

Practical Nursing

INTRODUCTION

We want to extend to you a warm welcome to the Practical Nursing program. Our staff, faculty, and administration are dedicated to fulfilling our mission, which is to prepare students for employment. Learning takes place in a climate of excellence which fosters inquiry, responsibility, and accountability, on your way to becoming a Licensed Practical Nurse (LPN).

This master plan has been prepared to help you in your orientation to the school and to the healthcare industry. Whether you are a young person continuing in your education or a mature adult coming back for a new career, you will find a team of professionals made up of certified instructors and experienced support staff ready to serve you in our fully accredited facility.

This master plan is closely aligned with healthcare facility regulations, so that a student can become familiar with workplace expectations while you are a student. The policies and procedures of our program are all designed to assist you toward success and to ensure your employability in the healthcare field upon graduation and licensure.

The objective of the Practical Nursing master plan is to provide written policies concerning admission of students, student health and welfare, attendance, and student progress. Each student must be aware of these policies and refer to this plan to clarify information. Faculty members are available for conference and/or to answer questions.

We believe that faculty and students have reciprocal rights and duties toward each other in the educational process. We will strive to instruct, demonstrate, motivate, guide/coach, facilitate, and encourage learning. However, we believe students must possess the desire to seek knowledge, demonstrate professional behavior, demonstrate initiative by participating in their own learning and demonstrate understanding by providing a high level of quality care.

You are starting a program of study that will result in you being an important professional in the healthcare delivery field. Every member of the practical nursing faculty, the administrative team and the school support staff are interested in assisting you in meeting your educational goals. You will be working with the latest equipment and learning the most up to date procedures as you work toward your LPN license. Our hope is that you succeed and find the work rewarding, pleasurable and profitable.

All of the instructors are registered nurses and certified teachers.

PROGRAM MISSION

The mission of the Practical Nursing program is to provide quality career education that will develop caring, compassionate, safe, skilled, and dynamic healthcare practitioners prepared to meet the workforce demand. The faculty of the Practical Nursing program assesses each student's abilities and talents then guides the student toward achievement of his/her potential. Partnerships with members of the southwest Florida healthcare community assure the success of the mission of the program. By establishing learning situations in which the student can experience success, students achieve marketable skills, personal satisfaction, and career enhancement in healthcare.

PROGRAM PHILOSOPHY

Education is a continuous learning process dependent upon motivation, ability, and commitment of the learner. Optimal learning occurs within an environment that places responsibilities of learning on the individual,

provides freedom for inquiry, considers individual differences, and provides correlation between research, theory and practice under the guidance and direction of the instructor.

The nursing faculty believes that learning is a continuous and lifelong process progressing from basic to complex. The instructor's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a member of the nursing profession. The instructor sets the stage by planning a logical sequence of meaningful educational experiences centered on clearly defined objectives designed to develop the student's potential. Within this educational process the student acquires knowledge, develops self-discipline, critical thinking skills, and the competencies necessary for the practice of nursing within a multidisciplinary healthcare environment. Learning results in a change in the behavior of the learner. In an era of discovery and change, scientific principles in the physical, biological, and social sciences are utilized as a basis for these learning experiences. The instructor serves as a facilitator, mentor, and role model to the student as the student actively participates in the learning process.

Provision of healthcare is an art based upon science, which involves the whole patient--mind, body, and spirit. Our graduates help to meet the health requirements of society by giving direct assistance to individuals according to their health needs. Care such as this requires that the practitioner offers an attitude of caring, compassion, and helpfulness while exhibiting traits of honesty, dependability, and accuracy.

A planned guidance and counseling program is essential in assisting students in his/her personal, educational, and career development. Continuous evaluation is necessary to measure student progress and teacher effectiveness and is a tool for guiding students toward maximum self-growth.

Career/technical education prepares an individual for employment in a specific occupation and provides a foundation for future education in nursing and lifelong learning.

PROGRAM CONTENT

The program is designed to prepare students to take the licensing examination and gain employment as licensed practical nurses. This program is approved by the Florida State Board of Nursing. The program includes classroom, laboratory and clinical experience in local healthcare agencies. This program includes: basic healthcare worker, nurse aide and orderly, nursing fundamentals, body structure, function & nutrition, medical surgical nursing, pharmacology/ administration of medication, maternity nursing, pediatric nursing, transitional nursing, bio-psycho-social nursing, clinical practice and employability skills.

PROGRAM COURSES

Semester	Course #	OCP	Course Name	Hours
1	PRN0098	A	Practical Nursing Foundations 1	300
1	PRN0099	B	Practical Nursing Foundations 2	300
1	PRN0290		Medical Surgical Nursing 1	75
2	PRN0290		Medical Surgical Nursing 1 (continued)	225
2	PRN0291		Medical Surgical Nursing 2	300
2	PRN0690		Comprehensive Nursing and Transitional Skills	150
			Total Hours	1350

ESSENTIAL TRAINING TASKS

- Administer prescribed medications.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Answer patients' calls and determine how to assist them.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.

- Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Supervise nurses' aides or assistants.
- Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.
- Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.
- Record food and fluid intake and output.

Physical Requirements

- **Visual:** visual ability sufficient for observation and data collection necessary to provide safe client care such as: prepare and administer medications, read fine print/writing, and the ability to distinguish colors.
- **Auditory:** ability sufficient to monitor and meet client needs such as: receive verbal communication from patients and members of the healthcare team and to collect data through the use of monitoring devices such as a blood pressure monitor, stethoscope, IV infusion pumps, emergency alarms, and patient call lights.
- **Gross and fine motor coordination:** to practice safe and efficient patient care such as: respond promptly and implement skills including the manipulation of patient's equipment, draw up and give injections to patients, perform CPR, measure vital signs, collect data such as peripheral pulses, patient skin differences and palpitation. Able to utilize computer technology.
- **Communication:** communication abilities sufficient for interaction with patients, family, and other healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds in a coherent and concise oral and written format. Must be able to follow spontaneous verbal and/or written instructions accurately.
- **Critical thinking:** plan and implement care in the decision-making process, and exhibit adequate emotional stability to react appropriately in an emergency and in situations of high stress. Able to make decisions under pressure, have the ability to handle multiple priorities, be flexible, and cope with others in a professional manner.
- **Mobility:** physical abilities to ambulate from room to room and department to department independently, maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, flexibility to squat and to bend at the knees.

If any of these Essential Functions are impossible for the program applicant to perform, it will be necessary to consider enrolling in another program. In the event that the use of special equipment compensates for non-compliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids or other adaptive devices) in order to meet the Essential Functions criteria.

Cognitive Requirements

- **Assisting and Caring for Others:** Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information:** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Communicating with Supervisors, Peers, or Subordinates:** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships:** Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Getting Information:** Observing, receiving, and otherwise obtaining information from all relevant sources.

- **Making Decisions and Solving Problems:** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards:** Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to your job.
- **Monitor Processes, Materials, or Surroundings:** Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from Student Services. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Lecture days on campus meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. Clinical times will vary.

ATTENDANCE POLICY AND PROCEDURES

Purpose

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at CCTC and FMTC believe that it is essential within the practical nursing curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. The patient's welfare is dependent on the worker being in the right place at the right time. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

Student Attendance Responsibilities

- All students shall be in attendance every day and on time for every class.
- Any student who will be late or absent from the clinical/class assignment must notify the instructor at least 30 minutes prior to the scheduled start time for each day. Failure to notify the instructor will be reflected in the student evaluation and employability points will be deducted.
- All students shall be responsible for obtaining and completing all assignments missed during an absence.
- All students must bring appropriate materials to all classes and clinical experiences and be prepared to work. Failure to do so may result in the student being asked to leave the clinical area.

- All students are responsible to log in and log out of the computerized attendance computer in order to receive credit for class time.
- Student appointments must be made prior to or after class or clinical so that attendance time will not be lost.
- Students are responsible for keeping up to date with their attendance via Focus in regards to tardy, absence, and employability points deducted. Any discrepancies or concerns should be brought to the attention of the instructor ASAP and prior to the end of each course. Changes must be made before advancement to the next course if an error has occurred. Once the student has advanced, past hours will not be changed or re-evaluated. If a student has questions regarding attendance this must be discussed with the current semester instructor and by appointment only.

For purposes of this program, the following DEFINITIONS are used:

1. **Tardy** – Any time missed from class or clinical during the required time of attendance, such as arriving late or leaving early. Excessive tardiness is defined as five or more.
2. **Absence** – Absences are limited **to 2.5% of clock hours per semester or 5% total per program, divided equally between semesters**. At greater than **33.75 hours missed per semester or 67.5 hours per program**, the student will be withdrawn. Consecutive absence of 4 days without notification will result in immediate withdrawal.
3. **Administrative Review** – Administrative Review will take place after the fifth (5th) absence, tardy, or leaving early within a semester or a combination of the three showing a pattern of disregard for the attendance policies, the instructor will complete all sections of the attendance documentation form and the student will be scheduled for a hearing before the Attendance Review Committee. Determination will be made on a case by case basis pending administrative review.

Class/Clinical Hours

Classroom hours are routinely scheduled between 8:00 a.m. and 2:30 p.m. for the full-time program. Clinical hours will vary with the facility and the assignment. Each instructor will provide a monthly clinical rotation schedule of assigned location and expected hours of attendance. Clinical hours may include evenings, nights and weekends and may begin as early as 6:00 a.m. The length of a clinical day may be 6-12 hours.

CLINICAL ATTENDANCE POLICY

- If a student will be late or absent to a clinical assignment, the instructor must be notified at least 30 minutes prior to the scheduled time of arrival.
- Students must meet with the instructor at a previously assigned location prior to going to the assigned patient unit.
- If a student arrives late to the clinical site, contact must be made with the instructor prior to participating in any clinical activities or observations.
- Being respectful for our clinical affiliates and the mentoring staff, if a student arrives at a clinical site ≥ 30 minutes late, the student will be sent home and accrue a full day's absence.
- Students must not leave the clinical site for any reason without instructor permission to do so.
- Students must not leave a clinical site until dismissed by the instructor.
- Students must not return to the clinical site or assigned unit after being excused by the instructor unless instructor approval is given in advance.

Make-up work: It is the responsibility of the student to make up classroom work that was missed. Upon returning to class following an absence, the student must make an appointment with the instructor regarding any/all work that was missed. Make-up work is at the discretion of the individual instructor. All make-up work is required to be completed within one week of return to school. Failure to complete make-up work within one week will result in receiving a zero for the assignment.

HOLIDAYS, TEACHER DUTY DAYS AND HURRICANE DAYS

Since the Practical Nursing Program is on a 12-month calendar, at times the PN student may be in class/clinical when the K-12 students in the Lee County School system are not in attendance. At the beginning of every semester a calendar will be provided to each student.

Holidays: A tentative schedule will be announced at the beginning of each semester.

Teacher Duty Days: Students will not attend class on planning or in-service days. These too will differ from the Lee County Schools 10-month student schedule. A schedule of these days will be announced as it is available.

Hurricane Day(s): In the event of school closing(s) due to a hurricane, the day will be made up during the semester. If the Lee County School Board announces SCHOOLS AND ALL SCHOOL OFFICES ARE CLOSED, the student should NOT report to school or to the clinical agency.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

Teaching and instructional aids include textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

Safety

Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment.

Evaluation

Students must comply with all school regulations to be allowed the privilege of attending the practical nursing program. A student may be dismissed for unsatisfactory conduct, excessive absences, violation of safety regulations, and unsatisfactory progress. The Practical Nursing faculty members use a systematic process to review student progress and to make recommendations for continuation in the program. In that review, factual information from academic, clinical, and employability evaluations are considered. If faculty determines that the student has deficiencies that limit the possibility of success in the program, the instructor must notify the student of the deficiencies and the expectations for remediation. This notification may take the form of a Learning Contract and include Probationary Status. Probation related to unsatisfactory academic progress, clinical performance, or employability skills may be imposed singularly or in combination. Continuation in the program is dependent upon satisfactory resolution of deficiencies. Failure to do so will result in withdrawal of the student from the program.

GRADING PROCEDURE

Each student is responsible for being aware of his/her academic status for classroom theory courses and for clinical practicum. A student should seek advice/help from the instructor at any time.

The grading system is as follows:

A = 100% - 90%

B = 89% - 80%

Below 80% average = Course failure. All courses both theory and clinical practicum must be passed at 80% average before the student can progress.

All grades and attendance hours are final as of completion of a semester or program.

Fort Myers Technical College is a postsecondary institute designed to provide trained individuals to industry. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

PROGRAM PROGRESS

Exams will constitute the major portion of the theory grade. Exams may be objective (multiple choice), alternate test format, select all that apply or essay. The course syllabus provides information regarding exam grade weights that will calculate toward the course final grade. The types of exams administered include unit tests, final exams, content quizzes, and ATI (Assessment Technologies, Inc.). A late exam may be given only with permission of the instructor with consideration on an individual basis and as needed. There are NO scheduled make-up exams for failing grades.

Each course grade must average a minimum of 80%. All laboratory practice must be satisfactory.

Work Habits

Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class, arrives/leaves on time; begins and ends work as expected.

Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.

Teamwork: Respects the right of others; respects confidentiality; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.

Appearance: Displays appropriate dress, grooming, hygiene, and etiquette; wears full regulation uniform.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.

Productivity: Is prepared for class by reading assignments and completing homework; contributes to class discussions; and involvement in lab activities (in other words, no sleeping or daydreaming). Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permits others to use tools and equipment improperly; stays on task and utilizes time constructively.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in adapting to changes.

Communication: Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Advisor will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each Student Academic

Progress will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR A CERTIFICATE

All competencies specified in the Florida Department of Education Curriculum Frameworks for the program must be successfully completed. Successful completion is at least an 80 percent average in the areas of skills, knowledge, and work habits.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits.

STUDENT DRESS CODE

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

The director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

- Three sets of uniforms
- All black leather shoes-closed toe, closed heel
- Optional one lab jacket

Nursing is a highly regarded profession. As such, patients look to nurses as role models of health. The faculty takes great pride in the profession and will make every effort to instill this pride in the students as they prepare for a healthcare career. By maintaining the following standards, the student will continue to make their first impression to the community a positive and lasting one. Any deviation from this standard will result in loss of employability points and/or to be sent home.

Students enrolled in practical nursing when on campus and when at a clinical assignment, must be appropriately dressed. The instructor will require that the student correct inappropriate uniform/appearance prior to allowing entry into class, clinical, or make-up.

If a student is in doubt as to whether a clothing item is permissible, ask the instructor before buying or wearing the item of clothing!

Clothing

Student uniforms have been specifically chosen to identify the student as a practical nursing student from Fort Myers Technical College.

- It is always required attire when at a clinical assignment and when on campus as assigned by the instructor.
- The uniform must be fitted to allow for reaching and bending.
- Uniforms should be in good condition and not show signs of wear.
- They must be freshly laundered and pressed.
- Uniforms are for clinical sites and classroom only. They should not be worn in public places (restaurants, stores, etc.)

- **Pant length** should not be a length in which the pant legs drag on the floor. Dragging pant legs are considered a health and safety issue.
- **Shoes** must be all black leather with closed toes and heels, clean and polished. Shoe soles must be skid resistant.
- **Lab Jacket** - A lab jacket may be purchased for wearing over the official student uniform if additional coverage is needed. The lab jacket should be cleaned and pressed daily. During cooler weather a teal or black T-shirt or turtle neck may be worn under the uniform. Sweaters and other forms of cover ups are not allowed in the clinical sites.
- **Black Socks** - When in uniform, black socks should be long enough to cover the legs completely when sitting.

Identification

School issued identification badges must be visible on the upper part of the chest for easy viewing and must be worn at all times while on campus or at a clinical site. If a student comes to class without the proper identification, a temporary ID must be obtained and worn. A student may be denied admission to the clinical site without the appropriate ID.

Hair

- Must be contained off the face, in either a bun or braid, or if of a short length, secured so that it does not fall forward and is kept out of the eyes at all times when in clinical student uniform. • Hair styles and color must be conservative (no rainbow colors).
- All hair apparel should be a color that blends with the hair color.
- Hair apparel should be plain without embellishments of any kind.
- Hats are not allowed on campus or in a clinical site.

Nails

Nails must be clean, short, and not extending beyond the fingertips. Clear colored polish is allowed. Artificial nails, gels or overlays of any kind are not allowed.

Tattoos

Tattoos must be covered and not visible.

Body Piercing

The Lee County School District Policy for piercing is as follows: “Adornments which are attached (pierced) to exposed body parts other than the ears are prohibited. This includes tongue piercing.”

Jewelry

- No visible chains or necklaces.
- No bracelets.
- One small post earring in each ear is allowed. Large and/or dangling earrings are unsafe and therefore not allowed.
- Medic alert bracelets, wedding or engagement rings are allowed.
- The OB area may require that a student be ring-free while there.

Perfume

Perfume, cologne or fragrant lotions must not be worn in clinical areas.

Gum

Gum is not permitted in the clinical areas or in the classroom.

JOB DESCRIPTIONS

OCP A Practical Nursing Foundations 1 (300 hours)

Students completing OCP A will be able to obtain advanced standing in Practical Nursing

After completing the Certification exam and obtaining their CNA the student will be able to obtain employment as a CNA in long-term care and/or acute care settings.

OCP B Practical Nursing Foundations 2 (300 hours) Medical Surgical Nursing 1 (300 hours) Medical Surgical Nursing 2 (300 hours) Comprehensive Nursing and Transitional Skills (150 hours)

The Licensed Practical Nurse (LPN) is a person with sufficient educational background who, under the supervision of a professional nurse or physician, administers routine services in caring for selected subacute, convalescent, and chronic patients and assists in the care of the acutely ill.

REQUIRED MATERIALS

Tools: Stethoscope, bandage scissors, safety glasses and ear buds.

PROGRAM OBJECTIVES

See the attached Florida Department of Education Curriculum Framework for program objectives and competencies.

**Florida Department of Education
Curriculum Framework**

Program Title: Practical Nursing
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the <u>Program Structure</u> section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2061 Licensed Practical and Licensed Vocational Nurses 31-1014 Nursing Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 11 Language: 11 Reading: 11

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as licensed practical nurses (SOC 29-2061). The program must be approved by the Florida State Board of Nursing in order for graduates to may apply to take the examination to practice as a Licensed Practical Nurse.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	PRN0098	Practical Nursing Foundations 1	REG NURSE 7 G LPN 7 G * PRAC NURSE @7 (Must be a Registered Nurse)	300 hours	31-1014
B	PRN0099	Practical Nursing Foundation 2	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours	29-2061
	PRN0290	Medical Surgical Nursing 1		300 hours	29-2061
	PRN0291	Medical Surgical Nursing 2		300 hours	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills		150 hours	29-2061

* *The LPN 7 G district issued certification is a practical nurse. This certification can only be utilized in the PRN0098 course when the program is an approved nursing assistant program with the Florida Board of Nursing to teach concepts, skills and experiences solely at the Certified Nursing Assistant level and scope. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator who must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.*

Regulated Programs

Please refer to Florida Statute 464.019 (1) (b) for faculty credential requirements to teach this program.

Students are eligible to apply to take the national licensing examination after satisfactory completion of an approved program. Licensure Examination for Practical Nurses, CAT NCLEX-PN is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Program must comply with the State Board of Nursing rules, including faculty qualifications. For questions regarding this process, please contact: Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752.

An approved licensed practical nurse supervisory education course can only be taken following completion of this program, and after licensure. The Graduate must have 6 months clinical experience before supervising as well as meeting all other criteria listed in 64B9-16.002.

A Licensed Practical Nurse working in a nursing home shall qualify to supervise by meeting all of the requirements in 64B9-16.002 (FS). The Supervisory course applicant must have no less than six months clinical nursing experience as an LPN. The supervisory course must be approved by the board of nursing, and must be a minimum of 30 hours in length.

Clinical instruction of nursing students will meet the requirements of Florida Statute 464.019. Clinical experience must make up or least 50% of the total program. Simulated practice and clinical experiences are included as an integral part of this program. Clinical Simulation may be used for no more than 50% of the total clinical experience.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic techniques.
- 13.0 Describe the structure and function of the human body.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.

Please Note: The following outcomes can only be taken by practical nurses who have graduated from their practical nursing program. The LPN/IV education must be sponsored by a provider of continuing education courses approved by the Board pursuant to Rule 64B9. To be qualified to teach this module, the instructor must be a currently Florida licensed Registered nurse with teaching experience and nursing experience which includes IV therapy. The provider will be responsible for issuing a certificate verifying the requisite number of hours and course content.

In accordance with Rule 64B9 12.005, the module cannot be less than 30 hours post-graduate level. These outcomes must be followed by supervised clinical practice as needed to demonstrate clinical competence. Verification of competence shall be the responsibility of each employing institution. Such verification shall be given through a signed statement of a Florida licensed registered nurse.

LPN/IV

- 01.0 Explain the legal aspects of IV administration by practical nurses to include the policies and procedures of the institution and appropriate documentation.
- 02.0 Demonstrate knowledge of the peripheral veins used for venipuncture.
- 03.0 Perform a venipuncture.
- 04.0 Discuss the effect of IV therapy on the body.
- 05.0 Recognize and respond to adverse reactions to IV therapy.
- 06.0 Recognize and use various types of IV equipment.
- 07.0 Administer drugs intravenously.
- 08.0 Care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition.
- 09.0 Describe and utilize the principles of infection control in IV therapy.
- 10.0 Manage special IV therapy procedures.
- 11.0 Recognize terminology pertinent to IV therapy.
- 12.0 Care for the patient receiving IV therapy via central lines.