



2025-2026

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***Indicates a policy required by the Massachusetts Board of Registration in Nursing**

Welcome

The Practical Nurse 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.

We are thrilled to welcome you to this exciting journey toward becoming a compassionate and skilled practical nurse. Throughout this program, you will gain the knowledge, hands-on experience, and critical thinking skills necessary to provide quality care and make a real difference in the lives of others.

As you embark on this journey, you will be supported by dedicated instructors, collaborative peers, and a learning environment that encourages growth, professionalism, and empathy. Nursing is both an art and a science, and we are here to guide you every step of the way.

We are confident that your time in this program will be both challenging and rewarding, and we look forward to seeing you thrive as you develop into a competent, caring and confident nurse. Welcome aboard – we are so excited to have you.

Sincerely

Audrey Kilcoyne, MSN, RN
Practical Nurse Program Director

The Practical Nurse 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.

The Southeastern Technical Institute Practical Nurse Program is currently applying for the Accreditation Commission for Education in Nursing (ACEN) and will be submitting final application on or before July 2026.

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
Telephone: 770.396.3898
Fax: 770.396.3790
www.council.org

All policies are subject to revisions without prior notice. Students will receive changes or additions verbally and in writing.

Southeastern Regional School District Committee Members

School Committee

Christine Gaze, Chair
Gerson Monteiro, Vice-Chair
Tony Branch
Andrew Heath
Kelsie Harrington
Jennifer Sousa
Barbara Kaplan
Ron Goldstein
Robin Zoll
Jessica Aldred

Mansfield
Brockton
Brockton
East Bridgewater
Easton
Foxboro
Norton
Sharon
Stoughton
West Bridgewater

Administration

Holly McClanan
Kevin Lazaro, MBA.
Audrey Kilcoyne, MSN., RN

Superintendent, Southeastern Regional School District
Executive Director, Southeastern Technical Institute
Interim 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, considering 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.

Goal 1: To provide a high-quality practical nursing curriculum aligned with the Commonwealth of Massachusetts Board of Nursing 224 CMR 6.04 Standards for Nursing Education Program Approval.

Program Objectives:

- Nursing faculty will align curriculum within the guidelines of the Massachusetts Board of Registration in Nursing using the Board Regulation 244 CMR 6.04: Standards for Nursing Education Program.
- Curriculum will be developed and implemented using the strategies of sensory, graphic, and interactive learning application.
- Students will be prepared to pass the NCLEX-PN exam successfully on the first attempt.

Goal 2: To provide active, hands-on, and high-fidelity simulated learning opportunities throughout the curriculum that allow nursing students to develop proficiency through the application of nursing theory and competency skills.

Program Objectives:

- Students will demonstrate an understanding of nursing theory with application within their didactic and laboratory setting.
- Students will have multiple learning opportunities to master and apply their learned theory and skills within simulation and clinical settings.
- Students will demonstrate competency in their application of skills and theory within the simulation and clinical settings.

Goal 3: To ensure students are prepared for the National Council Licensure examination for Practical Nurses (NCLEX-PN) Exam.

Program Objectives:

- Formative and summative assessments will be aligned within each course to ensure student proficiency and competency.
- Diverse assessment methodologies will be utilized to assure students comprehension and application.
- Students will be prepared to take the NCLEX-PN state board exam.

Goal 4: To prepare students for employment through the development of employability and career readiness skills, while emphasizing professional and ethical standards.

Program Objectives:

- Students will develop the career readiness and job search skills necessary to obtain and maintain employment.
- Students will be prepared to become ethical and professional members of the healthcare industry.
- Students will be assisted and encouraged to obtain a Practical Nurse position within a healthcare environment.

Goal 5: To foster professional growth and development of faculty, by mentoring and supporting them through the Massachusetts Vocational Teacher Licensure process, as well as encouraging lifelong learning activities through ongoing professional development.

Program Objectives:

- Faculty will work with their supervisor to create yearly goals, provide and receive input on job performance, and will be evaluated annually.
- Faculty will have the opportunity to participate in professional development activities and maintain required Continuing Education Units (CEU).
- Faculty will be supported by both administration and their peers to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

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	85	Nursing Care of the Child, Adult, & Aged	160	Advanced Concepts of Practical Nursing	50
Lab	85				
Clinical Practice I	100	Clinical Practice II	270	Clinical Practice III	170
Integrated Science	75				
Introduction to Pharmacology	40				
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. Apply the nursing process to provide client centered care across the continuum.
2. Utilize critical thinking within the framework of the nursing process as a basis for nursing practice.
3. Execute effective communication with patients, families, [peers](#), and members of the health care team.
4. Apply knowledge of the physical, behavioral and social sciences while providing therapeutic nursing care.
5. Implement safe therapeutic nursing care.
6. Participate in nursing decisions consistent with standards and scope of LPN practice.
7. Provide holistic care as a member of the health care team.
8. 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, peers, 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.

***Admission Policy**

The complete Admission Policy and Application Process is available in the STI Student Handbook available online at www.stitech.edu in the Student Services Menu.

***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 (P).

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.

All students enrolled in the Practical Nurse Program agree to act with honesty and integrity at all times in class, lab, and clinical settings. Any form of cheating or plagiarism is considered a violation of program integrity and will result in disciplinary action and may lead to dismissal. Any violation of copyright will result in a zero for the assignment or exam, and may result in further disciplinary action up to dismissal from the program.

Disciplinary action may take the form of verbal or written warning, failure on an exam or assignment, course failure, suspension, or dismissal from the program. Students may appeal the decision in accordance with the established STI Grievance Policy.

Practical Nurse Program Health Requirements

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 AHA 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. If student health status changes during the program, the student must provide documentation from a healthcare provider that clearly states the student may fully participate in all program activities and requirements without restrictions.

Health and Immunization Requirements

- Physical Exam within one year of the Program's start.
- Hepatitis B: Documentation of immune titer results for Hep B. If non-immune, complete series and repeat titer required.
- MMR (Measles, Mumps & Rubella): Documentation of immune titer results for Measles, Mumps and Rubella. If non-immune, complete series and repeat titer required.
- Tdap (Tetanus, Diphtheria, Pertussis): One (1) adult Tdap vaccine then Td (Tetanus, Diphtheria) if it has been more than 10 years since Tdap.
- Tuberculosis Screening: PPD (TB skin test) or TB blood test with negative results within the last year and annually thereafter.
 - Participation in required clinical experiences may necessitate a two-step PPD. If PPD is positive, a negative chest x-ray within 2 years and a non-symptom report must be submitted annually or a TB blood test annually.
- Varicella (chicken pox): Documentation of immune titer results for Varicella. If non-immune, complete series and repeat titer required. Having had chicken pox disease DOES NOT satisfy requirement; Varicella positive antibody titer is required.
- Flu vaccine: Documentation of seasonal flu vaccine by October 1st annually.
- Meningococcal: One dose of (MenACWY) vaccine will be required for full time (12 credits or more) students 21 years and younger administered on or after the 16th birthday.
- COVID vaccination and booster may be required to meet clinical agency requirements.

CPR Certification

Students are required to participate in the STI scheduled American Heart Association CPR class. Once the class has been completed the student is required to download their certificate via the email sent from the CPR organization. Students will then submit a copy of their CPR card to the STI Admissions. Students who have completed an American Heart Association course other than STI are required to complete the STI CPR course

Required Functional Abilities

Students must be aware that any health restrictions may limit their ability to meet clinical behavioral objectives.

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 including nursing peers.

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. The student must be able to palpate and accurately record a pulse (plus or minus within 1 beat) and be able to palpate to feel warmth or cold.

Please notify your instructor and Program Director if you have restrictions such as cast, collar, sling, splint or other restrictions which may prevent them from being able to safely carry out a patient assignment.

Latex Allergy

Applicants to health care programs need to be aware that a number of products used in health care contain latex. The Practical Nurse Program will make every effort to provide a latex free environment on campus, however latex is not always easily identified in an academic environment. It is necessary for the student to be aware of their environment and possible risk of exposure. Students who have a confirmed latex allergy must provide medical documentation and will be required to sign an acknowledgement of their risk and responsibility for avoiding latex whenever possible. Students with a latex sensitivity are responsible for the costs of any testing to confirm the sensitivity. Students with a latex allergy will be at some risk while completing the program. The Practical Nurse Program is not able to guarantee the clinical environment will be latex free. Students will agree to allow communication of their latex allergy status to appropriate clinical agencies by the Program Director to facilitate placement and planning.

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. The term "substance(s)" includes all controlled substances (including marijuana, whether it is used for medical, recreational, or other purposes and regardless of whether it is legal in your state of residence) and other drugs, inhalants, alcoholic beverages, and substances made unlawful under applicable state or federal laws, with the exception of prescription drugs, taken as medically directed.

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.

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.

Applicants for initial nurse licensure

Determinations for good moral character compliance, prior to initial nurse license application, requires the applicant to submit:

- Adam Walsh/CPS Background Record Request form which is an authorization that allows the Board, or its designee, to contact DCF to determine if there have been any supported findings of abuse and/or neglect by the applicant.
- The board now requires that all students submit a notarized CORI to the BORN with their initial NCLEX application.

Additional information regarding Good Moral Character (GMC) can be found at this link, please see the PN Program Director with questions:

<https://www.mass.gov/doc/licensure-policy-00-01-pdf/download>

***Transfer of Credit**

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:

Growth and Development (or equivalent life-span developmental psychology)

Integrated Science (to earn transfer credit students must transfer in all of the following courses – Anatomy & Physiology 1 & 2, Microbiology, and Nutrition)

All considered credits must have been earned within the last three years, and be of "C" average or above. Transfer credits earned within the last five years, and be of "C" average or above, may be considered if the student has applied the skills in work as proven by their resume and references at the discretion of the Program Director. 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 G.P.A. When transfer of credit has been awarded the tuition and fees will be adjusted accordingly.

A completed STI Transfer of Credit form must be made to the Program Director and approved by the Program Director and the STI Executive Director prior to the start of the semester. 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 if requested. Any appeal to the institution's decision must be made in writing and submitted to the STI Executive Director. The subsequent decision will be final. Transfer of Credit forms are available from 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.

STI 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 when available.

***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.

***Course Exemption Policy**

STI Practical Nurse Program does not offer any course exemptions.

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 their 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 enables an individual to progress from one education level to other acknowledging competencies and with minimal repetition of previous learning. STI's 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.

Waitlist Applicants

The STI Practical Nurse Program has extremely limited space available. Competitive applicants, whom the Nursing Program does not have enough space to admit, will be offered a place on the waitlist. Applicants will be selected from the waitlist in the rank order of their Selective Admissions Rubric score. If an accepted student forfeits an offer of admission, the Admissions Office will immediately contact the next person on the waitlist by phone and email. If an applicant's contact information changes from what was submitted on the application, the applicant must update the Admissions Office with the new information. If an applicant does not hear from STI Practical Nurse Program, one can assume there is no space at this time. Candidates can be selected from the waitlist until the first day of class for the semester. If not admitted, students on the waitlist must reapply to the program each year.

Deferment of Acceptance: A deferment will be allowed only once per admittance. Deferment shall not exceed one year.

Student Records Policy and Procedure

Policy

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records. The school maintains records in either paper or electronic format

Temporary Records for Enrolled & Withdrawn Students:

- Copy of application
- Copy of admissions testing results
- Copies of transcripts
- Copy of enrollment agreement
- Copy of payment agreement – *If applicable*
- Signature sheet from student handbook
- American Heart Association CPR Certification (*copy of card*) – *If applicable*
- Student health record and immunizations (returned upon graduation)
- Proof of health insurance (*health insurance form and copy of health insurance card*)
- Proof of Residency (*In-district students*)
- FERPA
- Performance notifications
- Official withdrawal form (withdrawn students only)

All temporary records will be destroyed after five (5) 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.

An official transcript will be issued to the student after graduation and upon request. 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 Director. Official transcripts are generated upon written request from the student.

Records Access Procedure

Students

Students may access their records by making a request in the Southeastern Technical Institute office. Students may review the records in a private area. Student records may not leave the office area.

Faculty

Faculty have access to all pertinent student records through the Populi Student Information System. Faculty may access student paper records by request from designated STI office staff. Faculty will sign a records access

sheet when removing and returning the file. Records must remain in the STI Executive Director's office. The file cannot be altered.

Other

Students may give permission for another individual to access their record by completing a written request. Individuals with permission may access student records through the Populi System or by request from designated STI office staff. Individuals will sign a records access sheet when removing and returning the file. Records must remain in the STI Executive Director's office. The file cannot be altered.

Coursework and Testing Access Procedure

Records related to student coursework and testing are maintained electronically on the Populi Student Information System. Each student is given access through a secure portal on the web-based system. Students receive login information and training during the first week of school.

Individual test results and coursework are maintained in the program area. Students may request access to coursework materials through the teacher. These materials may not leave the classroom or program office area.

All student records, coursework, and testing are property of Southeastern Technical Institute.

***Student's Rights and Grievance Policy**

There is a commitment at Southeastern Technical Institute to recognize the legal rights of all students and accompany each with the responsibilities that parallel these rights. Whenever a question exists or an appeal of a decision or action seems justified, students are encouraged to take the matter to the appropriate school authority in accordance with the policies provided in this Handbook. Students are expected to behave in an orderly and respectful manner at all times. Student behavior must consider the rights of others as well as the effective operation of the school. This Handbook provides information to facilitate the consistent application of program policies to all students. (Please refer to student Grievance Policy and Procedure.)

Code of Ethics

It is expected that the practical nurse student will respect and maintain patient confidentiality and adhere to the American Nurses' Association's code of ethics and role of the student practical nurse as defined by the Nurse Practice Act. It is imperative that the student reports accurate information, in a timely manner, to the clinical faculty and/or clinical staff regarding your assignment, whereabouts, and/or patient status. Never leave a clinical unit without reporting off to your clinical instructor and ensuring that your client is safe. The Nurse Practice Act can be viewed online here: https://www.ncsbn.org/hi_nursepracticeact.pdf.

Social Media Guidelines

Southeastern Technical Institute recognizes and appreciates the importance of Social Media as a communication tool. The safe and appropriate use of social media is essential both personally and professionally. The purpose of these guidelines therefore is to safeguard the students, staff, faculty, the institution, and our community partners.

Limiting access to postings through privacy settings does not ensure privacy. Access and Privacy settings can be breached which could result in the printing and distribution of personal postings. Potential employers, patients, families, coworkers, fellow students, and faculty may gain access to postings without the student's knowledge or permission.

Southeastern Technical Institute complies with all Federal and State regulations including the Family Educational Rights & Privacy Act (FERPA) and the Health Insurance and Portability Accountability Act (HIPAA). Therefore, the posting of digital images or sharing information is prohibited without the permission of the student and instructor.

Policies related to HIPAA, patient confidentiality, and harassment contained within the STI Student Handbook and Catalog also apply to all communication via social networking sites.

The taking of photographs or capturing digital images of any kind in a clinical patient care unit or within a clinical facility is prohibited. Information posted on a social networking site or transmitted via email that leads to the identification of patients/clients or a facility or agency or reveals confidential information is a serious breach of professional conduct. Any references to patients, employees or a facility or agency by an STI student, that could result in identification of specific individuals or facilities is prohibited even if a HIPAA violation has not occurred.

Disciplinary action, up to and including dismissal from the program, will be imposed upon students who violate the social media guidelines.

***Withdrawal from the Practical Nurse Program**

A student seeking to withdraw from the Practical Nurse Program must schedule a meeting with the T.I. Executive Director and Practical Nurse Program Director. An official withdrawal form must be completed by the student. Nonattendance is not considered an official form of withdrawal.

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 students' 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 Grievance Policy and Procedure**

1. Purpose:

Students should have the means by which their concerns may be expressed, considered, and dealt with in a fair and equitable manner. The Student Grievance Policy provides guidance and identifies procedures for addressing student complaints and grievances in order to reach a fair and appropriate resolution.

2. Definitions

2.1. Complaints – an informal statement (written or verbal) that a situation is unsatisfactory or unacceptable

2.2. Grievance – a formal written complaint detailing the violations of a policy or procedure

3. Policy

3.1. Southeastern Technical Institute (STI) recognizes and supports the student's right to make a complaint or grievance for any incident, which he or she believes to be a violation of STI policies and procedures. All such grievances will be given a fair hearing by STI personnel.

3.2. STI encourages students to address concerns or complaints on an informal basis whenever possible. The majority of issues can be resolved in this manner. In the event that an attempt at an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a grievance.

3.3. Eligible grievances are those that occurred while a student was officially enrolled at STI.

3.4. Students wishing to file a grievance must do so in writing within ten (10) business days of the alleged incident to allow for timely review of the complaint and related details.

3.4.1. In the event of extenuating circumstances, the administration may choose to entertain a grievance, which is submitted after ten (10) days, but is under no obligation to do so. The decision to extend the time for any particular grievance in no way obligates the administration to any future exceptions for other grievances.

3.5. The Executive Director of the STI, or designee, will receive the grievance and ensure that the procedures outlined in this policy are followed.

3.6. The Executive Director of the STI, or designee, will provide a written response within 15 business days.

3.7. All grievances and subsequent actions shall be thoroughly and appropriately documented.

3.8. Any form of retaliation against a student who files a grievance is expressly forbidden by the STI.

4. Procedures

4.1. Procedures for Complaints

4.1.1. A student should attempt to resolve all minor questions, concerns, or complaints directly with instructors, staff members, or administrators.

4.1.2. If the student is unable to come to a satisfactory resolution the student should consult with the Program Director or Lead Teacher

4.1.3. If the student is still unable to come to a satisfactory resolution they should bring the issue to the Executive Director of the STI.

4.2. Procedures for Grievances

4.2.1. Grievances must be submitted to the Executive Director of the STI in the form of a written letter and must contain the student's name, written account of the complaint(s), the requested outcome of the grievance, and any supporting documentation.

4.2.1.1. The Executive Director of the STI will conduct an investigation in order to gather all of the information related to the grievance. Additional information may be requested from the student filing the grievance, instructors or staff members involved in the issue.

- 4.2.2. The Executive Director of the STI will conduct a hearing to review the written documents and to allow all parties to present information.
- 4.2.3. Upon hearing and reviewing all of the information presented, the Executive Director of the STI will decide and inform the student, staff members involved, and the Superintendent of the decision in writing.

5. Appeal

- 5.1. The student may appeal the decision of the Executive Director to the Superintendent of the Southeastern Regional School District. The Superintendent will review the appeal and inform the student, staff members involved, and the Executive Director of the STI of their decision in writing.

6. Complaints

- 6.1. 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 (DESE), 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, 880-917-3898, Fax 770-396-3790, Website www.council.org

7. Documentation

- 7.1. All documentation related to the student grievance, including the initial request for review, additional documentation acquired, and related response letters will be kept in the Executive Director of the STI's office. This file will be kept for a period of seven (7) years.

***Readmission to the Practical Nurse Program**

The Readmission Policy for the Practical Nurse Program is established to provide a fair and consistent process for students seeking readmission after withdrawal or failure. This policy aims to support student success while maintaining program integrity and standards.

1. Reapplication Process for Students Who Withdrew from First-Semester Courses:

- Students returning after withdrawing or failing first-semester courses must reapply through the STI Practical Nurse Admission process, adhering to the current Admission Policy and catalog requirements.

2. Reapplication Process for Students Who Withdrew from Second-Semester Courses:

- Students seeking readmission after withdrawing or failing second-semester courses must:
 - Complete a readmission form, stating their intent to return.
 - Achieve a minimum score of 75% on a Fundamentals competency test, with only one attempt permitted.
 - Returning students must participate in a clinical skills review. Students will meet with the Program Director to discuss and participate in an individualized remediation plan.

3. Limitations and Conditions:

- Acceptance will be contingent upon available space in the desired term.
- Students are eligible for readmission to the Practical Nurse program only once.
- Students must re-enter the program within two years of their last date of attendance.
- Students may not reapply if they were dismissed or withdrawn due to clinically unsafe practices/behavior or violations of the STI Code of Conduct.
- Students must have a zero balance in their student account in order to reapply

***Transfer within the Practical Nurse Program (Full-time/Part-time)**

1. Any student considering a transfer must consult the Practical Nurse Program Director to discuss the situation.
2. Clinical placements are assigned to students and are not requested by students. All students are afforded the same clinical experiences throughout the clinical sites.
3. A meeting will be scheduled with the PN Director to discuss program requirements and sequencing of courses.
4. Each transfer request will be considered on an individual basis and final decisions will be granted considering all factors including space availability. Students who are failing the day program and are requesting admittance into the evening program must make such a request to the Practical Nurse Director. Admittance is not a guarantee and decisions will be granted considering all factors including space availability.
5. With the approval of the PN Director and the STI Executive Director the transfer request may be granted.

Academic Standards

All nursing courses are composed of theoretical and clinical components. Students must achieve a 75% theory grade and pass the clinical component to successfully pass the nursing course. The clinical grade is determined through a process involving faculty evaluation of clinical performance based upon clinical behavioral objectives. The student is responsible for achieving the established objectives for each course. The final course grade is comprised of the theory grade and a pass or fail clinical grade.

It is the responsibility of the student, to sign into their student management system (Populi) at a minimum of weekly to review grades and assess grade point average. Students are encouraged to meet with advisor as scheduled on advising days and or by appointment to discuss their grade standing and or review content and exams.

Grading System

Numeric Grade	Alphabetic Grade	Grade 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 Grade Points

Calculating the Cumulative Grade Point Average (GPA)

Multiply the grade points (GP) by clock hours for each subject grade.

Divide the sum of the grade points (GP) by the sum of the clock hours.

Grade	GP		Clock Hours	Total GPA
A	4.0	X	40	160
B+	3.30	X	20	66
B	3.0	X	30	90
C	2.0	X	15	30
			Total 105	Total 346
	346 ÷ 105	=	3.3 GPA	

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	GPA
High Honors	3.60 to 3.79	GPA
Highest Honors	3.80 to 4.00	GPA

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 may not participate in required learning activity and time missed will be documented.

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

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 electronic devices 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. All students gear and belongings will be placed at the front of each classroom that the student is assigned to for the exam.

Tardy on Exam Days

Students will be denied entry into the classroom once an exam has begun. The student may be required to take an alternate exam or format. A penalty of five points will be subtracted from the makeup exam grade.

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 may be required to take an alternate exam format and exam format may vary. A penalty of five points will be subtracted from the makeup exam grade.

Absence from Clinical the Day Before Exam

Students who are absent from clinical the day before a scheduled exam on one or more occasions, must meet with the Program Director. Upon discretion of the Practical Nurse Director, the student may lose five points on the exam for their absence.

Clinical Prescriptions/Warnings

Tutoring

Instructor tutoring is available and may be arranged by contacting the instructor to make an appointment. Each instructor has scheduled times to assist students before or after class.

Peer tutoring may be available and may be arranged by contacting the instructor. Small group and individual tutoring will be arranged. Peer tutors are students in excellent academic standing who have been selected by the instructor to be peer tutors.

Students are strongly encouraged to ask for tutoring assistance at the first indication that they do not understand what is being taught in class and not wait until they are in danger of failing.

Incomplete Assignments/Grade

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

Academic and/or clinical warnings will be given to a student in jeopardy of failing academics and/or clinical. Students are expected to monitor their exam and assignment grades using the Populi student management system. Students are expected to be present at open labs as scheduled' if they require remediation from clinical and/or lab. 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. Failure of the student to complete the written warning remediation plan may result in dismissal from the program.

Grading

Students are responsible to sign into their student management system (Populi) at a minimum of weekly to review grades and assess grade point average. Students may access the Populi system as often as needed.

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.

Academic Course Failures

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

All students must achieve a grade of 80% or better on the required Clinical Medication Administration Examination. Students may retake the Medication Administration Exam up to three times. All efforts will be made to offer a tutor and or faculty intervention to support success. Failure to achieve an 80% or better on the third attempt will render the student ineligible for continuation.

***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 and a passing grade (P) in all clinical courses.
2. Completed all program course work.
3. Completed all obligations including exit survey with the Office of Financial Aid, if applicable.
4. Completed NCLEX-PN review course.
5. Fulfilled all financial obligations to the school.
6. Participated in Program surveys.
7. 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.

Classroom/Lab Policies

***Class Attendance Policy**

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.)

Students are responsible for obtaining material missed on a class day. Students should arrange with a classmate to get class notes and meet with the faculty for any additional information.

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.
7. Not copy, record or share any information/content during exam review.
8. Be punctual and meet attendance policy.
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. At no time should a student receive a text message during an exam through the laptop, watch or cell phone. Receiving text messages during an exam/ quiz and or graded assignment may be perceived as cheating and further disciplinary action may occur.
15. Bluetooth 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. Recordings of meetings, tutor sessions, conversations that is not agreed upon by all parties involved is strictly prohibit and considered an egregious act that could lead to dismissal from the

program. Students may request in advance permission to record classroom lectures. Faculty and the student will complete a consent form. This must be done individually for each class or faculty.

17. 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.
18. Keep a record of their personal computer log-on and passwords; sharing computer access is prohibited.
19. Utilize STI computers for program directed activities only.
20. No food and/or drinks are permitted in the classroom, lab or simulation area.
21. Maintain a clean and orderly learning environment.
22. Return Chromebooks to the appropriate area within the computer cart after each and every use. All Chromebooks must be set and ready to charge for the next day use. Faculty will assign Chromebooks during first week of class.
23. Students will use STI Chromebooks for all exams.
24. Use supplies and equipment at STI and borrow only with permission of the faculty.
25. 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 IDs 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.
 - g. Avoid wearing colognes and or perfumes as other students and patients may be sensitive to strong scents.
26. Abide by STI school policies.

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

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. See STI Student Handbook.

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 are expected to attend all clinicals. If you miss a clinical day due to catastrophic situation (car accident/hospitalization/child hospitalization/severe medical condition/death of an immediate family member) a meeting with the Practical Nurse Director and documentation will be required.

Students must inform clinical instructor of clinical absences/tardiness a minimum of 60 minutes before the start time by call or text as directed. Each instructor will inform the student of the method for facilitating contact. 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

Students are expected to be prepared and at the clinical site prior to the start of the day. Tardiness is defined as entering the clinical area after attendance has been taken. A student with more than one clinical tardiness will be required to meet with the Program Director. Any students arriving 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.

Dismissal is defined as leaving the clinical area before the clinical day is completed.

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

Clinical Make Up Policy

Make up work is required for any clinical 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 is limited to high quality simulation and instructor supervised clinical learning at a clinical site. Final clinical course grade will not be calculated until clinical make up is successfully completed.

Any absences could put the student in jeopardy of not passing. All absences will be referred to the PN Program Director. Absences require the 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.

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

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

A 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.

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 Nurse Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) will receive a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

Practical Nurse Program Lab/Clinical Dress Code

1. Maintain good personal hygiene.
2. Practical Nurse Program uniform must be worn in all clinical settings. School ID, 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 socks 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 plain neutral colored wristwatch and 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.
Makeup should be in moderation. Wearing of false/ artificial eyelashes of any kind are prohibited from lab and or clinical settings.
9. Nails must be kept short. Artificial nails or nail polish of any type is strictly prohibited.
10. Refrain from wearing any scented fragrances/cologne.
11. Hair should be a natural color. Hair must always be kept clean and neat. Hair and braids 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.
12. Beards must be neatly trimmed and well groomed.
13. Jewelry is limited to a wedding band and one small stud type earring per ear lobe. Hoop earrings are not acceptable.
14. No external facial and or visible piercings or studs are allowed in the clinical/lab areas.
15. Students with gauges may be required to cover area with skin colored cap.
16. Students with visible tattoos may be required to completely cover the tattooed areas.
17. Eating and/or drinking is allowed only in designated areas. In the clinical areas, the facility will determine where food and drink are allowed. Students are allowed to bring a bottle of water and this water beverage will only be visible while consuming. Chewing gum or eating candy is not permitted while on the clinical unit and in the clinical lab.
18. Inappropriate language is not allowed in class, lab, simulation or clinical setting.
19. Smoking and/or vaping is prohibited for students on any clinical agency property which includes agency parking lots. There is no smoking and/or vaping allowed on anywhere on school property including bathrooms.

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. Repetitive behavior will be directed to the Program Director and a written warning may be put into place. Repeat offenses will require further discipline up to dismissal from the program.

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 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 meetings will be held to discuss program committees, advisory board, events, open house, and graduation. The PN Director will request volunteers from class, multiples may be selected from each class. Student representatives attend Nursing Program Advisory Committee meetings twice per year and serve as student advocates at monthly faculty meetings, and at meetings as needed with the Program Director. Student input is an invaluable resource for enhancing the quality of the Practical Nurse Program. All students are encouraged to participate and make recommendations.

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

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 statutes and regulations of the Commonwealth.

Licensed Practical Nurse Responsibilities and Functions

A licensed practical nurse bears full responsibility for the quality of health care they provide 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 their 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 their 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

This handbook is not intended to be a complete statement of all procedures, policies, rules, and regulations. STI reserves the right to change, without notice, the content in this document.

Practical Nurse Program Handbook Agreement

Academic Year 2024-2025

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