

Greater Lowell Technical School Practical Nurse Program



STUDENT HANDBOOK Academic year 2022 – 2023

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Approved by Greater Lowell Technical School
Committee on September 16, 2022

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WELCOME

The administration and faculty wish to welcome you to the Greater Lowell Technical School's Practical Nurse Program which is fully approved and satisfies the educational requirements for the Board of Registration of Nursing in Massachusetts and is Accredited by the Commission of the Council on Occupational Education.

This Practical Nurse handbook has been provided to you to give you information regarding policies and rules that are in effect within the program and to ensure that your educational experience will be a positive and successful one. You are responsible for the policies and rules that are written in this handbook. If you have any further questions or if you need clarification, please feel free to ask any of the faculty or administration.

PURPOSE

We believe that nurses are very special people who share their lives with people who require assistance to care for them. The purpose of the Practical Nursing Program is to prepare men and women with the basic knowledge, skills, and attributes needed in nursing in order to assume the responsibilities of this profession with confidence and competence.

The curriculum is purposely designed to evolve from the simple to the complex, including cognitive, affective, and psychomotor skills essential to the entry-level role of Practical Nursing.

Upon completion of this course, the graduate Practical Nurse is eligible to take the licensure examination given by the National Council of Licensure Examinations for Practical Nurses (NCLEX-PN).

This educational opportunity is available to persons who are able to demonstrate the ability to complete the course of studies, regardless of sex, race, color, sexual orientation, disability or religious beliefs.

SPECIAL ACCOMMODATIONS

Greater Lowell Technical Practical Nurse Program seeks to provide reasonable accommodations for all qualified individuals with a disability while adhering to all federal, state, and local laws, regulations and guidelines to provide an equal educational opportunity. It is the applicant's responsibility to request a reasonable accommodation for their disability. Please contact the Program Director at 978-441-4870 for required information.

NONDISCRIMINATION POLICY

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

Students should contact the Director of Guidance and Counseling Services tencarnacao@gltech.org (Title IX/Chapter 622 Coordinator) at 978-441-4955, room 3146 to file a complaint in the event they have been a victim of harassment, discrimination or have experienced a violation of their civil rights.

VALOR ACT

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the *Valor Act II* protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisted in active duty are allowed to 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.

MISSION STATEMENT

Greater Lowell Technical School Practical Nurse Program supports the values and goals of our parent institution.

Greater Lowell Technical School Adult Post-Secondary Programs commit to provide students with a dynamic academic and technical education to prepare them with the knowledge, skills and attributes needed to be successful in their chosen profession. We prepare and encourage students to be lifelong learners while realizing and pursuing their individual potential for personal and professional success.

PHILOSOPHY

Greater Lowell Technical School Practical Nurse Program believes our responsibility is to prepare the students to be successful in achieving licensure to gain employment as an entry-level Practical Nurse.

Greater Lowell Technical School Practical Nurse Program actively engages in partnerships with healthcare sites within the community, not only through clinical affiliations, but also through advisory board membership.

Greater Lowell Technical School Practical Nurse Program believes that this educational opportunity is available to individuals who are able to demonstrate the ability to complete the course of studies, regardless of sex, age, race, national origin, color, sexual orientation, disability or religious beliefs.

PROGRAM STUDENT LEARNING OUTCOMES

The Greater Lowell Practical Nurse will:

1. **Patient Centered Care**

Provide holistic care that recognizes an individual's preferences, values and needs and respects the patient or designee as a full partner while providing compassionate, coordinated, age appropriate, safe and effective care.

2. **Professionalism**

Demonstrate personal accountability for the delivery of standard-based nursing care consistent with legal, ethical, and humanistic principles in order to influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

3. **Quality Improvement**

Collect data to monitor the outcomes of care and use data to continuously improve the quality and safety of health care systems and its practice.

4. **Informatics and Technology**

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

5. Communication

Interact with clients, families, colleagues, and interdisciplinary health care team, fostering mutual respect and shared decision making, to enhance client satisfaction, health outcomes, and team collaboration.

6. Safety

Minimize risk of harm to patients and designees through both system effectiveness and individual performance.

7. Evidence-Based Practice

Identify the value of using clinical expertise, critical thinking, and consideration of client's or designee's preferences, supported by the best current evidence to make practice decisions.

Upon completion of Term III, the student must meet the above Student Learning Outcomes in order to graduate.

PROGRAM TECHNICAL STANDARDS

In order to successfully complete the Nursing Program, certain physical and behavioral capabilities are required in course work and as part of your clinical experience. All nursing students must be able to satisfy these standards with or without a reasonable accommodation. All students signed a copy of the technical standards during their interview process.

These include:

1. Communication (Verbal and Non-Verbal)
2. Auditory Ability
3. Visual Ability
4. Physical Strength (Gross Motor Control)
5. Manual Dexterity (Fine Motor Movement)
6. Behavioral/Mental Performance

ADMISSIONS POLICY

All candidates with a completed application and with the minimum required entrance assessment scores (56.7 for Math, 60.0 for Reading and 47.0 for English) will be interviewed. In the event that the school has more applicants than training capacity, qualified applicants will be placed on a waiting list determined by the admissions policy listed below. More qualified applicants than training slots for students are anticipated. **An applicant must have all required documents in order for consideration for admission into the Practical Nurse Program.**

The following Admissions Policy, along with a personal interview, will be used for decisions regarding program admissions and to develop a prioritized waiting list of qualified applicants. Qualified students that cannot be accepted initially will be notified they are on the waiting list and as openings occur.

ADMISSIONS DECISIONS ARE BASED ON:

- Entrance Exam
- Interview
- Required documents:
 - **1. Application**
 - **2. Original/Official U.S. High School Transcript or Official U.S. College Transcript** approved by that State's Board of Education or a U.S. GED. If supplying a GED, we must see the GED Certificate and the Official Transcript of GED Test Results.
 - **3. Resume**
 - **4. Professional Evaluation {3}**

- **5. Documentation of Citizenship Status (one of the following): All documents Must be ORIGINALS**
 - a. Birth Certificate (original)
 - b. Certificate of Naturalization (original)
 - c. **VALID** U.S. Passport (original)
 - d. **VALID** Resident Alien Card (original)
 - e. **VALID** Employment Authorization Card (original)
- ****All non-citizen documentation will be submitted for verification with the Department of Homeland Security.**
- **6. Social Security Card - Must be ORIGINAL**
- **7. Proof of Residency**
 - Driver's License - If you possess a different address than was indicated on your license please provide: 1. Resident's Utility Bill and/or Lease Agreement

****An applicant must have all required documents in order for consideration for admission into the Practical Nurse Program.**

ADMISSIONS PROCESS

1. Entrance Testing Procedure

An Entrance Examination is required for admission consideration. Refer to "Dates of Entrance Exam" for scheduled exam dates. No exams from other schools will be accepted. All applicants will be tested using the results from the "Test of Essential Academic Skills" test, more commonly called the **ATI TEAS Version 7.**

Applicants will be assessed in three areas:

- A. Reading Assessment:** This test is 55 minutes with 39 scored items. This is a timed test.
- B. Mathematics Assessment:** This test is 57 minutes with 34 scored items. This is a timed test.
- C. English Assessment:** This test is 37 minutes with 33 scored items. This is a time test.

All applicants must:

- D.** Achieve a passing score of at least 60% correct answers in the Reading Assessment, score at least 56.7% correct answers in the Mathematics Assessment and score at least 47.0% correct answers in the English Assessment. These percentages of correct answers are the minimum scores for passing the TEAS test. An applicant must pass all three areas of assessment to qualify for an interview.
- E.** Students wanting to retake the entrance exam must score above the 39% correct answer level in both the Reading Assessment, Mathematics Assessment and English Assessment sections of the TEAS test. The applicant must wait until the following school year to retake the entrance exam.

If the applicant decides to take the exam more than once, they will need to register again on line and pay \$70 prior to that application deadline date to be considered for that exam. Please contact the secretary for payment information via email dsour@gltech.org or by phone at 978-441-4874. The applicant may take the entrance exam only twice from December 2022 through April 2023.

Students who fail the entrance exam may want to contact the following educational institutions for remediation: **Middlesex Community College - Bedford, MA, Adult Learning Center - 781-280-3662 (Bedford classes), 978-941-1373 (Waltham classes), Lowell Adult Education - 978-937-8989**

Preparing for the TEAS Exam

The **TEAS Pre-Test Study Manual** will be used by most students to prepare for this exam. Go to **www.atitesting.com** - to the "on-line store" to purchase this item.

2. Application Form

Upon achieving a passing score on the Entrance Exam, applicants must fill out the on line registration form completely and accurately. The **\$140.00** application fee includes payment for one entrance examination session. Please note: applicants must be at least 17.5 years of age before classes begin.

3. Interview

All applicants who have met the entrance requirements will be notified by email. At that time, the applicant needs to **email** the Admissions Director to set up an appointment an interview.

These documents will be required on the day of the interview and will be evaluated for enrollment decisions.

Admissions Check List:

A. Completed Application

B. Your Resume of recent education and work experience.

C. Original/Official U.S. High School Transcript or Official U.S. College Transcript approved by that State's Board of Education or a U.S. GED. If supplying a GED, we must see the GED Certificate and the Official Transcript of GED Test Results. **Students that do not possess a U.S. High School Transcript or a U.S. GED can:**

1. Test for a U.S. GED in their city of residence, or
2. Contact the Center of Educational Documentation Inc., P.O. Box 199 Boston, MA 02117, 1-617-338-7171, www.cedevaluations.com for information on having your foreign diploma evaluated for equivalency and authenticity.

D. Professional Evaluation (3) - The evaluator must submit the form to the Admissions Director via email jmachado@gltech.org or by mail to Greater Lowell Technical School 250 Pawtucket Blvd., Tyngsborough, MA 01879 ATTN: Practical Nurse Program. These letters must be from current/former supervisors and/or teachers. Do not submit letters from relatives or friends.

E. Documentation of Citizenship Status (one of the following): All documents Must be ORIGINALS

1. Birth Certificate (original)
2. Certificate of Naturalization (original)
3. **VALID** U.S. Passport (original)
4. **VALID** Resident Alien Card (original)
5. **VALID** Employment Authorization Card (original) All non-citizen documentation will be submitted for verification with the Department of Homeland Security.

F. Social Security Card - Must be ORIGINAL

G. Proof of Residency

Driver's License - If you possess a different address than was is indicated on your license please provide: 1. Resident's Utility Bill and/or Lease Agreement

4. Special Accommodations

Greater Lowell Technical Practical Nurse Program seeks to provide reasonable accommodations for all qualified individuals with a disability while adhering to all federal, state, and local laws, regulations and guidelines to provide an equal educational opportunity. **It is the applicant's responsibility to request a reasonable accommodation for their disability.** Please contact the Program Director at 978-441-4870 for required further information.

In order for the Greater Lowell Technical Practical Nurse Program to investigate, review and evaluate all special accommodations, the application must be submitted 30 days prior to the requested examination date. No late requests will be accepted. Individuals with a qualified disability seeking a reasonable accommodation will be notified by mail of the test accommodation prior to the examination date.

5. Program Technical Standards

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

These include:

1. Communication (Verbal and Non-Verbal)
2. Auditory Ability

3. Visual Ability
4. Physical Strength (Gross Motor Control)
5. Manual Dexterity (Fine Motor Movement)
6. Behavioral/Mental Performance

6. Basic Life Support Course (BLS - Health Care Provider)

BLS Health Care Provider is required for all admitted PN students prior to starting their clinical experiences in early September. This can only be through the American Heart Association.

7. Health Requirements

Health Exams are required prior to being placed at clinical sites. The school also requires that all students be in good health as evidenced by:

1. Pre-Entrance Medical Exam
2. Pre-Entrance Immunization records (MMR, HBV, Varicella Titers, TSpot or Quantiferon Gold, TDAP (Vaccine), Influenza (Vaccine), MenACWY and Drug Screening)
3. Any other immunization requirements specified by the MA Department of Public Health (Meningococcal for all full-time students 21-years of age or younger)
4. COVID Vaccination

PROGRAM POLICIES

A. Family Educational Rights and Privacy Act (FERPA)

General Information

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding. FERPA is a general law that governs and protects your rights to your individual educational records. As a student over the age of 18 years, or enrolled in a postsecondary institution, your primary rights under FERPA are:

- Your right to review and inspect your educational records;
- Your right to have your educational records amended or corrected;
- Your rights to control disclosure of certain portions of your education records.

B. Maintenance of Records

Enrolled student

Enrolled student admission files are kept throughout the student's enrollment. Copies of admission data, transcripts, and evaluation reports are kept in the file, which is maintained by the Director and the secretary of the program. The health records will be maintained in a locked cabinet to maintain HIPAA confidentiality.

Graduated students

Upon graduation, the student will receive their clinical evaluations and health records. **The application and transcript** will be placed in locked file cabinets and will be maintained indefinitely. Files have been maintained since the inception of the program in 1965.

Withdrawals/failures

The records of students who have withdrawn or failed will remain in the school files **for a period of 7 years. Students may pick up their medical records at the time of dismissal from the program.**

C. Health Information Record

After acceptance into the program, students will receive a "Health Information Record". This record must be completed prior to attendance in any of the clinical facilities. The health information including **ALL** immunizations must be complete prior to the clinical orientation.

Required:

- Physical within the past year
- TDap Booster within the last 10 years

- 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger
- MMR Titre
- Varicella Titre
- Hepatitis B Titre
- TSPOT / or QuantiFERON Gold
- Chest X-Ray for a positive TSPOT / or QuantiFERON Gold
- COVID Vaccinations including booster

Failure to have a complete record submitted will require that the student be absent from the clinical area until the record is complete. This absence(s) will be considered the responsibility of the student and will cause a clinical absence(s), which will need to be made up at the end of the year. The policy regarding “Attendance” (page 12) will be applicable to this absence(s).

D. Code for Nurses

The Code, adopted by the NFLPN in 1961 and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each LP/VN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

**National Federation of Licensed Practical Nurses, 2003.*

E. ANA Code of Ethics

ANA’s Code of Ethics for Nurses states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

F. Good Moral Character

The Massachusetts Board of Registration in Nursing protects the health, safety and welfare of the citizens of the Commonwealth by licensing qualified Licensed Practical Nurses who possesses the knowledge, skills and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the Good Moral Character Licensure Requirement Information Sheet. Each applicant for initial nurse licensure by

examination must comply with the Massachusetts General Laws Chapter 112, sections 74, 74A, and 76 require you to provide specific documentation for GMC evaluation if you answer yes to questions related to criminal or disciplinary history.

GMC also requires your consent, at the time of application submission, for a background check to be conducted by the Massachusetts Department of Children and Families (DCF) database. If there is a supported finding by DCF, you will be required to provide additional documentation related to those findings. Each initial applicant has the burden to demonstrate compliance with the Licensure Policy 00-01: Determination of Good Moral Character Compliance.

Additional information may be found on the website below.

<https://www.mass.gov/files/documents/2016/10/wq/good-moral-info.pdf>

G. CORI

During the interview you were notified that a CORI (Criminal Offender Record Investigation) was going to be completed on each student. The Superintendent-Director is the designated CORI recipient for the school. If the findings are significant and this finding would prevent attendance in clinical facilities used by this program, the student will be required to leave the program. The clinical facilities requiring the CORI information will make the final determination as to the student's ability to attend their clinical facility in order to complete the program. The CORI results will be viewed only by the Superintendent-Director of Greater Lowell Technical School and the designated CORI representative of each facility. No other person will be allowed to view this confidential information. If changes in an acceptable CORI occur during the course of the program which requires dismissal, no tuition refund will occur.

It is the responsibility of each student to be aware of any potential problems that might have occurred in their past that may jeopardize continued attendance in this program and ability to gain licensure in the State of Massachusetts.

H. Professional Behavior

Your appearance, speech and behavior are a reflection of our Practical Nurse Program. We expect each student to exhibit professional behavior and demonstrate respect and adherence to the rules of each affiliating agency at all times, including all HIPAA and confidentiality policies. In addition, students will adhere to all smoking, eating and parking policies of the Greater Lowell Technical School and of **each affiliating agency**. Any student not adhering to car parking policies will be dismissed for the day and incur a clinical absence. Cell phone use is prohibited in all patient care areas. Further restrictions regarding cell phones may apply according to clinical agency policies.

All students are required to sign and adhere to the professional competencies contract.

I. Personal Dress and Appearance

Personal cleanliness and hygiene are essential. Being neat and well-groomed at all times is imperative. Use of deodorant is expected at all times. No fragrances are allowed. No gum chewing while in uniform. While in uniform, hair must be kept off the collar and away from the face. Discretion shall be used in make-up application. To be in compliance with our clinical agency policies, visible tattoos might require covering.

While in the classroom, the student shall adhere to the Greater Lowell Technical High School Student Handbook (which is available online) policy regarding dress code. Some of the regulations include; banning of hats and/or hoods, shirts must be worn to cover the torso, shorts/skirts must be 3" or less above the knee, and tube tops/halter tops and backless shirts/dresses are prohibited.

Greater Lowell requires that all students have a school picture ID visible at all times while in the building.

J. Uniform Policy

The uniform is worn only on duty in the clinical area, designated school days, specified functions or while traveling to and from these areas. A complete uniform consists of:

1. Designated uniform – laundered and ironed. No elasticized or knit bottom pants allowed. Loose, comfortable fitting is encouraged.
2. A plain white long shirt is allowed under the uniform.
3. Identification badge (of affiliating facilities, when applicable).
4. Clean white shoes or white hard soled sneakers. No colored stripes will be allowed on sneakers; plain white nylon stockings with skirts or white socks with pants. No open back clogs or canvas shoes are allowed.
5. Watch with second hand. No smart watches allowed in the clinical area.
6. Black pen.
7. All white uniform lab coat is allowed. No sweaters are allowed in the clinical areas.
8. Jewelry is limited to two smooth bands and plain stud earrings.
9. No facial or tongue ornamentation is allowed. Clear or flesh-colored plastic plugs will be required for enlarged ear lobe piercings.
10. Nail length must be kept trim for patient safety and hygiene purposes. No acrylic nails or overlays are allowed. Polish must be well maintained.
11. Bandage scissors, stethoscope, and pen light.
12. No unnatural artificial hair coloring allowed.

If the uniform policy is not strictly followed, the student will be dismissed from the clinical site and will incur a clinical absence which will need to be made up.

Student uniforms will **not** be worn at any other times than designated by this school policy.

Violation of any of these policies may result in termination.

K. Attendance

Classroom

This forty (40) week program is designed to fulfill the hourly requirements of the Massachusetts State Boards of Registration in Nursing Education guidelines.

Class attendance is imperative for your personal and professional success.

You are required to sign in prior to scheduled program hours and sign out when you leave the campus. This is the school's official check of who is in the building. This is also used to document your clock hour attendance for financial aid. **NO ONE MAY SIGN YOU IN OR OUT FOR ANY REASON.**

There is no opportunity to make up for missed class time. Points will be deducted from that unit's test. This policy will be addressed in your individual course syllabi. Excessive absences that exceed 20% of class time for the semester will result in a lack of program progression and dismissal. Students that have tested positive for COVID or are awaiting test results are exempt from this policy.

In the event of an absence, you need to notify the first theory instructor of the day via their school email.

It is recognized that students are adults and should be able to determine when, if ever, they need to be absent. (Medical, optical and dental appointments **MUST** be scheduled for non-school hours). While some absences cannot be avoided, students should make every effort to attend all classes and clinical experiences.

Clinical Attendance

Clinical attendance is mandatory. If a student needs to be absent they must follow the call-in policy.

Call-In Policy:

If you are unable to report to the clinical area, you are responsible for contacting the Nursing Instructor at least one (1) hour prior to clinical. Failure to follow the above call-in procedure for absence will be considered a No call-No show and result in automatic probationary status with an appearance before the faculty to discuss a plan of action for behavioral changes. Notifying a peer to inform the instructor of an absence will not be accepted and considered as a failure to call-in (No call – No show).

Three (3) clinical absences will result in automatic probationary status, and a notice will be sent to the student. Any further absences will result in dismissal from the program. Students with circumstances which lead to prolonged absence or physical restrictions must produce a health care provider note with expected date of return to full duty with no restrictions. If a date of return to full duty exceeds two calendar weeks of clinical absence, the student will be dismissed and encouraged to return the following year. Due to the shortened clinical hours in Term III, if the clinical absence exceeds one week the student will be dismissed and encouraged to return the following year.

All clinical hours must be made up at a cost of \$100.00 per day. COVID absences are exempt from payment, but must be made up. Payment for clinical make-up time will be paid to the program secretary prior to the scheduled make-up time. Graduation paperwork will be delayed in processing if the above requirements are not met.

Absences in excess of three consecutive school days without notification to the Director of the program will result in automatic dismissal.

L. Tardiness

Class

Students should be in their seats and prepared for theory **prior** to class starting. This also includes remote learning. Entering class after the information has begun to be presented is very disruptive to the continuity of the presentation for both the class and instructor. If you arrive late and the door is shut, you are expected to wait until the beginning of the next period to enter class. Missing class will result in point deductions off that unit's test which are specified in each course's syllabus. Frequent loss of class content may also result in poor academic performance.

Clinical

As a future nursing professional, it is expected that students will arrive prior to their scheduled shift in order to prepare appropriately. Students must notify their clinical instructor as soon as possible when they anticipate being tardy. Failure to notify the instructor for tardiness will necessitate being dismissed for the day and the student will be charged an absence. Arrival to the clinical area later than 30 minutes will result in an absence for that day and the student will be sent home.

With the first tardy incident the student will receive a verbal warning. After the second tardy incident, a Student Improvement Plan will be initiated. Any subsequent tardiness will result in dismissal for the day and automatic probation. Any subsequent tardiness will result in dismissal from the program.

M. Medical Clearance

Students who have been treated or/and hospitalized or for any condition that is a change to the individual's health status, and/or renders the individual contagious and/or incapable of performing nursing student responsibilities, must submit health clearance from an appropriate Health Care Provider who was/is rendering treatment, prior to resuming program activities.

The documentation from the Health Care Provider must include a signed and dated statement on letterhead that the student is free of any health impairment which is of potential risk to students, patients, faculty, and other personnel and which might interfere with the safe performance of his/her nursing student responsibilities, including habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances that may alter the individual's behavior.

Following treatment and/or hospitalization, should the Health Care Provider identify a condition(s) that would limit the student's ability to participate in the PN program and perform nursing activities, the Health Care Provider must stipulate that the condition(s) does not pose a risk to safe nursing practice and identify any limitations, rationale for, and duration of the specific limitations. This letter must be on the health care provider's letterhead.

Please note that the clinical agencies with which the program is affiliated may have standards that are different than those above. The clinical agencies may at any time deny the student's participation in clinical activities until such time as the student meets the standards of the affiliating agency.

N. Excused Leave:

Students will be granted:

1. **Funeral Leave:** up to three (3) days at any one (1) time in the event of death of a student's partner, child, or other significant family member. In certain circumstances, the Director may grant other or longer funeral leave.
2. **Jury Duty:** students chosen for jury duty will be required to submit official documentation from the court. Long term service may interfere with meeting the objectives of the program and will be evaluated on an individual basis.

O. Electronic Equipment:

The use of cell phones for academic purposes is allowed at the discretion of the individual instructor. Texting during class or clinical is strictly forbidden. Use of a phone for the purpose of photography or videography is strictly forbidden in any clinical area, which is a HIPAA violation. Access for emergency information is available during these times by alternate means. During the class time you may leave the emergency number: 978-441-4875. This extension connects directly to the classroom and should be used for emergencies only. In non-emergency circumstances; 978-441-4874 (Dany Sour – Division Secretary) may be used to leave a message that will be provided to you. Within the clinical facilities, students should leave the specific facility phone number and extension for child care providers or others who might need to contact you in case of an emergency. It is expected that only **EMERGENCY** phone calls use these measures. The classroom phone and phones within the clinical facilities may never be used for personal calls unless permission is granted by an instructor or the Director.

Failure to follow this policy may place the student on probation and be reflected in their evaluations.

P. Social Media Usage and Maintaining Privacy and Confidentiality:

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the health care context. Any patient information learned by the nurse during the course of treatment must be safeguarded by that nurse. Such information may

only be disclosed to other members of the health care team for health care purposes. Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Nurses may breach confidentiality or privacy with information he or she posts via social media.

Refer to <https://www.ncsbn.org/347.htm> for more information.

Any breach of privacy, confidentiality or professionalism will result in probation (see pages 18) or possible dismissal from the program.

Q. Financial Aid Information:

1. Withdrawal – Financial Aid Recipients:

When a financial aid recipient withdraws or is terminated before the 60% point of the program's scheduled hours, the school is required to perform a return of funds calculation on the financial aid that had been awarded. The 60% point is at 659 scheduled hours. Up until the 60% point in the program, a student has earned only a portion of the financial aid that had been awarded, based on the scheduled hours as of the withdrawal or termination date. The effect of this policy is that even if you have a financial aid award that covers your institutional costs, you will have a balance with Greater Lowell Technical School if he/she withdraws. If you have any questions regarding this regulation, please contact the Financial Aid Director.

2. Financial Aid –Satisfactory Academic Progress Policy

Federal regulations require Greater Lowell Technical School to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

In order to be making satisfactory academic progress toward a certificate, students must maintain specific grade averages and are expected to complete their program within 150% of the published length of the program. Satisfactory academic progress is measured at the end of each Term. In order to maintain satisfactory academic progress and advance to the next Term, a student must meet the following requirements:

1. A minimum of 77% in each nursing course and 75% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each course.

If a student does not meet the above stated requirements, she/he is terminated from the program. A student who has been terminated can apply for advanced placement for the following academic year.

When a student is re-admitted into the program, the student is placed on Financial Aid Warning. A student on Financial Aid Warning is still eligible to receive financial aid, but if the student does not successfully complete the warning term, the student will be denied financial aid.

When a student is denied financial aid due to not meeting the academic progress guidelines, the student may appeal this decision to the Financial Aid Director. The appeal must be in writing and must indicate the extenuating circumstances that caused him/her to not meet the minimum requirements, and also what the student is planning on doing differently in the future to improve their academic performance. The Financial Aid Director reviews the appeal and determines whether the student's eligibility can be reinstated. If the appeal is approved, the student is placed on Financial Aid Probation. The student is advised, in writing, of the decision.

R. Refund/Withdrawal Policy

Students who withdraw from the Practical Nursing Program must give written notice as per the Refund/Withdrawal Policy, determined by the Director of Practical Nurse Program. Refunds on tuition will be made on the following basis:

- on or before the first class and fees will be refunded 100%, less \$100 for processing costs;
- during the first week of the program, August 24, 2022 – August 31st, 2022 70% of tuition will be refunded;
- during the second & third week of the program, August 31st, 2022 - September 14th, 2022, 30% of the tuition will be refunded;
- after September 14, 2022, tuition **will not** be refunded.

Please be aware that the refund percentages apply to the full tuition costs of the program, **not** a refund of the amount you have paid.

Refunds, when due, are made without requiring a request from the student and will be made within 45 days.

A student who withdraws may become ineligible for Federal Student Aid and thus is responsible for his or her tuition obligation.

EDUCATIONAL POLICIES

A. Grading:

Testing:

Course grades will be determined by each instructor in charge of each course. Specific grading criteria will be documented in each course outline and presented during the first class. It is expected that all tests will be taken on the date and time that they have been scheduled. Students must be on time for tests.

- If you arrive late, you are required to take the exam and finish it in the allotted time given. In addition, **5 points will be deducted from your test grade.**
- If a student is absent for a test, the student must make up all missed tests before returning to the classroom. The student will be given an alternate test and 5 points per class day will be deducted from their test grade. All occurrences of late tests will be recorded and monitored. After the second occurrence per course, **10 points per class day will be deducted for all subsequent late tests.** Students will be notified by email prior to the initiation of the additional penalty.
- It is a student's responsibility to arrange to take their missed tests with their instructor.
- **All cell phones and smart watches** must be placed in the designated holder at the front of the classroom.
- Students must remain in their seats after testing. They may study quietly. **No cell phones.**

Assignments

Assignments submitted late will incur a **5-point deduction per day**, with a maximum of 7 calendar days or 35 points removed. After 7 days, the student will receive a 0 for the assignment and as per program dismissal policy, **failure to pass in assigned course work will result in course failure.**

Fundamental Lab Attendance

Attendance to both Class lab and Skills lab is **mandatory**. Students must demonstrate proficiency in all lab skills to pass lab and to be able to perform those skills in clinical. Make-up labs will be offered every Thursday 2:30- 4:00 pm **for that week's topic.** You must make up the lab time the same week you were absent by signing up for lab make-ups (the sign up form is outside Mrs. Allen's office) **Every missed lab period will cause the student to lose 1 point for each period missed on that unit's test.**

Remediation

It is strongly advised that any student not maintaining a passing grade or who wishes to enhance their academic achievement should plan on attending offered tutoring sessions.

B. Progression Criteria:

Students will advance to the next term only after meeting the following requirements:

1. A minimum of 77% in each nursing course and 75% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each term.
3. Adherence to all school and affiliating facility policies.

C. Academic & Clinical Evaluations:

Term I – 16 weeks in length

There will be 2 academic reports and 2 clinical evaluations at 8 week intervals which will result in the final course grade.

Term II – 15 weeks in length

There will be 2 academic reports and 2 clinical evaluations. One report and evaluation will occur at the completion of 7 weeks and the second report and evaluation will occur after 8 weeks. The final course grade will result from these two reports.

Term III – 9 weeks in length

There will be 2 academic reports which will result in the final course grade. Care of the Mother & Infant, Pediatrics and Care of the Elderly Individual clinical evaluations will be completed after each rotation.

D. Deficiency Notices:

If a student's grade average in an individual course is below 75% for a non-nursing course or below 77% in a nursing course, he/she will receive a deficiency which is written warning notification from the instructor of the course. The purpose of these deficiencies is to notify the student of the potential failure as well as to hopefully initiate improvement in order to successfully complete the course. Deficiency notices may also be given if clinical performance evaluations indicate possible failure in meeting the stated clinical objectives for the term. Any deficiency, whether clinical or theory, automatically denotes probationary status.

During Term I and Term II, deficiencies will be distributed at the $\frac{1}{4}$ and $\frac{3}{4}$ timelines for that term.

E. Student Improvement Plan:

If a student receives a clinical deficiency notice, a student improvement plan will be initiated, identifying areas of weakness and necessary steps in order to achieve a satisfactory level of performance by the end of the term.

A student improvement plan may be initiated at any time by an instructor, if they deem a student's performance to be below satisfactory.

F. Probation:

Probation is defined as a period of time during which a student must show consistent improvement in theory, practice, attendance and/or behavior. Failure to adhere to all school and affiliating facility policies, including smoking policies and car parking policies will necessitate automatic probationary status. The terms of probation are determined by the faculty on an individual basis and will describe the specific terms required for continued attendance. Failure to meet the written terms of the contract regarding probation will lead to dismissal from the program. The terms of the probationary contract supersede any policies within this student handbook.

G. Program Dismissal:

At any time throughout the class year if a student exhibits any of the following, they may be dismissed from the program.

1. Failure to pass in assigned course work will result in course failure.
2. Failure to follow ethical/legal/safe care practices in clinical may include, but not limited to, the following:
 - A. Inability of the student to translate classroom theory into clinical practice
 - B. Exhibiting a consistent lack of compliance with the student nurse practice limitations as defined by the Massachusetts Nurse Practice Act and assessment by faculty.
 - C. Consistently failing to maintain communication with faculty regarding patient care.
 - D. Exhibiting dishonesty regarding patient care
3. Failure to meet Program attendance requirements
4. Improper conduct including but not limiting to: use of drugs, alcohol, hazing, sexual harassment, possession of weapons, charged with a felony/misdemeanor.
5. Violating academic/professional integrity which includes but is not limited to: cheating or plagiarism, sharing of test questions, and/or stealing or lying
6. Your health (physical or mental) interferes with your academic or clinical learning (judgment of a committee of faculty)
7. Nonpayment of tuition and/or fees.

The grievance process will be followed by the student/program if a student wishes to appeal a dismissal decision.

H. Appeal/ Grievance Policy for Promotional Considerations:

It is the belief of the Practical Nurse Program that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. The student has the right to appeal decisions of the faculty. Appeal may be in response to a misinterpretation, inequitable application, or violation of promotional consideration within the program. The time limits specified on this policy shall mean school days.

Step One

A student who chooses to initiate the appeal process must present, in writing, a request for consideration by the faculty, to the Director of Practical Nursing Program within three (3) days of said decision. The appeal form for Promotional Consideration can be found on X2. The Director and the faculty will determine within three (3) days after receipt of a written appeal when a hearing is to be scheduled. The Director of Practical Nursing will notify the student as to the time and place of the hearing. Staff present at the hearing will include Director and faculty representatives of both Day and Evening programs. During the hearing the student will describe their appeal in regards to misinterpretation, inequitable application, or violation of promotion consideration within the program. If the evidence presented is found to support the student's claim of misinterpretation, inequitable application, or violation of promotional consideration within the program the student will remain in the program

Step Two

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Assistant Superintendent-Director. If the decision is reversed, all privileges will be reinstated.

Step Three

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Superintendent-Director.

Step Four

If the appeal remains unsettled, the student may forward a written complaint to the Council on Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 30357 or contact (800) 917-2081 or www.council.org.

I. Withdrawal:

A student considering withdrawal from the school is urged to talk with his/her instructor or the Director and is further urged to discuss withdrawal plans with significant family members prior to making a final decision. Options for alternative goals will be discussed with the student. A written resignation stating reasons for withdrawal will be presented to the Director of Practical Nurse Programs prior to the date of departure. The date of withdrawal will be documented as the date the letter was received. Failure to submit a withdrawal letter will interfere with possible future plans for readmission.

The student will remain responsible for all financial obligations.

J. Withdrawal – Financial Aid Recipients:

Please refer to “Financial Aid Information” on page 16.

K. Re-admission (Term I)

Students that were enrolled in the GLTS PN program in the past 12 months but did not successfully complete Fundamentals of Nursing will be considered a full-time returning student and will be eligible for course exemption, noted below. These students will receive a new enrollment agreement. For readmission, the student must write a letter/email to the Director and must state why they feel they were not successful in the program and what they are going to do differently to be successful upon readmission. The student must complete the ATI Practice Fundamentals exam as well as 2 hours of remediation. The returning student must provide 3 templates to verify remediation was completed and submit the templates to the Director. The date of the written application will determine one’s placement on the waiting list. If a student has been dismissed for reasons related to clinical safety, integrity or ethical reasons it will be cause for denial for readmission. If the student does not follow the proper procedure as outlined in Section H: Withdrawal, future acceptance into the program may be in jeopardy.

L. Course Exemption:

An applicant/student may apply for credit for previously completed courses. Prior satisfactory completion of courses within the GLTS Practical Nurse Program, other Practical Nurse Programs or other nursing educational institutions will be considered for Course Exemption. Transferring between programs within the institution is not allowed, due to the specific curriculum and hour requirements. The following courses are eligible for course exemption:

- Microbiology (Term 1)
- Anatomy and Physiology (Term 1)
- Pharmacology I (Term 1)
- Nutrition (Term 1)
- Vocational Trends (Term 1)
- Growth and Development (Term 2)

Course credit granting will be determined by the following criteria:

- Written request to the Director for credit consideration for specific courses must be submitted prior to the beginning of the program and must include all of the courses that are being considered for credit granting.
- An official transcript, mailed directly to the Director from the previous educational institution, for a course completed within the past three years.
- The course outlines may be required in order to determine similarity in content.
- A minimum grade of 77%/C+ must be achieved for nursing courses.

- A minimum grade of 75%/C for non-nursing courses.
- Any course may only be repeated once. An unsuccessful prior attempt with a course in another school will be considered as the first attempt and repetition of that course within this program will be considered the second attempt.

The Practical Nurse Program curriculum must be completed within two consecutive calendar years. Any transfer credits will be considered as part of the first year of the two calendar year allocations. If credit is awarded, the grade will be reflected on the report card and transcripts as a course exemption. No numerical grade will be assigned and these courses will not be used to determine the cumulative average.

M. Transfer

Applicants/students may apply for admission for Term II, however, all Term II and Term III nursing courses **must** be completed within the program to receive a certificate from the Greater Lowell Technical Practical Nurse Program. No alteration in tuition may occur as a result of credit granting unless these courses are allowed for Advanced Placement Status in Term II or Term III. This determination is based upon the number of courses, type of courses, and amount and availability of advanced placement positions. In order to receive full credit for any nursing clinical courses completed, all clinical absences **must** be made up within that academic year.

Transfer credit granting will be determined by the following criteria:

- Written request to the Director for credit consideration for specific courses must be submitted prior to the beginning of the program and must include all of the courses that are being considered for credit granting.
- An official transcript, mailed directly to the Director from the previous educational institution, for a course completed within the past three years.
- The course outlines may be required in order to determine similarity in content.
- A minimum grade of 77%/C+ must be achieved for nursing courses.
- A minimum grade of 75%/C for non-nursing courses.
- Any course may only be repeated once. An unsuccessful prior attempt with a course in another school will be considered as the first attempt and repetition of that course within this program will be considered the second attempt.

The Practical Nurse Program curriculum must be completed within two consecutive calendar years. Any transfer credits will be considered as part of the first year of the two calendar year allocations. If credit is awarded, the grade will be reflected on the report card and transcripts as a course exemption. No numerical grade will be assigned and these courses will not be used to determine the cumulative average.

If transfer credit is granted, all Term I class credit will be granted with the exception of Vocational trends (Term 1). Exemption from Vocational Trends will be granted per the course exemption policy.

N. Advanced Placement:

Advanced placement is applicable to any student that has attended the GLTS PN program in the past calendar year. These students are exempt from the TEAS exam, application fee, professional evaluations, and resume submission. All required documentation will need to be completed prior to the start of the term, including a completed CORI, CPR certification, health record, vaccination record and validation of citizenship status. All Advanced Placement applicants must complete an updated application.

Advanced placement for Term II: is applicable only to students that have successfully completed the first term of the GLTS PN program in the last calendar year. The placement on the waiting list for Term II will be determined by the date of the receipt of application. These students will receive an Application for Admission Status Form.

All students seeking advanced placement into Term II will be required to take a challenge test for Fundamentals of Nursing. This computerized exam is a review of the basic fundamental principles that are covered in the course, ensuring that the student has retained enough knowledge to be a safe and competent student nurse prior to entering Term II. In addition, remediation work will be assigned and due prior to the first day of class.

All advanced placement students for Term II will also be required to attend Fundamentals Lab for the last month of Term I. The specific dates will be supplied to the student by the Director. Completion of the challenge exam, remediation and attendance of lab does not guarantee admission into Term II. After meeting re-admission criteria, advanced placement to Term II can only occur if a seat is available. **Term II and III must be repeated consecutively during the same school year, regardless of previous passing nursing course grades.** Any student that did not complete Term III will return as a Term II Advanced Placement student. All Term II advanced placement students will be required to repeat Medical Surgical Nursing and Pharmacology II in addition to any other incomplete courses.

Tuition will be determined by the final hour calculations that will need to be completed within the Program. The following rates will be used for tuition costs: \$7.00 an hour in-district classroom hours, \$11.00 an hour out-of-district classroom hours, \$12.00 an hour out-of-state classroom hours and \$13.00 an hour for all clinical hours.

O. Educational Mobility Policy:

Consistent with the program's philosophy, Greater Lowell Technical School Practical Nurse Program encourages recognition of previous learning and continuation of this process after graduation. Practical Nurse education provides a foundation upon which further education can be built for the purpose of personal and professional growth and development. This growth can be fostered through our articulation agreement with Middlesex Community College or by attending other higher educational institutions.

STUDENT INFORMATION

A. Student Mailboxes:

A labeled mailbox is available in the classroom. All papers, programs, tests, memos, messages, and documents from administration and faculty will be distributed via your mailbox. The contents of each mailbox are considered **personal** and should not be accessed by other students. It is the responsibility of each student to check these mailboxes several times throughout the day

B. Graduation:

The Greater Lowell Technical School Practical Nursing graduation takes place in late June or early July for both divisions. Upon satisfactory completion of the program criteria, the student receives the pin and diploma of the Practical Nurse Program during the ceremony and is then able to meet the State Board of Registration Nursing Educational requirements to sit for the Practical Nurse Licensure Exam (NCLEX-PN).

The estimated cost of the National Council of Licensing Examination – Practical Nurse and the License application for Massachusetts alone is \$430.00. The cost of the National Examination is \$200 and the Massachusetts Practical Nurse License is \$230.

Other costs involved at the time of graduation are:

- Graduation Uniform - required, specifics will be discussed prior to graduation
- School pin - required and ordered approximately 1 month prior to graduation. The exact cost of the pin is determined by the individual selection by each student.
- Additional costs - related to class decisions regarding the ceremony (i.e. flowers, reception, pictures).

Graduation costs are estimated at \$150.00 and are **not** part of the tuition.

Student fundraising activities may defray graduation costs (refer to below: *Student Organization*).

Elected Officers will be responsible for coordinating graduation activities with the Director of Practical Nurse Program or her designee.

C. Student Organization:

Election of class representatives is held during the month of November. Student officers include a President, Vice-President, Secretary and two Co-Treasurers.

The Class Representatives of the class will be responsible for organizing and coordinating class activities, discussions, decisions and plans and will be a member of the Program Advisory Board and attend the meetings scheduled. The Class Representatives will forward all questions, concerns and recommendations from the class to the Director.

Any dues collected or association funds must be deposited into the school's LPN Activity Fund. The Class Representatives will be responsible for following the procedure of depositing into the activity account. Any fundraising or purchasing that exceeds \$1,000.00 must go out on quotes. The Director will explain this process to the officers.

This organization is yours. You will run the organization by **majority rule**. You will need to initiate fundraising activities in order to defray the cost of graduation (refer to above: *Graduation*). You are also encouraged to use your association as a social vehicle to plan for functions either to raise further monies or purely as recreational enjoyment.

You are urged to support your alumni association, as well as your state and national associations, when you become a graduate practical nurse.

D. Cancellation of Classes:

Day Division:

In case of severe weather, there is a possibility school may close. The following radio stations will broadcast the no school announcement at intervals between 6:00AM and 7:00AM on Radio Stations WCAP, WBZ, and WXLO. Television stations announcing "no school" reports are channels 4, 5, 7 and Fox 25. The no school announcement will state the Greater Lowell Technical High School **specifically!** If it is announced that the City of Lowell, or towns of Dracut, Tyngsboro, or Dunstable do not have school, that does not mean that Greater Lowell Technical High School is closed. "No school" announcements will be also be broadcasted by the use of an automated pre-recorded phone call. The message will be sent to the student's phone at approximately 6:00 am on mornings when there is questionable weather. The message will state whether school is cancelled or delayed.

When a 90-minute delay is announced on a clinical day, students will still report to the assigned clinical facility honoring the 90-minute delay.

Evening Division:

In case of severe weather warranting the cancellation of school bus service, the school will close. The following will broadcast the no-school announcement, radio stations WCAP, WBZ and WXLO. Television stations announcing “no school” reports are channels 4, 5, 7 and Fox 25. The no-school announcement will specify the **Greater Lowell Technical School**. It is important to note that, if the regular day school is canceled, the evening program will also be cancelled unless notified by the Director. Students that must travel great distances are advised to use their best judgment with respect to attendance during major storms. Every effort will be made to notify students with an automated pre-recorded phone call by 2:00 pm.

E. Parking:

Participants must display a parking sticker and must use the Student Parking Lot. Any vehicle in violation of this rule will be towed at the owner’s expense. No parking is allowed in the visitor parking lot under any circumstances. Parking stickers must be displayed on the rear window driver’s side of your vehicle. Any vehicle without a displayed GLTS parking sticker may be towed at owner’s expense. Parking sticker applications are available at orientation. Once completed, parking stickers will be distributed. **Only students with Handicapped License Plates may park in the Handicapped reserved parking areas.**

F. Transportation:

The Lowell City buses have a bus stop at the back entrance, if needed. However, the city buses may not provide transportation to clinical areas. It is your responsibility to obtain the information from the LRTA regarding their schedules and to provide transportation for yourself to the agencies in which you are affiliating.

G. Health and Safety Services:

The Greater Lowell Technical School makes every attempt to care for the needs of ill or injured students. The Health and Safety Plan provides steps to manage and report injuries and accidents if they occur.

1. **Student Information**

- a. Student information is gathered during the admission process.
- b. Student emergency contact information is included in the initial application for admission and updated as needed.
- c. All students provide updated health and immunization information as part of the admission process. These health records are found in the locked file in the program coordinator’s office.
- d. All students are required to provide proof of medical insurance as part of the admissions process.

2. **Accident, Injury, or Illness**

- a. During the day, the services of a Registered Nurse are available to assess students who are ill and to give first aid to those who are injured.
- b. All accidents, injuries, or illnesses are immediately reported to the nurse.
- c. After-hours, when a school nurse is not on duty, 911 is called in case of accidents, illness, or injury (*as warranted*).
- d. First aid (*if it is necessary*) is administered by the most experienced school employee present until the school nurse arrives on the scene of an accident, injury, or illness.
- e. Any injury sustained within the clinical setting must be reported immediately to the clinical instructor.

H. On the Job Accidents/Incidents:

1. The patient's comfort and safety are your primary responsibility. Do not attempt any procedure that you have not been taught at this school. All procedures must be supervised by the instructor until you are considered, by the instructor, to have mastered such procedures.
2. If a student has been injured while school is in session, he/she should report to health services. A teacher must complete the student accident report. The reporting of an accident which occurs after normal school hours must be done by the teacher supervising the injured student. The report must be completed and sent to the school nurse no later than the day after the accident has occurred. Any injury sustained by you while in clinical must be reported immediately to your clinical instructor. Emergency care will be available. However, students will be billed by the hospital for services rendered. Emergency care will be available in the clinical setting; however, the student will be billed by the hospital for services rendered. Students have the right to refuse emergency room services, and will be asked to sign a waiver to this effect.

I. Latex Allergy Policy:

Greater Lowell Technical Practical Nurse Program will try to provide a latex free environment, however latex is not easily identified in an academic environment. Whenever possible, latex free products and equipment have been purchased for the lab. However, some essential products and manikins contain latex and therefore the lab is not entirely free of it. It is necessary for the student to monitor their environment for possible risk of exposure. If an EpiPen is prescribed, it is the student's responsibility to have their EpiPen on their person at all times.

J. School Insurance:

School insurance has been provided for each student by the Greater Lowell-Technical School Committee but is limited in nature. It is called "excess insurance" and covers expenses not covered by any other insurance policy the student may have. This insurance is a secondary carrier so you are strongly advised to obtain maximum protection with your own health insurance. The school does not take part in claim processing with the exception of providing students with a claim form that must be completed and returned to the school nurse. Liability insurance is also provided by the School District.

POLICIES

All high school policies must be observed and followed and can be found on <https://www.gltech.org/Page/205>

(Refer to the sexual harassment policy for information regarding dating violence.)

SAFETY POLICIES

A. Fire Drill

Every classroom, technical area and laboratory, as well as other building locations, prominently display exit signs indicating the exit to be used during building evacuations.

Each of us must realize that when the fire alarm sounds, we become jointly responsible for one another's safety, and, therefore, must quietly and immediately exit the building.

Fire Drill and Evacuation Procedure

These rules are necessary for the protection of all students and staff. Any infraction will be reported to the Assistant Principal.

1. All personnel, teachers, students, staff, etc., **MUST LEAVE THE BUILDING.**
Exception: Disabled students/staff, which include any student/staff requiring assistance to leave the building, shall report to the areas marked "Safe Refuge".
2. The signal for the evacuation of the building will be sounded on the regular fire alarm system. The signal will continue to sound until all persons have left the building.
3. Students are to remain at the specified location until instructed otherwise by their teacher.
4. When it is clear to return to the building, the recall signal will be sounded on the regular outdoor signal.
5. Smoking is not allowed.

B. Lockdown policy

The safety and security of our students is our number one priority. In the event that there is a threat of violence in or around the school procedures for either a "Soft Lockdown" or "Hard Lockdown" will be followed as broadcast over the school intercom system by the Administration. If the threat is outside of the school building in the surrounding area, a "Soft Lockdown" will be initiated. If the threat is inside the school building or on our school campus a "Hard Lockdown" will be announced and A.L.I.C.E (alert, lockdown, inform, counter, evacuate) protocols will be initiated. Periodic Lockdown drills will be conducted by the school and the Tyngsboro Police Department

C. Drug and Alcohol policy

The student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/ drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. The Director/ Instructors will determine the appropriate course of action which will include dismissal from school or the clinical site. Medical clearance and a conference with the student will be required prior to his/ her return. Criteria for medical clearance will be determined by the faculty on a case by case basis.

Any student who comes to school under the influence or has consumed, possessed or distributed drugs and/or alcoholic beverages of any kind while in school, on school grounds or at clinical sites will be subjected to our program policy and the policy of the Greater Lowell Technical School regarding Drug Law Chapter 227 as found in the student handbook.

Greater Lowell Technical School reserves the right to require a random urinalysis testing at any time while the student is enrolled in the Practical Nurse Program. Such testing will not be requested unless "reasonable suspicion" is found that the student is under the influence of alcohol or drugs. Indications of intoxication include, but are not limited to observable phenomena such as: bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance, failure to grasp instructions, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. If a student is felt to be "impaired"

they will be dismissed for the day and instructed to find an alternative ride home. If a student refuses to comply with faculty's request, then Security/ police will be notified.

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

A second violation of the drug/ alcohol policy will result in immediate termination from the Greater Lowell Technical Practical Nurse Program. **Student will not be considered for readmission in the future.**

D. Drug Law (Chapter 227):

Any person possessing with intent to sell or selling drugs within one-thousand (1000) feet of school property whether school is in session or not is subject to a mandatory minimum sentence of two years imprisonment. Lack of knowledge of school boundaries is no defense.

School Committees may apply and enforce discipline codes against student conduct occurring after school hours and off school grounds. See (Nicholas B. v. The School Committee of Worcester) decided February 24, 1992.

E. Substance Abuse Prevention:

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

F. Bullying/Harassment:

At Greater Lowell Technical High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration.

Definitions:

Bullying/Harassment: is the repeated use by one or more students or by a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- ii. places the victim in reasonable fear of harm to himself or of damage to his property;
- iii. creates a hostile environment at school for the victim;
- iv. infringes on the rights of the victim at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying: is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in any part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communication, instant messages or facsimile communications.

G. Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in any part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communication, instant

messages or facsimile communications. Cyberbullying shall include (i) the creation of a web page or blog in which in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons. Cyberbullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages or text messages, creating websites that ridicule, humiliate or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

H. Reporting Bullying/Harassment or Retaliation

Reporting by Students

Greater Lowell Technical High School expects students, and others who witness or become aware of an instance of bullying/harassment or retaliation involving a student to report it to the Principal or designee. The Bullying Prevention and Intervention Incident Reporting Form can be found on the GLTHS website.

Note: For more details, please view Greater Lowell Technical High School's Bullying Prevention and Intervention Plan on the school website.

I. Campus Crime Awareness/ Campus Security:

Greater Lowell Technical School is committed to maintaining a safe campus for its students and personnel. In order to ensure this safety, the school places priority on preventive measures that comply with U.S. Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. Greater Lowell Technical School has adopted the following policy regarding the safety and welfare of its students.

Any student who is a victim of or a witness to a criminal activity should report the activity **IMMEDIATELY** to a member of the faculty or staff.

Only authorized persons are allowed on the school's campus during normal classroom hours. Authorized persons are identified as enrolled students, faculty, staff and persons having direct business with Greater Lowell Technical School. Any student who observes unauthorized persons on the campus should report this to a member of the faculty or staff.

Greater Lowell Technical School has a close working relationship with the local law enforcement authorities and reports all criminal activity to these authorities as quickly as possible.

Students are asked to be safety and security conscious at all times. Students can avoid potential trouble by parking in well-lighted areas, locking vehicles, leaving valuables at home, walking to parking areas with other students, and reporting any suspicious behavior to the administration.

In the area of crime prevention, the faculty and staff of Greater Lowell Technical School are available at all times during school hours. The facility has well-lighted parking areas and our campus security provides periodical surveillance of the facility.

J. Crime Statistics:

The Greater Lowell Technical School is a facility with over two thousand high school students and three hundred post-secondary students. The crime statistics report is available for inspection with the Director of Plant Services.

**Greater Lowell Technical School
Practical Nurse Program Curriculum**

Term I. Day Division: August 24, 2022 to December 9, 2022

Evening Division: August 24, 2022 to December 8, 2022

	Hours	Required Minimal Grade
Anatomy & Physiology	49 Hrs.	77
Microbiology	16 Hrs.	75
Pharmacology I	20 Hrs.	77
Nutrition	16 Hrs.	75
Mental Health Concepts in Nursing	25 Hrs.	77
Vocational Trends & Adjustments I	29 Hrs.	77
Fundamentals of Nursing (Theory)	54 Hrs.	77
Fundamentals of Nursing (Lab)	96 Hrs.	PASS
Fundamentals of Nursing (Clinical)	<u>90 Hrs.</u>	PASS
TERM I TOTAL	395 HRS	

Term II. Day Division: December 12, 2022 to April 14, 2023

Evening Division: December 12, 2022 to April 16, 2023

Growth & Development	25 Hrs.	77
Pharmacology II	24 Hrs.	77
Nutrition in Health Problems	20 Hrs.	77
Medical/Surgical Nursing (Theory)	90 Hrs.	77
Medical/Surgical Nursing (Clinical)	<u>270 Hrs.</u>	PASS
TERM II TOTAL	429 HRS	

Term III. Day Division: April 24, 2023 to June 20, 2023

Evening Division: April 24, 2023 to June 20, 2023

Care of the Elderly Individual (Theory)	31 Hrs.	77
Care of the Elderly Individual (Clinical)	108 Hrs.	PASS
Care of the Mother & Infant (Theory)	31 Hrs.	77
Care of the Mother & Infant (Clinical)	36 Hrs.	PASS
Pediatric Nursing (Theory)	31 Hrs.	77
Pediatric Nursing (Clinical)	<u>36 Hrs.</u>	PASS
TERM III TOTAL	273 HRS	

TOTAL PROGRAM HOURS 1097 HOURS

******TOTAL CLINICAL HOURS 540 HOURS**

Projected date of Graduation is: June 21, 2023.

Snow days or cancellation of school for any reason may cause this date to be delayed.

Cooperating Health Care Agencies

Lowell General Hospital

D'Youville Life & Wellness Community

Nevins Nursing & Rehabilitation Center

Palm Center

THE NIGHTINGALE PLEDGE

*I solemnly pledge myself before God and in the presence of this assembly
to pass my life in purity and to practice my profession faithfully. I will
abstain from whatever is deleterious and mischievous,
and will not take or knowingly administer any harmful drug. I will do all in
my power to maintain and elevate the standard of my profession,
and will hold in confidence all personal matters committed to my keeping
and all family affairs coming to my knowledge in the practice of my
calling. With loyalty will I endeavor to aid physicians in their work
and devote myself to the welfare of those committed to my care*

Listra E. Gretter
Farand Training School
Harper Hospital, Detroit
April 15, 1983

**Greater Lowell Technical School
Practical Nurse Program
Academic Integrity**

In keeping with our philosophy and program outcomes, Greater Lowell Technical School's Practical Nurse Program enforces a high standard of academic honesty and integrity within the program. As part of our expectations for demonstrating personal maturity and ethical nursing care, all students will adhere to the basic values of mutual respect and responsibility, as well as individual and institutional integrity.

Some of the different types of academic dishonesty include, but are not limited to plagiarism, facilitation and cheating. If a student is unsure whether a specific course of action would constitute plagiarism or cheating, it is their responsibility to consult with their instructor in advance.

Cheating is defined as the giving or attempting to give, or receive unauthorized information or assistance during an examination or while completing assigned projects. If cheating has been determined, the student will be immediately dismissed from the program.

Facilitation is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to; assisting others to cheat or plagiarize or participating in a conspiracy to cheat.

Plagiarism is defined as the presentation of someone else's work as one's own and not acknowledging the true source.

Examples of plagiarism include; copying word-for-word, taking other ideas and passing them off as ones' own and cutting and pasting from the internet.

If a student is found to have violated this policy, the Program Director will be notified and immediate action will be taken which could result in dismissal.

**Greater Lowell Technical School
Practical Nurse Program**

Academic Integrity Acknowledge

I acknowledge that I have read the above policy and agree to not plagiarize or cheat and also agree to not assist or condone cheating by others. I understand it is my ethical responsibility to promote and maintain a high standard of academic honesty and integrity within the program. My signature signifies that I understand the penalties which can be incurred and accept responsibility for my actions.

Student's Name Printed

Student's Signature

Date

**Greater Lowell Technical School
Practical Nurse Program**

STUDENT AGREEMENT

I have read the Student Handbook and I understand the policies described therein. I understand that failure to abide by the rules of the Practical Nurse Program may necessitate my dismissal.

I understand that the Student Handbook may be amended at any time during the school year and that I will be properly notified in writing of these changes.

Student's Name Printed

Student's Signature

Date