



# ASSABET PNP

BE. MORE.

## Practical Nursing Program Catalog/Student Handbook

### Class of 2025 - 2026

I certify this catalog is true and correct in content and policy.

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Charles DuPont, SCO

8/1/2025

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# ASSABET Practical Nursing Program

## 2025 - 2026 School Calendar

August 2025				
M	T	W	TH	F
<del>25</del>	26	27	28	<del>29</del>
Aug 25 No School Teacher Day				
Aug 26 First Day of PNP Class				
Aug 29 No School				

September 2025				
M	T	W	TH	F
<del>1</del>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Sept 1 No School Labor Day				
Sept 17 Constitution Day				

October 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
<del>13</del>	14	15	16	17
20	21	22	23	<del>24</del>
27	28	29	30	31
Oct 13 No School Indigenous People's D				
Oct 24 No School Teacher Day				

November 2025				
M	T	W	TH	F
3	4	5	6	7
10	<del>11</del>	12	13	14
17	18	19	20	21
24	25	<del>26</del>	<del>27</del>	<del>28</del>
Nov 11 No School Veteran's Day				
Nov 26 - 28 No School Thanksgiving				

December 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	<del>24</del>	<del>25</del>	<del>26</del>
<del>29</del>	<del>30</del>	<del>31</del>		
Dec 4 Family Night				
Dec 24 - 31 No School Winter Break				

January 2026				
M	T	W	TH	F
			<del>1</del>	<del>2</del>
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	<del>27</del>	28	29	30
Jan 1-2 No School Winter Break				
Jan 19 No School MLK Jr Day				
Jan 27 No School Teacher Day				

February 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
23	24	25	26	27
Feb 16 - 20 No School Feb Break				

March 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	<del>13</del>
16	17	18	19	20
23	24	25	26	27
30	31			
Feb 13 No School Teacher Day				

April 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	
April 20 - 24 No School April Break				

May 2026				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29
May 25 No School Memorial Day				

June 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	<del>19</del>
June 12 Class of 2027 Orientation Da				
June 16 Last Day/Graduation				
June 17, 18 Teacher Days				

Terms	
Term I:	Aug 26 - Nov 17
Term IIA:	Nov 18 - Jan 26
Term IIB:	Jan 28 - April 10
Term III:	April 13 - June 16
Subject to change.	
<b>FINAL 8-25-2025</b>	

## *Acknowledgement of Understanding*

I agree to treat my fellow students and faculty members with dignity and respect at all times while on school property and/or at clinical sites and refrain from unwelcome physical or verbal conduct of a sexual nature.

**I PLEDGE** upon my honor that I will not give nor receive assistance on any tests/exams or written work. My actions throughout the program will reflect my own preparation and performance and I take full responsibility for these actions.

I have read the Practical Nursing Student Handbook/Catalog AND the Assabet Valley Regional Technical School District's Student Handbook on the PNP website. I understand the material I have read, agree to abide by the rules and regulations of the program, and all policies and procedures of the school.

Please sign this form and return it to the Director of Practical Nursing. Thank you for your cooperation.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Program: Practical Nursing Program

Today's Date: \_\_\_\_\_

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## *Preface*

The Student Practical Nursing Handbook/Catalog is intended to provide information regarding services, policies and rules so that you will make appropriate decisions. In addition, you are responsible for the policies and rules written in the AVRTHS Handbook for Students and Parents. If you have additional questions, please feel free to ask the faculty, program director, practical nursing counselor, or school administrators.

## *Be. More.*

The Practical Nursing Program includes learning experiences designed to prepare you to function effectively within the accepted role of Licensed Practical Nurse. As mature students, you are partners with the faculty in learning experiences. The faculty is interested in you as a person, and will give you guidance. Safe care of patients and professional behavior are the standards upon which this school bases its requirements for graduation.

## *Statement of Educational Opportunity*

The Assabet Valley Regional Technical High School District is in compliance with Federal Regulation, Title II, Title VI, Title IX and Section 504, and the Commonwealth of Massachusetts Regulations under Chapter 622 of the Acts of 1972, and does not discriminate in educational opportunities, admissions, recruitment, hiring, or employment practices on account of race, color, sex, handicap, disability, religion or natural origin.

Inquiries regarding Title II, Title VI, Section 504 or Chapter 622, may be directed to the Director of Pupil Personnel Services. (508) 485-9430 or (800) 537-6663, extension 1430.

## *Approval and Accreditation*

Assabet Valley Regional Technical School is accredited by:  
New England Association of Schools and Colleges (NEASC)

The Assabet Practical Nursing Program status (Assabet-PNP) is Approved with Warning by:  
Massachusetts Board of Registration in Nursing  
239 Causeway St. Suite 500, 5th Floor  
Boston, MA 02114

The Assabet Practical Nursing Program is accredited by:  
The Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia, 30326  
phone: 404-975-5000

**Disclaimer:** The Program may be required to revise, delete or add a policy for the purpose of maintaining compliance with regulatory requirements and standards. In the event this occurs, the students will be notified in a timely manner.

## ***Practical Nursing Mission***

Assabet Valley Regional Technical School Practical Nursing Program (Assabet-PNP) supports and adheres to the mission of the Assabet district. Further, the PNP is committed to providing the practical nursing student the education, experience and technology to become a safe, professional provider of nursing care to diverse, multicultural populations, with well-defined health care needs. The PNP provides and supports professional behavior, clinical reasoning, therapeutic communication and safe skill development. The PNP values individuals who practice competently, with care while maintaining ethical standards. The Assabet-PNP supports practical nursing as a strong foundation for entry into practice as a professional nurse. Assabet-PNP promote pathways to continuing education to the ADN, BSN, MSN, DNP and PhD.

## ***Core Values***

### **INTEGRITY**

Adherence to moral and ethical principles; soundness of moral character; honest, trustworthy, accountable, respectful

### **CARING**

The work or practice of looking after those unable to care for themselves while feeling and exhibiting concern and empathy

### **COMPETENCY**

The possession of the required knowledge, skill and attitude to gain licensure; enabling a person to act safely and effectively as a practical nurse

### **TEAM**

The unified actions of a group to achieve a common purpose or goal. Skills needed include respect for individual contributions, putting aside individual glory, consensus building, clear communication and compromise

### **EDUCATIONAL THEORY**

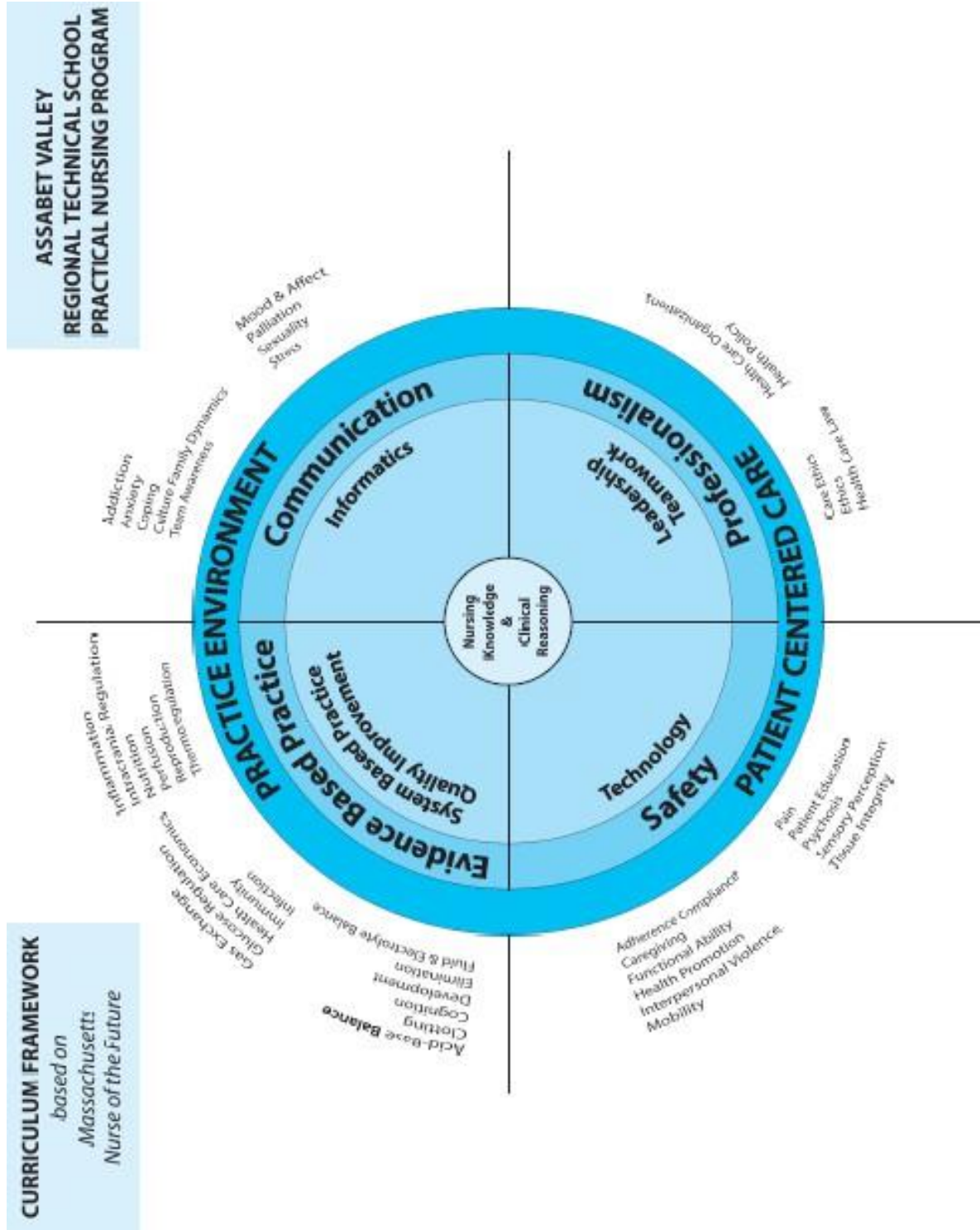
We believe in Knowles Theory of Andragogy and Blooms Taxonomy as education theories that correlate with the Nurse of the Future Framework and integrates the overall school philosophy highlighting the importance of the learning process versus content regurgitation.

It is the faculty and staff's belief in andragogy that holds us steadfast in our goal of meeting the adult's learning needs through multiple designs. Believing that adults learn experientially with the goal of problem solving a topic of value, creates faculty desire to continue in developing and evolving the curriculum. We desire to facilitate and be a resource to the student in their acquisition of knowledge and skills to join the nursing profession. Bloom's Taxonomy allows us to assess whether the adult oriented learning methods utilized in instruction are allowing the adult learner to gain the knowledge, skills, and attitudes for a successful transition into nursing practice.

We are engaged in meeting student learning needs, realizing each adult learner brings unique experiences to the learning process. It is with understanding the unique nature of the learner that we utilize varied strategies to engage the learner (lecture, case studies, simulation, role play, self-evaluation, lab and clinical practice). It is our belief that these theories allow nursing students to think independently in order to provide nursing care that demonstrates critical thinking, reflective of a self-directed professional that is prepared to provide safe and competent nursing care in our community.

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# Curriculum Wheel



# *Student Learning Outcomes*

## **PROFESSIONALISM**

Utilizes clinical reasoning to demonstrate accountability for one's own nursing practice, within legal, ethical, and regulatory nursing standards, while promoting and maintaining a positive image of nursing.

## **COMMUNICATION**

Utilizes clinical reasoning in the development of effective communication skills for use in a variety of health care situations.

## **SAFETY**

Applies clinical reasoning to the development and maintenance of knowledge, skills, and attitudes needed to provide quality and safe patient care throughout the practice environment.

## **EVIDENCE BASED PRACTICE**

Analyzes current evidence coupled with clinical ability and makes linkages demonstrating clinical reasoning to evaluate outcomes of care.

## ***ASSABET-PNP Curriculum Framework***

"In March 2006, the Massachusetts Department of Higher Education (DHE) and the Massachusetts Organization of Nurse Executives (MONE) convened a facilitated working session entitled Creativity and Connections: Building the Framework for the Future of Nursing Education and Practice. This invitational session brought together 32 experienced professionals from the major statewide stakeholders in nursing education and practice. The group included nurse leaders from a variety of practice settings, educators from both public and private higher education representing all degree levels, and representatives from the Department of Higher Education, the Board of Registration in Nursing, the Massachusetts Center for Nursing (MCN), the Massachusetts Association of Colleges of Nursing (MACN), the New England League for Nurses (NELNE), and other national accrediting agencies, including the National League for Nursing Accrediting Commission (currently the Accreditation Commission for Education in Nursing, ACEN) and the Commission on Collegiate Nursing Education (CCNE)." <http://www.mass.edu/currentinit/documents/NursingCoreCompetencies.pdf>

An important outcome of the conference was the development of the following mission statement to guide future work: Establish a formal coalition to create a seamless progression through all levels of nursing that is based on consensus competencies which include transitioning nurses into their practice settings. An additional key outcome involved the establishment of the following top priorities:

- Creation of a seamless progression through all levels of nursing education
- Development of sufficient consensus on competencies to serve as a framework for educational curriculum (Appendix A)
- Development of a statewide nurse internship/preceptor program.

Please refer to <http://www.mass.edu/currentinit/NiNofCompetencies.asp> for a final conference summary.

The Assabet Valley Regional Technical School Practical Nursing Program (Assabet-PNP) faculty further refined and adapted these competencies as a program framework for a new curriculum. The Assabet-PNP faculty has examined the Nurse of the Future Competencies written for LPN's and has formulated a curriculum design consistent with the competencies, but manageable for a 10-month entry level program.

The Assabet-PNP Curriculum Design Wheel incorporates all the competencies and adds at the center the essential component of Clinical Reasoning. The Assabet-PNP faculty agrees that the primary practice setting for PN graduates is inpatient care, and as such, both the care environment and patient-centered care are integral components of their role. The faculty also concluded that nursing knowledge, when consistently integrated with clinical reasoning, forms the foundation for competent and contemporary nursing practice. After research and discussion, the faculty determined that the remaining competencies could be addressed in four categories if sections were combined.

- Professionalism is a thread throughout the Assabet-PNP. Professional behavior can be expanded to include the competencies of *leadership, teamwork and collaboration*. Teamwork, true collaboration and effective leadership are all contingent on the professional behavior and attitude of the nurse. Key components are establishment of a professional collegial atmosphere where nurses collaborate, work as a team and have opportunities to lead.
- Communication is a vital component for nursing practice in all areas. Informatics, communication of the future, challenges the nursing workforce to remain cognizant of new technology to enhance nurse communication. *Informatics* technology is a burgeoning field that will affect nursing communication into the future.
- Safety and Technology are essential components of all nurse practice and occupies a quarter of the Assabet-PNP Nurse of the Future Wheel. The nurse's awareness of safety in relation to technological advances must remain closely aligned to maintain the highest quality of patient care.
- Evidence Based Practice incorporates both *Systems Based Practice* and *Quality Improvement*. Current evidence, use of data and the greater context of the healthcare system are incorporated into practice.

## Clinical Partners

Oriol Health Care 52 Boyden Street, Suite 206 Holden, MA, 01520	Oakdale Rehabilitation Holden Rehabilitation
AdviniaCare 85 Beaumont Drive Northbridge, MA 01534-1094	
UMASS Memorial Marlborough Hospital 157 Union Street Marlborough, MA 01752	
UMASS Memorial Health Alliance-Clinton Hospital 60 Hospital Road Leominster, MA 01453	
St. Patrick's Manor Nursing Home 863 Central Street Framingham, MA 01701	
Countryside Health Care of Milford 1 Countryside Drive Milford, MA 01757	
Salmon Health and Retirement 5 Lyman Street Westborough, MA 01581	Beaumont of Northborough Beaumont of Westborough
Reliant Medical Group 5 Neponset Street Worcester, MA 01606	Clinics assigned each spring
Reservoir Center for Rehabilitation 400 Bolton Street Marlborough, MA 01752	
VHS Acquisition St. Vincent Hospital 123 Summer Street Worcester, MA 01608	VHS Acquisition MetroWest Hospital 115 Lincoln Street Framingham, MA 01702
Whittier Rehabilitation Hospital 150 Flanders Road Westborough, MA 01581	
Main Street Pediatrics 77R W Main Street Hopkinton, MA 01748	

\*Clinical placements are subject to site and instructor availability and are subject to change.

## Curriculum Plan

### Practical Nursing Course Hours

Term I = 12 Weeks	Hours	Clinical / SIM
Orientation	5	
Nursing Concepts I	28	
Human Biology	65	
Nursing Care of the Older Adult	47	
Foundations of Nursing	115	
Clinical Practice Foundations of Nursing		72 / 3
<b>Term I Totals</b>	<b>260</b>	<b>75</b>

Term II = 20 Weeks	Hours	Clinical / SIM
Nursing Concepts II	142	
Clinical Practice Concepts II		276 / 10
Nursing Care of the Family	66	
Clinical Practice Nursing Care of the Family		30 / 2
<b>Term II Totals</b>	<b>208</b>	<b>318</b>

Term III = 8 Weeks	Hours	Clinical / SIM
Nursing Concepts III	68	
Clinical Practice Concepts III		132 / 4
Preparation for Professional Practice	20	
<b>Term III Totals</b>	<b>88</b>	<b>136</b>

<b>PROGRAM TOTALS</b>	<b>556</b>	<b>529</b>
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The clinical and classroom hours may be adjusted between courses based on student need and agency availability. Program Totals will not be affected by adjustments.

## *Clinical Experience*

Term I: The students are introduced to the basic foundations of nursing. The clinical experience takes place at long term care facilities. The residents require assistance with self-care. Students learn to provide for basic needs (bath, feed, transfer). Concepts include caregiving, fluids and electrolytes, thermoregulation, nutrition, functional ability, tissue integrity, culture, family dynamics and coping and beginning physical assessment.

Term II: The student begins with the care of a surgical patient in an acute care or sub-acute care setting as well as mental health. The nursing responsibilities vary according to the needs of the patient. The student learns physical assessment, prioritizing, determining a basic plan of care as well as nursing skills and further development of physical assessment. Term II continues the progression caring for the patient with cardiac and respiratory disorders, and includes a maternal-newborn nursing component. Cardio respiratory focus increases the student's understanding of multiple chronic illnesses and the complexity of care. Concepts include gas exchange, glucose regulation, perfusion, infection, reproduction and patient education.

Term III: Expands the student's clinical practice in acute care, rehabilitation and pediatrics as well as into the community and includes a leadership component. Concepts include health policy, health care law, ethics, health promotion and care coordination. The integrity of the curriculum is congruent among philosophy, organizing framework based on Nurse of the Future Core Competencies, Student Learning Outcomes, curriculum design, course progression and outcome measures. Understanding of concepts at the application and analysis level insures beginning clinical reasoning to achieve student learning outcomes, NCLEX success and beginning nursing practice.

All medication administration is supervised by Assabet-PNP Faculty only.

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## *COMMON CLINICAL PLACEMENT REQUIREMENTS*

The following are requirements for students participating in clinical placement:

- Complete the Health Screening form and submit it to the program director.
- Complete all required immunization per Massachusetts Department of Public Health. Including annual influenza vaccination.
- Receive the Covid-19 vaccine in compliance with CDC recommendations or the most stringent requirement of the school or clinical agency.
- Submit a titer following the completion of the Hepatitis B series of immunizations to document immunity.
- Create an account and complete the student orientation on Massachusetts Centralized Clinical Placement website (<https://www.mass.edu/mcncps/orientation/welcome.asp>). Upon assignment of a clinical site student must print a ticket to clinical for each clinical term.

## ***Educational Mobility Statement***

The Faculty of the Assabet-PNP promotes those activities which encourage upward mobility related to a Nursing Career Ladder. Students must apply to other schools following graduation to continue their education.

## ***Partnerships***

There are many avenues for the Assabet-PNP graduate to continue their education. Quinsigamond Community College and Mount Wachusett Community College have programs for Licensed Practical Nurses to expand their education and skills to become Associate Degree Nurses prepared to pass the NCLEX-RN.

## ***Transfer of Military Education, Training or Services For A Military Health Care Occupation***

Applicants who have military health care education, training, or service are eligible to have their records reviewed. Due to the variety of opportunities for military health care occupation education, training, service and variations in quality Advanced Placement is not currently available. <https://www.ncsbn.org>.

## ***Transfer/Advanced Placement/Course Exemption***

Resumes, previous work and official transcripts are reviewed for points in the admission policy. Advanced placement in the Practical Nursing Program is not granted.

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# *Admission Policy*

## **SECTION 1: INTRODUCTION**

Assabet-Practical Nursing Program (Assabet-PNP) currently has a status of Approve with Warning from the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing.

The curriculum combines classroom, laboratory, and clinical experiences. Classroom content includes biological and social sciences, nursing theory, and laboratory practice. Faculty supervises clinical experiences, providing care to stable individuals in a variety of settings. The program curriculum prepares program graduates to pass the National Council Licensing Examination for Practical Nurse (NCLEX-PN). Graduates of the Assabet-PNP may be eligible to receive advanced placement into RN programs at several area colleges.

The Assabet-PNP is a full-time day, forty (40) week program. The full-time program begins annually in late August and finishes in late June. Classes meet Monday through Friday. The hours will generally be 7:50 a.m. - 2:20 p.m. Clinical hours vary starting as early as 7:00 a.m. Some evenings and weekends may be necessary.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement. See <https://www.mass.gov/orgs/board-of-registration-in-nursing> for more details. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level nursing careers as a Licensed Practical Nurse in a variety of settings.

All candidates with completed admission applications for the Assabet-PNP are evaluated using the selection criteria outlined in this Admission Policy. All completed applications for the nursing program are reviewed and receive a written response by mail.

Admission interview process opens annually on November 1<sup>st</sup>.

## **SECTION 2: EQUAL EDUCATION OPPORTUNITY**

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Assabet Valley Regional Technical School hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public-school education must be fully open and available to members of 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, sex, religion, national origin or sexual orientation of such student.

Candidates with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

### SECTION 3: ELIGIBILITY

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available in Section IX of this policy and on the Assabet-PNP website at [go.assabetace.org/lpn](http://go.assabetace.org/lpn).
2. Candidate must have a Social Security Number and be over 17 ½ years of age.
3. Candidate must be a high school graduate with an official transcript, or official GED (scores included) or official HiSET (scores included). Certified translations are required for high school and college transcripts supplied in a language other than English and equivalency to U.S. education must be provided. Please contact CED (Center for Educational Documentation) at 617-338-7171 or [www.cedevaluations.com](http://www.cedevaluations.com) or other NACES approved organizations.

### SECTION 4: APPLICATION PROCESS

There is no application fee. Candidates interested in applying for admissions must:

1. Obtain an application by downloading the packet from the website at [go.assabetace.org/lpn](http://go.assabetace.org/lpn). Submit the completed application and all required documents by mail to the Assabet-PNP, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752. The following items are required to be submitted with the application:
  - a. Proof of high school graduation (see Section 3) and any college credits if applicable.
  - b. Original essay
  - c. Current resume
  - d. Birth certificate or valid passport
  - e. Three (3) Confidential Reference Forms: recent supervisor, employer, school teacher/instructor (non-family members) to be sent directly by the reference to Assabet-PNP.
  - f. If applicable, Proof of In-District Residence Form: Complete and submit with back up. You must be a resident before January 1<sup>st</sup> of the admission year. (see *Section 9*)
  - g. Copy of Health Insurance card
  - h. Color copy of valid MA driver's license or state ID card.
2. NLN-NEX (NLN-Nursing Entrance Exam) admission test is required for all applicants. Verbal, Math, and Science sections must be taken. Minimum required scores are Verbal 58%, Math 45%, or composite score of 115. A composite score of 115 or greater equates to 3 additional points towards achieving the 58% for language or 45% for math. There is no minimum score requirement for the Science section but admission points are awarded for all three (3) sections. The admissions test and/or scoring requirements can be changed by the program Director, if deemed necessary. Other admissions tests are not accepted at the present time.
3. Upon receiving all required documentation, an interview with the Program Director or faculty member will be scheduled.

## SECTION 5: SELECTION PROCESS

Applications are reviewed and evaluated using the following criteria:

- Academic Records maximum of 5 pts.
- Interview Responses maximum of 20 pts.
- NLN-NEX Scores maximum of 25 pts.
- Three (3) Confidential Reference Forms maximum of 5 pts.
- Resume (work/life experience) maximum of 5 pts.
- Original Essay maximum of 10 pts.

Applications will be reviewed and processed according to the criteria contained in this Admission Policy. All candidates are notified of the admission decision in writing by mail. Candidates will be accepted, not accepted, deferred or placed on the waitlist based on the candidate's overall admission score and availability of seats. Once the program has reached capacity a waitlist will be established and maintained. The waitlist is valid only for the current academic year and does not guarantee placement in future classes.

## SECTION 6: ACCEPTANCE PROCESS

Upon receipt of the acceptance letter the candidate must complete the following for full admission to the program:

1. Signed Enrollment Agreement and a \$500 non-refundable seat deposit within ten (10) business days. Candidates accepted within four (4) weeks of program orientation or the program start date will have five (5) business days to complete and sign their Enrollment Agreement and to pay their \$500 seat deposit. A candidate that fails to sign their Enrollment Agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory CORI/SORI. (Criminal Offender Record Information/Sexual Offender Record Information System). All clinical facilities reserve the right to conduct an additional CORI on practical nursing students. The Assabet-PNP requires a CORI/SORI inquiry as part of the admission process into the program. Individuals who have been convicted of a felony or misdemeanor crime or have a pending criminal case must meet eligibility requirements of the school and any affiliating clinical agencies. Program acceptance will be withdrawn from any student who does not complete a CORI/SORI inquiry or whose CORI/SORI inquiry returns unacceptable results.
3. Social Security Number Verification will be performed. Program acceptance will be withdrawn from any student who does not have a verifiable Social Security Number.
4. Satisfactory Nurses Aid Registry check is required. Nurses Aid Registry will be verified by the Program Director. Program acceptance will be withdrawn from any student whose Nurse Aid Registry inquiry returns unacceptable results.
5. Health Criteria: Immunizations as required by the MA Department of Public Health and our clinical partners.
  - a. Evidence of good health, including a completed Health Clearance Form with immunizations within the past year.

- b. Proof of Covid-19 immunization and current boosters, in accordance with the DPH and CDC guidelines, must be completed 14 days prior to the start of classes.
  - c. Negative two (2) step ppd or negative TB Gold QuantiFERON or health care provider documentation of a chest x-ray within a year confirming no active tuberculosis
  - d. Proof of Measles, Mumps, and Rubella vaccination or a titer indicating immunity.
  - e. Proof of Varicella immunization or titer indicating immunity.
  - f. Hepatitis B titer indicating immunity. If titer is negative, then a three-vaccine series that produces a positive titer must be completed.
  - g. TDAP immunization within ten (10) years prior to admission.
  - h. Flu immunization prior to Term 1 of the start of clinical rotation.
  - i. Meningococcal vaccination (MenACWY) or booster between the ages of 16-21 years of age. Required for students under the age of 21.
6. Prior to the start of the program, a current **Basic Life Support certification** (American Heart Association Health Care Provider **ONLY**) is required. On-line courses are not acceptable.
  7. Prior to August 15<sup>th</sup> Student Nurse Malpractice Insurance proof must be submitted.
  8. Accepted students may defer their admission until the next academic year prior to August 1<sup>st</sup> of the academic year. An email or written request is required for verification and approval.
  9. Students enrolled as of October 1<sup>st</sup> of the academic year are considered fully accepted, fully enrolled students in compliance with DESE guidelines.

## SECTION 7: FINANCIAL AID

Financial Aid is available to those who qualify. Assabet-PNP is approved by the United States Department of Education for financial assistance. The programs listed are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (Direct PLUS Program)

If there are excess funds from financial assistance after all expenses are met, those excess funds will be disbursed to the student after the first half tuition obligation is made to meet the cost of attendance. The distribution will occur approximately January 31<sup>st</sup>. Students who chose a payment plan or who have a balance beyond their financial aid award will also be required to complete and sign a current Assabet PNP Tuition Contract. Students receiving financial aid must meet satisfactory attendance requirements in order for money to be dispersed.

## SECTION 8: NLN-NEX REGISTRATION AND TESTING PROCEDURE

The candidate will register online at the National League for Nursing Testing Portal (<https://ondemand.questionmark.com/home/405669/user/register/site/5faeb9742b6ef>). The test will take approximately 3 hours. The testing fees are non-refundable. Candidates are advised to prepare in advance for the entire test. Free and at cost materials are available at the registration link above.

1. IN PERSON TESTING: Currently remote testing only; in person testing is NOT available.
2. REMOTE TESTING: Registration and payment is completed at the link provided. Applicants then proceed to the Examity website and schedule their exam. Examity is an online testing service that provides one-to-one virtual proctoring. The exam will begin at the scheduled time. It is strongly recommended that applicants read the technical requirements at the Examity website above prior to paying their registration fee. Applicants are also responsible for finding a satisfactory location to complete their NLN-NEX with the Examity proctor.
3. TEST RE-TAKE: The applicant must pass the NLN-NEX test within two (2) attempts each academic year. There must be a minimum of thirty (30) days between tests to allow time for remediation. The test(s) must have been taken and passed within two years of the admission cycle.

## SECTION 9: PROOF OF IN-DISTRICT RESIDENCY

A candidate qualifying for In-District tuition must provide documentation to prove physical residency in Berlin, Hudson, Maynard, Marlborough, Northborough, Southborough, or Westborough, PRIOR to January 1<sup>st</sup> of the academic year. The document must be an ORIGINAL, dated December of the convening year with your name and physical address in one of the afore mentioned towns. The ORIGINAL document will be returned to you.

Acceptable documentation for proof of residency includes the address printed on any of the following:

- 2024-2025 Property Tax invoice
  - Electric or Gas or Oil company invoice
  - Internet or cable invoice
  - Paystub
-

## Attendance

Students are expected to attend their place of assignment promptly at 7:50 a.m. and remain in the school or agency until 2:20 p.m. Some clinical days may also include an evening or Saturday rotation.

The MA Board of Registration in Nursing states that Practical Nursing Curriculum “must extend for a period of time sufficient to provide essential, sequenced learning experiences which enable a student to develop nursing competence appropriate to the level of licensure and educational preparation.”

The Assabet Practical Nursing Program is 40 weeks in length.

### ATTENDANCE REQUIREMENT

Students who are receiving financial aid must meet satisfactory attendance requirements in order for money to be dispersed. **All** absences must be emailed into the practical nursing office. Clinical absence must also be emailed to the clinical site at least 30 minutes prior to the start time. Failure to notify the clinical instructor of an absence can result in dismissal from the program.

All students will enter the building at the designated door at all times using their ID badge to open the door and will **not** allow anyone other than themselves to enter the building.

1. If you are going to be absent on a school or clinical day you are required to email ([dbrown@assabet.org](mailto:dbrown@assabet.org)) the school before 7:00 am. For clinical days you are required to email your clinical instructor by 7:00 am as well.
2. All students should be in their seats for attendance at 7:50 a.m. Attendance will be entered into PowerSchool.
3. If you are late to class use the time clock (B235): Label slip with name, check off “arrival”; stamp slip with time/date; keep the yellow copy of the slip for your records and leave the white in the Administrative Assistant’s mailbox; immediately enter the classroom (B236).
4. If you leave school early: Label slip with name, check off “departure”; stamp slip with time/date; keep the yellow copy for your records and leave the white copy in the Administrative Assistant’s mailbox; if you leave and forget to punch out, call the office immediately.
5. Use one slip per day.
6. If you are late returning from break and/or lunch and class has started, follow the same procedure as the morning (#3 above).
7. If you are here on time, no need to stamp anything.

## PROGRAM HOURS

- Students should strive for zero absences.
- Hours will be documented and tracked by the program Administrative Assistant **and** the student.
- Absences of more than 30 hours per academic year will be dismissed from the program.
- A student who is absent from class will be responsible for all missed content.
- Missed time for immigration appointments, jury duty, or court subpoenas will not be counted as part of the 30 hours of absences. Documented proof must be provided to the Director upon returning to school.
- Periodic attendance reviews will be conducted by the PN Director.

## TARDY POLICY AT CLINICAL

At the beginning of the clinical day, the instructor gives report and vital information relating to responsibilities for patient care that day; for example, meds to be passed, time off the floor, updates from the staff. When the student is tardy, and misses these early instructions, patient care can be compromised. To maintain high standards of patient care and professional accountability, the following policy will be enforced:

First Offense of clinical tardiness greater than 15 minutes:

- Student will receive a Professional Warning and must write a reflective journal to be submitted to the clinical instructor.

Second Offense of clinical tardiness greater than 15 minutes:

- Student will be sent back to school to meet with the PN Director, receive a Clinical Failure Warning, be considered absent for the day (6 hours) and must write a reflective journal to be submitted to the PN Director and clinical instructor.

Third Offense of clinical tardiness greater than 15 minutes:

- Is considered clinical failure and the student will be dismissed from the program.

Professional Warnings associated with 15-minute tardiness will reset at the conclusion of each term.

## BEREAVEMENT POLICY

For death of a family member: up to three (3) days of bereavement leave is extended to students should the death be an immediate family member (defined as mother, father, brother, sister or grandparent). The student must provide documentation, which includes but not limited to, death certificate or obituary, verifying the death upon the return to school. All assignments and/or projects due during the bereavement leave must be handed into the faculty upon the first day of the students return. All exams must be made up. There will be no points deducted with proper documentation. Exams must be taken as soon as the student arrives at school. There will be no points deducted with proper absence documentation.

## REMOTE LEARNING

The need may arise to hold school remotely. Directions will be posted on Google Classroom. Zoom meetings can be held throughout the day for instruction and assignments. If an assignment is not completed by the due date, the day will be treated as an absence.

## REMEDIATION

All instructors are available for after school help sessions. Students must fill out an Afternoon Session Appointment form, before school or during home room, and place it in the instructor's mailbox. The student must identify the reason for the extra help (i.e.: review theory content, ask questions regarding notes, practice lab skills, receive advising). Instructors after school availability will be posted.

All instructors will schedule a post-test review session after all students have completed the test.

General test review sessions will be one date, one time. No slip is needed. Each instructor will announce the date and time. The sessions will be brief and designed to help you understand missed questions.

A student with a failing test grade is encouraged to make an appointment for individual after school help with the instructor (on that instructor's scheduled day) for more in-depth test review, notes review and study skills. It is up to that student to put in a request.

## ASSIGNMENTS AND TESTS

1. Assignments are to be submitted on the due date by 8:00 a.m.
2. If absent on a due date the student may submit electronically. Assignments will be accepted as late upon return. Late assignments will receive a deduction determined by the instructor at the time the assignment is given.
3. An instructor will list the last date the assignment will be accepted.
4. Tests must be taken on the day given. In the event a student is tardy, he/she must take the test upon arrival to school. If a student is absent on the day of a scheduled test, they are required to take the test immediately upon arrival to school. All test and exams must be taken sequentially. It is the students' responsibility to ensure they complete the test promptly in order to stay current with the course assignments.
5. Students must take all tests and exams to receive a grade for the course.

## MAKE UP/TEST/EXAM WORK

The student will discuss all make up work with the appropriate instructors on the day the student returns to school. A mutual due date for makeup work will be determined at this time. After one week, without specific arrangements with the instructor, a zero will be recorded for missed assignments.

## TUTORING

There are several tutorial classes available to students during the school year. These include, medical terminology, test taking skills and study skills, NCLEX-PN review, writing skills and physical assessment. Math Club provides remediation as needed.

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### PNP LIBRARY USE – FOR BOOKS AND PERIODICALS IN THE PNP DEPT.

Login:                      Login Name: your username

Password:                  your password

Domain:                    Std3

1. Double click on icon that says DESTINY CATALOG (to access the catalog outside of school or at a different computer, go to [www.assabet.org](http://www.assabet.org), click on Library/media resources, click databases, and the DESTINY catalog.
2. Enter a word then click subject.
3. Books in the library on that subject will appear with catalogue numbers.
4. Go to print on the top of the DESTINY window.
5. Print the list of books on that subject.
6. Go to the shelf library, pull the required book(s) and give the print out to the PNP Admin. Assistant.
7. Return the book(s) to the PNP Administrative Assistant.

### ONLINE RESOURCES

1. For online resources go to [go.assabetace.org/lpn](http://go.assabetace.org/lpn)
  2. Learning Commons is located under academic and technical tabs. All areas of the Learning Commons site are accessible to PN students.  
<https://assabet.libguides.com/learningcommons>
  3. LPN Guide, <https://assabet.libguides.com/lpn> can be found there. For further information, contact the school library librarian.
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## HEALTH REQUIREMENTS

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.

### ACCOMMODATIONS DUE TO DISABILITY

The student with a disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a passing grade on the National Council Licensure Examination (NCLEX-PN), and demonstration of compliance with the Good Moral Character Licensure requirement. Reasonable examination modifications will be provided to eligible students. Any accommodations provided must maintain the psychometric nature and security of any examination. Exam modifications, which alter the nature or security of examinations, are not permitted. A student has no obligation to inform the director or faculty that he/she has a disability; however, if the student wants an academic accommodation or if a student wants other disability-related services, the student must identify himself or herself as having a disability in writing to the Director. Should a student choose not to disclose a disability, having not received accommodations may not later be used as a basis for a grade appeal or grievance. For additional information, please see Students with Disabilities Preparing for Post-Secondary Education: Know Your Rights and Responsibilities, U.S. Department of Education, 2001, at: <https://www2.ed.gov/about/offices/list/ocr/transition.html>. Students requesting accommodations should schedule a meeting with the Program Director.

Below is the list of essential functions related to health requirements read and signed at the admission interview. To remain in the program, a student must maintain health requirements of the program, including:

### 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, 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 in English.

### 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 blood pressure readings with a stethoscope.
4. 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 a client assessment.

## **PHYSICAL STRENGTH (GROSS MOTOR CONTROL)**

1. Ability to lift 25 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 client 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. Walk/stand for extended periods and distances over an 8-hour period.

## **MANUAL DEXTERITY (FINE MOTOR MOVEMENT)**

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 remove protective apparel to maintain standard precautions.

## **MEDICAL CLEARANCE**

The Assabet-PNP reserves the right to require any student who has a declared illness or condition, be it physical or emotional/mental, to provide from the licensed practitioner who is providing care related to the above-mentioned illness or condition medical clearance to participate in all class and clinical experiences.

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## **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 Assabet-PNP 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.

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## **LATEX ALLERGY MANAGEMENT**

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the Nurse Administrator to plan for his/her safety. Assabet-PNP will try to provide a latex free environment, however latex is not always easily identified in an academic environment. It is necessary for the student to monitor their environment for possible risk of exposure. Prior to the start of a clinical rotation, a student may request latex free gloves to be provided at the clinical site.

Simulators have latex inside of the mannequins. A student with a documented allergy will not be required to go into the SIM Rooms.

### **POLICY**

1. Nursing students who suspect or have a confirmed latex allergy must provide medical documentation.
2. Nursing students with an allergy status will be required to sign an acknowledgement of their risk and responsibility for avoiding latex whenever possible.
3. Assabet-PNP Department will make reasonable efforts to establish and maintain a clinical laboratory as free from latex as possible.
4. Nursing students agree to allow communication of their latex allergy status to appropriate clinical agencies by the Assabet-PNP Director, Faculty, or Staff to facilitate placement and planning.

### **RATIONALE**

While latex allergy is recognized as a serious concern, most if not all healthcare environments have been unable to create latex free environments; thus, students with a latex allergy will be at risk while completing the program.

### **PROCEDURE / PROTOCOL**

Students with concerns regarding a possible Latex allergy should bring this to the attention to the Director of PNP as soon as possible.

# Assabet Valley Regional Technical School

## LATEX ALLERGY POLICY ACKNOWLEDGMENT FOR STUDENTS WITH A LATEX ALLERGY

Latex sensitivity and allergy has grown as a health care concern in recent years. Since a number of products used in health care are made of latex (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program be made aware of this concern. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms.

I understand that, if I am latex sensitive, it is MY RESPONSIBILITY to pay the cost of any test to confirm the latex sensitivity. I also understand that if I suspect or know that I am allergic to latex, that it is my responsibility to inform the faculty and Nurse Administrator.

Student's Name (PRINT): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name (SIGNATURE): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Director of Assabet-PNP (PRINT): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Director of Assabet-PNP (SIGNATURE): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## SATISFACTORY ACADEMIC PROGRESSION

Final grades are issued to students in a numerical grade at the end of each term. A final transcript copy is issued to students at the end of the program. The original transcript is kept on permanent file by the Assabet-PNP. Grading policies and individual course requirements are written in the syllabi of each course.

- All students will take the full course load of 30 hours/class or clinical/week. If a student is readmitted from the previous year, courses for terms in which all courses were passed will be credited. After an absence of two (2) years students are not considered as returning students.
  - Courses are designed to be taken in sequential order. The courses for each term are prerequisites for subsequent terms and must be successfully completed prior to beginning the next term. Courses assigned to a given term are designed as co-requisites.
  - Attendance policy will be followed as previously stated and attendance will be reviewed during Promotions Committee meeting at the end of each term.
1. A minimum grade of 75% is required in each course and at the mid-term exams within Term II. Students receiving less than 75% will be unable to advance to the next level. Each course will be weighted. Midterm and final exams count up to 40% of the grade. Tests and other assignments will account for the remainder of the grade. Course grading will be indicated on the individual course syllabi. Students in danger of failure will be notified at mid-term in writing by the instructor. In addition, the instructor may issue a course/clinical warning at any time when a student is in danger of failing a course or clinical rotation.
  2. Numerical grades will be used to indicate students standing in theory. Grades will be recorded to two (0.00) decimal points. Course grades will be rounded to the nearest whole number.

A = 90 - 100%

B = 80 - 89%

C = 75 - 79%

F = 74% or below

I = Incomplete

Pass/Fail grade will be used for the clinical practice grade.

3. Clinical Failure. A student who is unable to meet the clinical objectives for any term will fail clinical. At midterm, students who are not meeting the required clinical objectives will be issued a Clinical Failure Warning. This warning will include a Performance Improvement Plan (PIP) that clearly outlines the areas needing improvement, specific performance expectations, and a timeline for achieving these objectives prior to the end of the term. Failure to meet the terms of the PIP will result in clinical failure and dismissal from the program. A student with an unsatisfactory clinical performance in Term III will not graduate. Please note that final exams are weighted (see course syllabi). A failing grade on a final exam can result in course failure even if the student was previously passing.

## ***MATH REQUIREMENT***

In order to safely give medications a nurse must know medical abbreviations and mathematical conversions. The information will be distributed during the New Student Orientation in June. The student needs to demonstrate 100% accuracy prior to med administration in Term IIA. A student who does not know abbreviations will be unable to pass meds and will fail the clinical component of the program. The course Math for Medications is incorporated into the curriculum throughout the year. The students will be given a summer math homework assignment. A student needs to be able to work with fractions, percentages and basic ratio and proportion. Remediation is offered throughout the year.

## ***GRADUATION***

A student who has a passing grade of 75% or better in each course, completing the Term III Student Learning Outcomes with satisfactory standing, and passing clinical practice, is eligible to graduate from this program.

Students who successfully complete the program and have met all financial obligations will be presented with a Certificate of Proficiency from the Assabet Valley Regional Technical School, Practical Nursing Program, and a school pin, purchased by the student. The graduates who then demonstrates Good Moral Character, as required by the MBORN, are eligible for National Council Licensure Exam (NCLEX) for Practical Nursing.

## ***RETENTION POLICY***

A student will be dismissed from the program at any time for the following reasons:

1. Inability to transfer theory into practice
2. Consistent lack of understanding of his / her limitations
3. Cannot anticipate the consequences of action or lack of action
4. Consistently fails to maintain communication with faculty and staff about client care
5. Dishonesty
6. Failure to meet attendance expectations
7. Failing course work or clinical evaluation
8. Health (physical and/or mental) interferes with academic and/or clinical learning
9. Nonpayment of tuition and/or fees
10. Committing a civil/criminal act as outlined in the AVRTS High School Student Handbook policy (M.G.L. Chapter 71: Section 37H & 37H ½)
11. Incivility to peers, faculty and/or healthcare staff
12. Positive drug test
13. Violation of HIPAA

## *WITHDRAWAL*

A student may withdraw from the program at any time for personal reasons. Upon withdrawal, the student will notify the PN Director of the program in writing.

## *RE-ADMISSION POLICY*

The Re-Admission Policy refers to the next academic year only. Students will not be re-admitted to the Program if dismissal was due to performing a civil/criminal act as outlined in the AVRTS High School Student Handbook policy (M.G.L. Chapter 71: Section 37H & 37H ½).

Students will be re-admitted to the program based on the following criteria:

1. Written petition to the Director of PNP indicating a plan for successful completion of the program.
2. Students applying for re-admission may resubmit updated references and transcripts.
3. A meeting with an instructor and/or Director of PNP to review student performance in the program, experience since leaving the program and discuss a plan for succession.
4. Meeting of the admissions committee to determine re-admission.
  - a. Returning students will be placed at the beginning of an academic Term.
  - b. Re-admitted students will need to retake all courses in any term which they did not pass.
5. Updated immunizations, current liability insurance, current CPR.
6. Application for re-admission is reviewed on a case by case basis and other criteria may apply.
7. Students are eligible for re-admission only once.
8. Students applying to return after an absence of greater than two calendar years is not treated as re-admission for application or data collection. He/she will begin the application process as a new student, not a returning student.

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## *GRIEVANCE PROCEDURE*

Definition- A grievance shall mean an expression of dissatisfaction about something or someone that is the cause or subject of protest. A formal allegation against a party or program expressed in a written, signed statement.

### Five Levels to Adjustment of Grievance

#### *1. Level I: Faculty of PNP*

- a. Students who may have a complaint must communicate in writing with the PNP Faculty member or members involved with the grievance within five (5) school days following the knowledge of the act or condition which is the basis of the complaint.

- b. The student and faculty shall first confer on the grievance with a view to arriving at a mutually satisfactory resolution.
- c. The faculty member shall communicate his / her decision in writing to the aggrieved student within five (5) school days after receiving the complaint.

**2. Level II: Director of PNP**

- a. If the grievance is not resolved at Level I, the aggrieved student may appeal a grievance in writing to the Director of PNP within five (5) school days following knowledge by the grievance of the act or condition which is the basis of the complaint.
- b. The student and Director shall first confer on the grievance with a view to arriving at a mutually satisfactory resolution.
- c. The Director of PNP shall communicate his/her decision in writing to the aggrieved student within five (5) school days after receiving the complaint.

**3. Level III: Principal**

- a. If the grievance is not resolved at Level II, the aggrieved student may appeal the decision to the Principal in writing within five (5) school days after the decision of the Director of PNP has been delivered.
- b. The Principal shall meet and confer with the aggrieved student with a view to arriving at a mutually satisfactory resolution.
- c. The Principal shall communicate his / her decision in writing within ten (10) school days after receiving the appeal.

**4. Level IV: Superintendent – Director**

- a. If the grievance is not resolved at Level III, the aggrieved student may appeal in writing to the Superintendent-Director within five (5) school days after the decision of the Principal has been delivered.
- b. The Superintendent-Director shall meet with the aggrieved student with a view to arriving at a mutually satisfactory resolution.
- c. The Superintendent-Director shall communicate his/her final decision within ten (10) school days after receiving the appeal.

**5. Level V: School Committee**

- a. If the grievance is not resolved at Level IV, the aggrieved student may appeal in writing to the School Committee.
- b. The School Committee shall meet with the aggrieved student at the next scheduled meeting.
- c. The decision of the committee shall be communicated within ten (10) school days after the meeting. The decision by the School Committee shall be final.

Massachusetts Board of Registration in Nursing will review complaints at:  
<https://www.mass.gov/board-of-registration-in-nursing-complaint-process>

## FERPA Law

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. For more information and full text of the law go to: [www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html)

### *MAINTENANCE OF RECORDS*

Enrolled student's records are kept throughout the student's enrollment and five years thereafter and shall contain the following:

- Original application, including entrance test results, essay, 3 references, birth certificate or passport, resume, driver's license, proof of personal health insurance
- Signature sheet from Assabet-PNP Catalog /Student Handbook
- Original high school transcripts/GED/HiSet and any post-secondary transcripts
- BLS certification (copy of card)
- Interview documentation
- Performance notifications/evaluations
- Written correspondence to/from instructor and/or student
- Learning Contracts/Warnings
- Attendance reports
- Immunization documents will be returned upon graduation/departure of the program

Withdrawn student's records are kept for five (5) years and contain the following:

- Materials contained in the file at time of withdrawal, as identified above (excluding immunization documents)
- Correspondence related to withdrawal
- Notation as to reason for withdrawal, if known

Records of graduates of the program are maintained permanently and contain:

- Final summary transcript of all courses taken and grades achieved

## *HEALTH INSURANCE*

All students must provide their own health insurance coverage while in the Assabet-PNP. Students are financially responsible for any medical expenses resulting from illness or injury during the Program.

## *PARKING PERMITS*

Students are not allowed to park vehicles on school property unless they have been issued a parking permit. The driver of any vehicle parked in an unauthorized place (i.e.: visitor parking, handicap parking, etc.) without proper authorization will be subject to disciplinary action. Students must submit the PNP Parking Permit Form at Orientation Day. The school is not responsible for any loss, damage, or theft of vehicles parked in this lot.

## *PHOTO IDENTIFICATION*

All students and instructors are required to wear, or have in their possession, an Assabet-PNP Photo ID Card at school and clinical sites. The initial card will be provided at no cost. Students who lose their photo ID card should notify the Administrative Assistant immediately and will be required to pay \$10.00 for a replacement card.

## *LIABILITY INSURANCE (\$1,000,000/\$6,000,000)*

A Professional Practice Liability Policy must be purchased prior to entering the program, and is mandatory for all practical nursing students. This policy can be purchased through a known agency to Assabet-PNP, or from another agency offering a plan of equal or increased coverage. Information for Liability insurance will be distributed on orientation day in June. Students will not be permitted to enter clinical practice without malpractice insurance.

## *E-PORTFOLIOS*

Student electronic portfolios are a collection of work throughout the year. It will chronicle progress in the program. The electronic portfolio will be kept in the students' Assabet Google drive and the responsibility for maintaining it is solely with the student. It will be subject to review at the end of each clinical rotation and must be complete to progress to the next term.

The electronic portfolio should have separate pages labeled Term I, Term II, Term III and Section IV. Included in each term should be a worksheet from the beginning and end of each term. Written course work such as journaling, and case studies should be included. Digital copies of credentials (CNA, CPR and Malpractice Insurance) can go towards the end of the portfolio. The resume created at the end of the year will complete the portfolio. Evaluations help to document progress as do end of the term report cards. All of the documents will need to be electronically submitted to e-portfolio.

The whole electronic portfolio will need to be transferred at the end of the year to the student's personal electronic account in order for them to maintain access after graduation.

### Table of Contents for Electronic Portfolio

Term I: Two worksheets, two journal entries, written work from Concepts of Nursing I and Dementia Training certificate.

Term IIA: Two worksheets and two journal entries.

Term IIB: Concepts of Nursing II and Nursing Care of the Family.

Term III: Four concept maps, two journal entries, resume, cover letter.

Section IV: Copies of credentials, CNA (if applicable), BLS, Malpractice Insurance, CEU's, end of the year resume.

Instructors will assign additional tasks as deemed appropriate throughout each term to support the learning objectives and ensure thorough understanding of the course material.

### *CRITICAL WRITING*

The ability to state one's thoughts coherently, clearly and concisely is basic to good thinking skills.

Writing requires discipline. It is important for the improvement of thinking because it can be reviewed using the Universal Intellectual Standards to evaluate the quality of the thinking reflected in the writing.

Original Journal Articles should be reflective of clinical experience not merely a summation. Each article should have a curriculum concept as a heading and will be evaluated by a clinical instructor on three components: writing, topic, and conclusion.

### *JOURNAL WRITING*

Goal: To improve the critical thinking process as demonstrated by improved writing skills. The evidence will be a steady progression seen by the student, using Universal Intellectual Standards, from Term I to Term III.

- Journal entries should reflect curriculum concepts in clinical practice.

Each student will write the minimum of two (2) journal entries per term based on a clinical experience using program threads:

- Professionalism
- Communication
- Safety
- Evidenced Based Practice

Journal entries can be brief, word processed and uploaded into e-portfolio. They should be dated and placed into the proper section of your e-portfolio. Journal entries will be critiqued by clinical instructor highlighting areas of growth in clarity, accuracy, relevance, depth, completeness, and other universal intellectual standards.

### *STUDENT REVIEW*

Critical thinking is defined as the process of analyzing and understanding how and why we reach a certain conclusion.

#### THE SPECTRUM OF UNIVERSAL INTELLECTUAL STANDARDS

Clear -----	Unclear
Precise -----	Imprecise
Relevant -----	Irrelevant
Accurate -----	Inaccurate
Deep -----	Superficial
Significant -----	Insignificant
Consistent -----	Inconsistent
Broad -----	Narrow
Logical -----	Illogical
Realistic -----	Unrealistic
Sufficient -----	Insufficient
Appropriate -----	Inappropriate
Justifiable -----	Unjustifiable
Reasonable -----	Unreasonable
Fair -----	Unfair
Insightful -----	Undiscerning

Take a look at areas of your writing, which could be improved.

## 1. Style

- no clichés or overused words
- no unnecessary words
- appropriate word choice
- no groups of short monotonous sentences
- mix of sentence lengths and types
- powerful verbs

Read work out loud. Does it sound right? If a work can be read out loud without causing the reader to hesitate or stop completely, then stylistically the work is probably good.

## 2. Content and Critical Thinking

- accurate, factual
- technical vocabulary used and spelled correctly
- clearly stated thesis
- supportive facts
- compare and contrast
- topic development, facts and personal experience
- examples to support opinions
- references

Consider the type of work you are creating prior to beginning.

## 3. Imaginative / Narrative Writing

- To tell a story

## 4. Practical / Informative Writing

- Providing information

## 5. Sensory Descriptive Writing

- Main intent is to create a dominant impression - so that the reader has the same impression as the writer

## 6. Analytical / Expository Writing

- Writing in which the main intent is to analyze, explain why, in the writer's opinion, something is the way it is or to influence or persuade
- [http://collinsed.com/five\\_types\\_of\\_writing.htm](http://collinsed.com/five_types_of_writing.htm)  
Improving Writing Skills

## JOURNAL ARTICLE EVALUATION

*Based on Universal Intellectual Standards*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

<b>Writing</b>	1	2	3	4	5	
Unclear						Clear
Imprecise						Precise
Vague						Specific
Inaccurate						Accurate

<b>Topic</b>	1	2	3	4	5	
Irrelevant						Relevant
Inconsistent						Consistent
Illogical						Logical
Superficial						Deep
Incomplete						Complete

<b>Conclusion</b>	1	2	3	4	5	
Inadequate						Adequate
Biased						Fair
Trivial						Significant

## STANDARDS OF CONDUCT

*\*Grievance Procedures have been outlined on page 36.*

### DRESS CODE

While in the clinical setting, all students will wear the Assabet-PNP student uniform, and will adhere to the following dress code:

- Uniforms:** Uniforms should be clean and ironed with a name badge for identification. White hose / socks and white leather shoes are required. Open toed or opened backed shoes are not acceptable. Sweaters are not to be worn during delivery of patient care. NO GUM CHEWING while in uniform. A white camisole, tank or long sleeve tee can be worn under the uniform. The uniform will be worn at all times when representing the Assabet-PNP. The uniform will also be worn when working with simulation or when assigned to the Clinical Resource Center Lab.
- Equipment:** Equipment shall include Kelly clamp, bandage scissors, pen, flashlight, and stethoscope, a watch with a second hand, blood pressure cuff and calculator for administration of meds. No smart watches (Apple, Google, etc.) are allowed at clinical.
- Hair:** Hair should be neat, clean, and off the collar with no hair on the face. Hair is to be kept short or tied back. Head wraps for religious reason must be black. All headbands must be black.
- Jewelry:** A wedding band is acceptable. For those who have pierced ears, one small stud in each ear is permissible. Clip-on, hoop, or multiple studs are not allowed. PLEASE NOTE: other rings, bracelets, necklaces, and jewelry in pierced body parts are not acceptable in the clinical setting.
- Make-up:** Heavy make-up, aftershave lotions and / or perfumes are not appropriate.
- Fingernails and Polish:** Fingernails should be short, clean and neatly manicured. Clear polish is permissible, none is preferred. Students may not wear artificial nails or nail extenders.
- Beards & Mustaches:** Facial hair should be short and neatly trimmed. The face should appear clean shaven.

**Street Clothes:** Street clothes are worn in the classroom. Attire for classes should be conservative. Short shorts, mini-skirts, and tank tops without appropriate undergarments, pajamas or slippers are not allowed. T-shirts with offensive messages, torn clothing, ball caps, hats/hoods, pajamas and slippers are not allowed.

**Tattoos:** No visible tattoos are allowed in uniform. The policy of the clinical agency will be followed regarding tattoos exposed on visible body parts.

## CLASSROOM AND CLINICAL BEHAVIOR

As an adult returning to school, the instructors expects that you will conduct yourself in the classroom and clinical area as an adult. The instructor interprets adult behavior to include, but not limited to:

Showing respect and consideration for instructors and classmates by:

- Arriving on time.
- Paying attention to the classroom presentation; no talking to classmates unless you are working on in-class projects, or there is a break time; no leaving the classroom except at break time.
- Not eating during class (liquids are permitted). You have a coffee break and a lunch period. There is sufficient time for eating. Lunch should be eaten during the break.
- Being prepared for class and clinical before it begins (completing assignments, looking up drugs, preparing nursing care plan, etc.).
- Completing assignments on time.
- Participate in classroom cleanup duties.
- Cell phones should be on manner setting or silenced. Cell phones should never be visible in the clinical areas. Cellphone use during class hours is only permitted in room B235 and B236 during break.
- Remain in the clinical facility at all times. Report to the clinical instructor if leaving the facility for any reason.
- Never leave the clinical unit without reporting off to the covering student or at the end of the day to the patient's primary nurse.
- English should be spoken at all times at clinical sites and during class time at school.

## STUDENT TESTING POLICY

- Whenever possible tests/exams will be administered using computer-based software (ExamSoft). All students are required to purchase a laptop meeting the stated criteria for Exam Soft Testing ([www.learnexamsoft.com](http://www.learnexamsoft.com)). This is available on the Assabet-PNP website, at the interview and on Orientation Day.
- It is the responsibility of the student to have the fully charged laptop available each classroom day. Tests should be downloaded prior to the exam.
- Assabet-PNP has a strict no cheating policy. Each test/exam is to be completed independently by each student. Faculty will verify students are logged into their own account during all testing.
- Students cannot communicate to any other student or individual for assistance while taking the quiz or exam.
- Students cannot take pictures, screenshots, or notes on any test/exam questions or use any reference material, textbooks, or class notes during the test/exam. Desks are cleared of all belongings prior to testing. Student seating is randomly assigned by faculty. Students may not wear watches, ID badges or have cellular phones during the test/exam.

- All students will remain in their seats during test/exam. Breaks during test/exam are not allowed.
- When the test or exam is complete the student will upload the test/exam, raise their hand for a faculty to confirm upload by showing the faculty proctor the green *Congratulations* screen or other "upload completed" message from Exam Soft, and then may quietly leave the room. The laptop will remain on the desk until all students have completed the test/exam. No student will be permitted back into the classroom until the testing is complete. Failure to upload your test/exam may result in a grade of zero (0), depending on the results of a faculty and ExamSoft review.
- Students will be expected to complete the test or exam in a set time limit. Students are encouraged to monitor the clock so that they can track the time remaining. The time allotted for each test/exam will be announced prior to the beginning of the test/exam.
- If any technical issues arise during the test/exam, students will need to call the ExamSoft Technical Service number for assistance. (866) 429-8889. Students with technical issues will be asked by ExamSoft to allow the technical support staff to electronically enter their computer and review ExamSoft/Examplify data. Students refusing any part of the technical support will receive a grade of zero (0) for the quiz or exam in question. An email should be sent to the course coordinator if ExamSoft Technical Support is called and there is a delay in student beginning or completing the test/exam.
- The faculty will have silent test review after all students have taken the test. Students who have difficulty with content of the test/exam are encouraged to reach out to the course coordinator or the faculty member who taught the material for additional review of the material.

## PROFESSIONAL WARNINGS

Infarctions of professional behavior or any policy stated in the AVRTS Student Handbook and/or PNP Student Handbook/Catalog, will result in a Professional Warning. The following policy will be enforced:

### First Professional Warning

- Will require a mandatory reflective journal to be submitted to the instructor and PN Director.

### Second Professional Warning

- The student will be required to meet with the PN Director to discuss the repeated professional concern. The student must complete a second reflective journal focusing on the reoccurrence of the issue and its impact on professionalism and a detailed plan for improvement.

### Third Professional Warning

- The student will be immediately dismissed from the Assabet PNP.

## SOCIAL MEDIA POLICY

With awareness and caution, student nurses can avoid inadvertently disclosing confidential or private information about patients, as well as promote professionalism and collegiality between classmates, faculty, and clinical facilities. The following guidelines are intended to minimize the risks of using social media:

- Student nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Student nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, student nurses are restricted from transmitting any information that can be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Student nurses must not share, post or otherwise disseminate any information or 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 obligations to do so.
- Student nurses must 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.
- Student nurses must not refer to patients, faculty, classmates, clinical facilities, or the staff of clinical facilities in a disparaging manner, even if the patient, facility, or staff are not identified.
- Student nurses must not take photos or videos of patients on personal devices, including cell phones. Student nurses should not have their personal electronic devices in any clinical patient care area.
- Student nurses will not participate in taking photographs or videos of patients for treatment or other legitimate purposes using facility provided devices.
- Student nurses must maintain professional boundaries in the use of electronic media. Like in-person relationships, the student nurse has an 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 student nurse to engage in a personal relationship with the patient.
- Student nurses must promptly report any identified breach of confidentiality or privacy to the Director of PNP.
- Student nurses must not make disparaging remarks about classmates, employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments. Student nurses must not post content or otherwise speak on behalf of the Assabet-PNP or class.

Instances of inappropriate use of social and electronic media will be reported to Assabet-PNP or the MBORN. Depending on the results of an investigation reports of inappropriate disclosures on social media sites by a student nurse could result in dismissal from the Assabet-PNP on the grounds of; Unprofessional conduct; Unethical conduct; Mismanagement of patient records; Revealing a privileged communication; Breach of confidentiality; Harassment; and Incivility.

### *THE NURSE'S CHALLENGE*

Be aware.

Be cognizant of feelings and behavior.

Be observant of the behavior of other professionals. Always act in the best interest of the patient.

Policy is excerpts taken and edited from:

A Nurse's Guide to the Use of Social Media

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[https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

## **SAFETY**

As well as protection against serious accidents, good safety habits are intended as insurance against needless loss of time and money.

It is the responsibility of each student to know thoroughly and to observe the safety rules of the program. Students must make proper use of all safeguards that are provided for their protection. Students who endanger themselves or their classmates by purposely violating the safety code will be subject to instant dismissal.

Clinical dress (uniforms, shoes, hair length, etc.) must conform to the safety regulations of Assabet-PNP. Appropriate footwear is required for lab experience. No student should wear high heels in the lab area. Students are to report all injuries to the faculty immediately, and an Accident Report must be completed by the faculty.

## **INCIDENTS OR ACCIDENTS**

1. Incident Involving Client: Immediately communicate with the faculty member supervising you in the clinical practice agency. A form will be filed and the circumstances surrounding the incident reviewed. Remember please, do not carry out any interventions that you have not been taught at Assabet-PNP. You must also have all interventions supervised until you have been signed off by your assigned faculty to show that you have mastered the intervention/s. Failure to report an incident involving a client will be grounds for dismissal from the program.
2. Personal Injury Accident: Should you have an accident of any type while in the school or at your assigned clinical practice, you should report this immediately to the faculty member present. Emergency care will be made available. Medical costs will be incurred by the student.

## **INTELLECTUAL PROPERTY**

Materials designed by the faculty for use in the Assabet-PNP are the intellectual property of the program/school. Unauthorized use, copying and distribution is not allowed.

## **CULTURAL CONSIDERATION**

Cultural awareness is woven throughout the program via case studies, class projects and culturally competent care of patient's various cultures. Faculty is sensitive to any student in need of program accommodations related to culture or religion. The student in need will make a request in writing, to the Director of PNP, by the first week of school and reasonable accommodations will be made.

## COMPLIANCE WITH SCHOOL REGULATIONS

In addition to the rules and regulations of the Practical Nursing Program, the student is required to observe the rules and regulations of the Assabet Valley Regional Technical High School. Since the school is largely composed of high school students, it is expected that PNP students will set an example to the student body that reflects the profession in a positive way.

## ACADEMIC INTEGRITY AND CHEATING POLICY

In general, plagiarism is defined as the presentation of someone else's work in whatever form - copyrighted material, notes, film, art work, reports, statistics, bibliographies, and the like - as one's own, and failing to acknowledge the true source. Quoting word for word, or partial wording, or taking other ideas and passing them off as ones' own constitutes plagiarism. An assignment will be considered plagiarized even when it is only a portion of the assignment that is plagiarized.

Cheating is defined as the giving or attempting to give or receive unauthorized information or assistance during an examination or completing assigned projects.

If students are unsure whether a specific course of action would constitute plagiarism or cheating, they should consult with their instructor in advance. Plagiarism and cheating are serious breaches of academic honesty and just cause for dismissal from the program.

During testing an instructor has the authority to:

- Verify student badges of identification
- Request a student(s) change seats
- Remove student(s) from the test area
- Verify students are logged into their own computer/software account

If cheating or plagiarism is determined, the Director of PNP will be notified of the misconduct of the student. Penalties can take the form of the following sanctions:

- First Offense
  - The grade of zero (0) for the assignment/test/exam in question
- Second Offense
  - Immediate dismissal from the program and relinquish the provision to reapply to the program

## SMOKING/VAPING (TOBACCO) POLICY

State law forbids any one to use tobacco related products in any form including vaping and aerosol on public school grounds and any school event, including clinical facilities. This includes no smoking or vaping in personal vehicles on school property or clinical facility property.

## HONOR CODE

The Honor Code requires a student to act honorably in all the relations and phases of school activities. Lying, cheating, stealing, the breaking of one's word of honor under any circumstances are all considered violations of the honor code. A student caught breaking the honor code by a faculty member will be placed on academic probation and may result in the student's dismissal from the program.

Each student is expected to assume the responsibility for the honor code in relation to self, fellow students, faculty, the school and all clinical sites.

The pledge given on any examination or written exercise means that the work handed in is the student's own and has been accomplished by the student in accordance with the requirements as given by the instructor of the course.

## TAPING POLICY

Students may not tape a faculty lecture unless the student requests to tape from the individual instructors. Taping devices must be on the desk in plain view during class. No taping during test reviews.

## COMPUTER AND INTERNET USE

Students are expected to have a fully charged laptop computer with them for all class days. You may rent a school lock for your assigned school locker (see assistant). Personal locks are not allowed.

Assabet-PNP supplies students with a login account to access and save information that is directly related to their schoolwork on their local area network and to access the Internet throughout the school network for research related to school projects and other school related purposes.

Practical Nursing students abide by the Internet Acceptable On-Line Behavior policy as outlined in the high school student handbook. All PN students must sign the Student Agreement during the first week of school and forward it to the PN Director.

Students are responsible for any activity done under the Login Account and therefore, should not share their password. To maintain privacy of their own files, students must log off a workstation and / or laptop whenever it is unattended.

The staff and students of Assabet-PNP are provided access to Internet resources with the understanding that material on the Internet may not be accurate, and may contain information that might be deemed contrary to prevailing public principles as well as inappropriate for classroom use. Access of such resources is not permitted.

The District provides access to technology and the Internet for use in accessing instructional and research materials. The District also provides a filtering and monitoring interface design to keep potentially objectionable materials from being easily accessible; however, the Internet by its very nature allows for all information contained on it to be accessible by various means. Users of technology at Assabet-PNP are

advised that inappropriate materials might be accidentally encountered during a legitimate research project. If such material is inadvertently encountered, users MUST immediately disconnect from the site and contact the faculty and IT Department.

## **ILLEGAL COPYING AND PROTECTION OF SYSTEM INTEGRITY**

Students shall not:

- Install or download for installation of any software.
- Copy another person's work or intrude into another person's files.
- Use technology available through the District for any act that might be construed as unethical or illegal including gaining unauthorized access to other systems on the network.

Any information or materials discovered during research or use of the Internet must be properly cited.

All technology related items, including storage space and network usage are the property of Assabet- PNP. This technology is made available for student use. The student's use of the technology does not diminish the school ownership or control of the technology. The school retains the right to inspect all files and data and their contents to insure the technology is being used in accordance with its intended purpose.

## **VIRUS PROTECTION**

Transferring files from ANY outside source to school computers requires permission from the immediate supervisor or instructor.

## **INAPPROPRIATE LANGUAGE OR MATERIALS**

Profane, abusive, impolite, and offensive language or materials are NOT to be communicated by any user of technology, nor should any materials be accessed that do not fall under the guidelines of appropriate school behavior. Should a student accidentally encounter questionable materials, they should report it to the faculty immediately and disconnect from the site. If such material is inadvertently encountered, users MUST immediately disconnect from the site then contact the faculty and IT Department.

## CAMPUS SECURITY

### Name

Assabet Valley Regional Technical School

### Address

215 Fitchburg Street  
Marlborough, MA 01752

### On-Campus Student Housing Facilities

This institution does not provide On-Campus Student Housing Facilities

### Security Officer

Name: Patrick O'Rourke or Gerald Gahagan

Title: Principle/Dean of Students

Phone: 508-485-9430 (1480)

### Local Police Crime Statistics

Local statistics are included with the campus's statistics

### Fire Safety Officer

Name: Patrick O'Rourke or Gerald Gahagan

Title: Principal/Dean of Students

Phone: 508-485-9430 (1480)

### **Criminal Offenses - On Campus**

<b>Criminal Offense</b>	<b>Total Occurrences On Campus</b>		
	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses - Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0

i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

**Caveat:**

<https://ope.ed.gov/campussafety>

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## **DRUG AND ALCOHOL POLICY**

1. The use and/or possession of illegal drugs or alcoholic beverages by any student on school grounds, in the school building or the clinical area are prohibited at all times.
2. All Assabet-PNP students are required to adhere to clinical contractual agreements for drug testing and the AVRTHS drug free policy.
3. Some clinical sites may require drug testing. A third-party medical review officer (MRO) employed by a designated drug testing company reviews and maintains student drug testing information. If the MRO requires information they will contact the student directly. If there is a drug testing issue with any of the practical nursing students, the medical review officer notifies the Assabet-PNP Director.
4. Clinical placements in the PN program are contingent on meeting all agency requirements and negative drug reports. If a student is denied placement by the clinical agency for any reason the PN program is not responsible for providing alternative clinical placements and may result in dismissal.
5. Positive tests for marijuana can result in dismissal from clinical sites regardless of current state law.

## **LOCAL, STATE AND FEDERAL SANCTIONS**

All policies and regulations regarding illegal consumption/use, possession, sale/trafficking and/or manufacture of narcotics, controlled substances, prescription drugs, counterfeit substances, drug paraphernalia and substances releasing toxic vapor on Assabet Valley Regional Technical High School's campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws and in compliance with the Drug-Free Schools and Community Act (DFSCA) and the Drug-Free Schools and Campuses Regulations. Detailed descriptions of infractions and penalties can be found in the Massachusetts General Laws, sections 94C and 270. Federal Drug Statute Title 21, USC 841 may also apply. These laws are subject to change.

## CONTROLLED SUBSTANCES

Controlled substances are classified according to their chemical characteristics and their effect on the human body.

Classification	Drug(s)
Class A	Heroin, Morphine, Flunitrazepan, Gamma Hydroxy Butyric Acid (aka GHB), Ketamine Hydrochloride (aka "Special K")
Class B	Cocaine, Codeine, Methadone, Oxycontin and Oxycodone, Amphetamines, Fentanyl, Methamphetamine and its isomers and salts, Phenacyclidine (PCP, Angel Dust), Lysergic Acid Diethylamide (LSD), Opium in certain amounts, P2P, PCH, PCC, MDMA (ecstasy), Phenmetrazine, Percodan, Dilaudid
Class C	Valium, Librium, Morphine and Codeine in certain amounts, Flurazepam, hallucinogenic substances including Dimethoxyamphetamine, Mescaline, Peyote, Psilocybin (aka Mexican Mushrooms), Tetrahydrocannabinol (THC, active ingredient in marijuana)
Class D	Marijuana, Barbital, Phenobarbital
Class E	Compounds containing a small percentage of Codeine, morphine or opium; prescription drugs not included in any other class
Smelling Substance Releasing Toxic Vapor	Although not illegal to possess under certain conditions, these substance offenses occur when a person intentionally smells or inhales them. They include but are not limited to: glue, paint thinners, etc.

## **DRUG PARAPHERNALIA**

Drug paraphernalia are objects used for the purpose of ingesting, injecting, inhaling, etc. any or all of the above substances. These include, but are not limited to, pipes (ceramic, metal, glass, etc.), syringes, or any other object modified for this purpose, (e.g. plastic containers, toilet paper rolls, etc.).

## **POSSESSION OF A CONTROLLED SUBSTANCE**

Possession of a controlled substance is simply proof the individual directly or constructively possessed some amount of a controlled substance without lawful authority.

## **POSSESSION WITH INTENT TO DISTRIBUTE**

Possession with intent to distribute does not require possession of a minimum quantity of a controlled substance where other signs of distribution exist, e.g. quantity (even a minute quantity can suffice), purity, street value, possession of a large amount of cash, uniform packaging, known drug area, behavior, possession of drug paraphernalia, etc.

## **COUNTERFEIT SUBSTANCE**

Counterfeit substances are imitations intended to be offered off deceptively as a genuine controlled substance. Because fake substances are often more dangerous to ingest and because the dealer is attempting to make a profit while eliminating the risk of being caught with a controlled substance, possession and sale of a counterfeit substance are punishable crimes under the law.

## **HEALTH RISK**

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

Please refer to the chart provided by the U.S. Department of Justice Drug Enforcement Administration regarding “Drugs of Abuse / Uses and Effects” to review specific health risks associated with specific drugs.

## RESOURCES OF SUPPORT

To assist you in addressing the health risks of alcohol and drugs, the Assabet-PNP offers off-campus resources and referrals to counseling services.

Clinical placements in the Assabet-PNP are contingent on meeting all agency requirements and negative drug reports. If a student is denied placement by the clinical agency for any reason the Assabet-PNP is not responsible for providing alternative clinical placements.

## IMPAIRED NURSE

As defined in 244-CMR 9.02, definitions, “impaired” means the inability to practice nursing with reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the following.

If a faculty 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 with the emergency services department of the facility if emergency treatment is indicated.
- Be requested in writing to attend a meeting with school and Director-PNP ideally within 24 hours. The student will be asked to have an evaluation including a drug test at a Lab Corp facility.

If the drug screen is deemed positive by the MRO the student will be dismissed from the program. The student will be encouraged to seek treatment for drug or alcohol abuse. Test results will be held in confidence and treated as medical information. The student may seek readmission after treatment.

## **STUDENT STANDARDS FOR SIMULATION IN THE CLINICAL RESOURCE CENTER**

### **SIMULATION**

Defined: Simulation is a near representation of actual life events. Simulation in the Clinical Resource Center allows the students to practice real life patient situations without risk of harm to the patient. Simulation is most useful when real experiences can be the costly in terms of human consequences. (Billings and Halstead, 1998, p. 298).

### **CLINICAL RESOURCE CENTER**

Defined: Clinical Resource Center is the multimedia environment where student nurses have access to computers-assisted technology, manikins, nursing equipment and human simulation models to practice and demonstrate problem solving and critical thinking skills.

The clinical resource center is an environment where students can practice and demonstrate competency in program objectives, from the beginning Term I skills to more complex problems and skills performed in Term III.

### **DEBRIEF**

Debriefing is an opportunity for students to evaluate their own performance and that of their peers through self and group critiques. Insight after action should be led by the instructor to keep it constructive, reflective and supportive with a focus on sharing skills and experiences. (Nunn, 2004).

### **STUDENT RESPONSIBILITIES**

- Consider the lab experience the same as you would your patient assignment in the clinical setting.
- Unless otherwise stated, specific lab scenarios will be considered clinical days and will require that students come to the Clinical Resource Center in uniform and with all necessary clinical equipment (including but not limited to Student ID, clinical worksheet, patient assessment tools).
- Preparation for simulation would be as for clinical day: requiring a review of procedure and preparation of a patient care plan.
- During Human Patient Simulation students will show respect to the patient and co-workers during practice.
- Students will leave the patient care area as you would at the end of the clinical day, with supplies restocked, organized and carefully put away.
- Simulations can be considered confidential and your instructor will ask that you not discuss outside your group.
- Individual student performance will not be discussed among other students except in the professional setting of scenario debriefing.
- Be respectful when criticism is offered. Offer criticism in a respectful way.
- Discuss with instructors, possible clinical experiences that could be recreated in the clinical resource center as a review. Share ideas.

- Evaluation is always important to any learning experience. The faculty will inform you what the goals and objectives are for each activity. You will have the opportunity to evaluate your own performance.
  - Further guidance is provided in the Assabet-PNP Simulation and Clinical Resource Center Manual.
- 

## TUITION

Tuition is set for the 2025-2026 academic year at \$ 10,820.00 for in-district students and \$ 17,158.00 for students residing outside of the Assabet Valley School District. Tuition payments will be made by official bank check or money order, or on-line via a credit card at <https://unipaygold.unibank.com/>. Make all checks payable to **AVRVSD**. Assabet-PNP's institutional refund policy is distinct and different from the Federal Return of Title IV funds policy. The school is required to perform a Return of Title IV Funds calculation for all federal (and State) financial aid recipients who withdraw (officially or unofficially) from Assabet-PNP on or before the 60% point of the payment period. (Each payment period is 543 hours - Assabet-PNP has two payment periods.) Students who are subject to the return of any Title IV funds may result in a balance due to Assabet-PNP, the Federal Government, or both. See Federal Return of Title IV Funds Policy for further explanation on the return of Title IV funds. This policy can be accessed from the Financial Aid Office.

1. If a recipient of Title IV withdraws during a payment period, Assabet-PNP must calculate the amount of Title IV aid the student earned. Unearned Title IV funds must be returned to the Title IV programs.
2. Assabet-PNP will use the Federal Department of Education's R2T4 software to determine if funds need to be returned to Title IV programs.
3. All program directors or instructors will notify the financial aid office when a student has withdrawn from their program.
4. The Financial Aid Office will be notified when a student who has received Title IV assistance has withdrawn. The Financial Aid Office will calculate the refund to determine how much, if any, of the federal dollars should be returned to the programs.
5. Unearned Title IV funds will be returned to the federal student aid programs in the following order:
  - Federal Unsubsidized Direct Loan
  - Federal Subsidized Direct Loan
  - Federal Plus Direct Load
  - Federal Pell Grant
6. The student will have access to the refund amount and how it was disbursed.

## FEES

Registration Fee: The \$500 non-refundable registration fee is held in escrow as payment of fees associated with the NCLEX. Fees will be paid for those eligible to register for the exam with the group on the last day of school. Students not ready to register at that time will forego the fees.

Lab Fee: The \$350 non-refundable lab fee is for consumable products is due by August 15th.

## TUITION PAYMENT PLAN OPTIONS

### *Plan A*

Payment due in full by August 1, 2025.

### *Plan B\**

First half of payment is due on August 1, 2025; second half of payment is due on January 15, 2026.

### *Plan C\**

Half the payment is due on August 1, 2025; the remaining half is divided into equal monthly payments from October 1, 2025 through April 1, 2026.

\*Includes processing fee.

Please note, those students receiving federal financial aid will receive an individual tuition payment invoice for the balance of their payments based upon the payment plan chosen.

Please Note: any student receiving federal financial aid will use the amounts discussed at their financial aid meeting.

## STUDENT EXPENSES

The following estimated expenses are the responsibility of the student.

Entrance Exam	\$70
Textbooks/Resources	\$625
Virtual Clinical Tools	\$100
Uniforms (3 sets)	\$200
Liability Insurance	\$45
Graduation Expense/Class Dues	\$100
ATI On-line Testing Package	\$1410
Stethoscope	\$65
Sphygmomanometer	\$25
Pen Light	\$5
Bandage Scissors	\$7
Kelly Clamp	\$7
Drug Screening	\$60
Total Expenses:	<hr/> \$2,719

**NOTE:** Students must have their own laptop computer available for all classes. Pens, pencils, loose-leaf notebooks, white shoes, wrist watch with a second hand (no I Watch, Smart watch, Google or Apple, etc.), and assignment notebooks will also be necessary expenses incurred by the student.

## DISCLOSURE INFORMATION

The Practical Nursing Program at Assabet Valley Regional Technical School prepares students to become a Licensed Practical Nurse. The SOC code for this occupation is 29-2061.

More information on this occupation can be found on the following websites:

<http://www.bls.gov/oes/current/oes292061.htm>

<http://www.onetonline.org/link/summary/29-2061.00>

The graduation / program statistics are:

### 2023-2024

- 80% on time graduation
- 82.5% pass rate
- 100% of student responses of licensed graduates employed within (nine) 9 months of graduation
- The median Title IV loan was \$7,010 for fiscal year 2023.

### 2022-2023

- 79% on time graduation
- 87% pass rate
- 100% of student responses of licensed graduates employed within (nine) 9 months of graduation
- The median Title IV loan was \$8,481 for fiscal year 2022.

## REFUND POLICY

In compliance with the guidelines for refund of student charges set forth by the New England Association of Schools and Colleges, the following refund policy has been established and approved by the Assabet Valley School Committee. The non-refundable seat reservation fee is not part of the tuition.

Refund Schedule:

<u><i>If withdrawal occurs:</i></u>	<u><i>Tuition obligation to Assabet-PNP:</i></u>
August 1 - August 31 <sup>st</sup>	25% of the tuition
September 1 <sup>st</sup> – February 1 <sup>st</sup>	50% of the tuition
February 2 <sup>nd</sup> – April 2 <sup>nd</sup>	75% of the tuition
After April 2 <sup>nd</sup>	100% of tuition

This refund policy is applicable to all students who do not receive financial aid. When a student withdraws and request a refund it must be made in writing and addressed to the Director of Business Operations who is the designated institutional officer. All refunds will be made within a 30-day period.

Students receiving Title IV Federal Financial Assistance are subject to federal refund policy (R2T4). R2T4 calculations are completed within 45 days from the date of determination. A student who withdraws may become ineligible for Federal Student Aid and thus is responsible for his or her tuition obligation.

## FINANCIAL AID

Financial Aid is available for students who are eligible through the Stafford Loan, Pell Grant and/or the Massachusetts Grant Scholarship Program. Low interest and no interest loans are also available to eligible students. MassHire Career Center aid is available to eligible students.

Students receiving Federal Financial Aid must select one of the tuition payment plan options for payment of the remaining tuition if necessary. Students receiving Federal Financial Aid who withdraw or are withdrawn from Assabet-PNP are subject to federal refund policy (R2T4). R2T4 calculations are completed within 45 days from the date of determination. A student who withdraws may become ineligible for federal student aid and thus is responsible for his or her tuition obligation.

\*For return of Title IV and MA State funds information, please refer to the Financial Aid Policy and Procedures Manual, available in the Financial Aid office.

## TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how Assabet-PNP must determine the amount of Title IV program assistance that you earn if you withdraw from the program. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each term, you earn the funds as you complete the term. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Assabet-PNP and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Assabet-PNP must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Assabet-PNP may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the post-withdrawal grant disbursement

for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to Assabet-PNP.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or the school on your behalf) excess Title IV program funds that must be returned, Assabet-PNP must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

Assabet-PNP must return this amount even if it didn't keep this amount of your Title IV program funds. If Assabet-PNP is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (for a Direct PLUS Loan) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to Assabet-PNP to cover unpaid institutional charges. Assabet-PNP may also charge you for any Title IV program funds that the school was required to return. Assabet-PNP can also provide you with the requirements and procedures for officially withdrawing from the program.

If a student cancels an authorization to hold excess funds, the funds must be paid directly to the student as soon as possible but no later than 14 days after the school receives the notice. (See the discussion under Time Frame for paying FSA credit balances later in this chapter.) If a school holds excess student funds, the school must:

- ◆ Identify the amount of funds the institution holds for each student or parent in a subsidiary ledger account designed for that purpose;
- ◆ Maintain, at all times, cash in its depository account in an amount at least equal to the amount of funds the institution holds on behalf of the student or the parent and

- ◆ Notwithstanding any authorization obtained by the school, pay any remaining balance on loan funds by the end of the loan period, and any remaining other Title IV funds by the end of the last payment period.
- ◆ Link: <https://ifap.ed.gov/sites/default/files/attachments/2019-12/1920FSAHdbkVol4Ch2.pdf>

The 180 days referred to the guidelines below:

- ◆ A school must disburse any Title IV grand funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

### **TUITION POLICY FOR RE-ADMISSION**

Students accepted for re-admission will pay the tuition at the current rate set by the School Committee. Re-admitted students will be responsible for the entire tuition, registration and lab fees. No credit will be given for tuition or fees paid for previous admission.

### **SCHOLARSHIP AWARDS**

MetroWest Health Foundation has a scholarship available for eligible students who reside in the MetroWest area. Website: [www.mwhealth.org](http://www.mwhealth.org)

1. Catherine Philbin Memorial Fund is a scholarship available to eligible students.  
Website: [www.gfwc-massachusetts-catherine-e-philbin-scholarship](http://www.gfwc-massachusetts-catherine-e-philbin-scholarship)
  2. New England League for Nurse Educators (NELNE)  
[www.nelne.nursingnetwork.com](http://www.nelne.nursingnetwork.com)
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## STUDENT SUPPORT SERVICES

### HEALTH SERVICES

1. The services of a registered nurse are available to any student in case of sudden illness or accident. First aid will be administered when necessary.
2. First aid is immediate, temporary care. The nurses do not treat illness or accidents that have occurred outside the school's jurisdiction.
3. An Emergency Contact Form will be given to each student. This form must be filled out completely, and returned prior to the first day of school. This form must include the name of someone who could assume responsibility for the student in an emergency.
4. The school nurse is located in B building, first floor, across from the Vocational office.
5. The only medication that can be distributed to students through the nurse's office is Tylenol.

### GUIDANCE SERVICES

The guidance office is open during school hours every day. A student who feels in need of guidance may consult the Director or any of the faculty in the Practical Nursing Program. If a student prefers, an appointment can be made in the Guidance Department by filling out a Guidance Appointment Slip before homeroom in the PN Department. The post-secondary counselor will see a student the same day, or as soon as possible.

### FACULTY GUIDANCE AND COUNSELING POLICY

The faculty believes that guidance is the process of assisting the individual learner to utilize a point of view, gain self-awareness and acclimate to the school. Counseling is the method which facilitates the process of guidance. Faculty advising occurs on both a formal and informal basis throughout the academic year.

The objective is to motivate the learner's behavior in personal education, recreational and vocational adjustments to Practical Nursing. The learner will:

1. Examine expected group and individual behavior by:
  - a. Reading and adhering to the Assabet-PNP Student Catalog Handbook policies
  - b. Identifying ethical actions and interpersonal relationships
  - c. Assume the expected role of the PNP student
2. Explore the role of the Practical Nurse by:
  - a. Performing satisfactorily in Term I, II, III
3. Participate in the scholastic program at Assabet-PNP by:
  - a. Following the school calendar
  - b. Following the class schedule
  - c. Keeping a personal diary of grades, evaluation and portfolio of work, including clinical weekly journal articles

4. Participate in faculty \ student conference by:

- a. Attending faculty \ student conferences
- b. Requesting a conference when necessary
- c. Signing all evaluations after reading and commenting, retaining a copy

*Please see page 81 for list of Community Resources and Options for Affordable Health Care.*

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## BY-LAWS

### *Article I: Officers of Class and Elections*

- Section I. Officers of the Student Association, class division, shall be President, Vice-President, Treasurer, Secretary, Student Faculty Member, and Student Advisory Member.
- Section II. The Practical Nursing class shall elect officers during the third month of school.
- Section III. Nominations for offices shall be conducted according to established procedure.
- Section IV. Voting shall be by written ballot.
- Section V. Newly elected officers shall take office upon election.
- Section VI. The term of office shall be for one school year.

### *Article II: Duties of Officers*

- Section I. **President**
- i. Schedule all class meetings.
  - ii. Prepare agenda for all class meetings.
  - iii. Preside at all class meetings.
  - iv. Delegate duties.
  - v. Shall appoint members to all standing committees.
  - vi. Graduation Speech
- Section II. **Vice-President**
1. Assume the President's duties in his/her absence.
  2. Carry out activities as delegated by the President.
- Section III. **Treasurer**
1. Responsible for collection of class dues and payments of bills.
  2. Deposit all money into the PNP student account in the Assabet Business Office.
  3. Maintain an accurate account of receipts and disbursements to report at every meeting.

4. Submit a written report at the last class meeting of every semester to the President of the class.

**Section IV. Secretary**

1. Notify members of meetings.
2. Keep minutes of every meeting and report at next meeting.
3. Forward minutes to the faculty.
4. Submit a written report at the last meeting of every semester to the class.
5. Act as corresponding secretary.

**Section V. Student Representative to Practical Nursing Faculty Committee**

1. Attend monthly Practical Nursing Faculty Committee meetings.
2. Present student concerns to faculty.
3. Report to the class issues discussed at Faculty Meetings.

**Section VI. Student Representative to Practical Nursing Advisory Committee (PAC)**

1. Attend Practical Nursing Advisory Meetings.
2. Present student suggestions and/or requests to the Practical Nursing Advisory Committee and evaluate the strengths and/or weaknesses of the Assabet-PNP.
3. Report to the class issues discussed at Practical Nursing Advisory meetings.

**Section VII. Student Representative to the Health Tech Program Advisory Committee (PAC)**

1. Attend Health Technologies Advisory Meetings
2. Support and advise Health Tech program
3. Strengthen the relationship with the Health Tech Program as a potential career ladder for some graduating high school students

**Article III: Dues and Standing Committees**

**Section I.** Dues are assessed as determined by the class. Once dues are assessed payment is required to be eligible to receive a certificate of graduation. Expenditure of class funds requires a class vote.

**Section II.** Standing Committees include:

- Fundraising Committee
- Graduation Committee
- Others as needed

## DETAILED OBJECTIVES FOR CLINICAL/PRACTICAL TRAINING

TERM I LONG TERM CARE BASIC SKILLS		
<b>Professionalism</b> (leadership/teamwork)  Understand the concept of clinical reasoning and demonstrate professionalism by accountability for practice and maintenance of ethical legal and regulatory standards.	Knowledge	<ul style="list-style-type: none"> <li>Identifies ethical legal concerns common to the older adult (MOLST, DRN).</li> <li>Reviews theory and procedures necessary for practice in the long-term care setting. (Consider EBP)</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Punctual, prepared for clinical with appropriate equipment.</li> <li>Presents in a neat, clean uniform as outlined in the student handbook.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values constructive criticism and evaluation.</li> <li>Responds to instruction by implementing positive changes, which improve performance.</li> </ul>
<b>Communication</b> (informatics) Demonstrate understanding of the principles of effective communication in relation to the physiological, psychosocial, developmental, spiritual, and cultural assessment of the client.	Knowledge	<ul style="list-style-type: none"> <li>Recognizes appropriate verbal and non-verbal communication techniques.</li> <li>Understands blocks to communication.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Demonstrates beginning ability to vary communication style based on client condition.</li> <li>Communicates changes in client condition and provides basic end of shift client report.</li> <li>Utilizes medical records as introduced according to agency policy.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values the privacy and confidentiality of protected patient data.</li> <li>Values mutually respectful communication.</li> <li>Accepts responsibility for effectively communicating.</li> </ul>
<b>Safety/Technology</b> Understand basic concepts of client safety, fundamental nursing skills and use of nursing equipment in the care of long-term clients. Develops beginning clinical reasoning skills in relation to the use of technology and its impact on safe practice.	Knowledge	<ul style="list-style-type: none"> <li>Understands scientific principles of safety related to patient care, applying theory to practice with selected adult clients.</li> <li>Identifies the physical, biological, psychosocial and cultural factors that affect the safe care of older adults.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Demonstrates nursing skills safely with guidance.</li> <li>Utilizes strategies to reduce reliance on memory and promotes client safety.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Appreciates the relationship between nursing skills and client safety.</li> <li>Appreciates safe nursing care and its effect on maintaining the health of the older adult.</li> </ul>
<b>Evidence Based Practice</b> (Quality Improvement, Systems based practice)	Knowledge	<ul style="list-style-type: none"> <li>Identifies the daily needs of the older adult with appropriate guidance.</li> <li>Explains the role of evidence in determining the care of clients.</li> </ul>

Recognizes the value of evidence-based practice coupled with skills reflecting current best evidence as taught in lab and clinical identifying beginning steps to clinical reasoning.	Skills	<ul style="list-style-type: none"> <li>• Practices skills reflecting best evidence as taught in classroom and lab in the care of the older adult.</li> <li>• Maintains standard precautions.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>• Values evidence based practice as a foundation for safe effective nursing care.</li> <li>• Appreciates clinical reasoning in the management and care of the older adult.</li> </ul>

**TERM IIA ACUTE AND SUBACUTE/REHABILITATION CARE**

<p><b>Professionalism</b> (leadership/teamwork)</p> <p>Work collaboratively, recognizing leader and team responsibilities. Values patient advocacy, applies clinical reasoning to care situations.</p>	Knowledge	<ul style="list-style-type: none"> <li>Understands the concept of accountability for own nursing practice in the care of acute and sub-acute clients.</li> <li>Understands critical thinking and problem solving processes.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Demonstrates professional comportment while modeling a positive image of Assabet and practical nursing.</li> <li>Uses systematic approaches for problem solving in a timely manner.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values ethical and legal behavior in caring for assigned clients.</li> <li>Accepts responsibility for own behavior.</li> <li>Values a team approach in reaching client outcomes.</li> </ul>
<p><b>Communication</b> (informatics)</p> <p>Adapt communication based on evaluation of the situation; inclusive of creating a patient education plan, supporting clinical decisions, and documenting nursing care.</p>	Knowledge	<ul style="list-style-type: none"> <li>Understands the nurse’s role and responsibility in applying therapeutic communication techniques to effect client outcomes.</li> <li>Understands the necessity of documenting all aspects of nursing care and client responses.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Accesses needed information accurately and efficiently.</li> <li>Adapts communication as needed based on client’s and family response.</li> <li>Provides client assessments, status, and plan of care in written form and in verbal end of shift report.</li> <li>Provides relevant and sensitive health education information to patients.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values the impact nurse and client cultural and personal diversity has on communication.</li> <li>Accepts the need for accuracy in verbal and written communication.</li> </ul>
<p><b>Safety/Technology</b></p> <p>Apply safety practices to reduce the risk of harm to clients, self and team in clinical practice. Demonstrate effective use of technology that supports safe practice.</p>	Knowledge	<ul style="list-style-type: none"> <li>Describes systemic methods to promote patient safety.</li> <li>Explains human factors and safety design principles that prevent human error.</li> <li>Explains clinical site technology (equipment) in the management of a safe patient environment.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Demonstrates procedures correctly, in a timely manner, adapting to the needs of the client.</li> <li>Utilizes established safety resources to ensure safe and effective practice.</li> <li>Applies nursing skills and technology to maintain a safe care environment.</li> </ul>

	Attitudes	<ul style="list-style-type: none"> <li>• Recognizes that both individuals and systems are accountable for a culture of safety.</li> <li>• Appreciates their own impact on maintaining a safe care environment.</li> </ul>
<b>Evidence Based Practice</b> (Quality Improvement, Systems based practice) Apply current evidence coupled with clinical ability demonstrating clinical reasoning.	Knowledge	<ul style="list-style-type: none"> <li>• Explains the role of evidence in determining best clinical practice.</li> <li>• Identifies reliable sources for locating evidence reports and clinical practice guidelines.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>• Seeks to solve problems encountered at the point of care, using current evidence.</li> <li>• Identifies organizational and team inefficiencies effecting client outcomes, demonstrates critical thinking to work toward resolution for the client.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>• Appreciates the need to provide care based on current evidence.</li> <li>• Values the role of systems including facility policies in improving client outcomes.</li> </ul>

## TERM IIB MATERNAL NEWBORN

<p><b>Professionalism</b></p> <p>Understand the concept of clinical reasoning and demonstrate professionalism by accountability for practice and maintenance of ethical legal and regulatory standards.</p>	Knowledge	Understands professional standards and behavior of practice in the role of the practical nurse while caring for infants, children and families on a maternity unit.
	Skills	Demonstrates performance of skills as instructed in a professional manner. Enlists system resources and participates in efforts to resolve ethical, safety and practice issues in daily practice.
	Attitudes	Accepts responsibility for their own behavior: demonstrates accountability for care provided to newborns and families. Shows commitment to provision of high quality, safe and effective client care.
<p><b>Communication</b></p> <p>Demonstrate understanding of the principles of effective communication in relation to the physiological, psychosocial, developmental, spiritual, and cultural assessment of the client and members of the health care team.</p>	Knowledge	Discuss key terms necessary to integrate conceptual material to the form and function of body systems as it related to infants and families. Provides effective communication with families and newborns.
	Skills	Communicate effectively, accurately and sensitively based on patient cues. Documents patient care according to post-partum and infant professional standards and unit protocols.
	Attitudes	Appreciate the influences of physiological, psychosocial, development, spiritual and cultural influences on one's own ability to communicate. Accepts responsibility for effectively communicating with families of newborns and the health care team.
<p><b>Safety/Technology</b></p> <p>Understand basic concepts in biology and fundamental nursing skills and demonstrates effective use of technology that supports safe practice and supports developing clinical reasoning.</p>	Knowledge	Understand goal directed educational plans to promote safety and wellness in the care of families and newborns. Describe factors that create a culture of safety. Describe optimal process for dealing with adverse events.
	Skills	Demonstrate the effective use of technology and standardized practices that support safe practices. Demonstrate proficiency in performing safe care as it relates to care of the infants and family in the inpatient setting, to support safe practice. Communicate observations or concerns related to hazards and errors involving patients and/or team members.
	Attitudes	Value the importance of individual accountability and systems analysis to promote infant and family safety.
<p><b>Evidence Based Practice</b> (Quality Improvement, Systems based practice)</p> <p>Recognizes the value of evidence-based practice coupled with skills reflecting current best evidence as taught in lab and clinical identifying beginning steps to clinical reasoning.</p>	Knowledge	Describe the concept of EBP including the components of research, evidence, clinical expertise and patient values.
	Skills	Demonstrate proficiency in performing safe care as it relates to the care of the family and infant on the maternity unit. Participate in the integration of new evidence into standards of practice, policies and nursing practice guidelines.
	Attitudes	Values the concept of evidence based practice as integral to determining best clinical practice.

### TERM III CLINICAL EVALUATION

<p><b>Professionalism</b></p> <p>Understand the concept of clinical reasoning and demonstrate professionalism by accountability for practice and maintenance of ethical legal and regulatory standards.</p>	Knowledge	<ul style="list-style-type: none"> <li>Elaborates on the responsibility and accountability for the outcomes of nursing practice.</li> <li>Justifies clinical decisions.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Applies basic principles of leadership, management and conflict resolution in select care settings.</li> <li>Consistently implements the role of practical nurse as a member of the health care team.</li> <li>Contributes to effective team functioning.</li> <li>Responds to ethical concerns, issues and dilemmas that effect nursing practice.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values leadership and teamwork in providing safe, effective, quality nursing care.</li> <li>Demonstrates self-awareness of strengths and limitations as a new practical nurse.</li> <li>Committed to ethical and legal behavior in caring for selected clients.</li> </ul>
<p><b>Communication</b></p> <p>Demonstrate understanding of the principles of effective communication in relation to the physiological, psychosocial, developmental, spiritual, and cultural assessment of the client and members of the health care team.</p>	Knowledge	<ul style="list-style-type: none"> <li>Finds various communication methods to use in the care and education of clients and families.</li> <li>Understands the effect communication has on nursing leadership and teamwork.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Uses clear, concise and effective written, electronic and verbal/nonverbal communications.</li> <li>Converses with clients and families applying principles of age appropriate therapeutic communication techniques.</li> <li>Constructively collaborates with health team members using a client-centered approach while managing a select group of clients.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Appreciates the influences of physiological, psychosocial, developmental, spiritual and cultural influences on one's own ability to communicate.</li> <li>Shows commitment to providing accuracy and timeliness in communicating to clients and team members.</li> </ul>
<p><b>Safety/Technology</b></p> <p>Understand basic concepts in biology and fundamental nursing skills and demonstrates effective use of technology that supports safe practice and supports developing clinical reasoning.</p>	Knowledge	<ul style="list-style-type: none"> <li>Explains the importance of nurse leadership in creating a safe environment.</li> <li>Analyzes the benefits and limitations of commonly used technology and standardized practices to improve safety.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Creates a clinical assignment, delegates care, administers medications while maintaining the safety of a group of clients.</li> <li>Functions as a safe, competent and accountable PN.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values patient safety as a foundation of nursing practice.</li> <li>Values creating a safe care environment related to the leadership role.</li> <li>Values clinical reasoning as a means to improve client safety.</li> </ul>

<p><b>Evidence Based Practice</b> (Quality Improvement, Systems based practice)</p> <p>Recognizes the value of evidence-based practice coupled with skills reflecting current best evidence as taught in lab and clinical identifying beginning steps to clinical reasoning.</p>	Knowledge	<ul style="list-style-type: none"> <li>Evaluates evidence and understands what is applicable to their nursing practice.</li> <li>Discuss the concept of Evidence based practice including the components of research, evidence, clinical expertise and client values.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>Using current evidence demonstrates ability to plan and interpret the results of nursing practice.</li> <li>Uses evidence based practice as team leader to delegate assignments and prioritize client care.</li> </ul>
	Attitudes	<ul style="list-style-type: none"> <li>Values evidence based practice as a foundation of personal and organizational improvement.</li> <li>Values integration of new knowledge as an essential part of nursing leadership.</li> </ul>

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## CODE OF ETHICS FOR THE LICENSED PRACTICAL NURSE

Students in the Assabet-PNP will be held accountable for the Code of Ethics for the Licensed Practical Nurse.

- Consider as a basic obligation the conservation of life and the prevention of disease.
- Promote and protect the physical, mental, emotional, and spiritual health of the patient and his/her family.
- Fulfill all duties faithfully and efficiently.
- Function within established legal guidelines.
- Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
- Hold in confidence all matters coming to his/her knowledge, in the practice of his/ her profession, and in no way, at no time, violate this confidence.
- Give conscientious service and charge just remuneration.
- Learn and respect the religious and cultural beliefs of his / her patient and of all people.
- Meet his/her obligation to the patient by keeping abreast of current trends in healthcare through reading and continuing education.
- As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation which shall meet the health needs of the people.

## THE PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the Code of Ethics of the nursing profession. To cooperate faithfully with the other members of the nursing team and to carry out faithfully and to the best of my ability, the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of practical nursing.

May my life be devoted to service, and to the high ideals of the nursing profession.

*NFLPN National Federation for Licensed Practical Nursing*

## Community Resources

### *Options for Affordable Health Care*

A listing of Primary Health Care Services, Prescription Drug Assistance, Dental Care, Alternative Medicine, and free Clinics.

### PRIMARY HEALTH CARE SERVICES

#### **MassHealth/Division of Medical Assistance:**

This is the only state agency that administers Medicaid and the Children’s Health Insurance Program. In Massachusetts, these two are combined into one program called MassHealth that pays for health care for certain low- and medium-income people living in Massachusetts.

<b>Contact:</b> Enrollment Center: 888-665-9993 Customer Service Center: 800-841-2900 TTY: 800-497-4648	<b>Website:</b> <a href="http://www.mass.gov">http://www.mass.gov</a> Search for “MassHealth”
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### MASSACHUSETTS WOMEN’S HEALTH NETWORK

Provides free breast and cervical cancer screening and diagnostic services and health education services to low income, uninsured women at over 90 locations throughout the state. At some locations, women can also receive free cardiovascular and diabetes screening and healthy lifestyle counseling.

<b>Contact:</b> Director Office of Clinical Preventative Services 250 Washington Street, 4 <sup>th</sup> Floor Boston, MA 02108 Phone: 617-624-5441 TTY: 617-624-5505 Messages in English, Spanish and Portuguese	<b>Website:</b> <a href="http://www.mass.gov/dph/whn">http://www.mass.gov/dph/whn</a>
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### MASSACHUSETTS WOMEN, INFANTS, AND CHILDREN NUTRITION PROGRAM (WIC)

WIC provides free food and nutrition information to help keep pregnant women, infants and children under five healthy and strong. The services are for individuals and families who are eligible under their income guidelines. WIC-On-Wheels offer medical check-up in MetroWest area.

<b>Contact:</b> Phone: 800-WIC-1007 or WIC Framingham/Waltham Office7 Bishop Street – 1 <sup>st</sup> Floor Framingham, MA 01702 Phone: 508-620-1445 (Spanish and English)	<b>Website:</b> <a href="http://www.mass.gov">http://www.mass.gov</a> Search for “WIC”
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<b>Worcester Area</b> 199 Chandler Street Worcester, MA 01610 Phone: 508-796-7000	<i>More locations on their website.</i>
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## FAMILY PLANNING & WOMEN'S HEALTH

Hahnemann Family Health Center 279 Lincoln Street Worcester, MA 01605 Phone: 508-334-8830 Fax: 508-334-8835	Marlborough Family Planning Clinic Marlborough Health Center 91 Main Street #103 Marlborough, MA 01752 Phone: 800-258-4448 Fax: 508-970-1119 Toll free: 1-800-637-5466
Planned Parenthood – Milford Health Center 208 Main Street, Suite 101 Milford, MA 01757 Phone: 800-258-4448 Direct: 508-478-4982 Fax: 508-970-1119	Framingham Community Health Center Edward M. Kennedy Community Health Center 354 Waverly Street Framingham, MA 01702 Phone: 800-853-2288 Fax: 508-370-3637
Administrative Office 200 E. Main Street, Building 2 (Route 20) Marlborough, MA 01752 Phone: 508-485-8792 Fax: 508-485-8793	Worcester-based HIV Prevention & Education Health Awareness SUC-Central 405 Grove Street Worcester, MA 01605 Phone: 508-756-7123 Fax: 508-522-0034
Plumley Village Health Services 116 Belmont Street Worcester, MA 01605 Phone: 508-334-1102 Fax: 508-795-1739	

## PRESCRIPTION DRUG ASSISTANCE

### **MassMedLine**

Massachusetts College of Pharmacy and Health Sciences, under contract with the Massachusetts Executive Office of Elder Affairs, operate the Pharmacy Outreach Program as a public service to the people of the Commonwealth. Any Massachusetts resident may utilize the MassMedLine to inquire about prescription drug medication support programs that are available at low cost or free of charge.

<b>Contact:</b> MassMedLine 19 Foster Street Worcester, MA 01608  Phone: 508-890-8855 Direct: 508-373-0031	<b>Website:</b> <a href="http://www.mcphs.org">http://www.mcphs.org</a>  <b>Hours of Operation:</b> Monday through Friday 8:00 a.m. to 6:00 p.m.
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Fax: 508-890-8515 Email: <a href="mailto:Massmedline@mcphs.edu">Massmedline@mcphs.edu</a>	Closed on holidays
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### **NeedyMeds.com**

This website offers comprehensive information on patient assistance programs available through their alphabetical “drug list” and “program list.” The site also provides a chart on pharmaceutical discount card comparisons as well as patient assistance program applications.

<b>Contact:</b> NeedyMeds, Inc P.O. Box 219 Gloucester, MA 01931 Phone: 800-503-6897	<b>Website:</b> <a href="http://www.needymeds.org">http://www.needymeds.org</a> Admissions Phone: 978-281-6666
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## **MENTAL HEALTH**

Spectrum’s Behavioral Health Division offers a full array of CARE accredited substance abuse and mental health treatment services.

Spectrum Health Systems 10 Mechanic Street, Suite 302 Worcester, MA 01608 Phone: 508-792-5400 Outpatient Admissions: 800-464-9555 x1161 Inpatient Admissions: 800-366-7732	<b>Website:</b> <a href="http://www.spectrumhealthsystems.org">http://www.spectrumhealthsystems.org</a>
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## **DENTISTRY FOR ALL**

Low-income individuals and families who do not have dental insurance or Medicaid coverage are eligible to participate in this program that charges some dental services at reduced fees. The program is open to Massachusetts residents only.

<b>Contact:</b> Massachusetts Dental Society/Mass Dentists Care2 Willow Street #200 Southborough, MA 01745 Phone: 800-342-8747	<b>Website:</b> <a href="http://www.massdental.org">http://www.massdental.org</a>
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Fax: 508-480-0002	Email: <a href="mailto:madental@massdental.org">madental@massdental.org</a>
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**Quinsigamond Community College Dental Hygiene Clinic**

The clinic is open during the academic year (September – May). Services are provided by dental hygiene students under the supervision of licensed faculty members and a supervising dentist.

<b>Contact:</b> Quinsigamond Community College 670 West Boylston Street Worcester, MA 01606 Phone: 508-853-2300	<b>Website:</b> <a href="http://www.qcc.mass.edu/dental/DH/clinic.htm">http://www.qcc.mass.edu/dental/DH/clinic.htm</a>  Email: <a href="mailto:dental@qcc.mass.edu">dental@qcc.mass.edu</a>
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**Tufts University School of Dental Medicine Dental Clinic**

The undergraduate and postgraduate clinics offer a wide variety of dental services to the public at reduced fees. Insurances are accepted with patient co-payment.

<b>Contact:</b> Tufts University School of Dental Medicine Dental Clinic  1 Kneeland Street Boston, MA 02111 Phone: 617-363-6828 Patient Info: 617-636-6828	<b>Website:</b> <a href="http://dental.tufts.edu">http://dental.tufts.edu</a>
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**MassHealth**

MassHealth will provide dental benefits for its members who are pregnant or have children under the age of 3. Prepared by Health Care for all (HCFA) and Health Law Advocates (HLA).

<b>Contact:</b> HCFA One Federal Street Boston, MA 02108 Phone: 617-350-7279 Fax: 617-451-5838 TTY: 617-350-0974	<b>Website:</b> <a href="http://www.hcfama.org">http://www.hcfama.org</a>
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## FREE CLINICS

### Open Door Medical Program

Free healthcare services on Monday evenings from 6 - 8 p.m. Services available in English, Spanish and Portuguese.

<b>Contact:</b> First United Methodist Church 34 Felton Street Hudson, MA 01749 Church Phone: 978-562-2932	<b>Website:</b> <a href="http://www.hudsonfumc.org">www.hudsonfumc.org</a>
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### St. Tarcisius Church

Free healthcare services on 2nd and 4th Thursday of the month on evenings from 5 - 9 p.m. Primary care, HIV testing and mental health intake are some of the services provided in English, Spanish and Portuguese.

<b>Contact:</b> St. Tarcisius Church 562 Waverly Street Framingham, MA 01702 Phone: 508-875-6347 Fax: 508-875-6358	<b>Website:</b> <a href="http://www.sttarcisius.com">www.sttarcisius.com</a> <a href="mailto:sttarcisiuspar@gmail.com">sttarcisiuspar@gmail.com</a>
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### Southside Clinic

The MetroWest Medical Center operates the clinic and services are provided only to those who are eligible.

<b>Contact:</b> Framingham Community Health Center 354 Waverly Street Framingham, MA 01702 Phone: 508-270-5700	MetroWest Medical Center 115 Lincoln Street Framingham, MA 01702 Phone: 508-383-1000 Website: <a href="http://www.mwmc.com">www.mwmc.com</a>
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### St. Anne Parish Medical Clinic Tuesdays 6:00 p.m. – 8:00 p.m.

St. Anne Parish 130 Boston Turnpike Shrewsbury, MA 01545 Phone: 508-757-5154 Fax: 508-797-9520	<b>Website:</b> <a href="http://www.stannesparish.org">www.stannesparish.org</a>
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## **Massachusetts Substance Abuse Information and Education Helpline**

Provide referrals to substance abuse treatment services.

<b>Contact:</b> 95 Berkeley Street, Suite 208 Boston, MA 02116 Phone: 800-327-5050 (24 hours) Fax: 617-292-5085	<b>Website:</b> <a href="http://www.helpline-online.com">www.helpline-online.com</a> Email: <a href="mailto:helpline@hria.org">helpline@hria.org</a>  Monday-Friday 8:00 a.m. - 11:00 p.m. Saturday-Sunday 9:00 a.m. - 5:00 p.m.
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## **Smokers Quitting**

Provide counseling and referrals to free and confidential smoking cessation programs. Monday –Thursday, 9:00 a.m. - 7:00 p.m. and Friday 9:00 a.m. - 5:00 p.m.

<b>Contact:</b> Phone: 800-QUIT-NOW	<b>Website:</b> <a href="http://www.makesmokinghistory.org">www.makesmokinghistory.org</a>
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## **OTHER REFERRALS**

### **Health Care on Wheels**

The UMass Memorial Ronald McDonald Care Mobile services are offered during weekdays with flexible hours. Appointments are preferred, however, walk-ins are always welcome. To make an appointment, call 508-334- 6073. Monday through Friday.

<http://www.umassmemorial.org/MedicalCenterIP.cfm?id=2874>

### **Massachusetts Department of Mental Health**

Provide emergency evaluations and persons having a mental health crisis.

<b>Contact:</b> Central Office 25 Staniford Street Boston, MA 02115 Phone: 617-626-8000 or 1-800-221-0053 TTY: 617-727-9842	<b>Website:</b> <a href="http://www.mass.gov">www.mass.gov</a> Search for “Department of Mental Health”  Email: <a href="mailto:dmhinfo@dmh.state.ma.us">dmhinfo@dmh.state.ma.us</a>
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## **CHILD CARE**

**Child Care Connection**, a program of **Family Services of Central Massachusetts**, provides child care resource & referral. Working with families, child care providers, businesses and the community, CCC promotes available, affordable, quality early care and education in the Central & Southern Worcester County & Blackstone Valley.

<p><b>Contact:</b>  Child Care Connection  31 Harvard Street  Worcester, MA 01609  Phone: 508-757-1503  FAX: 508-791-4755  Toll Free: 800-278-1503</p>	<p><b>Website:</b>  <a href="http://www.cccfscm.org">www.cccfscm.org</a>   Email: <a href="mailto:mail@cccfscm.org">mail@cccfscm.org</a></p>
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**Advocacy And Benefit Services:** Advocacy and Benefits Services assists individual and families who are homeless or at-risk of homelessness throughout the Metro West area.

Outpatient and Emergency Services provide services that empower individuals and families to strengthen relationships and work towards personally satisfying goals.

<p>One Clarks Hill, Suite 305  Framingham, MA 01702  Phone: 508-628-6300  TTY: 508-628-6303  <a href="mailto:information@advocatesinc.org">information@advocatesinc.org</a></p>	<p><b>Website:</b>  <a href="http://www.advocatesinc.org">http://www.advocatesinc.org</a>  Email: <a href="mailto:information@advocatesinc.org">information@advocatesinc.org</a></p>
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## WAYSIDE COMMUNITY LINKS

Services include promoting healthy/safe alternative through a provision of mobile outreach and community services to prevent homeless, violent and destructive situations for adolescents.

For information call (508) 620-0010 ext. 340 for TTY (508) 620-1012.

Worcester County (Worcester Area)	Rape Crisis Center of Central MA 799 Boylston Street Worcester, MA 01606	Hotline: 800-870-5905 Office: 508-852-7600 TTY/TDD: 508-852-7600
Worcester County (Framingham Area)	Rape Crisis Center of Central Mass Bishop Street Framingham, MA 01702	Hotline: 800-593-1125 Office: 508-820-0834 TTY/TDD: 508-626-8686
Fitchburg Area	Voices Against Violence 588 Main Street Worcester, MA 01608	Hotline: 800-870-5905 Office: 508-852-7600 TTY/TDD: 888-887-7130
North Shore	YMCA North Shore Rape Crisis Center 20 Central Avenue, Suite 510 Lynn, MA 01901	Hotline: 800-922-8772 Office: 781-477-2313 TTY/TDD: 978-921-8729
Greater Boston Area	Boston Area Rape Crisis Center 99 Bishop Allen Drive Cambridge, MA 02139	Hotline: 800-841-8371 Office: 617-492-8306 TTY/TDD: 617-492-6434
Assabet Valley & Blackstone Valley	Wayside Blackstone Valley RC Program 10 Asylum Street Milford, MA 01757	Hotline: 800-511-5070 Office: 508-478-6888 TTY/TDD: 508-478-4205

## ENERGY AND UTILITY ASSISTANCE

Full Assistance can help you pay for heating your house or apartment during the winter months, it can pay for fuel, or it heat is included in your rent; it can pay part of your rent. To find out if you can get help and which agency covers your city or town, call the “Headline”.

**Contact:** Headline: 800-632-8175

## VOTER REGISTRATION

Voter Registration can be accessed by clicking the following link:

[www.sec.state.ma.us/voterregistrationsearch/](http://www.sec.state.ma.us/voterregistrationsearch/)

## REFERRAL LIST

(This list is not in any particular order.)

Psychiatric Emergency Service Phone: 800-640-5432 Support/crisis intervention 24 hours Phone: 800-977-5555	Community Healthlink PES Phone: 508-860-1000
Northborough Psychiatric Associates 112 Main Street, Suite 508 Northborough MA 01532 Phone: 508-393-7223	Staffier Associates 57 E Main Street Westborough, MA 01580 Phone: 508-366-0406
Southborough Medical Group 24 Newton Street Southborough, MA 01772 Phone: 508-481-5500	Agents of Change Counseling Group 45 Lyman Street, Suite 20 Westborough, MA 01580 Phone: 508-366-2300
Gentle Touch Acupuncture 160 E Main Street, Suite B Westborough, MA 01580 Phone: 508-366-0024	Worcester Youth Guidance Center Community Healthlink 275 Belmont Street Worcester, MA Phone: 508-791-3261
Behavioral Healthcare Services 198 Russell Street Worcester, MA Phone: 508-766-8003	You Inc. 81 Plantation Street Worcester, MA Phone: 508-849-5600
Worcester Children’s Friend 20 Cedar Street Worcester, MA Phone: 508-753-5425	Framingham Counseling 63 Fountain Street #402 Framingham, MA 01702 Phone: 508-872-4813
Cindy Bell and Wendy Miles PhD. 18 Lyman Street #200 Westborough, MA 01580 Phone: 508-366-2106	NE Center for Mental Health 119 Russel Street #23 Littleton, MA 01460 Phone: 978-679-1200

<p>Eliot Center for Maynard Clients  <a href="http://www.eliotchs.org">http://www.eliotchs.org</a></p>	<p>South Bay  Worcester Clinic Boylston area (Accept MBHP)  Phone: 508-791-4976</p>
<p>Providers that specialize in Eating Disorders can be provided upon request or check out  <a href="http://www.Medainc.org">www.Medainc.org</a></p>	<p>Central Mass Rape Crisis Center  950W Chestnut Street Brockton,  MA 02301  Phone: 508-852-7600</p>
<p>Advocates  340 Maple Street  Marlborough, MA 01752  Phone: 508-485-9300</p>	

## **SECTION 103 VETERANS BENEFITS AND TRANSITION ACT OF 2018**

In Accordance with S.2248. Section 103 Title 38 US Code 3679(e) Assabet Valley Technical School is in compliance with Title 38 United States Code Section 3679(e). Assabet Valley permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (V.A.) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from V.A. is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Assabet Valley Technical School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from V.A. under Chapter 31 or 33.

## **VETERANS ACCESS, CHOICE, AND ACCOUNTABILITY ACT OF 2014**

The Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146) changed the amount of tuition and fee charges which can be reported to the U.S. Department of Veterans Affairs (VA). Effective July 1, 2015, public institutions of higher education must charge qualifying veterans and dependents tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by VA for the Post-9/11 GI Bill® and Montgomery GI Bill®. Individuals qualifying for in-state tuition under Public Law 113-146 are: A Veteran receiving benefits under the Montgomery GI Bill® (Chapter 30) or the Post9/11 GI Bill® (Chapter 33) who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within three years of discharge from a period of active duty service of 90 days or more. A spouse or child using transferred benefits under the Post-9/11 GI Bill® (Chapter 33) who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more. Spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more. If the veteran or dependent enrolls within three years after the veteran’s discharge, the requirement to charge no more than the in-state tuition rate would apply for the duration the individual remains continuously enrolled at the institution.

## Trademark Policy

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

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## SCHOOL ADMINISTRATION AND FACULTY

Assabet Valley Regional Technical School District  
215 Fitchburg Street

Marlborough, MA 01752

### **School Committee Members**

Virginia Simms George, Chair  
Northborough

[vsimmsgeorge@assabet.org](mailto:vsimmsgeorge@assabet.org)

Peggy Ayres, Vice-Chair  
Marlborough

[payres@assabet.org](mailto:payres@assabet.org)

Mark Pietrewicz, Secretary  
Southborough

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*Superintendent- Director (1<sup>st</sup> floor school district offices)*

Ernest F. Houle

[ehoule@assabet.org](mailto:ehoule@assabet.org)

*Director of Business Operations (1<sup>st</sup> floor school district offices)*

Maria Silva

[msilva@assabet.org](mailto:msilva@assabet.org)

**Principal (1<sup>st</sup> floor main office)**

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[porourke@assabet.org](mailto:porourke@assabet.org)

**Director of Practical Nursing (room B235G)**

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**Practical Nursing Faculty and Staff (rooms B235 A-L)**

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## SCHOOL FACILITIES

### Primary Classroom: B236

- Fifty-Five seat classroom equipped with 2 clear touch displays and sound system for class presentations.
- Group work tables available.
- Microwave oven, coffee making facilities, refrigerator facilities available. Equipment storage, private conference room and two student restrooms contained in the rear of the room.

### Nursing Lab/Simulation Center: B235

Four simulation manikins and control room in 2 patient care rooms, 8 hospital beds, 4 medication carts, built in medication station, a wide variety of practice manikins for dressing/IV/ostomy practice, 4 EKG machines, tube feeding pump, 2 IV pumps, automatic/manual vital signs equipment, fully stocked linen and consumable supply cabinets. Three computer lab and 24 Chromebooks. A multi-stall men's and women's restrooms are available inside the lab.

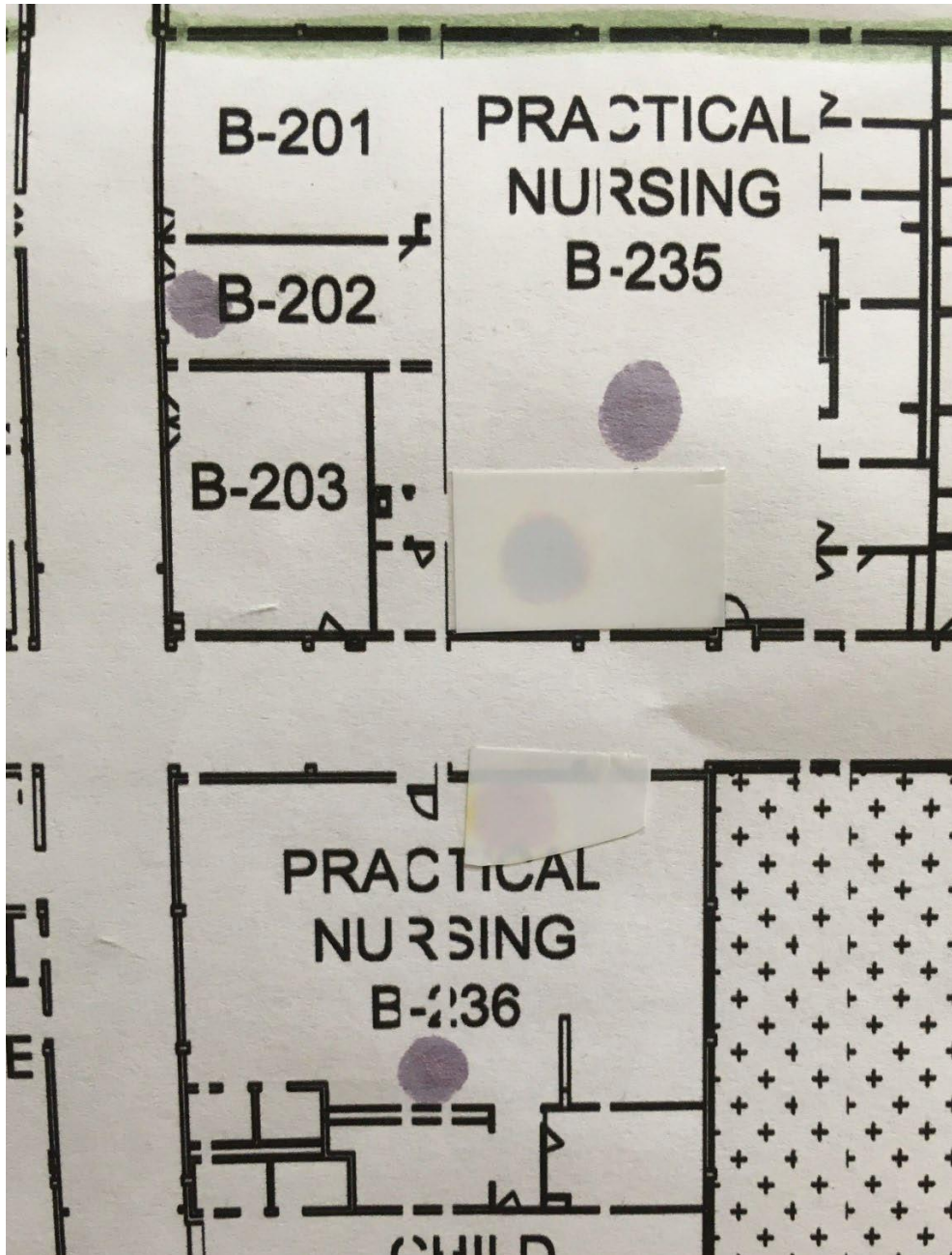
## CAFETERIA

Operates limited lunch hours on cash basis.

## PARKING

Ample free parking is available on site for registered students.

**DETAILED FLOOR PLAN ROOMS**



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## DETAILED EQUIPMENT LIST

### Classroom Equipment

55 Student Desks and Chairs  
1 Clear Touch Displays  
3 Group Work Tables  
10 Word For Word Dictionaries  
(various languages)  
1 80" Smart TV

### Computer Lab B235

24 Chrome Laptops  
100 (approx.) Volume Nursing  
Reference Library  
1 48" Smart TV

### Simulation Lab

Simulation Manikins  
2 Nursing Ann/2 sim pads  
1 Garmard Susie  
Server  
Laptop Computer  
Work Station on Wheels with Laptop  
Screen for cardiac monitor  
2 Simulation Patient Rooms  
3 headwall units  
2 fixed digital cameras  
2 movable digital cameras  
Control Room  
1 Code Cart

### Nursing Care of The Family

2 Hospital Basinets  
2 neonatal manikin  
10 Baby Manikins  
Table Top Uterine/Fetal Stage Models  
Maternity Pelvis for Sim Manikin  
Newborn Stethoscopes

### Human Biology Equipment

Skeleton Model  
For Sight XR Anatomy Poster

### Assembled Disassembled

Torso Model with removable organs  
Eye Model  
Ear Model Vascular Models 30 Dissection  
Sets

### Skills Lab Equipment

5 Medication Carts  
3 Medication Scanners  
3 Silent Knight Pill Crushers  
Pill Cutters  
9 Hospital Beds  
21 Sets of Linen  
1 Over bed Trapeze  
2 Ostomy Manikin  
3 Wound Care Manikins

2 IV Pumps  
1 Tube Feeding Pumps  
2 Walkers Quad Cane Crutches  
Gait Belts  
2 Wheel Chairs  
1 Stretcher  
1 full length  
slide board 1  
chair slide  
board  
1 Oxygen Tank  
35 BP Cuffs  
(adult/pediatric/thigh) 7  
double headed  
stethoscopes  
1 Automatic VS  
monitor 6  
sensor  
thermometers  
3 Skin Thermometers  
2 Oto-Thermometers  
4 Electrocardiogram machines  
50 Injector Pads  
25 Glucose Monitors  
5 Locked Sharp  
Containers  
2 Fetal Dopplers



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## ASSABET PRACTICAL NURSING CURRICULUM PLAN

The curriculum is spread out over 40 weeks, broken into 3 terms.

PROGRAMS TOTALS: Classroom 545 hours, Clinical 540 hours, Total 1085 hours.

Courses are designed to be taken in sequential order. The courses for each term are prerequisites for subsequent terms and must be successfully completed prior to beginning the next term.

Courses assigned to a given term are designed as co-requisites.

### *Term 1*

**Course:** Nursing Concepts I

**Time Allotment:** 28 Hours

**Course Number:** LPN 111-01

**Course Description:** This course offers the practical nurse student an introduction to professional nursing while assisting the student with the transition and adjustment necessary to develop professional behaviors in nursing practice. The student's own behavior, life choices and the significance of the student's own thoughts and feelings as they impact nursing care are explored. Healthy and unhealthy mechanisms of coping with stress are examined. Through discussion of present health care issues, the Massachusetts Nurse Practice Act, CMR 244 and the role of the licensed practical nurse in the contemporary trans-cultural care environment; the student is expected to build a foundation for the professional role. Safety needs of clients with mental health problems and the role of the practical nurse in meeting mental health needs are addressed. Communication methods, blocks and techniques are examined and practiced. The student will explore the organizing concepts (competencies) and curriculum structure of the Assabet-PNP to promote an understanding of student learning outcomes. Concepts of evidenced based practice and clinical reasoning are introduced.

**Course:** Human Biology

**Time Allotment:** 65 Hours

**Course Number:** LPN 112-01

**Course Description:** The course is designed to understand basic anatomy, body systems, microbiology and physiology of the human body. Two major identifying themes; the complement of normal structure and function and homeostasis dominate the content. Concepts of nutrition and beginning pharmacology will be presented. Microbiology as it relates to infection control and immunity will be presented. Students are provided with the opportunity to gain a deeper understanding by being provided with exemplars which include pathophysiology and disease as it relates to body systems. This is designed to prepare the PN student to readily apply knowledge of human biology as it relates to patient care.

**Course:** Nursing Care of the Older Adult

**Time Allotment:** 47 Class Hours

**Course Number:** LPN 113-01

**Course Description:** This introductory course provides an organized body of knowledge about the aging process and developmental tasks. A major aim is to dispel myths about aging, and replace these myths with facts. The course explores the psychological, sociological, economic, ethical, legal and physiological aspects of aging. The nursing process is used to explore needs and challenges, while critical thinking standards are incorporated in relaying information in caring for older adults. Alteration in the communication process is addressed as related to the older adult. The concept based curriculum reflects Nurse of the future competencies as related to the care of the older adult.

**Course:** Foundations of Nursing

**Time Allotment:** 115 Class Hours, 3 SIM Hours, 72 Clinical Hours

**Course Number:** LPN 114-01

**Course Description:** This course provides principles, procedures and techniques essential to the delivery of nursing care. The content is organized according to Nurse of the Future competencies. Course outcomes are met through a concept based curriculum that nurtures the knowledge, attitudes, and skills necessary to the practical nursing student. Concepts are utilized as an organizing principle to guide the SPN to “think like a nurse”. Presentation of nursing concepts and basic nursing measures are arranged to proceed from the simple to the complex and will provide the foundation for more advanced nursing care. Internet resources and computerized documentation of patient care are introduced. Awareness of the practice of nursing within a culturally diverse population is emphasized for optimum delivery of patient care. Selected learning experiences are provided in the care of the elderly client in a long term care facility.

Therapeutic communication is practiced, critiqued and refined in clinical practice. The role of the SPN as a beginning professional is expanded to include specific nursing skills, emphasizing safety and critical thinking in nursing care delivery. Utilization of current best evidence, technology for medication delivery, documentation, and patient monitoring is introduced. Supportive care and patient teaching is incorporated into clinical assignments and reviewed in clinical post conference.

*Term II*

**Course:** Nursing Concepts II

**Time Allotment:** 142 Class Hours, 10 SIM Hours, 276 Clinical Hours

**Course Number:** LPN 211-01

**Course Description:** This course is designed to advance the knowledge, skills and attitudes of the practical nursing student. The focus of the course will be on mental health, increasing professionalism, safety, communication, with a strong focus Evidence Based Practice. The course includes 137 hours of classroom instruction and exercises. During this portion of the course students learn how to integrate the nursing care based on the overriding concepts of nursing care. The focus is not on teaching students all nursing knowledge but a balance of nursing knowledge and resources to allow the beginning development of clinical reasoning skills. During the 267 hours of clinical practice training students focus on increasing their nursing skills. While providing care based on facility policies and evidence based concepts they are able to gain experience in professionalism and creating a safe environment. Additionally, students hone their communication skills by implementing therapeutic communication to patients and professional communication to other nurses and members of the health care team.

**Course:** Nursing Care of the Family

**Time Allotment:** 66 Class Hours, 2 SIM Hours, 30 Clinical Hours

**Course Number:** LPN 212-01

**Description of Course:** This course focuses on the health care needs of the family from infancy through the childbearing years. The basic aspects of human growth, development and behavior through these years are explored. The content is organized on a concept based frame work, concentrating on the supportive educative need for nursing. The student will demonstrate the role of the practical nurse while caring for children with common health care needs in ambulatory pediatric settings and care of low risk mothers and infants on a maternity unit while recognizing deviation from the norm. The student will provide a supportive educative role, utilizing teaching and learning principles with an emphasis on anticipatory guidance to promote health and wellness.

*Term III*

**Course:** Nursing Concepts III

**Time Allotment:** 68 Class Hours, 4 SIM Hours, 132 Clinical Hours

**Course Number:** LPN 311-01

**Course Description:** This course offers the practical nurse student an introduction to professional nursing while assisting the student with the transition and adjustment necessary to develop professional behaviors in nursing practice. The student's own behavior, life choices and the significance of the student's own thoughts and feelings as they impact nursing care are explored. Healthy and unhealthy mechanisms of coping with stress are examined. Through discussion of present health care issues, the Massachusetts Nurse Practice Act, CMR 244 and the role of the licensed practical nurse in the contemporary trans-cultural care environment; the student is expected to build a foundation for the professional role. Safety needs of clients with mental health problems and the role of the practical nurse in meeting mental health needs are addressed. Communication methods, blocks and techniques are examined and practiced. The student will explore the organizing concepts (competencies) and curriculum structure of the AVRTS-PNP to promote an understanding of student learning outcomes. Concepts of evidenced based practice and clinical reasoning are introduced.

**Course:** Preparation for Professional Practice

**Time Allotment:** 20 Hours

**Course Number:** LPN 312-01

**Course Description:** The course includes information which will prepare the student for an entry level position as a practical nurse. Opportunities in nursing, as well as the specifics of applying and interviewing for professional positions will be explored. The concepts of leadership, management and conflict resolution will be presented and applied to Nursing Concepts III clinical team leading experience. The student will be encouraged to utilize critical thinking and make therapeutic and management decisions that are evidence based and founded upon principles of clinical reasoning. Responsibilities and delegation of duties will be discussed as defined by the Massachusetts Nurse Practice Act and the Board of Nursing in Massachusetts. Throughout the course, the practical nurse role and professional communication are emphasized. Integrated in assignments and discussion will be issues related to the health care environment, the local community and culture of health. Legal responsibilities and ethical and professional practice for the novice nurse graduate will be examined and discussed.