SOUTHEASTERN TECHNICAL INSTITUTE

PRACTICAL NURSE PROGRAM HANDBOOK

ACADEMIC YEAR
2018-2019

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Welcome

The Director and Faculty of the Southeastern Technical Institute Practical Nurse Program congratulate you and welcome you to the program.   We wish you a satisfying experience while engaged in preparing to become a Licensed Practical Nurse.

The Nursing Handbook complements the Southeastern Technical Institute Student Handbook. This program handbook contains information that is unique to the nursing program. If you have questions about the handbook, please consult with a Faculty member or the Program Director.

You are responsible for referring to the information included in the handbook and using the handbook as a resource throughout the program of study. Changes may be made and will be communicated verbally and in writing.

Approval Status

The Southeastern Technical Institute Practical Nurse Program has full approval by the Massachusetts Board of Registration in Nursing.

Accreditation

Southeastern Technical Institute is accredited by the Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
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All policies are subject to revisions without prior notice.
Students will receive changes or additions verbally and in writing.

Southeastern Regional School District Members

School Committee

Stephen Udden, *Chairperson*	Foxborough
Colleen Maloney, *Vice-Chairperson*	West Bridgewater
William Flannery, *Secretary*	Mansfield
Tony Branch	Brockton
Mark Linde	Brockton
Joseph Dutcher	East Bridgewater
Michael Pietrowski	Easton
Denis Feely	Norton
Mindy M. Kempner	Sharon
Robin Zoll	Stoughton

Administration

Luis G. Lopes	Superintendent, Southeastern Regional School District
Patricia M. Illsley	Director, Southeastern Technical Institute
Marybeth Pepin	Director, Practical Nurse Program

Practical Nurse Program Philosophy

The Practical Nurse Program functions within the philosophical framework of the Southeastern Regional School District, which includes the post-secondary Southeastern Technical Institute. The programs of the post-secondary institute are designed to equip students with mastery of foundation skills, development of interpersonal skills, proactive student engagement and the commitment to stretch learning initiatives.

Nursing is an art and a science which incorporates principles from physical, biological and social sciences. Effective communication is essential with patients, families and members of the health care team. The faculty believes that nursing is the unique function of assisting the individual and family, sick or well, in the performance of those activities contributing to health promotion, health maintenance, and recovery from illness, or in the case of a terminal illness, a peaceful death. The nurse applies critical thinking within the framework of the nursing process to provide goal-oriented, individualized, safe, holistic care. In addition to the nursing process, the curriculum incorporates the developmental theories and human needs theories of Erik Erikson and Abraham Maslow progressing with a body systems approach to expand nursing knowledge and skills.

The faculty plan, organize and sequence the course of study from simple to complex, giving consideration to the various learning styles and the needs of a diverse, multicultural student body and community. Learning experiences in the classroom, and nursing skills in the lab and clinical settings, are designed to provide the student with opportunities to acquire and apply new knowledge and skills. Clinical practice is correlated with nursing theory and content from biological and behavioral sciences.

The process of learning is fostered by an open and receptive environment supporting the efforts of the students and their motivation to learn. Student achievement is measured utilizing behavioral objectives encompassing the cognitive, affective, and psychomotor domains of learning. The faculty of the practical nurse program has the responsibility to guide students to reach their highest potential, while meeting program outcomes and entry level competencies. The faculty believes that the student is an active participant in the learning process and encourages students to become lifelong learners.

The practical nurse is an integral member of the nursing profession. In collaboration with members of the health care team, the practical nurse assists the patient to achieve individual goals. The practical nurse is responsible and accountable for their nursing actions, as well as demonstrating personal and professional behavior. While providing evidence-based, cost effective nursing care, the practical nurse advocates for the patient. The graduate, entering into practice, is able to provide safe therapeutic nursing care for culturally diverse individuals with common, well-defined health problems.

Practical Nurse Program Mission Statement

The Practical Nurse Program Mission is to transform students into lifelong learners and transition graduates into entry level positions within their career field.

The goals of the Practical Nurse Program are organized around the four core philosophies.

Mastery of Foundation Skills:

- To provide a high quality and educationally sound practical nurse program that meets state, federal, and nursing proficiency standards
- To ensure practical nurse students meet standards in preparation for NCLEX-PN
- To provide active learning opportunities in classroom, lab, and clinical settings
- To demonstrate effectiveness of practical nurse program graduates through entry-level nursing competencies and technical skills

Development of Interpersonal Skills:

- To prepare students to understand, appreciate and respect the diversity of all individuals
- To prepare students to use professional communication techniques within healthcare and educational settings
- To develop active listening, problem solving, and professional etiquette
- To develop professional ethical behaviors
- To establish and maintain professional employer, nursing/healthcare, and community relationships to ensure contacts necessary for student success

Proactive Student Engagement:

- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability
- To provide a school community that appreciates the strengths and contributions of all
- To provide a safe and supportive educational and clinical environment free of bullying that allows individuals to express viewpoints, develop assertiveness and strengthen resiliency
- To continuously encourage and empower students to be active participants and to take responsibility for lifelong learning/education

Commitment to Stretch Learning Initiatives:

- To support and promote the practical nurse student to continue learning
- To urge students to be active members of student, nursing, and community organizations
- To prepare graduates for NCLEX-PN through various learning opportunities in classroom, lab, and clinical
- To foster investment to quality improvement, cost effectiveness, and advanced technologies in the healthcare field

Practical Nurse Total Program Plan

Term I 16 weeks		Term II 16 weeks		Term III 8 weeks	
Courses	Hours	Courses	Hours	Courses	Hours
Fundamentals of Nursing Lab	85 85	Nursing Care of the Child, Adult, & Aged	170	Advanced Concepts of Practical Nursing	50
Clinical Practice I	100	Clinical Practice II	270	Clinical Practice III	170
Integrated Science	75				
Introduction to Pharmacology	30				
Human Growth, Development & Behavior	45				
Total	420	Total	440	Total	220

Total Class Hours	540
Total Clinical Hours	540
Total Hours	1080

Practical Nurse Student Learning Outcomes

The entry-level graduate of the Southeastern Technical Institute Practical Nurse Program is expected to:

1. Utilize critical thinking within the framework of the nursing process as a basis for nursing practice.

2. Communicate effectively with patients, families, and members of the health care team.

3. Apply knowledge of the physical, behavioral and social sciences while providing therapeutic nursing care.

4. Provide safe therapeutic nursing care.

5. Participate in nursing decisions consistent with standards and scope of LPN practice.

6. Provide holistic care as a member of the health care team.

7. Establish goals consistent with the principles of life-long learning.

Practical Nurse Program Level Objectives

TERM I	TERM II	TERM III
Critical Thinking within the framework of the Nursing Process		
With moderate guidance, explain components of critical thinking. With moderate guidance, describe the five steps of the nursing process. With moderate guidance, develop plan of care utilizing the nursing process.	With minimal guidance, apply the components of critical thinking within the framework of the nursing process related to the nursing care of individuals.	Utilize critical thinking within the framework of the nursing process as a basis for nursing practice.
Communication		
With moderate guidance, identify communication methods and techniques that fosters the development of a therapeutic patient relationship. Describe methods of nursing documentation. Describe methods to protect patient confidentiality.	With minimal guidance, implement therapeutic communication techniques when caring for individuals. With minimal guidance, execute communication techniques for effective leadership, delegation and management. Maintain confidentiality of patient information.	Execute effective communication with patients, families, and members of the health care team.
Knowledge of the Physical, Behavioral and Social Sciences		
With moderate guidance, recognize how the knowledge of the physical, behavioral and social sciences impact nursing.	With minimal guidance, apply knowledge of the physical, behavioral and social sciences when caring for individuals.	Apply the knowledge of the physical, behavioral and social sciences while providing therapeutic care.

Therapeutic Nursing Care		
With moderate to maximum guidance, describe safe nursing skills stating evidence based practice.	With minimal guidance, safely perform advanced skills applying evidence based practice.	Implement safe therapeutic nursing care.
With moderate to maximum guidance, demonstrate safe therapeutic nursing care.	With minimal guidance, implement age appropriate, safe therapeutic nursing care for individuals.	
With moderate to maximum guidance, demonstrate ability to meet outcomes of medication simulation.	With minimal guidance, describe uses, actions, side effects, and nursing implications for safe administration of medications.	

Standards and Scope of Practice		
With moderate to maximum guidance, describe legal and ethical responsibilities, standards of care, scope of practice and professional conduct.	With minimal guidance, discuss the legal responsibilities, standards and scope and practice for an LPN in MA.	Participate in nursing decisions consistent with standards and scope of LPN practice.
Demonstrate respect for rights of others; peers, instructors, and patients.	Demonstrate professional behavior in class and clinical settings.	
With moderate to maximum guidance, identify need for patient advocacy.	With minimum guidance, advocate for patients.	
With moderate to maximum guidance, explain principles of delegation, leadership, and supervision within the role of the LPN.	With minimum guidance, apply principles of leadership, management, and delegation, and supervision within the role of the LPN.	
Follow school and agencies policies.	Follow school and agencies policies.	

Holistic Care		
With moderate to maximum guidance, identify the role the LPN within the health care team and explain components of teamwork and collaboration. With moderate to maximum guidance, describe concepts basic to nursing practice (health, illness, homeostasis, holism, human needs, stress, and adaptation). With moderate to maximum guidance, explain the impact of demographic, socio-economic, cultural, spiritual, and ethnic beliefs in health care. With moderate to maximum guidance, recognize beginning techniques of health teaching and health promotion. List community resources.	With minimal guidance, collaborate with and contribute to the health care team's efforts. With minimal guidance, apply health teaching and health promotion to individuals with regard to cultural, spiritual, and ethnic considerations. Integrate community resources in patient care.	Utilize holistic care as a member of the health care team.
Lifelong Learning		
With moderate to maximum guidance, demonstrate interest in seeking new learning experiences. With moderate guidance, evaluate own performance.	With minimal guidance, discuss professional development, career goal settings and various options for continuing education. With minimal guidance, evaluate own performance.	Establish goals consistent with the principles of lifelong learning.

Program Progression Policy

Students will receive a final grade in each course after the completion of the course.

Term I   (Approx. 16/32 week period, 4 academic courses and 1 clinical course) See course description and syllabus for grading criteria for each course.   Courses include: Fundamentals of Nursing and Clinical Practice I taken concurrently, Introduction to Pharmacology, Integrated Science, and Human Growth, Development and Behavior. Course syllabus identifies grading criteria.

Student must earn a 75% or better academic average in all courses and must achieve a clinical pass (P) grade to progress to Term II.   A student must meet behavioral clinical objectives by the end of the clinical course to pass the clinical course and earn a grade of Pass.

Term II   (Approx. 16/32 week period, 1 academic course and 1 clinical course) Nursing Care of the Child, Adult & Aged and Clinical Practice II taken concurrently.   Course syllabus identifies grading criteria. Student must earn a 75% or better academic average in this course and must achieve a clinical Pass (P) grade to be eligible to progress to Term III and be able to continue in the program.

Term III (Approx. 8/16 week period, 1 academic course and 1 clinical course) Advanced Concepts of Practical Nursing and Clinical Practice III taken concurrently. Course syllabus identifies grading criteria. Student must earn a 75% or better academic average in the course and must achieve a clinical pass (P) grade to successfully complete program requirements and meet graduation eligibility.

Health Forms and Other Health Related Matters

Students must be in a state of physical and mental well-being to participate in the Practical Nurse program. Students will not be allowed to attend the program if all health and CPR documents are not completed and up-to-date throughout the duration of the program. All students must have individual health insurance to be able to participate in the program. Students must retain individual health insurance throughout the duration of the program.

In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a health care provider that clearly states the ability of the student to fully participate in all activities (without restriction).

Health status changes including (but not limited to):
- Accident/ Emergency Room Care
- Communicable Disease
- Injury
- Major Illness/Surgery
- Pregnancy /Delivery
- Splint/brace/cast/sling, etc.

Students are not allowed to participate in clinical with any cast, collar, sling, splint or other restrictions which may prevent them from being able to safely carry out a patient assignment. The student must notify the clinical instructor or the PN Director about any factor(s) that impact upon their ability to perform full duties.

Students must be aware that any health restrictions may limit their ability to meet clinical behavioral objectives. Failure to meet the clinical requirements may result in the student's inability to complete the term and therefore remain in the program.

Required Functional Abilities
1. Observation
The student must have the ability to observe a patient. In order to observe a patient, the nurse must possess the ability to utilize senses: hearing, seeing, and touch.
2. Communication
The student must be able to speak, read, comprehend, write, and listen attentively. These abilities are essential in patient contact and with members of the health care team.
3. Motor
The student must be able to administer physical care to patients in different settings (such as assisting the client to get out of bed, lifting, and transferring); must be able to operate various equipment utilized in the care; have stamina for eight hours of work; possess gross and fine motor movements for the operation of certain equipment (such as syringes, blood pressure equipment, and maintaining aseptic technique), and be able to lift up to 50 pounds.

Criminal Offense Record Information (CORI)

All students entering and continuing in the Practical Nurse Program are subject to CORI reviews. All information remains confidential. Students may be required by some clinical sites to submit to finger printing and drug screening. Prior to beginning clinical practice, students will need to complete a CORI request form. The school reserves the right to deny students the opportunity to participate in clinical experiences based upon information in the CORI report. Clinical agencies may require additional CORI reviews. Clinical agencies have the right to deny clinical placements based on information obtained in the CORI report.

A student involved with *any legal infractions* during the program must immediately notify the Program Director and *require a subsequent CORI review*. The findings of such a review may jeopardize the individual's standing within the program.

The outcome of the CORI report may impact the ability of the student to participate in the clinical experience. If a student is denied access to a clinical facility because of information in the CORI report, the Practical Nurse Program is not responsible for finding substitute clinical placements or alternative instructional settings. Since program progress and completion requires concurrent clinical and academic hours, the student may not be able to successfully complete the program.

The program does not guarantee clinical placement for all candidates.

STI Clinical/Externship Drug Policy

Drug Testing for Clinical/Externship Placement Sites

STI is committed to providing a safe, healthy, and productive learning environment. That commitment extends to clinical and externship experiences. Many of the agencies, organizations, companies, and facilities that work with STI ("Placement Sites") require drug testing of students as a condition of participation in a clinical or externship opportunity.

Drug testing is performed by an independent, third-party provider who reviews the results, and shares the findings with STI and/or the Placement Sites. Lab test results are kept by the screening facility and in the office of the Director of Practical Nurse Program for the duration of enrollment. Please note that these drug tests screen for a range of *legal and illegal* drugs and intoxicants, including, but not limited to, narcotics, opiates, marijuana, and alcohol.

Failing a mandatory drug screening and/or refusal to comply with the drug testing requirements of the Placement Site will render a student ineligible to participate in that clinical/externship program. STI is not responsible for identifying or securing an alternative placement for students who fail or refuse a drug screening.

The Effect of Failed/Refused Drug Screening on STI Enrollment

Clinical/externship experiences are a critical component of the career programs at STI. Placement in a clinical/externship opportunity is contingent upon the student meeting all STI and Placement Site requirements, which, in many cases, will include successful completion of drug screening.

In most instances, students who are ineligible to participate in a clinical/externship experience as a result of a failed or refused drug screening will not be able to complete the requirements of their career program and will be subject to dismissal from STI.

Important Information about Licensing

To practice nursing in Massachusetts (MA) you must hold and maintain a valid, current license issued by the MA Board of Registration in Nursing. Graduates of nursing programs cannot accept employment in nursing positions (including orientation to a nursing position) until after they have been issued a valid, current license by the board. Students should review the MA Board of Registration website: www.mass.gov/dph/boards/rn for the most current and accurate information regarding nursing education, licensure, and nursing practice.

Transfer of Credit

Transfer of Credit from other Institutions

Southeastern Technical Institute allows for the transfer of credits earned at another institution if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation, and the previous credits earned are comparable to those offered in the institution's program in which the student seeks to enroll.

Transfer credit will only be considered for the following courses:

Practical Nurse Program   Anatomy and Physiology I & II *(or equivalent course)* Microbiology, Nutrition for *Integrated Science credit*

                                          Human Growth, Development and Behavior *(or equivalent life-span developmental psychology)*

All considered credits must have been earned within the last three years, and be of "C" average or above. Southeastern Technical Institute will allow no more than 50% of any program to be credited by transferring credits from another institution. There is no fee for the evaluation or the granting of transfer of credit. Transfer credits (no grade) will appear on the transcript. Transfer credits are not figured into the Q.P.A. The granting of transfer of credit does not impact the tuition or cost of any program.

A completed STI Transfer of Credit form must be made to the Program Director and approved by the Program Director and the Director of the Technical Institute within five days of the start of class, in order to allow Southeastern Technical Institute adequate time for evaluation. The request must include an official transcript from the student's prior institution and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within five days of receipt of the requisite documents and the student will be advised in writing. Any appeal to the institution's decision must be made in writing and submitted to the Director of the Technical Institute. The subsequent decision will be final. The Transfer of Credit form is available in the STI office.

The student is allowed and encouraged to attend, for purposes of review, any portions of the program for which credit has been given, as long as classroom space is available.

Southeastern Technical Institute makes no guarantee of transferability of credits to another institution, but will assist the student wishing to transfer credit by providing guidance, official transcripts, syllabi, course outlines, or institutional catalogs as requested.

Transfer Policy from Other Nursing Schools

Applicants desiring to transfer from other approved Nursing Programs into Southeastern Technical Institute Practical Nurse Program will be considered on an individual basis when space is available in the program. All transfer students are required to meet program admission criteria. An applicant may be accepted and required to start the program from the beginning if lacking STI Term I program courses. An applicant may be accepted as a Term II student, if all Term I courses have been completed. All students must complete 50% of the total program hours in STI Practical Nurse Program.

Prior to STI acceptance of transfer credits, an applicant must:
1. Submit a completed online application with fee to register to take the TEAS exam and schedule a personal interview with the Director of the PN Program or other designated faculty member.
2. Complete program required standardized testing.
3. Proof of high school graduation with an official transcript, or official GED *(scores included) or* Official HiSET *(scores needed).* Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
4. Submit official transcripts from any college(s) where applicable courses were completed. Any applicable course must have been completed within the past 3 years, with a minimum grade of "C".
5. Present a letter of reference from a faculty person in the previously attended nursing program.
6. Submit a course syllabus when requested.

All records and materials will be reviewed by the STI Director and the PN Program Director. Transfer admission requests are reviewed at program faculty meetings. The faculty reserves the right to admit only qualified and suitable transfer applicants, on a space available basis. Once a course has been officially approved and transferred, it will appear on the student's permanent record. Transfer credits will not be computed in the grade point average.

Advanced Placement Policy

All courses must be completed at STI in the sequences dictated by the curriculum unless credit has been granted per the Transfer of Credit Policy. No advanced placement is granted in the Practical Nurse Program.

Advanced Placement Policy for Military

Applicants desiring to transfer from the Military into Southeastern Technical Institute Practical Nurse Program must meet the Admission requirements. No advanced placement is granted in the Practical Nurse Program.

Articulation Policy

The PN Program at STI has articulation agreements with Massasoit Community College ADN Program, Brockton, MA, and with Bristol Community College ADN Program, Fall River, MA. Therefore, a graduate of STI PN Program will be eligible for advanced credit in certain courses. Interested students should obtain the official college bulletin from the specific college and must take the prerequisites outlined for the nursing program. The student should notify the PN Director of his/her interest in articulating, and official transcripts and letters of reference will be sent to the college. Other higher education programs may also grant advanced credit for completed education.

The Program Director and faculty are available as a resource to offer guidance in obtaining information about higher degree programs. Educational mobility is the advancement of nurses prepared at entry level on the educational continuum through to the Doctoral degree.

Educational Mobility

Educational mobility is the advancement of nurses prepared at entry level on the educational continuum through to the Doctoral degree.

Educational mobility enables an individual to progress from one education level to other acknowledging competencies and with minimal repetition of previous learning. Southeastern Practical Nurse Program builds a solid foundation for educational mobility. The faculty of the program collaborates with area schools and nursing programs to facilitate opportunities for the graduates.

Withdrawal from the Practical Nurse Program

A student seeking to withdraw from the Practical Nurse Program must schedule a meeting with the T.I. Director, Practical Nurse Program Director, Financial Aid Administrator, and Accounts Receivable. An official withdrawal form must be completed by the student. Nonattendance is not considered an official form of withdrawal. Students with outstanding financial obligations will not receive a transcript until such obligations are paid.

Grades earned up until the official withdrawal date will be considered grades of record for readmission consideration. A student is considered to be in good standing if the student academic and clinical records, to date, meet the program requirements. All financial aid recipients must complete the exit interview process with the Financial Aid Administrator.

Student Records

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records.

Temporary Records for Enrolled & Withdrawn Students:
- Copies of transcripts
- Copy of admissions testing results
- Copy of application
- Copy of payment agreement – if applicable
- CPR Certification (copy of card) – if applicable
- FERPA
- Official withdrawal form (withdrawn students only)
- Original enrollment agreement
- Performance notifications
- Proof of health insurance (health insurance form and copy of health insurance card)
- Proof of Residency (In-district students)
- Signature sheet from student handbook
- Student health record and immunizations

All temporary records will be destroyed after six (6) years. Student health record and supporting documentation are returned upon graduation.

Practical Nurse student files containing any performance documents are retained in the PN faculty offices in a secure locked cabinet for the duration a student is in the program. Upon graduation any documentation in this student file is destroyed. Withdrawn student files are retained in a secured locked file cabinet located in the STI office for three (3) years.

Permanent Records for Graduates & Withdrawn Students:

Final Summary Transcript

All permanent records shall be maintained by the school for sixty (60) years.

Transcripts

An unofficial transcript will be issued to the student after graduation and upon request. A copy of the transcript is retained in the student's record or in the electronic student information system. Unofficial transcripts do not include the school's official seal.

Official transcripts are mailed directly or given to the student in a sealed envelope for the purpose of distribution to a school of higher education or an employer. Official transcripts include the school's official seal and the signature of the STI Director. Official transcripts are generated upon written request from the student.

Returning/Transfer Students

Upon acceptance into the Practical Nurse Program, the student:

1. Must make arrangements to review and perform essential nursing skills in the laboratory with an instructor. The instructor will determine when skill review is satisfactorily completed.

2. Must demonstrate proficiency in medication administration.

3. Will be required to take a final exam in a course or course(s) for review and assessment purposes. Student will be provided with the course outline, textbooks, and adequate preparation time.

4. Must pass a math proficiency exam achieving an 80% minimum.

5. Must meet all health requirements of the program and submit the documentation in a timely manner. Admission is not considered final until all health records are complete.

6. Must be CPR certified, Health Care Provider (within one year) Certification (Basic: Infant, Child & Adult, including defibrillation), prior to attending the program. (online courses are not acceptable for this requirement)

7. Must be able to meet the financial requirements of the program; tuition, fees, liability insurance, uniforms, required textbooks, other program related expenses, and graduation expenses.

8. Applicants must not be in default on student loans in any school.

9. Must have reliable transportation to attend school and all clinical affiliations.

10. Student who are admitted as Transfer Students, are expected to fulfill the requirements of the catalog current at the time of admission to the program.

11. No applicant for transfer status into the Practical Nurse Program shall be excluded from or discriminated against in admission on account race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status.

Transfer within the Practical Nurse Program

1. Any student considering a transfer must consult the Practical Nurse Program Director to discuss the situation.

2. A student seeking to transfer must submit a written transfer request to the Practical Nurse Program Director.

3. A conference will be scheduled with the PN Director to discuss program requirements and sequencing of courses.

4. Each request will be considered on an individual basis and final decisions will be granted considering all factors including space availability.

5. With the approval of the PN Director and the STI Director the transfer request may be granted.

Practical Nurse Program Academic Policies

Academic Standards
Students must achieve a final grade of 75% or higher in all academic courses within the Practical Nurse Program. Students must attain a grade of *P (Pass)* to successfully meet the requirements for each clinical course. The clinical course grade is determined through a process involving faculty evaluation of clinical performance based upon meeting the clinical behavioral objectives. Fundamentals of Nursing, Nursing Care of the Child, Adult and Aged, Advanced Concepts of Practical Nursing and the associated clinical courses *must* be taken concurrently. The student is responsible for achieving the established objectives for each course.

Grading System for Practical Nurse Program

Numeric Grade	Alphabetic Grade	Quality Points
95-100	A	4.00
90-94	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
75-76	C	2.00
Less than 75	F	No Quality Points

Calculating the Cumulative Quality Point Average (QPA)
1. Multiply the quality points (QP) by credit hours for each subject grade.
2. Divide the sum of the quality points (QP) by the sum of the credit hours.

Grade	QP		CR HOURS	Total QPA
A	4.00	X	3	12.00
B+	3.30	X	5	16.50
B	3.00	X	3	9.00
C	2.00	X	3	6.00
			Total 14	Total 43.50

43.50 ⫽ 14   =   3.11 QPA

Honor Students

Honor students will be listed each semester. To be listed, the student must have no failures or incompletes and carry at least 90% of the normal course credit during the semester.

Honors	3.30 to 3.59	QPA
High Honors	3.60 to 3.79	QPA
Highest Honors	3.80 to 4.00	QPA

Course Requirements

Students receive a course syllabus which identifies all course requirements. The syllabus provides specific expectations for the course including grading policies. Students must purchase all required materials for each course including web based resources as identified in syllabus. Students without required course materials My not participate in required learning activity and time missed will be documented as absent hour.

Missed Assignments

It is the responsibility of the student, on the first day of return to class, to contact each instructor to determine the requirements for missed material and assignments. Students are responsible for content covered during absence and are strongly encouraged to obtain class notes from a peer.

Examinations

Multiple choice items are often used as an assessment method, although other methods are utilized. Individual course syllabi identify assessment and evaluation methods. Exam schedules vary and may be any day of the week. More than one exam may occur on the same class day. Exam results may be reviewed both individually and/or in the class setting as per instructor. Copying exam content in any form is strictly prohibited. All exams remain the property of the Practical Nurse Program.

Students may be assigned specific seats and rooms for exams. It is the prerogative of the instructor to request the student move their seat during an exam,

Students may not wear smart watches during any testing or examination session. Cell phones are not allowed during testing sessions or a test review session. Copying of any exam content is prohibited. Students in violation of this policy are subject to disciplinary action including, but not limited, to earning a grade of zero for exam/test.

Tardy on Exam Days

Students will be denied entry into the classroom once an exam has begun. The policy for tardiness on exam days follows the STI Student Handbook policy (see page 12).

Absence on Exam Days

Make up exams will be administered, by appointment, after scheduled school hours on the day of return to class. The student is required to take an alternate exam format. A penalty of five points will be subtracted from the makeup exam grade.
*An *additional 5 points* will be deducted for every additional class day that the exam is not made up.

In any given course, if more than one exam is not taken as scheduled, the penalty *increases to a ten point deduction per missed exam*.

Absence on Final Exam Day

Any student unable to be present for a final exam must notify nursing faculty at 508-230-1332. The student should be prepared to take an alternate final exam immediately upon return. A 5-point penalty will be subtracted from the grade of the makeup final exam.

Mandatory Tutorial Hours

A written warning may require mandatory tutoring. The academic day begins at 8 a.m. and ends at 2:10 p.m.; the classroom is open before or after scheduled classroom hours and available for tutoring, nursing skills practice, and remedial work from 7:30 a.m. to 3:15 p.m. (or later by appointment). Specific arrangements are made with faculty and student. The evening program schedule class begins at 4:30 p.m. Students will make mutually arranged appointment with faculty.

When a student's written warning requires tutoring or instructor intervention, the student is responsible to make arrangements with the instructor to complete the requirements. Arrangements may be made in person, in writing, via e-mail or through telephone contact. **Students who fail to comply with mandatory tutorial requirements place themselves at risk for course failure.** The responsibility for completing tutorial requirements within specified time frame remains with the student.

Incomplete Assignments/Grade

Refer to STI Student Handbook Tutoring Policy

All incomplete assignments must be completed *within one week of due date* unless prior arrangements have been made with the instructor and/or Program Director. Students are responsible to complete assignments outside of the regularly scheduled program hours. For each course all class assignments must be completed in order for faculty to calculate the final course grade.

Warnings

Written warnings will be given to a student in jeopardy of failing. The student is required to have a conference with the instructor involved and/or assigned advisor, and if warranted, the Program Director. Copies of the signed written warning will be placed in the student's file.

Grading

Students are required to access electronic progress reports after grades are posted by faculty. Printed copies of progress reports are distributed to students in class or in assigned mailboxes. Signatures are required and progress reports must be promptly returned to faculty. The academic standing of each student is computed at the end of each term. Students are responsible for reviewing and following instructions on progress reports/warnings.

Requirements for Retention in Program

1. All financial obligations to the Southeastern Regional School District must be met.

2. Completing all program required clinical assignments and activities.

3. Completion of the required number of program hours and satisfactory academic and clinical progression through the program levels.

4. Comply with STI and Practical Nurse Program policies and procedures.

5. Passing all required courses in the program, including the completion of all assignments.

6. Passing Grades: A passing grade is 75% or better is required for all academic courses. A passing (P) clinical grade is required for all clinical courses.

Final Exam Failures

1. Students earning a failing grade (less than 75%) on a final exam, but passing the course (75% or higher) *are required to complete remediation.*
2. Mandatory remediation will be determined by the faculty in consultation with the Program Director. The student will receive the requirements for mandatory remediation in writing. The remediation must be completed within the specified time frame even if the course average is 75% or higher.
3. Final course grade will be calculated only after remediation is successfully completed.
4. The student must meet the identified remediation requirements by the due date, to continue in the program.
5. Students who fail to comply with mandatory tutorial requirements place themselves at risk for course failure.
6. *Additional student costs* may be associated with remediation requirements.
7. Failure of more than one final exam in the same term, or continuing to fail final exams in subsequent terms put the students in academic danger and may jeopardize continuation in the program. Individual student progress will be reviewed by the faculty.
8. Students may be assigned remediation requiring completion at school and outside the school setting. Students are responsible to complete specific remediation work at school, if so directed.
9. The final course grade earned will be the grade of record. Any remediation requirement will not affect the final course grade of record.

Academic Course Failures

When the final course grade is below 75%, the student will not be able to continue in the program and will be dismissed for failing the course and not meeting progression requirements. If the course is a clinical course the students must earn a grade of Pass (P) to continue in the program.

Graduation Policy

A student may be eligible to graduate and receive a signed diploma when the student has successfully:

1. Achieved a 75% final grade in all academic courses.
   Achieved a passing grade (P) in all clinical courses.
2. Completed all program course work.
4. Completed all obligations including exit survey with the Office of Financial Aid, if applicable.
5. Completed NCLEX-PN review course.
6. Fulfilled all financial obligations to the school.
7. Participated in Program surveys.
8. Met any other Program and STI requirement for graduation.

Official Graduation Date

The graduation date is the official completion date of the program. Students are expected to participate in the Practical Nurse Program Graduation Ceremony.

Practical Nurse Program Classroom/Lab Policies
Class Attendance
Attendance is expected and a requirement for all class/lab activities. The Massachusetts Board of Registration in Nursing stipulates that the program complies with regulatory hour requirements. (See STI Student Handbook Attendance Policy)

Class Absence
Class absences/tardiness should be called to Practical Nurse faculty office: 508.230.1332 please record a message. All absences are included in total class absence hours. (See STI Student Handbook Attendance Policy)

Classroom Behavior
A nursing student must:
1. Be professional, responsible and accountable for behavior.
2. Be truthful and willing to accept responsibility for actions.
3. Respectful of the rights of other individuals.
4. Not interfere with the learning process of others; may be asked by faculty to leave the learning environment. (i.e.: interfering conversations, sleeping, disruptive behavior) if this occurs.
5. Use discretion and be professional in all verbal and non-verbal responses.
6. Be honest; complete own work; not cheat.
7. Not copy, record or share any information/content during exam review.
8. Be punctual and meet attendance policy; call if tardy or absent.
9. Actively participate in the learning process.
10. Seek learning opportunities utilizing library, electronic resources, journals etc.
11. Refrain from posting information regarding any learning experience on any social networking site.
12. Interact appropriately when working with faculty and peers:
    a   Ask appropriate questions
    b   Be willing to modify behavior as needed
    c   Bullying, in any form, is strictly prohibited
    d   Cooperate with others to achieve stated goals
    e   Do not impose own value judgments on others
    f   Listen attentively to maximize learning
    g   Recognize feelings of others and respond appropriately
    h   Remain in the learning environment for the specified time frame
    i   Report observed behaviors that may put others at risk
    j   Seek and accept feedback and constructive criticism
13. Not use cell phones or have phones be visible during nursing lab activities or in the nursing lab setting. Cell phones must be on silence mode (vibrate only) during class time.
14. Any phone calls or texting should be done outside of the classroom environment.

15. Blue tooth devices are not allowed. Calls, online access, texting or taking photos/videos is strictly prohibited unless part of the learning activity directed explicitly by the faculty member.
16. Seek individual faculty permission requesting to audio record class. Recordings are for the personal use of the student only and may not be duplicated, shared or posted. Video recording of class is not permitted.
17. Keep a record of their personal computer log-on and passwords; sharing computer access is prohibited.
18. Utilize STI computers for program directed activities only.
19. Respect and comply with policy for having no food and/or drinks in the class or lab areas.
20. Maintain a clean and orderly learning environment,
21. Use supplies and equipment at STI and borrow only with permission of the faculty.
22. Comply with the classroom dress code
    a. Clean, appropriate clothes may be worn in class.
    b. Hats/hoods are not to be worn in the classroom setting.
    c. School ID's must be visible at all times.
    d. Student uniforms including all associated supplies and equipment are a requirement for all lab days and clinical experiences.
    e. Student uniforms must be worn on field trips unless directed otherwise.
    f. Understand the temperature of the classroom varies so dress accordingly.
23. Abide by STI school policies.

See STI Student Handbook for Conduct, Alcohol, Drug and Tobacco, Hazing/Harassment, Firearms and Acceptable Use Policies.

Practical Nurse Program Clinical Policies
Clinical Attendance

Attendance is expected and a mandatory program requirement for all clinical activities which include; clinical experiences, clinical conferences, and mandatory program activities. The Massachusetts Board of Registration in Nursing stipulates that the program complies with regulatory hour requirements.

Students are expected to participate in the entire clinical experience for each assigned clinical day/evening. Any student who does not comply with clinical agency and school clinical policies/guidelines will be dismissed from clinical and the time will be considered hours of clinical absence.

Nursing Lab

Students are expected to be present and actively engaged in scheduled nursing lab activities. The nursing lab provides an opportunity for the student to practice and demonstrate required skills prior to clinical application. Students are expected to prepare for lab by completing the reading and assignments. Inability to perform a skill may require additional practice by the student. Students are responsible to achieve proficiency with all lab skills. Inability to demonstrate proficiency in the nursing lab may limit the student's ability to meet the clinical course outcomes. This situation may place the student at risk for clinical course failure.

Students may practice skills with a peer in the lab. If a student needs faculty assistance, the student should request that of the faculty.

All students are expected to participate in maintaining a clean and orderly nursing lab area. Students may be assigned to clean the lab and put away supplies and equipment. Food or drinks are not allowed in the lab. Clinical attire and all clinical associated policies apply to lab and adaptive activities. Students may be dismissed from lab/adaptive activities if not in full uniform with necessary supplies and equipment. Any dismissal is recorded as absent time.

Clinical Absence

Students must inform clinical instructor of clinical absences/tardiness by call or text as directed. Each instructor will inform the student of the method for facilitating contact. Students who cannot avoid clinical absences must contact the clinical site a minimum of **60 minutes before the start time for clinical** and must request to speak or speak directly to the clinical instructor. All absences are included in clinical absence hours and the total program hours.

Clinical assignments vary through the duration of the program. Clinical placement and assignments are made by the faculty and are subject to change without prior notification. Students are responsible for transportation to and from clinical sites. Carpooling is required by some sites.

Clinical Tardiness and Dismissal Policy

Tardiness is defined as entering the clinical area after attendance has been taken. Tardiness is calculated in 50 minute increments and is included in the missed program hours. Any students arriving more than 30 minutes after the scheduled clinical start time will not be allowed to participate in the clinical experience for the day and it will be counted as a clinical absence. A student with clinical tardiness will receive a written warning.

Dismissal is defined as leaving the clinical area before the clinical day is completed. Dismissal is calculated in 50 minute increments and is included in the missed program hours. A student with dismissals will receive a written warning.

*All tardiness and dismissals are included in the total program attendance hours. See STI Student Handbook Attendance Policy.

Students are expected to be present for all clinical learning including lab and clinical experiences as scheduled.

Clinical Absences
Term I: One clinical absence allowed
Term II: One clinical absence allowed
Term III: One clinical absence allowed

Clinical absences beyond the **one allowed per term** put the student in jeopardy of not passing the clinical course requirements. All absences will be referred to the PN Program Director.

Clinical Make Up Policy

Make up work is required for the one allowed absence. Completion of the required assignment does not excuse or remove the absence. Requirements will be given to the students and must be met to successfully complete the clinical course. Clinical make-up may include a variety of modalities including but not limited to simulation assignments, independent clinical assignments and instructor supervised clinical learning at a clinical site or STI. Final clinical course grade will not be calculated until clinical make up is successfully completed.

Absences beyond the **one allowed per term** put the student in jeopardy of not passing the clinical course requirements and may results in the inability to remain in the program. All absences will be referred to the PN Program Director. Absences which exceed the one clinical allowed per term will require the a request for consideration of extenuating circumstances. Upon review, and at the discretion of the PN Director, make-up time and make up opportunity may be arranged during previously non-scheduled program time and depending upon instructor availability. *There is no guarantee that make up opportunity will be available.* There may be an additional cost (based upon the faculty per diem rate) for time designated as make-up clinical. This cost will be payable to the Business Office.

Clinical Performance Evaluation

Students are required to meet clinical behavioral objectives for each course. All clinical agency requirements must be met to be eligible to participate in clinical learning experiences. Students are required to participate in a self-evaluation process for each clinical experience. Performance is measured according to clinical behavioral objectives. Formative evaluation is done at least weekly throughout the clinical experience. Students receive feedback in writing regarding their clinical progression toward meeting the clinical behavioral objectives. Summative evaluation is done by faculty and student at the conclusion of each term. Both evaluations are essential components of clinical learning. The final clinical course grade is assigned by the clinical faculty.

1. Clinical Conference

Any clinical issue which the instructor believes requires a change in behavior and/or is of serious concern requires a clinical conference. A record of the conference will be placed in the student file.

2. Significant Incident

Any serious safety or performance violation involving a patient &/or equipment which has the potential to cause harm, may be cause for immediate program dismissal. The seriousness of the violation is determined by the potential or actual effect on the patient, staff, clinical affiliation. The PN Director will be immediately consulted. Any such situation will require a conference with student, instructor and/or Program Director. Written documentation of such conference will be placed in the student's file.

3. Critical Issue

A breach of professional or ethical behavior by the student nurse is considered a critical issue. If the instructor determines that there is a critical issue, the student may be immediately dismissed from the clinical site. The PN Director will be consulted and a meeting with the student and the instructor will be arranged. The critical issue may result in dismissal from the program. Written documentation of such conference will be placed in the student's file.

4. Clinical Warning

B student may be placed on clinical warning at any time during a clinical rotation.
Any situation involving a "no call-no show" warrants a Clinical Warning. The student will receive a verbal warning, conference and a written warning. The student will continue on clinical warning for the remainder of the term. Clinical warning status may limit certain experiences at the discretion of the clinical instructor and in consultation with the program director.

5. Clinical Failure

A student who fails Term I, or II clinical is not eligible to continue in the program. A student who fails Term III clinical is not eligible to graduate from the program. A student who does not meet end of term clinical behavioral objectives will earn a clinical failure grade (F). A student, who leaves the program due to clinical failure, will not be eligible for readmission.

Professional Behavior

A nursing student must:

1. Maintain good personal hygiene.
2. Be professional, responsible and accountable for behavior.
3. Be honest and truthful; willing to accept responsibility for actions.
4. Actively participate in the learning process.
5. Abide by school and clinical agency policies.
6. Use discretion in all verbal and non-verbal responses.
7. Be punctual and meet attendance policy; call if tardy or absent.
8. Seek learning opportunities utilizing library, electronic resources, journals etc.
9. Refrain from sharing any information regarding any learning experience including discussing or sharing information on any social networking site.
10. Be responsible for keeping a record of their personal computer log-on and passwords; sharing computer access is prohibited.
11. Be responsible for Individual user names and passwords for any computer account. They may be used only by the assigned person. Any violation of this practice is considered a significant incident.
12. Interact appropriately when working with faculty, peers and members of the health care team:
    a. Listen and ask appropriate questions
    b. Be willing to modify behavior as needed
    c. Bullying in any form is prohibited
    d. Cooperate with others to achieve stated goals
    e. Do not impose own value judgments on others
    f. Remain in the learning environment for the specified time frame
    g. Report observed behaviors that may put others at risk
    h. Seek and accept feedback and constructive criticism
13. Clinical agencies may also require an additional CORI review. Drug testing may also be required. Clinical agencies have the right to deny clinical placements based on information obtained in the CORI/Drug testing report.
14. Immediately report, to the Program Director, any new legal infraction occurring during the program. This will require a subsequent CORI review.
15. Deny accepting gifts of any kind from patients or relatives.
16. Maintain confidentiality and comply with HIPAA regulations.
17. Comply with policy for cell phone/electronic devices which are prohibited in all clinical settings. Any student with a cell phone/electronic device in the clinical setting will be immediately dismissed from clinical and the day will be considered a clinical absence.
18. Comply with any parking regulations. Parking is allowed only in designated areas. Carpooling is required for certain clinical experiences.
19. Accept personal accountability for transportation to and from clinical settings.
20. Call the clinical instructor for tardiness or absence on clinical days.
21. Remain in the building of the clinical site and may not return to personal vehicle during clinical hours. Specific clinical guidelines will be reviewed during orientation

See STI Student Handbook for Conduct, Alcohol, Drug and Tobacco, Hazing/Harassment, Firearms and Acceptable Use Policies.

Practical Nurse Program Lab/Clinical Dress Code

1. Maintain good personal hygiene.
2. Practical Nurse Program uniform must be worn in all clinical settings. Name pin, agency ID (if required) must be worn at all times. Stethoscope, goggles, bandage scissors, watch and pen are part of the daily uniform.
3. Uniform must fit well throughout the program.
4. Uniforms must be clean and wrinkle free.
5. No printed clothing may be worn. Clean white shocks with white shoes or black socks with black shoes are required. Shoes must be white or black leather or a material that can be polished.
6. For warmth, a uniform lab jacket may be worn, but it may not be worn while giving direct care to a patient. This apparel may be worn to the clinical area, coffee, lunch and home. Approved uniform tee shirt may be worn under uniform for warmth. Outside jackets, coats, sweatshirts and sweaters may not be worn in the lab or clinical facility.
7. All students will wear a watch with a plain watchband on wrist; it must have a second counter/hand. Smart watches are not allowed as part of clinical attire.
8. A black pen must be available at all times in the clinical area. No erasable pens are allowed on legal documents including any part of the patient record.
9. Makeup should be in moderation. Nails must be kept short. Artificial nails or nail polish of any type is strictly prohibited. Refrain from wearing any scented fragrances/cologne.
10. Hair needs to be that of a natural color. Hair must always be kept clean and neat. Hair must be short enough that it does not fall into face or if hair is long, it must be worn up and off the uniform collar and that follows principles of asepsis and safety. No bows/hair ornaments are allowed.
11. Beards must be neatly trimmed and well groomed.
12. Jewelry is limited to a wedding band and one small stud type earring per ear lobe. Hoop earrings are not acceptable.
13. No external visible piercings or studs are allowed in the clinical/lab areas.
14. Students with gauges may be required to cover area with skin colored cap.
15. Students with visible tattoos may be required to completely cover the tattooed areas.
16. Eating and/or drinking is allowed only in designated areas. Chewing gum or eating candy is not permitted while on the clinical unit.
17. Smoking is prohibited for students on any clinical agency property which includes agency parking lots.
18. If the professional behavior or dress code is violated, the clinical instructor has the right to dismiss the student; the dismissal will be recorded as an absence.

Returning to the Practical Nurse Program

A student, who has separated from the Practical Nursing Program at Southeastern Technical Institute, may seek readmission under the following conditions:

1. Student officially withdrew from the program.
2. Student met all financial obligations to the school.
3. The issue causing the withdrawal has been resolved or rectified.
4. Space availability at the time of request
5. Meet CORI requirements
6. Agree to comply with STI and program policies and procedures.

Any student who failed a clinical course, or was dismissed for clinical safety reasons or professional practice issues may be denied consideration for readmission.

Process

Each applicant for readmission must provide a written request for readmission, submitted three months prior to the desired date of return to the program. The letter must address the reason for separation, and the planned solution.

Each applicant will be given consideration by the PN Director and the nursing faculty. The applicant will be notified regarding the readmission decision. Stipulations may be identified for the student to be eligible for readmission. A written contract will identify conditions for program return. The student and faculty will sign a contract.

Credits

If the returning student reapplies within a three-year time frame, credit may be given for courses already completed.

Students who are readmitted are expected to fulfill the requirements of the STI student handbook, STI Course Catalog and the Practical Nurse Program in use at the time of the readmission.

No applicant requesting readmission into the nursing program shall be excluded from or discriminated against in readmission on account of race, color, sex, gender identify, religion, national origin, sexual orientation, or age.

Nursing Skills

A returning student must arrange with the Program Director and a current instructor in the program a scheduled appointment to review and perform essential nursing skills prior to the planned return date. Clinical competencies will be assessed prior to return. The instructor will determine whether this can be accomplished in the nursing laboratory, and/or the clinical area. Determining factors include expectations of the scheduled clinical rotation and time away from experiences. The instructor will determine when the student meets the expectations in a satisfactory manner. The student may be responsible for additional payment fees, if the assessment requires additional faculty time. The student must meet the expectations to be eligible to participate in clinical experiences.

Academics

The student is responsible for the retention and application of knowledge, attitude, and skills of material from previously completed courses. Returning student may be required to pay a fee and complete testing prior to returning to the program.

Health Requirements

A returning student must meet all health requirements of the program and submit updated health information in a timely manner. All immunizations must be current for clinical experiences. Proof of a negative Mantoux test within the past 12 months (and current for the remaining time in school), and/or a negative chest x-ray, is mandatory. The student must present a written statement from an Health Care Provider that he/she is in good health, free from communicable disease, and has no physical restrictions or limitations which would interfere with the completion of classroom, laboratory and clinical expectations. If the student left the program for health reasons, a letter from a Health Care Provider explaining the resolution of those problems is required.

CPR Certification

Proof of current (within the past 12 months) CPR (Health Care Provider level including defibrillation for infant, child and adult) must be submitted one month prior to the scheduled return date. This certification must be current throughout the remaining clinical time in the program, and must be renewed annually.

Financial Obligations

The returning student must have left the program in good financial standing, and must be able to meet the financial requirements of the program: tuition, fees, liability insurance, uniforms, required textbooks and other program related expenses and graduation expenses.

Transportation

Each student is responsible for having reliable transportation to attend school and all clinical affiliations. Carpool requirement and parking fees may be part of some required experiences.

Student Services

Lockers

Lockers will be assigned to each student and the combination and lock will be given to the student and also kept in the Southeastern Technical Institute Office. Students will be charged a $5.00 fee for lost locks. Students are responsible for keeping their locker clean. Please do not leave money or valuables in your locker.

Library

The school library is open from 7:30 a.m. to 3:00 p.m. Books, professional magazines, current newspapers, reference materials, and fiction books are available for use in the library or for taking home. There are also computers for student use, with Internet service available. Each student will be issued a school library card, and must sign the Internet Use Policy in the Southeastern Technical Institute Handbook.   Librarians will be on duty to assist you.   Students can access 24-library service from their home computer at http://www.semls.org/Services/Online_Database/home_access_to_online_databases.htm

You will need to use your academic library card barcode as your identification. These resources are brought to you by the library and its membership in the Southeastern Massachusetts Library System, a multi-type regional library system serving 86 communities in Southeastern Massachusetts and funded by the Massachusetts Board of Library Commissioners.

Class Field Trips

Field trips may occur during the academic year. If provided, students are expected to use the provided transportation. Students are expected to follow all school and clinical policies.

Student Representation

The Practical Nurse Program has voluntary student representation on STI and program committees. Periodic class meetings will be held to discuss program committees, advisory board, events, open house, community service, fundraising activities, and graduation. A faculty member is designated as a student advisor.

See STI Student Handbook and Course Catalog for other Student Services and Activities

Appeal and Grievance Process

The Southeastern Technical Institute believes that students should have the means by which their concerns may be effectively expressed, considered, and dealt with in a fair and equitable manner.

Informal Appeals Process:

A student should attempt to resolve all minor questions or concerns directly with instructors, staff members, or administrators. Questions or concerns may be raised from the instructor/staff member level to the Program Director level in order to bring resolution to the issue. If the questions or concerns cannot be resolved to a mutual satisfaction, or if they are of a more serious nature, then the formal grievance process may be initiated by the student.

Formal Grievance Process:

All formal grievances will be forwarded to the STI Director:

1. The student initiating the grievance will put in writing the nature of the grievance.
2. The STI Director will conduct an investigation in order to ascertain all of the viable information in connection with the grievance.
   a. The student will supply the STI Director with all of the information that he/she would like to be reviewed.
   b. The instructor and/or staff members involved in the grievance will be asked to forward all available information pertaining to the grievance.
3. Once all of the evidence has been collected, the STI Director will conduct a hearing to review written documents and to allow all parties to present their information.
4. Upon hearing and reviewing all of the information presented, the STI Director will make a decision on the student grievance. The STI Director will inform the student, staff members involved, and the Superintendent of his/her decision in writing
5. The student may appeal the STI Director's decision to the Superintendent of the Southeastern Regional School District for review. The Superintendent will inform the student, staff members involved and the STI Director of his/her decision in writing
6. In grievances that involve discipline, students may appeal the Superintendent's decision to the School Committee. The School Committee will inform the student, staff members involved, the STI Director, and the Superintendent of their decision in writing.

Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Massachusetts Department of Elementary and Secondary Education (ESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street Malden, MA 02148-4906 Tel. 781-338-3955 / Fax 781-338-3950 and/or to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 Tel. 880-917-3898 / Fax   770-396-3790 / Website www.council.org

Licensed Practical Nurse Definition

Licensed practical nurse is the designation given to an individual who is a graduate of an approved practical nursing program, and who is currently licensed as a practical nurse pursuant to Massachusetts General Laws, Chapter 112. The licensed practical nurse functions within the framework specified by the nursing statues and regulations of the Commonwealth.

Licensed Practical Nurse Responsibilities and Functions

A licensed practical nurse bears full responsibility for the quality of health care he/she provides to patients or health care consumers. A licensed practical nurse may delegate nursing activities to other administratively assigned health care personnel provided: that the delegating licensed practical nurse shall bear full responsibility for:
1. making an appropriate assignment
2. adequately teaching, directing, and supervising the delegates(s)
3. the outcome of that delegation: all within the parameters of his/her generic and continuing education and experience.

A licensed practical nurse participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning and rehabilitation, to the extent of his/her generic and continuing education and experience in order to:
1. assess an individual's basic health status, records and related health data
2. participate in analyzing and interpreting said recorded data, and making informed judgments as to the specific elements of nursing care mandated by a particular situation.
3. participate in planning and implementing nursing intervention, including appropriate health care components in nursing care plans that take account of the most recent advancements and current knowledge in the field.
4. incorporate the prescribed medical regimen into the nursing plan of care
5. participate in the health teaching required by the individual and family so as to maintain an optimal level of health care
6. when appropriate evaluate outcomes of basic nursing intervention, and initiate or encourage change in plans of care
7. collaborate, cooperate and communicate with other health care providers to ensure quality and continuity of care

Practical Nurse Program Handbook Agreement

Academic Year 2018-2019

I, _____, have read, understand and agree to
Print Name Clearly

abide by all Practical Nurse Program policies and procedures as identified in the Practical

Nurse Program Handbook Supplement to the STI Student Handbook.

Student Signature	Date