

PRACTICAL NURSING PROGRAM



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PROGRAM INFORMATION

The Practical Nursing (PN) Program is designed to prepare students to pass the licensing examination and gain **employment** as a Licensed Practical Nurse (LPN). The program includes classroom, laboratory and clinical experience in local health care facilities throughout Lee County. The average starting salary for an LPN is \$43,170.

The first 165 hours of the program includes Basic Health Care Worker and Nursing Assistant. The Practical Nursing course encompasses the study of biological and behavioral sciences, the maintenance of health and prevention of illness. A LPN performs and documents selected acts such as the administration of treatments and medications in the delivery of patient care under the guidance and direction of the Registered Nurse (RN). The LPN assists the RN in assessing, planning, implementing and evaluating patient care while collaborating with other professional disciplines to ensure effective and efficient patient care and the achievement of desired patient outcomes.

ARTICULATION

This program has an **articulation agreement** with Florida Southwestern College (FSW) and other Florida public colleges. They agree to accept credit toward the Associate Degree in nursing once licensure has been obtained as an LPN and upon acceptance into the Associate Degree program.

ACCREDITATION

CCTC and FMTC are part of the Lee County School District (LCSD). They are accredited by the Commission of the Council on Occupational Education (COE) and AdvancEd. Governing agencies for this program include the Florida Department of Education (DOE), and the Florida Board of Nursing (FBON) under the Florida Department of Health (FDOH).

**PRACTICAL NURSING
PROGRAM OF STUDY # H170605**

COURSE TITLE	THEORY	LAB	CLINICAL	TOTAL HOURS
Semester I				
Basic Healthcare Worker – HSC0003 – OCP A	78	12		90
Nursing Assistant – HCP0121 – OCP B PRN0091	24	11	40	75
Nursing Fundamentals	90	12		102
Body Structure, Function and Nutrition	99			99
Clinical Practicum I (Nursing Fundamentals)			84	84
TOTALS	291	35	124	450
Semester II – PRN0092				
Administration of Medications	24	6		30
Medical-Surgical Nursing (Includes applied pharmacology, applied nutrition and Oncology)	198	12		210
Clinical Practicum II (Administration of Medications and Medical-Surgical Nursing)			210	210
TOTALS	222	18	210	450
Semester III – PRN0096				
Maternity Nursing	36			36
Pediatric Nursing	36			36
Bio-Psycho-Social Nursing	18			18
Transitional Nursing	18			18
Clinical Practicum III (Maternity Nursing, Pediatric Nursing, Advanced Medical-Surgical Nursing)			342	342
TOTALS	108		342	450
TOTAL HOURS FOR PROGRAM	621	53	676	1350



Starting Dates (All Classes are full-time)	Starting Dates for Full-Time
January	November
May	March
September	July

Part-Time Classes
Tuesday & Thursday (School Year 16-17) Monday & Wednesday (School Year 17-18)

LEE COUNTY SCHOOL DISTRICT TECHNICAL COLLEGES

Practical Nursing Program Application Process

The PN program is a 1350 hour program. There are three different start times per year for the full-time programs. Classroom instruction is 8:00 am to 2:30 pm. Clinical hours vary as to the starting time, day of the week and location. Clinical start time is 6:30 or 6:45 am. Clinicals may include evening and/or weekend assignments and may be 6 - 12 hours long. **Applicants to this program must be at least 18 years old and have a high school diploma or GED.**

Step 1: Attend Informational Meeting and then meet with the school **Counselor or Admission Specialist.**

- This informational meeting will assist in determining the student plan of admission and provision of information related to next steps in the process of applying to the Practical Nursing Program.

Step 2: Register for the Test of Essential Academic Skills (TEAS) at a cost of **\$75.00**. Complete admission essay after taking the TEAS exam in the learning lab.

Please access the following link for ATI TEAS study guide materials:

http://www.atitesting.com/ati_store/TEAS-Products.aspx

Step 3: After completing and earning a passing result on the TEAS, make an appointment with the Counselor or Admission Specialist for program registration. A \$30 registration fee will be collected at this time. Students will submit all required documents at this time which include:

- Official High School or GED transcript (Lee County high school graduates may complete a transcript request form (available from Guidance or the Health Science Education Department).
- Official transcripts of any post-secondary education related to the nursing field. *Note: Foreign transcripts, whether high school or post-secondary, must be evaluated and certified by an agency recognized by the Lee County School District. Agencies recognized by LCS D can be found on the following website: <http://www.fldoe.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agencie.shtml>. Only agencies listed on the above website are acceptable.*
- Documentation of employment or volunteer history in health care field.
- Proof of Florida residency for tuition purposes; (Two documents are required; both must be dated at least one year prior to the student's first day of class. The easiest types of Florida documentation to provide are: driver's license, vehicle registration, and/or voter's registration. See the school websites for a complete list of acceptable documents.)
- Turn in all documents that will complete your application **no later than 3pm on the day of the deadline:** **Please note that LATE or INCOMPLETE applications will not be considered. A complete application contains:**

Checklist

- Counselor or Admission Specialist to provide the following items as needed: Nursing Schedule, Application Packet, Cost Disclosure, Admission Checklist, FAFSA Brochure, TABE Schedule, TEAS Information, Med Math Information, Pre-nursing Prep Class Information
- Official High School or GED Transcript
- Official College Transcript, if applicable
- Employment History, if applicable (letter from current or former health care employer)
- TEAS
- Admission Essay
- All application materials submitted on time

SELECTION OF APPLICANTS

Admission to the PN program is competitive. An Admission Committee composed of school faculty will review all applications and determine admittance. After the application deadline, each application will be evaluated utilizing the selection criteria. The Admissions Committee will determine which applicants will be accepted based on the applicant's score on the Selection Criteria Matrix (below). If there is a tie, an interview will be scheduled. A letter will be mailed out approximately 2 weeks after the application deadline to notify you of your admission status.

If an applicant is not selected for the upcoming class, he/she will be notified by mail and will be asked to respond notifying the school of intentions to resubmit the PN application or to seek enrollment in another course. Please note, it is possible to increase points on the matrix by submitting newly acquired qualifying criteria, such as attending an Articulated Nurse Assistant class, volunteering, or employment etc.

Practical Nursing Selection Criteria Matrix

_____	_____	_____	Total Points Earned:
Date	Last Name	First Name	

School applying to: _____ CCTC _____ FMTC

ATI TEAS Assessment	Score Earned	Points
Maximum 60 points	85-100	60
	84-76	40
	75-64	20
	63 or lower	0

TEAS Points Earned: _____

Work Experience	Total Points Earned	Points
*Maximum 18 points, points given in one area only *Document required for proof of work with letterhead, dates and job title, submit with application	Current Healthcare Worker or Certificate Health Science 1,2,3 from Medical Academy	18
	Healthcare Worker History (last 5 years)	9
	Current Healthcare Volunteer	4

Work Points Earned: _____

Education Background	Total Points Earned	Points
Healthcare Related Courses Official Transcript Required: Grades of B or above. Maximum 12 points	College Courses/Program 3 points per Health related eligible course, maximum of 12 points	12 or less

Education Points Earned: _____

Admission Essay	Score Earned	Points
Maximum 10 points	Content, spelling, grammar and organization	10 or less

Essay Points Earned: _____

Total Possible Points = 100

The admission essay will be completed after taking the TEAS test in the learning lab. The essay may not be taken home and must be completed independently, closed note, without resources. The essay will be returned by the learning lab staff to the Health Science Department Chair for the campus that you are applying to. After all admission requirements have been satisfied, the point system will be utilized for selection into the program. In the event of a tie an interview will be done. A letter will be mailed approximately two weeks after the deadline date to notify you of your acceptance or denial of admission. If an applicant is chosen and does not respond to the letter of acceptance, the admission acceptance is automatically forfeited. If an applicant is not chosen for this class and does not respond to this letter, consideration for future classes is forfeited. All admitting paperwork turned in will become the property of the school and will not be returned.

The School District of Lee County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, pregnancy, or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Sandy Shimp, Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (Voice/TDD): (239) 334-4544, Sandra.SH@leeschools.net. Or Terri Reisinger, Equity Coordinator, Cape Coral Technical College, 360 Santa Barbara Blvd. North, Cape Coral, FL 33993 239-574-4440, TerriSR@leeschools.net

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

IF YOU ARE ACCEPTED:

Once selected you must attend a **mandatory** two to four hour orientation. Failure to attend will result in forfeiture of the place in the class. Seven (7) days prior to the first day of class, applicants must complete a physical exam, including titers (blood test), a 2 step TB test, a Level 2 background check and 10-panel drug screen. The form to be used for the physical exam, blood work, TB tests, background and drug screen will be issued by the school. Each school will notify the applicant by letter when semester fees are due.

Failure to complete the requirements above at seven (7) days prior to the first day of class will result in having your application marked as incomplete and being placed on a waitlist for potential future admission.

PROGRAM EXPENSES

See PN Disclosure Form on the school website.

The tuition amount is set by the Florida Legislature, approved by the School Board, and subject to change without prior notice.

FINANCIAL AID

All potential students are encouraged to apply for financial aid. Students with a Bachelor's Degree are not eligible for PELL.

CRIMINAL BACKGROUND and DRUG SCREENING REQUIREMENTS

Introduction

The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards similar to employees, for criminal offenses and use of illegal substances.

Therefore, health science education students are **required** to consent to and pay for background screening and drug testing. The charge to the student is \$87.00 at the time of online registration with CastleBranch. This is a non-refundable fee. Admission status is "conditional" based on results of background and drug screen. If an applicant has a criminal history, the applicant must provide the arrest record(s) and disposition record(s) for each offense to the Program Director prior to final acceptance into the program. Once completed and cleared, enrollment status will be made final. This must be completed with results returned to the school seven (7) days prior to the first day of class. Failure to do so may result in forfeiture of a position in the class.

Criminal Offenses

Most Florida professional boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set for employment in nursing homes. **Florida Statutes 435.03, Employment Screening is the law used for screening applicants. Judgments of guilty or pleas of *nolo contendere* to the Level 2 Screening Standards crimes will disqualify students from entering health programs.**

Florida Statue Section 456.0635, was enacted through the legislative process in 2009. This statute requires the Board to deny applications that meet the criteria of this statute. You may visit the Florida Board of Nursing website to locate specific Florida Statutes as indicated above. That address is www.floridasnursing.gov.

All background screenings will be accessed via a secure internet site by authorized personnel. No unauthorized faculty or staff will have access to the records without the written permission of the student. These records will become the property of the school when submitted and will not be available for copying or for use to meet the requirements of outside employers. Should a clinical affiliate require copies of the screening results, copies will be provided to the clinical affiliate only with the written permission of the applicant/student. Failure to submit these copies when requested by the clinical affiliate will prevent the student from participating in clinical assignments at that facility and may prevent the student from completing program requirements.

Any applicant whose background screening shows evidence of substance abuse history may be required to be evaluated by the Intervention Project for Nurses (IPN) as a condition for entry into the PN Program. These students must provide documentation of compliance with IPN recommendations. Failure to do so will result in dismissal from the PN Program.

The student is responsible for notifying the Program Director of any arrests, regardless of adjudication, that occur after beginning the program. If the arrest is for a disqualifying offense, the student will be immediately withdrawn from the program. Failure to promptly notify the Program Director shall be grounds for dismissal from the program.

If a criminal offense deems a student ineligible for admission to, or continuation in a health science education program, an appeal can be filed. The appeals process follows the school's grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request).

Drug Screening

Area health care agencies, CCTC and FMTC are drug free environments. The centers require drug screening for applicants who will be placed in the area health agencies for clinical rotations. Applicants are required to obtain a ten-panel substance abuse drug screen through CastleBranch. This screening is to be completed with results available to the school **seven (7) days before the first day of class**. Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result. If the explanation is unacceptable and cannot be satisfactorily documented by the students' physician, the applicant will not be enrolled in the program.

All students enrolled in a health science education program are required to be drug and/or alcohol free when reporting to the school and while at affiliating agencies (including parking lots and grounds.)

If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, an appeal can be filed. The appeal process follows the grievance process of the School District of Lee County. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request).

INSURANCE

PN students are covered with an accident insurance policy made available through the school. The policy coverage is for the 12-month period of school. It is highly recommended that students also carry personal medical insurance.

COMPUTERS

All students will need to have a computer, online accessibility and a printer for classroom assignments and for the use of web assisted learning which will be required of all students throughout the year.