

# Practical Nursing

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Program information and application for students that have completed pre-requisites or are in their last semester of pre-requisites.

**Please turn this packet in to the HCT office, #6202  
during the week of  
October 8 – October 12, 2018 by 5 pm.**



# LPN Program Application

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Thank you for your interest in the CEI Associate Degree Nursing Program. Nursing is a demanding discipline. We urge you to recognize the commitment that is essential if one is to be successful in this program. Prior to submitting an application, **individuals should give careful consideration to the mental and physical demands of the program and the pressures involved in undertaking the responsibilities of being a nursing student.**

CEI offers limited entry into the (PN.ITC) Practical Nursing Program. **You must be admitted to College of Eastern Idaho as a certificate/degree seeking student prior to being eligible to submit the LPN application packet.** If you have not done so already, submit a CEI admission application to the Admissions Office prior to submitting the application.

Completion of all admission requirements does not ensure acceptance into the professional program once application is submitted. Packets are accepted once a year with a limited number of accepted applicants for both fall and spring.

## **Program**

Students who complete CEI's practical nursing program will receive an Intermediate Technical Certificate. CEI offers a competency based nursing program that combines nursing theory and clinical experience. The program enables the graduates to practice in today's dynamic healthcare environment. Upon completion of the program, graduates are eligible to take the national examination (NCLEX-PN) for licensure as a Licensed Practical Nurse.

### **Professional Component** - *to be completed in two semesters:*

#### **1<sup>st</sup> Semester:**

		<b><u>Credits</u></b>
NRS 117	Essential Fundamentals of Nursing	4
NRS 117L	Essential Fundamentals of Nursing Lab	2
NRS 107	Introduction to Pharmacology	3
NRS 143	Foundations of Medical/Surgical Nursing I	5
★ HCT 125	Nutrition for Health Care Professionals	<u>1</u>
	Total:	15

#### **2<sup>nd</sup> Semester:**

		<b><u>Credits</u></b>
NRS 144	Foundations of Mental Health Nursing	2
NRS 207	Introduction to Maternal/Child Nursing	3
NRS 230	Leadership for the Practical Nurse	2
NRS 243	Foundations of Medical/Surgical Nursing II	<u>5</u>
	Total:	12

★=Can take as a pre-requisite

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## Professional Program Entrance Application Deadlines & Requirements

Begin your application process as early as possible so that you have ample time to complete all of the requirements. Be sure to meet with your advisor each semester, where questions can be answered and individual assistance can be provided. Meeting the minimum criteria for admission does not guarantee admission into the programs.

- Submit CEI admission application to Admissions Office if not a current student.
- Packets will be accepted during October 8<sup>th</sup> – October 12<sup>th</sup>, 2018 for the Spring 2019 semester.
- **LPN packets will only be accepted during this 1 week period.**
- **No incomplete or late packets will be considered for review.**
- Program coordinators will no longer be meeting with students to review packets before packet submissions. There will be a packet workshop on **Wednesday October 12, 2018 at 4 pm in room 6164** to answer any questions you may have with the process.
- Turn packets in to the HCT office #6202 in Building 6.
- Provide an unofficial copy of your transcripts along with the *Required Prerequisite Courses & Grades* form.
- A minimum of 60% on the TEAS exam. Submit copy of results with application.
- Candidates for admission are selected based on available space, completion of packet, and the day and time your packet was received in HCT.
- Those that have met entrance requirements, submit application, and are not admitted will need to submit a new packet in the next application period.
- Please notify the Health Professions division office of any contact information changes.
- Begin the immunization process. It is not necessary to submit the IRIS form with the application. However, you may want to begin the immunization process as soon as possible. The required immunizations can take up to eight months to complete. A copy of the IRIS report showing the required immunizations is necessary prior to final admission to the program. For the Spring 2019 semester, **verification paperwork must be submitted by December 3, 2018 by 5 pm.**
- **After** acceptance into the LPN Program, proof of the following additional requirements must be submitted to the nursing office no later than **December 3, 2018 at 5 pm:**
  - Proof of immunizations via IRIS report
  - “Official” American Heart Association BLS for Healthcare Provider card
  - TB (PPD) Skin Testing
  - Flu vaccine due each fall by October 1.

**Students are required to keep all certifications and immunizations current during their tenure in the program.**

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## **BACKGROUND CHECK INSTRUCTIONS**

**Criminal background checks** are a requirement. Criminal background checks are necessary to meet clinical practicum site requirements during College of Eastern Idaho (CEI) Health Professions programs. The Background Checks may be double checked with an Idaho Repository. Background checks are required yearly.

Instructions to complete the background check are available on the CEI website – click Programs of Study, then Health Professions, choose PN program – look on the right side of screen for the *Student Background Check Instructions*.

Any student with a felony conviction within the past seven years will not be admitted to the nursing program. Convictions greater than seven years will be reviewed on a case by case basis in accordance with clinical site policy.

Individuals who have been convicted of a misdemeanor related to but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the nursing program. Any other misdemeanor convictions greater than three years will be evaluated on a case by case basis taking into consideration the type of misdemeanor and repetitive offenses. CEI Nursing program will utilize the Background Check, Idaho Repository and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the nursing program.

Enrolled students are **required** to disclose any new misdemeanor or felony convictions, other than minor traffic violations while in the nursing program. These new charges must be reported within five business days of occurrence to the Nursing Administrator and may result in dismissal from the program.

### **Notice Concerning Board of Registered Nursing Licensure**

Prior to obtaining a license to practice as a Registered Nurse, all graduates **must report any/all felony and misdemeanor convictions that have ever occurred along with submission of fingerprints**. The Board of Registered Nursing may deny licensure based on prior convictions. They will not make that determination until receipt of nursing license application.

**\*\* You will need to print out your official Background Report results and provide a copy with your completed application packet.**

**Criminal background checks will be reviewed by applicable CEI nursing faculty and when necessary required clinical site(s).\***

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## **CNA CERTIFICATION**

Provide a copy of your current CNA certification from the Idaho CNA registry. For more information on how to obtain copies of your certification, please visit Idaho Department of Health and Welfare website.

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## LPN APPLICATION CHECKLIST

<b>Health Professions LPN Program Packet checklist for applicants</b>			
<b>Late &amp; Incomplete packets will NOT be considered.</b>			
<b>Student Name</b>			
<b>Required Form</b>	<b>Included</b>		
Nursing Application for Admission		Include in packet. (Page 5-8)	
Background Check-official & completed		Directions located on CEI/ Health Professions webpage. Attach official and complete background check.	
CNA Certificate copy		Include in packet.	
Completed Physical Exam		Include in packet. (Page 9)	
Pre-requisite Course Sheet		Include in packet. (Page 10) Attach unofficial transcript.	
<b><u>There will be a packet workshop on Wednesday September 12, 2018 at 4 pm in room #6164 to answer any questions you may have with the process.</u></b>			
<b>You must be in your final semester of prerequisites &amp; complete all prerequisite courses with a "C" or better.</b>			



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## **Please Read Carefully and Sign the Following:**

### **Completion of Program Pre-requisite Requirements**

I understand that I am responsible for my own education. I certify that I have completed the required Practical Nursing Program pre-requisite courses with a "C" or better, or will, at the end of the current semester successfully complete them with a "C" or better. Should my transcripts or other information not substantiate these pre-requisites, I will not be accepted into the program or I will be exited from the program, until such pre-requisites are complete and this may require you to reapply during the next application period.

### **Acknowledgement of Program Requirements for Personal Effort and Commitment**

The nature of the College of Eastern Idaho nursing program, as with most nursing programs, require a substantial time commitment to fulfill the intensive requirements of the program in the classroom, nursing clinical laboratory, and clinical settings. Student success in the nursing program is dependent upon the creation and maintenance of a collaborative, working partnership between students and faculty. The nursing program faculty recognizes its responsibility as facilitators of your learning and is committed to helping you succeed in the program.

However, it is important that you are aware of the responsibilities you will hold for your own learning while in the nursing program. As part of your application to the program, please read the following. Your signature on this application is an acknowledgement of your understanding of the expectations of the program.

1. Although we hold an appreciation for your possible need to work to support yourself and/or a family, most students find it extremely difficult to work and still achieve the grades you need to maintain. CEI does have resources on campus to assist students.
2. You are expected to be prepared for class, lab, and clinical. This may include extensive reading, completion of care plans, practice in the lab, and other assignments prior to your attendance.
3. Most exams given in nursing courses are structured similarly to the nurse licensing exam. This means that most of the items on the computer exams are application, understanding, and applying knowledge type questions rather than simple knowledge and recall. These questions require a higher-order of thinking to answer correctly.
4. You may find the nursing program very different and more difficult than your past educational experiences. The nursing program is designed this way to facilitate the quality of the program, prepare you to pass your licensing exam, and ensure you become a safe and competent nurse.

### **Statement on Technical Standards for Nursing Programs at CEI**

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patients/clients under the care of nurses who fail to demonstrate these abilities. Programs preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of students.

**Students with disabilities who think they may require accommodation in meeting the Technical Standards should contact Disability Resources and Affairs Coordinator, Julie McMurtrey, of CEI at 535-5468. Students should seek accommodations advising as soon as possible after admission to the Nursing Program so that a plan can be in place at the beginning of the program. Applicants seeking admission into the program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Coordinator. Reasonable**

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**accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students.**

The practice of Nursing requires the following functional abilities with or without reasonable accommodations:

**Visual acuity** must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities but not limited to:

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action.
- Draw up the correct quantity of medication into a syringe

**Hearing ability** must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities but not limited to:

- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team

**Olfactory ability** must be sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities but not limited to:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** must be sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities but not limited to:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous creptitus, edema, or infiltrated intravenous fluid

**Strength and mobility** must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities but not limited to:

- Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
- Safely control fall of a patient, by slowly lowering the patient
- Turn and position patients as needed to prevent complications due to bed rest
- Hang intravenous bags at the appropriate level
- Accurately read the volumes in body fluid collection devices hung below bed level
- Perform cardiopulmonary resuscitation

**Fine motor skills** must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities but not limited to:

- Safely dispose of needles in sharps containers
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications

**Physical endurance** must be sufficient to complete assigned periods of clinical practice.

**Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.



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**Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities. Students must possess the emotional health required to utilize their intellectual abilities fully exercise good judgment, complete all responsibilities, attend to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for other, interpersonal communication skills, interest and motivation are all personal qualities that will be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the CEI Nursing Program policies and procedures.

**Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

## PROGRESSION IN THE LPN PROGRAM

To progress semester to semester in the LPN Program, the student must:

- Maintain a minimum grade of "C" in every required general education and nursing course for each semester. Students must also maintain a minimum test average of 75% while in the nursing program.
- Take nursing courses in sequence.
- Take general education courses within or prior to the semester in which they are found, as outlined in the curriculum.
- Maintain acceptable background checks and drug screens.
- Follow all policies and procedures of Nursing Program.

**I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misinterpretation or falsification of information is cause for denial of admission or expulsion from the college. I acknowledge that I have read and understand the above statements and if I am accepted into College of Eastern Idaho program, I agree to organize my time and personal affairs in order to meet the commitments necessary to succeed. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the nursing program. I understand that any felony and misdemeanor convictions may prevent me from obtaining a nursing license.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# LPN Program Application

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## Pre-Entrance Physical Examination

Name: \_\_\_\_\_

1. (To be completed by examiner or examiner's staff).

Temperature\_\_\_\_\_Pulse\_\_\_\_\_Respirations\_\_\_\_\_BP\_\_\_\_\_

Height\_\_\_\_\_Weight\_\_\_\_\_Vision\_\_\_\_\_Hearing Exam\_\_\_\_\_

2. Examination (To be completed by examiner)

Body System	Normal	Abnormal	Comments
EENT			
Neck			
Chest			
Heart			
Abdomen			
Extremities			
Back			

3. Is the applicant taking any medications that could result in a positive drug screen?

Yes\_\_\_\_\_ No\_\_\_\_\_

4. In view of the rigorous requirements of a nursing program and the result of your physical examination, patient's current medications, and patient's mental and emotional stability, do you believe that this applicant is physically/emotionally able to safely complete a nursing program?

\_\_\_Yes \_\_\_No If No, please explain:

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**Applicant must be examined by a Licensed Health Care Provider  
(Physician, Nurse Practitioner, or Physician Assistant)**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Credentials: \_\_\_\_\_

Date: \_\_\_\_\_

## LPN Program Application

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### REQUIRED Prerequisite Courses & Grades *Attach unofficial transcript(s) to this page.*

Complete all prerequisite courses with a “C” or better.				
Mandatory prerequisites for students under current catalog:	Semester	Grade	Transfer Equivalency:	*These courses must be completed before applying.
HCT 118 or CNA Certified Nurse Assistant Training				
ENG 101				
HCT 101				
HCT 103				
MAT 112				
May be completed as prerequisites in lieu of other prerequisite options. <i>(Recommended for students who want to advance to RN program.)</i>	Semester	Grade	Transfer Equivalency:	
HCT 118 or CNA Certified Nurse Assistant Training				
ENG 101				
HCT 101				
BIO 227				
BIO 227(L)				
BIO 228				
BIO 228(L)				
MAT 108				

# LPN Program Application

## Post-Acceptance Program Checklist

POST-ACCEPTANCE PROGRAM PAPERWORK REQUIREMENT		
<p><b>Paperwork submission deadline is Monday December 3, 2018 by 5 pm for the Spring19 semester. Late paperwork will not be accepted and may lead to dismissal from program.</b></p>		
<b>Student Name</b>		
Immunization or Titer	Date Given	Immunizations <b>MUST BE</b> finished before submitting IRIS report. IRIS report must include all vaccines or Titters.
MMR #1		Include on IRIS report
MMR #2		Include on IRIS report
Or MMR Titer		*Include on IRIS report in lieu of vaccines
Hep B #1		Include on IRIS report
Hep B #2		Include on IRIS report
Hep B #3		Include on IRIS report
Or Hep B Titer		*Include on IRIS report in lieu of vaccines
Varicella #1		Include on IRIS report
Varicella #2		Include on IRIS report
Or Varicella Titer		*Include on IRIS report in lieu of vaccines
Tdap-Tetanus		Within 10 yrs prior to packet submission. Include on IRIS report.
<u>Other Forms</u>	<u>Submitted</u>	
TB (PPD) Skin test results		Expires yearly from date of results.
Copy of current American Heart Association BLS for Health Care Providers CARD		Expires every two years. This is the only CPR card and type accepted. No other CPR cards will be allowed.

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## Post-Acceptance LPN Program Paperwork

### CPR

Submit a current "Official" American Heart Association BLS for Healthcare Providers card. This is the only type of CPR card we accept. You need to maintain current certifications throughout the entire program

### TB (PPD) Skin Testing

Submit negative skin test results from within the past year. This will need to be done yearly while in the nursing program. If you have a history of a positive TB (PPD) test you will need to submit a copy of the results of a chest x-ray taken within the last 12 months. If you have active TB, you will not be able to go to clinical. Therefore, you will be dropped from the program.

### Drug & Alcohol Testing

Substances tested prior to placement at clinical are at minimum: **alcohol, amphetamines, barbiturates, benzodiazepines, opiates, marijuana, methadone, and cocaine.**

Students are required to undergo a random drug and alcohol test which will be done within the first semester of school at a cost of approximately \$50 per student. The fee is included in your tuition. Students can also be drug/alcohol tested randomly upon reasonable suspicion of use while in clinical, lab or the classroom. All positive results will be reviewed by appropriate CIE faculty and additional tests may be required at the students' expense. Positive results may result in dismissal from the program.

## IMMUNIZATION RECORDS

The Influenza Vaccination will be due October 1<sup>st</sup> of each year. This is required by clinical sites.

You will need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS. Your records will be uploaded to the database. Once the records are complete, you may request a printout of your records. **A copy of your IRIS record must be received by the December 3<sup>rd</sup> deadline. (Immunization cards with not be accepted).**

You may drop off your records, along with the enrollment form, and a check for \$10.00 to:

**EIPH  
1250 Hollipark Drive  
Idaho Falls, Idaho 83401  
533-3235**

Please identify yourself as a CEI student. **Do not wait until the last minute to do this. Eastern Idaho Public Health is not obligated to provide you with this information at your convenience.**

**Note: Titers are now able to be filed on the IRIS form. You can have them drawn at Express lab or your family doctor and submit a copy of the results demonstrating immunity.**

Express Lab  
Washington Pkwy  
Idaho Falls, ID 83404  
(208) 529-8330