MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK
2026-2027

1050 WESTMINSTER STREET
FITCHBURG, MA 01420
(978) 345-9200 EXT. 5108

DISCLAIMER: This handbook is intended for use by students enrolled in the Practical Nursing Program at Montachusett Regional Vocational Technical School. Every attempt has been made to publish the most current Practical Nursing Program (Program) policies as approved by the faculty. The faculty may be required to revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the students will be notified in a timely manner.

DISCRIMINATION: Montachusett Regional Vocational Technical School Practical Nursing Program admits students and makes available its advantages, privileges, and course of study without regard to race, color, ethnicity, religion, national origins, age, sex, gender identity, sexual orientation, homelessness, disability or limited English proficiency.

EMERGENCY SITUATIONS: During a State of Emergency in the Commonwealth of Massachusetts, there may be policy and procedural changes that were not expected at the time this handbook was published. The Practical Nursing Program will make every effort to ensure timely communication of changes that are in accordance with the governing organization, state and federal guidance or requirements.

Dear Practical Nursing Students,

On behalf of our faculty, staff, and the entire school community, it is our great pleasure to welcome you to this rigorous and rewarding journey towards becoming a practical nurse. You have made a commendable decision to pursue a career in nursing. Today is the start of an exciting and transformative journey in the Practical Nursing Program here at Montachusett Regional Vocational Technical School!

We are honored that you have chosen to begin your nursing education with us. This program is designed to be challenging, fast-paced, and deeply rewarding – and we know that each of you can rise to meet the demands ahead.

We know that an accelerated program requires commitment, resilience and hard work. From the very first day, please know that you are not alone. Our dedicated faculty and staff are here to support, guide, teach and mentor you every step of the way. Whether you need academic support, clinical guidance, encouragement during difficult times, or simply someone to listen, we are committed to helping you succeed.

As you take on this rigorous program, remember why you chose nursing: to care, to lead, and to make a difference. Your journey will include long days, hard work, emotional challenges and the occasional doubt – it will also be filled with incredible growth, meaningful connections, and the pride of becoming a nurse. You have joined a community that believes in your potential and stands ready to help you grow into a compassionate, competent, and confident nurse.

We believe in you and are excited to see the nurse you will become. Welcome to the Practical Nursing Program, the Montachusett Regional Vocational Technical School community – and into the future of nursing.

With warm regards,

Terri Dushion MSN, RN, CNE, CNEpv

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Approval of the Nursing Program

Our Practical Nursing Program has full approval status from the Massachusetts Board of Registration in Nursing.

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Health
Board of Registration in Nursing
250 Washington Street, Boston MA 02108
Telephone: 617-624-6000
www.mass.gov/dph/boards/rn

Montachusett Regional Vocational Technical School Practical Nursing Program is accredited by the Council on Occupational Education.
Council on Occupational Education
(COE) 7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 800-917-2081 www.council.org

Effective November 11, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on November 11, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
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NCLEX-PN Licensure Examination Pass Rates / Number of Graduates per Year

Class of	# of Graduates	% First Time Passing	Massachusetts Pass Rate	National Pass Rate
2026	35	**	**	**
2025	45	93%	91%	87%
2024	28	100%	92%	88%
2023	30	93%	90%	87%
2022	18	94%	86%	80%
2021	30	73%	88%	80%

** Pass rate information for the class of 2026 will be available in 2027.

School Committee Members

Diane B. Swenson	Ashburnham
Shelly Jones	Ashby
Jeffrey Raymond	Athol
Whitney Marshall	Barre
Evelyn Bosworth	Fitchburg
Michael Hurley	Fitchburg
Deanna Tardiff	Fitchburg
Robert Tourigny	Fitchburg
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Calvin Brooks	Gardner
Vacant	Harvard
Christina Smith	Holden
Scott Carignan	Hubbardston
Stephanie Quinn	Lunenburg
Jada McConologue	Petersham
Eric Olson	Phillipston
John P. Mollica	Princeton
Ashley Hadmack	Royalston
William J. Brassard	Sterling
John Columbus, Chairperson	Templeton
Ross Barber	Westminster
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BSN, Fitchburg State University

CLINICAL AFFILIATIONS AND CLASSIFICATIONS

- Gardner Rehabilitation and Nursing—Skilled Nursing and Extended Care Facility
- The Highlands—Skilled Nursing and Extended Care Facility
- Jewish Healthcare Center—Skilled Nursing and Extended Care Facility
- Holden Rehabilitation—Skilled Nursing and Extended Care Facility
- Quabbin Valley Healthcare—Skilled Nursing and Extended Care Facility
- AdCare—Inpatient Addiction Rehabilitation
- Heywood Hospital—Maternal/Newborn Unit
- Athol Hospital—Medical Surgical Swing Bed Unit
- Seven Hills Pediatric Center—Pediatric Extended Care Facility

Published Clinical Placement Requirements of the Cooperating Agencies—Prior to the start of clinical rotations, students must complete Dementia training and be up to date with all health requirements. Proof of COVID vaccine must be provided, per individual sire requirements. CORI check and nurse aide registry check to be completed. Clinical requirements are subject to change.

- Jewish Healthcare Center— Covid 2025-2026 vaccine required unless medical or religious exemption has been approved ahead of time by facility administration. Yearly influenza vaccine required by October 31st. If exemption in place for either vaccine, students are required to wear a mask when in patient care areas.
- The Highlands—COVID vaccine not required. Facility specific orientation packet.
- Gardner Rehabilitation and Nursing—Vaccine exemptions require facility documentation to be submitted. Facility specific orientation packet.
- Holden Rehabilitation— COVID and influenza vaccine information pending at time of handbook publishing. Facility specific orientation required.
- Quabbin Valley Healthcare—COVID and influenza vaccines not mandated. Facility will complete orientation with students at the beginning of each term.
- Seven Hills—vaccine exemptions require facility documentation to be completed. Faculty complete facility specific orientation packet.
- Heywood Hospital—Vaccine exemptions require facility documentation to be completed. Facility specific orientation packet.
- Athol Hospital – vaccine exemptions require facility documentation to be completed. Facility specific orientation packet.
- AdCare – vaccine exemptions require facility documentation to be completed. Drug screening may be required. Facility specific orientation packet.

CLINICAL SCHEDULES

Clinical schedules are completed by the program director and faculty. Students are not allowed to choose, change, or switch clinical schedule. All decisions regarding clinical schedules are final.

INTRODUCTION TO THE PRACTICAL NURSING PROGRAM

MISSION STATEMENT

The Practical Nursing Program is designed to prepare graduates to practice safely, ethically and in a caring manner for clients who are experiencing common variations in health status in diverse health care settings. This mission is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School (Monty Tech) that:

- Identifies a strong relationship between academic and vocational preparation
- Stresses the importance of developing thinking skills needed to function safely, effectively and productively in an ever changing technical and diverse society
- Supports the maintenance of a positive and caring learning and practice environment

VISION STATEMENT

Montachusett Regional Vocational Technical School Practical Nursing Program envisions well prepared, technically competent graduates willing and able to take their place in the profession of Nursing, in line with industry standards.

PRACTICAL NURSING PROGRAM PHILOSOPHY

Guided by Dr. Jean Watson's "*Theory of Interpersonal Caring*", the Program philosophy focuses on the impact of the student on others. By demonstrating human to human care processes, the student gains an understanding of the role of nursing in the client's life and the impact of illness on both the caregivers and client, first to a single client then to groups of people.

EDUCATIONAL THEORY

The "Understanding by Design" framework is utilized by Monty Tech to guide the focus on teaching by assessing understanding and learning transfer and by using a backward design curriculum model. (McTighe, 2006)

Patricia Benner Novice to Expert

The Practical Nursing Program acknowledges the continuum of learning that students embark upon during the various stages of development in the Program up to graduation. Alumni and faculty represent this continuum of development and act as mentors and leaders. Encouragement to continue formal and informal education at all levels is encouraged as part of lifelong learning. (Benner, 1984)

Diversity, Equity, Inclusion and Belonging Statement

At Monty Tech, we are committed to fostering a learning environment where diversity, equity, inclusion, and belonging (DEIB) are not just ideals, but integral components of our program. We believe that a diverse and inclusive community enriches the learning experience and reflects the broad spectrum of perspectives necessary to deliver compassionate and culturally component care.

Diversity: We embrace and celebrate the unique backgrounds, identities, and experiences that each member of our community brings. By honoring differences, we prepare our students to serve and advocate for a diverse client population with respect and understanding.

Equity: We are dedicated to ensuring that all students have access to the resources, opportunities, and support they need to succeed. This means that working to identify and remove barriers that may prevent students from achieving their full potential.

Inclusion: We are committed to creating a learning environment where every individual feels valued, respected, and heard. Inclusion means more than just welcoming diversity; it involves creating a culture where everyone's voice is considered and where differing viewpoints are encouraged and respected.

Belonging: We believe that belonging is the foundation upon which a strong community is built. When members of a community feel a genuine sense of belonging, they are more engaged, motivated, and to succeed. We are committed to cultivating a supportive and collaborative environment where every student feels connected to their peers, faculty, and broader community.

Our commitment to DEIB is an ongoing journey of growth, learning, and improvement. We continuously evaluate our practices, policies, and curriculum to ensure they align with our DEIB values. We also encourage open dialogue and welcome feedback from all members of our community.

REGULATION/SCOPE OF PRACTICE

The Scope of Practice for the practical nursing graduating from our Program is defined by the laws of Massachusetts as is expressed in the Massachusetts Nurse Practice Ace and the Rules and Regulations of the Massachusetts Board of Registration in Nursing (244 CMR).

END OF PROGRAM STUDENT LEARNING OUTCOMES

I. **Patient and Family Centered Care:** The Licensed Practical Nurse of the Future will provide holistic care that recognizes an individual's and family's preferences, values and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate safe effective care.

II. **Professionalism:** The Licensed Practical Nurse of the Future will demonstrate accountability for the delivery of standard based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory and humanistic principles.

III. **Leadership:** The Licensed Practical Nurse of the Future will influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

IV. **Systems based Practice:** The Licensed Practical Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the healthcare system and will demonstrate the ability to effectively call on microsystem resources to provide care that is optimal quality and value.

V. **Informatics and Technology:** The Licensed Practical Nurse of the Future will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

VI. **Communication:** The Licensed Practical Nurse of the Future will interact effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

VII. **Teamwork and Collaboration:** The Licensed Practical Nurse of the Future will function effectively within nursing and the interdisciplinary health care teams, fostering open communication, mutual respect, shared decision making, team learning and development. (adapted for QSEN, 2007)

VIII. **Safety:** The Licensed Practical Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2007)

IX. **Quality Improvement:** The Licensed Practical Nurse of the Future collects data to monitor the outcomes of care and uses data to continuously improve the quality and safety of health care systems.

X. **Evidence Based Practice:** The Licensed Practical Nurse of the Future will identify the value of using the best current evidence coupled with the clinical expertise and consideration of patient preferences, experience, and values to make practice decisions.

STUDENT RIGHTS AND RESPONSIBILITIES

The Montachusett Regional Vocational Technical School Practical Nursing Program is committed to protecting the rights of all students while promoting the responsibilities that accompany those rights. Students who have questions or believe a decision or action warrants review are encouraged to address their concerns through the appropriate program channels, following the policies and procedures outlined in this handbook.

Students are expected to conduct themselves in a professional, respectful, and orderly manner at all times. Professional behavior includes demonstrating respect for the rights and dignity of others while contributing to a safe, positive, and effective learning environment. This handbook establishes the policies and expectations that guide the consistent and equitable application of program requirements for all students.

Throughout their enrollment, students are expected to take an active role in monitoring their academic progress by maintaining records of examination scores, clinical evaluations, and other performance measures. Students are responsible for knowing and meeting all assignment, examination, and program deadlines without individual reminders. To support student success, faculty provide detailed course syllabi, outlines, program calendars, and additional learning resources to help students effectively manage their academic responsibilities.

Nursing Code of Ethics (American Nurses Association 2026)

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

CLASSROOM AND CLINICAL BEHAVIORS

The MRVTS Practical Nursing Program interprets adult behavior to include but is not limited to:

1. Show respect and consideration for faculty and classmates by arriving on time. Classes will begin as scheduled and the door of the classroom will be shut 7 minutes after the class begins. Students arriving late to class even with notification to the program of tardiness will be allowed entry to the classroom at the next classroom breaktime. Exhibit respectful and caring behaviors to all Montachusett Regional Vocational Technical School faculty/staff and clinical affiliation staff.
2. Pay attention to the classroom presentation; talking to classmates should not occur unless you are working on in-class projects, group work or it is break time. No use of cellphones in class/clinical unless directed. Cell phones and smart watches must be turned off and placed in the designated area in the classroom during testing.
3. Eat dinner during the break(s) outside the classroom. Covered drinks are allowed in the classroom. (There are vending machines and microwave ovens in the cafeteria.)
4. Any student(s) with questions or contributions will raise their hand and wait to be recognized by the faculty, prior to speaking.
5. Is prepared for clinical and/or class before it begins (completing assignments, etc.). Faculty expects that you will complete assignments and submit them on time.
6. Does not exhibit inappropriate/disruptive behaviors, (verbal or nonverbal). If this occurs within the classroom/clinical area the instructor/staff may ask the student(s) to leave. The student(s) will have that class/clinical time deducted from their total hours and must meet with the Practical Nursing Director to be readmitted to class or clinical. Inappropriate/disruptive behavior will be addressed with the student(s) in confidence and may include but is not limited to professional warning, and/or disciplinary process up to and including program dismissal.
7. Students should remain focused and not begin to gather belongings until faculty dismisses the class or clinical group.
8. As noted in the smoking policy, smoking/vaping or charging a device is NOT permitted on school grounds or in any adjacent areas/grounds. Failure to comply will result in a $100 fine, as per Montachusett Regional Vocational Technical School Policy and Massachusetts State Laws. In the clinical area, if you must smoke/vape, follow the agency rules.
9. Students who breach the Good Moral Character standard (MGL Chapter 112 § 74, 74A, and 76) will be placed on professional warning and counseled. If the behavior is not corrected and continues, this will result in written professional warning being issued to the student for an incidence of breach and placed on probationary status.

CORE COMPETENCIES

The following Core Competencies are consistent with clinical/classroom behaviors and are student learning outcomes to be met by each student throughout the practical nursing program (adapted from nurse of the Future Core Competencies 2015):

1. Clarifies personal and professional values and recognizes their impact on decision making and professional behavior
2. Recognizes need for personal and professional behaviors that promote the nursing profession
3. Demonstrates caring behaviors
4. Works collaboratively with individuals from diverse backgrounds
5. Accepts responsibility for own behavior
6. Values collegiality, openness to critique and peer review
7. Promotes and maintains a positive image of nursing
8. Demonstrates tolerance with different viewpoints
9. Understands the impact of personal feelings and emotions on thinking and actions of others
10. Values fairness and open mindedness
11. Values an environment encouraging creative thinking and innovations
12. Adapts to stressful situations
13. Accepts responsibility for effectively communicating
14. Values mutually respectful communication
15. Values individual cultural and personal diversity
16. Chooses the right setting and time to initiate conversation
17. Actively listens to comments, concerns and questions
18. Contributes to resolution of conflict
19. Appreciates that each individual has a role in conflict resolution
20. Provides opportunity to ask and respond to questions
21. Acts with integrity, consistency and respect for differing views
22. Communicates effectively with colleagues
23. Values the need for ethical conduct in practice and research

ELECTRONIC COMMUNICATION (Email)

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

- Once a Monty Tech student email has been established, all program communication occurs with this email.
- Check your Monty Tech email a minimum once a day and prior to each clinical experience.
- Ensure the email address you have entered is the intended recipient. Autofill may enter an incorrect email address. Please check before hitting send.
- Include a subject line with a description or topic of the message.
- Begin messages with a salutation and address faculty and staff formally (i.e. Dear Mrs. Jones). Emails should not begin with "Hey."
- Address peers by their preferred name.
- Respect others' 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, emojis, abbreviations or any other inappropriate language.
- Acknowledge and return messages within 24 business hours. If an email has a "read receipt" or request for a reply to acknowledge the email has been read and understood, it is the responsibility of the student to ensure this is done. Failure to acknowledge or respond does not excuse a student from complying with the contents of the email.
- 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, correct spelling and punctuation are expected.
- Remember, all capital letters are equivalent to screaming.
- End the communication with your name.

Note that electronic mail is not guaranteed to be private. Monty Tech system administrators have access to all email. Messages relating to or in support of illegal activities may be reported to authorities. Students must adhere to the Monty Tech Computer Use policy at all times on site or in class/clinical.

POLICIES AND PROCEDURES

ADMISSION

Information about Admission, including the Application Process, can be found by calling the Practical Nursing Department and on the Monty Tech website. Students with military service may be given advanced placement in the Program based on their training designation.

Introduction

An admissions process is necessary in order to provide a fair, equitable, and organized entrance into the Montachusett Regional Vocational Technical School (Monty Tech) Post-Secondary/Practical Nursing Program. Our enrollment limit with a maximum number of 48 student capacity will be admitted into the Program to ensure that there will be space and resources to accommodate the needs and interests of all students. All applicants to the Post-Secondary/Practical Nursing Program at Monty Tech will be evaluated using the criteria contained in this Admission Policy.

Equal Educational Opportunity

In recognition of the diverse characteristics and needs of our students and with a strong desire to respond to them, the Montachusett Regional Vocational Technical School District will do everything possible to protect the dignity of students as individuals. It will also offer careful consideration and compassionate understanding of your personal feelings, particularly with reference to your race, color, ethnicity, religion, national origins, age, sex, gender identity, sexual orientation, homelessness, disability or limited English proficiency.

To accomplish this, the District will make every effort to comply with the letter and spirit of the Massachusetts Equal Educational Opportunity law, which prohibits discrimination in public school programs and admissions. The law says the following:

"No child shall be excluded or discriminated against in admission to a public school of any city, or in obtaining advantages, privileges, and courses of study of said public school on account of race, color, ethnicity, religion, national origins, age, sex, gender identity, sexual orientation, homelessness, disability or limited English proficiency."

This will mean that every student will be given an equal opportunity in admission to school, admission to courses, course content, and counseling. If there is a student with limited English proficiency, a qualified representative from Monty Tech will assist the applicant in completing the necessary forms and assist in interpreting during the entire application process upon the request of the applicant. Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process. Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

Eligibility:
Applicants from in and out of the Monty Tech district will be accepted. Qualified in-district applicants will receive additional points in their application interview. Admission exam information is available on the Monty Tech website and at atitesting.com.

Individuals who are not eligible for licensure in accordance with the MA BORN Good Moral Character (GMC) Licensure Requirement cannot be accepted to the Monty Tech PN Program until such time as they would be eligible for licensure upon successfully completing the PN Program. (See Appendix O).

Candidates for the Post-Secondary/Practical Nursing Program are required to:

1. Complete an application; return it to the Practical Nursing Office with the application fee prior to or upon the designated due date.
2. Submit an official high school transcript or GED/HISAT score. This must be received directly from the high school, GED office, accredited school or approved home-schooling program. Transcripts from higher education (colleges) must be received directly from the college or higher education institution. Evidence of equivalent high school education from schools outside the U.S. must be evaluated by an approved agency for equivalency to a U.S. high school education. Foreign ed verification services are listed on our LPN website.
3. Submit three references. Two (2) of the three (3) references required must include an immediate, past or current supervisor or employer. Family members or friends are not acceptable references. Reference forms must be submitted directly to the program by the individual completing the form. Reference forms submitted directly by the candidate will not be honored.
4. Complete and earn a qualifying score on the admission exam (TEAS). The student must meet the designated adjusted individual score criteria set and show evidence of basic or proficiency level in the individual rank score in the areas of: Reading, Math, Science, and English. The TEAS exam may be taken online or in person. In person testing can occur at sites within Massachusetts approved by Assessment Technologies Institute (ATI) after August 1st annually and can only be taken twice within the admission time frame. TEAS results must come directly to the program from ATI. Scores or results submitted directly by the candidate will not be honored. All applicants, regardless of their past educational background, will complete the admission exam and meet the same requirements for admissions. No application will be reviewed until the applicant has met the TEAS exam criteria. See accompanying table.

TEAS Content Area	Score Requirement
Reading	61%
Math	50%
Science	35%
English	54%

5. An interview will be scheduled with the Director of the Practical Nursing Program and/or designee upon receipt of documentation.

Additional documents must be submitted upon acceptance:

1. American Heart Association BLS healthcare provider CPR current for the duration of the program.
2. Verification of wellness by provider dated within one year of the first day of the program (Health Clearance forms are available at montytech.net/LPN).
3. Proof of current health insurance coverage.
4. Proof of TB testing with a negative two step PPD result within six months prior to the first day of classes OR current negative chest x-ray OR Quantiferon Gold results.
5. Massachusetts Dept. of Public Health, health care personnel required immunizations: 2 dose Heplisav-B or 3 dose Engerix-B or Recombivax-HB series with titer upon completion OR proof of immunity (titer) OR booster with follow up proof of immunity (titer), Measles, Mumps, Rubella 2 vaccines OR titer, Varicella 2 vaccines OR prior history of Chicken Pox disease OR titer, Tetanus toxoid OR Tdap within 10 years, proof of COVID vaccination and boosters per CDC/DPH guidelines with additional requirements as per clinical facilities, annual Flu vaccine required upon program notification.
6. Student nurse liability insurance coverage policy in effect for duration of the program.
7. Complete CORI/SORI screening in keeping with https://www.mass.gov/doc/101-cmr-15-criminal- offender-record-checks/download. Any applicant/student not meeting the criteria will be subject to administrative dismissal.

Organizational Structure:

Monty Tech is a public regional technical high school located in North Central Worcester County in Fitchburg, Massachusetts. Monty Tech is accredited by the New England Association of Schools and Colleges and the Post- Secondary/Practical Nursing Department is accredited by the Council on Occupational Education. Monty Tech is committed to providing quality technical programs to all who attend.

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Monty Tech has an Admission Team appointed by the Superintendent-Director. The Team consists of a member of the Administration, the Practical Nursing Director, Program Support Manager and Faculty. Responsibilities of the Admission Team include:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applicants
4. Interviewing applicants
5. Ranking students
6. Acceptance of students according to the procedure and criteria in the Admission Policy

The Monty Tech Practical Nursing Director and the Program Support Manager for the Practical Nursing Program are responsible for disseminating information about Monty Tech Post-Secondary programs through local school assemblies, career fairs, open houses and press releases, and for collecting applications from the local schools and the area at large. Monty Tech does not apportion seats to the towns and cities in the district.

Recruitment Process:

1. Monty Tech Post-Secondary/Practical Nursing Department disseminates information about the Post-Secondary Practical Nursing Program through a variety of methods:
    a. Information is posted on the school website/social media
    b. Informational Sessions are scheduled during the year. Prospective students have an opportunity to visit the Post-Secondary Practical Nursing Program and speak with faculty as well as view presentations about our course offerings.
    c. The School of Continuing Education Brochure is published and distributed twice a year in newspapers, mailed to all home addresses within the district and available within the school.

Application Process:

Applicants interested in applying for admission must:

1. Obtain an application form by downloading the package from the Monty Tech website at www.montytech.net/LPN or paper copies are available upon request.
2. Submit the application form and the application fee to the Practical Nursing office no later than the designated due date.
3. Applications that remain incomplete after the designated due date will not be reviewed and are not included in the admission process.

A complete application must include:

1. The application to the Montachusett Regional Vocational Technical School Practical Nursing Program submitted within the defined due date, including an updated resume and the applicant's wet signature. Typed, electronic or printed signatures are not acceptable.

2. Three references: one from an immediate supervisor (past or present), one from an employer (past or present), and none may be family members. Other suggested references may include co-workers, teachers, or counselors or a person with whom you may have collaborated on a completed project or community service. References must be sent directly to Monty Tech by the individual completing the form.
3. Admission exam: TEAS exam results that have met the Monty Tech criteria sent directly to Monty Tech.
4. Official High School transcript, GED original transcript, or high school equivalency credentials official transcript documentation sent directly to Monty Tech.

Selection Process:
Applications are reviewed for completeness by the Practical Nursing Program Support Manager and the Director of the Practical Nursing Program and/or designee. Applicant interviews with the Director of Practical Nursing and/or designee are scheduled by the Practical Nursing Program Support Manager. An applicant summary record along with the interview will be submitted to the Admission Team for their review.

- Personal Essay Statement / Interview: 0-15 points
- References: 0-15 points
- Academic Achievement (official high school or GED agency transcripts): 0-5 points
- Post Secondary / College: 0-5 points
- TEAS Entrance exam results: points for a score over 50%: 0-50 points
- Residency: 5 points if residence within district
- Related work experience 0-10 points
- Career ladder: Yes / No 1 point
- Monty Tech graduate: 1 point

The Practical Nursing Program Admission Team will rank applicants and accept applicants according to the procedure and criteria contained in this admission policy. The Admission Committee will establish and maintain a list of acceptable candidates. Priority for admission is given to Monty Tech in-district applicants when the scores are equal.

All applicants are notified in writing of their status: Accepted / Not accepted / Waitlist

Review Process:
The applicant, upon receipt of a letter from the Monty Tech Practical Nursing Program indicating that the applicant was not accepted, may request a review of the decision. The applicant may send a letter requesting a review to the Director of Practical Nursing within (30) days of the receipt of the rejection letter. The Director of Practical Nursing will respond in writing to the applicant with the findings of the review within thirty (30) days. If further review is requested, the applicant may send a letter requesting a review to the Monty Tech Superintendent-Director within thirty days (30) of receipt of

the review letter. The Superintendent-Director will respond in writing to the applicant with the findings of their review within thirty (30) days.

Withdrawal for Reasons Other Than Dismissal

Should a student wish to withdraw from the Program, the student must contact the Program Director to discuss the issue.

If voluntarily withdrawing from the Program, the student will submit a letter of withdrawal, including the student's name, date of withdrawal, and reason for withdrawal to the attention of the Director of the Practical Nursing Program. Program enrollment shall be terminated on the date of receipt of formal withdrawal notification. Students cannot just withdraw from one course. All courses are mandatory for the Program, there are no extra courses or substitutions.
*Be reminded that withdrawal for any reason after 30 class meetings will result in NO refund of tuition/fees.

Federal and state aid is awarded and disbursed based on the assumption that a student will attend courses for the entire program and is therefore eligible for the entire amount of the disbursement.

The PN Program Director is officially designated by the school where students are to provide official notice of intent to withdraw. The Director then informs the Program Support Manager. If a student stops attending classes before completing 60% of the semester, the student is considered to have earned only a percentage of their aid equal to the percentage of the semester completed. In such cases, the school must apply federal and state rules to determine how much unearned aid must be repaid by the student and the school, respectively.

Orientation Evening

Students accepted to the Practical Nursing Program will participate in a mandatory orientation evening held in the spring of each academic year. During this time, information will be provided about the uniforms, books, equipment, tuition costs, financial aid and summer reading and math requirements. You will be photographed for your school identification badge and meet with your potential classmates. Attendance at this event is mandatory.

Exemption for Completed Coursework – Non-Nursing Courses (Advanced Placement)

If you have completed coursework previously within this Program or from other academic institutions comparable to that required in the Practical Nursing Program, you may request an exemption from completed coursework. The coursework must be within three (3) years of the request to be considered for exemption. Requests may be honored for Anatomy and Physiology and Human Growth content. The exemption process requires that the student:

1. Submit a written request for the exemption to the Director of the Practical Nursing Program. This request must be presented at least fifteen (15) days prior to the time that

the content is scheduled to be presented in the Program and accompanied by:

a. An official transcript of work completed. A grade of "C+" or 77% or better must have been attained in the coursework.
b. A course outline or description detailing the content of the coursework.
c. The number of credit hours for the course or content previously completed. Hours must meet or exceed those required by the Monty Tech Practical Nursing Program.
d. Cumulative averages do not transfer with students. A new cumulative grade begins with the commencement of a student's career at Monty Tech and reflects only work completed as a Monty Tech student.

2. A review will be conducted by the Director of the Practical Nursing Program. A decision will be returned in advance of the course content presentation. The decision will be one of the following:
    a. Exemption not granted
    b. Exemption granted

The program recommends that students "audit" the course to improve their knowledge base of the content. Students will not be required to take exams / quizzes if the course is "audited." A student may audit any course in which they have been exempted.

Transfer Students (Advanced Placement)

A transfer student is one who has successfully completed nursing course hours in another accredited Practical Nursing or Registered Nursing Education program. Credit hours from another accredited institution that are accepted toward the student's educational program count as both attempted and completed hours. Applicants for admission who seek to transfer credits should submit official transcripts, along with a request for exemption to the Director.

Exemption for Completed Coursework – Nursing Courses (Advanced Placement)

Individuals may apply to enter the program at Term II (Concepts and Skills for a Caring Practice II and Safe Medication Administration) provided they can supply satisfactory proof of completion of all the Term I course content with a grade of "C+"or better within the past two years if the student is not currently matriculated in an accredited nursing education program. For currently matriculated transfer students, course content older than two years will be considered. An original transcript of grades and detailed course descriptions are required. The Term I nursing course is Concepts I Fundamentals of Nursing. Entrance into the program will be determined on a space available basis. Individuals cannot transfer into the program at any time after the beginning of Term 2.

Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the Montachusett Regional transcripts as transfer credit. A new cumulative grade begins with the commencement of a student's career at Monty Tech and reflects only work completed as a Monty Tech student.

Students entering the program via transfer from another accredited nursing education program, as an advanced placement student into Concepts and Skills for a Caring Practice I (Fundamentals of Nursing), will be required to do the following prior to enrolling:

1. Achieve a grade of 100% on the required medication administration examination. *Students can retake the medication administration exam once and only once.* Failure to achieve a 100% will render the student ineligible for advanced placement;
2. Demonstrate retention of competency in clinical nursing skills completed in Fundamentals of Nursing with the nursing program they are seeking to transfer from. Students will receive information on how to prepare for this competency testing and should plan on three to four hours for the testing session. Failure to demonstrate competency will render the student ineligible for advanced placement; and
3. Complete a Concepts I Fundamentals of Nursing final exam that had been administered to students enrolled in the MT PN Program. The student must achieve a grade of 77% or better on the exam.

Students granted advanced placement are not eligible for readmission to the program. In the event a student is not successful following advanced placement, and would like to return to the program, the student will be required to complete the admission process in accordance with the policies in effect at the time of application.

Transfer of Military Education (Advance Placement)

Candidate for admission who have a military health care education, training, or service are eligible for Advanced placement or transfer of completed courses or credits in accordance with policies published by the institution. Education, training, and service can vary and eligibility for transfer credit will be evaluated on a case-by-case basis. The criteria; for evaluation will be in accordance with the NCSBN Analysis: A Comparison of Selected Military Health Occupation Curricula with a Standard Licensed Practical/Vocational Nurse Curriculum

Re-Admission to the Practical Nursing Program

A student who is dismissed for reasons related to unsafe clinical practice, failure to adhere to standards of conduct 244 CMR 9.00 (See Appendix K), or a civil/criminal act as outlined in MA General Laws (MGL) Chapter 71: §37H and 37H1/2 will not be considered for readmission. Individuals who are not eligible for licensure in accordance with the MA BORN Good Moral Character (GMC) Licensure Requirement cannot be accepted to the Monty Tech PN Program until such time as they would be eligible for licensure upon successfully completing the PN Program. (See Appendix O).

A student eligible and interested in re-admission must submit an updated application and references but will not need to resubmit TEAS scores if readmitted the next school year. Students

reapplying after more than one year will be required to retake the TEAS exam.

A student re-applying for admission will need to submit a written plan addressing the issues leading to the dismissal from the Program. This plan is submitted at the time of the interview. The Practical Nursing Director will take your request to the Admissions Team for action. You will be informed in writing of the action taken.

Because the Practical Nursing Program course is sequential, the earliest that you can be readmitted would be the year following your original withdrawal. Updated health information, references, CORI, liability and health insurance will be necessary should you be readmitted. Readmission into the Program will be on a space available basis. A student may apply for readmission once. Appropriate factors for consideration might include successful academic study, work experience, and more mature or renewed orientation to the program.

Financial aid will not be given for terms that are repeated.

The Practical Nursing Program provides readmission for service members and reservists who are absent due to service requirements and are not required to submit an application for re-admission. Readmission accommodations are also provided (refer to Valor Act).

Criminal Offenders Records (CORI):
CORI is carried out for every qualified candidate offered admission to the Practical Nursing Program as part of the admission process. Monty Tech reserves the right to repeat the process within 1 year. Any applicant or student must meet CORI requirements according to https://www.mass.gov/doc/101-cmr-15-criminal-offender- record-checks/download

EMERGENCY PROCEDURES

CANCELLATION OF CLASSES

In all instances of cancellations due to weather, a message will be sent via email to all students and faculty. During the week, when Monty Tech classes are canceled, the Practical Nursing evening classes and clinical practice are canceled. During the day, if the weather conditions change drastically, necessitating the cancellation of the Practical Nursing evening classes, the decision will be made no later than 12:00 pm. For cancellation details, after hours or on weekends, an email will be provided by the Practical Nursing Program Director.

BUILDING SECURITY/SAFTEY

Student behavior issues are taken most seriously and accountability for behavior is dealt with in the most serious manner. Students must realize that Monty Tech is a community of members that includes faculty, students and visitors. Actions that are deemed detrimental to the community as outlined in this handbook will not be tolerated. Students must follow all basic

safety guidelines including, but not limited to, wearing ID badges visibly, maintaining security by not opening locked doors to visitors. All students and visitors must enter the building through the main entrance. Please be advised the common areas of the school are under video surveillance.

Anyone found "pegging" or propping a locked door open to re-enter the building or anyone aiding entrance to the building shall face a $100.00 fine. Any student subject to fines will need to pay the fine to proceed to the next term or to graduate.

CLASSROOM

No hats are to be worn while in the building, with the exception of required religious head coverings.

FINGERPRINTING

Students may be required to be fingerprinted at the request of contracted facilities.

SCREENINGS FOR SUBSTANCES OF ABUSE

Students may be required to undergo random screening for substances of abuse at the request of contracted facilities.

DRUG/ALCOHOL POLICY

As defined in 244 CMR 9.03 Standards of Conducts for Nurses. "Each nurse licensed by the Board and engaged in the practice of nursing shall have knowledge and understanding of the Standards of Conduct for Nurses set forth in 244 CMR 9.00, all state laws and Board regulations governing the practice of Nursing, and all other state and federal laws and regulations related to such practice." (244 CMR 9.03)

244 CMR 9.03 (36) Practice While Impaired. A nurse licensed by the Board shall not practice nursing while impaired. The Board of Nursing defines impaired as "the inability to practice nursing with reasonable judgment, skill, and safety by reason of alcohol or drug use, or a physical or mental illness or condition, or by any combination of the foregoing." (244 CMR 10.01 Definitions)

If faculty or a staff member suspects impairment the student will:

- Be informed of the observed behavior and of faculty concerns of impaired performance.
- Removed from patient care responsibilities and asked to leave the setting. Transportation will be arranged or the student may be accompanied to the closest emergency department if emergency treatment is indicated.
- Be requested in writing to meet with the school and the Practical Nursing Program Director, within 24 hours or next business day. The student may be asked to have an evaluation including drug test at facility determined by MRVTS.

POSSESSION AND/OR USE OF WEAPONS

Students are subject to program dismissal by the Program Director for the possession of a dangerous weapon. This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be dismissed with exceptions granted only by the Superintendent. (The definition of firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

INCIDENTS OR ACCIDENTS

1. Incidents involving a client: communicate the incident immediately to your clinical instructor. A form will be completed and filed with the incident circumstances outlined and reviewed. See Appendix A.
2. Reduction of risk potential with the high-risk activity of medication administration will occur through the following. Medications shall not be given until students have achieved medication math competency. Medications will be administered in the presence of a faculty member at all times throughout the program.
3. Medication errors: A medication error is defined as a dose of medication that deviates from the provider's order as written in the client's record or from standard facility/school policy and procedure(s) that violates any or all of the rights of medication administration.
4. A student that consistently exhibits medication errors that are prevented by the clinical instructor prior to client administration will be placed on a contract for improvement and an incident report will be filed with the school.
5. Types of medication errors may include but are not limited to dose omission, unauthorized drug (wrong client), wrong dose, wrong route, wrong rate, wrong time, wrong dosage form, wrong preparation, incorrect administration technique. For a non-critical timing drug error, it is counted only if the wrong time can cause the client discomfort or jeopardize the client's health or safety.
6. Treatment errors are considered under these same policies. The student is not to carry out nursing interventions that have not been approved and taught at Monty Tech. The student must have interventions supervised and/or reviewed and signed off by your assigned instructor prior to performing the intervention with clients.

When an instructor / student identifies an error has occurred:

1. Immediately notify the clinical instructor who will assist you to notify the appropriate staff who will then proceed to notify the client's provider and others if required by facility policy.

2. The client will be monitored as directed by facility staff and clinical instructors.
3. Facility and school incident report forms will be completed under the guidance of the clinical instructor.
4. A contract for improvement and a plan of correction will be part of the reporting process. At a minimum, it will require a closely supervised medication/treatment nursing intervention until the instructor is satisfied through student clinical behavior that the error will not be repeated. The student's remedial assignment may also be given per the decision of the instructor and/or the Director.
5. The incident report, plan of correction and contract for improvement will be forwarded to the Practical Nursing Director for review and placed in the student file.
6. Failure to meet the plan of correction and the contract for improvement and/or subsequent errors may result in a dismissal from the Program for unsafe practice.
7. Failure to report an incident upon recognition of an error (which is considered unethical behavior) may result in immediate dismissal from the Program.

PERSONAL INJURY/ACCIDENT/ILLNESS

Should an accident, injury, or illness occur while at the school or at an assigned clinical site, you should report immediately to the faculty member present. Should emergency care be required the student will incur costs for any services.

FIRE/SAFETY ALARMS

An alarm will sound in the event it becomes necessary to evacuate the building. Each room has posted directions for evacuation routes. It is the student's responsibility to read and follow them. When the alarm sounds, leave the building, report to the faculty member accounting for all students and remain outside the building until directed to return. Everyone must leave the building.

CRIME AWARENESS AND CAMPUS SECURITY

In compliance with the Crime Awareness and Campus Security Act, the annual report of Campus Security is available by request, through the Monty Tech Administrative Office for review.

PARKING

Upon arriving at the school building, Practical Nursing students park according to availability. Parking privileges will be cancelled if parking occurs in the Fire Lane or in spaces not designated for students (i.e. in front of the building where diagonal bus parking is marked, spaces reserved for childcare or along the sidewalks). Students are always to enter the school through the Main Entrance. Cars may be towed or fines may be given if a student is parked in non-designated areas. Parking instructions will be given for each clinical practice facility.

SMOKING

Monty Tech is a smoke-free school. The use of all tobacco products including vaping products is strictly prohibited in school buildings and/or on school grounds according to Massachusetts General Law Chapter 71, § 2A. You will be fined for violating this policy. In the clinical area, if you must smoke/vape, follow the agency rules.

VALUABLES

Money and/or valuables should not be brought to class or to clinical practice. Monty Tech and/or the clinical practice agencies will not be responsible for lost or stolen articles.

GENERAL POLICIES AND PROCEDURES

STUDENT GOVERNMENT

You are encouraged to take part in the Student Organization of the Monty Tech Practical Nursing Program. The student bylaws for this organization are as follows:

The purpose of this organization shall be to:

1. Provide for student participation in the organization and function of the Practical Nursing Program.
2. Provide for student participation in activities which are of concern to a student and/or the class.

Article I: Officers and Elections

Section I: Officers of the Student Organization shall be President, Vice President, Treasurer, Secretary, and Student Representatives to the Faculty Committee and Occupational Advisory Committee.

Section II: The Director of the Practical Nursing Program shall serve as Faculty Advisor. Faculty Advisor must be present at all meetings.

Section III: Officers shall be elected at the end of Term 1 or the beginning of Term 2 of each school year by a written ballot provided by the PN Program. If a class officer is no longer willing or able to continue, an election will be held to replace that individual within 2 weeks.

Section IV: Nominations for officers shall be conducted according to established procedure.

Section V: Voting shall be by written ballot tailed by the Director of the Practical Nursing Program. A simple majority will win the election.

Section VI: Officers shall take office upon election and will represent the student group.

Section VII: The term of office shall be one (1) academic year.

Section VIII: Student participation in Ad Hoc Committees shall be established as needed.

Article II: Duties of Officers

Section I: President

1. Schedules all class meetings
2. Prepares agenda for class meetings
3. Presides at all class meetings
4. Delegates duties
5. Coordinates membership of committee volunteers. If the number of people volunteering exceeds the number of positions available, a class vote is required.

Section II: Vice President

1. Assumes responsibilities of President in their absence
2. Carries out activities as may be delegated by the President
3. Works with faculty on graduation planning

Section III: Treasurer

1. Collects class dues and pays accounts
2. Maintains an accurate account of receipts and disbursements to be reported at each class meeting
3. Submits written report of the financial status at the last class meeting of each term to the President and Practical Nursing Program Financial Aid Officer
4. Submits all student dues/class income to the School Business office for deposit to the Practical Nursing Program student account
5. Maintains an account of all incomes/expenses and in collaboration with the MRVTS Business Office / Program Director (class advisor)

Section IV: Secretary

1. Notifies members of meetings
2. Keeps minutes of each meeting, reports minutes at next meeting
3. Forwards a copy of the minutes of each meeting to the Director of the Program
4. Acts as corresponding secretary

Section V: Student Representative(s) to Faculty Committee

1. Attends scheduled Faculty Committee meetings which do not address confidential student issues
2. Presents student issues to Faculty Committee

3. Reports outcomes of Faculty Committee meetings to class members

Section VI: Student Representative(s) to Occupational Advisory Committee

1. Attends scheduled Advisory Committee meetings
2. Assists Advisory Committee in evaluating program outcomes
3. Reports outcomes of the Advisory Committee activities to the class members

Article III: Dues

Dues shall be determined by each class. Once dues are determined, payment is required to participate in the Organization. Any expenditure of class funds requires a class vote.

Article IV: Ad Hoc Committees

Committees shall be established by the President or Advisor to fulfill activities determined by the class. A graduation committee will be established.

STUDENT PARTICIPATION IN PROGRAM EVALUATION

Students are required to participate in the evaluation and development of the Program. Ways in which a student may do this include:

1. Participating as a member of the Faculty Committee or Program Advisory Committee. You may participate in all discussions except those involving confidential student issues. Volunteer members will be invited in the Fall.
2. Identifying problems and/or concerns in the Program and communicating them to any faculty member or the Program Director.
3. Thoughtfully completing and submitting all course and instructor evaluations at the end of each course and Program surveys that you receive after graduation.

VOTER REGISTRATION

A Voter Registration form is available at sec.state.ma.us/ovr/

PROGRAM OPERATIONS

ATTENDANCE

Attendance at all class, laboratory and clinical practice times is required in order to be adequately prepared to graduate from the Practical Nursing Program at Monty Tech. Attending this program requires commitment and advanced planning.

The Practical Nursing Program is an accelerated program requiring 41 weeks / 1210 classroom and clinical hours. The State Board of Nursing and Monty Tech policy requirements for class, laboratory and clinical hours must be met in order to be eligible to graduate and apply for NCLEX-PN examination.

To meet the attendance expectations, you must attend:

1. A minimum of 98% of class/laboratory/clinical hours is required in order to meet the number of hours required to graduate. Absence beyond 15 hours will result in attendance probation and will require the student to attend makeup time. Students that are absent for more than 30 hours of combined clinical / class instruction hours will be subject to Program dismissal.
2. Clinical make-up time, if needed, is an additional fee of $55.00 / hr. paid by the student in advance of the scheduled make-up time. Students missing excessive time, greater than that allowed will be given the opportunity to make up time in the clinical setting. Term 1 and early Term 2 makeup will be during the December holiday. Term 2 and early Term 3-time makeup will be during February school vacation. Term 3 and early Term 4 will be during April school vacation week. There is no makeup time available in term 4.
3. Students who have not paid prior to the scheduled clinical makeup day will not be allowed to attend clinical. Students unable to attend clinical because of nonpayment are not able to meet required objectives and will receive an absence for the date they missed scheduled clinical makeup. Failure to meet the required objectives will result in Program dismissal.
4. Students who have excessive absenteeism may not complete program requirements for graduation.
5. In addition, those students who are receiving Financial Aid must meet satisfactory program attendance requirements in order for funds to be disbursed and/or kept.

The following Guidelines need to be followed so that you can meet the attendance requirements:

1. To validate that you meet the expected hours, your attendance will be taken by faculty for each class/laboratory/clinical session. A master log of student hours will be maintained in the Practical Nursing Office.
2. Students who fail to notify the program will be given an absence which is designated as a no call/no show. Students who are no call/no show (more than once to class or clinical practice) will be counseled by faculty. A student with two incidents of no call/no show is subject to dismissal.
3. Make up time for missed class/laboratory/clinical content must be arranged with the Practical Nursing Director who may decide that any missed class or laboratory will be graded as a “0”.
    a. Failure to communicate 2 absences from class, laboratory or clinical will result in a review for continued enrollment.
4. Notification of an absence should be made to the Practical Nursing program one hour prior to the start of classroom or clinical time. The student will send an email to pnattendance@montytech.net.
5. Periods of illness or incapacitation of three days or more require follow-up with a

verifiable professional note of illness including limitations from a provider. In the event of an injury or illness that does not allow for the student to continue in the Program, the student may reapply within two years.

6. Time lost due to an absence will have to be made up when the student is near the 15-hour absence requirement. Payment by the student for clinical or class hours make-up will be required. When available, alternate make up assignments may be provided to students requiring clinical and/or class make up. Clinical make-up time will be arranged by the Practical Nursing Director and paid for by the student.

Other issue related to attendance:

1. Tardiness: Class begins promptly, including after breaks and dinner. You will be considered tardy if you arrive more than 7 minutes late to class and/or to clinical. Breaks and dinner do not have the 7 minute grace period for tardiness. Students arriving late to class will be allowed entry to the classroom at the next classroom breaktime. Students who are late once will be counseled by faculty. Students who are late 2 times to class or to clinical practice will be given a professional warning. A Contract for Improvement will be issued to a student with more than three incidences of tardiness.
2. No Call/No Show: You will be considered no call/no show if you are more than 30 minutes late to class and/or clinical practice without communication. Students arriving more than 30 minutes late to clinical will be sent home and marked as absent.
3. Leaving early: Leaving class, laboratory or clinical will be counted as an absence. Students must see and speak with the instructor responsible for the class or clinical prior to leaving and send an email to pnattendance@montytech.net. Students who leave early one time will be counseled by faculty. Students who leave early 2 times from class or to clinical practice will be placed on professional warning. A Contract for Improvement will be issued to the student with more than three incidences of leaving early.
4. Reporting absence or tardiness to class: The student will contact the Practical Nursing Program via email for any absence or tardiness one hour prior to the start of classroom or clinical.

Examination Class Days: Examinations listed in the course outlines will begin promptly at the beginning of class on the date scheduled. Students should be in the classroom with laptops prepared to begin on time. Late arrivals will not be allowed entrance into the classroom and will be required to speak with course faculty to schedule a makeup exam on the next scheduled class or clinical day.

Clinical Practice: For an absence or tardiness, the student must notify the clinical faculty by their preferred method and the Practical Nursing Program at pnattendance@montytech.net one hour prior to the time the student is expected to arrive at the clinical agency.

Flex to days: Students will be required to flex to a day schedule for a clinical rotation due to the availability of clinical site experiences. The practical nurse course schedule and clinical experience is subject to change based upon availability of clinical site and faculty.

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 is allowed the option of completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees and tuition paid. If 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. Veteran's prior education and military services will be assessed for transfer in credit.

SUPPORT AND TUTORING

Faculty are available by appointment for support and tutoring. Faculty email and voicemail are monitored and responded to during practical nursing program hours. A response will occur within 48 hours. PN faculty offer advising. The PNP may offer students opportunities for counseling services with the MRVTS school social worker. The Program Director can make a referral to the school social worker for an appointment to be made at a mutually agreed upon time.

PROBATION STATUS

A student may be placed on probation for various reasons, which include, but are not limited to:

- Tardiness, leaving early or absenteeism during the program
- Being sent home from clinical or excused from class
- Failed classroom assignment remediation or mid-term clinical evaluation
- Failing to meet financial obligations to the Practical Nursing Program
- Lack of adult behaviors in the classroom or clinical setting
- Failing to meet the required 77% grade in all courses
- Any patient safety issue in clinical

The probation process includes:

- Meeting with the faculty and Program Director to discuss the probationary issue
- Mutually agreeing to a Contract for Improvement with specific criteria for improvement outlined
- At the end of the probationary period, evaluation of the corrective action plan
- Formal release of probation period must be met prior to the end of the term by the Program Director.

PROGRAM DISMISSAL

A student may be dismissed from the Program for the following reasons:

1. Failure to successfully pass academic and/or clinical practice associated with the course;
2. Failure to follow ethical/legal/safe care practices in academic and/or clinical practice may include but not limited to the following:
    a. inability of the student to translate didactic theory into clinical practice
    b. exhibits a consistent lack of compliance with the student nurse practice limitations as defined by the Massachusetts Nurse Practice Act and assessment by Faculty
    c. consistently fails to maintain communication with faculty regarding patient care
    d. exhibits dishonesty regarding patient care or didactic content;
3. Failure to meet Program attendance requirements;
4. Improper conduct including but not limited to use of drugs, alcohol, hazing, sexual harassment, possession of weapons, charged with a felony/misdemeanor resulting in activation of the Good Moral Character Standard (MGL Chapter 112 §74, 74A, and 76);
5. Violating academic/professional integrity which includes but is not limited to cheating or plagiarism, and/or stealing or lying. Repeated offenses will result in course failure and/or Program dismissal;
6. You are ineligible for promotion;
7. Nonpayment of tuition and/or fees

MEDIA RESOURCE CENTER/LIBRARY

The Dr. Clarence P. Quimby Media Resource Center is open for use to all Practical Nursing students with use of their ID badge. Research databases have been purchased for the use of nursing students. The Practical Nursing Program has selected reference textbooks and periodicals shelved in the library for student access. These materials may be checked out for use per library policy. An orientation to the library services and resources is provided by the librarian at the beginning of the program year.

STUDENTS GRIEVANCE/COMPLAINT PROCESS

A grievance is viewed as a complaint by a student(s) (complainant/s) that there has been controversy, misunderstanding, or a dispute as to the interpretation, application, or implementation of any policy or procedure related to the Practical Nursing Program.

It is important that the parties concerned make every effort to settle complaints among themselves prior to initiating an official grievance. Should these approaches fail, the student must adhere to the following process:

Stage I: Conference between involved parties

a. Complainant(s) should confer with all party(ies) involved in the complaint within five (5) school days of the alleged incident or within five (5) school days after knowledge of the incident which is the basis for the complaint by submitting a written request for grievance

within five (5) school days. Note – For this purpose, "school days" are defined as days when students are expected in the classroom. Clinical days are not included in "school days". The goal is to arrive at a mutually satisfactory resolution.

b. Complainant(s) shall receive written communication of the outcome/s of this conference within five (5) school days of the conference

Stage II: Director, Practical Nursing Program

a. When the grievance is not resolved in Stage I, the complainant(s) may appeal to the Director of the Practical Nursing Program by submitting a written request for grievance within five (5) school days following the receipt of the response as noted in Stage I.
b. A meeting between the complainant(s) and the Director shall occur at the earliest available time during which the goal is to arrive at a mutually satisfactory resolution.
c. The Director shall communicate a decision in writing to the complainant(s) within five (5) school days of this meeting.

Stage III: The Superintendent-Director

a. If the grievance remains unresolved after Stage II, the complainant(s) may appeal in writing to the Superintendent-Director of Monty Tech within five (5) school days after receipt of the response from the Practical Nursing Program Director.
b. The Superintendent-Director and the complainant(s) shall meet with the goal of a mutually satisfactory resolution of the grievance.
c. The Superintendent-Director shall respond in writing to the complainant(s) within ten (10) days after this meeting.

Stage IV: Council on Occupational Education

If the grievance remains unresolved after Stage III, the complaint(s) may contact:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770 396-3898 or 800-917-2081
Fax 770 396-3790
www.council.org

DISCRIMINATION

Montachusett Regional Vocational Technical School Practical Nursing Program admits students and makes available its advantages, privileges, and course of study without regard to race, color, ethnicity, religion, national origins, age, sex, gender identity, sexual orientation, homelessness, disability or limited English proficiency.

STUDENT HARASSMENT POLICY

Purpose:

The Montachusett Regional Vocational Technical High School (Monty Tech) shall provide a safe and secure environment in which all students are respected and expected to learn. Harassment affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. Monty Tech will not tolerate disrespectful interaction.

In some cases, the offending behavior may warrant punishment or removal of the harasser. Harassment may be perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school/job duties. Monty Tech's policy includes interactions student-to-student, student-to-staff or staff-to-student. This policy will become part of every work site agreement to assure safety and comfort in the extended school environment in the community.

Legal Aspects of Sexual Harassment

Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws), the term "sexual harassment" is defined as follows:

"any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or

(ii) such advances, requests or conduct have the purpose or effect or unreasonable interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment."

In addition, students are protected from sexual harassment under the provisions of Title IX; schools can be sued for not protecting their students from sexual harassment. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under laws relating to child abuse.

Behaviors Defined:

For purpose of this policy, the following includes but is not limited to the range of behaviors considered to be sexual harassment:

- Sexual insults and name-calling, including homosexual reference comments
- Off color jokes
- Intimidation by words or actions
- Offensive touching, gestures
- Pressure for sexual activity
- Behaviors viewed to be offensive by a reasonable person in the victim's situation

It is recognized that the content of this policy may be extended to included behaviors which diminish the comfort and safety of individuals whether within the legal definition of sexual harassment or other forms of harassment such as:

- Throwing objects at a person
- Unwanted negative attention
- Racial and ethnic slurs

Guidelines for Dealing with Harassment:

The MRVTSD will consider individual complaints about sexual harassment or a sexually hostile environment from the reasonable person point of view. The approach will be nonjudgemental, will focus on changing behavior, and will endeavor to protect the complaint form of retaliation. At the start of each school year, the

Title IX/622 Coordinator and a male and a female staff person will be appointed by the Superintendent-Director to serve as the Harassment Team to handle all complaints. When a person feels that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. Monty Tech assures students that this system favors behavior changes and respect for others.

Monty Tech does not tolerate inappropriate and illegal conduct, therefore harassing behaviors may lead to verbal admonition, written warning, removal from duties, suspension or expulsion, mandatory counseling, physical changes in the environment, etc.

It is the moral and legal responsibility to report acts of harassment whether by direct or indirect knowledge. It is unlawful to retaliate against students for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Procedures for Dealing with Harassment:

Report the incident to any counselor or directly to the principal, ext. 5216. A meeting of the Harassment Team will be held as soon as possible and a decision to follow Option A or Option B will be made.

Procedure – Option A

1. You will be assisted in writing a letter to the alleged harasser which includes the following:
    a) An exact description of the behavior, including when and where it happened.
    b) A description of how the behavior made you feel.
    c) A request that the behavior stop.
    d) A promise that if the behavior stops, no further action will be taken.
2. The letter will be dated and signed, and the information will be considered private.
3. The letter will be delivered by a member of the Harassment Team to assure the alleged harasser understands the contents and understands that talking about it to other students/staff or engaging in any other retaliatory behavior will subject the alleged harasser to disciplinary action.
4. An apology by the harasser will lead to no further action, but the letter will remain on file.
5. Within a week after the letter is delivered, a follow-up by a member of the Harassment Team will be conducted to assure that in fact the harassing behavior has stopped, and that no retaliation has occurred. Any retaliation or continuation of behaviors considered to be harassment will be considered grounds for removal from the educational setting or other disciplinary action.

Procedure – Option B

When Option B is utilized the Harassment Team will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The team will also interview the person alleged to have committed any and all forms of harassment. When the team has completed the investigation, they will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If no evidence for the claim is found, the person making the false claim may be charged with harassment.

If it is determined that inappropriate conduct has occurred, the team will act promptly to eliminate the offending conduct and will suggest disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process above does not prohibit you from filing a complaint with agencies. Each of the agencies has a short time period for filing a claim, (EEOC 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)
   10 Congress Street - 10th Floor
   Boston, MA 02114
   (617) 565-3000

2. The Massachusetts Commission Against Discrimination (MCAD)

   Boston Office
   One Ashburton Place – Room 601
   Boston MA, 02108
   (617) 727-3990

   Springfield Office
   424 Dwight Street, Room 220
   Springfield, MA 01103
   (413) 739-2145

Training and Posting of Harassment Policy:
This policy and procedures will be contained in the Student Faculty Handbooks and any other employment guides.

Employees will receive training annually to assure an understanding of the nature of harassment, the negative consequences of sexual harassment and policy and procedures including their responsibilities. Other types and examples of harassment will be addressed also.

All busing contracts shall contain assurance that drivers are trained and understand their responsibility and liability to extend the comfort of students to a harassment free ride on their buses.

Students will receive training concerning harassment on a yearly basis. This policy will be introduced during the freshman year and reviewed annually.

All temporary employees/volunteers shall be given this policy by their administrative supervisor and new permanent employees will be given training prior to employment.

BULLYING INTERVENTION AND PREVENTION PLAN
Purpose:
The Montachusett Regional Vocational Technical School District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

We are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We recognize that certain students may be more vulnerable to become targets of bullying,

harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin , sex, socioeconomic status, homelessness, limited English proficiency, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

DEFINITIONS:

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.
Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

I. Causes physical or emotional harm to the target or damage to the target's property;
II. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
III. Creates a hostile environment at school for the target;
IV. Infringes on the rights of the target at school; or
V. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cellphones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet posting.
Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.
Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying.
Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.
Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

I. Training and Professional Development

The plan must reflect the requirements under M.G.L. c. 71 370 to provide ongoing professional development for all staff, including but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches,

advisors to extracurricular activities and paraprofessionals. The Plan should state the content and frequency of staff training and ongoing professional development as determined by the school's or district's needs, and list other topics to be included in these staff programs. The locally identified areas of training should be based on needs and concerns identified by school and district staff.

II. Reporting Bullying, Cyberbullying, or retaliation

Reports of bullying, cyberbullying, or retaliation may be made by staff, students, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. The MRVTS staff member is required to report immediately to the PN Director or designee any instance of bullying, cyberbullying, or retaliation the staff member becomes aware of or witnesses. Reports made by students, or other individuals who are not school district staff members, may be made anonymously. The MRVTS will make a variety of reporting resources available to the school community.

Use of an Incident Reporting Form is not required as a condition of making a report. The MRVTS will:

1.) make it available in the school's main office, the counseling office, the school nurse's office, and other location determined by the PN Director or designee; and
2.) post it on the school's website.

At the beginning of each school year, Monty Tech will provide the school community, including administrators, staff and students, with written notice of its policies for reporting acts of bullying, cyberbullying, and retaliation. A description of the reporting procedures and resources, including the name and contact information of the PN Director or designee, will be incorporated in student and staff handbooks, on the district website, and in information about the Bullying Prevention and Intervention Plan that is made available to students.

A. Reporting by Staff
   A staff member will report immediately to the PN Director or designee when they witness or become aware of conduct that may be bullying, cyberbullying, or retaliation. The requirement to report to the PN Director or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management discipline.
B. Reporting by Students, and Other
   The MRVTS expects students, and others who witness or become aware of an instance of bullying, cyberbullying, or retaliation involving a student to report it to the PN Director or designee. Reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students and others may request assistance from a staff member to complete a

written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

C. False Reporting
If the PN Director determines that a student knowingly made a false allegation of bullying, cyberbullying, or retaliation, that student may be subject to disciplinary action consistent with school committee policies and student handbook.

III. Responding to a Report of Bullying, Cyberbullying, or retaliation

A. Safety

Before fully investigating the allegations of bullying, cyberbullying, or retaliation, the PN Director or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The PN Director or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The PN Director or designee will implement appropriate strategies for protecting from bullying, cyberbullying, or retaliation, a student who has reported bullying, cyberbullying, or retaliation, a student who has witnessed bullying, cyberbullying, or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying, cyberbullying, or retaliation. **Every attempt will be made to keep reports of bullying confidential.**

B. Obligations to Notify Others

1. Notice to students. Upon determining that bullying, cyberbullying, or retaliation has occurred, the PN Director or designee will promptly notify the target and aggressor of this, and of the procedures for responding to it. There may be circumstances in which the PN Director or designee contacts the student prior to any investigation.

2. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day, college university, or residential school, or collaborative school, the PN Director or designee first informed of the incident will promptly notify by telephone the PN Director or designee of the other school(s) of the incident so that each

school may take appropriate action.

3. Notice to Law Enforcement. At any point after receiving a report of bullying, cyberbullying, or retaliation, including after an investigation, if the PN Director or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the PN Director will notify the local law enforcement agency. In making the determination, the PN Director or designee, will, consistent with the Bullying Prevention and Intervention Plan and with applicable school district policies and procedures, consult with the school resource officer, if any, and other individuals the PN Director or designee deems appropriate.

C. Pre-investigation

Even before fully investigating allegations of bullying, cyberbullying, or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged victim and/or protect the alleged victim from further potential incidents of concern. In taking any such action, however, the rights of both the alleged victim and alleged perpetrator must be considered.

D. Investigation

The PN Director or designee will promptly investigate all reports of bullying, cyberbullying, or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.
During the investigation the PN Director or designee will, among other things, interview students, staff, witnesses, and others as necessary. The PN Director or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the PN Director or designee, other staff members as determined by the PN Director or designee, and in consultation with the school counselor, as appropriate. To the extent practicable and given their obligation to investigate and address the matter, the PN Director or designee will maintain confidentiality during the investigative process. The PN Director or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with Monty Tech policies and procedures for investigations.

E. Determinations

The PN Director or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying, cyberbullying, or retaliation is

substantiated, the PN Director or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The PN Director or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. All disciplinary actions shall balance the need for accountability with the need to teach appropriate behaviors.

Summary:
Consistent with state and federal laws, and the policies of MRVTS, no person shall be discriminated against in admission to MRVTS or in obtaining the advantages, privilege and courses of study at MRVTS on account of race, color, sex, religion, national origin, gender, gender identity, or sexual orientation. Nothing in the Bullying Prevention and Intervention Plan prevents the MRVTS from taking action to remediate discrimination or bullying based on a person's membership in a legally protected category under local, state, or federal law, or school district policies.
In addition, nothing in the Bullying Prevention and Intervention Plan is designed or intended to limit the authority of MRVTS to take disciplinary action or other action in response to violent, harmful, or disruptive behavior, regardless of whether the Bullying Prevention and Intervention Plan covers the behavior.

CRIMES AGAINST PUBLIC PEACE, CHAPTER 269

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Definition of Bullying: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to an individual's actual or perceived race, color, national origin,

ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

Section 18. Duty to Report Hazing

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

Section 19. Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated students groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with board of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time

student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Title IX – Section 504 and Chapter 622

The Director of Student Support Services 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 Montachusett Regional Vocational Technical 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 OCR.Boston@ed.gov

HEALTH POLICY

HEALTH RELATED ISSUES

If a student becomes ill during class or clinical time, please notify the faculty of the need to leave early. Should an emergency arise, 911 will be called and the student will be transported to a medical facility by EMS to be evaluated. Should this occur, the student will be responsible for all costs.

Students should not be in the classroom or clinical setting if they have the following: Fever greater than 100°F, shortness of breath or difficulty breathing, unexplained fatigue, severe headache, new loss of smell/taste, sore throat, congestion or runny nose, cough or body pain. Additionally, students who are actively vomiting (not related to pregnancy) or who have unexplained diarrhea should not be at clinical. Being at clinical and being unable to perform clinical duties is unacceptable. Please consider the health of other students and faculty as well as the clients you care for. Fever is gone when the individual is afebrile without medication for 24 hours. Strep infection and bacterial conjunctivitis require a minimum of 24-hour treatment before returning to class or clinical. Students will need to wear a mask during class and clinical if required by DPH, CDC, or contracted facility.

Students experiencing any of the following during the school year must let the Director of the PN Program know immediately: 1) Hospitalization; 2) COVID-19; 3) Surgery; 4) Pregnancy with restrictions or 5.) Allergies with anaphylaxis history.

COVID 19: Students may be required to be COVID-19 tested or screened for illness per partner facility and CDC guidance. Clinical facilities may require students to be vaccinated for COVID-19. Clinical facilities may allow students to request medical or religious exemptions and documentation will be required. Proof of immunization or request for exemption must be provided by September 15 of the program year. While Montachusett Regional Vocational Technical School does not require immunization, this program is in person and hands on and requires participation in the clinical setting. Students who are unable to truthfully pass COVID screening will be unable to attend clinical.

HEALTH INSURANCE

Students are required to maintain health coverage during the Practical Nursing Program. Evidence must be on file before you start classes.

LATEX/MEDICAL CHEMICAL ALLERGY MANAGEMENT

Students of the Practical Nursing Program with a documented latex allergy/sensitivity or who have been advised to avoid latex should communicate this with the Program Director and each clinical instructor. The program makes reasonable efforts to provide a latex free environment; however, latex is not always easily identifiable. Students should be aware of their environment to identify the possible risk of exposure. Students can request latex free gloves for

laboratory/simulation/clinical practice.

Students who have allergies to medical chemicals that may impact their performance need to notify the Director of the PN Program (e.g., iodine, chlorhexidine). As much as possible, an alternative will be sought.

Procedure:

1. Students who suspect or have confirmed allergies must provide medical documentation.
2. Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding the identified allergen whenever possible.
3. The Practical Nursing Program will make reasonable efforts to establish and maintain a laboratory/simulation environment as free from the identified allergen whenever possible.
4. Efforts will be made to assign students with identified allergies to clinical placements that limit exposure to identified allergens, if this information is readily available and can be determined.
5. Students agree to allow communication of allergy status to clinical sites by the Practical Nursing Program to facilitate placement and planning.

Rationale: While it is recognized that allergies to latex and medical chemicals can be a serious concern, most if not all healthcare environments have been able to create environments free from allergens; thus, students with identified allergies will be at some risk while completing the program.

Protocol:

1. Students with concerns for possible allergies should bring this to the attention of the Program Director as soon as possible.
2. The Program Director will advise students prior to admission how to proceed with confirmation of allergy documentation requirements and waiver processes.

FOOD OR MEDICATION ALLERGY MANAGEMENT

Students who have been identified as having a food/medication allergy/sensitivity or have been advised to avoid the identified food/medication should communicate this with the Program Director and each clinical instructor. These allergies are lifelong health issues, and the student will provide documentation of the verified allergen, health care provider's order for Epi-pen or treatment plan, and the student will have an Epi-pen on their person at all times if ordered by the provider. Students should be aware of their environment to identify the possible risk of exposure.

Procedure:

1. Students who suspect or have confirmed allergies must provide medical documentation.

2. Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding the identified allergen whenever possible.
3. Students who are prescribed an Epi-pen will present the prescriber's order and present the Epi-pen to the Program Director for verification of the expiration date at the beginning of the program or when prescribed in the event of a new allergy.
4. The Practical Nursing Program will make reasonable efforts to establish and maintain an environment as free from the identified allergen as possible.
5. Students agree to allow communication of allergy status to clinical sites by the Practical Nursing Program to facilitate placement and planning.

Rationale: While food/medication allergies can be a serious concern, most if not all healthcare environments have been unable to create environments free from allergens; thus, students with identified allergies will be at some risk while completing the program.

Protocol:

1. Students with concerns for possible allergies should bring this to the attention of the Program Director as soon as possible.
2. The Program Director will advise students prior to admission how to proceed with confirmation of allergy, documentation requirements and waiver processes.

HEALTH DOCUMENTATION REQUIREMENTS

Per CDC and Mass Dept. of Public health regulations for health care personnel including but not limited to immunization history, titers, TB testing, yearly Influenza immunization and COVID-19 immunization if required by clinical facilities prior to the start of the program. Clinical facilities may allow students to request medical or religious exemptions and documentation will be required. While Montachusett Regional Vocational Technical School does not require immunization, the Program is in person and hands on and requires participation in the clinical setting. The clinical facility (facilities) may require further documentation of immunization or health status. Students are responsible for providing timely evidence of immunizations and/or titers by August 1 of the program year. This evidence may be submitted to the Practical Nursing Director and/or the Practical Nursing Program Support Manager.

- Pregnancy: Refer to Pregnancy Act, (page 53).
- If the student continues to meet the requirements (total program hours and/or clinical and classroom content hours) of the Program following delivery, the student may return to the Program with written permission from the student's provider indicating any activity restrictions.
- Illness or injury: A student may return to the Program after an extended illness/injury if the student continues to meet Program requirements (class/clinical hours) and has written permission from the student's provider indicating that there are no activity restrictions.
- Any student having surgery or other invasive procedure must provide within 24 hours the need for modified duty provided by the provider. Students may not be allowed in the

classroom or clinical setting if the program does not feel it can safely meet the students' needs. Students who are unable to participate in class are subject to the make-up policy.

- The following confidential student information is required by the clinical facilities and will be released by the Practical Nursing Program to the clinical agency: Student's immunization status and/or titers, flu shot date, TB testing date and results, CPR date, liability insurance coverage, health insurance coverage, date of physical exam, proof of CORI and nurse aide registry check.
- All procedures related to COVID 19 management / illness will be as directed by MRVTS and CDC guidance in addition to clinical site requirements.
- BLS Healthcare Provider CPR from the American Heart Association is required to participate in the Program. Student CPR must be valid for the entire length of the Program.

EXPOSURE CONTROL POLICY - **(Accidental Blood Borne Pathogen Exposure)**

All students who sustain a needle stick injury, a cut from a sharp instrument or a mucous membrane exposure to blood or other body fluids must immediately notify the clinical instructor. In order to provide appropriate post-exposure treatment and counseling for students who are accidentally exposed to blood borne pathogens, the following policy will be observed:

1. Immediate treatment following exposure
    a. Skin: wash immediately and thoroughly with soap and water.
    b. Mucous membranes: flush immediately and thoroughly with water.
    c. Eyes: flush immediately and thoroughly with water.
2. Reporting and documenting the exposure
    a. All needle sticks, cuts, and/or human bites must be reported immediately to the clinical Instructor.
    b. All blood contaminations of open cuts mucous membranes (eyes/mouth) or skin areas with dermatitis must also be reported to the clinical Instructor.
    c. The student exposed will complete the facility and school's incident reports before leaving the area.
3. Following the injury, the student who has been exposed will seek care per the Exposure Policy of the clinical agency. This plan should be implemented within 2 hours of the exposure in order to provide the most effective prophylaxis.
4. Documentation of any follow-up medical care must be provided to the clinical instructor and Director of the Program prior to return to the clinical setting. Routine testing of the source is highly recommended. This testing will be conducted utilizing the policy and procedure in place at the facility.

ACCOMODATION DUE TO A DISABILITY

The Practical Nursing Program seeks to provide reasonable accommodations for all qualified individuals with a disability. The Practical Nursing Program will adhere to all federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford an equal educational opportunity. The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act:

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 form a Board approved nursing education program, achievement of a pass grade on the National Council Licensure Examination (NCLEX-PN®), and demonstration of compliance with the good moral character licensure requirement.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodation during the entire application and admission process. Any student who may need accommodation should contact the Practical Nursing Program Director's office at 978-345-9200 ext. 5107 or make an appointment to discuss reasonable accommodation prior to the beginning of classes, or as soon as possible after there is a need for accommodation.

A student has no obligation to inform the Practical Nursing Program Director, faculty, and/or staff that they have a disability; however, if the student wants an academic accommodation or if a student wants other disability-related services, the student must identify themselves 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 their disability. If a student chooses not to disclose a disability and, as a result, does not request or receive accommodations, the lack of accommodations may not later serve as the basis for a grievance.

Students who are voluntarily seeking reasonable accommodations must submit to the Practical Nursing Program Director a letter from a health care provider stating diagnosis (es) for the reasonable accommodations only. The Practical Nursing Program reserves the right to request additional documentation and assessments to identify proper accommodations that may be needed to meet program requirements.

Reasonable examination modifications will be provided to eligible students. Any accommodation 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.

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

PROGRAM TECHNICAL STANDARDS

In order to successfully complete the Nursing Program, certain physical and behavioral capabilities are required in the course work and as part of your clinical experience. All nursing students must be able to satisfy these standards with or without reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from clients.
3. Accurately detect audibly breath, heart, and bowel sounds.

Visual Ability

1. See and accurately read all written medical information pertaining to the client.
2. See and accurately read all readings and functions of technical equipment pertaining to client care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).
4. See and accurately perform an accurate client assessment.

Physical Strength (Gross Motor Control)

1. Ability to lift 50 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
2. Bend and/or lift to assist clients with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all clients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one's head in order to assist clients and manipulate equipment.
6. Kneel and stand independently.
7. Sit/walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications (oral and parenteral).
4. Safely and effectively perform dressing procedures without contaminating the wound or sterile supplies.

5. Successfully don and doff protective apparel to maintain standard precautions.

Behavioral / Emotional / Mental Performance

1. Function safely, effectively and calmly under stressful situations
2. Prioritize and manage tasks simultaneously
3. Exhibit social skills necessary to interact therapeutically with clients, families, all healthcare personnel and faculty
4. Maintain personal hygiene consistent with program dress code guidelines
5. Display attitudes and actions consistent with professional behavior in healthcare and classroom settings
6. Display the social skills to behave with politeness, tact, and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of clients, peers and individuals in health care and classroom settings
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times

PREGNANT WORKERS FAIRNESS ACT

MONTY TECH

Mandated Notice to Employees **March 20, 2018**

Montachusett Regional Vocational Technical School District

Overview

Effective April 1, 2018, Massachusetts has amended current state law against discrimination in employment. M.G.L. c. 151B, §4, forbids discrimination against employees due to pregnancy or conditions related to pregnancy in addition the law requires employers to provide reasonable accommodations to an employee who is pregnant or who has a condition related to pregnancy. This includes but not limited to, lactation or the need to express breast milk for a nursing child.

The Act prohibits an employer from:

A. Taking an adverse action against an employee requesting or using a reasonable accommodation, including but not limited to failing to reinstate to an equivalent position with equivalent compensations, benefits and seniority when accommodation for pregnancy or pregnancy–related condition is no longer needed;

B. Denying an employee an employment opportunity due to the need for reasonable accommodation of pregnancy or a pregnancy–related condition;

C. Requiring a pregnant employee or an employee with a pregnancy-related condition to accept an accommodation that the employee chooses not to accept, if such accommodation is not necessary for the employee to perform essential job functions;

D. Requiring a pregnant employee or an employee with a pregnancy-related condition to take a leave if another reasonable accommodation may be provided, without undue hardship on the employer's program, enterprise or business; and

E. Refusing to hire a candidate for employment because of the candidate's

pregnancy or pregnancy-related condition, provided that the candidate is capable of performing essential job functions with or without reasonable accommodation not imposing an undue hardship on the employer's program, enterprise or business

What is a "reasonable accommodation?"

A reasonable accommodation is a modification or adjustment that allows an employee to perform the "essential functions" of the employee's position. Some examples of reasonable accommodations are:

1. More frequent or longer breaks
2. Time Off
3. Providing equipment or seating
4. A temporary transfer to a less strenuous or hazardous job
5. Job restructuring
6. Light Duty
7. Private space for expressing breast milk
8. Assistance with manual labor
9. Modified work schedule.

An employee must notify the employer of a need for a reasonable accommodation due to pregnancy or a pregnancy-related condition. The request can be either verbal or in writing. The employer must then engage in a timely, good faith, interactive "process" to determine what reasonable accommodation may be made, absent undue hardship. This process must include discussion (s) between employer and employee with respect to the requested accommodation and the employer can require documentation from a healthcare professional that explains what accommodation the employee needs. It is up to the employee and employer to discuss how the accommodation relate to essential functions of the job

Need Help or Have More Questions?

Monty Tech Human Resources
Tammy Crockett
Monty Tech Benefits
Lisa Duprey
MA Commission Against Discrimination
www.mass.gov/mcad
Equal Employment Opportunity Commission
www.eeoc.gob
MIIA Employee Assistance Program
www.emlx.org

Why am I receiving this notice?

- Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions related to pregnancy, in a handbook, pamphlet, or other means of notice no later than April 1, 2018.
- Employers must also provide written notice of employees' rights under the Act: (1) to new employees at or prior to the start of employment; and (2) to an employee who notifies the employer of a pregnancy or a pregnancy-related condition, no more than 10 days after such notification.

ACADEMIC POLICY

Montachusett Regional Vocational Technical School Practical Nursing Faculty Academic year (2026-2027)

Term 1: August 17, 2026 – October 25, 2026

Term 2: October 26, 2026 – January 18, 2027

Term 3: January 19, 2027 – April 4, 2027

Term 4: April 5, 2027 – June 23, 2027

PRACTICAL NURSING EDUCATION CURRICULUM

To foster the development of the program outcomes, the curriculum of the Practical Nursing Program is constructed within a ten month/41-week sequence of courses. A minimum of 1210 hours of instruction is provided in the 41-week class schedule. The curriculum is purposely designed to evolve sequentially from the simple to the complex, including but not limited to cognitive, affective and psychomotor skills essential to the novice level of practical nursing.

COURSE DESCRIPTION

Term I:

Concepts and Skills for a Caring Practice I Class/Clinical

Concepts 1 provides students with an overview of the Licensed Practical Nursing curriculum at Monty Tech, including the student learning outcomes. The Licensed Practical Nurse's Scope of Practice, as well as their role within the health care team, is identified.

The students are introduced to underlying curriculum themes: concepts from the Program's organizing framework, the practical application of Watson's Theory of Interpersonal Caring, legal and ethical standards of nursing practice, communication skills including the client interview, and transcultural nursing. A review of math concepts with subsequent student math testing is performed in Term I and helps prepare the student for mathematical calculations in Safe Medication Administration.

As the course continues, students are introduced to the concepts of health, wellness, illness, end-of-life issues, Maslow's Hierarchy of basic human needs, and common nursing interventions to assist individuals in meeting those needs. The consistent use of the nursing process which includes assessment, nursing diagnosis, planning, intervention, and evaluation is stressed as students learn to collect, report and record health data. Common health problems and common nursing interventions are identified, and the concept of critical thinking is introduced. Discussion continues with the adjustment of nursing care based on client needs across the lifespan, including, but not limited to client's spiritual needs and the needs of clients with different cultural backgrounds. Preparation and

integration of course content continue to assist the students for the clinical component of the course which takes place in a long-term care facility which may include hospice/end of life.

Nursing skills emphasized in the course include caring behaviors, basic communication, critical thinking through the use of the Nursing Process, and reporting and recording alterations in patient status, and performing a basic physical assessment.

Structure and Function of the Human Body
An understanding of the normal processes of life is necessary to be able to plan care for clients who demonstrate alterations from the normal state of being. The structure (anatomy) and function (physiology) of the human body are the focus of this course. Included in this course is an introduction to medical terminology and commonly encountered laboratory studies.

Growth and Development of the Individual and the Family
Growth and Development of the individual across the lifespan and the family unit within their environment and culture are studied in this course. Stages of individual biophysical and psychosocial development from infancy to old age are addressed. Included in this course is an emphasis on changes and characteristics of the older individual. Theories of growth and development are introduced and examined. The family as a unit and its influences on health issues are examined. Cultural aspects of the family unit and individual are also reviewed. Effective and therapeutic communication styles and techniques are discussed and examined by students.

Term II:

Concepts and Skills for a Caring Practice II Class/Clinical
Alterations in the ability to meet basic human needs related to the pathophysiological changes in the body often bring individuals into the health care system. Concepts II focuses on discovering alterations in basic needs through physical assessment skills, which include obtaining health histories and critical thinking through the nursing process. Client issues throughout the life span as well as the need for the nurse to be culturally competent when providing care holistically is an essential part of the physical assessment.

Alterations in physiological functioning usually involve psychosocial issues. In the course of serious illness and particularly after surgery, clients may experience a change in body image and other psychosocial issues. Therefore, strategies to help clients/families with coping and adaptation to life changes are explored.

Concepts II focuses on alterations in six major body systems: The Integumentary, Respiratory, Endocrine, Neurologic, Lymphatic, Hematopoietic and Immune Systems. The content denotes frequently occurring alterations in these systems, including commonly occurring cancers. The possible environmental basis for some commonly occurring cancers is explored. Students are introduced to the care of the patient in a surgical setting, including post- surgical pain management.

Common pathophysiological and psychosocial changes, pain management, nutrition, and relevant pharmacology interventions are integrated throughout. Individual client issues, as relevant to their stage of growth and development and cultural/ethnic background, are also examined.

Nursing skills emphasized in Concepts II include: caring behaviors, communication, use of the nursing process, assessment of alterations in the Integumentary, Respiratory, Endocrine, Neurologic, Lymphatic, Hematopoietic and Immune systems. Postsurgical care, pain management, through comfort measures, common medications, and reporting and recording health care data. The clinical practicum associated with this course is in a sub-acute unit, and/or long-term care facility allowing students to apply their knowledge and skills to the care of clients.

Safe Medication Administration Class/Lab
The principles of safe medication administration are addressed, as is the role of the practical nurse in this important component of care. Focus is on hands-on activities that familiarize students with different aspects of medication administration. This class is a combination of lecture and lab class and contains research into evidenced based practice.

A self-study program and assignment of Math Concepts is given to students at orientation. A review of those concepts with subsequent student math testing is performed in Term II and helps prepare the student for mathematical calculations in Safe Medication Administration.

Term III:

Concepts and Skills for a Caring Practice III Class/Clinical
Concepts III continues the study of common pathophysiological conditions in basic human needs across the life span including the pediatric population. Alterations related to five body systems: The Cardiovascular, Musculoskeletal, Gastrointestinal, Genitourinary and Reproductive systems. The content deals with frequently occurring alterations in these systems, including commonly occurring cancers. Since environmental factors often play a key role in the development of such cancers, students examine the environmental basis for some commonly occurring cancers, using the client's health history.

Common pathophysiological and psychosocial changes, pain management, nutrition, and relevant pharmacology interventions are integrated throughout. Individual client issues, as relevant to their stage of growth and development and cultural/ethnic background, are also examined. Concepts III will also address the symptoms, common interventions and treatment modalities related to the mental illness of clients across the lifespan.

Ongoing review of math concepts with subsequent student testing is performed in Term III and reinforces the calculations learned during Term I and II.

Students are expected to demonstrate caring behaviors, effective communication with clients, families, peers, and members of the health care team, critical thinking through use of the nursing process, the ability to perform student-level head-to-toe assessments, accurate, timely reporting and recording of health data, the accurate assessment of common alterations in the human body. They are also expected to demonstrate novice skills in assessment of alterations in Musculoskeletal, Cardiovascular, Gastrointestinal System, Genitourinary and Reproductive system, including the application of common nursing interventions to alterations in pathophysiological conditions, and the recognition of acute mental illness and the use of common interventions in mental illness. Clinical

practice associated with Concepts III is conducted in sub-acute care, outpatient clinic setting, and pediatric care setting permits students to apply critical thinking through the use

of the nursing process to the care of more acutely ill clients and to collaborate with others on the health care team to care for clients with more complex needs.

Term IV:

Concepts and Skills for a Caring Practice IV Class/Clinical
This capstone course offers new opportunities to develop knowledge and skills related to the role of the Licensed Practical Nurse (LPN) in selected specialized areas of practice, as well as the opportunity to develop skills in leadership and management.

Content covers normal childbearing, common complications during the maternity cycle, care of the postpartum family, the role of the LPN in the home care setting, environmental health issues in the community health care setting and leadership and management techniques and skills. Relevant nutritional issues, pharmacology, and psychosocial issues are integrated into each unit. Stages of growth and development and cultural/ethnic background of clients are stressed. Ongoing review of math concepts with subsequent student testing is performed in Term IV and reinforces the calculations learned during Term I and II.

Clinical practice associated with this Concepts IV takes place in several settings, including a maternal-newborn unit, a rotation in mental health in a detox/mental health center and/or Geri Psych unit or an equivalent Mental Health setting. Nursing Practice in leadership/management activities takes place in the sub-acute care setting. More specific information is detailed below:

Unit I – The Care of the Childbearing Family
This unit focuses on the normal process of childbearing, including the care of the mother, the neonate and family before, during and after delivery. Nutritional and pharmacological concerns and cultural/ethnic sensitivities are stressed. Some commonly seen complications of pregnancy and delivery are examined, as are psychosocial issues related to family adjustments, postpartum depression, and substance abuse. Clinical practice allows the student to assist in the care of the childbearing family in the maternal/newborn Unit.

Unit II – Community Environmental/Public Health: The Licensed Practical Nurse in the Community Health Setting
The role of the Licensed Practical Nurse in community health care and the assessment of the home environment for environmental hazards is the focus of this unit. Psychosocial concerns in this setting, such as loss and grief, depression, social isolation, chronic care, suicidality, domestic violence, substance abuse, dementia and Alzheimer's disease are addressed.

Unit III – Leadership/Management Skills for the Licensed Practical Nurse
The Licensed Practical Nurse serves in the long term and sub-acute care setting as a first line manager of client care. This unit focuses on the principles and practices of leadership and management and client care coordination that can assist the Licensed Practical Nurse to function in this role. Practice opportunities allow the student to further develop care-giving skills and apply current classroom

content in their practice. Organizational, time management, client care priorities, conflict resolution skills are discussed and stressed in the practice area. Clinical practice associated with this course for the leadership/management activities will occur in the sub-acute or long-term care setting.

Issues and Trends in Practical Nursing
This course begins with a historical perspective centering on the evolution of the practical nurse role. Other topics include the responsibilities of the Licensed Practical Nurse (LPN) for the definition and implementation of the practical nurse role in health care including community, state and global activities, the legal issues for nursing, licensed practical nursing scope of practice, preparation for NCLEX-PN exam and functioning as a member of the health care team. The course also includes a discussion of professional practice, including preparation of a resume, preparing for LPN licensure, securing employment, continuing education for practice and career development.

LATE ASSIGNMENTS
Late assignments are penalized 10 points per day for a maximum of 5 calendar days, at which point the assignment will be graded as a zero.

TECHNOLOGY
The Practical Nursing Program utilizes technology to support learning. These technologies may include ATI and Schoology as examples. Students will be expected to participate in technology as directed. The Program has dedicated laptop computers which will be assigned to students at the beginning of the program.

Electronic devices include but are not limited to cell phones, iPods, smart devices, cameras, laser pointers or any other devices. Headsets and ear buds are not allowed during class or clinical experiences unless directed by faculty. Any electronic device found on the person or belongings of a student during testing will result in a zero for the grade and will be viewed as academic dishonesty resulting in program dismissal.

Faculty reserve the right to deny a student the use of any device in the classroom, including a computer, should it become a distraction to other students or facilitators. Students are encouraged to notify faculty if illegitimate use of the resources occurs.

STUDENT LAPTOPS
Students will be assigned laptops at the beginning of the program year. Students will maintain the laptop in the same condition they receive it. Students shall not deface or change the appearance of the laptop (i.e. putting stickers on the device). Students will return the laptop to the cart upon completion of use and ensure the device is plugged in and charging. As a reminder of the laptop guidelines, repairs to student devices will be completed by the school as long as the damage is determined not to be caused by the student's own misconduct or poor handling. If the damage is determined to be due to the student's negligence, then the cost of repairs will be the responsibility of the student.

DISCUSSION BOARDS

Discussion Boards posts will be used across the curriculum. They engage students and encourage collaborative learning. Faculty serve as moderators in these discussions.

RECORDING IN CLASS

No student shall record audio, an image or video using any electronic device including cell phones of any administrator, faculty, staff member or other students without their permission in accordance with MGL Chapter 272, Section 99: Interception of wire and oral communication, https://malegislature.gov/laws/generallaws/partiv/title/chapter272/section99. If the request to record a class is granted, a student will be required to sign the following statement:

"I agree that the information that is recorded during class is the property of the faculty and/or program, and the recorded material will only be used for the purpose of learning the class material. Any other use of the recorded material may result in the student being liable for copyright infringement. I agree to only use this material in a private area where it will not be available to others."

Students in a class that is being recorded will be notified that the class is being recorded. Any comments, discussions, etc., may be included in the recording.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In a file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for copyright infringement may be ordered to pay whether actual damages or statutory damages affixed at no less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Section 504 and 505.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Eligible students should submit to the Program Director a written request that identifies the record(s) they wish to inspect. The PN Director will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that the eligible student believes are inaccurate or misleading. Eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the Program Director; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Program Director decides not to amend the record as requested by the eligible student, the Program Director will notify the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

GRADING, PROMOTION AND RETENTION IN THE PROGRAM

Grades are issued to the students at midterm and at the end of each term. The Practical Nursing Program Director and faculty advisors are available on an as needed basis for conferencing with students. The clinical grading system is detailed in the course syllabus.

Grading

1. You are responsible for keeping a record of your grade status. Official grade records will be kept by the Director of the Practical Nursing Program. You may review your progress with faculty and/or the Director at any time.

   Montachusett Regional Vocational Technical School - PN Program Grading Legend

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	F 0-76 (Fail)	

2. Classroom/academic activities will be graded numerically, on a scale of 0 – 100%. Seventy-seven (77%) (without rounding) is the minimum passing grade required for all courses.
3. Students must maintain a 77% (without rounding) or greater in academic coursework. To pass courses having a clinical component, students must achieve a final academic grade of 77% (without rounding) or better and receive a "pass" grade for the course clinical/lab component.
4. Exam Etiquette:
   a. A blank sheet of scrap paper will be distributed at the start and must be returned to the faculty at the end of the exam with the student's name on it.
   b. No "brain dumping" on scrap paper at beginning of exam.
   c. All belongings will be closed, secured and stored during the exam. No items other than a laptop, piece of scrap paper and pen or pencil may be on the desk.
   d. Faculty can assign seating for all quizzes and exams.
   e. Computerized testing will be used as a testing platform. Alternate forms may be used as needed.
   f. No personal laptops, tablets or electronic devices can be used during exams or assessments.
   g. Basic calculators will be provided by faculty, if needed for an exam. Students may not use their own calculator, smart watches or electronic devices.
   h. No eating or drinking during an exam.
   i. Bathroom trips are not allowed. If a student must use the bathroom, the student shall raise their hand and ask the faculty in the classroom for permission to leave. The hallway outside of the restrooms must be monitored.
   j. Students are not permitted to have electronic devices (cellphones, smart watches, fitness bands, MP3 players, jump drives or cameras) of any kind during exams. Students in possession of an electronic device on their person and not placed in the designated area for such devices will receive a grade of "0" on the test or quiz. Students who elect to leave the testing area following completion of the test, may collect their electronic devices when leaving the room.

k. Talking in the classroom is prohibited.
l. Gathering in the hallway outside of testing rooms is not allowed while the exam is in progress.
m. Cellphones and smart watches must be turned off and placed in the designated area in the classroom during testing.
n. No hats, headbands, scarves allowed during testing unless exemption for religious reasons.
o. No coats may be worn during testing.
p. Earplugs provided by the program or examined prior to testing may be worn.

5. Exams will be corrected, and grades posted within five (5) weekdays after faculty have analyzed and reviewed each test and grade for accuracy.
6. Final course grades will be calculated and posted within 48 hours of a final exam.
7. There are no extra credit or bonus points, all grades are earned.
8. No exam review will occur until all students have taken the exam. Instructors will endeavor to review exam questions as frequently as possible. Any student with a question regarding their individual grade is asked to make an appointment with the faculty teaching the content.
9. A minimum grade of 77 % (without rounding) is required in each course to progress in the program. Students receiving less than 77 % will be unable to advance to the next term. Each course will be weighted using a points scale to arrive at a numerical grade, or a percentage based on quizzes, final exams, and assignments arriving at a numerical grade, as indicated in each course syllabi. Grades are not rounded.
10. Clinical practice will be evaluated as Pass or No Pass.
11. Late assignments are penalized 10 points per day for a maximum of 5 calendar days, at which point the assignment will be graded as a zero.
12. Exam grade below 77% process:
    a. First exam failure, the student will schedule a meeting with their advisor within one week of the failure.
    b. Second exam failure, the student will be placed on a contract for improvement, attend tutoring with instructor teaching content, and placed on probation with advisor meetings.
    c. Third exam failure, the student will:
        1. Continue on probation
        2. Weekly meeting with faculty teaching course
        3. Maintain a journal including study habits and behaviors
        4. Weekly advisor meetings
        5. Remediate using either ATI Version A or B with a threshold criterion of 85% and remain on probation until end of Term.

Exam Make-up policy

Students are expected to be in attendance for all scheduled class exams. Students cannot enter the classroom after the examination has started. A closed classroom door indicates the exam has started. If a student is tardy on the day of the exam, they will be marked absent for that class and the student will take the exam immediately upon return to school, monitored by faculty and will receive an

automatic ten-point deduction. A student will only be permitted to makeup one exam per term, with no carryover to subsequent terms. Further absences on the day of an exam will result in the student receiving a grade of zero (0) for the exam. Extenuating circumstances (including but not limited to, documented bereavement or hospitalization), will be discussed by faculty and any exception must be approved by the program director. Makeup exams will be an alternate version of the examination.

If a student is absent, the student must plan on making up the exam on the first day of return to class or clinical. Responsibility to contact the instructor regarding makeup exams rests on the student. Students at clinical must return to clinical after completing the makeup exam. Missing an exam due to an unexcused absence will result in an automatic 10-point grade deduction for the 1st missed day and 5 points for each subsequent day (including weekends and holidays). On the 4th day, without specific arrangements with the program director, the student will receive a zero for the exam. Exception for deductions are as follows: Death of a spouse/domestic partner, siblings, children, parents, mother or father-in-law, or hospitalization of the student as verified by documentation.

Notification of Grade Status
Grades will be available in the learning management system (LMS) – Schoology for student access only.

Students will be given a progress report at or near the midpoint of each term. A written midterm warning with a contract for improvement will be given if a student is in danger of failing to achieve the 77% theory (class) and/or Pass status for clinical.

Progression / Promotion
You must achieve a minimum of 77% (without rounding) as a final grade in each course and a Pass status in clinical practice (if clinical is a component of the course) to be promoted to the next term of the Program. Students failing the clinical portion of a course are considered to fail both the clinical and course.

Meeting all the student financial obligations of the Practical Nursing Program is also required to progress to the next term.

Satisfactory completion of all course work and clinical hours during each term is required to be promoted to the next term.

Math Requirement
To be allowed to administer medications in the clinical setting and progress in the program, the student will:

A. successfully complete a medication administration competency examination at the end of term 2. Students must pass with a grade of 100%. Students must understand abbreviations, conversions, and calculations to safely administer medications.
B. have three opportunities to take the examination. After 1st attempt failure, the student will perform self-remediation of identified areas. 2nd attempt failure, the student will perform remediation with faculty. 3rd attempt failure, the student will be dismissed from the program.

C. Testing attempts will occur:
    a. 1st attempt in Safe Medication Administration at the end of term 2
    b. 2nd attempt will be given a minimum of 48 hours after the first attempt and scheduled at the discretion of the faculty.
    c. 3rd attempt will be given a minimum of 48 hours after the second attempt and scheduled at the discretion of the faculty.
D. Participate in math competencies during the skills labs and simulations.

Assessment Technology Institute (ATI) – ATI Policy, see Appendix Q.

Academic Integrity (Dishonesty/Plagiarism)
Academic integrity is an essential component of a Monty Tech education. The Merriam-Webster Dictionary defines plagiarism (Source: www.merriam-webster.com/dictionary/plagiarize):

- To steal and pass off (the ideas or words of another) as one's own.
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

The Montachusett Regional Vocational Technical School Nursing Program will consider the following as plagiarism (Source: www.plagiarism/org/article/what-is-plagiarism):

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

If students are unsure if work may constitute plagiarism or cheating, they should consult with a faculty member in advance. Cheating in any form on homework or during tests, or plagiarism will not be tolerated. Any student caught cheating by a teacher will receive a grade of zero (0) for the work involved. In addition, the incident will be reported to the Program Director. Repeated offenses will result in course failure and/or Program dismissal.

The presence of electronic devices on the person or with the student during testing will result in a zero (0) grade and will be viewed as academic dishonesty. Students are not allowed to leave during an exam until completed. Leaving during the exam will be viewed as academic dishonesty.

ARTIFICIAL INTELLIGENCE

The Montachusett Regional Vocational Technical School (MRVTS) Practical Nursing Program supports innovation and technological advancement and aligns instructional practices and curricula to ensure students are prepared to enter the modern workforce with essential skills. Research suggests that creative thinking and Artificial Intelligence will become two of the most prioritized skills in the workforce in the near future.

Artificial Intelligence (AI) has become an integral part of modern society, and its role in education and healthcare continues to evolve. This policy provides guidance on the responsible and ethical use of AI in the Practical Nursing program.

Responsible Use of AI: While the Practical Nursing Program supports the application of AI during instruction and assessments, students should be aware that their standard assumption should be that the use of AI to complete a specific class assignment is not authorized unless explicitly approved by their classroom and clinical instructors. At all times, the individual classroom and clinical instructors maintain sole discretion, per individual assignments, to determine if AI may be utilized when a student completes a course assignment The Practical Nursing Program recognizes that AI may serve as a learning support tool when used appropriately and in accordance with program expectations. This understanding applies to the authorized use of AI as well.

When authorized, AI is intended to supplement, not replace, a student's own learning, critical thinking, clinical reasoning, originality, or academic work. Students remain solely responsible for the accuracy, integrity, and originality of all work submitted for evaluation, regardless of whether AI-assisted tools were used during their development.

Students are required to comply with all applicable federal, state, program, and clinical agency privacy, confidentiality, and data security requirements, including the Health Insurance Portability and Accountability Act (HIPAA). Students shall not enter, upload, store, transmit, or disclose protected health information (PHI) or any other confidential clinical information in unauthorized applications, websites, artificial intelligence (AI) platforms, cloud-based services, or electronic devices. Only program-approved client identifiers and de-identified information may be used for educational purposes, and only in accordance with faculty instructions and clinical agency policies. Students are responsible for safeguarding all clinical data and ensuring that the privacy, confidentiality, and security of client information are maintained at all times.

Plagiarism:

- Assistance from an AI system becomes intrusive and fails to meet desired academic objectives when it interferes with the education objectives or the assessment of submitted work.
- If one incorporates generative AI material into academic work, that person asserts that it

accurately reflects the facts and should be identified as such through independently verified citation.

- Program practices will follow APA guidelines for citing generative AI. These guidelines apply to all faculty and students when using AI. The guidelines include the following:
    - Cite a generative AI tool whenever a person uses it to paraphrase, quote, or incorporate into their own work any content (whether text, image, data, or other) that was created by AI.
    - Acknowledge all functional uses of the tool (i.e. editing prose or translating words) in a note, your text, or other suitable location.
    - Take care to vet the secondary source it cites.
    - Independently verify the accuracy, completeness, and appropriateness of any information generated by AI before incorporating it into academic work.

AI-generated content should not be considered a scholarly or authoritative source unless specifically identified by the instructor as an acceptable resource. Students are expected to support academic work with appropriate scholarly, professional, and evidence-based sources as required by the assignment.

Failure to comply with the program expectations regarding AI use, including unauthorized use, failure to disclose AI assistance, or submitting AI-generated work as one's own, will constitute a violation of the program's Academic Integrity Policy and will result in disciplinary action consistent with program and school policies.

DISIPLINARY MEASURES

The following guidelines help to make MRVTS a safe and pleasant place to learn. Students who attend school with the proper attitude will find these rules easy to follow. Our school is a community that demands respect for the rights and property of its members. The cooperation of all is expected and appreciated. Our program follows a progressive disciplinary approach, meaning that consequences will be assigned based on the severity and frequency of the behavior, while also taking into account individual circumstances. All factors, including intent, past behavior, and the impact on the school community, will be considered when determining appropriate consequences. The goal is always to provide fair and effective interventions to support a positive and safe learning environment for all students.

Attendance Probation

Students who miss 15 hours of classroom and/or clinical time will be placed on attendance probation. This will alert the student who is nearing the maximum of 30 hours missed. Students placed on attendance probation will review the attendance policy in the student handbook, improve their daily attendance, and monitor the number of hours missed.

Professional Warning

At any time during the program a student can receive a professional warning for a need to improve in a specific area in the classroom or clinical environment. The student signature acknowledges receipt of the notice, not agreement. The student may add a rebuttal or statement that will be included with the notice in the student record. Should the student state that they will not sign the notice, the Program Director and the faculty member who issued the warning will sign the document and it will be placed in the student record.

Contract for Improvement

At any time that you may be in danger of failing a class or not achieving a Pass status in clinical practice, faculty may implement a Contract for Improvement. This written, signed document will identify for you the specific improvements to be made within a defined period of time. Failure to comply with the contract or to meet the requirements for improvement(s) will result in dismissal from the Program and you will no longer be eligible to receive assistance under Title IV funds. (See example in Appendix B.) Students may be on clinical contract for improvement for only 2 terms, not including academic contract. Continued failure in the clinical setting for a third term will result in program dismissal.

Progressive Discipline

A student will enter progressive discipline whenever they fail to meet the expectations of the Practical Nursing Program and any violation of the Montachusett Regional Vocational Technical School Student Handbook. Depending on the seriousness of any situation, however, any step may be omitted with the approval of the Program Director. Any student causing actual harm to a patient due to willful disregard will result in dismissal. Typically, progressive discipline adheres to the following:

Step 1 - Counseling: Documented by faculty and submitted to the Director within 24 hours. Documents verbal counseling and outlines the student learning outcome and /or expectation not being met. Documentation will be kept in the student's record.

Step 2 - First Professional Warning- The student has been counseled regarding need to improve in a specific area and has failed to demonstrate improvement or performance prevents the opportunity for counseling. A Professional Warning may be implemented to specifically describe to the student how student learning outcomes and/or expectations may be met; (See Appendix C.)

Step 3 - Second Professional Warning – A second professional warning is issued when a student has already received a first Professional Warning and a new violation arises or repeated violation occurs. Professional Warnings are completed by the instructor, reviewed by the student within 3 days and given to the Program Director within 24 hours of being reviewed by the student.

Step 4 - Any student receiving two Professional Warnings will be placed on Contract for Improvement. The Contract for Improvement must be resolved prior to the end of the term for the student to be promoted.

Step 5 - Students who receive more than 2 Contracts for Improvement will be recommended for dismissal.

MEALS AND BREAK TIME

Students may use the cafeteria during the evening for meals and breaks, unless school events are in progress. Vending machines and microwaves are available in the cafeteria. The students are expected to keep these areas clean and orderly.

CELLPHONES AND OTHER ELECTRONIC DEVICES

The MRVTS PN Program recognizes the role that personal electronic devices (cellphones, smart watches, earbuds, earphones, etc.) might serve as a learning tool within a classroom, laboratory, simulation, or clinical environment. Student use of such devices in these areas should only occur with explicit authorization of an instructor and no student should assume such authorization at any time.

The use of an electronic device by a student in a classroom, laboratory, simulation, or clinical area without specific authorization of the instructor is unacceptable and may result in surrender of the device to classroom or clinical faculty for the remainder of the classroom or clinical time.

During examinations and assessments, cell phones must remain stored in the designated area and must not be audible at any time. If a cell phone is seen outside the designated area or produces any sound, including vibration, during an examination or assessment, the student may receive a Professional Warning and a five-point deduction from the examination or assessment grade.

Students are allowed use of electronic devices during break and mealtimes. Clinical agency policies regarding cell phone use and texting will be adhered to at all times. In the event a student is expecting a phone call, faculty should be notified and the student should leave the classroom to accept the call.

A developing district-wide cellphone policy is anticipated in the 2026-2027 school year and beyond.

Phones in the Practical Nursing office are for emergency use only. Students will have access to a phone for emergency use at the clinical practice area. It is suggested that the students give the telephone number for the PNP and/or clinical practice agency for use in case of an emergency.

SOCIAL MEDIA

In compliance with the Montachusett Regional Vocational Technical School computer use policy and all policies related to HIPAA, student to student interaction, assessment, patient confidentiality, harassment and bullying in the Montachusett Regional Vocational Technical School Student Handbook and the PN Program Student Handbook apply equally to social networking sites.

Information that leads to the identification of confidential patient information posted on all social networking sites included but not limited to Facebook or X is a serious breach of professional ethics and will be dealt with severely, resulting in dismissal from the PN Program. No photographs may be taken on patient units at any clinical site. This includes patient records. This is a HIPPA violation and will be addressed by faculty accordingly.

Students must be aware that their own privacy settings can be breached; postings can be printed and distributed anywhere. Circumstances pertaining to patient care can make the patient identifiable even without violating HIPAA.

Students must be aware that upon entering a profession of trust they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students and faculty may gain access to postings without the student's express intent. You will be held accountable for your postings. (See Mass. Board of Registration in Nursing Use of Social and Electronic Media, Appendix D)

TRANSCRIPTS/STUDENT RECORDS

Prior to graduation, all grade reports are obtained from the Practical Nursing Program office.

Official transcripts of grades are maintained for a period of 60 years and are obtained from Montachusett Regional Vocational Technical School Student Support Services by utilizing the transcript request located on the school website. Graduates must sign an electronic release to obtain official transcripts.

The following documentation on each student completing the MT PN Program the following is to be maintained for 7 years in congruence with the Montachusett Regional Vocational Technical School District record keeping policy and in compliance with other regulatory agencies; student application and references, residency verification, CORI acknowledgement, acceptance letter and student acceptance form, admission interview with corresponding documentation, entrance exam scores, high school and/or GED original transcripts, original college transcripts (if applicable); course exemption form (if applicable); in-district residency information, liability insurance policy verification, copies of health clearance and immunizations, (originals returned to student at the end of the program), progress reports with grades for all midterms and end of terms, incident reports, professional warning(s), contract for improvement(s) if applicable; clinical evaluations for all rotations; additionally, PN class demographics and information, social networking code of conduct, acknowledgment of understanding and receipt for the student handbook, hazing policy, acknowledgement of the smoking policy, consent to be photographed or recorded, receipt of the simulation lab manual, random drug screening acknowledgement (See Appendix H.) Additionally, proof of dementia training (2019), CPR certification and proof of Constitution Day activity (2021).

The Practical Nursing Program adheres to the Federal Family Educational Rights and Policy Act (FERPA) therefore access to student files is limited to Practical Nursing Program staff only.

EDUCATIONAL MOBILITY

Graduates of the Practical Nursing Program who become licensed after graduation from the Monty Tech Practical Nursing Program may be eligible for advanced placement in selected Registered Nursing programs. Monty Tech Practical Nursing Program courses may or may not be transferable to other educational institutions. Students are advised to contact the school of their choice for specific considerations.

GRADUATION
A student will qualify to graduate from the Montachusett Regional Vocational Technical School Practical Nursing Program.

1. Successfully completes all courses: minimum of 77% for course and achieves a pass in all clinical/lab experiences for the Program.
2. Meets the required program hours.
3. Fulfills all financial obligations to the Monty Tech Practical Nursing Program.

Upon qualification to graduate, the student will receive a certificate of completion and may be eligible to apply to take the National Licensure Examination for Practical Nurses (NCLEX-PN). The graduates who then demonstrates Good Moral Character, as required by the MABORN, are eligible for National Council Licensure Exam (NCLEX) for Practical Nursing.

Effective December 4, 2023, candidates for NCLEX-PN examination are required to have CORI/SORI check performed by the Massachusetts Board of Nursing as part of the application process for NCLEX authorization to test.

FINANCIAL AID
Please see the Financial Aid Handbook for additional information. Questions should be directed to the Program Support Manager at 978-345-9200 x5108. The Monty Tech Practical Nursing Program encourages every student to apply for financial aid. Financial Aid is available for students who are eligible through the Stafford Loan, Pell Grant and/or the Massachusetts Grant Program. Students receiving Federal Financial Aid who withdraw or are withdrawn from the Monty Tech Practical Nursing Program are subject to federal refund policy (R2T4). R2T4 calculations are completed within 45 days from the date of determination. A student who withdraws is responsible for his or her tuition obligation.
*For return of Title IV funds, please refer to the Financial Aid Handbook available online at Montytech.net/LPN or from the Program Support Manager.

TUITION AND FEES
It is the student's responsibility to make certain that tuition/fees are paid, even if you are receiving financial aid. Failure to meet financial obligations will result in failure to advance to the next term or failure to graduate.

If the student is not receiving federal or state aid, the student will be directly responsible for paying the balance of tuition/fees in one, two or three installments due September 1, November 1 and December 31. Bank checks should be made payable to Montachusett Regional Vocational Technical School (Visa, MasterCard and Discover are also accepted.) No personal checks are accepted.

Balances not paid in full by December 31 will be submitted to the Business Office for collection. Advancement in the Program will be held, even if the student is academically qualified, until tuition

payment is paid in full. If the student is receiving federal/state aid, the funds are paid directly to the school by the government(s); one payment is received in October and the second in April.

The student will, however, be responsible for paying the seat reservation fee upon accepting a placement in the Practical Nursing Program (and before orientation to the Program). Once your tuition / fees have been paid in full, if there is a credit balance remaining on your account, it is refunded to the student in late April, early May.

NOTE: Full disbursement of federal/state Financial Aid money is the student's responsibility. Financial aid, once granted, is dependent upon satisfactory academic progress and attendance at scheduled class, laboratory or clinical practice hours. If the student fails to meet requirements, any unused funds are returned to the government and the student may be billed for any balance due. If the student is receiving other types of financial aid (scholarships, etc.), submit the funds to the Financial Aid Coordinator of Practical Nursing Department and they will be credited to the student's account. If you have any questions regarding your financial aid, please contact the Program Support Manager at 978-345-9200 ext. 5108.

TUITION REFUNDS

If the student is not receiving federal or state funding and withdraws from the Program, the following plan for refund of tuition will be followed: (the seat reservation fee is NON-refundable).

Before the first official class	100%
After the first class, but before the 10th class meeting	75%
After the 10th class meeting, but before the 30th class meeting	50%
After the 30th class meeting	NO REFUND

If the student is receiving federal/state financial aid funds, refunds are made following federal/state guidelines. (See Return to Title IV Funds)

- Funding may be retained by the Practical Nursing Program to cover the cost of the tuition and fees, which have been actually used.
- Excess funds are returned directly to the federal or state government and the Practical Nursing Program will then bill the student for any remaining tuition/fee charges due. (Full payment is due if 30 or more class days have been attended).
- Any credit balance is paid directly to the student as soon as possible, but not later than 14 days after the credit balance is incurred.

STUDENT CHARGES

Tuition will be prorated, based on the current total tuition and the number of hours needed to meet requirements for graduation and licensure. A $50 application fee for the Practical Nursing Program is payable upon submission of the application. A seat reservation fee of $100 must be paid at the time of acceptance into the Program. These fees are non-refundable.

In addition to tuition charges, the student will be required to purchase the following:

- Clinical uniform
- Textbooks necessary for the planned courses
- Personal health insurance
- Student nurse's professional liability insurance for clinical practice
- Personal nursing equipment for clinical practice
- Graduation and pin fee
- ATI student assessment series fees
- NCLEX-PN exam and BORN licensing fee
- Software licensing fees
- Skills laboratory practice supplies

OTHER PROGRAM EXPENSES

Additional costs to participate in the Practical Nursing Program are expenses that are paid directly to the company(ies) providing the materials or service.

LIABILITY INSURANCE

You are required to carry professional liability insurance in the amount of $1,000,000 per incident/$3,000,000 per year. You may obtain this insurance through your own insurance agent or you may choose to purchase it through the provider that is suggested by Monty Tech. Information will be provided to the students during the Practical Nursing Program orientation. Evidence of the coverage must be on file here at Monty Tech prior to class, clinical or laboratory practice and must be in effect for the length of the program.

UNIFORM/DRESS CODE

Students are expected to maintain standards of professionalism; uniforms are expected to be clean and unwrinkled; shoes are expected to be clean. The student may purchase all components of the uniform from the provider company or may choose to purchase the required uniform elsewhere. School sleeve patches are only available through the provider company. Students are required to purchase only those uniform components that meet the dress code requirements.

Mandatory student uniform attire:

- Purple (dark) scrub top with sleeve patch
- Sleeve patch is affixed to the left upper sleeve, one inch down from the shoulder seam.
- Purple (dark) skirt (at or below knee with a skin tone slip)
- Purple (dark) scrub pants with cargo pockets
- White stockings with skirts or socks with slacks.
- White shoes (no open toe/open heeled shoes). All white walking or cross trainer sneakers are acceptable. No flat or canvas shoes.
- Grey scrub jacket with embroidered logo

Personal cleanliness is an important component of professional appearance. Inadequate personal hygiene will not be tolerated and a student may be sent home if deemed necessary. The following will result in the loss of a clinical day.

- Perfumes/colognes and scented powders or lotions are not permitted in classroom/clinical practice
- Beards and mustaches are permitted, but they must be neatly trimmed otherwise male students must be clean shaven
- Nails must be kept trimmed (no longer than the end of the finger.)
    - Unacceptable: artificial nails
- Jewelry should be limited to a wedding band, small post earrings and a watch
    - Unacceptable: Necklaces, bracelets, and/or dangle/hoop earrings
- Earlobe gauges must be plugged with a clear, skin tone, or neutral color plastic plug
- Visible body piercings: students will adhere to the policies of the clinical setting.
- Hair should be kept off the collar
    - Unacceptable: Headbands with logo or writing
- Make-up will be in good taste and minimal
- Tattoos: Tattoos must be covered if required by the clinical setting. Clinical faculty will notify students of settings requiring tattoos to be covered. Tattoos must be non-offensive. If tattoos can be easily seen through clothing, you may be asked to cover them. (Examples of inappropriate tattoos may include racial, ethnic, sexual, vulgar, lewd, and gang related. This list is not all inclusive.)
- Gum chewing is not permitted while in uniform

The uniform will be worn to all clinical, laboratory, and simulation assignments unless directed otherwise. It is not to be worn at any other time.

Classroom Attire

Personal appearance, dress, hygiene or grooming must not disrupt the educational process or threaten the health or safety of any individual. Attire should be professional and a reflection of the student's future goal as a nurse. Designated scrub jackets/lab coats are to be worn at all times when in the classroom and/or school building or with the clinical uniform.

No clothing or jewelry which can cause disruption may be worn, including but not limited to:

a) Tube tops, halter tops, tops that bare any part of the body chest to waist, or short skirts/short shorts (no more than 4 inches above the knees);
b) Jeans with holes or tears; pajamas or slippers, tight fitting leggings or pants not covered to the hip;
c) Clothing that intentionally reveals or is worn in a manner to reveal undergarments; or lack thereof;
d) Clothing that includes any shoulder strap less than 2" in width;

e) Hats, caps, hoods, bandanas, scarves or other headgear, with exception given for medical and religious reasons;
f) Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, weapons, sexual connotations, or which have an inflammatory, suggestive double-meaning or inappropriate message or symbols;
g) Dark glasses unless prescribed by a doctor;
h) Items worn or displayed that refer to affiliation with gangs or illegal activities.
i) Open toe / open heel shoes

Wearing your student ID on its lanyard around your neck should be considered part of your daily attire. Your ID must be visible for review by any school district and program faculty or staff member, and it should not be altered or vandalized in any manner.

Students not in compliance with uniform or class attire policy may be sent home if deemed necessary.

IDENTIFICATION BADGES

The student will be provided with one (1) identification badge on the first evening of class. These badges will identify the student as a Practical Nursing student. Whenever the student is in uniform or in the school building, the student must have the ID badge prominently displayed. Students without identification badges will not be allowed in the school building or on the clinical unit. The badge is not only for identification, but it will be used for access and use of school facilities (library, etc.). If the student does not have their badge, they will be charged $5.00 for a replacement.

BOOKS/LEARNING RESOURCES

The student will be required to purchase learning resources per course requirements.

PRACTICE EQUIPMENT

The student will need a black pen, watch with a second hand, stethoscope, bandage scissors, gait belt and penlight. This equipment should always be available for class and clinical.

FEE FOR THE NATIONAL LICENSURE EXAMINATION (NCLEX-PN)

A fee is paid to the Massachusetts Board of Registration in Nursing and to the National Licensing Examination (NCLEX-PN) at the completion of the Practical Nursing Program. The student will be charged the current $430.00 fee as part of their tuition/fees and reimbursement will occur at the time of NCLEX-PN application.

TRANSPORTATION

Transportation to class and clinical practice is the responsibility of the student in the Practical Nursing Program. Clinical practice will be scheduled at a variety of agencies (hospital, long term, sub-acute agencies) throughout Central Massachusetts.

COMPUTER REQUIREMENTS

Computer technology requirements are reviewed and discussed with incoming students at orientation. Written information and examples are provided to the students. See Appendix F for required technology.

APPENDIX A

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL

NURSING PROGRAM INCIDENT REPORT

Student's name _____ Date _____

Nursing Course _____ Term/Year _____

Student description of incident:

Faculty description of incident / comment:

Plan of Correction/ prevention of recurrence

Student's signature _____ Date _____

Faculty signature _____ Date _____

Student to receive copy, original to be submitted to Director, PN Program within 2 days of incident. All incidents involving clients, including medication errors, will be reported to the Director within 24 hours of the incident

APPENDIX B

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

CONTRACT FOR IMPROVEMENT

Student Name: _____

This Contract is developed to assist you to meet the requirements of the Practical Nursing (PN) Program. Please consider it carefully; failure to comply with the steps that you identify as a corrective action plan may cause you to fail the term involved resulting in dismissal from the PN Program.

COURSE/CLINICAL:

REASON FOR CONTRACT:

SUPPORTIVE FACULTY DATA SUBMITTED ___YES ___NO

STEPS TO IMPROVE: Faculty recommendations

Student plan:

DATE BY WHICH IMPROVEMENT WILL BE DEMONSTRATED:

CORRECTIVE ACTION PLAN MET: YES NO

PROGRESSION TO NEXT TERM: YES NO

Director, Faculty or Instructor Name & Date

Student Name & Date

NOTE: Copy to student, copy to student file

APPENDIX C

Montachusett Regional Vocational Technical School

Practical Nursing Program

Professional Warning

Student Name: _____ Date: _____

You require immediate attention to the following area(s) as stated in the student handbook. Faculty: Please attach supporting documentation to professional warning upon submitting to the Program Director.

( ) Attendance/Tardiness
( ) No call no show
( ) Conduct
( ) Safety
( ) Personal appearance not to handbook
( ) Academic Integrity
( ) Student ID missing
( ) Dress code
( ) Equipment Missing
  ( ) Pen Light
  ( ) Watch with second hand
  ( ) Scissors
  ( ) Stethoscope
  ( ) Gait Belt
( ) Inappropriate use of language
( ) Suspicion of drug or alcohol use
( ) Social Media / Electronic Media Policy
( ) Hazing
( ) Cell Phone Use
( ) Sexual Harassment
( ) Bullying/Cyberbullying
( ) Technology/Acceptable Use Policy
( ) Incivility
( ) Parking
( ) Smoking/vaping
( ) Possession of weapons
(__) Other _____

Students receiving two professional warnings will be placed on Contract for Improvement. The Contract for Improvement will require an action plan and must be cleared before the end of the term to progress in program.

_____ _____

Student Signature Date Faculty Signature Date

Montachusett Regional Vocational Technical School Practical Nursing Program admits students and makes available its advantages, privileges, and course of study without regard to race, color, ethnicity, religion, national origins, age, sex, gender identity, sexual orientation, homelessness, disability or limited English proficiency.

APPENDIX D

Massachusetts Board of Registration in Nursing
Use of Social and Electronic Media by Nurses
July 2021

Web-based communication platforms and applications such as email, text messaging, personal blogs, online chat rooms, networking forums, and photo and video-sharing sites are playing an increasingly prominent role in health care (1, 2). Nurses and other health care providers as well as health care organizations and professional nursing associations use FaceBook, MySpace, LinkedIn, Twitter and other forms of social and electronic media to promote patient and consumer health and education, enhance communication with patients, foster collaborative relationships and facilitate continuing professional education (1, 2, 3, and 5).

Social and electronic media venues are also used by nurses to share challenging or emotional workplace experiences, to encourage and support colleagues, and to seek advice from what can ultimately be a wide ranging audience of Internet users (2). However, the inappropriate or malicious use of social and electronic media venues poses a risk to patient safety and can negatively impact the effectiveness of the health care team (1, 2, 6, and 7).

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board's regulations whenever using social and electronic media. These regulations require a nurse to:

- Safeguard a patient's dignity and right to privacy (244 CMR 9.03 [17]: Patient Dignity and Privacy);
- Safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law of for the protection of the patient (244 CMR 9.03 [16]: Patient Confidential Information);
- Establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [24]: Professional Boundaries);
- To comply with M.G.L. c. 112 §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPE) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information (244 CMR 9.03 [6]: Compliance with Laws and Regulations Related to Nursing);
- Engage in the practice of nursing in accordance with accepted standards of practice (244 CMR 9.03 [5]: Adherence to Standards of Nursing Practice); and
- Be responsible and accountable for his or her nursing judgments, actions, and competency (244 CMR 9.03 [9]: Responsibility and Accountability).

In addition, other applicable Board regulations specify that a licensed nurse will not:

- Abuse, neglect, mistreat, abandon, or otherwise harm a patient (244 CMR 9.03 [15]: Patient Abuse, Neglect, Mistreatment, Abandonment, or otherwise harm);
- Have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [23]: Sexual Contact); and initiate or maintain a nurse/patient relationship that is likely to adversely affect.

To assist nurses in appropriately using social and electronic media, the National Council of State Boards of Nursing, in its White Paper: A Nurse's Guide to the Use of Social Media (2011), has identified the following guidelines: the nurse's professional judgment (244 CMR 9.03 [25]: Relationship Affecting Professional Judgment).

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. o Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer provided devices. Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer owned computers, cameras and other electronic devices and use of personal devices in the workplace.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer. (Reprinted with permission from National Council of State Boards of Nursing)

References:

1. Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation, 2(1), 36-41.*

2. Cronquist, R., & Spector, N. (2011). Nurses and social media: regulatory concerns and guidelines. *Journal of Nursing Regulation*, 2(3), 37-40.

3. Eysenbach, G. (2008). Medicine 2.0: Social networking, collaboration, participation, apomediation and openness. *Journal of Medical Internet Research*, 10(3), e22. Retrieved 10/17/11 from http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2626430.

4. National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to the use of social media*. Retrieved 10/20/11 from https://www.ncsbn.org/Social_Media.pdf.

5. Prinz, A. (2011). Professional social networking for nurses. *American Nurse Today*, 6(7). Retrieved 10/21/11 from www.americannursetoday.com/article.aspx?id=8016&fid=7986.

6. Royal College of Nursing. (2009). Legal advice for RCN members using the Internet. Retrieved 10/21/11 from www.rcn.org.uk/_data/assets/pdf_file/0008/272195/003557.pdf.

7. Spector, N. (2010). Boundary violations via the Internet. *Leader to Leader*. Retrieved 10/21/11 from www.ncsbn.org/L2L_Spring 2010.pdf

APPENDIX E

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

STUDENT RECORD RETIREMENT SCHEDULE

Document	Responsibility	Maintenance	Retirement
Applicant Record (Ineligible or Incomplete or Non-Accept) • Application • TEAS results • Recommendations • Transcripts • Correspondence	Program Director	7 years	Shred and discard after 7 years
Admission Record • Applicant documents • Interview • CORI clearance • Scoring Rubric • Transcripts • Health records • Student demographic information • Correspondence	Program Director	7 years	Shred and discard after 7 years
Student Health Records	Program Director	Duration of enrollment	Original documents retained in file 7 years
Academic • Attendance • Make-up Assignments • Progress reports • Grades • Remediation plans • Social Networking • Random Drug Screening Signature • Student Handbook Acknowledgement • Recording acknowledgement	Program Director	7 years	Shred and discard after 7 years

Clinical • Attendance • Clinical Anecdotal Notes • Clinical Evaluations • Skills checklist(s) • Remediation Plans • Warnings • Dementia Training	Program Director	7 years	Shred and discard after 7 years
Grievance Records	Program Director	7 years	Shred and discard after 7 years
Withdrawal Records	Program Director	7 years	Shred and discard after 7 years

APPENDIX F

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

Minimum Recommended Computer Specifications

To ensure the best experience possible, please make sure your computer meets or exceeds these system specifications.

Windows System Specifications Operating System

- Windows 8.1 and later for Google Chrome
- Windows 10 or later for Microsoft Edge

Processor

- Intel Core i5 or better

Memory

- 4 GB (minimum)

Graphics

- Intel series 3000 integrated graphics or better with DirectX 9.0c or newer

Mac System Specifications Operating System

- OS X Yosemite 10.10
- OS X El Capitan10.11

Processor

- Intel Core i5 or better

Memory

- 4 GB (minimum)

Graphics

- Intel or AMD graphics

General System Specifications

Display

- 1024x768 or higher resolution display. Camera is required.
- Audio is required as well as a microphone.

Internet Connection, Web Browser, and Network

- The most current version of the following browsers is required - Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge. Google Chrome is universally recognized by all program software providers.
- For the best connection and quicker load times a minimum of 5mbps connection is recommended.

- The DCE performs best when directly connected to the internet. Due to the number of variables introduced when connecting to the DCE using VPN (Virtual Private Network) internet connections, users may experience extended assignment load times.

64-bit Operating System

- Because of the way 32-bit operating systems handle memory, you will not be able to load assignments on them properly. You will need a computer running a 64-bit version of Windows or Mac OS in order to run your assignments.

Provider Specific Recommendations for Best Performance

Assessment Technologies Institute (ATI) – Mac OS X15 or later, recommended 10Mbps of internet speed, JavaScript and cookies must both be enabled within browser.

Respondus System Requirements:

- Supported devices PC, Mac, or iPad (Chromebooks/Microsoft Surface/Android tablets not supported).
- Required Internet Browser: Google Chrome, Firefox, or Safari
- Minimum RAM: 4 GB
- Required Hardware: Web camera and microphone (can be internal or external)
- Internet Speed: Minimum 5Mbps, 10+ Mbps recommended. Test at www.speedtest.net
- Other: Administrator rights needed for software installation

Proctorio System Requirements:

- Supported Devices: PC or Mac (Phones and iPads not supported)
- Required Internet Browser: Google Chrome™
- Minimum RAM: Not specified
- Required Hardware: Web camera and microphone (can be internal or external)
- Internet Speed: Minimum 5 Mbps, 10+ Mbps recommended. Test at www.speedtest.net
- Note: Proctorio is a Chrome extension; it doesn't support other browsers or devices

the Point/vSim – PC users recommended Windows 10 or 11 with Google Chrome or Microsoft Edge, MAC users recommended macOS 12 or macOS 13 with Google Chrome or Apple Safari, 8 GB of RAM, and 15 Mbps of download speed. Recommended models for Mac include: MacBook Air 2018+, MacBook Pro 2018+, or MacBook 2017. JavaScript must also be enabled.

Additional Notes

Please note: Students are required to have Audio and Video capacity with the ability to support participation in the online classroom format.

Students should have access to a printer outside of school.

APPENDIX G

Montachusett Regional Vocational Technical School Practical Nursing Program
Acknowledgement of Understanding / Receipt of Student Handbook / Social Networking Code of Conduct

My signature below certifies the following:

1. I have received a copy of the Practical Nursing Program student handbook, 2026-2027.
2. A member of the Practical Nursing Program staff has reviewed the handbook.
3. I understand the policies and procedures contained within the handbook.
4. I agree to abide by the policies and procedures contained within the handbook.
5. I agree to abide by the policies and procedures of Montachusett Regional Vocational Technical School (parent organization).
6. I acknowledge I have read the MGL Chapter 269, § 17, 18, and 19 regarding hazing.

I agree to treat my fellow students and faculty with dignity and respect at all times on school property and/or clinical sites. This also extends to social media that is shared in the group or on individual student's social media sites. Disclosure of personal information of students or faculty / staff learned in the course of the program on social media sites will be seen in the same light as HIPAA violations. Students will refrain from unwelcome physical, verbal or sexual conduct.

As an adult student entering the Practical Nursing Program, you agree to maintain the highest standards related to academic honesty and integrity. By signing this form, you hereby pledge:

> "I pledge that upon my honor and integrity that I will not give nor receive assistance on any exams or written work. My actions throughout the program will be reflective of my own preparation and performance. I take full responsibility for these actions."

Social Networking Code of Conduct (Adopted from ANA Principles of Social Networking)

Please be advised that students enrolled in the Montachusett Regional Vocational Technical School of Practical Nursing must follow the following guidelines regarding social media.

- Nurses (students) will not transmit or place online individually identifiable patient information.
- Nurses (students) must observe ethically prescribed professional patient – nurse boundaries.
- Nurses (students) should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses (students) should take advantage of privacy setting and seek to separate personal and professional information online.
- Nurses (students) should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate faculty member.
- Nurses (students) should participate in developing institutional policies governing online conduct.

Signature: _____ Date: _____

Printed Name: _____

Please note this signed form will be placed on file and retained throughout your program. If you have questions at any time, please speak with the Director of the Practical Nursing Program.

APPENDIX H

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

Random Drug Screening Analysis Notification to Students

Please be advised that students enrolled in the Montachusett Regional Vocational Technical School of Practical Nursing may be required by an agency or the PN Program to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical or classroom setting. Students who are assigned to clinical or fieldwork experiences at the facilities may be required to undergo and pass random drug screening analysis in order to remain at the facility. Students who either fail to pass, or refuse to submit to, a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the Program. If you have any questions pertaining to this policy, please contact the Director of the Montachusett Regional Vocational Technical Practical Nursing Program.

By my signature, I acknowledge that I have been provided with notification that clinical facilities may require me to undergo and pass a drug screening analysis. I am also aware that any monetary payment that is required for this test is additional to the fees I have paid and is payable by me. I am aware if I do not pass, or I refuse to submit to, a drug screening analysis I will be ineligible to participate in the class or clinical component of my program.

_____

Student Name (Printed)

_____

Student Signature Date

Please be advised this will be an additional charge payable by the student

APPENDIX I

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM

INSTRUCTOR/STUDENT SIGN-OFF SHEET – RECORDING CLASSES

RECORDING CLASSES – (from Student Handbook)

Students are asked to speak with the individual instructors to inform them that they would like to record classes. Students must sign:

The student whose signature appears below agrees that the information that is recorded during class is the property of the faculty and that the recorded material will ONLY be used by the student for the purpose of learning the class material. Any other use of the material may result in the student being liable for copyright infringement. The recorded material will only be used by this individual student in a private area.

Students are advised that any questions or comments of discussions occurring during class may recorded.

Instructor approval for recording: YES ☐ NO ☐

Instructor Signature: _____

Date: _____ Class: _____

Student Agrees with the statement above:

Student Signature: _____

Student Name (print): _____

Date: _____

APPENDIX J

Montachusett Regional Vocational Technical School

Practical Nursing Program

ATTENDANCE PROBATION

Student Name: _____

Date: _____

Number of Hours Missed: _____

Attendance Probation: You have been informed that the Montachusett Regional Vocational Technical School Practical Nursing Program is a 1210 clock-hours program.

You are only allowed a total of **30** hours of absenteeism for the **ENTIRE** program.

Students who miss **15** hours of attendance are placed on attendance probation.

Requirements:

- ❖ Meet with Program Director
- ❖ Review student attendance policy in your Student Handbook
- ❖ Improve daily attendance and tardiness
- ❖ Monitor hours missed

I understand that I cannot miss more than 30 hours to remain in the program.

_____ _____

Student Signature Date

_____ _____

Advisor Signature Date

_____ _____

Program Director Date

_____ Removal from Probation Date: _____

APPENDIX K

244 CMR: BOARD OF REGISTRATION IN NURSING STANDARDS OF CONDUCT

244 CMR 9.00:

Section
9.01: Purpose
9.02: Definitions
9.03: Standards of Conduct for Nurses

9.01: Purpose

244 CMR 9.00 defines the standards of conduct for all nurses licensed by the Board of Registration in Nursing.

9.02: Definitions

Definitions for terms used in 244 CMR 9.00 and throughout 244 CMR are set forth in 244 CMR 10.00: Definitions and Severability.

9.03: Standards of Conduct for Nurses

Each nurse licensed by the Board and engaged in the practice of nursing shall have knowledge and understanding of the Standards of Conduct for Nurses set forth in 244 CMR 9.00, all state laws and Board regulations governing the practice of nursing, and all other state and federal laws and regulations related to such practice.

The Board may take disciplinary action against the license of any nurse licensed by the Board or against any APRN authorization, or both, or against the nurse's right to renew such license, upon the nurse's failure to comply with the Standards of Conduct for Nurses or with any other laws and regulations related to the practice of nursing.

(1) Practice Under Valid License . Except as provided by M.G.L. c. 112, §§ 80, 80A and 81, a nurse shall only engage in the practice of nursing in Massachusetts with a valid license.

(2) Practice as Advanced Practice Registered Nurse (APRN). A Registered Nurse may only engage in advanced practice registered nursing in Massachusetts after receiving written authorization from the Board in accordance with 244 CMR 4.00: Advanced Practice Registered Nursing.

(3) Practice Following Loss of License . A nurse licensed by the Board shall not engage in the practice of nursing in Massachusetts, or in any way represent himself or herself as a Registered Nurse or Licensed Practical Nurse, after the effective date of:

(a) license expiration;
(b) license surrender under the terms and conditions of a written agreement entered into with the Board;
(c) a license suspension order or license revocation order contained in a final decision and order issued by the Board; and
(d) a summary suspension order issued by the Board in accordance with 244 CMR 7.05: Summary Suspension of License, Advanced Practice Nursing Authorization, or Right to Renew License.

The practice of nursing in Massachusetts, after the occurrence of any of the events set forth in

244 CMR 9.03(3)(a) through (d), shall constitute the unlicensed practice of nursing.

(4) Practice of Nursing in Another Jurisdiction Using Telecommunications Technology . A nurse licensed by the Board who, while physically located within Massachusetts, provides a nursing service using telecommunications technology to a person physically located outside Massachusetts, shall also be governed by the licensure and practice laws and regulations of the state or jurisdiction in which the recipient of such a service is located.

(5) Adherence to Standards of Nursing Practice . A nurse licensed by the Board shall engage in the practice of nursing in accordance with accepted standards of practice. 6/11/21 244 CMR - 459.03:

(6) Compliance with Laws and Regulations Related to Nursing .

(a) A nurse who holds a valid license shall comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. Examples of such laws include, but are not limited to, the following:

1. M.G.L. c. 19A, § 15 (obligation to report elder abuse);
2. M.G.L. c. 19C, § 10 (obligation to report abuse of disabled person);
3. M.G.L. c. 38, § 3 (report of death to medical examiner);
4. M.G.L. c. 46, § 9 (death pronouncement);
5. M.G.L. c. 62C, § 47A(d) (obligation to pay state taxes);
6. M.G.L. c. 71, § 55A (obligation to sick school child);
7. M.G.L. c. 71, § 55B (obligation to file report certifying freedom from tuberculosis in communicable form);
8. M.G.L. 94C (Controlled Substances Act - requirements for possessing, dispensing, administering, and prescribing controlled substances);
9. M.G.L. c. 111, § 70E (Patients' or Residents' Rights);
10. M.G.L. c. 111, § 70F (HTLV-III Tests);
11. M.G.L. c. 111, § 72G (obligation to report abuse of patient or resident);
12. M.G.L. c. 111, § 110 (obligation to report infant with swollen, red, or inflamed eye(s) or with unnatural discharge within two weeks after birth);
13. M.G.L. c. 111, § 110B (obligation to report examination or treatment of child with Reyes syndrome);
14. M.G.L. c. 111, § 191 (obligation to report lead poisoning);
15. M.G.L. c. 112, § 12CC (obligation to provide patient records);
16. M.G.L. c. 112, § 61 (obligation to pay student loans);
17. M.G.L. c. 119, § 51A (obligation to report child abuse);
18. M.G.L. c. 119A, § 16 (obligation to pay child support);
19. M.G.L. c. 123, § 12 (requirements for commitment of mentally ill person);
20. M.G.L. c. 123, § 21 (requirements for use of restraint and seclusion of mentally ill person); and
21. M.G.L. c. 123B, § 8 (requirements for use of restraint and seclusion of mentally retarded person).

(b) A nurse licensed by the Board who no longer holds a valid license shall comply with 244 CMR 9.03(6)(a)5., 16., and 18., as well as with the good moral character requirement contained in M.G.L. c. 112, § 74 (RNs) and § 74A (LPNs).

(7) Aiding Unlawful Activity . A nurse licensed by the Board shall not aid any person in performing any act prohibited by law or regulation.

(8) Identification Badge . A nurse who holds a valid license and who examines, observes, or treats a patient in any practice setting shall wear an identification badge which visibly discloses at a minimum his or her first name, licensure status and, if applicable, advanced practice registered nurse authorization.

(9) Responsibility and Accountability . A nurse licensed by the Board shall be responsible and accountable for his or her nursing judgments, actions, and competency.

(10) Acts within Scope of Practice . A nurse who holds a valid license and is engaged in the practice of nursing in Massachusetts shall only perform acts within the scope of nursing practice as defined in M.G.L. c. 112, § 80B, and 244 CMR 3.00: Registered Nurse and Licensed Practical Nurse.

(11) Performance of Techniques and Procedures . A nurse licensed by the Board shall perform nursing techniques and procedures only after appropriate education and demonstrated clinical competency.

(12) Competency . A nurse who holds a valid license shall only assume those duties and responsibilities within his or her scope of practice and for which he or she has acquired and maintained necessary knowledge, skills, and abilities.

(13) Discrimination . A nurse licensed by the Board shall not withhold or deny nursing care based on age, ancestry, marital status, sex, sexual orientation, gender identity, gender expression, race, color, religious creed, national origin, diagnosis, or mental or physical disability.

(14) Asepsis and Infection Control . A nurse licensed by the Board shall adhere to standard precautions and to principles of asepsis and infection control, and shall not place a patient, himself or herself, or others at risk for the transmission of infectious diseases.

(15) Patient Abuse, Neglect, Mistreatment, Abandonment, or Other Harm . A nurse licensed by the Board shall not abuse, neglect, mistreat, abandon, or otherwise harm a patient.

(16) Patient Confidential Information . A nurse licensed by the Board shall safeguard patient information from any person or entity, or both, not entitled to such information. A nurse licensed by the Board shall share appropriate information only as required by law or for the protection of the patient.

(17) Patient Dignity and Privacy . dignity and right to privacy.

(18) Participation in Research A nurse licensed by the Board shall safeguard a patient's . A nurse licensed by the Board who enrolls subjects in a research study or conducts such a study, or both, shall verify that a board, committee, or other group designated by an institution to ensure the protection of human subjects has approved the study in accordance with accepted standards for the protection of human subjects.

(19) Exercise of Undue Influence . A nurse licensed by the Board shall not exercise undue influence on a patient, including the promotion or sale of services, goods, appliances or drugs, in such a manner as to exploit the patient for financial gain of the nurse or a third-party.

(20) Borrowing from Patients . A nurse licensed by the Board shall not borrow money, materials, or other property from any patient.

(21) Undue Benefit or Gain . A nurse licensed by the Board shall care for, and refer, a patient without undue benefit or gain to the nurse or a third-party.

(22) Advertising . A nurse licensed by the Board shall not engage in false, deceptive, or misleading advertising related to the practice of nursing.

(23) Sexual Contact . A nurse licensed by the Board shall not have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability.

(24) Professional Boundaries . A nurse licensed by the Board shall establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship. A licensed nurse shall continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability.

(25) Relationship Affecting Professional Judgment . A nurse licensed by the Board shall not initiate or maintain a nurse/patient relationship that is likely to adversely affect the nurse's professional judgment.

(26) Duty to Report to the Board . A nurse who holds a valid license and who directly observes another nurse engaged in any of the following shall report that nurse to the Board in accordance with Board guidelines: (a) abuse of a patient; (b) practice of nursing while impaired by substance misuse; and (c) diversion of controlled substances.

(27) Change of Personal Data . A nurse who holds a valid license shall inform the Board within 30 days of any change of his or her name, address of record, or Social Security number.

(28) Action against Certificate . A nurse who holds a valid license and who holds a certificate issued by a certifying body related to the practice of nursing shall report to the Board in writing within 30 days any action against, or surrender of, his or her certificate issued by such certifying body.

(29) Examinations . In connection with any examination related to the practice of nursing, an applicant to the Board for licensure or a nurse licensed by the Board shall not: (a) impersonate or act as proxy for an applicant for nurse licensure, APRN authorization, or certification; (b) disclose the contents of any examination, or solicit, accept, or compile information regarding the contents of any such examination before, during, or after its administration, or in any other way compromise or attempt to compromise the integrity of any such examination; or (c) in any other way cheat on any examination.

(30) Practice under a False or Different Name . A nurse who holds a valid license shall engage in the practice of nursing only under the name in which such license has been issued.

(31) Falsification of Information . A nurse licensed by the Board shall not knowingly falsify, or attempt to falsify, any documentation or information related to any aspect of licensure as a nurse, the practice of nursing, and the delivery of nursing services.

(32) Fraudulent Practices . A nurse licensed by the Board shall not engage in any fraudulent practice including, but not limited to, billing for services not rendered or submitting false claims for reimbursement.

(33) Impersonation . A nurse licensed by the Board shall not impersonate another nurse or other health care provider, or knowingly allow or enable another person to impersonate him or her.

(34) Misrepresentation of Credentials . A nurse licensed by the Board shall not misrepresent his or her credentials related to the practice of nursing including, but not limited to, those indicating education, type of nurse licensure, APRN authorization, or certification related to the practice of nursing.

(35) Security of Controlled Substances . A nurse licensed by the Board and engaged in the practice of nursing shall maintain the security of controlled substances that are under his or her responsibility and control.

(36) Practice While Impaired . impaired. A nurse licensed by the Board shall not practice nursing while

(37) Unlawful Acquisition and Possession of Controlled Substances . Board shall not unlawfully obtain or possess controlled substances.

(38) Administration of Drugs . A nurse licensed by the A nurse licensed by the Board shall not administer any prescription drug or non-prescription drug to any person in the course of nursing practice except as directed by an authorized prescriber. 244 CMR 9.03(38) shall not apply where a Registered Nurse

authorized by the Board to practice as a nurse anesthetist administers anesthesia or perioperative medications, or both, under protocols required by 244 CMR 4.06(1)(c) and (d).

(39) Documentation of Controlled Substances . A nurse licensed by the Board shall document the handling, administration, and destruction of controlled substances in accordance with all federal and state laws and regulations and in a manner consistent with accepted standards of nursing practice.

(40) Circumvention of Law . A nurse licensed by the Board shall not receive from, or offer, give, or promise anything of value or benefit to, any official to circumvent any federal and state laws and regulations related to the practice of nursing. 6/11/21 244 CMR - 489.03: continued 244 CMR: BOARD OF REGISTRATION IN NURSING

(41) Compliance with Board Order . A nurse licensed by the Board shall comply with any order for disciplinary action issued by the Board against his or her license to engage in the practice of nursing or right to renew such license, except as otherwise may be determined by the appropriate court in the course of an appeal of a Board final decision and order.

(42) Compliance with Agreements . A nurse licensed by the Board shall comply with all provisions contained in any agreement he or she has entered into with the Board.

(43) Violence . A nurse licensed by the Board shall not endanger the safety of the public, patients, or coworkers by making actual or implied threats of violence, or carrying out an act of violence.

(44) Documentation . A nurse licensed by the Board shall make complete, accurate, and legible entries in all records required by federal and state laws and regulations and accepted standards of nursing practice. On all documentation requiring a nurse's signature, the nurse shall sign his or her name as it appears on his or her license.

(45) Alteration or Destruction of Records . A nurse licensed by the Board shall not inappropriately destroy or alter any record related to the practice of nursing.

(46) Responsibilities of Nurse in Management Role . A nurse licensed by the Board and employed in a nursing management role shall adhere to accepted standards of practice for that role. The responsibilities of the nurse employed in a nursing management role are to develop and implement the necessary measures to promote and manage the delivery of safe nursing care in accordance with accepted standards of nursing practice.

(47) Other Prohibited Conduct . A nurse licensed by the Board shall not engage in any other conduct that fails to conform to accepted standards of nursing practice or in any behavior that is likely to have an adverse effect upon the health, safety, or welfare of the public.

REGULATORY AUTHORITY 244 CMR 9.00: M.G.L. c. 13, § 14; M.G.L. c. 112, §§ 61, 74, 74A, 79, 80, 80A, 80B and 80F.

APPENDIX L

LAPTOP PROTOCOL

Once you have been issued a numbered laptop, this is the only laptop you are authorized to use throughout the program, while on school property. Students will not be allowed to use a laptop until a signed acknowledgement sheet has been returned.

Students will need to carefully unplug the laptop power source when removing the laptop from the cart and reconnect the power cord when returning the laptop.

Immediately upon encountering a problem with the laptop, it should be brought to the instructor's attention and documented on the Laptop Sign-out sheet. Any problem not documented immediately becomes the student's responsibility.

Students will not change the laptop appearance or deface the laptop (i.e. placing stickers on the device).

No work should be saved on the laptop. Students should use school approved flash drives or web-based storage to save their work. Students are required to use school email accounts only; no outside email accounts should be used.

Laptops should be powered off before returning them to the cart.

I understand my responsibilities regarding the use and maintenance of the laptop issued to me.

Please document any blemishes/damage noted on the laptop. If none, write not applicable:

_____

_____

Printed Name: _____

Student signature: _____

Date: _____

APPENDIX M

Montachusett Regional Vocational Technical School
Practical Nursing Program
Latex / Medical Chemical Allergy Release

Latex and medical chemical sensitivity and allergy have grown as a health care concern in recent years. Since a number of products used in healthcare are made of latex (gloves, syringes, tuning, etc.) or may contain medical chemicals (iodine, chlorhexidine), it is imperative that all applicants to and participants in a health care program be made aware of this concern. Researchers suggest that early recognition and diagnosis of latex and/or medical chemical sensitivity may prevent the evolution of the sensitivity to more severe symptoms.

I understand that, if I am latex or medical chemical sensitive, it is **MY RESPONSIBILITY** to pay the cost of any test to confirm the sensitivity. I also understand that if I suspect or know that I may be or that I am allergic to latex or medical chemicals, that it is **MY RESPONSIBILITY** to inform the faculty and the program director.

I hereby release Montachusett Regional Vocational Technical School Practical Nursing Program, its employees, and teaching affiliates from all liability, which may be incurred as a result of participating in educational experiences in the nursing program.

Printed name: _____

Student's signature: _____

Date: _____

Program Director signature: _____

Date: _____

APPENDIX N

Montachusett Regional Vocational Technical School
Practical Nursing Program
Food/Medication Allergy Release Form

Food/medication allergy and sensitivity has grown as a health care concern in recent years. It is imperative that all applicants and participants of a health care program be made aware of this concern.

I understand that if I have been diagnosed with a food/medication allergy/sensitivity now or in the future, it is MY RESPONSIBILITY to pay the cost of any test to confirm the food/medication allergy/sensitivity. I am responsible for supplying my own Epi-pen (if ordered by my provider). I will always carry an active, unexpired Epi-pen on my person to meet my medical needs. I also understand that if I suspect; know that I may be or that I am allergic to any substance, it is MY RESPONSIBILITY to inform the faculty and Program Director.

I hereby release the Montachusett Regional Vocational Technical School Practical Nursing Program, its employees, and teaching affiliates from all liability that may be incurred as a result of participating in educational experiences in the nursing program.

Printed name: _____

Student's signature: _____

Date: _____

Program Director signature: _____

Date: _____

APPENDIX O

DETERMINATION OF GOOD MORAL CHARACTER COMPLIANCE INFORMATION SHEET

Applicants for initial licensure by examination, initial licensure by reciprocity, or initial Advanced Practice Registered Nurse (APRN) authorization by the Massachusetts Board of Registration in Nursing (Board) must comply with the "good moral character" (GMC) requirement specified at Massachusetts General Laws Chapter 112, § 74, 74A and 76. The Board requires all applicants to answer specific questions related to criminal convictions or disciplinary actions when applying for nurse licensure or APRN authorization to ensure that the conduct of each applicant to whom it grants a license, authorization, or both, does not pose an unacceptable risk to the public health, safety and welfare.

Individuals who answer "yes" to the GMC-related licensure or APRN authorization application questions and who are not excluded from licensure or authorization as set forth in Licensure Policy 00-01 must submit all relevant documentation as required for the Board to determine their compliance with the GMC licensure requirement. Applicants are strongly advised to obtain and review records relating to their criminal and/or disciplinary history to assist in the accurate completion of the initial application.

Any open criminal matter, criminal conviction which has not been closed for at least one (1) year from the completion of all conditions, or licensure disciplinary action disclosed at the time of application submission will result in a determination of non-compliance with GMC requirement and the application will be denied by the Board. Similarly, the Board will deny any application which expires or has been withdrawn by the Applicant before the Board's receipt of all required documentation or conclusion of the GMC Evaluation

REQUIRED DOCUMENTATION

Each applicant should review the Documentation Required for Determination of Good Moral Character Compliance checklist located at the end of this document to identify the specific items needed to complete their application for GMC compliance. It is the applicant's responsibility to furnish adequate documentation and other information to the Board as directed.

Important note: The Board does not communicate with third party entities (nursing programs, prospective employers, employment agencies, etc.) acting on behalf of the applicants during the application or Good Moral Character Evaluation process. All documents relevant to the evaluation must be received directly from the applicant or other specified source.

EVALUATION

Applications for GMC compliance will not be evaluated prior to the submission of a complete application and fee(s) to Professional Credential Services (PCS). Instructions for submitting an application for licensure or APRN authorization are available online at http://www.pcshq.com.

Applicants should allow a minimum of eight (8) weeks to complete GMC evaluation after all required documents have been received. Failure to submit a complete application, fees, and/or required documents will delay review of the applicant's materials. Applicants will receive written notification of the Board's decision once a determination has been made.

FREQUENTLY ASKED QUESTIONS

What is GMC?

GMC is defined for practical purposes as the ability to practice nursing in a safe and competent manner and without risk to the public health, safety or welfare. Because it is not scientifically determinable, the Board uses evidence of past and present conduct as described below to assess GMC. Licensed nurses are required by law and regulation to be of Good Moral Character.[i]

How can I demonstrate GMC?

You must submit documentation as required to the Board of all available pertinent information regarding past and present conduct and disciplinary and/or criminal history. Additional information is available by accessing Licensure Policy 00-01 at http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf.

How does the Board define "conviction" in connection with the GMC evaluation?

For the purpose of GMC evaluation, "conviction" means the final judgment on a verdict or finding of guilty, a plea of guilty, a plea of nolo contendere (no contest), or a plea treated by the court as a guilty plea, regardless of the jurisdiction in which the conviction was entered.

I have an open criminal case or disciplinary action. Am I eligible for licensure?

No. Your criminal case or disciplinary action must be closed prior to submitting your application for GMC compliance evaluation. The Board will deny an application for GMC compliance if the applicant has failed to fulfill all requirements imposed by a licensure/certification body or if all criminal matters have not been closed for at least one (1) year.

Can I be permanently excluded from licensure?

Yes, conduct underlying certain felony convictions will result in mandatory permanent exclusion from nursing practice [II]]in Massachusetts. Examples of such conduct include:

- the conduct underlying the crimes listed on Attachment A of Licensure Policy 00-01.
- the conduct underlying any other violent crime against any person(s) that involves extreme disregard of human life.
- trafficking in, or illegally manufacturing, any controlled substance; and, exploitation or criminal mistreatment of a vulnerable individual.

I have a criminal conviction that has been closed for at least a year and I do not meet the criteria for permanent exclusion. Am I eligible for licensure?

You may be eligible for licensure in Massachusetts. Please review the information related to the Temporary Exclusion, Exception to Temporary Exclusion and Case by Case Evaluation outlined in Licensure Policy 00-01 at http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf.

What is the Case by Case Evaluation process?

If an applicant is not permanently or temporarily excluded from licensure or APRN authorization, the Board will evaluate conduct demonstrating an absence of the attributes of GMC on a case by case basis. Additional information is available by accessing Licensure Policy 00-01 at http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing- good-moral-policy.pdf.

My case was sealed or expunged from my record. Do I have to report it to the Board?

No. However, it is your responsibility to confirm the disposition of your record. We recommend that you retain a copy of the Court Order expunging or sealing the record that can be provided to the Board if requested

My case was dismissed or nolle prossed. Do I have to report it to the Board?

No. You are not required to disclose criminal matters that did not result in a conviction as defined in Licensure Policy 00-01 at http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf.

Do I need to report Motor Vehicle offenses?

Certain Motor Vehicle Offenses must be disclosed. These include all misdemeanor or felony convictions that involve drugs and/or alcohol (e.g. OUI, DUI, or similar offenses).

When should I submit my documentation?

We recommend that you start gathering required documents as early in the application process as possible. It is best to send all required documents collectively to the Board at the same time you mail your application for licensure to PCS. The Board will review all required materials upon receipt of a complete application and fee(s) by PCS. Instructions for submitting the application for licensure or APRN authorization are available online at http://www.pcshq.com.

Do I need to request a Criminal Offender Record Information (CORI)?

All initial applicants requiring GMC evaluation must complete the CORI Acknowledgment Form. The CORI form must be signed in the presence of a notary public who has verified the applicant's identity through a valid government issued identification. For additional information, please contact the CORI Coordinator at (617) 973-0851.

I have a job scheduled to start next week/month/etc. How can I expedite my GMC evaluation?

The Board does not expedite the evaluation process. To practice nursing as an LPN, RN, or APRN in Massachusetts, you must hold and maintain a valid, current nursing license issued to you by the Board. Licensure applicants cannot accept employment in nursing positions (including orientation to a nursing position) until after they have been issued a valid, current license by the Board.

What happens if my application is withdrawn or expired before all the required documentation is received by the Board?

Should you decide to withdraw your application for licensure in lieu of completing GMC evaluation or if your application expires before all the required documentation is received, the Board will deny your application and open and close a complaint for tracking and reporting purposes as required and authorized by law.

What happens if there is a determination of non-compliance with the GMC requirement?

Applicants who are determined not to be in compliance with the GMC requirement will be ineligible for licensure or APRN authorization and a complaint will be opened and closed for tracking and reporting purposes as required and authorized by law. In addition, the Board will open a complaint against any existing Massachusetts nursing license based on non-compliance with the GMC requirement. The individual will be reported as required and authorized by law.

How will I be notified if I am found to be non-compliant with the GMC requirement? Do I have a right to review of the decision?

The Board will notify you of its decision to deny licensure or APRN authorization, the reason(s) for the denial, and the opportunity for review of the denial. The Board may also inform you of the requirements, if any, that must be satisfied before you may reapply. You shall be afforded the opportunity for a hearing where you allege, and can reasonably substantiate, the existence of specific areas of factual dispute relevant to the determination of your GMC ineligibility under this Policy. If there are no areas of factual dispute, the Board may rely on written submissions in rendering a final decision on review. Judicial review of a Board final decision to deny licensure or APRN authorization may be sought as provided by G.L. c.

30A, §14.

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[i] As required by Massachusetts General Laws (G.L.) Chapter 112, sections 74 (RN licensure by examination), 74A (LPN licensure by examination), 76 (licensure by reciprocity), 80B (Advanced Practice authorization) and the Board's regulations at 244 CMR 4.00, 8.02(1)(a), 8.03(1)(a), 8.04(1)(a), 8.04(2)(a), 8.04(3)(a), and 9.03.

[ii] Or within five (5) years of a written request for a determination of GMC compliance.

[iii] Including a minor, elder, or disabled individual.

APPENDIX P

ACCEPTABLE USE POLICY

MRVTS has an Acceptable Use Policy (AUP) that outlines guidelines for acceptable use of our computer network and resources. A summary of the AUP can be found here, and the full AUP can be found on the MRVTS website: www.montytech.net. Disciplinary action will be taken for unauthorized access, including "hacking" and other unlawful activities online as well as unauthorized disclosure, use, and dissemination of personal information regarding students.

GUIDELINES

The best protection against unauthorized use of an email account or social network website account is to not share the username or password with friends of acquaintances. It is recommended that the password be a combination of letters, numbers, and/or symbols so that the password is not easy to guess. It is also important to log out of the account and close the Internet browser when using someone else's computer, including computers in a public place like a library. Never save your password on a public computer.

Social network websites, such as Facebook.com, allow individuals to create profiles, post pictures and talk to friends online. Problems ensure when too must information is posted about oneself and others, including phone numbers, addresses, where they are going, and even information that may be incriminating. If privacy settings are not set correctly, anyone can see the information, including the pictures.

Cyberbullying also occurs on social network websites. The bullying can include physical threats, but more typically involves spreading malicious lies and rumors. Again, anyone may be able to read posts and further spread falsehoods.

Please note that many employers and universities now check social network websites to see what an applicant says about themselves. A picture taken at a wild party may not be the impression you want to give.

1. Set reasonable expectations for online behavior.
2. Become familiar with privacy settings on social network websites and work to restrict information.
3. Consider installing filtering software to block unwanted messages and access to objectionable websites.

MRVTS Acceptable Use Standards
Monty Tech Acceptable Use Policy (AUP)

These guidelines are contained in our Acceptable Use Policy (AUP). Please read the most recent version, which is posted on our website at http://www.montytech.net/main/aup.

The most important points of the Acceptable Use Policy are summarized below:

1. Is it expected that all users of our computer network will follow the rules and regulations of any computer resource to which they connect.
2. All files (including email) enjoy full security and privacy privileges associated with the accounts to which they are assigned. No staff member or student shall access e-mail or the files of another person without the consent of the Superintendent-Director. Violations will be subject to disciplinary action.
3. The primary purpose of our network is to support classroom instruction. Attempting to use our network to visit inappropriate websites or social networking websites, bypass content filtering or perform other activities that are not related to education, may result in loss of computer privileges or disciplinary action.
4. Attempting to use our network to harass someone, propagate worms and/or viruses, break into other computers or engage in other illegal behavior will results in disciplinary action.
5. MRVTS does not allow unlicensed software to be installed on any workstation. We expect all users to comply with copyright laws.
6. Personal devices (laptops, tablets, etc.) may not be connected to the Monty Tech network (including wireless access points) without permission of the System Manager.
7. Every network user has a unique user ID and password which are required to connect to network resources. These codes should not be shared with anyone else.
8. Network traffic is monitored. The Technology Office deals with violations of our Acceptable Use Policy. In some instances, law enforcement agencies may be contacted.
9. MRVTS explicitly disclaims liability for monetary obligations and inappropriate content access for users who knowingly engage in network activities in violation of our policy.
10. As a public school, MRVTS must comply with Public Records Law, M.G.L. c. 66 § 8 requiring that all incoming and outgoing MRVTS email be archived and maintained for a period of 7 years. Student email accounts are subject to the above. Content filtering is used to block access to personal email accounts.

APPENDIX Q

Montachusett Regional Vocational Technical School
Practical Nursing Program
Assessment Technologies Institute (ATI) Policy

As students progress through the Monty Tech PN Program, they will be required to utilize a variety of ATI resources.

What does ATI offer?

ATI offers an assessment driven comprehensive review program designed to enhance student NCLEX® success. The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content. • ATI orientation resources such as the ATI plan can be accessed from "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/eBooks:

ATI provides review modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a hint button, a talking glossary, and a critical thinking guide are embedded throughout the learning system tests to help students gain an understanding of the content.

Assessments:

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation.

Focused Reviews/Active Learning/Remediation:

Active learning/remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the focused review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and "Active Learning Templates".

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI student home page or by submitting written remediation templates as required.

Keeping Track of Remediation and Receiving Credit:

It is the student's responsibility to keep track of their remediation. The student should keep copies of the "Active Learning Templates" completed for remediation to show proof to the instructor in order to receive credit. The "Active Learning Templates" can be utilized throughout the curriculum as learning tools. The "Active Learning Templates" can be completed as a fillable document online or handwritten

After the proctored ATI exam is given and all remediation is complete, the student should give the instructor copies of all material to place in the student's file. Only after the student gives the instructor copies of the material will the student receive their grade for ATI testing.

Other:

The Comprehensive Predictor exam does not have points allotted for these exams. Each PN course that is giving an ATI exam will have the allotted points for the exam clearly stated in the course's syllabus.

ATI Grading and Point Values:

All students must achieve 85% or greater on all required ATI practice assessments, quizzes, and assignments.

In each course, the ATI practice assessments and proctored exams will be worth 5% of the course grade. If the course has two or more ATI exams or activities, the 5% will be distributed evenly between the ATI exams or activities. Each course giving an ATI exam will have the distribution of points noted in the course syllabus.

Quizzing – retake the quiz until a score of 85% or greater is achieved. The final score must be submitted to the faculty teaching the content and the score will be entered as a homework/quiz grade.

Exams – Practice assessments A & B will be completed by all students by the assessment due date noted in the course outline. Both practice assessments should be retaken until a score of 85% is achieved. Proof of successful completion should be provided by the student to the faculty member teaching the course. Students will complete the proctored exams on the date noted in the course outline. Students unable to take the proctored exam on the date scheduled will be required to arrange a make-up date with the faculty teaching the course upon their return to school.

The proctored assessment assignment of points will occur based on the ATI Proficiency Level achieved by the student. Remediation will be required for any student who achieves Level 1 or Below Level 1. Remediation

should be done for the three lowest areas identified on the individual performance on the major content areas. One "Active Learning Template" will be completed in each of the areas identified.

Scores to be assigned for proctored exams are as follows:
Level 3 – 100%
Level 2 – 100%
Level 1 – 80%
Below Level 1 – 77%

Comprehensive Predictor assessment remediation will be required for any student with an individual performance score of 70% or less.

Remediation – The student will self-identify the three lowest areas on the "Individual Performance in the Major Content Areas." One "Active Learning Template" (total of three templates) should be completed on an area listed under each content area and placed in the student's ATI binder.

Example (three areas to complete template are highlighted):
Coordinated Care – 70.0%
Safety and Infection Control – 84.6%
Health Promotion and Maintenance – 42.9%
Psychosocial Integrity – 85.7%
Basic Care and Comfort – 50.0%
Pharmacological Therapies – 100.0%
Reduction of Risk Potential – 33.3%
Physiological Adaptation – 75.0%
Clinical Judgment – 68.8%

Active Learning Templates are available as a fillable document on ATI or can be printed and typed or written. Samples of completed and blank templates are attached here for reference.

Late Assignments - Late assignments are penalized 10 points per day for a maximum of 5 calendar days, at which point the assignment will be graded as a zero.