



**DIVISION OF HEALTH SCIENCES
STUDENT HANDBOOK
AND
POLICY MANUAL**

**With the Nursing Programs
Addendum**

Updated September 2026

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SECTION I: INTRODUCTION AND OVERVIEW

The purpose of this handbook is to provide students, the college community, and the general public with essential information about the educational and behavioral performance requirements expected of individuals entering health professions. To ensure safe practice, the Division of Health Sciences (DHS) has developed specific policies and procedures, in addition to those already established by the College, that govern student matriculation in their respective programs. **It is the responsibility of the student to be familiar with and abide by the policies contained in this manual, the College Catalog, and Student Handbook and Planner, which are referenced throughout this document.**

Each student is issued a copy of the Division of Health Sciences Student Handbook and Policy Manual after admission to their respective program. The content is subject to change. Program-specific policy amendments, supplements, and requirements are contained in the program addenda. At the beginning of each course, the faculty member(s) will distribute a course syllabus. Students should refer to the course syllabus for additional policies, including but not limited to attendance, assessment instruments, make-up requirements, and criteria for successful completion.

Admission to one of the programs offered in the Division of Health Sciences is the first step toward entering an exciting, rewarding career. In order to be successful in any Health Sciences program, engagement in the educational process is essential. Becoming a caring, competent health care professional requires a major commitment of time, energy, and focus of one's efforts toward the needs of clients. This selfless dedication is what makes true professionals stand out. The faculty and administration at DHS are dedicated to helping students become professionals and achieve their educational and career goals.

Clinical agencies, hospitals, and facilities providing education to students may have policies and procedures in addition to those in this handbook.

Division of Health Sciences Mission Statement and Overview

Mission

The mission of the Division of Health Sciences is to prepare graduates to provide professionally competent, safe, ethical, compassionate healthcare and become lifelong learners in their field.

Philosophy

Administrators, faculty, and staff within the Division of Health Sciences believe that education is a lifelong endeavor where students are at the center of the learning continuum. Students ultimately become lifelong learners when engaged in teaching and learning environments that help them to achieve their personal and professional goals. We believe that all students have the ability to learn. Students are encouraged to identify their preferred style of learning, determine their strengths, and realize their potential. Students who develop the ability to think critically will be better equipped to learn new skills, acquire knowledge, and understand the attitudes and behaviors required to succeed in their field of study. Therefore, we believe the goal of the educational process is to teach for understanding and expand the view of the learner.

We believe that healthcare education requires a commitment to diversity, leadership, collaborative partnerships, and evidence-based practice. Accordingly, we are committed to a systematic review process to ensure programs maintain the highest standards and are reflective of current practice. All healthcare professional programs represent a blend of theory and reflective clinical practice that embraces cross-cultural beliefs and values.

Graduates from the Division of Health Sciences can respond to healthcare needs within local, national, and global environments. All healthcare professionals have the responsibility to ensure that quality healthcare is provided by engaging in effective leadership and social advocacy initiatives.

Core Values

Aligned with the Core Values of the College, the Division of Health Sciences believes that:

- Quality education in all health programs is based on current standards of practice, use of technology, and application of contemporary pedagogy.
- Students have the potential for success when academic and personal support services are provided throughout the educational process.
- Communication and teamwork are an integral part of the learning and working environment.
- Appreciation of diversity becomes the foundation for understanding and embracing the richness of differences in opinion, ethnicity, culture, and lifestyle.
- Change is embraced by a willingness to accept new ideas.
- Education becomes a pathway that fosters lifelong learning.

Division of Health Science Goals:

1. Prepare students for employment in a specific health career field.
2. Maintain external accreditation/approval of individual health science programs.
3. Establish academic benchmarks that assess student learning.
4. Promote engagement in community service activities.
5. Utilize a systematic evaluation process to maintain the highest current standard of practice.

September 9, 2009; revised October 16, 2009; revised November 13, 2009; revised January 27, 2010, March 24, 2010; revised May 3, 2013

Massachusetts Bay Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

For more information on Title IX, please visit www.massbay.edu/titleix, which includes contact information for the College's Title IX Coordinator.

Division of Health Sciences Program Accrediting Agencies

Associate Degree Nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
www.acenursing.org
Phone: 404-975-5000

Massachusetts Board of Registration in Nursing (Approved)
250 Washington Street
Boston, MA 02108
www.mass.gov/dph/boards/rn
Phone: 1-800-414-0168 or 617-973-0900

Emergency Medical Technician and Paramedicine

The Massachusetts Department of Public Health
Office of Emergency Medical Services (OEMS)
Bureau of Health Care Safety and Quality
67 Forest Street
Marlborough, MA 01752
<http://www.mass.gov/dph/oems>
Phone: 617-753-7300

Paramedicine

Committee on Accreditation of Emergency Medical Services Professions
8301 Lakeview Parkway, Suites 111-312
Rowlett, TX 75088
PH: 214-703-8445
FX: 214-703-8992
www.coaemsp.org

Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, #7709
Seminole, FL 33775
www.caahep.org

Practical Nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN) (Initial Accreditation)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
www.acenursing.org
Phone: 404-975-5000

Massachusetts Board of Registration in Nursing (Approved)
239 Causeway Street, 5th Floor, Suite 500
Boston, MA 02114
www.mass.gov/dph/boards/rn; Phone: 1-800-414-0168 or 617-973-0900

Radiologic Technology

The Joint Review Committee On Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org
Phone: 312-704-5300

Surgical Technology

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
(ARC/STSA®)
19751 East Main Street, Suite 339
Parker, CO 80138
www.arcstsa.org
Phone: 303-694-9262

The Commission for Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street North, #7709
Seminole, FL 33775
www.caahep.org Phone: 727-210-2350

SECTION II: Division of Health Sciences Policies

Section A: Academic Policies

A.1.0 Attendance

It is important to your academic success that you attend all classes in which you are enrolled and make up any work due to absences. For each course, your instructor will establish policies regarding class, clinical, and/or laboratory absences and make-ups (if any) and will include these policies in the course syllabus. Your course instructor has full and final authority to allow make-up work and/or absences. Frequent tardiness and absenteeism are not tolerated in the health care professions or by the DHS faculty.

As a student in a Health Sciences program at MassBay, you must follow policies that have been developed to meet the requirements of the appropriate accrediting agencies. To ensure your successful completion of the program and accreditation requirements, attendance in all health programs is mandatory for classes, laboratory sessions, and clinical rotations.

If you have clinical clock hour requirements, you should speak with your instructors about class and clinical attendance policies. Absences may be cause for program withdrawal. Students who demonstrate a pattern of tardiness or absence will receive a counseling notice regarding the attendance policy.

A.2.0 Student Progress

Students are advised that it is important to purchase the required textbooks and read all assigned chapters to be successful. Textbooks contain copyrighted material, and photocopying it is illegal.

To be considered in “good standing” within any of the DHS programs, students are required to achieve a minimum grade of 73% (C) in each Health Sciences Program course, except for Associate Degree Nursing (ADN) and Practical Nursing (PN) courses where the passing grade is a 75% (C), and the EMT and Paramedicine courses where the passing course grade is 77 % (C+). In science courses with a BI or CH prefix the passing grade is 73% (C). Students must pass all segments of courses (theory, laboratory, and/or clinical) to be successful in that specific health course.

Students whose grade in theory, clinical, or laboratory courses is below the minimum required at mid-semester will receive a midterm warning, consistent with the College's policy. Students who receive a midterm warning are required to schedule an appointment with the course's faculty member to develop a learning remediation plan.

Students must successfully complete all required prerequisite and co-requisite courses to continue in a Health Sciences program. It is the professional responsibility of each student to ensure adequate preparation for all program, course, lab, practicum, and/or clinical requirements.

Incomplete Grades: Should a student not complete all course requirements within the last two weeks of the semester but provide evidence of making significant progress toward such completion, he or she may submit a written request to the Health Sciences instructor to

receive an incomplete (I) grade. In each case in which an Incomplete is requested, the circumstances must be compelling and beyond the student's control. The Incomplete will not be awarded in cases of neglect on the part of the student, nor will it be given as a substitute for a failing grade. At the instructor's discretion, the "I" grade may or may not be awarded.

Incomplete grades may be given only in the following circumstances:

- The student must be in good academic standing in class, laboratory, and clinical;
- Attendance has been satisfactory;
- Illness, accident, or other extenuating circumstances prevent the completion of required work;
- Documentation has been provided by the faculty;
- Required work may reasonably be completed in an agreed-upon time frame, no later than the beginning of the next semester.

Instruction to Students:

To request an Incomplete grade, complete section I of the "Request form" and submit it, along with forwarding documentation, to your instructor. A copy of this form is included on page 45.

The instructor will specify the terms and conditions for making up the coursework in section II of the request form. Signed forms will be sent to the Dean for approval. The Dean will forward all approved forms to the Registrar for processing.

When the coursework is completed and with the Dean's approval, the instructor will submit a "Change of Grade Form" to the Registrar's Office.

If the "I" grade is granted, conditions for completion of course requirements will be stipulated in a written agreement to be signed by the instructor, the student, and Dean of the Division prior to the start of the next course in the program sequence. Students who do not resolve their incomplete grade will receive an 'F' and will not progress in the program.

A.3.0 Testing Policy

The specific testing policy for courses is found in the syllabus for each course. Any appeal of score/grade on an examination must be submitted in writing to the instructor within one week of the administration of the test. If a student must leave the room during the test, all test materials must be returned by the student to the testing proctor prior to leaving the testing room. Failure to comply with this stipulation may result in a failing grade for the test.

Test Review

Tests or exams may be considered “Secured” and will not be given to the student to keep after the exam is completed. These tests will be kept on file in the appropriate program office. Specific Health Sciences programs have test review policies. If a test review is permitted, it will be monitored by course faculty.

Make-up Exams

Students are expected to be present for all exams. The faculty recognizes that illness and emergencies may occur and, at their discretion, may allow the student to take a make-up test/exam. Students must notify the faculty prior to the exam time and provide reasons and documentation for the absence. The student must contact the primary course instructor on the day he/she returns to request a makeup exam and, if approved, arrange for an exam date. Faculty have the right to ask for documentation verifying the illness or emergency as part of their decision process to allow or deny a retest. A different examination will be administered.

During exams, the following rules apply:

1. All books, purses, tote bags, cell phones and other electronic devices, etc., will be placed in a designated area and remain there during the exam.
2. Dictionaries of any kind may not be used during an examination.
3. The student’s name must be recorded on all test materials and Scantron forms as appropriate.
4. If a Scantron form is used, any erasures must be thorough for accurate scanning.
5. If a test review is offered, exam papers must be returned to the faculty afterward.

A.4.0 Performance Notification Process

Students who are not performing satisfactorily in any laboratory or clinical setting will receive a performance notification. The performance notification form is on page 37 of this handbook. The instructor will use the clinical objectives or competencies to identify areas of weakness and determine the remediation needed to ensure compliance with student learning outcomes. Repeated performance notification may lead to a failing grade. Students are expected to complete all learning outcomes by the end of the course. Infractions of the policies, performance codes, or inadequate levels of academic/clinical performance may be communicated to the student through a written warning. A record of such a written warning shall be entered into the student’s file.

A.5.0 Student Grievance Procedure

The student grievance procedure is described on page 56 of the current MassBay Community College [Student Handbook](#).

A.6.0 Grade Appeals

The first step in the grade appeal process is to contact the faculty member in writing within 10

calendar days of the last day of the instructional period, stating that you would like a review of your course grades. Grade appeals are to determine if there are any mathematical errors in computing the final course grade.

The student grade appeal process is described in the current MassBay Community College [Student Handbook](#).

Section B: Professional Behavior

B.1.0 Division of Health Sciences Code of Student Conduct: Professional Integrity / Behavior Policy & Affective Domain Standards

The Division of Health Sciences Faculty has identified criteria for professional performance under the standards of the affective domain. Faculty has a legal and ethical obligation to inform students of behaviors that are inconsistent with these standards and to act to ensure that any inconsistency is acknowledged and corrected by the student. Students are responsible for integrating an understanding of professional and ethical standards associated with their discipline in order to meet the criteria identified below. Faculty have the right and the responsibility to apply reasonable professional judgment to determine if a standard has or has not been met.

- *Standard 1 Accountability:* To exhibit a willingness to accept responsibility for their own actions and the consequences of their behavior.
- *Standard 2: Adaptability/Flexibility:* To adapt to new, different, or changing requirements or circumstances positively and constructively.
- *Standard 3: Assertiveness/Effective Communication:* To integrate an understanding of the need to communicate effectively by analyzing priority needs, conveying those needs clearly and directly, and working toward a mutual understanding and participation in an appropriate action.
- *Standard 4: Compassion and Empathy:* To view situations from the perspective of the other person and take appropriate actions to preserve the dignity and worth of others.
- *Standard 5: Diligence and Dependability:* To exhibit a strong work ethic, persistence toward positive outcomes, and consistency in the performance of all duties and responsibilities.
- *Standard 6: Honesty and Integrity:* To exhibit truthfulness and accuracy in all actions, conduct themselves in a fair and ethical manner, and work to continuously uphold the values of the health care profession they are affiliated with.
- *Standard 7: Respect:* To exhibit esteem and deference to other persons or entities that reflects an awareness and acceptance of diverse cultural and social norms.
- *Standard 8: Other Standards Specific to the Division:* refer to program addendum for codes of ethics/conduct maintained by the profession

Each program will assess individual students for any or all of those behaviors listed above. If a student does not demonstrate these behaviors at appropriate levels in all domains, it may negatively affect his or her grade and/or ability to complete the program.

B. 2.0 Affective Domain Standards of Performance Violation Policy and Procedure

Should faculty determine that a student's behavior violates one or more of the affective domain standards, an affective domain warning will be issued to the student. Upon discovery of the violation, faculty has up to one week to investigate and issue the warning to the student. In certain instances, the student may be withheld from clinical until the process is carried out and the student completes corrective action. Once a student is notified that they will receive an affective domain warning, the student has 48 hours to meet with the faculty. At the discretion of the faculty or department chair, in certain instances, the student may be withheld from clinical, lab, or lecture until the process is carried out and the student completes corrective action.

The student will meet with faculty and have the opportunity to review a written summary that explains the nature of the violation, any required remedial action, and its implications for the student. A copy of the affective domain will go to the Program Director and will become part of the student's permanent record. Any affective domain violation may impact the student's ability to seek readmission, serve as a student representative, or receive a favorable recommendation for professional or educational purposes.

Recommendation for Dismissal from the Health Sciences program based on Affective Domain violations may occur when a student has received two Affective Domain Warnings and a third Affective Domain Violation occurs.

B.3.0 Cell Phone Policy

In keeping with the "respect" affective domain above (Standard 7), the Division of Health Sciences adheres to the following policy regarding the usage of cell phones during class time:

- Cell phones will be off during all class and lab time.
- Students and instructors will not make or receive cell phone calls during class and lab time.
- Students and instructors will not send or receive text messages during class and lab time.
- Unless required for completing clinical assignments, Cell phones will not be used at clinical in patient-care areas, and students must adhere to the policies of the clinical agency.

In the case of an emergency where it is **vital** that the student or instructor keep a cell phone turned on, it should be in vibrate mode, and should be answered outside of the classroom or lab. *It is the student's responsibility to notify the instructor before the start of class that an emergency call is due and that the student's cell phone will be on. It is the instructor's responsibility to notify the students of this situation before the start of class that an emergency call is due and that the instructor's cell phone will be on.*

Use of a cell phone for any purpose during a class or lab other than for an emergency situation as stated above, will result in the student being asked to leave the class or lab for the remainder of class/lab time. The student is responsible for the missing material as well as for making up the

time missed in class/lab. In addition, the student will receive a written warning indicating that the affective domain competency was not met.

B.4.0 Social Media/ Electronic Communication Policy

For the purposes of this policy, social media/electronic communication is defined as the use of email, electronic images, blogs, networking sites, applications, chat rooms, forums, video sites and other platforms. This policy applies to information posted in private or protected sites that can be accessed or shared by other users.

Faculty recognize that the use of social media to communicate has become commonplace. The implications for healthcare providers and healthcare students are serious. The accessibility and efficiency of technology make it easy to post content or images without considering the proprietary, confidential, or professional implications of such behavior.

The DHS holds the health sciences students to the highest standards for the responsible use of social media and electronic communication. Standards have been established that are aligned with the professional and ethical codes of each discipline.

The following behaviors are considered grounds for recommendation for dismissal:

- The use of social media to make disparaging remarks about other students, faculty, staff or patients, the division, individual departments or clinical affiliates/partners and associated individuals and communities- even if nicknames or codes are used and/or identifying information appears to have been removed.
- The posting, distribution or dissemination of patient, student, facility, laboratory or classroom images or associated content (please note: taking pictures, videos or audio recordings in the classroom or clinical agency is strictly prohibited without the permission of all parties involved).
- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of the Health Sciences Department, staff, faculty or students.
- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of clinical affiliates, partners, communities or individuals associated with the Division of Health Sciences or its departments.
- Posting inappropriate, suggestive, abusive, violent, potentially threatening, derogatory or discriminatory content in networks, forums or platforms while identifying oneself as a student within the Health Sciences Division. Note: Identification as a Division of Health Sciences student can be established through both statements and images on electronic and

social media sites (e.g., wearing a uniform or posting a college, division, or department logo).

- The use of any electronic communication or applications for the purpose of distributing or disseminating information that could be used to commit acts of academic dishonesty or fraud.
- The use of any electronic communication or applications to share or distribute proprietary academic or facility information, including, but not limited to, policies, procedures, or patient care tools.

Students are encouraged to view the following sites for tips for the responsible use of social media by healthcare professionals. Please note that nothing in these documents negates the policies established by the Division of Health Sciences.

<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit.aspx>

<https://www.ncsbn.org/2930.htm>

B.5.0 Snow/Weather Emergency Policy

If the College closes due to inclement weather or for any other reason, all classes, clinical, and laboratory classes are canceled. The student handbook and the College website (www.massbay.edu) provide information on the various communication methods used by the College to notify everyone of the College's closure and course cancellations.

Students are expected to attend their regularly scheduled classes, clinical and practicum when the College is open, and no official announcement has been made to close the College or cancel classes.

Students who believe that conditions are unsafe for travel to class or clinical/practicum must call their instructor and the clinical agency to explain why they are not able to attend the regularly scheduled class or clinical/practicum.

If a student and faculty member arrive at a clinical site before the school closing is announced, students and faculty will remain at the clinical site until the closing is announced. Students will be expected to leave the agency as soon as it is feasible to do so after the closing announcement is made. Any student who is in a preceptor clinical experience will be notified of the College closure by each program's Clinical Coordinator and/or Department Chair.

If the closing announcement occurs while students are en route to classes and arrive as the College is closing, students will be expected to return home without attending any classes. Cancellations that occur while classes are in session will require students and faculty to leave the campus as soon as possible after the announcement.

Make-up classes and clinical may occur at the discretion of each specific program within the Division of Health Sciences if the College had to close.

Section C: Recommendation for Dismissal, Appeal of Dismissal, and Readmission Policies

Students enrolled in Health Sciences programs are expected to be familiar with and follow the College's Code of Conduct, Division policies, Program policies, and course syllabi. When a student is found to be in violation of these policies, and after appropriate interventions and warnings have occurred, the student will be recommended for dismissal from their program, subject to due process. The Dean of Health Sciences will notify the student that they have been dismissed via MassBay email and certified mail. This is a dismissal from the Health Sciences program, not a dismissal from the College; however, a violation of the College's Code of Conduct may be grounds for dismissal from the College. The appropriate faculty or department chair will advise the student of the process and next steps, utilizing the Program Dismissal Worksheet, which the student will be asked to sign.

C.1.0 Medical Leave Policy

Students who leave a course mid-semester with verified medical or family illness documentation will be withdrawn from the course but not the restricted health sciences program. Students who are granted medical or family leave will be accommodated in the subsequent offering of that course, after first providing medical documentation approving their participation. Students will have 12 months to be reinstated in the withdrawn course for medical reasons. If additional time is required, the student will be withdrawn from the health science program and, if eligible, provided the readmission process. Students coming back from medical leave will be required to pay tuition for all enrolled courses. Students are only eligible for medical leave during a semester. Medical leaves will not be granted once the course is completed and/or grades have been issued.

C.2.0 Grounds for Recommendation for Immediate Dismissal

Demonstration of any of the following actions or behavior is grounds for recommendation for immediate dismissal, contingent upon the student's right to due process as outlined in the Appeals Process flowsheet in this handbook:

- a. When the Affective Domain Warning identifies multiple violations of standards;
- b. When the student refuses to accept or implement the corrective actions, and/or
- c. When the precipitating behavior or response is egregious (e.g., reckless, threatening, abusive, or illegal). In this case, the Associate Dean of Students, as the College's Code of Conduct Officer, will be consulted.

Students have the right to appeal the program dismissal as outlined in this handbook and described in the Appeal of Dismissal from the Division of Health Sciences Programs policy.

C.3.0 Appeal of Dismissal from Division of Health Sciences Programs

Process of Appeal of Dismissal

A student has the right to appeal a dismissal from a Health Sciences program related to affective domain violations as outlined in the Division of Health Sciences Student Handbook, the appropriate program addendum, and/or the course syllabus, should the student believe they were wrongly dismissed.

Students must follow the appropriate appeals process listed below. Students may attend classes and laboratory sessions, but not clinical rotations, during the appeals process, if permitted by the Program Director.

The following four-step process outlines the appeal process for dismissal from a Division of Health Sciences program.

Step 1

Within five calendar days from the date of the recommendation for dismissal from the program, the student must submit, in writing, reason(s) why he or she believes the decision was wrong, reason(s) why the student should be reinstated, and any additional information or documentation that would support the appeal to the Dean of Health Sciences.

Step 2

The program/faculty will provide the Dean of Health Sciences with student records related to the student's initial recommendation for dismissal from the program within five calendar days.

Step 3

The Dean of Health Sciences will convene the Appeals Committee of three voting faculty members to review and judge the merits of the student's appeal. The committee members will be Health Sciences' faculty outside the student's program, a representative from outside the Division of Health Sciences, and the Dean of Health Sciences. Depending on the nature of the appeal, other individuals may be consulted as necessary. If the reason for dismissal involves a College Code of Conduct violation, the Associate Dean of Students/Code of Conduct Officer will be consulted. The Dean of Health Sciences will provide the Appeals Committee with all documentation submitted by the student and the program/faculty. The student does not appear in this meeting in person. The Appeals Committee will either overturn or uphold the recommendation for dismissal.

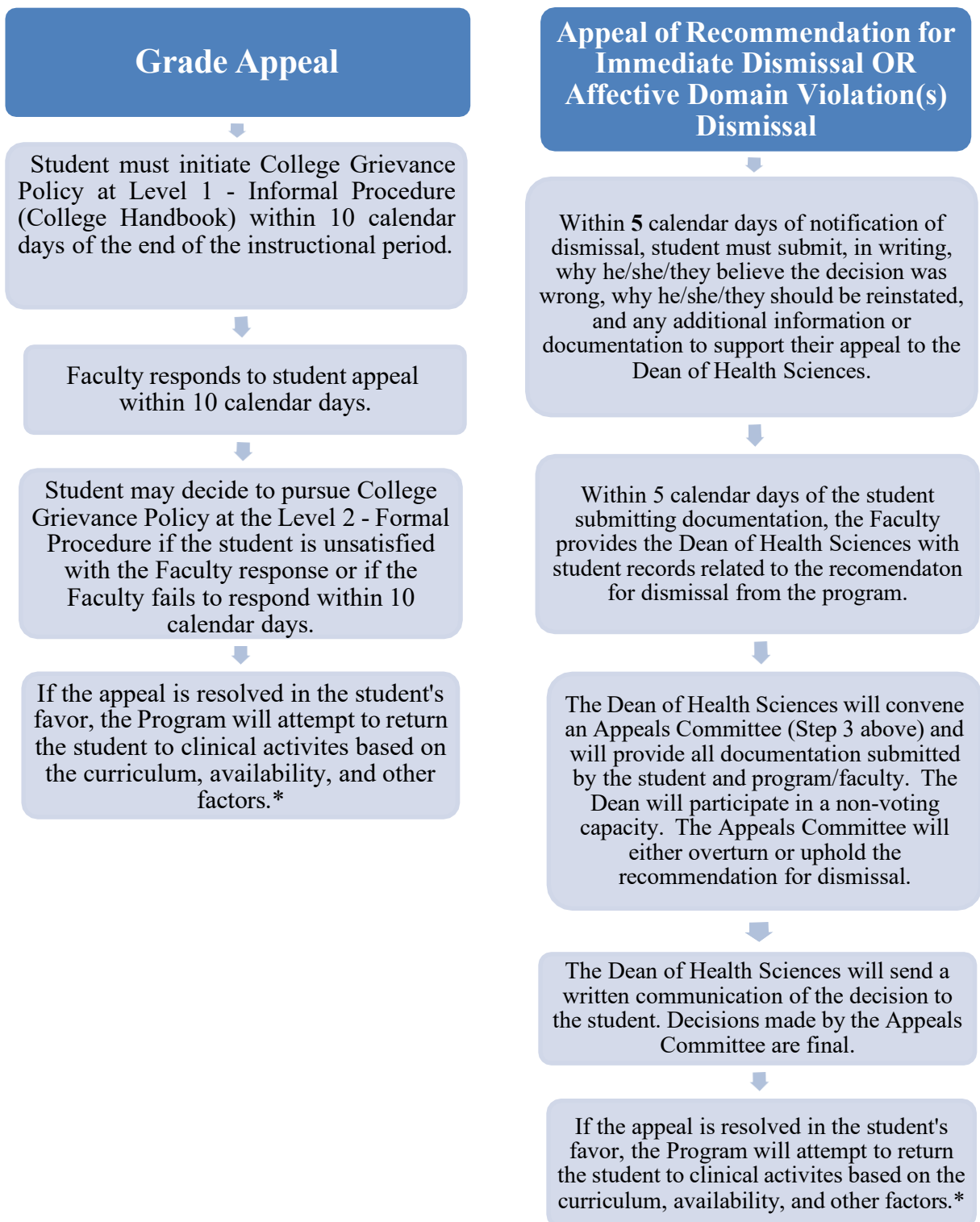
Step 4

The Dean of Health Sciences will send a written communication of the decision to the student. Decisions made by the Appeals Committee are final.

Appeal of Dismissal and Grade Appeal Processes Flowchart

During the processes described below, the student:

- May enroll and attend lecture and laboratory sections with Program Director permission.
- May NOT attend clinical courses.
- Is subject to all costs associated with course enrollment and Add/Drop policies.



*Each Program within the Division of Health Sciences has specific procedures and policies concerning the return of the student to clinical activities based on the program curriculum.

C.4.0 Readmission Policy

Students who have been dismissed or who have withdrawn from any program within the Division of Health Sciences at MassBay Community College will be considered only once for readmission to the same program. Students who have not been successful in one health sciences program can apply for admission to a different health program if they have an overall College GPA of 2.0 or better. Students who have been dismissed or withdrawn from a program for reasons of “clinically unsafe practice/behavior” as defined in the DHS Student Handbook and Policy Manual (see **E.14.0**) or who violate the College’s Student Code of Conduct are not eligible for admission/readmission to any DHS program. **See program addenda for specific requirements for admission/readmission.**

Application for readmission must be made within 12 months of withdrawal or dismissal from the original program. Readmission application deadlines are February 1 for the fall semester and June 1 for the spring semester. Qualified candidates will be selected from a readmission pool and based on the seat availability for that course and/or program.

Based on specific course/program requirements and accreditation standards, students may be required to retake courses, take competency exams, or undergo skill testing prior to readmission, even if courses have been completed successfully. Should the student not attain a passing grade on skill or competency testing, they will be required to retake the course(s) in their entirety.

Section D: Health and Immunization Requirements

Complete immunization and other required documentation are necessary for participation in a Health Sciences program. All immunization and CPR documentation is managed by Viewpoint, a secure, web-based platform. Students will receive instructions on creating a personal profile, called a “Viewpoint Account,” and on uploading their immunization and CPR documentation. Viewpoint will send the student email “alerts” when documentation is missing, incomplete, or needs updating. The Division of Health Sciences faculty will refer to Viewpoint account data to determine whether a student is cleared for clinical. The following items are required by your selected program’s due date or within 30 days of the first day of the semester* (see *Division of Health Sciences Program Grid* on page 49). **Failure to submit all the forms below on time and in the proper format will jeopardize the student’s place in his/her program. Jeopardize means the student will not be allowed to start the program or will have to withdraw if they have started the program and documents are found not to meet submittal or compliance requirements.**

Immunizations:

Hepatitis B -

You must allow a minimum of 6 months to complete the series. For students in Associate Degree Nursing, Central Processing Technology, Medical Assistant, Paramedicine, Phlebotomy, Practical Nursing, Radiologic Technology, and Surgical Technology programs, a positive Antibody Titer is required. This may be submitted along with the vaccine or alone. Documentation of the Antibody titer must include numerical results and an indication of ‘positive’ or ‘reactive’ status, and must be on the MassBay medical form, a laboratory report, or a physician's verification of results. If the titer is negative or equivocal, new alerts will be created for you to repeat the vaccine series and antibody titer. Individuals who document negative or non-reactive antibody titers following two vaccine series are considered ‘non-responders’ and must provide a letter from their healthcare provider. Students in the EMT program are required to submit the three doses of the Hepatitis B Vaccine OR a positive antibody titer (lab report or physician verification of results required).

Tuberculosis Testing –

2-Step TB/PPD Skin Test or Chest X-Ray or QuantiFERON-TB or T-Spot - An initial 2-Step TB screening, QuantiFERON or T-Spot blood test, or negative Chest X-Ray is due by the published deadline for your program. This process for the 2-Step TB must be followed:

Step I: PPD (Purified Protein Derivative) “implant” is injected into the forearm. In 2 - 3 days, this implant must then be “read” as negative and documented by a clinician.

Step II: Within 3 weeks of completing Step I, students are required to return to the clinician’s office for a second “implant.” Again, the student is required to return in 2 - 3 days to have this implant read and documented as negative by the provider.

Once students have completed Steps I and II, only a single TB implant is required annually and must be updated each year to remain in compliance with medical requirements.

If you have a positive TB/PPD result, submit documentation of a clear (negative) Chest X-ray.

A negative symptom review check by a health care provider is required annually thereafter.

Tetanus & Diphtheria (Td) or Tetanus/Diphtheria/acellular Pertussis (Tdap) - Documentation of one dose of Tdap at or after 7 years of age. If it has been more than 10 years since the Tdap was given, a Td booster is required.

Measles, Mumps, Rubella (MMR) 2-Dose Vaccine or Titers* - There must be documentation of either a positive antibody titer for all 3 components OR documentation of each vaccination. If the titer is negative or equivocal, 2 booster shots are required.

Varicella 2-Dose Vaccine or Titer* - There must be documentation of either a positive Varicella antibody titer OR vaccination. If the titer is negative or equivocal, 2 booster shots are required.

Seasonal Influenza Vaccine (when available) – Submit documentation of a flu shot administered in August prior to the upcoming flu season OR a declination waiver. Students who cannot be immunized for the flu may be required to wear a mask in clinical settings.

COVID-19 Bivalent Vaccine Dose – Submit documentation of a Bivalent Booster dose (after September 2022). Associate Degree Nursing and Practical Nursing students may submit documentation of a medical exemption provided by a healthcare provider. Students in other programs may submit a declination form or a medical exemption. These forms are available for download on the students' Viewpoint accounts.

Report of Physical Examination & Immunization Record - This requires the student's physician to fill in confirmation of immunizations you've received and your physical exam results within the past year.

** Titers are laboratory blood tests to determine immunity to specific diseases. They are not immunizations.*

Some clinical facilities may require additional information and/or screenings prior to clinical placement. Examples include submission of social security number; Fingerprinting; Drug-testing; CORI checks; CNA Registry Check, COVID-19 Vaccine and additional immunizations.

Meningococcal Vaccine (for full-time students who are 21 years old or younger) – 1 dose MenACWY (formerly MCV4) received on or after the student's 16th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form.

Additional Notes: Students who have previously taken the required MMR, Varicella, and Hepatitis B vaccines discussed above but who are unable to produce acceptable documentation must have titers drawn. Students who refuse to be vaccinated due to religious or medical reasons may be in jeopardy of losing their seat in the respective program, as most clinical agencies will not allow unvaccinated students to participate in direct patient care. Some clinical facilities where students will be assigned may require additional information and/or screenings prior to clinical placement.

Other Related Requirements:

CPR Certification – The CPR certifications acceptable for health students include “BLS Provider” from the American Heart Association (AHA), the American Red Cross, or the equivalent from the American Military Training Network. The copy must be front & back of the card, and it must be signed. An eCard from the AHA is also acceptable.

Technical Standards - Students must meet certain physical demands of performance so that they can successfully progress in their coursework and ultimately graduate. This form is completed and signed by the student.

Consent to Release Form – Student signature on this form permits the College to release personal information to clinical sites when requested to do so, such as vaccine records, Social Security Number, date of birth, and e-mail address.

National Background Check – A national county records search is also conducted through their Viewpoint account.

CORI and SORI forms –The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services). As required, the student must provide the last six digits of their social security number on the CORI form and present a valid government-issued ID (such as a license or passport) to verifying staff. The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a student is late or is absent the day the CORI/SORI check is completed, it is his/her responsibility to complete CORI and SORI request forms at the Division of Health Sciences Administrative Office. The Division of Health Sciences may conduct subsequent CORI checks within one year of the date the form was signed by the student. The Division of Health Sciences will first provide the student of written notice of the check. The student may also be required to complete subsequent CORI and SORI request forms according to clinical facility requirements. If a CORI and/or SORI Report is returned with a finding(s), it may or may not prohibit progression in a Health Sciences Program. CORI and/or SORI findings will be forwarded to a college-wide Review Committee, and the student will be invited to the review session. The final decision regarding the student’s progression in a Health Sciences program will be determined at that time.

**30-Day Grace Period: Massachusetts Law states that students subject to 105 CMR 220.600 (Immunization Requirements for Post-Secondary Students) may have a 30-day grace period after enrolling before all required immunization records must be submitted. Upon entering a Health Sciences program, students may also have a 30-day grace period from the start of the semester before being subject to withdrawal from their program provided if this does not interfere with the start of a required clinical rotation. If a program’s clinical rotation starts sooner than 30 days, students in that clinical course must comply with the Division of Health Sciences’ published deadlines in order to meet the standards of the clinical sites and begin their rotation on time. If the student does not have all records submitted and in the proper format by published deadlines or by the end of the 30-day grace period, whichever applies, he or she may be withdrawn from the program.*

Section E: Clinical/Practicum Policies

Introduction & Definitions

The purpose of this section is to present those policies and procedures that are most relevant to the clinical/practicum component of the programs. **The information contained in this handbook is subject to revision. Students will be given written notice of any amendments or revisions.**

The policies and practices are in addition to those stipulated in official College publications, the didactic policies portion of this handbook, and specific program course syllabi. **It is the policy of the College to reserve the right to add, withdraw, or revise any provision or requirement.**

To promote understanding of the scope of this handbook, the terms clinical, clinical fieldwork, clinical affiliations, and clinical rotations are used interchangeably and refer to the required clinical experiences of each of the programs.

Terms used for the various individuals involved with clinical education in the Health Programs include:

- **Clinical Instructor:** This term refers to any person recognized by the program as having the responsibility to supervise and assess the performance of any student while on clinical. This term is used interchangeably with **Clinical Supervisor, Clinical Faculty, Faculty and/or Clinical Preceptor**. Either the college or the clinical site may employ the individual with this title, depending on the program.
- **Clinical Coordinator (CC):** This term refers to the college faculty member responsible for securing and/or assigning clinical placements, and for assessing the student's clinical performance. Other terms used to describe this individual include **Academic Fieldwork Coordinator (AFC), and Clinical Coordinator (CC)**. For the ADN and PN programs, the CC is the Program Chair.
- **Center Coordinator for Clinical Education (CCCE):** This term refers to the person employed by the clinical site whose responsibility is to coordinate and supervise the clinical program at each site. Other terms used to describe this individual include **Clinical Site Supervisor (CSS) and/or Clinical Instructor (CI)**.
- **Preceptor:** This term refers to the person on staff at a clinical facility who supervises and instructs students in clinical experiences.

Individual clinical sites may use different titles for those serving in the positions listed above within their institutions. Refer to the program appendices for this information.

The clinical experience(s) is integrated within the overall program requirements. It provides practical experiences that augment laboratory and classroom learning and facilitates the transition from student to health care practitioner.

E.1.0 Professionalism

The student will adhere to all accepted standards, policies, procedures, rules, and regulations of the College, DHS, the program, the clinical site, and his/her profession's code of conduct. The student's performance and behavior must be safe and appropriate at all times. **Refer to the Professionalism and Affective Domain Standards and the program appendices for professional codes of conduct specific to each program/profession.**

E.2.0 Confidentiality

Of equal importance to the confidentiality of student records is the unequivocal requirement to preserve the confidentiality of any and all patient/client medical information. It is the moral, ethical, and legal responsibility of health professionals and DHS students to ensure that any and all medical-related information is held in confidence. Client information should only be shared with appropriate clinical personnel within the context of that personnel's need to know for the delivery of quality care. Students are required to adhere to all such policies while in the clinical environment. All students will receive from the College patient privacy training (HIPAA) prior to clinical.

E.3.0 Health Status

It is the student's responsibility to ensure that completed physical exam and immunization records are submitted to and approved by Viewpoint. (See Section D. Health and Immunization Requirements.) Failure to submit this information and other required documentation could affect clinical placement and the ability to complete a Health Sciences program. Health forms are available from the Division of Health Sciences.

Should the student's health status change in a manner that would restrict clinical participation after he/she has health clearance and has matriculated in a DHS program, he/she **MUST** immediately notify the Department Chair. The student must also submit to the CC a note from his/her primary care provider indicating the nature of the restriction and the date at which the restriction(s) must be imposed. To re-enter the clinical environment, the student must submit a note from his/her primary care provider to the CC affirming the removal of restrictions and the date at which the student can resume unrestricted participation in clinical activities. If a student is unable to resume his/her participation in the program, he/she should refer to the Division of Health Sciences' Medical Leave Policy (Section C.1).

E.4.0 Communicable Disease Statement

Students have an ethical and legal responsibility to maintain a high standard of health. When providing care, the student should routinely and without discrimination take all precautions against exposure and transmission of communicable diseases consistent with the policies and procedures of the clinical site. The DHS student who has a communicable disease must inform the CC and the appropriate clinical instructor. Should there be any questions as to potential restrictions or precautions relating to clinical participation, the student may be required to seek medical advice and documentation from his/her primary care provider.

E.5.0 Emergency Care

The College's contractual agreement with clinical agencies states that emergency care will be provided by the clinical facility if that facility maintains an emergency room. Furthermore, the

agreement stipulates that the student will assume the cost of such emergency care. Therefore, students should refer to their health insurance policy for coverage in the event of an emergency in the clinical area.

E.6.0 Latex Sensitivity & Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at MassBay Community College to provide information to potential allied health and nursing program applicants/students who are sensitive to latex.

Latex-free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex, including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors, and wound drains;
- Stethoscopes, catheters, respirators, and goggles;
- Oral and nasal airways, surgical masks, and electrode pads;
- Endotracheal tubes, syringes, IV tubing, and tourniquets.

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Division of Health Sciences. If a student is already admitted to a Health Sciences program, he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the College's Office of Accessibility Resources.

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when a reasonable accommodation is made, and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the Division lab facilities, MassBay Community College will provide latex-free and powder-free gloves in all College lab facilities. Should a clinical agency NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities: *1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves; 2) maintaining an inventory of products/equipment and supplies in each health science program that contain or could contain latex; and 3) future purchasing of latex-safe supplies and equipment whenever possible.*

As with all students in the Division of Health Sciences programs, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

E.7.0 Blood and Body Fluid Exposure Policy and Procedure

Occupational Exposure Guidelines

According to the Centers for Disease Control and Prevention, the primary means of preventing occupational exposure to HIV and other blood-borne pathogens is the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals are potentially infectious. The routine utilization of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.

For more information: <https://stacks.cdc.gov/view/cdc/20711>

Faculty & Student Responsibilities

1. Receive agency/unit orientation regarding infection control policy and post-exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids.
6. Provide health education to individuals and groups regarding the prevention, transmission and treatment of HIV.

Accidental/Occupational Exposure Procedure

In the event of an accidental/occupational exposure to blood or body fluids, students and faculty should:

1. **Immediately** wash the area of exposure with soap and water.
2. **Immediately** report the incident to the instructor and/or supervisory personnel.
3. Complete appropriate documentation according to agency standards and provide a copy of the report to the Division of Health Sciences department chair. Another copy will be kept in the student's file.
4. Complete the Division of Health Sciences' Incident Report. This form is included as an appendix in this handbook; this **must be completed within 24 hours of the incident**.

PLEASE NOTE:

1. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.

2. The injured party will be financially responsible for emergency treatment, prophylaxis, and follow-up care resulting from the incident.

E 8.0 Accommodation for Disability Conditions

DHS students who request an accommodation in lecture, lab, or clinical due to a documented disability must inform the College Office of Accessibility Resources. The Office of Accessibility Resources, the Department Chair, and the Academic Coordinator of Clinical Education will determine if the accommodation is appropriate and reasonable. This means that the accommodation does not compromise either the essential duties/student teaching responsibilities at the clinical/practicum site or the requirements of the program's competency-based educational equivalents. (See Technical Performance Standards description and form in the Health and Immunization Requirements section of this Handbook.)

E 9.0 Clinical Sequence and Placement

- E.9.1 The Clinical Coordinator or Program Chair determines the clinical placement of students. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. A student shall not be placed at a site if he/she or an immediate relative volunteers or works in a department or unit within that site that is similar to his/her chosen field of study. When possible, advance notice will be given so that the student may make appropriate arrangements and clinical practicum sites may prepare for the student.
- E.9.2 Contacting and arranging clinical affiliate placements is the purview of the Program Chair and/or Clinical Coordinator. Students **shall not** contact a present or prospective clinical site without obtaining prior approval from the Clinical Coordinator or Department Chair.

E.10.0 Transportation, Housing, and Parking Fees

The student is responsible for transportation to and from the clinical/student teaching sites as well as any parking fees. For programs with out-of-state clinical/student teaching sites, students are responsible for the cost of housing, transportation, meals, and other expenses unless otherwise provided.

E.11.0 Professional Appearance - Dress Code

While each program may have specific uniform requirements, all programs have the following expectations. The student must at all times:

- E.11.1. appear neat, clean, and well-groomed.
- E.11.2. maintain good personal hygiene.
- E.11.3. adopt a conservative approach to dressing, minimizing jewelry and cosmetic/fragrances, not wearing clogs, open-toed shoes or sandals, nor extremely loose-fitting or tight clothing.
- E.11.4 wear MassBay student identification pin with name and his/her program of study.
- E.11.5 remove personal pagers and/or cell phones before entering the clinical site.
- E.11.6 limit body piercings to small, post-type earrings. Only one earring in each ear is permitted. No other body piercing jewelry is permitted in clinical and laboratory settings.
- E.11.7 cover visible tattoos upon request in the clinical setting.

E.11.8 keep fingernails short and clean. Clear nail polish may be worn. Artificial fingernails are not permitted.

Refer to individual program appendices for specific requirements.

E.12.0 Attendance

Attendance during the clinical affiliation is mandatory. Students are expected to report promptly, consistent with the schedule of the site and clinical faculty. It is unacceptable to schedule personal appointments during clinical hours. Tardiness and early departures are also unacceptable. If a student for any reason misses more than one-quarter of the scheduled clinical/student teaching day, he/she will be considered absent for the whole day.

E.12.1 Should illness or any other reason prevent the student from reporting to the clinical facility on time, the student must notify his/her clinical instructor, Clinical Coordinator, or appropriate College office at least 30 minutes before the scheduled start of the clinical day. Failure to notify either the clinical instructor or College of an absence is a serious breach of professional conduct.

E.12.2 If a student is ill and in danger of exceeding the attendance policy of his/her program, a note from his/her health care provider must be submitted to the Clinical Instructor at the affiliate and to the Clinical Coordinator at the college. The student will not be permitted to resume the clinical experience without a note from the health care provider stating that the student is capable of resuming (without restriction) all activities associated with the clinical education component of the program.

E.12.3 Any clinical skill acquisition or experiences missed due to absence, tardiness, or early departure must be made up at the discretion of the clinical instructor and approved by the CCCE and Clinical Coordinator. The determination as to which alternative assignments and locations may be required to make up missed days/hours and/or substitute for any missed clinical skill acquisition or experiences will be made at the discretion of the clinical affiliate, Clinical Coordinator, CI, and/or the Department. Chair at the College.

Refer to the appendices for individual program policies and/or syllabi.

E.13.0 Evaluation of Clinical Performance

Each program develops instruments and assessments used to evaluate student clinical performance. Refer to the appendices for the clinical grading policies for the respective program. The CC /CI/Department Chair will issue grades consistent with the policy contained in the College catalog and course syllabus. In most programs, clinical experiences are graded pass/fail. Grades: Clinical grades below the program's specific minimum will result in withdrawal from the program. Refer to the minimum grade information in section A2. Students who are having difficulty meeting the established learning objectives of the clinical experience are encouraged to seek prompt advice and/or assistance from the CCCE, CC, and /or the clinical instructor/faculty to develop a learning plan to address concerns.

E.13.1 Unsatisfactory clinical performance is defined as performance within the clinical environment that demonstrates:

E.13.1.1 consistent pattern of weakness in one or more clinical behaviors/skills objectives

E.13.1.2 failure to demonstrate progressive mastery of clinical behaviors and objectives

E.13.1.3 performance requiring more guidance and instruction than that required by other students at the same level.

If a student does not comply with the academic, professional, or clinical standards listed in this policy manual or the MassBay Student Handbook, a DHS administrator or faculty member will issue a written warning. The student must sign the warning. NOTE: **Signature on the warning** does not constitute the student's agreement with the content of the warning. Space is provided for the student to indicate his or her non-agreement and comments. The original signed copy of the written warning will be placed in the student's record, and a copy will be given to the respective program chair. Should the student refuse to sign the form, the faculty will obtain a witness signature attesting that the notice was given to the student.

E.14.0 Clinically Unsafe Behavior

The following are examples of clinically unsafe behavior:

E.14.1 Any incident in which the student's action has or may seriously jeopardize patient care and/or safety. Examples of such actions include, but are not limited to:

E.14.1.1 errors of omission/commission in patient care;

E.14.1.2 any pertinent intervention which places another in danger;

E.14.1.3 failure to report changes in patient status promptly;

E.14.1.4 acting outside of the legal and ethical role of the student as defined by professional standards;

E.14.1.5 abusive behavior;

E.14.1.6 not being accurate regarding any personal conditions that may jeopardize patient care or about the student's own learning needs;

E.14.1.7 repeated and/or consistently unsatisfactory clinical performance which compromises quality of care when the student also demonstrates one or more of the following:

E.14.1.7.1 multiple failed assignments, lab assessment scores or didactic average that falls below the acceptable standard set in the course syllabus.

When a faculty member determines that a student has been clinically unsafe,

1. the student will be immediately removed from clinical and lab settings.
2. the student will be notified immediately that they have been given an unsafe clinical grade and will not be permitted to return to clinical or lab. If the student is in another health course with a clinical component, the student will not be allowed to attend the clinical or lab unless the faculty member and department chair determine that patient safety is not at risk. Written notice by the faculty member will be given to the student, documenting the reasons for the clinically unsafe determination.
3. The faculty will notify the department chair and the appropriate academic

administrator that a failing grade has been issued.

The grade submitted for the course where the unsafe clinical practice occurred will be an F. Any student who receives an F due to unsafe clinical practice will not be eligible for re-admittance to a health program. The student may appeal the unsafe clinical grade by following the Grade Appeal Process described in the MassBay Student Handbook.

E.15.0 Drug Screening Policy

Massachusetts Bay Community College is committed to the promotion of the health and safety of patients, students, faculty, and staff, and our community members, including those with physical, psychiatric, or substance abuse concerns. Policies and procedures are established with this commitment in mind. To ensure that patient care is not compromised, facilities and agencies engaged in patient care have begun to require mandatory drug testing of all their employees and any affiliating groups.

Accordingly, students enrolled in Health Sciences programs may be required to provide proof of a negative ten-panel urine drug screening in order to be eligible for clinical placement if required by the clinical site where the student is assigned. Drug screening will be random at the discretion of the Program. Drug screening must be done through the student's Viewpoint Account before the start of a clinical rotation. Viewpoint will provide step-by-step instructions on how to obtain a drug screening at a local testing facility. Students taking prescription or over-the-counter medications will have the opportunity to provide a list of medications to Viewpoint. All costs associated with drug testing are the responsibility of the student.

Drug-screening results will be sent to the Dean of Health Sciences in a confidential manner. Students who do not pass the drug screening test the first time have the right to request a second drug screening prior to their clinical rotation. If the second drug test is negative, the student will be placed in a clinical rotation. If the second test is positive, the student will be ineligible for clinical placement and recommended for withdrawal from their health program, contingent on due process. Students who fail to comply with any aspect of the drug-screening requirement or who receive positive results will be ineligible for clinical placement and subject to dismissal from the Health Sciences program in which they are enrolled.

Health Sciences clinical affiliating agencies may also have policies on random or scheduled on-site drug screening of students. Students must comply with all clinical facility policies. A positive drug test result from the clinical site will result in the student's immediate removal from clinical and recommendation for dismissal from the Health Sciences program. In the event a faculty member has a reasonable belief that a student is under the influence of alcohol or drugs, the faculty member will immediately remove the student from the clinical setting and follow the College's policy on Alcohol and Drug Use. The student will be sent to the Emergency Department for further evaluation and drug/alcohol testing if necessary. A student under the influence of alcohol or drugs in a clinical setting shall be subject to discipline, up to and including expulsion from the College, in accordance with the College's Alcohol and Drug Use Institutional policy.

Any student who is withdrawn from the Division of Health Sciences due to a positive drug test may appeal this decision through the Division's Appeal Process. Please see the Appeal Procedure in the Division of Health Sciences Handbook. Any student who is withdrawn from the

Division of Health Sciences program due to a positive drug test may reapply based on current College and Division of Health Sciences readmission policies.

All students will be notified, in writing, of the requirement for drug screening when enrolling in a program that requires such screening. This form can be found in Section III.

While the recreational use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law, and its use, possession, distribution, and/or cultivation at educational institutions remains prohibited. Accordingly, students who test positive for marijuana are unable to participate in clinical education, which will affect their status in the program. A student who has a prescription for medical marijuana and seeks to use medical marijuana off-campus during semesters where they have clinical rotations shall contact the College's Accessibility Resources Office. Accessibility Resources will consider the student's request as a request for reasonable accommodation and will engage in an interactive dialogue with the student to determine an effective and reasonable accommodation for their disability. Accessibility Resources will, among other things, request medical documentation to confirm the disability, including the student's Medical Marijuana Card. Use of medical marijuana off-campus during the clinical education shall not be considered a reasonable accommodation if its continued use would impair the student's clinical performance, pose an unacceptably significant safety risk to the public, or violate the College's affiliation agreements with its hospital partners, thereby jeopardizing those affiliations.

Steps

1. Each student enrolled in a program that requires drug screening will be notified of the requirement to report for drug screening to the testing agency. Students will be given 48 hours to complete the drug screening requirement. Students will contact the specified testing agency to schedule an appointment within the specified time period.
2. Students must follow the instructions given by Viewpoint to comply with the screening protocol. Failure to participate in the drug screening process or comply with the protocol will result in the student's inability to participate in the clinical education and, consequently, will result in the student's dismissal from the program.
3. Viewpoint will provide results to the Dean of Health Sciences at Massachusetts Bay Community College. Results can only be accepted directly from Viewpoint. The Dean of Health Sciences will provide the applicable department chair or program coordinator with a list of those students who have completed their drug screening and are eligible to participate in clinical or field education.
4. Students whose results fail to satisfy the screening criteria will not be eligible to participate in the clinical education and consequently will be dismissed from the program unless the disqualifying factor can be satisfactorily remedied.
5. Students with a positive drug test may challenge the results of the test within five (5) days of notification of the drug test results. This challenge must be in writing and delivered to the Dean of Health Sciences.

Section III: Division of Health Sciences Forms

Division of Health Sciences Technical Standards Form

It is necessary for all Division of Health Sciences students to review and sign the following.
Please circle your program from the list below, then sign and return as directed.

ADN	Associate Degree Nursing	PB	Phlebotomy
CT	Computed Tomography	PM	Paramedicine
CY	Central Processing Technology	PN	Practical Nursing
EMT	Emergency Medical Technician	RT	Radiologic Technology
NA	Nursing Assistant	ST	Surgical Technology

TECHNICAL PERFORMANCE STANDARDS		ADN	PN	PB	PM/EMT	NA	RT/CT	ST/CY
MUSCULAR And SKELETAL	Work at areas located at various positions and elevation levels for durations of at least 30 minutes at a time alternating with the need to make frequent changes in body positions	X	X	X		X	X	
	Maintain a standing body position for a minimum of two hours, while performing work related functions	X	X	X		X		X
	Transfer and position movement dependent patients from / to various positions and surfaces, such transfer / positioning frequently requiring a minimum of a 50 lb. weight bearing load	X	X	X	X	X	X	X
	Move / push / pull / reach equipment and accessories of various weights and sizes from a variety of heights to a variety of heights	X	X	X	X	X	X	X
	Perform CPR on adults, infants, and toddlers	X	X	X	X	X	X	X
	Detect and distinguish between variations in human pulse, muscle spasm & contractions, and / or bony landmarks	X	X	X	X	X	X	
	Safely guide patient in ambulation on level as well as inclined surfaces and stairs, often while the patient is using a variety of assistive devices. In either case, guard patient against falls or other injury	X	X	X		X	X	
	Apply graduated manual resistance to patient's individual muscular actions in order to determine patient's strength or to apply exercise techniques for stretching or strengthening	X	X	X		X		
	Quickly move from one site to all other areas of the health care facility	X	X	X	X	X	X	
AUDITORY	Detect and appropriately respond to verbally generated directions and acoustically generated monitor signals, call bells, and vital sign instrumentation output	X	X	X	X	X	X	X
VISUAL	Detect and discriminate between various human gestures and non-verbal responses	X	X	X	X	X	X	X
	Detect and discriminate between large and small gradations in readings on dials, graphs, and displays, such detection made at various distances from the source.	X	X	X	X	X	X	X
	Read printed and computer screen manuscript text	X	X	X	X	X	X	X
	Discern a patient's physical status at distances in excess of 10 feet and in subdued lighting	X	X	X	X	X	X	
	Detect and discriminate between the range of image brightness values present on radiographic and computer screen images						X	
	Manipulate/adjust various types of switches, levers, dials,	X	X	X	X	X	X	X

MANUAL DEXTERITY & FINE MOTOR SKILLS	control, and/or hand-held equipment and/or in various combinations							
	Hold and use a writing instrument for recording patient history or pertinent information	X	X	X	X	X	X	X
	Apply gown, gloves, and mask for Universal Precautions when needed	X	X	X	X	X	X	X
VERBAL	Articulate clearly to a patient in conversational English regarding therapeutic goals and procedures	X	X	X	X	X	X	X
OLFACTORY	Detect changes in environmental odor and (temperature)	X	X	X	X	X	X	X
ENVIRONMENTAL	Function within environments which may be stressful due to fast pace, need for accuracy, and distracting sights and sounds	X	X	X	X	X	X	X
	Recognize that the academic/clinical environment includes exposure to disease, toxic substances, bodily fluids, and/or radiation	X	X	X	X	X	X	X
	Exhibit social skills necessary to interact effectively with those of the same or different cultures with respect, politeness, and discretion	X	X	X	X	X	X	X
	Maintain cleanliness of personal grooming consistent with close personal contact	X	X	X	X	X	X	X
	Function without causing harm to self or others if under the influence of prescription or over the counter medications	X	X	X	X	X	X	X

Technical Performance Standards Informed Consent

1. I have received, read and understand the meaning of MassBay Community College's Health Professions Technical Performance Standards.
2. I understand that the Standards indicated, as applicable to my intended program of study, relate to the full array of essential performance competencies inherent to my chosen program of study.
3. I also understand that in order to successfully graduate from the program of my choice, I must be able to satisfactorily perform the tasks listed in the standards.
4. It is my responsibility to submit a request to the College's Disability Resources Office should I wish to receive a determination of reasonable accommodation in performing any of the stated standards.
5. Lastly, I understand that there may be instances where a reasonable accommodation for a method of satisfying the required performance tasks may not be possible.

Student Name (print): _____ ID#: _____ OR SS#: _____

Student Signature: _____ Date: _____

**MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Performance Notification Form**

Student's Name _____

Faculty / Administrator's Name _____

Date _____

It has come to the attention of the faculty member / administrator named above that your performance has fallen below acceptable standards or your behavior has violated one or more of the policies of the program, division, college and/or clinical affiliate. The specific lapse in performance level / policy infraction is as follows:

If appropriate corrective action is possible, you must satisfy the following expectancies by any dates / time frames specified:

Should you fail to affect the above requirements as stipulated by the dates / time frames stipulated, the following consequence will occur:

FACULTY / ADMINISTRATOR SIGNATURE _____ DATE _____

Student Comments:

I agree with the above described assessment and prescribed action: ☐ yes ☐ no

STUDENT SIGNATURE: _____ DATE: _____

(NOTE: Student signature indicates only that the student was given this notification, not that the student agrees with the content of the notification.)

WITNESS SIGNATURE: _____ DATE: _____

(NOTE: Witness signature verifies that this notification was given to the student, but the student refused to sign as required)

**MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Counseling Record Form**

Date: _____

Student: _____ **Student ID#:** _____

Faculty/Staff/Advisor Name: _____

Program: _____ **Course:** _____

Present at Meeting: _____

Discussion:

Student Comments:

Recommendation(s):

Referral(s) to College Services? **yes** **no**

Faculty/Staff/Advisor Signature: _____ **Date:**

Student Signature: _____ **Date:** _____
4/15/10 kcc

**MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Affective Domain Standards of Performance Warning Form**

Date:_____ **Student:**_____ **Student ID #:**_____

Faculty/Advisor Name:_____

Program:_____ **Course:**_____

Notice of Affective Domain Violation (Check One): #1____ #2____ #3____

Nature of Violation:

Affective Domain Standard(s) Violated:

Remediation Plan (Violation #1 & #2):

Student Comments:

Faculty/ Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Copy of Document Sent to Program Chair and Advisor:

Program Chair_____ **Date Copy of Document Sent**_____

Advisor_____ **Date Copy of Document Sent**_____

4/21/10 kcc

**MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Academic/Lab/Clinical Alert Form**

Student Name _____

Course _____

Instructor _____

The Division of Health Sciences faculty wants to provide you with the assistance you need to succeed in your program. We are concerned about your progress and urge you to take the step (s) indicated below immediately.

Academic Concern	Attendance / Clinical Concern / Professionalism
☐ The grade you earned on Quiz/exam _____ was unsatisfactory Date: _____ Grade _____ ☐ WARNING: Your current test grade average indicates you are in danger of not progressing to the next level. Current test average _____	☐ You have had one class/lab/clinical absence on _____ ☐ WARNING: You are in danger of being administratively withdrawn (AW) due to excessive absences ☐ Your clinical performance on _____ was unsatisfactory ☐ You have violated the Affective Domain Standards of Performance in the classroom/lab/clinical setting on _____

Recommended Activity:

- ☐ See me in my office after class or during office hours by (date) _____ Office # _____ Phone: _____
- ☐ Complete the prescribed remediation lab _____ by (date) _____
- ☐ Attend open lab for review _____ skills by (date) _____
- ☐ See the Academic Tutor for content including math review by (date) _____
- ☐ Utilize appropriate college resources (counseling/disability) _____

Instructor Signature: _____ Date: _____

Comments:

Did the student come for help by the date indicated? ☐ YES ☐ NO

Comments:

Students Signatures:

Comments:

**NOTIFICATION TO STUDENTS OF RANDOM DRUG SCREENING ANALYSIS
REQUIREMENT**

Please be advised that students enrolled in the _____ Program at Massachusetts Bay Community College will be required to undergo and pass random drug screening analysis in order to be eligible for placement at a clinical facility or in the field. Students who either fail to pass, refuse to submit to, or fail to schedule and take a drug screening analysis within the designated time frame will be deemed ineligible for clinical placement, which will negatively impact their status in the program.

If you have any questions pertaining to this policy, please contact the Dean of Health Sciences.

By my signature, I acknowledge that I have been provided with the Massachusetts Bay Community College Drug Screening Policy and notification that I am required to undergo and pass the drug screening analysis. I am aware that refusing to submit to, failing to schedule and take the drug screening analysis, or failing to submit to or pass the drug screening analysis will result in my being ineligible to participate in clinical education, and consequently, I will be dismissed from the program.

STUDENT NAME (PRINTED)

STUDENT SIGNATURE

DATE

**MASSBAY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
Report of Exposure, Injury, or Incident Form
To be completed by the clinical supervisor and student**

Name of Individual involved: _____

Immediate Faculty/Preceptor: _____

Clinical facility where exposure occurred: _____

Date/Time of Exposure: _____ Type: Needle Stick: ____ Splash: _____
Mucous Membrane _____ Other: _____

Describe how the incident occurred: _____

Personal Protective Equipment Being Used _____

Actions taken (decontamination, clean-up, reporting, counseling, etc.) _____

Date and Time Incident was reported to Infection Control/Occupational Health: _____

Name/Title of Individual to whom the incident was reported: _____

☒ CHECK LIST

☐ Student was provided with the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure*

I have received and read the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure guidelines*. I understand that I have been advised to contact my health care provider for care that is needed as a result of the exposure that has occurred.

Student Name (Printed) and Signature

Date

**Division of Health Sciences
Incident Report Form**

Date of Event:	Time of Event:	Department:
Class:	Location:	Instructor:
Involved Parties: <i>NOTE: All Involved parties must submit separate reports</i>		
Report of Event Completed By:		Date:
E-mail:		Phone:
Report of Event Requested by:		
Please Select the Appropriate Category (select all that apply):		
Student / Family Issues	Classroom Issue	Clinical Site / Facility
Student Injury	Equipment Issue	Other:
Exposure/Contact to Bodily/Infectious Substance		
Other:		
Incident Description: explain in detail the nature of the incident and to whom it has been reported. Include a description of the incident, any steps taken to resolve it, and any direct observations of the situation. Use both sides of the page if necessary. <i>In order to comply with Federal and State laws, please DO NOT Include any of the following information: Date of Birth, Social Security Number, Driver License Number, any Credit Card or Financial Information as well as any Address Information.</i>		
Student Name (Printed)		
Student Signature		
Faculty Name and Signature		
Date Submitted		

MASSBAY COMMUNITY COLLEGE

Incomplete Grade Request Form

Section I and II (to be completed by the Instructor with Input from the Student)

Date: _____

Student Name: _____ Major: _____

Student ID Number: _____ Semester and Year: _____

Instructor: _____ Course Name and Number: _____

Reason(s) for not completing the coursework before the end of term: Health____ Other____
Brief description of Reason (submit all supporting documentation): _____

Student Signature: *(or email accompanying the form to acknowledge the student is submitting this Incomplete Form and the current date):* _____

Section III (to be completed by the Instructor)

Instructor's Name: _____

Assignments and/or exams needed to complete this course:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

If work is completed satisfactorily, what is the expected course Grade? _____

Instructor's Signature: _____

When is the Required Completion Deadline: _____

Student's signature indicating acceptance of the terms: _____

Section IV (Send to Dean/Asst Dean to be completed by the Dean): ldavis@massbay.edu, vtoomey@massbay.edu, amacdonald@massbay.edu

Dean/Asst Dean: _____ ☐ Approved ☐ Not Approved

Section V

Date Received by Registrar, as needed: _____

Cc. Division Office, Student, Instructor

Rev 050925

Division of Health Sciences

Recommendation for Program Dismissal Worksheet

Student Name _____ Student ID _____

Date _____ Program _____ Faculty _____

Dismissal Basis (Check one): ☐ Grade ☐ Affective Domain Policy

Instructions for Faculty/Department Chair: please write a summary below of the reason(s) for the Recommendation for Program Dismissal, list type(s) of supporting documentation and dates in which infractions occurred on Documentation Log and attach student records and relevant program policy or syllabi. Provide this worksheet and any additional documents to the Dean of Health Sciences and student at the time of the program dismissal. The original will be filed in the Division of Health Sciences Offices.

Documentation Log		
Date	Document type	Description
	<i>e.g., Attendance records</i>	<i>Student clinical attendance</i>

Instructions to students: Students have the right to appeal a program dismissal. Details of the appeal process related to Affective Domain Program Dismissals are in the Division of Health Science Student Handbook's Appeal of Dismissal from Division of Health Sciences Programs. Details of the Grade Appeal process can be viewed in the College Student Handbook.

Student comments:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Rev. 10/29/2025

APPENDIX A: Health Sciences Program Grid

Program	Day	Evening	Weekend	Hybrid Format	Fall Start	Spring Start	Summer Start	Length of Program	Credits/Type
Central Processing Technology		X			X	X	X	1 Semester	3 credits Certificate
Computed Tomography	X		X	X	X			2 Semesters	Track 1 (8 Credits) Track 2 (14 Credits) Certificate
Emergency Medical Technician (EMT)	X	X			X	X	X	1 Semester	8 credits Certificate
Medical Assistant		X		X	X			2 semesters	26 Credits Certificate
Medical Coding				Online	X			2 Semesters	27 credits Certificate
Medical Office Administrative Assistant		X		X	X			2 Semesters	26 credits Certificate
Associate Degree Nursing	X				X			4 Semesters	68-72 credits Associate Degree
Practical Nursing	X				X			2 Semesters Interession 1 summer	43 credits Certificate
Paramedicine (Day)	X				X			2 Semesters 1 summer	37/38 credits Certificate
Paramedicine Evening)		X				X		3 Semesters 1 summer	37/38 credits Certificate
Phlebotomy Skills Certificate		X		X			X	1 Semester	6 credits Certificate
Phlebotomy Technician		X		X	X			2 Semesters	20 Credits Certificate
Radiologic Technology (Day)	X				X			4 Semesters and summer	78 credits Associate Degree
Radiologic Technology Flex (Evening)		X	X			X		9 Semesters	78 credits Associate Degree
Surgical Technology (Day)	X				X			5 Semesters	62 credits Associate Degree
Surgical Technology (Evening)		X			X			5 Semesters	62 credits Associate Degree

Revised June 2025

APPENDIX B:
Division of Health Sciences Administration and
Faculty

Division of Health Sciences Administration and Faculty (Updated 5/2026)

Lynne Davis, Ed.D., R.T. (R), Dean
508-270-4022

Venusa Toomey, M.D., M.Ed.
Assistant Dean of Health Sciences and Framingham Campus Administrator
508-270-4030

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APPENDIX C:
Program Policies and Student Acknowledgment
Form



NURSING DEPARTMENT

Associate Degree Nursing Program

Practical Nursing Program



2026 - 2027

Greetings Students:

Welcome to MassBay Community College's Associate Degree Nursing (ADN) Program and Practical Nursing (PN) Certificate Program. We look forward to supporting your learning and facilitating the experiences necessary for your success and the achievement of your professional nursing goals.

This Nursing Handbook serves as the official document outlining nursing student policies and procedures. It is designed to provide essential information to help students succeed in their respective nursing programs. This handbook does not replace the MassBay College Student Handbook or the College Catalog; rather, it serves as a supplement to those resources, along with the Division of Health Sciences Student Handbook and Policy Manual.

Students are expected to read, understand, and adhere to all policies and procedures outlined in the applicable handbooks and program-specific materials.

This handbook will be reviewed during course orientations. Students are encouraged to seek clarification from nursing faculty and/or administrators regarding any information contained within these documents.

The nursing faculty reserves the right to revise the Nursing Program Student Handbook and program addenda as necessary. Students will be notified in writing of any changes, typically at the beginning of each semester.

Sincerely,

The Faculty and Staff of the Nursing Department

Academic Calendar

Please refer to the MassBay Community College website to access the College's academic calendar.

<https://www.massbay.edu/academics/academic-calendar>

Program Directory

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*Office hours will be posted on the course syllabus and outside faculty offices on the 4th Floor.

Program State Approval

The Associate Degree Nursing Program is approved by the Commonwealth of Massachusetts Board of Registration in Nursing (BORN).

The Practical Nursing Program is approved by the Commonwealth of Massachusetts Board of Registration in Nursing (BORN).

Contact information:

Massachusetts Board of Registration in Nursing

239 Causeway St Suite 500 - 5th floor

Boston, MA 02114

Phone: (617) 973-0900

Program Accreditation

The Associate Degree Nursing Program is accredited by Accreditation Commission for Education in Nursing. The next visit is Fall 2028.

The Practical Nursing Program is accredited by Accreditation Commission for Education in Nursing. The next visit is Fall 2033.

Contact information:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

Phone: (404) 975-5000

Introduction

The nursing faculty regard students as adult learners who enter the program with a variety of life experiences, knowledge, and learning styles. Students are expected to demonstrate a level of maturity consistent with adulthood and to fully engage in and maximize all learning experiences throughout the program. Students are responsible for their own behavior at all times.

Nursing students must adhere to all policies developed to meet the requirements of accrediting agencies and clinical affiliates to ensure successful completion of the program.

Graduates of the Associate Degree Nursing (ADN) Program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in Massachusetts, provided they meet the Good Moral Character requirement set by the Massachusetts Board of Registration in Nursing. Graduates receive an Associate Degree in Nursing and are prepared to practice as entry-level registered nurses in a variety of healthcare settings.

The Associate Degree Nursing Program is conducted over four semesters, beginning in either the Fall or Spring semester. The program does not include a summer session and is offered on a full-time basis, Monday through Friday.

Graduates of the Practical Nursing (PN) Program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) in Massachusetts, provided they meet the Good Moral Character requirement set by the Massachusetts Board of Registration in Nursing. Graduates receive a certificate of program completion from the College and are qualified to work in healthcare settings such as nursing homes, long-term care facilities, extended care facilities, clinics, and other healthcare environments.

The Practical Nursing Program is conducted over a forty-week period, beginning with the Fall semester and ending after Summer Session I. Classes are scheduled full-time during the day, Monday through Friday.

Throughout the program, students are responsible for their own transportation to the College and to clinical facilities. Transportation is not provided.

Program Mission and Philosophy

The Nursing faculty affirms the belief that nursing education offers multiple levels of entry into the profession, including an initial pathway through practical nursing education and progression to associate degree nursing. The faculty values these distinct yet interconnected educational pathways as essential to meeting the evolving needs of individuals, families, communities, and healthcare systems.

The Practical Nursing education engages in a focused curriculum designed to develop foundational nursing knowledge and essential clinical skills necessary to care for individuals

with common, well-defined health care needs and predictable outcomes. Practical nurses are prepared to function within structured and supervised healthcare environments, contributing as vital members of the interprofessional healthcare team.

The Associate Degree Nursing education builds upon these foundations and prepares graduates to provide safe, quality nursing care for individuals with more complex health care needs within structured healthcare settings. The faculty defines nursing as a therapeutic relationship with patients, families, and communities, grounded in interventions that promote health, wellness, and healing, while also affirming life and recognizing death as a normal process. Associate degree graduates are further expected to engage in lifelong learning, including the pursuit of advanced education and professional development.

The faculty believes that MassBay Community College provides a student-centered learning environment that emphasizes the quantitative, analytical, technological, communicative, and expressive skills necessary to integrate and apply nursing knowledge effectively. As a community college, MassBay supports the broader goals of the institution, including open access, diversity, civic responsibility, and the lifelong pursuit of education. Exposure to liberal arts principles and interdisciplinary collaboration enables nursing students to appreciate the scientific, social, political, economic, and ethical dimensions that distinguish professional nursing practice.

The Nursing faculty maintains that contemporary nursing education must be grounded in current research and evidence-based competencies that enhance safety and quality in healthcare. While traditional nursing concepts related to the individual, environment, health, and nursing education remain foundational, they are expanded to incorporate essential elements of evidence-based practice, client-centered and culturally responsive care, critical thinking, collaboration, safety, and technological and communication skills.

Through these integrated educational pathways, the Nursing Programs at MassBay Community College prepare graduates from diverse backgrounds to contribute meaningfully and ethically to the nursing profession within an evolving healthcare system.

[Nursing Program Organizing Framework](#)

The Practical Nursing (PN) and Associate Degree Nursing (ADN) programs have been intentionally designed to align within a shared competency framework. Both programs adopt eight overarching End-of-Program Student Learning Outcome (EOPSLO) domains reflective of national standards, including the AACN Essentials: Core Competencies for Professional Nursing Education, QSEN competencies and the Massachusetts Nurse of the Future (NOF) Core Competencies. These domains include:

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Quality & Safety
4. Interprofessional Partnerships
5. Systems-Based Practice
6. Informatics & Healthcare Technologies
7. Professionalism
8. Personal, Professional & Leadership Development

The faculty identified the following eight core concepts as essential to guide curriculum design, instruction, and assessment across the PN–ADN educational pathway:

1. **Clinical Judgment** – The ability to recognize and interpret cues, make informed decisions, and respond effectively to support safe, high-quality patient care.
2. **Communication** – Effective verbal, nonverbal, and written communication with patients, families, and interprofessional team members to promote understanding and coordinate care.
3. **Compassionate Care** – Providing empathetic, respectful, and supportive care that honors the dignity, values, and lived experiences of every patient.
4. **Diversity, Equity, and Inclusion** – Delivering culturally responsive care by recognizing and addressing differences in culture, identity, access, and health outcomes.
5. **Ethics** – Upholding ethical principles, professional standards, patient rights, and integrity in all aspects of nursing practice.
6. **Evidence-Based Practice (EBP)** – Integrating the best available evidence with clinical expertise and patient preferences to guide safe and effective nursing care.
7. **Health Policy** – Understanding how policies, regulations, and the broader healthcare system influence nursing practice, access to care, and patient outcomes.
8. **Social Determinants of Health (SDOH)** – Identifying and addressing environmental, social, and economic factors that affect patients’ health, wellness, and ability to access needed care.

AACN Domain	QSEN Competencies	Nurse of the Future Competencies
Knowledge for Nursing Practice	EBP, Safety, QI	Knowledge for Nursing Practice, EBP, Informatics, Professionalism
Person-Centered Care	Patient-Centered Care, Safety	Patient-Centered Care, Professionalism, Diversity/Cultural Competence
Quality & Safety	Safety, Quality Improvement, Informatics	Quality Improvement, Safety, Informatics
Interprofessional	Teamwork &	Communication, Teamwork &

Partnerships	Collaboration, PCC	Collaboration, Systems-Based Practice
Systems-Based Practice	Safety/QI (embedded systems understanding)	Systems-Based Practice, Leadership, QI
Informatics & Healthcare Technologies	Informatics, QI, Safety	Informatics, QI, Professionalism
Professionalism	PCC, Safety, Teamwork	Professionalism, Leadership, PCC
Personal, Professional & Leadership Development	Teamwork, Safety, QI	Leadership, Professionalism, SBP, Communication

End of Program Student Learning Outcomes

Associate Degree Program

ADN-EOPSLO 1 – Knowledge for Nursing Practice

Integrate nursing, behavioral, and natural science knowledge with evidence-based practice and advanced clinical judgment to deliver comprehensive, compassionate care for individuals and families with complex, acute, and chronic health conditions. Analyze how ethics, cultural identity, and social determinants of health shape care needs and outcomes.

ADN-EOPSLO 2 – Person-Centered Care

Implement holistic, culturally responsive, equitable, and evidence-based care across diverse populations. Incorporate psychosocial, spiritual, developmental, and family dynamics into complex care planning while demonstrating compassion, respect, and inclusion.

ADN-EOPSLO 3 – Quality & Safety

Evaluate and apply advanced safety principles, ethical decision-making, and quality improvement strategies to reduce risk, prevent harm, and improve patient outcomes across varied healthcare environments. Use evidence-based practice, informatics data, and awareness of health disparities to promote a culture of safety.

ADN-EOPSLO 4 – Interprofessional Partnerships

Lead and collaborate with interprofessional healthcare team members to coordinate safe, equitable, and patient-centered care. Apply advanced communication, conflict resolution, advocacy, and teamwork skills grounded in cultural humility, ethical practice, and professional accountability.

ADN-EOPSLO 5 – Systems-Based Practice

Apply systems thinking to understand and influence healthcare policies, resources, and structures to support safe, equitable, and cost-effective care. Advocate for patients and communities by recognizing how health policy and social determinants of health impact care delivery and access.

ADN-EOPSLO 6 – Informatics & Healthcare Technologies

Analyze and utilize informatics, electronic health records, and healthcare technologies to support clinical judgment, coordinate care, evaluate outcomes, and enhance patient safety. Uphold ethical, legal, and professional standards related to information management and data security.

ADN-EOPSLO 7 – Professionalism

Demonstrate professional integrity, ethical reasoning, accountability, and adherence to legal and regulatory standards of the RN role. Provide compassionate, equitable care while upholding the values of respect, civility, and responsibility in all professional interactions.

ADN-EOPSLO 8 – Personal, Professional, and Leadership Development

Exhibit leadership, adaptability, resilience, and lifelong learning. Use self-reflection, ethical awareness, effective communication, and advanced prioritization to manage complex clinical situations, support team functioning, and contribute to a culture of safety and equity.

Practical Nursing Program

PN-EOPSLO 1 – Knowledge for Nursing Practice

Integrate foundational nursing knowledge and evidence-based skills to provide safe, compassionate care for patients with common, stable health conditions. Apply clinical judgment while recognizing how cultural background, ethics, and social determinants of health influence patient needs.

PN-EOPSLO 2 – Person-Centered Care

Deliver safe, developmentally appropriate, person-centered nursing care across the lifespan that reflects compassionate practice, cultural humility, respect for diversity, equity, and inclusion, and awareness of psychosocial and environmental factors affecting health.

PN-EOPSLO 3 – Quality & Safety

Implement essential safety and quality practices including infection prevention, accurate medication administration, and harm reduction while using clinical judgment, ethical principles, and awareness of health disparities to maintain safe outcomes in structured care environments.

PN-EOPSLO 4 – Interprofessional Partnerships

Analyze, apply, and evaluate verbal, nonverbal, and written communication strategies used with patients, families, and interprofessional healthcare team members to promote culturally responsive, ethical, and professional interactions that support coordinated, compassionate, and equitable care.

PN-EOPSLO 5 – Systems-Based Practice

Analyze and evaluate the role and scope of the Licensed Practical Nurse (LPN) within the healthcare system, integrating available resources to support safe, efficient, and equitable patient-centered care.

Critically examine the influence of health policy, community determinants, and system-level barriers on healthcare access and patient outcomes.

PN-EOPSLO 6 – Informatics & Healthcare Technologies

Integrate the use of electronic health records and healthcare technologies to accurately document care, support clinical judgment, enhance communication, and promote patient safety, while upholding confidentiality and ethical standards in data management.

PN-EOPSLO 7 – Professionalism

Integrate professional and ethical behaviors within the Licensed Practical Nurse (LPN) scope of practice, demonstrating accountability, integrity, respect, and compassion, while delivering equitable care to diverse populations in compliance with regulatory and legal standards.

PN-EOPSLO 8 – Personal, Professional, and Leadership Development

Integrate personal growth in self-awareness, communication, time management, prioritization, and clinical judgment while functioning as a collaborative and compassionate member of the healthcare team. Critically reflect on opportunities for lifelong learning and examine how personal values, ethical principles, and social determinants influence nursing practice.

Associate Degree Nursing - Credit Allocation and Curriculum Sheet

Associate Degree Nursing Credit Allocation and Curriculum Sheet						
NN 102 Fundamentals of Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	45		1	45	3.000	6 Credits Total
Laboratory	36		3	12	0.800	
Simulation	6		2	3	0.200	
Clinical	90		3	30	2.000	
				6.0		
NN 112 Nursing Care of Adults I (Med-Surg I)						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	60		1	60	4.000	8 Credit Total
Laboratory	0		3	0	0.000	
Simulation	12		2	6	0.400	
Clinical	162		3	54	3.600	
				8		
NN 120 Mental Health Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	30		1	30	2.00	4 Credit Total
Laboratory	0		3	0	0.00	
Simulation	12		2	6	0.40	
Clinical	72		3	24	1.60	
				4.0		
NU 230 Maternity–Pediatric Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	60		1	60	4.00	6 Credits Total
Laboratory	0		3	0	0.00	
Simulation	12		2	6	0.40	
Clinical	72		3	24	1.60	
				6.0		
NU 240 Leadership and Community						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	45		1	45	3.00	4 Credits Total
Laboratory	0		3	0	0.00	
Simulation	12		2	6	0.40	
Clinical	27		3	9	0.60	
				4.0		
NU 212 Nursing Care of the Adult Health II / Med-Surg II						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	60		1	60	4	7 Credits Total
Laboratory	0		3	0	0	
Simulation	12		2	6	0.4	
Clinical	117		3	39	2.6	
				7.0		
NU 280 Synthesis & Capstone						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	45		1	45	3.00	4 Credits Total
Laboratory	0		3	0	0.00	
Simulation	30		2	15	1.00	
Clinical	0		3	0	0.00	
				4.00		

Associate Degree Nursing

DIVISION OF HEALTH SCIENCES

This program is designed to meet the educational needs of students pursuing a career in nursing who wish to attend college full-time. The core curriculum is a full-time program that is designed to be completed over four semesters.

The theoretical and clinical components of nursing courses must be taken concurrently and sequentially as outlined in the applicable curriculum sheet.

Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The associate degree Nursing program at Massachusetts Bay Community College, located on the Framingham, MA campus, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website – <https://www.acenursing.org/search-programs> and approved by the Massachusetts Board of Registration in Nursing. Upon completion, the Associate in Science in Nursing degree is awarded.

ADMISSIONS REQUIREMENTS

To be considered for admission, students must have the following:

- High school diploma or equivalent, or associate degree or higher
- Completed Admissions Application
- Minimum GPA of 2.5 calculated from prerequisite and corequisite courses that the student has taken prior to application.
- Assessment Technologies Institute, Test of Essential Academic Skills (ATI TEAS) Exam. No minimum score required.
- Completion of English Composition I (EN 101) with a grade of C or higher.
- Completion of a 100-level math course with a grade of C or higher or placement into MA 200 Calculus I or higher.**
- Completion of BI 215 Anatomy and Physiology I and BI 217 Anatomy and Physiology II within a five (5) year time frame with a grade of C+ or higher at the time student records are reviewed for matriculation into the nursing program (Note: students may repeat each science course only once to achieve a

- C+ within the required 5-year period). For applicants who have completed BI 215 and/or BI 217 with a grade of C+ or higher outside of the required 5-year period, the college offers a competency exam to waive the 5-year requirement.

Test of Essential Academic Skills (TEAS)

Each applicant must submit scores from the TEAS for Nursing Students. Students may retake the test up to two times within a 12-month period. A student's most recent TEAS score will be used for evaluation. Results are valid for three years. TEAS results are considered as one aspect of the applicants' admissions profile. No minimum score is required.

Evaluation

All required components will be compiled into an admission ranking data sheet and reviewed by the Nursing Admission and Progression Committee. Applicants will be ranked based on the following points:

- Admission GPA (calculated from required prerequisite and corequisite courses only)
- Average grade of Anatomy & Physiology I & II
- TEAS Composite Score
- TEAS Reading Score
- TEAS Science Score
- TEAS Math Score
- TEAS English & Language Usage Score

Completion of all admission requirements does not guarantee acceptance into the program.

Nursing Information Review: Strongly recommended to attend a Requirements Review.

Once students have been admitted to the program, the following pre-program requirements must be completed.

Orientation: Students are required to attend the mandatory New Student Orientation and registration session.

Required Pre-Entry Documentation: After being admitted into a Health Sciences program, students will receive instructions on how to upload required health documentation to an online platform. Students must submit all documents by the published deadline to be eligible to start Health Sciences classes.

- Medical clearance and proof of immunizations as required by state law and outlined in the Division of Health Sciences handbook and in admission paperwork and can be found on the Division of Health Sciences' web pages of the MassBay website by clicking the link, Health and Background Check Requirements.
- Documentation from a healthcare provider of a positive antibody Hepatitis B titer, or of a "non-responder" status. A minimum of 6 months is necessary to complete this process.

COURSE	COURSE TITLE	CREDITS
First Year	Semester 1	
NN 102	Fundamentals of Nursing	6
PS 101	Introduction to Psychology	3
HL 103	Medical Terminology	3
	credits:	12
First Year	Semester 2	
NN 112	Medical-Surgical Nursing I	8
NN 120	Mental Health Nursing	4
	credits:	12
	Semester 3	
NU 230	Maternity-Pediatric Nursing	6
NU 240	Leadership and Community	4
CS 100	Computers & Technology	3
EN 102	English Composition II	3
	credits:	16
	Semester 4	
NU 212	Medical -Surgical Nursing II	7
NU 280	Synthesis and Capstone	4
	Humanities Elective	3
	Credits:	14
	Total Credits:	68

Practical Nursing Certificate Program - Credit Allocation and Curriculum Sheet

NN 102 Fundamentals of Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	45		1	45	3.000	6 Credits Total
Laboratory	36		3	12	0.800	
Simulation	6		2	3	0.200	
Clinical	90		3	30	2.000	
					6.0	
NN 112 Nursing Care of Adults I (Med-Surg I)						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	60		1	60	4.000	8 Credit Total
Laboratory	0		3	0	0.000	
Simulation	12		2	6	0.400	
Clinical	162		3	54	3.600	
					8	
NN 120 Mental Health Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	30		1	30	2.00	4 Credit Total
Laboratory	0		3	0	0.00	
Simulation	12		2	6	0.40	
Clinical	72		3	24	1.60	
					4.0	
PN 130 Maternity–Pediatric Nursing						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	60		1	60	4.00	6 Credits Total
Laboratory	0		3	0	0.00	
Simulation	12		2	6	0.40	
Clinical	72		3	24	1.60	
					6.0	
PN 135 Leadership & Capstone						
	Number of Clock Hours Per Semester	Credit Ratio	Credit Hours	Credit Allocation		
Didactic	45		1	45	3.00	4 Credits Total
Laboratory	0		3	0	0.00	
Simulation	0		2	0	0.00	
Clinical	45		3	15	1.00	
					4.00	

Practical Nursing Certificate

DIVISION OF HEALTH SCIENCES

Fall Semester Start

The Practical Nursing Certificate program is designed to meet the educational needs of individuals seeking a career as a licensed healthcare professional. Graduates are employed in various healthcare settings, including long-term care facilities, hospitals, clinics, physician offices, home health services, and community health facilities. The Practical Nursing Program is conducted over a 40-week period beginning in the fall. Classes, labs, and clinicals are scheduled on a full-time basis. The theoretical, lab, and clinical components of nursing courses must be taken concurrently and sequentially.

A minimum grade of C (75%) is required for progression in all Practical Nursing courses.

The Practical Nursing Program has been approved by the Massachusetts Board of Registration in Nursing. Graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Practical Nursing program at Massachusetts Bay Community College, located at the Framingham, MA campus, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website: www.acenursing.org/search-programs.

ADMISSIONS REQUIREMENTS

To be considered for admission, students must have the following:

- High school diploma or equivalent, or associate degree or higher
- Completed Admissions Application
- Minimum GPA of 2.5 calculated from prerequisite and corequisite courses that the student has taken prior to application.
- Assessment Technologies Institute, Test of Essential Academic Skills (ATI TEAS) Exam. No minimum score required.
- Completion of English Composition I (EN 101) with a grade of C or higher.
- Completion of a 100-level math course with a grade of C or better or placement into MA 200 Calculus I or higher.**
- Completion of BI 215 Anatomy and Physiology I and BI 217 Anatomy and Physiology II within a five (5) year time frame with a grade of C+ or higher at the time student records

are reviewed for matriculation into the nursing program (Note: students may repeat each science course only once to achieve a C+ within the required 5-year period).

Challenge examinations are available for BI 215: Anatomy and Physiology I and BI 217: Anatomy and Physiology II if the applicant has completed the coursework, including the associated labs, within the five-year timeframe. Students may repeat each science course only once to achieve a grade of C+ or higher within the required 5-year period.

Test of Essential Academic Skills (TEAS)

Each applicant must submit scores from the TEAS for Nursing Students. Students may retake the test up to two times within a 12-month period. A student's most recent TEAS score will be used for evaluation. Results are valid for three years. TEAS results are considered as one aspect of the applicants' admissions profile. No minimum score is required.

Evaluation

All required components will be compiled into an admission ranking data sheet and reviewed by the Nursing Admission and Progression Committee. Applicants will be ranked based on the following points:

- Admission GPA (calculated from required prerequisite and corequisite courses)
- Average grade of Anatomy & Physiology I & II
- TEAS Composite Score
- TEAS Reading Score
- TEAS Science Score
- TEAS Math Score
- TEAS English & Language Usage Score

Completion of all admission requirements does not guarantee acceptance into the program.

Nursing Information Review: Strongly recommended to attend a Requirements Review.

Orientation: Practical Nursing students are required to attend the **mandatory** New Student Orientation and registration session.

Required Pre-Entry Documentation: After being admitted into a Health Sciences program, students will receive instructions on how to upload required health documentation to an online platform. Students must submit all documents by the published deadline to be eligible to start Health Sciences classes.

- Medical clearance and proof of immunizations as required by state law and outlined in the Division of Health Sciences handbook and in admission paperwork, and can be found on the Division of Health Sciences' web pages of the MassBay website by clicking the link, [Health and Background Check Requirements](#).
- Documentation from a healthcare provider of a positive antibody Hepatitis B titer, or of a "non-responder" status.

Practical Nursing Certificate Curriculum Sheet

Prerequisites *** Required for Practical Nursing		
COURSE	COURSE TITLE	CREDITS
BI 215 *	Anatomy and Physiology I w/ Lab	4
BI 217	Anatomy and Physiology II w/ Lab	4
EN 101	English Composition I	3
XXX	100-Level Math Course**	3
	credits:	11/14

*BI 101 (4 credits) pre-requisite if taking BI 215 at MassBay

COURSE	COURSE TITLE	CREDITS
First Year	Semester 1	
NN 102	Fundamentals of Nursing	6
PS 101	Introduction to Psychology	3
HL 103	Medical Terminology	3
	credits:	12
First Year	Semester 2	
NN 112	Medical Surgical Nursing I	8
NN 120	Mental Health Nursing	4
	credits:	12
	Summer	
PN 130	Intro to Maternity-Pediatric Nursing	6
PN 135	Leadership and Capstone	4
	credits:	10
	Total Credits:	48

Nursing Program Policies and Procedures

Program Admission Policy

The purpose of this policy is to establish clear, equitable, and consistent guidelines for the admission, selection, and enrollment of students to MassBay Community College Nursing Programs. This policy supports the institution's commitment to academic excellence, inclusivity, and holistic evaluation by outlining the criteria and procedures used to assess applicants' academic qualifications, readiness for nursing education, and potential for success. It ensures that all applicants are evaluated fairly, without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or veteran status, and that the admissions process reflects the values and standards of the nursing profession and the institution.

Admission Requirements:

Application:

Applicants must submit a completed MassBay Community College Nursing Admissions Application.

Education:

Applicants must have a high school diploma or its equivalent or have earned an associate's degree or higher.

Coursework:

Successful completion of English Composition I (EN 101) with a grade of C or higher is required.

Completion of a 100-level math course with a grade of C or higher or placement into MA 200 Calculus I or higher.

Completion of BI 215 Anatomy and Physiology I and BI 217 Anatomy and Physiology II within a five (5) year time frame with a grade of C+ or higher at the time student records are reviewed for matriculation into the nursing program (Note: students may repeat each science course only once to achieve a C+ within the required 5-year period). For applicants who have completed BI 215 and/or BI 217 with a grade of C+ or higher outside of the required 5-year period, the college offers a competency exam to waive the 5-year requirement."

GPA:

A minimum overall GPA of 2.5 is required for admission, calculated solely from all completed prerequisite and co-requisite courses.

Test of Essential Academic Skills (TEAS):

Each applicant must submit scores from the TEAS for Nursing Students. Students may repeat the test a total of two times within 12 months of taking the exam. Results are valid for three years. TEAS results are considered as one aspect of the applicants' admissions profile. No minimum score is required.

Evaluation:

All required components will be compiled into an admission ranking data sheet and reviewed by the Nursing Admission and Progression Committee. Applicants will be ranked based on the following criteria:

- Admission GPA (calculated from required prerequisite and co-requisite courses only)
- Average grade of Anatomy & Physiology I and II
- TEAS Composite Score

- TEAS Reading Score
- TEAS Science Score
- TEAS Math Score
- TEAS English & Language Usage Score

Completion of all admission requirements does not guarantee acceptance into the program.

Admission Ranking

			Point(s)
Admission GPA	A = 5 points B+ = 4 points B = 3 points B- = 2 points C+/C = 1 point D = -1 points F = -2 points	Max = 5	
Average of A&P1 Grade A&P2 Grade	A = 5 points B+ = 4 points B = 3 points B- = 2 points C+/C = 1 point D = -1 points F = -2 points	GRADE AVERAGE= Max = 5	
TEAS Composite Score	90.7-100% = 5 points Exemplary 78-90% = 4 points Advanced 58.7-77.3% = 3 points Proficient 41.3-58% = -1 point Basic 0-40.7% = -2 points Developmental	Max = 5	
TEAS Reading Score	90.7-100% = 5 points Exemplary 78-90% = 4 points Advanced 58.7-77.3% = 3 points Proficient 41.3-58% = -1 point Basic 0-40.7% = -2 points Developmental	Max = 5	
TEAS Science Score	90.7-100% = 5 points Exemplary 78-90% = 4 points Advanced 58.7-77.3% = 3 points Proficient 41.3-58% = -1 point Basic 0-40.7% = -2 points Developmental	Max = 5	
TEAS Math Score	90.7-100% = 5 points Exemplary 78-90% = 4 points Advanced 58.7-77.3% = 3 points Proficient 41.3-58% = -1 point Basic 0-40.7% = -2 points Developmental	Max = 5	
TEAS Eng & Lang Score	90.7-100% = 5 points Exemplary 78-90% = 4 points Advanced 58.7-77.3% = 3 points Proficient 41.3-58% = -1 point Basic 0-40.7% = -2 points Developmental	Max = 5	
TOTAL		Max rating of 35	

Max rating of 35

Applicant with disposition between 28-35 (Auto Accept) |
Applicant with disposition between 19-28; (A&P Committee review) |
Applicant with below 19; Not Ready at This Time |

Committee Use Only |

Date of initial meeting: _____ |
Disposition: Accept/Ready to Begin _____ Not Ready at This Time _____ |
 Waitlisted: _____ |

Course Exemption Policy

The purpose of this policy is to outline the process and limitations regarding course exemption requests within the Nursing Program. This ensures that all nursing students meet the program's academic and clinical standards, maintain curriculum integrity, and are prepared to meet licensure requirements and professional competencies.

Nursing Courses

The Nursing Program does not allow exemptions, substitutions, or waivers for any nursing courses.

All nursing courses must be completed in full through the college's Nursing Program, regardless of prior coursework, certifications, or professional experience.

Non-Nursing Courses

Students may request course exemptions for general education or non-nursing courses (e.g., English, Psychology, Humanities, etc.), in accordance with the MassBay institutional policies.

These requests must be submitted through the appropriate process and reviewed under the college's standard exemption or transfer credit procedures.

Advanced placement and advanced placement due to transfer of military education, training or service for a military health care occupation

Credit for prerequisite courses may be accepted in transfer (per our Transfer policy) from accredited institutions or through CLEP (per our Exemption policy). Military credit is reviewed under both the Valor Act and the Common Transfer Policy; however, the program does not offer credit for nursing courses related to experiential learning or military training. |

Academic Transfer Policy

The purpose of this policy is to define the academic and administrative requirements governing the transfer of students into the nursing programs. This policy ensures that transfer

students meet institutional and program standards prior to enrollment, and that transferred coursework maintains academic integrity and equivalency.

Policy:

- Submit official transcripts from all previously attended institutions.
- Achieve a minimum grade of C (75%) or higher in any course being evaluated for transfer equivalency into the nursing or health sciences curriculum with a C+ required for A & PI and II.
- Maintain a minimum cumulative GPA of 2.0 (C) from prior accredited institutions.
- Satisfy all institutional admission requirements, including any required placement assessments or prerequisite coursework.
- Meet all health, immunization, and clinical eligibility requirements as outlined by the program and affiliated clinical agencies.
- Fulfill all financial and administrative obligations related to the transfer process (e.g., transcript fees, application fees).

Students may transfer their non-nursing courses if they have completed equivalent, approved courses in keeping with the Prerequisite/Corequisite policy. To be considered for transfer, the course grade must be a minimum of 2.0 (C), be from a regionally accredited college/university, and carry the same number of credits.

Equivalent courses in Anatomy and Physiology will be accepted for transfer only if they have been taken within the past seven (7) years. An equivalent Human Development course must have been taken within the past seven (7) years. There is no time limit on other equivalent required courses.

Clinical and clinical-related nursing courses will not be accepted for transfer.

Admission and Progression Policy: Advanced Placement Non-Military

Purpose:

To provide a clear and equitable process through which applicants who have completed a board-approved licensed practical/vocational nursing (LPN/LVN) program may be evaluated for advanced placement within the nursing curriculum. This policy ensures that all applicants meet program standards, regulatory expectations, and curricular requirements before being placed into an advanced point in the program.

Policy:

Applicants Eligible for Advanced Placement:

Applicants who have graduated from a board-approved licensed practical/vocational nursing program may be granted advanced placement within the curriculum. All applicants must follow the program's standard admission policies and procedures and must be formally accepted into the program before any advanced placement consideration will occur.

LPNs/LVNs:

Must hold a current, unencumbered Massachusetts LPN license, which will be verified.

Must have completed all non-nursing prerequisite courses with a minimum grade of C, and Anatomy & Physiology I and II with a minimum grade of C+ or higher.

Will be required to complete validation testing to verify nursing knowledge before advanced placement is approved.

Placement into a nursing course will be determined based on validation testing results.

Students who are approved for advanced placement into a nursing course must attend the Transition Seminar.

Validation Testing:

Validation of prior nursing knowledge is required to ensure applicants possess the competencies necessary for successful placement into advanced nursing courses. The specific requirements and procedures are outlined in the Validation Testing Policy.

Adopted:

A & P 11/26/25

Approved by Faculty Organization: 12/17/25

Reviewed:

A & P:

Corresponding policy(s): *Validation Policy*

Readmission Policy

Readmission policies are designed to encourage the re-enrollment of academically qualified students who demonstrate the potential for success in the nursing program.

Eligibility for Readmission:

Students who have been unsuccessful in one nursing course may be eligible to reapply for readmission to the MassBay Community College Nursing Programs.

To be considered for readmission, students must:

- Submit a formal application for readmission by the designated deadline.
- Include a Student Success Plan, developed by the student, which outlines:
 - An explanation of previous academic challenges or courses in which the student was not successful
 - Effective, specific interventions the student has implemented to promote future success

Readmission Ranking Process

All applicants are reviewed and ranked using the Readmission Rubric, which is designed to ensure a fair and objective process. The Admission & Progression Committee will assign points based on the following criteria:

- Grades in previous nursing courses
- Average Clinical Evaluation Tool (CET) score on the most recent clinical nursing course
- Quality of Student Success Plan, including:

- Explanation of courses in which the student was not successful
- Evidence of realistic, measurable, and effective strategies for academic improvement
- Faculty Group Reference Form from the faculty of the most recent clinical nursing course

Validation of Prior Learning:

Students who have successfully completed a nursing course and are readmitted must validate prior nursing knowledge for the last clinical nursing course in accordance with the Validation Testing Policy.

All nursing courses completed more than 15 months prior to reapplication must be repeated to ensure currency and competency in nursing knowledge and skills.

Limitations on Readmission:

A student with more than one course failure will not be considered for readmission.

Any additional course failure after readmission will result in permanent dismissal from the program.

Validation Policy

The purpose of this policy is to ensure that students reentering the nursing curriculum or seeking advanced placement possess current and sufficient knowledge and clinical skills necessary for safe and competent practice. The validation process maintains the integrity of the curriculum and protects the quality of patient care and student success.

Policy

Students who are returning to the nursing program or entering through advanced placement pathways must demonstrate competency in both theoretical knowledge and clinical skills through a formal validation process. This process includes:

- A theory-based written examination
- A clinical evaluation conducted in the simulation laboratory (up to 3 hours)

Validation Testing is Required for Students Who:

- Are seeking advanced placement into the nursing program
- Have not successfully completed a clinical nursing course within the past six months
- Are transferring into the program as part of an approved articulation agreement or teach-out plan

Process and Requirements

Students must successfully complete the theory exam before proceeding to the clinical component.

Students who are returning after a clinical failure must complete a clinical evaluation in the simulation lab to demonstrate readiness for reentry.

Students who pass the theory exam will be required to attend a clinical skills lab for skill review and preparation.

All validation testing must be successfully completed at least three (3) months prior to re-entry into nursing courses.

Validation is not guaranteed place, nent-students are re-enrolled on a space-available basis ajier passing both components.

Inability to Pass Validation Testing

Students who do not pass either theory or clinical validation will not be allowed to progress in the curriculum. These students may repeat or take the applicable nursing course.

Validation Policy for Advanced Placement Pathway (LPN to ADN)

The purpose of this procedure is to provide a standardized process for licensed practical nurses (LPNs) seeking advanced placement into the Associate Degree in Nursing (ADN) program to demonstrate prior knowledge and competency. This process ensures students meet program outcomes while supporting efficient progression.

LPNs seeking advanced placement may validate prior learning for selected first- and second-semester courses. Validation is limited to the following courses:

Fundamentals of Nursing
Medical-Surgical Nursing I
Mental Health Nursing

Validation is not permitted for courses beyond the second semester. Students must enroll in and complete any course for which validation is not achieved.

Eligibility: This policy applies to:

- Students who are currently licensed as an LPN
- Students seeking advanced placement into the ADN program

Special Consideration: MassBay Practical Nursing Graduates

- Graduates of the MassBay Practical Nursing Program (prior to May 2027) will automatically receive credit for Fundamentals of Nursing. No examination or skills validation is required for Fundamentals.
- MassBay graduates (prior to May 2027) may choose to validate Medical-Surgical Nursing I and Mental Health Nursing following the standard validation process.
- Graduates of the MassBay Practical Nursing Program (after May 2027) will

automatically be placed into the 3rd semester of the ADN program. No validation is required as the same courses are required for both programs.

Validation Process

1. Previous Nursing Knowledge Assessment (All Eligible Courses). Students must complete the final exam for each course they wish to validate. A passing score of 75% is required to proceed. Students will be provided with a test plan outlining course objectives and content areas.
2. Skills Validation

Fundamentals of Nursing

Required only for students from non-MassBay programs

Students must pass the final exam and demonstrate competency in selected fundamental

nursing skills in order to receive credit for the course.

-Vital Signs

-Medication Administration (PO and SQ)

Medical-Surgical Nursing I

Skills validation is required for all students, including MassBay graduates

Students must demonstrate competency in selected medical-surgical nursing skills after passing the final exam

- Foley Catheter insertion

- Central Line Dressing

Mental Health Nursing

No skills validation required

Validation is based on the successful completion of the final exam

Awarding of Credit

Students who successfully complete validation requirements will be awarded credit for the corresponding course.

Credit will be documented on the student's academic record in accordance with institutional policy.

Students must register for all courses for which validation is not achieved.

Students do not have a second opportunity to validate.

Limitations

Validation is limited to Fundamentals, Medical-Surgical Nursing I, and Mental Health Nursing

No validation is permitted beyond the second semester

Students must meet all program admission requirements

Student Responsibility

Submit request for validation within designated timelines

Prepare for exams using provided test plans

Demonstrate competency in required skills

Enroll in and complete any course not successfully validated

Program Responsibility

Provide clear expectations, test plans, and evaluation criteria

Ensure assessments align with course outcomes and competency standards

Maintain consistency and fairness in validation decisions

Academic Progression Through the Program

This policy is established to ensure a clear, consistent, and equitable progression process for all nursing students.

All letter grades are assigned in accordance with the MassBay Community College (MBCC) grading system. A minimum grade of 75% (letter grade of C) is required to pass the theory component of each nursing course. A final course grade of 75% or higher is considered passing.

Grades are not rounded. Any final course grade below 75% is considered a failure. For example, a grade of 74.9% does not meet the passing standard.

Each nursing course must be successfully completed with a minimum grade of C (75%) in order to progress in the Nursing program. Failure to achieve this standard will result in failure of the course and withdrawal from the program. Students are permitted one nursing course failure or withdrawal during their enrollment in the Nursing Program. A second failure or withdrawal from any nursing course will result in dismissal from the program.

Students who are readmitted following a nursing course failure or withdrawal and subsequently fail or withdraw from another nursing course will not be eligible for a second readmission. Please refer to the Readmission Policy for additional details.

In order to pass a nursing course, students must:

- Successfully complete the theory (classroom) component with a minimum grade of 75%
- Achieve a satisfactory (pass) evaluation in clinical and laboratory components of the course.

Unsatisfactory performance in either the clinical or laboratory component will result in course failure, regardless of the student's theory grade.

Course Sequence

To progress to the next nursing course in the curriculum sequence, the student must pass both the theory and clinical practicum of the following courses:

Associate Degree Nursing

Semester 1

- NN 102 Fundamentals of Nursing
- PS 101 Introduction to Psychology
- HL 103 Medical Terminology

Semester 2

- NN 112 Medical-Surgical Nursing I
- NN 120 Mental Health Nursing

Semester 3

- NU 230 Maternity-Pediatric Nursing
- NU 240 Leadership and Community
- CS 100 Computers & Technology
- EN 102 English Composition II

Semester 4

- NU 212 Medical -Surgical Nursing II
- NU 280 Synthesis and Capstone
- Humanities Elective

Practical Nursing

Semester 1- Fall

- NN 102 Fundamentals of Nursing
- PS 101 Introduction to Psychology
- HL 103 Medical Terminology

Semester 2 - Spring

- NN 112 Medical Surgical Nursing I
- NN 120 Mental Health Nursing

Semester 3- Summer

- PN 130 Intro to Maternity-Pediatric Nursing
- PN 135 Leadership and Capstone

Dosage Calculation Examination (DCE)

All nursing students are required to demonstrate competency in dosage calculation to support safe medication administration in clinical practice. Students should be prepared to take a Dosage Calculation Examination (DCE) of designated nursing courses in which medication administration is required.

Successful completion of the DCE with a grade of 90% or higher, in addition to satisfactory completion of medication administration competency in the nursing skills laboratory, is required before a student is permitted to administer medications in the clinical setting.

Students who do not achieve a passing score on the DCE will be prescribed a remediation plan and/or referred to appropriate academic support services prior to retesting. Students will not be permitted to administer medications in the clinical setting until a passing score has been achieved.

Students will have **three (3) opportunities** to successfully pass the Dosage Calculation Examination (DCE) with a score of **90% or higher**. Medication administration is an essential clinical competency that students must safely and successfully perform in the clinical setting. Students who do not achieve a passing score on the DCE by the third attempt will not be permitted to administer medications in the clinical setting. As medication administration is a required clinical competency, inability to demonstrate competency may result in unsuccessful completion of the clinical component of the course.

The DCE will be administered in designated nursing courses throughout the curriculum to support progression from simple to complex medication administration competencies and ensure readiness for safe clinical practice.

Academic Advising

Within four (4) weeks of the start of the semester, all students are assigned to an academic advisor who is a member of the Nursing Program faculty. Students are encouraged to meet with their academic advisor throughout the semester to discuss academic progress and complete the registration process for the upcoming semester. It is the student's responsibility to schedule meetings with their advisor. Faculty will post specific dates and times for advising sessions to address student concerns and assist with course registration and program progression.

Academic advisors are available during scheduled weekly office hours to address academic and clinical concerns, assess student progress in the program, and refer students to appropriate college support services as needed. Although students in the final semester of the program do not complete registration for a subsequent semester, it is essential that they work with their advisor to petition for graduation and verify compliance with all graduation requirements.

Registration

Students are responsible for registering for their courses each semester and ensuring that all registration requirements are completed by the designated deadlines. Students are encouraged to meet with their academic advisor to discuss academic progress, review course requirements, and plan for the upcoming semester.

Students may self-register for courses; however, they are expected to follow the course sequence outlined in the approved curriculum sheet. With the exception of elective courses, all required nursing and non-nursing courses should be completed in the designated sequence. Failure to complete required prerequisite or co-requisite non-nursing courses as outlined in the curriculum plan may delay progression in the nursing program and prevent enrollment in subsequent nursing courses.

Accommodations for Disabilities

The Office of Accessibility Resources works closely with the administration, faculty, and students to identify and remove any physical, programmatic, or attitudinal barriers that might discourage, frustrate or deny the full participation and integration of students with disabilities in the College's complete range of programs, activities, and courses of study.

MassBay provides equal access for each student who self-discloses a disability and requests accommodations through the Office of Accessibility Resources for learning, testing, and other areas of need. Students can:

1. Make an appointment with an Accessibility specialist;
2. Provide appropriate documentation of the disability; and

3. Request accommodations that will facilitate academic success

Accessibility specialists collaborate with faculty, providing guidance to students in the areas of:

1. Universally Accessible Classrooms.
2. Self-advocacy.
3. Applying learning strategies for academic success.
4. Advising during course enrollment.
5. Finding mentoring and support opportunities

Accessibility Resources Center

<https://www.massbay.edu/facilities/accessibility>

100% distance services by phone, email, or secure video

Please call or email to make an appointment.

781-239-2234/AccessibilityResources@massbay.edu

Monday–Thursday, 9AM–5PM, Friday, 9am–12pm

Examination and Quiz Policies for Nursing Courses

The purpose of this policy is to ensure fairness, academic integrity, and consistency in the administration, grading, and analysis of examinations and quizzes across all nursing courses.

This policy supports accurate assessment of student learning outcomes, promotes accountability, and upholds the professional and academic standards of the nursing program.

Policy Statement:

The number and type of examinations and quizzes for each nursing course are specified in the course syllabus. A minimum of 87% of each student's course grade will be based on objective testing. The weighting of examinations and quizzes is determined by the course faculty based on the content type and complexity of the student learning outcomes.

A comprehensive final examination will be administered in all nursing courses. Each examination throughout the curriculum will include at least one drug dosage calculation question.

A pattern of tardiness or absenteeism for examinations or quizzes will result in documentation under the affective domain to address professional behavior and accountability. Final grades will be determined and released as established by course faculty. Testing accommodation will be provided for students with an approved educational accommodation plan on file.

Policy for Taking and Proctoring Scheduled and Make-up Examinations

1. Opening additional computer windows or applications during an exam is strictly prohibited.
2. All examinations must be taken on a college-issued computer or laptop and will be proctored by faculty and/or authorized staff.
3. Students are not permitted to bring personal items to the computer testing area.
4. Exam integrity must be always maintained; sharing or discussing exam questions is prohibited.
5. Absolutely no textbooks, notes, smart watches, or cell phones will be allowed during an exam.
6. All books, beverage containers, coats, scarves, hats, purses, bags and personal belongings are to be placed in a designated area prior to the exam and will remain there for the duration of the exam. All cell phones are to be turned off during exams.
7. If needed, a simple non-programmable calculator will be provided by faculty for math calculations. Students who choose to ignore this will have their exam closed immediately and receive a grade of zero.
8. Making copies, taking screenshots or saving any exam or reviewing content is considered academic dishonesty, is strictly prohibited.
9. Talking among students during exams is not allowed for any reason.
10. Scrap paper will be distributed and collected by faculty at the end of the exam.
11. Students may use disposable earplugs during exams.
12. Make-up examinations for students unable to attend the scheduled in-person quiz or exam must be arranged with the Curriculum Coordinator. Students arriving late for an in-person quiz or exam must also schedule a make-up exam with the Curriculum Coordinator.
13. Upon completion of all exams and quizzes, students must exit the exam screen and close the browser.

Students requesting accommodations based on a disability should contact the Office of Accessibility Resources in Framingham by phone at 781-239-2234 or via email at AccessibilityResources@massbay.edu (see MassBay Community College Student Handbook). It is the student's responsibility to provide the required documentation to support accommodation requests.

If a student has requested accommodations, any exam completed before the accommodations are formally in place will not be eligible for retake.

Policy for Reviewing Examinations

Due to the nursing program's agreement with ATI, students are not permitted to review completed exams. Each examination will be analyzed by faculty to identify areas where students encountered difficulties. The results of this analysis will be shared with the class to guide targeted remediation and support student learning.

Students may download their individual exam reports to review their performance and identify areas that need improvement. Faculty will provide opportunities and resources to assist students in strengthening these areas.

Policy for Disputing an Examination Grade

If a student has a question regarding the calculation of their exam grade, they must bring it forward to the Curriculum Coordinator within seven (7) days from the date the exam grades were posted. Disputing the calculation of an exam grade is not the same as disputing the validity of an exam question or answer.

Test Vetting

All test items will be submitted to other faculty well in advance of the exam so a thorough analysis of the exam and each item can be completed. Test questions that have not been vetted by at least one other faculty should not be used.

Academic Plagiarism

The College and Nursing Program faculty expect all students to maintain high standards of academic honesty and integrity. Plagiarism is clearly an example of a violation of Academic Ethics and is a major offense.

Plagiarism is defined in the College Student Handbook as “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing others’ work or arranging for others to do work under a false name.”

Students are responsible for understanding what plagiarism is in each of their classes. The stated definition will be used as a criterion against which all plagiarism allegations will be judged. Instances of plagiarism will be addressed first with the student by the instructor involved. Instructors who act because of a plagiarism incident will report such action to the Program Director, Assistant Dean of Nursing, and the College Student Conduct Officer. An act of plagiarism is grounds for immediate dismissal from the program.

Academic Integrity

Purpose

The purpose of this policy is to uphold the highest standards of academic honesty, integrity, and ethical behavior within the Nursing Program. This policy ensures that all students are assessed fairly and equitably based on their own work and understanding, and that the learning environment reflects professionalism, trust, and accountability.

Policy

Academic integrity is a core value of the Nursing Program and the college as a whole. All students are expected to conduct themselves honestly in all academic and clinical activities. Violations of academic integrity undermine the educational process and the values of the nursing profession.

Academic misconduct includes, but is not limited to, the following:

Plagiarism: Presenting another person's work, ideas, data, or words as one's own without proper citation.

Use of AI or Technology: Using artificial intelligence tools, translation software, or other technology to complete assignments or exams when prohibited or without disclosure. Work generated by an AI program cannot be submitted as one's own. If material generated by an AI program(s) is included, it should be cited like any other reference material.

Cheating: Using or attempting to use unauthorized materials, information, or study aids during an academic exercise.

Fabrication: Falsifying or inventing information, data, citations, clinical documentation, or research.

Facilitation: Helping or attempting to help another student commit an act of academic dishonesty.

Unauthorized Collaboration: Working with others on assignments, tests, or clinical tasks when it is not explicitly allowed by the instructor.

Misrepresentation: Falsifying identity, attendance, or clinical participation.

Consequences for confirmed academic misconduct include:

Grade penalties (assignment, course, or exam failure)

Formal warning

Dismissal from the Nursing Program

Student Responsibilities

All students are responsible for understanding and following this policy. Students are encouraged to:

Seek clarification from faculty if unsure about academic integrity expectations

Properly cite sources in all assignments

Avoid sharing work unless explicitly allowed

Adopted: *Approved by Faculty Organization:*

Curriculum:

Reviewed:

Curriculum:

Revised:

Curriculum:

Corresponding policy(s):

At-Risk Student Policy

If the student fails any type of assignment, including but not limited to tests, quizzes, concept maps, research papers, etc., their instructor will reach out to set up a review/advising appointment where a plan of improvement will be established. It is the student's

responsibility to attend the appointment. It is the student's responsibility to identify the specific challenges and to adhere to the plan of improvement.

The student's academic advisor will document the meeting with minutes, and the student will be provided with a copy. An additional copy will be forwarded to the program chair to be placed in the student's file. Should the student disagree with the plan, and consensus cannot be reached, the issue is then referred to the program chair for further action.

If the student continues with poor performance in the course (s), he/she will be meeting with the Chair of the Program during midterms to discuss academic progression. For academic progression requirements, refer to the Student Handbook.

During midterms, failing students will schedule an appointment with the course instructor and the department Chair. Failure to schedule an appointment will result in an affective domain warning for "Accountability".

Once your accounting of the incident is fully documented, schedule an appointment with the other party to discuss the issue. Be open. Present respectfully. Listen carefully. Document this meeting.

Step 2: If the issue is not resolved at that meeting, the student(s) should follow the chain of command. Make an appointment with the Chair of the program to address the issue. Present all your documentation.

Step 3: If the issue is not resolved, the student(s) should make an appointment with the Assistant Dean of Nursing.

The chain of command should always be maintained. If the chain of command is not maintained, the issue or concern may not be addressed in a timely and productive manner.

Student Complaint and Grievance Cross-Reference

Students should use the complaint, grievance, or appeal process that matches the type of concern. This cross-reference is intended to help students identify the appropriate policy or procedure.

- General student rights, complaints, or grievances: refer to the Student Rights and Grievance Policy.
- Final grades or grading decisions: refer to the Grade Appeals/Grievances policy.
- Examination scoring, review, or grade disputes: refer to the Policy for disputing an examination grade and the Policy for Reviewing Examinations.
- Program-level concerns that remain unresolved: follow the chain of command outlined in the At-Risk Student Policy. Students should first discuss the concern respectfully with the

involved party, then escalate to the Program Chair and Assistant Dean of Nursing as appropriate.

- Concerns involving conduct, professional behavior, academic integrity, confidentiality, patient safety, or compliance: review the related Nursing Program policies and applicable College Student Handbook procedures.

Students should raise concerns promptly, keep supporting documentation, and follow the stated chain of command unless the concern involves immediate safety, discrimination, harassment, or another urgent matter that requires direct referral to the appropriate College office.

Graduation

The purpose of this policy is to define the academic and administrative requirements that must be met for a student to qualify for graduation. It ensures that all graduates have successfully achieved the program's academic standards and satisfied all institutional obligations.

To be eligible for graduation, a student must meet all of the following requirements:

- Successfully complete all nursing and health science courses within the curriculum with a grade of 75% or higher.
- Maintain a minimum cumulative GPA of 2.0 (C).
- Fulfill all financial obligations to the institution.

Attendance Policies

The purpose of this policy is to establish clear expectations regarding attendance and punctuality for all clinical, lab, simulation, classroom, and examination activities. Consistent attendance is essential for students to achieve required learning outcomes, develop clinical competencies, and ensure patient safety. This policy supports academic integrity, professional behavior, and the development of accountability expected within the nursing profession.

Class Attendance Policy

Class attendance is strongly encouraged and is directly tied to academic success. Participation in discussions, interactive activities, and in-class learning experiences are essential for mastering course content. Students are expected to attend all scheduled classes. If absent, students are responsible for obtaining any missed materials, assignments, announcements, or information. Faculty are not responsible for re-teaching missed content outside of scheduled class time.

Missed interactive sessions (e.g., case studies, group work, hands-on activities) cannot be made up and may impact overall course understanding and performance.

If you're not there, you can't learn. Regular attendance supports success and preparation for clinical practice.

Faculty must document class and clinical attendance so that last date of attendance can be established in the event that a student leaves a course prior to the end of a semester.

Clinical, Lab, and Simulation Attendance

Attendance is required at all clinical experiences, including:

- In-person patient care
- Clinical conferences
- Simulation activities
- Skills/lab sessions

Pre-Work: Students who do not complete the required pre-work will not be able to participate, and it will count as an absence.

Arriving more than 10 minutes late to a clinical site without prior notification to faculty is considered disruptive to the learning environment. It may also compromise patient safety by delaying timely care and interfering with clinical team coordination.

Students who will be late for clinical must notify the faculty. Arrival 30 minutes or more after the designated start time is considered a clinical absence. This time must be made up in accordance with program policy. Patient safety is a top priority. Clinical faculty are unable to assign patients more than 30 minutes after the start of the clinical rotation, as doing so may place patients at risk and disrupt the continuity of care.

All missed clinical time will be recorded as an absence and must be made up per program requirements. Full attendance for the entire clinical experience is required to receive credit for that day.

Lab/SIM: Students who arrive at the lab 10 minutes after the designated start time will need to schedule a make-up, and it will count as a clinical absence.

Students demonstrating a pattern of tardiness or absenteeism that interferes with their ability to meet clinical objectives or demonstrate competencies will receive a clinical alert.

When a student misses 15% of clinical time, course faculty will issue an affective domain standards of performance warning form. Students who have missed 20% or more clinical time will receive a second affective domain standards of performance warning form. A make-up will be required for all absences from clinical or labs. This will consist of a simulation and/or unit clinical experience. Any student who misses 30% or more of clinical time will not be able to demonstrate that they have met the clinical learning outcomes and will receive **Unsatisfactory** grades in the Clinical course.

Clinical time that is rescheduled or canceled due to weather or faculty absences does not count towards this percentage, and students will be provided with an opportunity to make up the time when required.

Students who show signs of impairment or inability to provide safe patient care will be dismissed from clinical. This will be considered a clinical absence, and students will be required to attend a make-up.

Should MassBay Community College be officially closed and classes or clinicals are canceled, notice will be announced through the College's Emergency Notification System. Clinical attendance is mandatory; however, during inclement weather, if the student believes that driving to clinical would pose an unacceptable risk, the student must notify the clinical faculty that they will not be attending. This will be considered a clinical absence, and students will be required to attend a make-up.

Medical Leave

Medical Leave of Absence (MLOA)

Students with a verified medical or family illness may apply for a Medical Leave of Absence (MLOA), provided they are in good academic standing, defined as maintaining a passing average of 75% or higher in the nursing course at the time of the request. Please refer to the Medical and Bereavement Leave Policy for additional information.

Students who are granted a Medical Leave of Absence, with appropriate documentation, will be withdrawn from their current nursing courses but will retain their status in the selective Health Sciences program.

Upon approval by the Dean of Students, students will be eligible to return and enroll in the next available offering of the course, based on seat availability and program capacity. Medical Leave of Absence requests must be submitted prior to the end of the semester. Requests will not be granted after the course has been completed and/or final grades have been issued.

Students must return to the program within 12 months of the approved leave in order to be eligible for reinstatement. The procedure for requesting a Medical Leave of Absence can be found in the College Student Handbook, Section IV.

Re-Entry Requirements Following Medical Leave

Students returning from a Medical Leave of Absence must:

Provide written medical clearance from a healthcare provider confirming the ability to meet the program's technical standards and attendance requirements

Contact Student Development to complete required paperwork and schedule a re-entry meeting

Resolve any medical hold placed on their account prior to registration

Students will not be permitted to register for courses until all re-entry requirements have been completed.

In addition, prior to returning, the student must:

Notify the Assistant Dean of Nursing or designee at least 3 months in advance of the intended return (based on the next course offering)

Complete a skills practice and competency validation plan, as determined by course faculty

Meet with the course faculty to establish a plan for completing any outstanding coursework

Obtain required course materials and update prior work, as applicable

Upon return, students are required to attend all classes and clinical experiences from the start of the semester.

All information related to a student's medical leave will be handled with the highest level of confidentiality. For questions or additional information, students may contact Student

Development at 781-239-3142.

Bereavement Leave

In the event of the death of an immediate family member, students will be granted up to three (3) consecutive days of absence from their academic schedule.

For the purposes of this policy, immediate family includes spouse or partner, parents, parents-in-law, foster parents, stepparents, siblings, stepsiblings, siblings-in-law, children, children-in-law, foster children, stepchildren, grandchildren, and grandparents.

Bereavement leave:

- Does not require clinical make-up for the approved absence period
- May be extended under extenuating circumstances at the discretion of the Assistant Dean of Nursing
- Upon return, students are responsible for coordinating with faculty to review and make up any missed course or clinical content. Students are fully responsible for all missed content and must meet all course and clinical requirements as assigned.

To request bereavement leave, students must notify the Assistant Dean of Nursing or designee as soon as reasonably possible and follow any additional instructions provided.

Withdrawal and Grounds for Recommendation for Dismissal

The purpose of this policy is to outline the procedures, requirements, and implications associated with withdrawing from nursing and non-nursing courses. It ensures that students understand the academic, administrative, and programmatic consequences of withdrawal, including timelines, documentation, and conditions for return to the program.

Students are responsible for officially notifying the College and the Nursing Program if they intend to withdraw from a nursing course, withdraw from the Nursing Program, or withdraw from the College. Nonattendance, failure to participate, or stopping attendance does not constitute an official withdrawal.

A student who is registered but does not attend, abandons a course, or stops attending classes remains enrolled until the required withdrawal process is completed. Students must follow the College's established procedures to drop or withdraw from course(s), the Nursing Program, or the College.

Withdrawal Nursing Course

A student may request to withdraw from a nursing course within the designated timeframes published in the Academic Calendar. Upon withdrawal, the student may also request a leave of absence from the program. The Curriculum Coordinator will document the student's last

date of attendance, which will be used to determine eligibility for any applicable refunds.

If a student withdraws from a nursing course while failing theory, the course will be recorded as a failure.

Students who withdrew or dropped a nursing course and wish to return to the program must submit an application for readmission to the Admissions Department. The application must be submitted by February 15 for Fall enrollment or July 15 for Spring enrollment.

Before re-enrolling in nursing courses, students who have successfully completed or been exempted from prior nursing courses will be required to validate their previous nursing knowledge. Students entering the first semester are exempt from validation. (see Validation Testing Policy).

Withdrawal from Non-Nursing Courses

A student may request to withdraw from a non-nursing course within the timeframes listed in the Academic Calendar. If the non-nursing course serves as a co-requisite to a nursing course, the student must also withdraw from the corresponding nursing course.

A voluntary withdrawal from a nursing course or the Nursing Program is subject to all progression, readmission, and academic standing policies. Students who withdraw from a nursing course are responsible for understanding how the withdrawal may affect program progression, financial obligations, clinical placement eligibility, and future readmission. Students may be referred to the Assistant Dean of Nursing or designee and may be subject to dismissal from the Nursing Program for failure to meet academic, clinical, professional, behavioral, safety, or compliance requirements. Grounds for recommendation for dismissal include, but are not limited to:

- Failure to meet course progression requirements, including failure to achieve a minimum grade of 75% in the theory component of a nursing course.
- Unsatisfactory clinical, laboratory, or simulation performance, including inability to meet clinical learning outcomes or demonstrate safe nursing practice.
- Failure of more than one nursing course or withdrawal from more than one nursing course, consistent with the Academic Progression and Readmission policies.
- Failure to maintain required health, immunization, CPR, CORI/SORI, drug screening, or other clinical eligibility requirements by established deadlines.
- Violation of professional behavior, affective domain, ethical, legal, academic integrity, confidentiality, or patient safety standards.
- Unsafe, impaired, disruptive, or unprofessional conduct in the classroom, laboratory, simulation, clinical setting, or any program-related activity.
- Failure to comply with College, Division of Health Sciences, Nursing Program, or clinical agency policies and procedures.

Dismissal decisions are made in accordance with applicable College and Nursing Program policies. Students will be notified of dismissal decisions and may access available appeal or grievance procedures as outlined in the College Student Handbook and applicable program

policies.

Withdrawal from College & Leave of Absence

A student may withdraw from the College prior to the last day of classes in the enrolled academic semester. To initiate the withdrawal process, students must meet with the Dean of Students or their designee. Students who withdraw from the College are financially responsible for tuition and fees in accordance with the College's Refund Policy.

Educational Mobility

MBCC participates in the Mass Transfer Block and the Nursing Education Transfer Compact as recognized by Mass Department of Higher Education,
<http://www.massbay.edu/Current-Students/MassTransfer.aspx>

Uniforms, Appearance, and Equipment for Lab and Clinical

Students are to purchase uniforms. It is recommended that students purchase two sets. Before beginning lab or clinical, students must obtain the following:

Associate Degree Nursing (ADN)

Uniform Top is a short-sleeved, 2-pocket scrub top in HUNTER GREEN. A white T-shirt may be worn underneath the scrub top. Scrub pants are in a matching HUNTER GREEN.

Practical Nursing (PN)

Uniform Top is a short-sleeved, 2-pocket scrub top in HUNTER GREEN. A white t-shirt may be worn underneath the scrub top. Scrub pants are BLACK.

Lab coat (optional) is a white, V- necked, button-down style with cuffed wrists.

MassBay Community College patches are required on the right upper sleeve, just below the shoulder, of each scrub top and lab coat.

Shoes. Clean, flat, white footwear with clean white laces. Not allowed: clogs or open-back shoes, open-toed shoes or sandals.

Stockings or socks. White or nude stockings, must always be worn.

Massbay Badge: Students must wear their MassBay identification badge at all times while in the clinical setting.

Students also need to purchase

- Stethoscope – any color or style,
 - A watch with a second hand
 - Penlight
 - Surgical scissors.
- A blood pressure cuff is recommended.

Additional Requirements include:

Appearance and Personal hygiene:

- Students should practice good personal hygiene. Students must appear neat, clean, and well-groomed.
- Launder uniforms prior to each clinical.
- For warmth, students may wear a clean white turtleneck jersey under the uniform top. Sweatshirt worn over the scrub top is not permitted.
- Do not arrive at clinical smelling of heavy perfume, tobacco smoke, or any other substance.
- Hair worn off collar
- Earrings are optional. If worn, they must be small studs no larger than a dime, with no dangling styles. Only one earring per ear is permitted.
- No other visible body piercing jewelry is permitted.
- Minimal make-up/cosmetics, no scented products or fragrances are allowed.
- Men should be freshly shaved, or their beards must be short and neatly trimmed.
- Fingernails are to be kept short and clean. Artificial nails and/or nail polish are not permitted.
- No chewing gum permitted.

Use Of Technology

Each student in the program is required to have a laptop computer for use in the classroom and nursing laboratory. These devices must meet minimum technical specifications as follows:

- Intel processor i3 or larger
- 4 gb of memory or greater

- 500 gb hard drive
- Windows 10

Technology is used throughout healthcare. The faculty expects all students to use the technology that is available to them on campus and in the clinical area. MassBay also provides loaner computers for student use in the Learning Resource Centers.

Faculty will utilize electronic mail (e-mail) for communication with students. Each student enrolled in the Nursing Program is provided with a MassBay Community College e-mail account. Students must use their MassBay e-mail accounts not personal accounts. The student is responsible for accessing their e-mail daily and is expected to respond to faculty email in a timely manner. E-mail communications should be signed by students and use correct grammar, punctuation, and capitalization. Faculty will not open unknown email accounts.

Each course in the Nursing Program has a Blackboard course shell where students can access announcements, assignments, and other important information. Examination grades will also be posted on Blackboard. Students are expected to check each course site regularly, several times per week.

Classroom and Laboratory Behavior

Nursing Students are expected to demonstrate proper conduct in all settings. Faculty interprets acceptable behavior to include, but not limited to, showing respect and consideration for faculty and classmates by:

- Attending all classes (see attendance policy).
- Arriving on time.
- Paying attention in class or lab; no unnecessary talking.
- Not leaving class except at breaks or the end of class.
- Being prepared for class and lab by reading and watching videos prior to class.
- No cell phone use at any time.
- Notifying instructors if unable to attend class or lab.
- Reviewing assignments in syllabus and schedule on Blackboard prior to class.

Simulation Center and Nursing Skills Laboratory

The Clinical Simulation Center (CSC) and the Nursing Laboratory provide the opportunity for students to develop competency in the nursing skills needed to provide safe care to patients in the actual clinical setting. Simulation lab experiences will be incorporated into the nursing skills lab and clinical experience in the Nursing Courses. The Nursing Lab provides faculty the equipment and opportunities for students to work in small groups to meet their learning needs.

Because nursing skills and simulation labs are considered a part of clinical experience and include simulated clinical situations, students are required to dress in their clinical uniforms, lab jackets, including shoes, with a name tag for the lab.

- Students are expected to maintain the same level of professional behavior they would in a clinical setting.
- No food or drinks are allowed.
- No sitting on beds, bedside tables, or overbed tables.
- Students are not allowed to lie on beds unless it is part of the learning activity.
- Handle expensive equipment and sharps carefully.
- Students must keep the room tidy at all times and clean up after themselves before leaving the lab.
- Ongoing, mutual respect and professionalism between the lab manager, faculty, and students.
- Leave beds in low position and straighten bed linen.
- Cell phones must be placed on vibration mode only (emergency calls only).
- Clean and put away equipment as directed.
- Label and report to faculty any malfunctioning equipment.
- Do not remove items from the Nursing Lab without permission.
- Keep your voice level low; avoid loud or distracting conversation.
- Treat manikins as if they were your patient. Dress and cover manikins appropriately.
- No writing instruments near any of the manikins.
- Report any injury immediately to lab manager and/or faculty.
- Smartphones, computers, and iPads are for educational purposes only and may be used in the nursing lab as a learning tool and not for leisure activities. Photographs are not allowed.
- Students are required to bring all necessary supplies and equipment, including stethoscope, watch, penlight, notebook, pen, and a drug guidebook.
- Students are expected to have completed all assigned readings and videos prior to the scheduled lab experience.

Simulation

1. Students must adhere to FERPA and HIPAA standards as well as clinical/lab dress codes for simulation.
2. Students participating in simulation will participate in pre-briefing and post briefing sessions with a nursing faculty facilitator.
3. Simulation and videotaping consent forms must be signed prior to participation in simulation activities.
4. Video recording and photographs are restricted to use for educational purposes only. It will not be used for student or faculty evaluation. Videos will only be viewed by faculty and students involved in the simulation, unless specific permission is requested and granted. Students and faculty will be

notified when videotaping begins and ends, and it will only be used when the simulation is running. All participants must consent to videotaping.

5. Once debriefing activities have concluded all video tapes will be destroyed by the Coordinator of Skills and Simulation Laboratories at the end of the academic year.

6. Simulation activities will not exceed more than fifty percent of any planned clinical experience, at the discretion of the faculty, the Program Director/Chair, and the Assistant Dean of Nursing. Simulation may not be used for more than one individual student clinical make-up day.

Student Rights and Grievance Policy

For concerns related specifically to grades, grading decisions, or academic evaluation outcomes, students should refer to the Grade Appeals/Grievances policy.

The Nursing Program follows MassBay Community College policy. This policy can be found in the MassBay Student Handbook.

Prior to filing a formal grievance, students are encouraged to first:

- Discuss the issue with the appropriate faculty member. If the issue is not resolved, the student should schedule a meeting with the Program Chair.
- If the issue is still not resolved, the student may file a written grievance, following the procedure outlined in the MassBay Student Handbook.

Grade Appeals/Grievances/Student Complaints

For non-grade-related complaints or grievances, students should refer to the Student Rights and Grievance Policy and the MassBay Student Handbook.

See the Grade Appeal and Grievance Processes in the main section of the Division of Health Sciences Student Handbook and Policy Manual. All students have the right to due process.

Pending Appeals: Students will continue to attend classes and laboratory sessions pending a grade appeal but are suspended from attending clinical/practicum sessions. If a student has a successful appeal, they will be required to make up any missed clinical sessions. These sessions will be arranged according to the availability of faculty and clinical facility resources.

Professional Behavior and Ethical/Legal Standards

Students are expected to comply with the Professional Behavior and Ethical/Legal Standards at all times. The Affective Domain Standards and Professional Behavior Evaluation section describes how professional behaviors are evaluated, documented, and addressed throughout the program.

a. *Social media /Electronic Communication Policy*: For the purposes of this policy, social media/ electronic communication is defined as the use of email, electronic images, blogs, networking sites, applications, chat rooms, forums, video sites and other platforms. This policy applies to information posted in private or protected sites that can be accessed or shared by other users. Faculty recognize that the use of social media to communicate has become commonplace. The implications for healthcare providers and healthcare students are serious. The accessibility and efficiency of technology makes it easy to post content or images without considering the proprietary, confidential, or professional implications of such behavior.

The Department of Nursing holds the student to the highest standards for the responsible use of social media and electronic communication. Standards have been established that are aligned with the professional and ethical codes of each discipline.

b. *Recording Devices*: The audio or video recording of a class or non-public meeting requires the prior consent of the person(s) being recorded. In Massachusetts, permission to record a classroom lecture requires consent of the instructor and all members of the class that is being recorded. Instructor and class permission are not required when a student is granted a reasonable accommodation as defined by the Americans with Disabilities Act.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Office of Accessibility Resources in order to obtain permission for the recording(s). In such cases, the instructor should notify the students, speakers, and other lecture attendees in advance that the lectures will be recorded. However, every effort should be made to protect the confidentiality of a student with an accommodation, i.e., the instructor will not name the student who is doing the recording when it is due to an accommodation.

The permission to allow the recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials are to be used only for individual or group study with other students enrolled in the same class, and will not be reproduced, transferred, distributed or displayed in any public or commercial manner.

The unauthorized recording, reproduction or uploading of recordings to the Internet will result in a violation of the recorded person's intellectual property rights, will constitute a violation of the Student Code of Conduct, and will be subjected to disciplinary action.

Definitions:

- i. *Course Materials*: syllabi, lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through BlackBoard.
- ii. *Recording(s)*: a visual, video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.

The following behaviors are considered grounds for recommendation for dismissal:

- c. The use of social media to make disparaging remarks about other students, faculty, staff or patients, the division, individual departments or clinical affiliates/partners and associated individuals and communities- even if nicknames or codes are used and/or identifying information appears to have been removed.
- d. The posting, distribution or dissemination of patient, student, facility, laboratory or classroom images or associated content (taking pictures, videos or audio recordings in the classroom or clinical agency is strictly prohibited without the permission of all parties involved).
- e. The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of the Health Sciences or Nursing Department, staff, faculty, or students.
- f. The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of clinical affiliates, partners, communities, or individuals associated with the Division of Health Sciences or its departments.
- g. Posting inappropriate, suggestive, abusive, violent, potentially threatening, derogatory or discriminatory content in networks, forums or platforms **while identifying oneself as a student within the Department of Nursing and or a MassBay student**. Note: Identification as a student can be established by both statements and images used in electronic and social media sites (e.g., wearing a uniform or posting a college, division, or department logo).
- h. The use of any electronic communication or applications for the purpose of distributing or disseminating information that could be used to commit acts of academic dishonesty or fraud.

- i. The use of any electronic communication or applications to share or distribute proprietary academic or facility information, including, but not limited to, policies, procedures, or patient care tools.

Professional Behavior and Affective Domain Standards

Please see the Professional Behavior and Affective Domain Standards section in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

American Nurses Association (ANA) Code of Ethics *

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and right of the patient.
4. The nurse is responsible and accountable for the individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

* (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>)

Nursing Student Organization By-laws

ARTICLE I - Name

The name of this organization shall be the Nursing Student Organization.

ARTICLE II - Purposes

- The Student Organization provides a medium of communication, cooperation and action between students and between students and faculty and staff.
- The Student Organization plans and implements social activities, community service projects and other events and programs for the student body and works closely with the Nursing Student Club.

ARTICLE III - Functions

1. Handles the affairs of the organization.
2. Collaborates on the activities and issues of the classes and Student Organization.
3. Plans Student Organization activities including community service projects and events.
4. Administers the Student Organization Award and the Peer Contribution Award.
5. For nursing students, encourages participation in National Student Nurse Association (NSNA) and the Massachusetts Student Nurse Association (MaSNA).

ARTICLE IV - Membership

1. Members — All enrolled students in the MassBay Community College Nursing Programs.
2. The Faculty Coordinator shall be a permanent advisor to Student Organization.
3. A faculty member shall be elected by the Student Organization every two years to serve as the elected advisor.

ARTICLE V - Student Organization Governing Board

All Nursing Program class officers will be considered members of the Governing Board of Student Organization.

ARTICLE VI - Executive Officers

1. The executive officers of the organization shall consist of a President, Vice-President and Secretary/Treasurer.
2. Class Officers and/or Student Representatives who have been enrolled in the Program at least one semester are eligible to be elected as Student Organization executive officers.

3. Class Officers elect Student Organization executive officers for the next semester, if needed, either at the last Student Organization meeting of the semester or a call for a vote is sent via email before the end of the semester.
4. Executive officers shall serve for one academic year and may be reelected.

ARTICLE VII - Responsibilities of the Executive Officers

Section 1. President

1. Presides at all meetings of the Organization.
2. Schedules all meetings.
3. Acts as official representative of the student body whenever necessary.
4. Orients the incoming President.

Section 2. Vice President

1. Assists President in duties at the request of, or in the absence of, the President.
2. Posts notices of all meetings at least one week in advance of the meeting.
3. Promotes community service activities among all students and participates in said projects.
4. Orients the incoming Vice President.

Section 3. Secretary

1. Types, signs and keeps the minutes of all Student Organization meetings on file.
2. Reads the minutes of the previous meeting of Student Organization.
3. Posts a copy of the minutes on the Student Organization bulletin board and submits one copy to the President and Faculty/Staff Advisor within two weeks of the meeting.
4. Orients the incoming Secretary

ARTICLE VIII - Meetings

1. The Student Organization shall meet a minimum of two times a semester.
2. Special meetings may be called by any members upon written request to the President.
3. Notice of meetings shall be posted at least one week in advance.

ARTICLE IV - Attendance

1. It is the responsibility of class officers to attend Student Organization meetings. If a member is unable to attend, they should send a fellow student as an appointed substitute.

2. All students in the Program, as members of Student Organization, may attend any and all meetings.

ARTICLE X - Quorum

At least one class officer or an appointed substitute from every class shall constitute a quorum.

ARTICLE XI - Voting

1. Only class officers or appointed substitutes are eligible to vote.
2. The Faculty/Staff Advisors may not vote or veto any action of the Organization, but may delay action on an issue pending consultation with the faculty.
3. Issues are decided by majority vote of the class officers or appointed substitutes comprising the quorum.
4. A written ballot will be held at the request of any student.

ARTICLE XII - Awards and Recognition

Student Organization will recommend students for awards and recognition for the following 2 categories: Student Organization Award and the Peer Contribution Award

ARTICLE XIII - Class Organization

1. Each Nursing Program class shall elect two to four class officers to represent their class in the Student Organization.
2. If a vacancy exists for a position during a semester when full elections are not held, a special election may take place to fill the open position.
3. Each nursing division shall also elect annually representatives to the Nursing Program Faculty Organization and the Curriculum Committee.
4. Meetings
 - Class meetings shall be called when necessary.
 - Notice of class meetings shall be posted at least one week in advance and the Faculty/Staff Advisor shall also be notified.
 - All class members are encouraged to attend.
 - Reports will be given by representatives of standing Nursing Program Faculty Organization committees and Student Organization.
5. Responsibilities of Class Officers
 - Attend meetings, have the power to call emergency meetings, be in charge of class activities, including community service activities and fund raisers, and have the power to create ad hoc committees.
 - Share notices of all class meetings and notify their Faculty/Staff Advisor of class meetings.

- Share minutes of all meetings.
 - Collect class dues, keep a written record of receipts and disbursements and submit to the Faculty/Staff Advisor.
6. Responsibilities of Student Representatives to Nursing Program Faculty Organization and Curriculum Committee
- Attend Committee meetings monthly, as scheduled by Program Administration.
 - Attend Student Organization meetings to report activity of Committee.
 - Serve as liaison between the student body and the administration and faculty and bring before the Student Organization information regarding curricula and the academic environment of the Nursing Program.

ARTICLE XV - Amendments

- Amendments may be proposed by any class officer or upon the petition of 10 percent of the membership of the Student Organization.
- In order for an amendment to be adopted, it must receive a two-thirds vote of the class officers, be approved by the faculty, posted for comment for at least two weeks and finally receive a majority vote in Student Organization.
- If an amendment receives the necessary vote in the Student Organization, it shall be adopted and go into effect immediately.

ARTICLE XVI - Parliamentary Authority

Robert's Rules of Order, (1990) shall be the organization's parliamentary authority.

Student Health and Safety Policy Cross-Reference

Students are responsible for reviewing and complying with all health, safety, clinical eligibility, and incident reporting requirements. The following policies should be used together to support student safety, patient safety, and readiness for clinical participation.

- Submission of Health, Immunization and Other Required Documentation
- Immunizations
- Other Requirements
- Overdue School/Clinical Immunization Requirements
- Change in Student Health Status
- Communicable Diseases
- Health Clearance for Return to Clinical
- Clinical, Lab, and Simulation Attendance
- Emergency Care/Incident Reporting
- Blood and Body Fluid Exposure

Failure to meet health, safety, or clinical eligibility requirements may delay or prevent clinical participation and may affect progression in the Nursing Program.

Submission of Health, Immunization and Other Required Documentation

Viewpoint

Completed immunizations and other required documentation are necessary for participation in a Health Sciences program. All immunization and CPR documentation are managed by Viewpoint, a secure, web-based platform. Students will receive instructions on how to create a personal profile called a “Viewpoint Account” on www.viewpointscreening.com/massbay and upload their immunization and CPR documentation.

Viewpoint will send the student a weekly email “alert” when documentation is missing, incomplete, or in need of updating. The Compliance Officer will refer to Viewpoint data to determine whether a student is cleared for clinical.

Due dates for immunizations, health records, background checks, drug screening, and other clinical compliance requirements are specified in the Nursing Program curriculum materials and/or student communications. All clinical compliance requirements must be completed and submitted before the start of clinical experiences.

Clinical compliance is an ongoing requirement throughout enrollment in the nursing program. Students are responsible for maintaining current and valid documentation at all times. Failure to submit or maintain required documentation by the specified deadlines will result in the student being prohibited from attending clinical experiences until compliance is achieved.

Compliance with all health, safety, and clinical agency requirements is mandatory for

participation in clinical learning experiences. Attendance and successful completion of clinical experiences are required for progression in the nursing program. Students who are unable to attend clinical due to non-compliance may jeopardize successful completion of the clinical course and progression in the nursing program.

Immunizations

Refer to the Immunization Requirements section of the Division of Health Sciences Student Handbook and Policy Manual.

Other Requirements

- **CPR Certification** The CPR certifications that are acceptable for health students are the “BLS Provider” from the American Heart Association (AHA), and the American Red Cross or the equivalent from the American Military Training Network. The copy must be front & back of the card, and it must be signed.
- **National Background Check** - A national county records search is also conducted through Viewpoint Screening.com.
- **CORI and SORI forms** –The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services).
- As required, the student must provide the last six digits of their social security number on the CORI form and present a valid government-issued ID (such as a license or passport) to verifying staff.
- The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a student is late or is absent on the day the CORI/SORI check is completed, it is his/her responsibility to complete the CORI and SORI request forms at the Division of Health Sciences Administrative Office.
- The Division of Health Sciences conducts subsequent CORI checks within one year of the date the form was signed by the student. The Division of Health Sciences will first provide the student with written notice of the check.
- Students are required to complete subsequent CORI and SORI request forms according to clinical facility requirements.

- A positive CORI and/or SORI Report will be forwarded to the Dean of Health Sciences. Positive CORI and/or SORI findings will be forwarded to a College-wide Review Committee, and the student will be invited to the review session. The final decision regarding the student's progression in a Health Sciences program will be determined at that time.

Drug Testing: Refer to the Drug Screening policy in the central part of the Division of Health Sciences Student Handbook and Policy Manual.

Overdue School/Clinical Immunization Requirements

Students who are missing a health/clinical/documentation requirement are not in compliance and cannot attend class, lab, or clinical.

If a student receives an email alert from Viewpoint Screening indicating that they are missing a health or clinical requirement (e.g., immunizations) at any time, they should:

1. Promptly address the requirement through their individual Viewpoint Screening account. Do not wait for notification from the Assistant Dean of Nursing.
2. Immediately notify the course faculty, clinical instructor and Assistant Dean of Nursing that they are out of compliance.
3. A student determined to be out of compliance by the Assistant Dean of Nursing will be **unable** to attend clinical practicum until the compliance issue is satisfactorily resolved.

Change in Student Health Status:

1. Should a matriculated student's health status change at any time following obtaining health clearance into the nursing program, he/she **MUST** immediately notify the Assistant Dean of Nursing.
2. The student must also submit a note from his/her primary care provider indicating the nature of the restriction and the date at which the restriction(s) must be imposed, to the Assistant Dean of Nursing.
3. To re-enter the clinical environment, the student must submit a note from his/her primary care provider affirming the removal of restrictions and the date at which the student can resume unrestricted participation in clinical activities, to the Assistant Dean of Nursing.
4. If a student is unable to resume his/her participation in the program, he/she should refer to the Medical Leave Policy.

Communicable Diseases:

1. Students have an ethical and legal responsibility to maintain a high standard of personal health and hygiene. When providing care, the student should routinely and without discrimination take all precautions against exposure and transmission of

communicable diseases, including the flu, consistent with the policies and procedures of the clinical site.

2. The nursing student who has a communicable disease must inform the Assistant Dean of Nursing before attending clinical or lab. Should there be any questions as to potential restrictions or precautions relating to clinical participation, the student will be required to seek medical advice and documentation from his/her primary care provider.

Clinical Schedules and Placement

While the Nursing Programs are designated as day programs, clinical placements may occur during evenings and/or weekends. The program is committed to providing high-quality, diverse clinical experiences that meet learning outcomes and accreditation requirements. However, due to the competitive nature of clinical site availability and the evolving needs of our clinical partners, flexibility in scheduling is essential.

Specific clinical days and times are not guaranteed and may vary by semester based on site availability. Students are expected to remain flexible and adaptable regarding their clinical assignments. It is the responsibility of each student to make the necessary personal arrangements, including transportation and work schedules, to accommodate assigned clinical rotations.

Failure to attend scheduled clinical rotations may be considered an unexcused absence and may jeopardize course progression. Clinical assignments are determined by nursing faculty to align with course objectives, end-of-program student learning outcomes, and the individual educational needs of each student.

Every effort will be made to ensure that a student is not placed at a clinical site where they, or a relative, are employed or volunteer within a unit or department. It is the student's responsibility to inform faculty of any such affiliations.

If a clinical site participates in the Centralized Clinical Placement (CCP) process, then the students will complete the Online Modules prior to the start of the clinical rotation.

Clinical Paperwork

Students are expected to submit all required clinical paperwork and complete assignments on time. Specific clinical assignments are outlined in the course syllabi.

Clinical Evaluation

- Students will receive a written clinical evaluation weekly, at mid-term and at the end of each clinical rotation.
- Students who need remediation in nursing skills will receive a clinical/lab alert. The student will have one week to meet with lab instructors to perform the nursing skill.
- Students who are having difficulty in the clinical area will receive an Academic Alert. The

Academic Alert will identify areas for improvement, plans for remediation and completion date.

Emergency Care/Incident Reporting

If an incident or exposure incident affecting a student should occur, it is the combined student/faculty responsibility to initiate the following actions:

- The student will report the incident to the Lab/Clinical instructor and complete any required documentation by MassBay and the clinical facility. The Program Director/Department Chair and the Interim Assistant Dean of Nursing should be notified as soon as practicable after an emergency by the clinical instructor.
- *Emergency Care:* The College's contractual agreement with clinical agencies states that emergency care will be provided by the clinical facility if that facility maintains an emergency room.
- In the event students are assigned to a site without an emergency room, the policy of the clinical site should be followed. In either case, the student will assume the cost of such emergent care.
- Students should refer to their health insurance policy for coverage in the event of an emergency in the clinical area. The cost of the emergency room visit is borne by the student or faculty member, or their insurer.

Blood and Body Fluid Exposure

Students are to refer to the Blood and Body Fluid Exposure Policy and Procedure in the Division of Health Sciences Student Handbook and Policy Manual.

Health Clearance for Return to Clinical:

If a student is absent due to health issues or hospitalization, a written clearance from a licensed healthcare provider is required before returning to clinical activities. The clearance must confirm that the student may return without restrictions.

Cell Phone Use in Clinical Areas

Students are to refer to the Cell Phone Policy in the Division of Health Sciences Student Handbook and Policy Manual

Transportation, Parking, Clinical Site-Specific Drug Testing

- Students are responsible for their transportation to and from the clinical site.

- Clinical sites are at a premium, and students should be prepared to travel a distance to attend clinical.
- Students who carpool should arrange a back-up form of transportation should the student driving need to leave clinical.
- Students are responsible for all costs related to transportation to and from the clinical teaching sites, plus expenses such as food, parking fees, and other miscellaneous fees, which may include site-specific drug testing.

Evaluation of Clinical Performance

The Nursing Program faculty utilize a course-specific Clinical Evaluation Tool to assess and document each student's clinical performance throughout the program. Clinical experiences and assignments are evaluated on a **Satisfactory (S) or Unsatisfactory (U)** basis. Students are expected to demonstrate progressive achievement of course-specific clinical objectives and competencies throughout the clinical experience.

Unsatisfactory clinical performance is defined as performance in the clinical setting that demonstrates a consistent pattern of deficiencies in one or more clinical behaviors, skills, or course objectives; failure to demonstrate progressive mastery of expected clinical competencies; or engagement in unsafe practices that compromise patient safety, quality of care, or the clinical learning environment.

Students demonstrating unsatisfactory clinical performance will receive a written Clinical Warning accompanied by a Professional Improvement Plan developed in collaboration with the clinical instructor and, when appropriate, laboratory faculty. The Professional Improvement Plan is intended to identify areas of concern, establish clear expectations for improvement, and support the student in achieving satisfactory clinical performance.

Students who fail to demonstrate satisfactory improvement and meet the expectations outlined in the Professional Improvement Plan will receive an unsatisfactory grade in the clinical component. Because satisfactory completion of the clinical component is required to pass the course, an unsatisfactory clinical grade will result in failure of the nursing course.

Note: Any student who receives an "unsatisfactory clinical" evaluation due to unsafe clinical practice will not be eligible for readmittance to a health program. The student can appeal the unsafe clinical grade by following the Grade Appeal Process described in the Division of Health Sciences Student Handbook and Policy Manual.

Affective Domain Warnings will be administered for any clinical behaviors that constitute violations of one or more of the standards identified under the Affective Domain Policy.

When a faculty member determines a student has been unsafe in the clinical setting:

- a. The student will be **immediately** removed from clinical and lab settings.

- b. Written notice by the faculty member will be given to the student in the form of an Academic/Lab/Clinical Alert documenting the reasons for the clinically unsafe determination and given a Professional Performance Improvement Plan.
- c. The student will be notified immediately that they will not be permitted to return to clinical or lab until the Professional Performance Improvement Plan has been satisfactorily completed. If the student does not show marked improvement in areas outlined in the remediation plan, they **will be withdrawn from the clinical course**.

Campus Resources

Helpdesk Support for MassBay Systems

<https://sites.google.com/post.massbay.edu/ithelpdesk/student-technology-tutorials>

- Campus Login / Password
- Blackboard Learn
- Bay Navigator
- Email

Wellesley Hills Campus: Room 242F (rear of main lab)

Framingham Campus: Room 320 (library/lab)

Email helpdesk@massbay.edu or call 781-239-2440 (24/7/365)

The Office of Online Education and Technology Innovation is available to assist students with information and best practices for taking their online and hybrid courses!

- what to expect in an online course;
- common technologies used;
- time management and where to go for additional help.

Email: MassBayOnline@massbay.edu or Visit 242H on the Wellesley Hills Campus

Library Resources

MassBay has a library collection of more than 30,000 volumes and a host of electronic resources, including e-books, streaming videos, and bibliographic databases. The College is a member of the Higher Education Libraries of Massachusetts (HELM), which provides access to the collections of 7 college libraries across the state. Interlibrary loan and delivery services are available to students and faculty. Librarians are located on both campuses to assist students with research, using the catalog, and accessing online databases.

Academic Achievement Center (AAC)

The Academic Achievement Center (AAC) employs professional learning specialists and peer tutors across subjects. They help students with reading and study skills, writing for any class, and all levels of math and science. The AAC welcomes both walk-ins and appointments and is open Monday-Friday on both campuses. Online tutoring is also available. The AAC is located on the third floor of the Framingham Campus and in Wellesley Hills on the second floor, next to the Library. For more information or to make an appointment, visit www.massbay.edu/academics/aac. Email aac@massbay.edu. or call 781- 239-2620 (Wellesley Hills). All services are free.

Accessibility Resources

MassBay provides equal access for each student who discloses a disability and requests accommodations for learning, testing, and other areas of need. To meet with an accessibility specialist to discuss learning needs, please call or stop by to make an appointment.

Please note that we encourage students who would like academic accommodation in the course to meet with a disability specialist as soon as possible to complete the necessary Learning and Testing Accommodation Form required by the college for all academic accommodations. The Office of Accessibility Resources is located in

Framingham, Suite 320, Framingham: 508-270- 4267.

Wellesley Hills, Room 216 (in the AAC). 781-239-2234.

Or Visit www.massbay.edu/facilities/accessibility.

Testing Services

The AAC offers make-up exam services to students who have a legitimate reason for taking their exam outside of class. All exams must be dropped off and picked up by the professor. Exams are by appointment only, and it is the student's responsibility to make an appointment. Students will need a picture ID to take the exam in the AAC. Please call the AAC directly for more information: Framingham: 508-270-4213, Wellesley Hills: 781-239-2632.

Counseling Services

Taking care of oneself amidst the pressures of school, family, work, and relationships can often be part of the challenge of being a college student. Learning how to better adapt and cope with these stressors can improve the quality of a student's life and enhance their success at MassBay.

Counseling is the process of working with a professionally trained, licensed counselor to become a healthier human being in all aspects of life: Emotional, Intellectual, Physical, and Spiritual.

When making the initial appointment, the student will simply be asked to provide us with contact information and the best way to reach them. There is no need to disclose the reason for wanting to see a counselor. Counseling Services at the Office of Student Development:

Wellesley Campus, Room 130 - Call 781-239-3142
Framingham Campus, Suite 320 - Call 781-239-3142
Or via www.massbay.edu/counseling

The Advising Center

The Advising Center is committed to assisting students in the development of meaningful academic plans that are compatible with their professional and life goals. Services provided by the Advising Center include:

- Assistance with course registration, adding and dropping classes, and course withdrawals
- Transfer Credit Evaluation
- Information on Challenge Exams
- Information on Competency Exams (AP, CLEP, U-Excel, DANTES)
- Change of Advisor
- Change of Major
- Mass Transfer and Transfer Counseling
- Permission to take courses at other institutions
- Graduation Reviews
- Referrals to other campus resources

All registered students are assigned an academic advisor. The name and contact information for one's advisor are available on the Student Center page of Bay Navigator. Advisor assignments are generally made during the fourth week of the fall and spring semesters.

Room 113 in Wellesley Hills and Room 316 in Framingham.
Or Visit www.massbay.edu/academics/advising

Campus Resources and Policies

Instructors have the option to add this section to their online syllabi posted in Blackboard and/or include these descriptions in the syllabus itself.

Visit the links below for more information on

- [Academic Achievement Center \(AAC\)](#)
- [Accessibility Resources](#)
- [Library](#)
- [Testing Services](#)
- [Brain Fuse](#)
- [Academic Calendar](#)
- [Computer Use Policy](#)
- [Grievance Procedures](#)
- [Student Handbook](#)
- [College Catalog](#)



**ADMINISTRATIVE POLICY
NURSING RECORDS MAINTENANCE AND RETIREMENT POLICY**

School/Program Records

Official records of the Program are maintained for a predetermined time period. These records are retained electronically and/or in hard copy in the following locations and according to the following time periods:

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
Annual Reports to Board	Assistant Dean of Nursing	5 years electronically	Discard after 5 years.	
Specific correspondence from Board	Assistant Dean of Nursing	5 years electronically	Shred and discard after 5 years	
General correspondence from Board	Assistant Dean of Nursing	5 years electronically	Discard after 5 years	
Current curriculum material: • Syllabus • Course Outlines • Course Evaluation Tool • Clinical Facilities Evaluation	Assistant Dean of Nursing	Current Semester – on shared drive	Discard at the end of the semester	
Minutes • Faculty Organization • Administrative Committee • Curriculum Committee • Admissions and Progression Committee • Faculty Development Committee • Ad hoc Judicial Committee	See maintenance column for responsible party	5 years Electronic file in the following locations: • Faculty Organization– on the Shared drive under Minutes • Administrative Committee– on the Administrative shared drive under Minutes	Discard after 5 years unless otherwise noted.	

• Ad hoc Grievance Committee • Advisory Board • Curriculum Committee – on the SON official drive under Minutes • Admissions and Progression Committee on the shared drive under Minutes • Faculty Development Committee- on the shared drive under Minutes • Ad hoc Judicial Committee- Assistant Dean of Nursing (10 years) • Ad hoc Grievance Committee- V Assistant Dean of Nursing in a locked cabinet (10 years) • Advisory Board– electronically on shared drive			
Student Handbooks	Compliance Coordinator	10 years electronically	Discard after 10 years
Systematic Evaluation Plan studies and other studies related to the Program	Assistant Dean of Nursing	5 years electronically	Discard after 5 years
Course Reports (New 2025)	Department Chairs	5 years electronically	Discard after 5 years
Attendance Records	Department Chair/ Registrar	Department Chair maintains during semester.	Discard at end of year
ACEN			
Correspondence Self-Study	Assistant Dean of Nursing	10 years electronically on shared drive	Shred and discard after 10 years
Agency Contracts	Compliance Coordinator	Electronically on shared drive	Permanent

NCLEX Results	Assistant Dean of Nursing	5 years electronically	Discard after 5 years	
Department Budgets	Assistant Dean of Nursing	Electronically in Peoplesoft and BudgetRoot	Permanent	
Purchase Requests	Assistant Dean of Nursing	Electronically in Peoplesoft and BudgetRoot	Permanent	
Library Holdings	Director of Learning Services	5 years or established as historical.	5 years or identified as historical	An audit of Library holdings will be performed at the completion of an academic year. Recovery of lost items will be attempted, and all other holdings will be reviewed for currency.
Program Evaluations	Assistant Dean of Nursing	Aggregate Data kept 10 years electronically on Shared Drive	Discard after 10 years	
Student Evaluation of Program Tool at Graduation	Data Analyst	Aggregate Data kept 10 years electronically on Shared Drive	Discard after 10 years	
Employment Rate Records	Data Analyst	Aggregate Data kept 10 years electronically on Shared	Discard after 10 years	

Faculty Records

Centralized employee records are maintained in the Department of Human Resources. The Assistant Dean maintains additional records on current faculty. Records of current faculty are available to the Department Chair, the faculty member, Accreditation and Regulatory agencies. Faculty records are maintained for a predetermined time period. These records are retained electronically and/or in hard copy in the following locations and according to the following time periods:

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
Faculty Portfolio: - Updated Resume/CV– (previous ones discarded)** - College Transcripts** - License Verification(every 2 years	Assistant Dean of Nursing	**Locked and secured in the Dean's Suite File Storage Area *Electronically in Nursing Faculty Admin shared drive	Duration of employment Shred and discard 5 years after separation	*3 years of performance evaluations, including: XIII-E6 Full-Time Faculty Summary

– most recent kept in file – (previous ones discarded) • Job description • Letters of Appointment • Faculty Orientation Documentation • Faculty Data Profile • Faculty Workload– <i>kept for 3 years with evaluation</i> • Copy of annual employee performance evaluation, including self-evaluation, student evaluations, supervisor evaluations during the 3-year period * • Copy of current BLS certification for clinical teaching faculty (previous ones discarded) • New Faculty Checklist • Waiver (prior to 2022), if applicable • BSN instructor, Progression Form, if applicable • Memos/email communication, if applicable • Department Specific Orientation • Change of address/name documentation (if applicable)	Evaluation, classroom observations, and student evaluations, are held in the file.
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Staff Records

Centralized employee records are maintained in the Department of Human Resources. The Assistant Dean maintains additional records on current staff. Records of current staff are available to the Dean of Health Sciences, the staff member, and/or the staff member's immediate supervisor and accreditation and regulatory agencies. Staff records are maintained for a predetermined time period. These records are retained electronically and/or in hard copy in the following locations and according to the following time periods:

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
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Staff Portfolio:

- | | | | |
|--|---------------------------|--|--|
| <ul style="list-style-type: none"> Updated Resume/CV– (previous ones discarded)** | Assistant Dean of Nursing | Locked and secured in the Program Coordinator's office | Duration of employment
Shred and discard after separation |
| <ul style="list-style-type: none"> Job description | | | |
| <ul style="list-style-type: none"> Copy of annual employee performance evaluation during the 3-year period * (for Nursing staff only) | | | |

Student Records

All student records are maintained in compliance with Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. For specific information about definitions, access to records, disclosures, directory information, and review process, please see the student record policy. These records are retained electronically and/or in hard copy in the following locations and according to the following time periods:

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
Admissions materials (Admission & Progression Ranking Form, informal communication with prospective student, LPN license, if applicable, High school transcript Name change forms, if applicable) Letter of rejection + all application materials for students denied admission Letter of acceptance College transcript(s), if applicable Test of Essential Academic Skills (TEAS) Scores, if applicable	Nursing Program Coordinator- Counselor	Kept in the student's permanent hard copy file in the Admission office	Permanent	
Clinical/Academic Alert	Department Chair	Kept in the student's file until course is completed	Destroy hard copy after the course has been completed or upon student withdrawal	

Academic Failure Form	Department Chair	Kept in student's permanent Electronic file	Permanent
Final Clinical Evaluation	Department Chair	Kept in student's permanent Electronic file	Last course of program Permanent All other courses destroyed upon graduation or withdrawal
LPN License Primary Verification, if applicable	Nursing Program Coordinator- Counselor	Kept in student's permanent hard copy file in the Admission office	Permanent
Readmissions Ranking Sheet, if applicable (readmitted students)	Nursing Program Coordinator- Counselor	Kept in student's permanent hard copy file in the Enrollment Advisor's office while enrolled	Destroy after graduation or student withdrawal
Counseling/Advising Records	Faculty Advisor	Kept in student's electronic advising file by the Faculty Advisor's during enrollment	Destroy after graduation or student withdrawal
Criminal Background Check Information	Compliance Coordinator	Housed by 3rd party vendor	Student may access ad infinitum
Health Record	Compliance Coordinator	Housed by 3rd party vendor	Student may access ad infinitum
Accommodation Plan, if applicable	Department Chair	Kept in student's electronic file by the Course Faculty	Destroy after course completion
Certificate of Graduation	Assistant Dean of Nursing	5 years electronically	Until a pass or 5 years then discarded.
Grievance Records	Assistant Dean of Nursing	10 years private secured file	Kept 10 years – then destroyed
NCLEX Results	Assistant Dean of Nursing	5 years electronically	5 years and then destroyed

Withdrawal and Graduate Records

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
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Withdrawal Records			
A & P Ranking High school transcript College transcript(s), if applicable Test of Essential Academic Skills (TEAS) Scores Final Clinical Evaluation LPN License Primary Verification, if applicable	Nursing Program Coordinator- Counselor	Kept in Admissions Office electronic file 10 years private secured file	Keep 10 years, then destroyed
MBCC Transcript	Registrar	Electronically	Permanent
Graduate Records			
Certificate of Graduation	Assistant Dean of Nursing	5 years electronically	Until a pass or 5 years then discarded.
Grievance Records	Assistant Dean of Nursing	5 years private secured file	Kept 5 years – then destroyed
NCLEX-RN Results	Assistant Dean of Nursing	5 years electronically	5 years and then destroyed
MBCC Transcript	Registrar	Kept in students permanent record	Permanent
Graduate Health Record	Compliance	Housed by 3rd party vendor	Student may access ad infinitum

Developed & Approved by Admin: 8/2025

Reviewed:

Revised:

Administrative Comm.: 11/17/2025

Approved by Faculty Organization: 9/5/2025, 11/24/2025

DIVISION OF HEALTH SCIENCES STUDENT AGREEMENT FORM

I, the undersigned student, having read and reviewed the entirety of the MassBay Community College Division of Health Sciences Handbook and the addendum specific to my program, do agree to adhere to and abide by all College and Health Program policies and/or their amendments, during my matriculation at MassBay Community College. Furthermore, I agree to adhere to the conduct codes and performance policies of the Clinical Education sites to which I may be assigned. I clearly understand that the failure to adhere to and abide by these policies and regulations of the College, Program, Hospital and/or Clinical Site may result in my removal and subsequent withdrawal from the clinical site/classroom and/or program.

I also understand that in addition to faculty employed at the College, there may be employees of the Hospital / Clinical Agency or Practicum site which are designated by the College as a Supervisor/Preceptors / Clinical Instructors. As such, these individuals will be functioning as members of the team of instructors within one or more of the Program's clinical or practicum courses. Therefore, I understand that assessment / evaluation information about my academic and/or clinical or practicum performance may be shared with the designated / appropriate Supervisor or Clinical Site staff member(s) for the sole purpose of providing them with information needed by them for patient / client assignment or College required clinical performance evaluation / assessment. Furthermore, my academic and/or clinical records may be reviewed by duly authorized representatives of professional, state, or national accreditation agencies.

I further understand that the Hospital or Clinical agencies or Practicum site to which I may be assigned, may require that I receive clearance from the Commonwealth of Massachusetts, that I do not have a criminal record of an offence which would compromise the safety or well-being of the clients or patients of that site. Therefore, I understand that my name will be submitted to the state for a CORI (criminal offense record inquiry) and SORI (sexual offense record inquiry) check. A CORI/SORI check report of such an offence may preclude my eligibility for clinical or practicum assignment and thereby may negate my matriculation in the program.

Lastly, I understand that I am required to satisfy the Division of Health Sciences' immunization report requirement and my program's CPR requirement by published deadlines. Failure to do so will preclude my eligibility to participate in the clinical or practicum phase and may result in my inability to complete the program.

Please sign and date this form and submit it to your "Viewpoint Screening" account unless instructed otherwise by a faculty member.

Student's Name (Printed). _____ Date: _____

Student's Signature _____ ID: _____