coursework, including clinical must be completed for Term III.

Students who scored below 80% in Anatomy and Physiology or Microbiology may be asked to complete remediation in the form of an on-line course or small group remediation prior to the start of Term 1.

Withdrawal is defined as involuntary or voluntary.

Audit is defined as attendance, participation and passing examinations with a grade of 75% in all courses. Students who audit will have one additional attempt to pass a unit examination with a 75% or higher. Students who do not pass the unit examinations will have their offer of re-admission rescinded prior to the start of the next term.

The admission committee is comprised of a minimum of one faculty member, the coordinator of the program and the administrative assistant. The administrative assistant ensures all required documentation is present in the student record.

8.12 Grievance Procedure

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

Step One:

Whenever a participant or a group of participants has a complaint or any controversy, misunderstanding, or dispute arising as to the interpretation, application, or observation of any procedures or policies, they shall present said grievance in writing to the program coordinator within five (5) calendar days of the alleged incident. The program coordinator will arrange an informal meeting of all parties concerned and will endeavor to settle the grievance in this session within five (5) working days of when it was reported.

Step Two:

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

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

8.13 Student Services and Activities

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

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

ACCOMMODATIONS DUE TO A DISABILITY

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

Reasonable examination modifications will be provided to eligible students as stated in the Student with Special Needs clause on all syllabi if requested within the specified time frame. Any accommodations provided must maintain the psychometric nature and security of any examination. Exam modifications, which fundamentally alter the nature or security of examinations, are not permitted.

A student has no obligation to inform the director, faculty, and/or facilitators that he or she has a disability; however, if the student wants an academic accommodation or if a student wants other disability-related services, the student must identify himself or herself as having a disability. The disclosure of a disability is always voluntary. For example, a student who has a disability that does not require services may choose not to disclose his or her disability. However, should a

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 Postsecondary Education: Know Your Rights and Responsibilities*, U.S. Department of Education, 2001, at: <http://www2.ed.gov/about/offices/list/ocr/transition.html>.

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

Latex Allergy Management

Applicants to health care programs need to be aware that a number of products used in health care contain latex. The Shawsheen PN Program will make every effort to provide a latex free environment on campus, however latex is not always easily identified in an academic environment. It is necessary for the student to be aware of their environment and possible risk of exposure.

Students who suspect to have a confirmed latex allergy must provide medical documentation and will be required to sign an acknowledgement of their risk and responsibility for avoiding latex whenever possible. Students with a latex sensitivity are responsible for the costs of any testing to confirm the sensitivity.

Students with a latex allergy will be at some risk while completing the program. The Shawsheen PN Program is not able to guarantee the clinical environment will be latex free. Students will agree to allow communication of their latex allergy status to appropriate clinical agencies by the Program Director to facilitate placement and planning.

8.14 Orientation Program

This mandatory program is held during the first two days of program commencement. Orientation prepares the student to understand the philosophy and mission of the Shawsheen Valley School of Practical Nursing and how the policies relate directly to them. Students are given an orientation to technology, web based programs, health and safety plans, media plans and student resources.

8.15 Career and Professional Services

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

8.16 Community Involvement

Students participate in community service events as available. Students have participated in the Burlington Public Health Fair, the Billerica Council on Aging and assisting with school screenings.

8.17 School Hearing and Vision Screenings

Students assist the school nurse in the screening of school age children. Activities include hearing and vision, heights and weights and blood pressure acquisition.

9.0 Security

We take the safety and security of our students seriously. You must wear the school issued identification badge at all times. An on-campus security officer is present weeknights from 3 PM until 10:30 PM. The Shawsheen Valley School of Practical Nursing completes a security information report annually. This information is available on line at the Campus Public Safety Department. Do not bring large sums of money or items of significant value to school or to clinical affiliation. Shawsheen Valley or the facility will not be responsible for anything lost or stolen. Direct line into the Shawsheen Seminar Room is 978-671-3684.

10.0 Parking Regulations

Parking stickers may be issued by the clinical site. Students must display a parking sticker and must park in the designated lot. Cars will be towed, at the owner's expense, for any violations. Parking is not permitted in the visitor's area under any circumstances. Students must park in the clearly marked areas only. There is absolutely no parking in front of the brick garage outside the Life Science Wing. Cars are only allowed to be parked in designated marked spaces. The Visitors parking lot outside the bakery cannot be used until after 2:15 p.m. Failure to obey the parking regulations set by the school may result in a fine or towing of your vehicle at your expense.

10.1 Conduct and Dress Code

TOBACCO USE REGULATION

Smoking is prohibited in the Shawsheen Valley Technical High School parking lots, school building, adjacent grounds, and before or during clinical experience. Students may not use tobacco products of any kind anywhere on school grounds (including in vehicles). Students must also comply with all regulations at each off-site clinical placement. Students may never smoke while in uniform.

Tobacco use is the leading cause of preventable death and illness in Massachusetts and in the nation:

- More than 8,000 Massachusetts residents die each year from the effects of smoking
- Though they are not smokers themselves, an estimated 1,000 or more Massachusetts adults and children die each year from the effects of secondhand smoke.
- Tobacco kills more people each year than car accidents, AIDS, homicides, suicides and poisonings combined.
- Smoking costs the Massachusetts economy more than \$5.5 billion each year

The Massachusetts Tobacco Cessation & Prevention Program works to improve public health in the Commonwealth by reducing death and disability from tobacco use. To get help taking the first [steps to quitting](#) or for extra support after you quit, call the Massachusetts Smokers' Helpline for free support and advice: [1-800-QUIT NOW \(1-800-784-8669\)](tel:1-800-QUIT-NOW).

DRUG/ALCOHOL POLICY

A student's performance must be free of any impairment caused by prescription or non-prescribed drugs or alcohol use. Students enrolled in this program may be required to undergo and pass a drug and/or alcohol screening analysis in order to be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass random drug screening analysis in order to remain at that clinical facility and in the program. Students who fail a screening or fail to comply within the designated time frame will be ineligible for clinical placement, which will affect their status in the program.

A "negative-dilute" drug screening result is judged inconclusive and is not considered successfully meeting the drug screening requirements. Those students who undergo drug screening which results in "negative-dilute" will submit to a random drug test within 24 hours of the notification of the previous test result in order to confirm the negative status of the screening. This test can be repeated once. Any further "negative-dilute" results will be considered a failed drug screening. Only students who undergo and pass drug screening will be eligible for clinical placement.

Students who test positive for marijuana use are unable to continue in clinical placement which will affect their status in this program. A student who has a prescription for Medical Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to the federal restriction on the use of marijuana. While the use of Medical Marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its' use, possession and/or cultivation at educational institutions remains prohibited.

The student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. The facilitator will determine the appropriate course of action which may include but is not limited to immediate treatment, and/or referral, and/or immediate removal from the clinical site. Medical clearance and a conference with the student will be required prior to her/his return.

Any student who comes to school **under the influence** or has **consumed, possessed or distributed** drugs and/or alcoholic beverages of any kind while in school, on school grounds, or at any school-sponsored clinical site/ function will be subject to the following:

- Notification to law enforcement agency where appropriate and/or;
- Due process hearing and/or;
- Disciplinary action up to and including termination from the program.
- Drug screen at the students' expense

The Shawsheen Valley School of Practical Nursing or any clinical facility reserves the right to require a random urinalysis testing and/or CORI at any time while the student is enrolled in the Practical Nurse Program. Such testing will not be requested unless "reasonable suspicion" is found that the student is under the influence of alcohol or drugs. Indications of intoxication or being under the influence of drugs may include, but not be limited to observable phenomena such as bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance including marijuana, failure to grasp instruction, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. Events such as direct observation of alcohol or drug use or possession of alcohol or a drug; arrest or conviction for an alcohol or drug-related offence; the identification of a student as the focus of a criminal investigation into illegal drug possession use, or trafficking; information provided either by reliable and credible sources or independently corroborated; or newly discovered evidence that the student had tampered with a previous drug test may constitute "reasonable suspicion".

NOTE: Students have the right to refuse to take a drug screen test, but such refusal may be considered in any disciplinary action.

Should the student be allowed to return to school, the following should be presented at the readmission meeting:

1. If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be provided that student is free of all substance (alcohol/drugs).
2. Documentation of attendance at a rehabilitative program or counseling, whichever is deemed most appropriate by the coordinator of the Practical Nurse Program.
3. Student must demonstrate a willingness to pursue extra help after school until such time that missed schoolwork is up to date. The attendance policy and clinical make-up policy will be upheld. This may require taking a leave of absence until the following academic year. The Shawsheen Valley School of Practical Nursing reserves the right to limit re-admission on a space available condition.

A second violation of the drug/alcohol policy **will** result in termination from the Shawsheen Valley School of Practical Nursing.

Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the coordinator prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student's ability to perform safely, without risk to the student or others.

SEARCH AND SEIZURE

School officials maintain the right to seize items in a student's possession and to search school property assigned to a student under the following guidelines:

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules or constitute a hazard to health and safety of the students or others.
2. The Shawsheen Valley School of Practical Nursing will work cooperatively with law enforcement agencies and the K-9 unit to search school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of school rules anywhere on campus.

The Shawsheen Valley School of Practical Nursing assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of any faculty member, administrator or the school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited to: drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products.

It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to the learning** of all students.

Crisis Services

Crisis Services are available 24 hours per day, every day throughout the year. The following information is provided should a student need assistance in dealing with a crisis.

- Child and Family Services of the Merrimack Valley: Family Services, 430 North Canal Street, Lawrence, MA 01840, 978-327-6600
- Massachusetts Department of Children and Families: Lowell Area Office, 33 East Merrimack ST., Lowell, MA 01852, 978-275-6800
- Lahey Health Behavioral Services: Lowell Area: 800-830-5177; Haverhill Area: 800-281-3223; Lawrence Area: 877-255-1261; Salem Area: 866-523-1216

Substance Abuse Prevention

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 9:00 am to 5:00 pm. Language interpreters are always available. Call: (800) 327-5050. TTY: (800) 439-2370

School Property

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

Behavior

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

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

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

HIPAA Compliance and Social Networking Policy

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

Cell Phone, Electronic Device Policy

If the student brings his/her cell phone, Smart type watch, or electronic device into class, laboratory and /or clinical and the instructor visualizes or hears it, he/she will be asked to leave immediately. This will count as an unexcused absence and he/she will be required to make up the time at an expense of \$75.00. The grading policy, as applied to unexcused absences, will be in effect. The student will have three days to make up a test and will start at a 10% penalty. The first offense will result in probation and the second will be grounds for dismissal.

Taping or Recording of Classes

The audio or video recording of a class or non-public meeting requires the prior consent of the person (s) being recorded.

In Massachusetts, permission to record a classroom lecture including a review session, requires consent of the instructor and all members of the class that is being recorded. Instructor and class permission is not required when a student is granted a reasonable accommodation as defined by the Americans with Disabilities Act.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the coordinator in writing as directed by the student with special needs policy. The permission to allow the recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for the individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.

The unauthorized recording, reproduction or uploading or recordings the Internet may result in a violation of the recorded person's intellectual property rights and may result in disciplinary action

Course materials is defined as lecture notes, outlines, power point presentations and slides, readings or other content made available to students through the learning management system and email communications.

Recording is described as video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers or other devices that record images or sound.

ELECTRONIC COMMUNICATION POLICY

When communicating via electronic mail with facilitators, peers, and/or staff, students are expected to adhere to the following guidelines:

- Check your shawtech email daily. The Shawsheen Valley School of Practical Nursing communicates utilizing your school email.
- Include a subject line with a descriptive phrase of the topic of the message.
- Begin messages with a salutation and address faculty and staff formally (i.e. "Dear Mrs. Jones").
- Respect other's privacy – do not forward personal emails sent to you. The exception to this is any information that implies a threat to the safety of self or others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Acknowledge and return messages promptly.
- Reply with caution – do not "Reply All" unless appropriate for the message.
- Do not use an old or unrelated message to start a new conversation.
- Be concise.
- Good grammar and correct spelling and punctuation are expected.
- End the communication with your name.

Note that electronic mail is not guaranteed to be private. The Shawsheen system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

Discrimination/ Harassment Policy

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's normal behavior and actions. It can range from verbal baiting to name calling to sexual harassment.

The procedure dealing with harassment issues can be formal or informal. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved party may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX coordinator may decide that a formal investigation is most appropriate to address issues

INFORMAL PROCEDURE

The Director of the Practical Nurse Program may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop. Examples of possible resolutions under the procedures are:

- Verbal statements of apology;
- Letters of apology;
- Assurances that the behavior will end;
- Mediation.

The informal procedure will be completed within five (5) school days and the Director of the Practical Nurse Program will notify all involved parties of the results of the informal process. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. If all parties involved in the informal process feel that a resolution has been achieved, no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure.

FORMAL PROCEDURE

A formal investigation is initiated when any of the following three criteria are met:

1. Any of the parties involved requests a formal procedure.
2. The Director of the Practical Nurse Program requests the formal procedure is necessary due to the seriousness of the allegations or repeated behavior.
3. Any of the parties involved in the informal process feels that the informal procedure was either inadequate or unsuccessful.

The formal procedures will be completed within five (5) school days. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. During this time the Title IX Coordinator will:

1. Document the allegations in written form.
2. Notify a parent/guardian if a student under 18 years of age is involved.
3. Conduct an investigation of the complaint and prepare a written report with a description of any actions already taken or proposed.
4. Notify all parties of the results of the investigation including parent/guardian if a student under 18 years of age is involved.

Recommendations for discipline will be referred to the Superintendent Director. Discipline in harassment cases will be dealt with in accordance with school policy. All documentation of harassment grievances will be kept on file with the Title IX Coordinator.

APPEALS

A party may appeal the Title IX Coordinator's decision in writing, to the Superintendent Director within ten (10) days of receipt of the findings of the formal procedure. The Title IX Coordinator's decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Superintendent Director will make a decision and inform all involved parties of his decision within thirty (30) school days.

TITLE IX – SECTION 504 AND CHAPTER 622

The Director of Curriculum and Instruction is the coordinator for the Title IX of the Educational Amendments of 1972, Section 405 of the Rehabilitation Act of 1973, and Chapter 622 of the Massachusetts Act of 1971. These laws protect students from discrimination on the basis of gender or physical disability. Students who feel they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity at the Shawsheen Valley Technical High School on the basis of gender or disability should bring the grievance to the attention of the Title IX Section 504 coordinator. Chapter 622 further ensures that all aspects of public school education in Massachusetts must be fully open and available to both sexes and minority groups. No school may exclude a student from any course, activity, service, or resource available in that public school on account of race, color, gender, sexual orientation, religion, or national origin.

Students who feel that they have been deprived of their rights under these Acts are encouraged to seek compliance by following the Student Grievance Procedure or by filing a complaint with the Office of Civil Rights, United States Department of Education, Region 1, 140 Federal Street, 14th Floor, Boston, Massachusetts 02110.

Hazing Policy

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

11.0 Dress Code

11.1 UNIFORMS

Dress (Please refer to Student Handbook for specifics)

- Class: Students must wear an **appropriate health uniform to class including appropriate footwear (no boots or flip flops)**. NO sweatshirts over the uniform in class, clinical or lab. Students may wear a long sleeve shirt under their scrub top and a lab coat over the scrub top. We expect professional dress in class.
- Clinical and Lab: School issued uniform including clean white or black nursing type shoes or leather sneakers- no clogs or open backed shoes (all white or black without logos). Socks must be worn. A school uniform, including name pin and school patch must be worn at all clinical sites including orientation. You will be sent home without a proper identification including a name pin and/or a facility ordered badge.
- Graduation and capping dress as stated in the handbook does require an additional purchase of a white dress, white scrub for woman and black pants, white dress shirt for men.

Regulations for Wearing Uniform:

- A clean and ironed uniform is required daily. Uniforms are to be worn at all clinical laboratory assignments with the exception of field trips and other specified times. The school patch will be worn – sown on the left shoulder.
- It is considered in good taste that the uniform be freshly laundered before each wearing

- Makeup in good taste is becoming. Heavy makeup is not appropriate.
- Hair must be under control at all times and not extreme in style. Long hair must be up and off the collar. No UNUSUAL hair colors are permitted at clinical.
- Men should be clean shaven.
- Fingernails should be manicured and short. No tips, silk wraps etc. If you have artificial nails on, you will be sent home. No nail polish.
- Eyelashes must be short and not touch safety glasses when safety glasses are worn.
- Only small stud earrings are permitted. Only one pair at a time.
- **NO JEWELRY IN THE NOSE, LIPS, MOUTH or anywhere visible.**
- **TATOOS MUST BE COVERED cannot be visible**
- Shoes should be of good quality, designed to provide good support, and kept clean and polished at all times. Clog shoes and open-toed shoes are not allowed.
- No rings with the exception of a wedding band and/or engagement
- Sweaters are never to be worn in patient areas. White lab coats may be worn. Nothing is to be worn under the uniform with the exception of short sleeved t-shirt.
- **Name pins must be worn at all time when in uniform.** Agency identification badges should be worn as directed. Students may be required to have their photo taken for an affiliation required identification badge. Students may be required to complete this prior to 5 PM in the evening. Adult students may meet in their classroom, laboratory, and media center and in the cafeteria; all other areas are “off limits.” Students found in unauthorized areas may be suspended from the program.
- **Students must conform to the agency's dress code.**

Laboratory Coat:

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

All Students Must Bring to Clinical (Do not purchase all of these items; some may be in your lab bag purchased as part of your student fees)

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

12.0 Faculty and Staff

12.1 Full Time

Patricia A. Noonan, RN, MSN, Coordinator

BSN: The Catholic University of America, Washington, DC

MSN, Ed: Salem State College, Salem, MA

pnoonan@shawtech.ma.us

12.2 Full/ Part Time Faculty

Nina Brophy, BSN, RN BSN: Southern New Hampshire University

Jean Higgs, MSN, ANP, RN-BC

BSN: Salem State College

MSN Ed: Simmons College

ANP: Simmons College

Luanne Mulligan, BSN, RN BSN: Salem State University

Eileen Pappalardo, MSN, RN RN: Diploma, Melrose- Wakefield Hospital School of Nursing
MSN: Massachusetts College of Pharmacy & Allied Health Professions

Donna Peters, DNP, RN BSN: Niagara University
MN admin: State University of New York at Buffalo
Nursing Doctorate: Rush University

Villeroy Tah, DNP, RN LPN: Massachusetts Bay Community College
BSN: Salem State University
MSN: Worcester State University
DNP: Elms College

12.3 Staff

Administrative Assistant: Gina Cerbone, jcerbone@shawtech.org

Financial Aid: Carol Geary, cgeary@shawtech.org

Shawsheen Valley School of Practical Nursing

PRACTICAL NURSING PROGRAM

YEAR	# of graduates	# of graduates who sat for NCLEX by Dec of the year they graduated	# 1 st Time Passers	Program Pass Rate •	MA Pass Rate	National Pass Rate
2010	29		28	97%	95.45%	87.06%
2011	34		31	91%	91.74%	84.84%
2012	34		34	100%	90.64%	84.23%
2013	40		37	93%	90.07%	84.63%
2014	40		35	88%	88.65%	82.16%
2015	37		32	86%	84.84%	81.89%
2016	32		28	88%	85.62%	83.70%
2017	35 total 6 from class of 2016 29 from class of 2017		31	89%	88%	84%
2018	34 graduated		28	81%	89.99%	85.93
2019	32 graduated		29	91%	93%	86%
2020	32 graduated		27	84%	91%	84%
2021	15 graduated	11	12	76%		
2022	25 graduated	24	24	96%		
2023	32 graduated					

Program pass rate reflects all candidates you took NCLEX-PN during a calendar year. IT does not reflect the graduates on a particular class. For example, the pass rate of 76% for 2021 reflects two graduate completers from 2017 who took NCLEX for the first time.