



Practical Nursing Program

Program Guide for 2009 - 2010

The Practical Nursing (PN) Program of Jefferson Community and Technical College (JCTC) is approved by the Kentucky Board of Nursing. Upon completion of the program of study, the graduate is awarded a diploma of practical nursing and is eligible to write the National Licensure Examination (NCLEX – PN) to become a Licensed Practical Nurse.

The Practical Nursing Program is taught on three separate campuses:

Jefferson Technical College campus at 800 West Chestnut Street in Louisville
Shelby County campus in Shelbyville at 1361 Frankfort Road, Shelbyville
Carrollton campus in Carrollton at 324 Main Street, Carrollton

Students are admitted to one of these campus programs. Each campus has its own designated faculty and students are taught primarily by those faculty. At various times, it may be necessary for students to attend a class or clinical session on another campus than the one to which he/she was originally admitted. This will be done only in an extreme circumstance. The programs on all three campuses are under the guidance and direction of the Program Coordinator and must meet guidelines as set forth by the Kentucky Board of Nursing.

Admission Information

Admission to the program is by selective admission. The application process to the program is open to all qualified students. **Jefferson Community and Technical College does not discriminate on the basis of race, color, national origin, age, marital status, sex or handicap in employment, educational programs or activities as set forth in Title IX of the Educational Amendment of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.**

The **deadlines** for submission of an Application for Admission to the Practical Nursing Program are:

September 1st for the Spring Class (classes beginning in January)
March 1st for the Fall Class (classes beginning in August)

Application Packets that are not complete, when submitted, will not be reviewed by the Selective Admission committee.

Developed by: M Wyatt 2005/ Revised: Spring 2009

Pre-Requisites for Admission

Students seeking admission to the PN program must submit the following:

- a. copy of application to the PN Program (photocopy of application to the college will suffice);
- b. proof of high school graduation (high school transcript) or GED score report;
- c. documented ACT composite score of 20 or above **or**
Compass test scores (for the Shelby and Technical campuses) of at least *:
Reading: 78 Math/Pre-Algebra: 41 English/Writing: 57 **or**
equivalent (English 101 and college level math)
As of fall 2009 students may not score at the developmental course level to be eligible to enroll in anatomy courses (must achieve a minimum compass score English-70, Reading-81 and Math/Algebra-30)
*** scores for PN Program at Carrollton Campus must be at least Reading-81, English-70 and Algebra-30**
- d. unofficial transcript copy of any college course work completed (An official copy of work completed at another institution **must be sent** to the college Registrar's office by the college from which the credits are to be transferred). Students should also submit a copy of any course work completed in the KCTCS System, **including** those classes completed at Jefferson:
- e. certification as a Medicaid Nurse Aid (MNA) and documentation of inclusion on the State Nurse Aide Registry. The confirmation **must** state that the applicant is NOT on the abuse registry (submitting a copy of the individual's card is not acceptable). This documentation can be obtained from the Kentucky Board of Nursing website at <http://www.kbn.ky.gov/knar/> then scroll to the center of the page and click on the word "**here**" under: **Validate the registry status of nurse aide staff [here](#)**. Then enter the required information.
- f. certification in Basic Life Support (BLS) CPR at the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer level. **Only these levels of courses fulfill this requirement; therefore, it must say Healthcare Provider or Professional Rescuer on your CPR card.**
- g. successful completion of any required pre-admission testing.
- h. grade point average (GPA) of at least a 2.0 on all college work attempted. Course work to be applied toward the PN diploma must be earned at the grade of "C" or higher.

Changes made in the general education course requirements in 2009 stipulate that students must score above the developmental course level in the domains of English, reading or mathematics to be eligible to enroll in BIO 135, BIO 137 or BIO 139.

Students who do not meet the entrance testing scores may enroll in the appropriate developmental courses offered at JCTC. Information on these courses is available from the Counseling Office in Building B, Room 109 on the West Chestnut Street campus or in Students Services, Room 104 at the Shelby County Campus.

Students who are not currently certified as an MNA should register for these classes as soon as possible, as space is limited and classes fill up quickly. For additional information concerning where these courses are taught contact any of the following:

1. **Jefferson Community and Technical College (JCTC) (502) 213-2504**
2. **JCTC in Carrollton (502) 213-5215**
3. **JCTC in Shelby County (502) 633-5524**

If the student is awaiting inclusion on the Kentucky Nurse Aide Registry at the time that files must be submitted, that student must include a statement of when the MNA testing was completed. Documentation of proof of certification must be submitted within 14 days following the original deadline for submission of the completed packets.

Program Costs and Financial Aid Information

The fee schedule for tuition may be found in the Kentucky Community and Technical College catalog. In addition to tuition nursing students are responsible for transportation to the various health agencies, purchasing of liability insurance, books, uniforms, skills kits and other items required in the clinical area.

Financial aid information is available at the Financial Aid Office on the Technical College (West Chestnut Street) campus in Building B Room 109.

Required Psychomotor Functions

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess sufficient:

1. **visual acuity**, such as is needed in the preparation and administration of medications and for the observation required for patient assessment and nursing care;
2. **auditory perception** to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as monitors, stethoscopes, intravenous infusion pumps, dopplers, fire alarms, etc.;
3. **gross and fine motor coordination** to respond promptly and to implement the skills, including the manipulation of equipment required to meet health needs;
4. **communication skills** (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; and,
5. **intellectual and emotional function** to plan and implement care for individuals

Information on the health and immunization requirements for the program is listed on **pages 6 and 7** of this publication.

Practical Nursing Program Course Requirements (Technical and Shelby County Campuses)

The Practical Nursing Program is a Selective Admissions Program. Admission Requirements: High school graduate or equivalent, MNA (Medicaid Nurse Aid) certification and BSL/CPR certification). To progress through the program students must earn a grade of "C" or higher in each of the courses required in the curriculum.

Beginning fall 2008 students who have not had previous college courses must take GE 100 Introduction to College or its equivalent

<u>First Semester</u>	<u>Credit hours</u>
AHS 100 Growth and Development <u>or</u> General and Developmental Psychology	2 (6)
BIO 135 Anatomy and Physiology <u>or</u> BIO 137 and 139	4 (8)
NPN 100 Introduction to Nursing and the Health Care System	2
NPN 105 Development of the Care Giver Role	6
NPN 110 Pharmacology I	<u>2</u>
	16
<u>Second Semester</u>	
NPN 201 Child Bearing Family	3
NPN 125 Mental Health	3
NPN 130 Pharmacology II **	3
NPN 135 Introductions to Health Deviations	6
CIS 100 Computer Literacy or OST 105	<u>3</u>
	18
<u>Third Semester</u>	
NPN 200 Medical- Surgical Nursing	5
NPN 205 Medical-Surgical Nursing	5
NPN 210 Clinical Practicum***	4
NPN 215 Nursing Trends and Issues	1
TEC 200 Technical Communications	<u>3</u>
	18
Total Credit Hours for the Program	52

** Failure of NPN 130 will necessitate the student's withdrawal from NPN 135 due to the inability of the student to meet the clinical requirement of administering medications.

*** Students will be required to successfully complete a standardized examination that is comprehensive of the entire curriculum during this course. The exam will count as a portion of the course grade. The purpose of the examination is to assist with identification of areas of deficiency the student should correct through remediation prior to sitting for the NCLEX-PN. Further information concerning this examination will be given during the orientation to the course.

Note: BIO 135 and TEC 200 are not accepted as meeting the requirements for admission for students interested in bridging to the Associate Degree in Nursing (RN) Program at Jefferson Community and Technical College.

Admission Process Information

In order to be considered for admission to the Practical Nursing Program, the applicant must submit the following:

1. Application for admission to the PN Program or photocopy of application to the college (form available at end of program guide);
2. Official high school transcript indicating that the applicant has or will complete the high school course of study, or a passing GED official score report;
3. Unofficial transcripts of post-secondary work completed at any institution of higher education (An official copy of course work completed at another institution should be sent to the college Registrar's office. To be eligible for transfer credit, the course work must have been completed at an **accredited** institution and the transcript must be evaluated by the college and the course accepted as replacement of a required course);
4. Results of ACT or compass test or equivalent (English 101 and college math);
5. Successful completion of the Medicaid Nurse Aid (MNA) course and confirmation of active status on the Kentucky Nurse Aide Registry;
6. Confirmation that the applicant is not on the state abuse registry (This information is included in the confirmation of active Nurse Aide status); and,
7. Proof of current BLS/CPR (American Heart Association-**Healthcare Provider** or Red Cross-**Professional Rescuer level**) – remaining current throughout the length of the nursing program. **These are the only levels of certification that are acceptable.**

A pre-admission conference with a college counselor, the Program Coordinator or his/her designee is **recommended** prior to an applicant's consideration by the Practical Nursing Selective Admissions Committee.

Preference for admission is given to those applicants who:

1. demonstrate above average standing in high school or on the General Education Development (GED) exam;
2. have ACT scores of 20 **or** higher or Compass scores of Reading (81 or above), Math/Pre-Algebra (41 or above) and English/ Writing (70 or above); **scores for Carrollton must be at least 81 in Reading, 70 in English and 30 in Algebra, and/or,*
3. have completed 12 or more credit hours in the approved curriculum from an accredited college or university with a cumulative grade point average (GPA) of 3.0 or higher.

All required materials are to be enclosed in a 9" X 12" sized envelope with the applicant's name clearly printed on the outside of the envelope and submitted to the:

Mary Wyatt - Program Coordinator
Practical Nursing Admissions Committee
Jefferson Community and Technical College
800 W Chestnut Street, Building A, Suite 200
Louisville, Kentucky 40203

Applicants will be notified in writing of their admission status to the program usually by the end of the semester during which they apply (for example, by the third week of May when applying for the fall classes). **This information will not be given over the telephone or via email.** Letters will be sent to the address listed on the application. It is the applicant's responsibility to notify the Program Coordinator in writing of any change of address prior to the Selected Admissions Committee's meeting.

The College will, in compliance with KCTCS regulations and in the manner and extent permitted by law, endeavor to recruit students who add to the diversity of the student body in the Practical Nursing Program.

Requirements following admission:

Once the student is formally admitted to the program, he/ she must present the following documentation at the mandatory orientation session:

1. Documentation of required immunizations:
 - a. Adult tetanus /tetanus booster - Td (required every 10 years);
 - b. Negative PPD (TB skin test) or chest x-ray confirming absence of disease. Report must include the date upon which the results were read by a health care provider;
 - c. MMR (measles, mumps, rubella) – two in the series or a titer demonstrating immunity to all three (3) diseases;
 - d. Hepatitis vaccine - three in the series (or a signed statement declination). The form is will be distributed at the orientation session;
 - e. dates of oral polio vaccine (TOPV) administration; and,
 - f. statement confirming whether or not the applicant has had Varicella/chickenpox (form to be distributed at the orientation session).
2. Signed copy of the Student Statement of Understanding concerning policies of the program (form to be distributed at the orientation session).
3. Completion of a criminal background check (information to be distributed with the letter of acceptance into the program).

If clinical placement is not possible due to a criminal record, the Program Coordinator will notify the student in writing that the student will be permitted to withdraw rather than failing the course due to the inability to fulfill course requirements.

All of this information is to be submitted at the same time in the same envelope. Failure to submit the required documentation by the deadline may result in the student's removal from the class roster.

Students will be notified of the dates and times of **mandatory Orientation sessions** with the Program Coordinator or his/her designee. Attendance at the session is required, as vital information concerning the program is distributed. Failure to attend will result in the student's removal from the class roster, unless documentation of an emergency situation is presented to the Coordinator. Examples of such events include; life threatening illness of the student or immediate family member, death of a child or spouse on the day of the session, etc.

Students in the Nursing and Allied Health programs must purchase liability insurance and remain under its coverage through out the entire program. Validation of such coverage may be presented to the Coordinator at the mandatory orientation, otherwise the class roster will be forwarded to the budget office and the charge for the liability insurance from the Kentucky Community and Technical College System will be assessed.

Kentucky Board of Nursing (KBN) Requirements

The Kentucky Board of Nursing may deny a nursing graduate the right to take the NCLEX (licensing examination to become a licensed practical nurse) if an individual has ever been convicted of a misdemeanor or felony that involved acts that bear directly on the qualifications or the ability of the graduate to practice nursing. In addition to meeting the program's academic requirements, graduates must conform to this requirement in order to be licensed as a practical nurse in the Commonwealth of Kentucky.

Process for Readmission to the Practical Nursing (PN) Program

In the event that a student withdraws from or is unsuccessful in a nursing course and desires to be readmitted, the following information must be submitted to the PN Program Coordinator:

1. Application for readmission to the program (form on next to last page of the program guide);
2. A letter to the committee explaining the circumstances or factors that lead to the student's being unsuccessful and the plan for resolving the issues that lead to unsuccessful completion of the course;
3. A self addressed stamped envelope to be used for mailing the letter with the committee's decision;
4. Evidence of remedial work as recommended by the faculty of the course not completed; and,
5. Confirmation that the student is currently listed on the State Nurse Aide Registry and that CPR certification is current.

There is **no guarantee for re-admission**. The decision to re-admit a student is made by the Selective Admission Committee on a space available basis and upon the recommendation of the faculty in the course to be repeated.

A student may be readmitted to the Practical Nursing Program **one time** pending the student's submission of sufficient evidence of remedial study, additional preparation or resolution of the factors contributing to unsuccessful course completion. Only under **extreme circumstances** would a second readmission be considered. Examples of such circumstances would be life threatening illness and hospitalization of the student, death of a child during the semester, loss of housing due to a natural disaster, etc.

If more than three years have elapsed since the initial enrollment in the first nursing course of any practical nursing program, the applicant must repeat all nursing courses unless the individual has demonstrated current competency by passing written and clinical skills exams (if available) equivalent to the comprehensive course final examination.

Students who earn a grade of "D" or "E" in two or more nursing courses are not eligible for readmission to the Practical Nursing Program nor for acceptance as a transfer student from another Practical Nursing program.

Transfer

Applicants who have attended another Practical Nursing Program or who wish to transfer from another KCTCS Practical Nursing program must:

1. Meet all admission requirements of the program in effect at the time of application;
2. Notify the PN Program Coordinator in writing of request to transfer, the course to which he/she is seeking admission and the reason for the transfer;
3. Submit a letter from the Program Coordinator or his/her designee of the previously attended institution confirming that the student is in good academic standing with that institution, is eligible for readmission to that program and recommending the student for admission to the program at Jefferson Community and Technical College (JCTC); and,
4. Submit official and unofficial copies of his/her transcript. Students who have earned a grade of D or E in practical nursing courses at another college **are not eligible** for consideration for admission to the program at Jefferson.

If more than three (3) years have elapsed since initial enrollment in the first nursing course in any practical nursing program, the applicant must repeat all nursing courses at JCTC.



READY REFERENCES

Advising Center	(502) 213-2277.....	Angie Henes
Master Nursing Advisor.....	(502) 213-2277.....	Janice Coleman
Assessment Center (COMPASS testing)	(502) 213-2320.....	Charlene Kimbro
College Counselors:	(502) 213- 4272	Tony Leslie (Technical College Campus)
	(502) 213- 4184	Kay Lafferty (Technical College Campus)
	(502) 213- 5216	Heather Yocum (Carrollton Campus)
	(502) 633-5524, ext. 33614	Betsy Langness (Shelby County Campus)
Dean of Nursing and Allied Health	(502) 213-2432.....	Dr. Carolyn O’Daniel
Faculty Advisors for Nursing at Carrollton ..	(502) 213 – 4229	Mary Kulp
	(502) 213 – 5205	Denise Payton
JCTC Nurse Aide Program	(502) 213-2504.....	Steve Ryan or
	(502) 213-4297.....	Marty Goodhue
JCTC Bookstore.....	(502) 213-2150.....	by Barnes and Noble
Nursing Division Chairperson	(502) 213-2292.....	Dr. Margie Charasika
Nursing Division Assistant Supervisor.....	(502) 213-2192.....	Evelyn Lichtsteiner
Practical Nursing Program Coordinator.....		Mary Wyatt, RN, MSN
Provost	(502) 213-2121.....	Dr. Diane Calhoun-French
Registrar	(502) 213-2148.....	Sandra Chambers
	(502) 213-2273.....	June Swann
Student Affairs (Carrollton Campus).....	(502) 213-5214	Sandie Banks
Student Services/ Financial Aid.....	(502) 213-4275	Toya Flanagan (Downtown Campus)
	(502) 213-3614	Betsy Langness (Shelby County Campus)
	(502) 213-5216	Heather Yocum (Carrollton Campus)

*Telephone numbers and contacts are subject to change without notice.

