



Practical Nursing Program

Information Guidelines

2011-2012

**2501 S. Division
Blytheville, AR 72315
870-780-1228**



**Practical Nursing Program
Information Guidelines
2011 – 2012**

The Practical Nursing (PN) Program at Arkansas Northeastern College (ANC) is a 13-month program that prepares students to become Licensed Practical Nurses (LPN). The program consists of nursing courses combined with client care in the clinical settings that include hospitals and other health care facilities in the service area. The nursing courses integrate application of the nursing process, communication skills, nutrition, pharmacology, and drug administration in the care of clients. Legal and ethical responsibilities along with current trends in nursing and health care are integrated throughout the curriculum. Upon successful completion of the practical nursing program, students graduate with a Technical Certificate in Practical Nursing and contingent on meeting application criteria are eligible to take the National Council of Licensure Examinations for Practical Nursing (NCLEX-PN) for licensure.

ANC Practical Nursing Program is approved by the Arkansas State Board of Nursing.

ANC does not allow advanced placement into the Practical Nursing Program.

The Practical Nursing Program currently selects a class each year in the spring for the class that begins in the Summer I Term. Admission in the ANC Practical Nursing Program is based on a selective process determined by established admission criteria.

Admission Criteria

Admission to the Arkansas Northeastern College PN program is selective. In order to be considered for admission to the program, students must meet the following minimum criteria:

- 1) Complete admission application to enter ANC.
- 2) Submit official transcripts from any college(s) previously attended to the registrar's office and unofficial copies to the nursing secretary by the March 31st deadline for acceptance.
- 3) Must submit official High School Transcript or G.E.D. with scores to the Registrar's office and unofficial copies to the nursing secretary.
- 4) Have a cumulative 2.0 minimum grade point average over all college course work attempted, including transfer work and excluding developmental courses. The student must have an overall ANC GPA of at least 2.0 to graduate.
- 5) Provide recent ACT or ASSET/COMPASS scores (taken within the last four years) which meet the minimum skill level in reading (ACT 19/ASSET 45). All recommended developmental courses must be completed before entering the Practical Nursing program.
- 6) Complete the Application for Admission to Practical Nursing Program.
- 7) Successfully complete the required prerequisite courses as outlined in the Curriculum Plan for the PN Program.
- 8) Complete Practical Nursing Program Statement of Responsibility & Understanding of Functional Abilities.
- 9) Score at least 100 on the NLNAC Pre-Admission Exam for Practical Nurses Nurse (PAX-PN).
- 10) Attend a Pre-Nursing Seminar to be scheduled and posted on the ANC website.
- 11) Submission of the PN Applicant ANC Review Form (Contact Financial Aid Office at the Blytheville Campus for completion of this form).

The PN program may have more applicants that meet the minimum requirements for admission than positions available. Admission is competitive. Students will be ranked according to their PAX-PN score; however grade point average, completion of required developmental courses, ACT or ASSET/COMPASS scores, and total number of courses completed may also be reviewed for class selection.

All applicants who have met the above admission criteria will be notified regarding a **Mandatory Orientation Session**. This session is available to assist in answering any further questions and for the faculty and staff to provide a thorough overview of the program. A **Letter of Intent** to attend the PN Program will be signed at this Mandatory Orientation.

All applicants who meet admission criteria to the PN Program, attend the Mandatory Orientation Session, and sign the Letter of Intent will subsequently receive an acceptance letter or an alternate letter.

Steps for Applying to Arkansas Northeastern College Practical Nursing Program

1. Complete admission requirements for enrollment into Arkansas Northeastern College.
 - _____ Complete ANC Application and submit to Registrar's Office.
 - _____ Submit a high school transcript or GED (with scores) to the registrar's office and a copy to the Practical Nursing Secretary.
 - _____ Submit official transcripts from any college(s) previously attended to the registrar's office for evaluation and unofficial copies to the Practical Nursing Secretary by the March 31st deadline.
 - _____ Complete placement testing (ACT or ASSET/COMPASS), submit copy to Practical Nursing Secretary.
 - _____ Submit updated Immunization records to Registrar's Office and a copy to the Practical Nursing Secretary.

2. Complete admission requirements for enrollment into the Practical Nursing Program.
 - _____ Complete Application for Admission to the Practical Nursing Program and submit to Practical Nursing Secretary.
 - _____ Complete Practical Nursing Program Statement of Responsibility and submit to Practical Nursing Secretary.
 - _____ Attend a Pre-Nursing Seminar for Practical Nursing applicants and meet with a Nursing Advisor.
 - _____ Have a minimum cumulative 2.0 grade point average of all college course work, including all previously attempted and completed and excluding developmental courses prior to selection of the Summer I class.
 - _____ Complete the PAX-PN Exam and submit scores to the Practical Nursing Secretary by the March 1st deadline. Students must achieve a score of 100 or greater to be considered for admission. The PAX-PN may be taken once per application period, with the most recent score being used for admission purposes.

It is the student's responsibility to keep the Practical Nursing Secretary updated with all information pertinent to maintaining accurate records. Please notify the Practical Nursing Secretary of any changes in name, address and telephone numbers. Incomplete files will not be reviewed for admission into the program.

Advisement and Placement

Students entering ANC for the purpose of obtaining a certificate or degree are required to submit placement scores before registering. The Arkansas State Legislature established in Section 19 of Act

1052 of 1987, a testing and evaluation program for all degree seeking students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cut-off scores for student placement in college level or preparatory level courses in Math, English Composition, and Reading Skills. Students may submit scores from the American College Test (ACT), the Scholastic Aptitude Test (SAT), the ASSET, or the COMPASS.

Students transferring to ANC are not required to submit test scores for placement if they have successfully completed a college level course in English Composition, a college level Math course and /or made satisfactory progress in other college level courses. ANC requires ACT, SAT, ASSET, or the COMPASS scores prior to enrollment in college level Math, English Composition, and selected occupational courses.

Students, without one of these test scores at the time of registration, will be required to take the ASSET/COMPASS test evaluation at ANC. Students should arrange to take the ASSET or COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the Admissions Office. This evaluation, advisement and placement service is free to the student.

Developmental Education Courses

Students who do not meet the minimum requirements for admission may take developmental education courses to increase their skill level. The developmental courses have pre-established exit levels which are equivalent to the minimum ACT/ASSET/COMPASS scores required for admission to the PN program. Developmental education courses or ACT/ASSET/COMPASS scores must have been taken within the last four years. Students may not take the ACT/ASSET while enrolled in a developmental education course.

National League for Nursing Accrediting Commission (NLNAC) Pre-Admission Requirements

The NLNAC pre-admission exam (PAX-PN) must be taken as scheduled each year in order to be considered for admission to the PN program for the Summer I term. Students may take the pre-admission test once per application period with the most recent score being used for admissions purposes. Scores may be used for two years following the date of examination. Exceptions must be approved by the Director of Practical Nursing.

Students will be notified via the ANC website (www.anc.edu) when the PAX test dates are scheduled and other important information concerning the test.

You must register for the test at least one week in advance. Instructions to schedule an appointment at either the Paragould campus or Blytheville campus will be available on the website. Payment must be received before your scheduled test date and a receipt must be provided before you will be allowed to test. Current testing fee is \$55. Prices are subject to change.

Please note: It is recommended that you take the COMPASS, ACT or ASSET placement test and meet the required scores before taking the PAX test.

If you have any questions regarding scheduling an appointment for the PAX test, please contact the ANC Testing Center at 870-762-1020, extension 1161.

Other Admission Considerations and Guidelines

Transfer Students

Students requesting transfer to the ANC Practical Nursing Program must meet ANC Transfer Policies and the Practical Nursing Program Guidelines for Admission. Transfer students must be in good academic standing at the last institution attended and if unsuccessful in a prior nursing program, students must

demonstrate proof of eligibility for re-admission. Admission is limited to those who can be properly accommodated by the Nursing faculty and clinical facilities. Transfer students may be required to repeat or enroll in courses to meet the ANC Practical Nursing Curriculum Plan. Although grades earned in transfer courses are considered in the PN admission selection process ANC does not calculate students' transfer credit into the official grade point average. Transfer students must maintain an ANC *2.0 cumulative grade point average to meet graduation requirements*. ANC Practical Nursing Program may require nursing courses accepted for transfer be validated by completion of standardized competency exams. Nursing courses will not be considered for transfer if they have not been completed within one year of transfer to ANC. A student must complete the entire PN curriculum within 2 ½ years or apply for re-admission and repeat all nursing courses. Two consecutive semesters must be successfully completed at ANC to meet eligibility requirements for graduation and application for the NCLEX-PN.

Conviction of a Crime

A student, who has been or is convicted of a crime, either prior to entering the nursing program or during the course of the program, **must report** this conviction to the Director of the Practical Nursing Program. As required by the Arkansas State Board of Nursing, this student may not be eligible to take the NCLEX-PN. Failure to report the crime will result in an immediate suspension and/or dismissal from the Practical Nursing Program. Students convicted of a crime will be responsible for submitting copies of all court documents related to the conviction(s) to the Arkansas State Board of Nursing who will determine eligibility to challenge the NCLEX – PN exam.

Many clinical facilities require criminal background checks on students prior to attending clinical rotations. If a student is found to be ineligible to complete clinical rotations due to a criminal conviction he/she will not be able to meet clinical/program objectives and dismissal from the program will be necessary.

BACKGROUND VERIFICATION

Policy Statement: Arkansas Northeastern College Practical Nursing Program requires students selected for admission into the Practical Nursing Program to complete a criminal background investigation by a third party vendor prior to beginning of clinicals in the first nursing course.

All background verification information and results will be treated confidentially but will be accessible to the Practical Nursing Director, the Dean of Nursing, Allied Health & HPER and clinical agencies upon request. All adverse or negative outcomes on the background verification checks will require permission from the clinical affiliate before a student is scheduled at that agency for a clinical rotation. This requires each clinical affiliate to independently determine if an adverse or negative outcome on the criminal background verification check will prohibit a student practical nurse from being assigned in their facility.

Students will be responsible for all fees associated with any components of the background verification process. Students must authorize the background check verification by completing the background authorization form provided by the vendor.

Students found to be ineligible to complete clinical rotations due to an adverse or a negative outcome from the criminal background check will not be able to meet clinical and program objectives and therefore dismissal from the program will be necessary.

The background investigation is completed through American DataBank. The investigation will include

- Criminal History Search
- National Sex Offender Registry
- Office of Inspector General (OIG)
- General Services Administration (GSA)
- Excluded Parties List System (EPLS)
- Elder Abuse Registry
- Child Abuse Registry
- MO Department of Health and Senior Services Family Care Safety Registry

Faculty will provide students with the process for completing the background verification. Cost is at the student's expense.

CRIMINAL BACKGROUND CHECKS

Students selected for the Practical Nursing Program must complete a state and federal background investigation prior to applying for licensure. Fingerprints and criminal background application to the Arkansas State Police is required. The background investigation is completed online. Cost of the background investigation is between \$42.00 and \$50.00.

Please be informed that persons convicted of certain crimes may not be eligible to take the NCLEX – PN at the completion of the program. Refer to the Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks outlined below.

If students have questions or concerns they should contact the Director of Practical Nursing or any designated instructor. Students may contact the Arkansas State Board of Nursing in Little Rock, Arkansas at (501) 686-2700.

Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks

(a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (l) (1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

- (1) Capital murder as prohibited in § 5-10-101;

- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (14) Rape as prohibited in §§ 5-14-103;
- (15) Sexual indecency with a child as prohibited in § 5-14-110;
- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124–5-14-127;
- (17) Incest as prohibited in § 5-26-202;
- (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203;
- (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
- (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
- (23) Felony adult abuse as prohibited in § 5-28-103;
- (24) Theft of property as prohibited in § 5-36-103;
- (25) Theft by receiving as prohibited in § 5-36-106;
- (26) Arson as prohibited in § 5-38-301;
- (27) Burglary as prohibited in § 5-39-201;
- (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
- (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (30) Stalking as prohibited in § 5-71-229;
- (31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;
- (32) Computer child pornography as prohibited in § 5-27-603; and
- (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

- (f)** (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 (B) The permit shall be valid for no more than six (6) months.
- (2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

- (g)** (1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:
 - (A) An affected applicant for licensure; or
 - (B) The person holding a license subject to revocation.
 (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
 - (A) The age at which the crime was committed;
 - (B) The circumstances surrounding the crime;
 - (C) The length of time since the crime;
 - (D) Subsequent work history;
 - (E) Employment references;
 - (F) Character references; and
 - (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

- (h)** (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:
 - (A) The affected applicant for licensure, or his authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
 (2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

- (i)** Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

- (j)** Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

- (k)** The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

- (l)** (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in Subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.
 (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
 - (A) Capital murder as prohibited in § 5-10-101;
 - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (C) Kidnapping as prohibited in § 5-11-102;
 - (D) Rape as prohibited in § 5-14-103;
 - (E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree prohibited in § 5-14-125;
 - (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-204;
 - (G) Incest as prohibited in § 5-26-202;
 - (H) Arson as prohibited in § 5-38-301;
 - (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
 - (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

In signing this statement I am stating they have read ACA §17-87-312 taken from the Arkansas State Board of Nursing Nurse Practice Act Subchapter 3 – Licensing. I understand that graduating from a nursing program does not assure Arkansas State Board of Nursing’s approval to take the licensure examination (NCLEX – PN). I understand that it is my responsibility to recognize any of these offenses that could prohibit me from meeting clinical objectives during the program or prohibit me from obtaining a license after completion of the program.

Student Signature

Date

Instructor/Witness Signature

Date

NOTE: A signed copy of this subchapter 3 related to Criminal Background Checks will placed in the student’s file.

Functional Abilities

Nursing is a practice discipline, with cognitive, sensory, affective and psychomotor performance requirements. The knowledge and skills and abilities to safely and effectively practice nursing are varied and complex. The National Council of State Boards of Nursing has defined functional abilities that a nurse must possess to practice safely and effectively.

The functional abilities are the non-academic requirements of the program, and they comprise physical, emotional and professional demands of a nurse. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and have a documented disability, you will need to determine if a reasonable accommodation can be provided. To request an accommodation, you will need to contact Arkansas Northeastern College’s Student Services office and present documentation of your disability. *Students are required to read and sign understanding of the established Functional Abilities.*

Health Statement

Upon acceptance to the program, the student must complete a health statement form. This form must be returned to the Practical Nursing Secretary prior to admission. The information contained on the Health Statement Form is confidential and will be used only as an aid in providing necessary health care to the student if an emergency were to arise.

Health Insurance

Arkansas Northeastern College does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics or hospitals at the student’s expense. All students are encouraged to carry their own health and accident insurance throughout the program.

Immunizations

Arkansas State Law Act 141 of 1987 requires college students born after 1/1/57 to provide proof against measles and rubella. Students admitted to the nursing program must have a tetanus or tetanus booster if it has been greater than 10 years since their last booster. As a condition of admission and continuing enrollment in the PN program, all students are required to submit a tuberculin (TB) skin test prior to the beginning of each academic year. Skin tests are preformed annually and must be maintained during the entire program, which indicates freedom from active tuberculosis.

Academic Progression

The PN Program is competency based in skills and theory. In order to continue in any nursing course, a student must have satisfactory clinical performance and achieve an overall average of 76%. Any student

not maintaining a "C" or better in any nursing course will not be allowed to progress to the next semester/term. Probation and suspension will occur based on regular college policies.

Students will be required to complete standardized tests throughout the nursing curriculum and to make acceptable scores on such assessments to progress through the curriculum. In the last semester of nursing curriculum, students will be required to make a satisfactory score on a comprehensive exam in order to graduate and apply for the National Council Licensure Exam (NCLEX).

Because the Practical Nursing courses utilize the content of the physical and behavioral sciences, the course of study will be according to prescribed sequence. The student may take any course desired prior to applying to the Practical Nursing Program. Completion of these courses does not guarantee admission to the Practical Nursing Program. Many courses have prerequisites or co-requisites that call for a prescribed sequence. A grade of "C" or better is required in each course.

**ARKANSAS NORTHEASTERN COLLEGE
PRACTICAL NURSING PROGRAM
CURRICULUM PLAN 2012 - 2013
COURSES REQUIRED FOR GRADUATION**

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
<u>PREREQUISITES:</u>			
AH 16084	Body Structure & Function	4	64
OR			
BI 24003/24011	Anatomy & Physiology I with Lab AND	4	
BI 24023/24031	Anatomy & Physiology II with Lab	4	
MA14023	Math for Health Science	3	48
OR			
MA 14043	College Algebra	3	
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Summer I Term 2012 (June 2012)			
PN 16024	Basic Nursing Principles & Skills I	4	64
PN 16142	Legal & Ethical Concepts	2	32
		(6)	(96)
Fall Semester 2012 (August 2012)			
PN 16051	Care of the Geriatric Patient	1	16
PN 16161	Nutrition I	1	16
PN 16036	Basic Nursing Principles and Skills II	6	96
PN 16042	Pharmacology I	2	32
PN 16072	Nursing of Children	2	32
PN 16011	Mental Health & Care of Mentally III	1	16
PN 16085	Practical Nursing Clinical I	5	240
		(18)	(448)
Spring Semester 2013 (January 2013)			
PN 16092	Nursing of Mothers and Infants	2	32
PN 16103	Pharmacology II	3	48
PN 16117	Nursing the Adult Patient with Medical/Surgical Condition	7	112
PN 16171	Nutrition II	1	16
PN 16127	Practical Nursing Clinical II	7	336
		(20)	(544)
Summer Term I 2012 (May – June 2013)			
PN 16153	Practical Nursing Clinical III	3	144
		(3)	(144)
Total		54	1344
		(Clinical = 720 Theory = 624)	

**PRACTICAL NURSING
PROGRAM COST LIST 2011 – 2012**

Tuition	Per Credit Hour	
Mississippi County Residents	\$55.00	
Out of County Residents	\$65.00	
Bootheel & Tennessee Border	\$65.00	
Out of County Residents	\$115.00	
International Students	\$115.00	
 Estimated Tuition: In County Fees		Totals
Nursing Courses (\$55 per credit hour x 42)		\$2,310.00
Technical Fee (\$6.00 per credit hour x 42)		\$252.00
Registration Fee (\$25.00/semester x 5)		<u>\$125.00</u>
		\$2,687.00
 Nursing Fees		
Nursing Course Fees (15 courses @ \$23.00/course)		\$345.00
Professional Liability Insurance @ \$25.00/year		\$25.00
		\$370.00
 Other Nursing Program Costs		
Background Screening		\$50.00
Student Nurse Club Membership Required		\$20.00
Textbooks		\$800.00
Nursing Skills Pack		\$350.00
Uniforms, Shoes & Accessories		\$285.00
Hepatitis B Immunization/TB Skin Test		\$160.00
Out-of Town Conferences/Registration Fees		<u>\$200.00</u>
		\$1,865.00
 Program Completion Fees		
AR State Police & Criminal Background Check/\$42 @ end of program		\$42.00
NCLEX-PN Review Course		\$350.00
NCLEX-PN Exam		\$200.00
AR State Board of Nursing Fees		\$75.00
AR State Board of Nursing Temporary Permit		\$25.00
Graduation Pictures		\$25.00
Nursing Pin/Guard, Lamp, Cap		\$90.00
Graduation Fee		<u>\$40.00</u>
		\$847.00
 Total Program Projected Cost:		 \$5,769.00

Functional Ability Categories, Descriptions, and Representative Activities & Attributes

Gross Motor Skills sufficient to provide the full range of safe and effective nursing care activities.

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g. IV poles)
- Reach below waist (e.g. plug electrical appliances into wall outlets)

Fine Motor Skills sufficient to perform manual psychomotor skills integral to patient care.

- Pick up objects with hands
- Grasp small objects with hands (e.g. IV tubing, pencil)
- Write with a pen or pencil
- Key/type (e.g. use a computer)
- Pinch/pickup or otherwise work with fingers (e.g. manipulate a syringe; withdraw medications from ampules, vials, etc.)
- Twist (e.g. turn objects/knobs using hands)
- Squeeze with fingers (e.g. eye dropper)

Physical Endurance and Stamina sufficient to perform client care activities for entire length of work role.

- Stand (e.g. at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g. cardiopulmonary resuscitation (CPR))
- Maintain physical tolerance (e.g. work 8 or 12 hour shifts, days, evenings, nights, weekend, holidays)

Physical Strength sufficient to perform a full range of required client care activities.

- Push and pull 25 pounds (e.g. position patients)
- Support 25 pounds of weight (e.g. ambulate patient)
- Lift 25 pounds (e.g. pick up a child, transfer a patient)
- Move light objects weighing up to 10 pounds (e.g. IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment and/or supplies
- Use upper body movements (e.g. CPR, physically restrain a client)
- Squeeze with hands (e.g. operate a fire extinguisher)

Mobility including physical abilities sufficient to move from place to place and maneuver to perform nursing activities.

- Twist
- Bend
- Stoop/Squat
- Move quickly (e.g. respond to an emergency)
- Climb (e.g. ladders/stools/stairs)
- Walk

Hearing/Auditory ability sufficient for physical monitoring and assessment of client health care needs.

- Hear normal speaking level sounds (e.g. person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)

- Hear in situations when not able to see lips (e.g. when masks are worn)
- Hear auditory alarms (e.g. monitors, fire alarms, call bells)

Visual ability sufficient for accurate observation and performance of nursing care.

- See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. patient in a room)
- See objects more than 20 feet away (e.g. patient at the end of the hall)
- Use peripheral vision
- Distinguish color (e.g. color codes on supplies, charts, bed)
- Distinguish color intensity (e.g. flushed skin, skin paleness)

Tactile ability sufficient for physical monitoring and assessment of health care needs.

- Feel vibrations (e.g. palpate pulses)
- Detect temperature (e.g. skin, solutions)
- Feel differences in surface characteristics (e.g. skin turgor, rashes)
- Feel differences in sizes, shapes (e.g. palpate vein, identify body landmarks)
- Detect environmental temperature (e.g. check for drafts)

Smell/Olfactory ability sufficient to detect environmental and client odors.

- Detect odors from client (e.g. foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.

- Read and understand English written documents (e.g. policies, protocols)

Arithmetic ability sufficient to do computations at a minimum of eighth grade level. *Counting*: the act of enumerating or determining the number of items in a group. *Measuring*: the act or process of ascertaining the extent, dimensions, or quantity of something. *Computing*: the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division.

- Read and understand columns of writing (e.g. flow sheets, charts)
- Read digital displays
- Read graphic printouts (e.g. EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g. vital sign sheets)
- Tell time
- Measure time (e.g. count duration of contractions, etc.)
- Count rate (e.g. drops/minute, pulse)
- Use measuring tools (e.g. thermometer)
- Read measurement marks (e.g. measurement tapes, scales, etc.)
- Add, subtract, multiply and/or divide whole numbers
- Compute fractions (e.g. medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability sufficient to assume responsibility and accountability for actions.

- Establish therapeutic boundaries/relationships and communicate in a supportive, constructive manner
- Provide a client with emotional support

- Adapt to changing environment/stress
- Deal with the unexpected (e.g. patient going bad, crisis)
- Focus attention on task
- Monitor own emotions and be able to keep emotional control
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g. grief)

Analytical and Reasoning Skills sufficient to perform deductive/inductive reasoning for nursing decisions.

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking Ability sufficient to exercise sound nursing judgment.

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills sufficient to interact with individuals, families, and groups respecting social, cultural, and spiritual diversity.

- Negotiate interpersonal conflict
- Respect difference in patients
- Establish positive rapport with patients
- Establish positive rapport with co-workers/peers
- Establish and maintain positive rapport with faculty
- Interact with others effectively

Communication Skills sufficient to speak, comprehend, and write in English at a level that meets the need for accurate, clear, and effective communication.

- Teach (e.g. patient/family about health care)
- Explain procedures
- Give clear oral reports (e.g. report on patient's condition to others)
- Interact with others (e.g. health care workers)
- Speak effectively on the telephone
- Influence people and their actions
- Direct activities of others by providing clear written and oral instructions to others
- Convey information through writing (e.g. progress notes)

**** If the applicant's native language is other than English, an official transcript of the score for the Test of English as a Foreign Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey 08540, to the Registrar's Office at Arkansas Northeastern College. This test may be taken at various test centers throughout the world, but it is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date which will assure that the results are reported to ANC by the required deadlines. ANC requires a minimum score of 5000 on the TOEFL.**

Adopted from *The National Council for State Boards of Nursing (NCSBN), Chicago, IL*

ARKANSAS NORTHEASTERN COLLEGE
Practical Nursing (PN) Program
Statement of Responsibility & Understanding of Functional Categories

Please complete and mail this form along with your application to the Center you are applying for admission.

Arkansas Northeastern College – Burdette Center
Practical Nursing Department
P.O. Box 36 Hwy 148 and I 55
Burdette, AR 72321

Arkansas Northeastern College– Paragould Center
Practical Nursing Department
1032 Kingshighway
Paragould, AR 72450

The following statements of responsibility indicate your understanding of the requirements necessary for evaluation of your file for possible admission into the ANC Practical Nursing Program. Please sign and return to the Practical Nursing Secretary.

I have received information from the Practical Nursing Program at Arkansas Northeastern College concerning admission requirements for the PN program. I understand that it is my responsibility to ensure that all entrance criteria are met.

I accept the responsibility to validate that all copies of my transcripts and test scores are received by the Practical Nursing Secretary (including those on file in other ANC offices). I will inform the PN Secretary of courses in which I am currently enrolled. I also accept the responsibility to have all transcripts from other colleges submitted and evaluated by the ANC Registrar.

I understand that my Application for Admission in the Practical Nursing Program will not be filed or considered unless my signature is on this form.

Print Name

Signature (legible please)

Date

I have read and understand the Functional Ability Categories, Descriptions, and Representative Activities and Attributes.

I understand that nursing is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. I understand that, if necessary and if I meet certain documentation requirements of a disability, I must contact ANC Student Services at (870) 762-1020 to request accommodations.

Print Student Name

Signature (legible please)

Date

ARKANSAS NORTHEASTERN COLLEGE
Practical Nursing Program
Request for Exception or Waiver

Please complete and mail this to:
Barbara Greene, RN - PN Director
Arkansas Northeastern College
P. O. Box 36 Hwy 148 and I 55
Burdette, AR 72321

- Exception to a prerequisite course/curriculum sequence
- Course substitution
- Extension of application deadline
- Exception to 2.0 GPA requirement
- Missing or incomplete immunizations
- Other; please specify _____

Explanation of Waiver Request (must complete and attach any supporting documentation):

This form is provided for applicants who anticipate that one or more of the minimum requirements for admission into the Practical Nursing Program may not be fulfilled by the application deadline. This form will be reviewed by the nursing faculty along with your application. **Completion of this form does not guarantee approval of the request.**

Print Name: _____ Signature: _____

Today's Date: _____

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FOR NURSING OFFICE USE ONLY; DO NOT WRITE BELOW THIS LINE

Faculty review date _____ Approved Disapproved

Faculty Signatures: _____

Comments:

Practical Nursing Director: _____ Date: _____

Dean, Nursing, Allied Health & HPER: _____ Date: _____