Nurse Refresher students are required to have been actively licensed as either a Registered Nurse or a Licensed Practical Nurse in the United States at some time. Individuals who have not passed NCLEX (State Board Examinations) and have not been licensed are not eligible for participation.

An active license as a Registered Nurse or a Licensed Practical Nurse, or an inactive/lapsed license as a Registered Nurse or a Licensed Practical Nurse (preferably no more than ten years inactive or lapsed status) is required for admittance. If more than 10 years has passed on inactive status, further assessment of the prospective participant is required before gaining admittance into the program. This assessment may involve an interview with the coordinator/instructor(s) of the Nurse Refresher course.

If current license is restricted or limited, documentation, a temporary permit and approval from Board of Nursing is required for clinical rotation (see additional information below).

Participants who lack an active Nebraska nursing license or current temporary nursing license for Nebraska will NOT be allowed to participate in the clinical rotation of the Nurse Refresher Course until such documentation is provided to the Course Coordinator. Students must contact the NE Department of Health & Human Services Regulation and Licensure, 402.471.2666 or fax 402.471.1066 and request an “Application for Reinstatement of Nursing License from Inactive or Lapsed Status”. This state application is also available online at http://dhhs.ne.gov/publichealth/Pages/crl_nursing_rn-lpn_reinstatement.aspx

After you have completed the Clarkson College application, been approved and paid the course tuition in full, you will receive a letter of acceptance into the Clarkson College Nurse Refresher Course. You can mail a copy of this letter to the Department of Health & Human Services along with your state application and the appropriate fees. Failure to allow adequate time for the Department of Health and Human Services to process the state application is not grounds for transfer to another semester.

Individuals with an active nursing license in a compact agreement state, who currently reside in that state, may participate in the clinical rotation working under that state license. A copy of the current compact agreement state license is required to be on file prior to Skills Lab Day.

It is strongly recommended to review the information available on the State of Nebraska Health & Human Services website in regards to RN/LPN licensure. See web address above.

Fees associated with the NE Department of Health and Human Services requirements are the responsibility of the student and are not included in the Nurse Refresher Course tuition and fees.
Applicants for the Clarkson College Nurse Refresher course who are seeking reinstatement of a nursing license and had a disciplinary action against their license are accepted into the course on a ‘wait-list for completion basis’. Disciplinary action is thought to include but not limited to: civil penalty, suspension, probation, voluntary suspension and/or revocation of previous nursing license.

Under these circumstances, it is highly recommended to discuss your personal situation with the Department of Health and Human Services personnel prior to applying for the Clarkson College Nurse Refresher Course. At that time, you will be provided by the Department of Health with additional information so as to understand the necessary procedures and documentation required for completion of the state application for reinstatement.

Proof of registration (approved application) for a Nurse Refresher course is a requirement for completion of the application for reinstatement. However, the Department of Health may need extended time (greater than one semester) to review a state application, conduct an investigation and bring recommendations forward to the Board of Nursing and for the Board of Nursing to rule.

Under these circumstances, completion of the Nurse Refresher Course within the semester a student registers is not guaranteed. A temporary permit is required to participate in the clinical rotation and that permit will only be issued when the student has met all Board requirements and is approved by the Board of Nursing.

If due to circumstances related to Department of Health and Board of Nursing requirements, a registered Nurse Refresher student is in need of completing the clinical rotation in another semester, they will be assigned per a space available basis and will be subject to a non-refundable $500.00 transfer fee.

During the original semester the student is registered for, they are expected to successfully complete all requirements for successful completion. A student will only be transferred to another available clinical rotation when the above requirements are completed, if space is available and transfer fee is paid in full.

Note: The Department of Health and Human Services has up to 150 days to act upon a state application. After this deadline, any incomplete state applications will be destroyed and a refund issued following written notification to the applicant. An incomplete state application would be one without all of the required documentation, attestations, and/or fees.

HEALTH AND SAFETY REQUIREMENTS

Life Support Course
Proof of completion (current certification) of American Heart Association Basic Life Support for the Healthcare Provider must be provided by due date.
A participant with no proof of completion in AHA Basic Life Support may not attend the clinical rotation. Only American Heart Association Basic Life Support for the Healthcare Provider is acceptable – CPR for Family & Friends, Heartsaver CPR, or similar community courses are not accepted. Healthcare Provider courses from other sources (Red Cross, Safety Council) are not accepted.

**Immunization Requirements**

Nurse Refresher students must complete certain health and safety requirements since at clinical they will be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from the provider. The following list of immunization requirements must be provided to the Office of Professional Development by due date.

1. Evidence of Immunization for DPT (total series) or Tetanus/Diphtheria (T/D) booster (if DPT received more than 7 years ago).
2. Reactive Varicella titer or documented evidence of chicken pox immunity.
3. Evidence of MMR (measles, mumps & rubella) immunizations; or reactive Rubella and Rubeola titers; or evidence of immunity to measles (REQUIREMENT FOR ANY STUDENT BORN IN 1957 OR AFTER).
4. Negative results of tuberculosis screening (PPD) within one year of clinical rotation.
5. Evidence of appropriate Hepatitis B immunization.
   a. Proof of immunity level via titer drawn within past year OR
   b. Proof of completion of series of three immunizations OR
   c. Documentation of the first of a series of three immunizations is required by due date.
      Subsequent completion of the Hepatitis B immunization protocol and reactive titer is required.
   d. If titer is non-reactive, the student must receive a second series of Hepatitis B immunizations followed by another reactive titer. If the second titer is non-reactive, no further immunizations are required but a core antibody for Hepatitis B must be completed. The series does not have to be complete prior to the clinical rotation.
6. A seasonal flu vaccine and/or pertussis vaccine is required for Fall Semester students.

**ESSENTIAL FUNCTIONS**

By completing and signing this application you are attesting that you have read the Essential Functions Statement below and are capable of meeting all of the requirements. Individuals who have misrepresented their capabilities will be administratively withdrawn from the Nurse Refresher Course and a refund will not be provided.

Students who are applying to the Clarkson College Nurse Refresher Course must be aware that they are required to possess the following skills and abilities in order to provide safe patient care in the clinical setting. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care.
Visual Ability
Must possess near clarity of vision at 20 inches or less and far clarity of vision at 20 feet or more, which includes reading at varying distances.
- Read for prolonged periods of time either hardcopy or on computer screen.
- Visualize small font (6 font) written words (including cursive) and information on paper, computer screen and medication labels.
- Distinguish and appropriately respond to multiple visual inputs.
- Prepare and administer medications including correct use of small calibrated syringes (1/2 cc), ampules, etc.
- Observe, discern, monitor and assess subtle changes in patient status (ex: signs/symptoms, drainage, wound color/appearance, wound depth, cyanosis, etc.).

Auditory Ability
- Hear and interpret monitor alarm(s), emergency signals, ringing telephones, telephone interactions, and calls for assistance.
- Respond and react immediately to spoken instruction and/or monitor equipment
- Tolerate occasional exposure to loud and unpleasant noises.
- Distinguish changes in tone and pitch in heart, lung, and bowel sounds using a stethoscope or modified stethoscope.
- Distinguish sounds and understand verbal communication in environments with multiple auditory inputs.

Olfactory Ability
- Ability to detect smoke and odors, including body odors.
- Ability to tolerate occasional unpleasant odors.

Tactile Ability
- Palpate for pulses, temperature, texture hardness or softness, physical landmarks etc.
- Discriminate subtle differences between sharp/dull and hot/cold.
- Discern tremors, vibrations, pulses, textures, shapes, size, location and other physical characteristics

Motor Function Ability
- Handle small delicate equipment/objects or hand-held devices without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry adult patients without injury to patient, self, or others
- Lift, push, pull or transfer (bed-to-chair, bed-to-bed) an adult or pediatric patient.
- Maintain balance from any position.
- Stand on both legs.
- Use hands, wrists, and arms to apply up to 10 pounds of pressure to bleeding sites or when performing CPR.
- Coordinate eye/hand, fine and gross motor movements.
• Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil.
• Stand, bend, walk, stoop, squat and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others.
• Walk without a cane, walker or crutches.
• Flex, abduct and rotate all joints freely.
• Respond rapidly to emergency situations.
• Maneuver in small areas.
• Operate a computer and other electronic equipment.

Communication Abilities and Interpersonal Relationships
• Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care members.
• Communicate and function effectively in environments with multiple auditory and visual inputs
• Work effectively in groups.
• Work effectively independently.
• Discern and interpret nonverbal communication.
• Express one’s ideas and feelings clearly.
• Communicate with others accurately in a timely manner.
• Utilize a computer to obtain and send communications.

Cognitive Abilities and Critical Thinking
• Effectively read, write, comprehend, and speak the English language.
• Perform mathematical calculations accurately for medication preparation and administration.
• Make appropriate rapid decisions in stressful or emergency situations.
• Manage multiple priorities and function effectively in stressful situations.
• Remember multiple messages and information.
• Adapt rapidly to environmental changes and multiple task demands.
• Maintain concentration and focus in professional care settings
• Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings.

Computer Capabilities
• Able to compose word processed documents in current format.
• Able to utilize spellcheck, formatting and other features to produce accurate and professional documents.
• Able to access information, articles, and documents from internet based databases.
• Able to effectively utilize email including attaching documents, scanning documents, and responding to email requests.
Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others.
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client.
- Handle multiple tasks concurrently.
- Perform safe, effective nursing care for clients in a caring context.
- Understand that posing a direct threat to others is unacceptable and subject to discipline.
- Not pose a threat to self or others.
- Adapt to changing environments and situations.
- Accepts responsibility, accountability, and ownership of one’s actions.

Professional Development and/or its affiliated clinical/practicum agencies may identify additional essential functions or skills and reserve(s) the right to amend the essential functions as deemed necessary.

TECHNOLOGY REQUIREMENTS

Today’s health care workplace requires nurses to be able to utilize a wide variety of technical equipment, the minimum of which is a computer. While the Nurse Refresher course is not offered totally on an on-line platform, it does require that the student be efficient and comfortable in using a computer.

The following are skills that Nurse Refresher students are expected to come to the course with – they are not taught in this course.

- Compose an assignment as a document utilizing word processing software (Microsoft Word, WordPerfect, Pages, etc.). Document to include header, formatting and use of spell check.
- Ability to save assignment to a hard drive, flash drive or other device to retrieve at a later time if needed.
- Ability to navigate easily in an email environment; to send and receive email communications; to name & save emails; to attach assignments and email to instructor.
- Ability to utilize an on-line data base search engine, and retrieve journal articles.

Computer Hardware – Internet access required

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<th>Minimum</th>
<th>Recommended</th>
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<tr>
<td>RAM</td>
<td>1 GB</td>
<td>2 GB or higher</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows XP or Mac OS X</td>
<td>Windows 7 or Mac OS X or higher</td>
</tr>
<tr>
<td>Printer/Scanner</td>
<td>Any</td>
<td>Any</td>
</tr>
<tr>
<td>Internet Access</td>
<td>5v.90/56k Modem</td>
<td>Cable or DSL Modem</td>
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</table>
Computer Software – Clarkson College only accepts documents in Microsoft Word compatible formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)

Microsoft Office Microsoft Office 2003 Microsoft Word 2010
Adobe Acrobat Reader (Latest version)
Internet Browser- latest version Internet Explorer, FireFox, Chrome, Safari

Email Account
You will need a personal email account to receive communications from your instructor and to submit assignments. You may utilize an existing personal account or sign up for one with any 3rd party email system (EX: Yahoo, Google, Hotmail, etc.).

It is suggested you avoid using special characters (+, &, $, etc.) in your email address, as they can cause problems with some systems and make it difficult for messages to reach the intended mailbox.

Set email preferences on your computer so that messages from dunn@clarksoncollege.edu and mason@clarksoncollege.edu are not treated as spam and sent to your junk mail box.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

The Clarkson College Nurse Refresher Course consists of three (3) components, all of which must be satisfactorily completed within one semester.

These include:

- Didactic (theory) component
  - All assignments must be satisfactorily completed and received prior to assigned Skills Lab Day.
  - A score of 75% or better must be achieved on Pharmacology Review Examination and Final Examination.
  - Endorsement of theory faculty must be obtained.

- Skills Lab Day component
  - Attendance and successful participation in assigned Skills Lab Day is required.

- Clinical Rotation
  - Attendance and successful participation in assigned clinical rotation is required.
  - Minimum of 50 contact hours of clinical rotation required (contact hours are hours present minus lunches and breaks). Contact hour requirement is subject to change.
  - Endorsement of clinical faculty must be obtained.

**In addition all Health and Safety Requirements must be successfully completed prior to the assigned Skills Lab Day. Documentation of Health & Safety requirements will not be accepted at or after Skills Lab Day and will result in student being administratively withdrawn from the course.
PAYMENT

Application fee ($35.00) is non-refundable and due at the time of submission.

Tuition is due in full by tuition due date. Tuition is $1,495.00 per semester.

CANCELLATION POLICY

Non-participation does not relieve a student from the obligation to pay for the course. Upon completion and submission of the Nurse Refresher Course Application and acceptance into the course you are committing to participation in the course and responsible for payment of tuition in full.

Students are responsible for dropping the course. A partial refund of tuition will be provided if Clarkson College Office of Professional Development is notified in writing of a student’s desire to drop from the course 10 business days prior to the start of the semester.

If tuition payment is made with a credit card, the refund will be credited to the same credit card. Please allow 30 days for the refund to be processed.

A refund is not provided to those who do not participate, who do not complete the course, who do not pass or who do not provide written request to drop the course within time stated.

Late payment fee

If tuition is not paid by the tuition due date, a late payment fee ($25.00) will be assessed every 10 business days thereafter. Late payment fees were established to defer the high administrative costs of billing and collecting past due balances. In past years, late payment fees were not charged. However, students with unpaid balances were dropped from the course. These fees were implemented as an alternative for dis-enrolling students.

Third party payments

Students receiving aid from a third party source (i.e. Workforce Development, Vocational Rehabilitation, etc.) are responsible for all tuition and late fees if payment is not made by the third party for whatever reason. The Nurse Refresher Course is a non-credit continuing education course and not eligible for federal financial aid.

Payment methods

Cash, money order, check or credit cards (MasterCard, VISA, Discover) are accepted. Payment can be made in person, over the phone, or by postal mail. Make payment payable to:

Clarkson College, Professional Development
101 S. 42nd St; Omaha NE 68131-2739
Phone: 402.552.6148 or 402.552.2311                 Fax: 402.552.3622

Submit completed application below (page 9 only) and application fee to address stated above.

Keep remaining application documents for your personal records.
APPLICATION FOR CLARKSON COLLEGE
NURSE REFRESHER COURSE

Legal name (first, middle, last):  

Name on nursing license if different from above:  

Mailing address:  

City __________________________ State _________ Zip Code ________________  

Cell phone ______________ Work phone ______________ Home phone ________________  

Birth date ________________ Social Security Number ________________  

E-mail address (please print clearly):  

Previous school of nursing:  

Level of education  

Indicate nursing license status:  

Current NE License Number  

Previous NE License Number  

NE License inactive or lapsed  

NE License revoked/suspended/voluntary surrender  

Currently licensed in another state:  

License Number ________________ (state)  

inactive or lapsed in another state: License Number ________________ (state)  

Enrollment options selected:  

RN Refresher Course  

LPN Refresher Course  

Semester:  

Spring 2015 (January – May 2015)  

Summer 2015 (May – August 2015)  

Fall 2015 (August – December 2015)  

Applicant’s signature:  

I have read the information regarding requirements for successful completion, health and safety requirements, essential functions and payment and have provided accurate information above, and understand the rules and regulations stated herein.  

Signature:  

Date ________________  

Applications are received on a first come, first served basis dependent on space availability. The number of students accepted each semester varies due to length of semester, clinical site availability and other factors. Acceptance into the course is not automatic and/or guaranteed.  

Students will be notified of acceptance or denial within 5 business days of complete application being received. Tuition payment in full is due 10 business days prior to first day of semester.  

RETURN TO: PROFESSIONAL DEVELOPMENT, 101 S. 42ND ST., OMAHA NE 68131