NR200

LPN Refresher Course

Application

2019/2020
Professional Development

Clarkson College
Prepare to be the best.

Clarkson College Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights (OCR). The Director of Student Support Services serves as the Title IX Coordinator and is located in the Success Center. The Title IX Coordinator can be contacted at 402.552.2693, 1.800.647.5500 or at titleixcoordinator@clarksoncollege.edu. The OCR can be contacted by visiting www2.ed.gov/about/offices/list/ocr or by calling 1.800.421.3481. Questions regarding other types of discrimination should be directed to the Director of Human Resources. Questions regarding accommodations for student disabilities should be directed to the Accommodations Coordinator at accommodations@clarksoncollege.edu.Clarkson College

Department Contact Information

Candie Jones BSN, RN, CCRN
Director, Professional Development
jonescandie@clarksoncollege.edu
PH 402 552 6123 **TF** 800 647 5500, ext. 6123 **FX** 402 552 3622

Tim L'Heureux
Assistant Director, Professional Development
lheureuxTim@clarksoncollege.edu
PH 402 552 3038 **TF** 800 647 5500, ext. 3038 **FX** 402 552 3622

Kay Noden
Professional Development Specialist
nodenkay@clarksoncollege.edu
PH 402.552.6148 **TF** 800.647.5500, ext. 6148 **FX** 402.552.3622

Pam McDonald-Jones
Professional Development Specialist
jonespam@clarksoncollege.edu
PH 402.552.3396 **TF** 800.647.5500, ext. 3396 **FX** 402.552.3622

OFFICE LOCATION Clarkson College lower level, Professional Development Offices
OFFICE HOURS Monday through Friday, 8:00 am – 4:30 pm
MAILING ADDRESS 101 S. 42ND St., Omaha NE 68131
Professional Development Office entrance is located facing the intersection of 42nd Street and Douglas Street. Customer entrance can be found under the blue "Clarkson College" canopy.

VISITOR PARKING
Visitor parking is available Monday through Friday, 9:00 am - 3:30 pm along the east-side of the Family Place Day Care playground fence. At other times, please call for best available parking (402 552 6148)

LPN Refresher Course Application

Please read this document carefully as it communicates all of the necessary requirements to enroll in and successfully complete the Clarkson College LPN Refresher Course.

Previous Licensure

LPN Refresher students are required to have been actively licensed as 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 Licensed Practical Nurse or an inactive/lapsed license as 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).

Temporary License to Practice Nursing in Nebraska

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 LPN 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/

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 LPN 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 LPN Refresher Course under that state license. A copy of the current compact agreement state license is required to be on file.

It is strongly recommended to review the information available on the State of Nebraska Health & Human Services website in regards to 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.

Board of Nursing Disciplinary Action

Applicants for the Clarkson College LPN Refresher course who are seeking reinstatement of a nursing license and had a *disciplinary action* against their license may be 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. Based on review of DHHS documentation an application may be denied.

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 LPN 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 LPN 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

Clarkson College is committed to providing a safe and healthy environment for all members of our campus community, as well as the patients many of our students interact with throughout their education. To protect yourself from certain conditions of risk you may be exposed to, it is essential for you to complete specific health and safety requirements according to your academic program needs. Failure to comply with such requirements will prevent class and/or clinical attendance. All health and safety requirements are at the expense of the student and are non-refundable.

To better serve our students, Clarkson College partners with CastleBranch.com to manage students' health and safety compliance online. CastleBranch allows us to meet the needs of the clinical agencies requirements. You will be asked to place an order using package codes that have been assigned to this program. Package codes will be emailed to your Clarkson College email account. Once a CastleBranch account is created and opened, the requirements (To-Do-Lists) will be visible. Using CertifiedProfile.com, students will maintain and submit documentation directly to their account. The following documentation is required to be submitted by the due date.

You will have the ability to set up and pay for your CastleBranch account at the Nurse Refresher Orientation session. However it behooves Nurse Refresher students to have as many of the requirements completed ***prior*** to the start of the semester as possible. You may bring your documentation with you to Orientation.

The following documentation is required to be submitted by the due date.

Immunizations

MMR (Measles, Mumps, Rubella) *If you were born before 1957, this requirement is waived.*

Evidence of two vaccinations **OR** positive antibody titers for Measles, Mumps and Rubella (a lab report or physician verification of titer results is required).

Varicella (Chicken Pox)

Evidence of one vaccination (vaccine has been available since 1995) **OR** positive antibody titer (a lab report or physician verification of titer results is required).

Hepatitis B

Evidence of Hepatitis B series (three immunizations) **AND** results of a positive Hepatitis B Surface Antibody (HBsAB) titer (a lab report or physician verification of titer results is required). If the HBsAB titer is negative (non-reactive), no further Hepatitis B immunizations are required.

If you do not have evidence of previous Hepatitis B series (three immunizations) and a HBsAB titer is non-reactive, you must start the Hepatitis B series. Completion of the series may not be possible prior to the end of the semester in which enrolled, but is acceptable.

Tuberculosis

Evidence of negative TB skin test (PPD) **OR** QuantiFERON ®_TB Gold In-Tube Test (QFT-GIT), **OR** T-Spot®TB Test.

If you have a positive TB test, you must submit the following: Chest X-Ray (lab report required) **OR** results of QuantiFERON ®_TB Gold In-Tube Test (QFT-GIT) **OR** a completed TB questionnaire signed by a health care provider indicating you are free of active TB.

Tetanus, Diphtheria & Pertussis (TDaP)

Evidence of a TDaP received with the past 10 years.

Influenza (flu shot)

Evidence of a flu shot administered during the current flu season or a declination waiver. Documentation must indicate "Flu Season 2019-2020".

Basic Life Support for the Health Care Provider

Proof of completion (current certification) of **American Heart Association BLS Provider** must be uploaded by due date. Proper documentation is a copy of the AHA eCard.

The cost of the BLS course is not included in the tuition for the LPN Refresher course.

Only **American Heart Association BLS 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.

Background Check

Personal information must be provided to CastleBranch.com and a background check from the entered demographic information will be obtained and posted to your account to complete. Individuals who do not pass the drug screen and/or background check will be administratively withdrawn from the course. Tuition will be refunded minus a $100.00 administrative fee.

Nebraska Department of Health & Human Services (DHHS) Child and/or Adult Abuse & Neglect

Students need to download the form from their CastleBranch account. DO NOT use the DHHS form found on the DHHS website (does not have proper bar code).
Submit the documentation to your CastleBranch account:

- ✓ Form must be complete, if not applicable please use NA in the box.
- ✓ Form, must be faxed or scanned and notarized.
- ✓ Complete Step 1 only. Step 2 will be completed by CastleBranch. CastleBranch will receive a report and post it to your account to complete.

Drug Test (Quest or LabCorp facilities)

After placing a CastleBranch order, you will receive an e-mail directly from the lab containing an electronic chain of custody (echain) within 24-48 hours. The subject of this e-mail will read "Form Fox", and it will explain where you need to complete the drug test. If the e-mail is not received, contact CastleBranch at 1.888.914.7279 and have it resent. CastleBranch will receive a report and post to your account to complete. Individuals who do not pass the drug screen will be administratively withdrawn from the course. Tuition will be refunded minus a $100.00 administrative fee.

**All Health and Safety Requirements must be successfully completed prior to the specified due date. Documentation of Health & Safety requirements will not be accepted after the due date and will result in student being administratively withdrawn from the course.

The cost of all Health and Safety requirements in not included in the tuition fee, and is paid directly by the student.

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. The LPN refresher Course 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 upload document to a class provided drop box.
- 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

	Minimum	Recommended
RAM	1 GB	2 GB or higher
Operating System	Windows 10	Windows 13 or Mac OS X or higher
Printer/Scanner	Any	Any
Internet Access	5v.90/56k Modem	Cable or DSL Modem
	Microsoft Office 2003 or later	Microsoft Word 2010 or later
Adobe Acrobat Reader	Latest version	
Internet Browser	Latest version	Fire Fox, Chrome,

(Course cannot be completed using Internet Explorer browser)

Computer must have speakers or the ability to use headphones to hear audio.

Suggested to download the latest version of Java software, which is free.

Computer Software

Clarkson College only accepts documents in Microsoft Word compatible formats (.doc, .docx, .xls, .xlsx, ppt., .pptx)

Requirements for Successful Completion

The Clarkson College LPN 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 by their respective due dates.
  - 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.

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.

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: 402.552.3396

Cancellation Policy

<u>Non-participation does not relieve a student from the obligation to pay for the course.</u> 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.

If you cannot participate in the LPN Refresher Course you registered for, you must fill out a Professional Development Official Drop/Cancellation Form. Form must be completed, signed and returned to the Office of Professional Development before you can be officially dropped from the class. A telephone call or email request is not sufficient to cancel your registration. Download a Drop/Cancellation Form on the website listed or call and one can be emailed or postal mailed to you.

Drop/Cancellation Policy

- If the Drop/Cancellation Form is received prior to 4:00pm five (5) business days before class start date a refund minus 10% withdrawal fee will be provided.
- If the Drop/Cancellation form is received after that, no refund is provided. If the Drop/Cancellation Form is not received, no refund will be given. A phone call or email request alone does not drop/cancel a registration.
- If course fee was paid with a credit or debit card, the refund is issued to the same card.
- For other forms of payment, the refund will be sent to the payee address on file within 60 days.
- A refund is not provided nor is a transfer allowed for failure to attend/participate, or not meeting course completion requirements, for failure to pass, or failure to provide written request to drop the course within time stated.

Submit completed application form below (page 13 only) and application fee to:

Clarkson College Professional Development
101 S. 42nd St.
Omaha NE 68131

Keep remaining application documents for your personal records.

Application for Clarkson College LPN 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 _____ Level of education ☐ LPN ☐ Other

E-mail address (please print clearly) _____

Previous school of nursing _____

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) ☐

Select Enrollment Option: ☐ Spring Semester ☐ Fall Semester

☐ I hereby certify to the best of my knowledge that the information furnished is true and complete without evasion or misrepresentation. I understand that, if it is found to be otherwise, it is sufficient cause for rejection or dismissal. Further, I have read the requirements for program admission and program cost information. If I am admitted and I accept the offer of admission, I understand that I am responsible for any financial and academic obligations associated with the program.

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 and payment being received.

Return to: Clarkson College, Professional Development, 101 S. 42nd St., Omaha NE 68131