



INDIAN RIVER STATE COLLEGE

Practical Nursing (PN) Program

APPLICATION BOOK

Visit www.irsc.edu for important deadlines and dates.

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a *Finalist with Distinction* for the prestigious 2017 Aspen Prize for Excellence and has been designated an *Achieving the Dream™* Leader College for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College's combination of quality, convenience and affordable tuition. IRSC is designated as the *3rd Most Affordable College* in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor's degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Equity Officer & Title IX Coordinator*
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156

LICENSED PRACTICAL NURSE

Licensed Practical Nurses are trained to perform both simple and complex treatments. They help care for sick, injured and handicapped people in hospitals, clinics, doctor's offices and private homes. LPNs work under the direction of doctors and registered nurses, provide bedside patient care and help examine and treat patients. They bathe, dress, feed patients and record their food and liquid intake and output. LPNs give medication, observe patients and report adverse reactions to medicine.

PRACTICAL NURSING

The Practical Nursing program at Indian River State College is a certificate program leading to the opportunity to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Students receive an excellent foundation in nursing including intensive classroom instruction and supervised clinical experiences in local health agencies. The PN program is offered at the Main Campus as a one-year program with students attending classes approximately 35 hours per week. Classes meet from five to ten hours per day.

TABLE OF CONTENTS

PN Application Checklist	1
Introduction.....	3
Information Sessions.....	3
Application Process	3
Application Procedures	3
Process for Applying Online	4
Pre-admission Testing/Entrance Testing.....	4
Assessment Services Department Computerized Testing Schedule	5
Applicant Review.....	5
Acceptance Into Program.....	6
Advanced Placement Transition (LPN to RN)	6
Drug and Background Check	6
Health Requirements.....	7
Non-Acceptance into Program	7
Program Expenses	7
Financial Aid/Scholarships.....	8
Core Performance Standards.....	9
Practical Nursing Program Curriculum.....	10
Class Schedule	10

FORMS

Student Advisement Form.....	11
Study Guide for Entrance Exam	Inside Back Cover

The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 1/18.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation

PRACTICAL NURSING PROGRAM APPLICATION CHECKLIST

Completion of this checklist alone does not guarantee acceptance to the Practical Nursing program. Students are selected on a competitive basis. Completion of the checklist is the applicant's responsibility. Students should complete the checklist in order. All necessary forms are in the back of this booklet. Contact the Nursing Department at (772) 462-7570 for more information.

- _____ 1. High School diploma or GED®
- _____ 2. Must be 18 years of age prior to first day of class.
- _____ 3. Meet with an academic advisor at any campus to review program requirements and complete an Indian River State College *Application for Admission* at www.irsc.edu.
- _____ 4. College admissions must be complete by application deadline.
- _____ 5. Attend a Nursing Information session – offered every 3rd Thursday at 4:00 p.m. – H-building, Room 106, Main Campus, by application deadline date.
- _____ 6. Complete the *Health Science Program Application* online and pay the application fee (application fees are non-transferable and non-refundable) prior to the deadline date.
- _____ 7. Complete *Student Advisement Form* with Educational Services. Applicants must forward a completed form to the Health Science Division prior to the application deadline date.
- _____ 8. Pay NLN testing fee and take computerized NLN exam at the IRSC Main Campus in Fort Pierce, W-109 (772-462-7585). Testing procedures are located on the Practical Nursing web page along with a schedule of dates. Test fees are non-refundable and non-transferrable. Students must provide a valid photo ID, receipt of Application Fee and receipt of NLN testing fee before taking the computerized test. Results of the exam will be given to the student at the end of the exam. Applicants must achieve a minimum score, but that does not guarantee admission to the program (see Applicant Review). Exam results are valid for one year and may only be taken once in an application period.

All applicants will be notified of their status approximately six to eight weeks after the deadline date.

This page intentionally left blank.

INTRODUCTION

The Practical Nursing program is offered through the IRSC Health Science Division. Applicants should carefully review the application procedures outlined in this booklet. Admission to the Practical Nursing program is on a selective admission basis. It is the applicant's responsibility to ensure that the application process is complete.

NOTE: If at any time during the application process you have a change of address or need to update other personal information, submit this information to the Education Services Division and to Health Science Department by supplying original documentation to be copied (i.e. driver license or adoption papers) in person or at any IRSC campus. This will expedite notification of acceptance status.

INFORMATION SESSIONS

Students interested in applying to any health science program must attend the appropriate, regularly scheduled, program information session for direction and assistance with the application process. The information session addresses questions or concerns prospective applicants may have. The sessions also assist students in understanding how to achieve a **“qualified”** status. Students should plan to attend an information session prior to the application deadline date. No reservations or fees are required to attend.

**Nursing Information Sessions are held in the
Mary L. Fields Health Science Center
3rd Thursday of each month
Main Campus in Fort Pierce
Room H-106
4:00 p.m.**

APPLICATION PROCESS

Candidates who wish to be considered for the Practical Nursing program at Indian River State College must complete the procedures listed on Page 1 “Application Checklist”. It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet.

APPLICATION PROCEDURES

Candidates who wish to be considered for the Practical Nursing program at Indian River State College must complete checklist items on page 1 and carefully review the procedures outlined in this booklet. It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet.

Review the application deadlines and program type (full-time and part-time) on the Practical Nursing web page.

PROCESS FOR APPLYING ONLINE

1. Go to the IRSC website at www.irsc.edu
2. Click **MyIRSC**
3. Click **Sign into MyIRSC** and enter your Student ID and pin number
4. Go to Registration (blue menu bar) and select **Health Science Application**
5. Place a check mark in the I Agree statement.
6. In the Health Science Program box, select **Practical Nursing-Part-time Blackburn**.
Application Deadline: this automatically fills in the program deadline date.
7. Select **Submit**. Select **OK**
8. Select **Pay Fee Now** and then **PAY NOW**
9. Select process for payment
10. Select \$30 application fee
11. Enter credit card details
12. Submit Payment

Student can log into **MyIRSC** at www.irsc.edu to check the status of their application.

All applicants will be notified of their status through RiverMail 4-6 weeks after the deadline date. No information is available by telephone. To finalize acceptance, once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check prior to the first day of class.

PRE-ADMISSION TESTING/ENTRANCE TESTING

The Practical Nursing NLN Entrance Examination

Register and pay for NLN entrance exam by the application deadline date. The Practical Nursing program requires applicants to demonstrate their competency in math, reading, language and science on a national exam (NLN) given at IRSC. The result of this testing is a component of the admissions process. Study guides and books are available in the campus and area bookstores to help in preparation for this examination.

Free review sessions are also available for the NLN Pre Entrance Exam. Check the Nursing website for the schedule.

A picture ID is required for admission to test.

Required for the Practical Nursing (PN) program, the examination includes the following:

- 1) **Verbal Ability** - tests general vocabulary and verbal reasoning skills.
- 2) **Numerical Ability** - covers basic arithmetic, percentages and ratios, fundamental algebra and word problems. Students are tested on comprehension and application of quantitative concepts and relationships.
- 3) **Science** - covers principles of biology, chemistry, physical sciences and health.
- 4) **Reading** - covers comprehension of natural science and social science reading passages.

The length of the PN Entrance examination is approximately 2 hours.

ENTRANCE EXAM SCORES ARE VALID FOR ONE YEAR ONLY (ONE APPLICANT REVIEW PROCESS) AND MAY ONLY BE TAKEN ONCE EVERY SIX MONTHS. SCORES WILL NOT BE CONSIDERED IF TAKEN BEFORE SIX MONTH WAITING PERIOD.

See inside back cover for Entrance Exam Study Guide.

ASSESSMENT SERVICES DEPARTMENT COMPUTERIZED TESTING SCHEDULE

The Nursing Pre-Entrance Exam (NLN) is administered only on the Main Campus in Fort Pierce. Test fees are paid at the IRSC Cashier and are non-refundable and non-transferable. Restrictions apply to the number of times you may test. See the Assessment Center webpage for specific details. Exam results are valid for one year and may only be taken once each application period. Testing procedures are located on the Practical Nursing web page with a schedule of dates.

Student will receive scores at the completion of the NLN. Applicants must achieve a minimum score on the NLN.

APPLICANT REVIEW

No documentation will be considered after the Application Deadline date. Preference for admissions to the Practical Nursing program will be given to residents of the four-county service district of Indian River State College (St. Lucie, Martin, Indian River and Okeechobee counties), and to IRSC Nursing Assistant course completers.

Final consideration for admission into the Practical Nursing program will be based upon the Health Science Admissions Committee review and scoring of the following criteria:

- 1) IRSC Admission Status must be complete. (High school transcripts on file)
- 2) Entrance Test Scores (Minimum overall score).
- 3) Applicant must be 18 years of age prior to the first day of class.

All of the above criteria must be met or the applicant file will not be reviewed and scored.

Students will be notified six to eight weeks after the deadline dates through college RiverMail.

Note: Meeting admission criteria does not guarantee acceptance into the program. Review program application checklist on page 1. Students are selected on a competitive basis.

ACCEPTANCE INTO PROGRAM

Accepted applicants will be notified by the Health Science Division of their **provisional** acceptance into the program through RiverMail 4-6 weeks after the deadline. Final acceptance into the program is contingent upon satisfactory results from a physical examination, CPR certification, drug screen and Federal Bureau of Investigation National Background checks (FBI/NBC). Information on obtaining these tests/reports will be provided in the provisional acceptance notification package. Details regarding these final requirements are outlined below.

ADVANCED PLACEMENT TRANSITION (LPN TO RN)

Active Florida Licensed Practical Nurses that have completed a Practical Nursing program in the past three years in the State of Florida and who meet all eligibility requirements for acceptance in the Associate Degree Nursing program, are eligible for Advanced Placement. After acceptance, information on advanced placement will be discussed at the program orientation. Applicants must submit a copy of their Florida Practical Nursing License and their transcript to the Admissions Office by the application deadline date.

Florida LPN's, active Florida licensed paramedics and registered respiratory therapists may be eligible for advanced placement.

DRUG AND BACKGROUND CHECK

Refer to the IRSC website at www.irsc.edu. Click **Programs and Careers** in DIVISIONS box, click **Health Sciences/How to Apply**. In the HANDBOOKS/FORMS box, Check **Background Check and Drug Screening Requirements**.

Additional criminal background checks may be required by health care agencies.

The Florida Board of Nursing requires additional criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses. As part of the licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration Florida Board of Nursing Rule 64 B 9-3.002 which states:

- **Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination.**
- **If an applicant has been convicted of any offense other than minor traffic violations, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure.**

Criminal background checks, drug screenings, credit checks, professional license checks and/or proof of U.S. citizenship may also be required after graduation by examination boards, state licensing boards and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure and/or employment.

The Nursing Department does not answer specific questions about criminal records.

The Nursing Department cannot answer specific licensing questions. Licensure is the exclusive right and responsibility of the State Board of Nursing. Students must satisfy the requirements of the statutes, rules and regulations, independently of any college or school requirements for graduation.

An additional barrier to admission may be the OIG Exclusion list. All applicants must prove clearance upon admission and during enrollment in the Nursing program. The office of the Inspector General (OIG) was established in the U.S. Department of Health and Human Services to identify and eliminate fraud, waste, and abuse in the Department's programs and to promote efficiency and economy in Departmental operations. You can check your status at <http://exclusions.oig.hhs.gov/>.

HEALTH REQUIREMENTS

Refer to the IRSC Health Science Division Student Handbook.

Health Insurance

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, they can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Students must provide the program director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not qualify for the program will be notified through college RiverMail 4-6 weeks after the deadline date and should remediate (call the ASC at (772) 462-7585 for remediation information) or call the Nursing Department at (772) 462-7570 for clarification on how to strengthen their application.

PROGRAM EXPENSES

Visit www.irsc.edu. Click **Programs & Careers**. In the DIVISIONS box, click **Health Sciences/How to Apply** and then select **Practical Nurse (L.P.N.)** In the START HERE box, select **Expenses**.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the *FAFSA and IRSC Supplemental Financial Aid Application* to determine eligibility. For more information, contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free at 1-866-900-3243 (FAID).

Scholarships designated for students in the Health Science programs may also be available. Complete the *IRSC ONLINE Scholarship Application*, available at www.irscfoundation.org. The **application deadline** for all IRSC Health Science Scholarships is in **May**.

For more information about the scholarships, contact the IRSC Foundation office at (772) 462-4786, or toll-free at 1-866-792-4772, ext. 4786.

IRSC Practical Nursing Program
Core Performance Standards for Admission and Progression*

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking/ Coping	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in clinical situations, develop nursing care plans and display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear blood pressure accurately, hear alarms, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses. Prepare and administer medication accurately.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, and insert a catheter.
Strength/Stamina	Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours).	Adapt to shift work. Lift, without restrictions, from standing position.

* **Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education programs.**

LATEX ADVISORY: Latex-based products are used in all health care facilities.

PRACTICAL NURSING
(1350 clock-hours)
SELECTIVE ADMISSION

PRACTICAL NURSING (PN) PROGRAM CURRICULUM

This program is designed to prepare the student for a career as a Licensed Practical Nurse.

PRN	V004C	Practical Nursing Fundamentals.....	500 hours
PRN	V373C	Practical Nursing Medical Surgical I.....	350 hours
PRN	V374C	Practical Nursing Medical Surgical II.....	350 hours
PRN	V933C	Transition to Graduate Practical Nurse.....	150 hours

PRACTICAL NURSING (PN) ADVANCED PLACEMENT PROGRAM CURRICULUM*

CLASS SCHEDULE

Full-time students admitted to the full-time PN program on the Main Campus in Fort Pierce will attend classes for an eleven month schedule. Students attend class approximately 35 hours per week and can expect to have an additional ten or more hours of homework each week. Attendance is required at all class sessions. Classes are held Monday through Friday, 8:00 a.m. – 4:00 p.m. Clinical days begin at 6:30 a.m. and end at 4:00 p.m.

Class will not meet during regularly scheduled college holidays and breaks. In addition to the scheduled class periods, students will be assigned by their faculty to complete a specified number of independent assignments during the program. During the last several weeks of the PN program, all students are assigned to a final clinical experience called “practicum” which can involve forty hours per week of clinicals on the daytime shift.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Refer to the IRSC Health Science Division Student Handbook.

DISCIPLINARY PROCESS FOR HEALTH SCIENCE STUDENTS

Refer to the IRSC Health Science Division Student Handbook.

**INDIAN RIVER STATE COLLEGE
STUDENT ADVISEMENT FORM**

PRACTICAL NURSING

Name of Student: _____
PRINT NAME

Date: _____

Student ID# _____

All applicants must have this student advisement form completed by an Educational Service staff member or branch campus counselor or advisor by the application deadline date.

IMPORTANT NOTE: Any **NO** responses to the questions below will prevent your application from being considered for selection into the program.

• HAVE THE FOLLOWING REQUIREMENTS BEEN MET?

Application Requirement	YES	NO	If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement
Attended a Nursing Information Session			
Admissions are complete *If YES, Date Completed _____	*		
High School Diploma or GED®			
Submitted Health Science Application		*	*Do not forward this Student Advisement Form to Health Sciences until response to this item is YES .
Register and pay for PN Entrance Exam by the deadline date.			You must specify the PN Exam when submitting receipts for testing .You must register and pay for the exam before application deadline but will schedule to take the exam <u>after</u> the application deadline date.
Aware of Criminal Background Check/Drug Screen/ Physical process			
Aware of TABE Test if requirements are not met			

In addition to the list above, student has had the opportunity to discuss all related topics outlined in the Practical Nursing Application booklet including program expenses, Financial Aid opportunities, time commitment to the program, etc.

Educational Services Staff: _____ / _____
Print Name Signature

Student Signature _____

Parent Signature (if applicant under 18 years of age) _____

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

This page intentionally left blank.

Entrance Exam Study Guide

Prospective Licensed Practical Nursing Students:

Your math/science preparation must be based on your individual needs. All or part of the following may be used to assist you in your preparation for the LPN Pre-Entrance Exam.

All students should do a practice exam from Mosby's National League for Nursing Review Guide for the LPN Pre-Entrance Exam. This book includes basic math, science and verbal review sections; it is available for use in the ASC or may be purchased through any commercial bookstore.

Math Preparation

- ❑ Take math TABE test.
- ❑ Remediate TABE, if necessary, through 11.0 for your LPN program or through 12.9 to better prepare you for the LPN Entrance Exam.
- ❑ Take LPN packet math test.
- ❑ Complete "Math Skills for LPN Entrance Exam."
- ❑ Take any necessary math classes.*

Science Preparation

- ❑ Take the LPN packet science test.
- ❑ Review LPN science handouts.
- ❑ Take the Diagnosis of Gaps in Science (DOGS) test. (This remediation must be done in the ASC or with books/computer materials you purchase.)
- ❑ Request any available handouts needed, based on science test/DOGS test.
- ❑ Take any necessary science classes.*

Reading/Language Preparation

- ❑ Take Language and Reading TABE test.
- ❑ Remediate TABE, if necessary, through 11.0 for your LPN program or through 12.9 to better prepare you for the LPN Entrance Exam.
- ❑ Review the TABE 7 & 8 Vocabulary Handout.

Test/Math Anxiety

- ❑ View Video in ASC – "Improving Mathematics Studying and Test-Taking Skills."
- ❑ Work through Conquering Math Anxiety, by Cynthia Arem. This book may be used in the ASC.
- ❑ Attend a student group to learn and practice skills to reduce test anxiety through the Health and Wellness Center. Call Patty Corey at 462-7826 for a screening to determine if this group may be helpful to you.
- ❑ Take SLS1533, "Math Anxiety," a one-credit class that teaches students to confront and overcome their math anxiety. This class also teaches effective math study skills.
- ❑ Take SLS1501, "College Study Skills," a one-credit class that teaches basic study and test-taking skills.
- ❑ Take SLS 1101, "Student Success," a three-credit class that teaches basic study and test-taking skills, time-management, learning styles and much more.

**Suggested for students who have not had science and/or math for five years or more:*

- i. Life Science (BSC1005)
- ii. Principles of Physics (PHY1020)
- iii. Introduction to Chemistry (CHM1020)
- iv. Developmental Math I (MAT0018) and/or Developmental Math II (MAT0028)



**Nursing Department
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596**