

CURRICULUM HAS CHANGED FOR THE JANUARY 2018 CLASS

NURSING AND HEALTH SCIENCES

Admission Packet

PRACTICAL NURSING (PN)

APPLICATION FOR 2018

FLORIDA GATEWAY COLLEGE

Application Deadlines: September 5, 2017 – for January 2018 class

PN Testing Dates:

**Please check the Testing Center website for schedule of exam dates and times:
www.fgc.edu/Future Students/Test Center for the TABE and the HESI PNET**

**For additional information and guidance, before you apply to one of the programs, call
386-754-4222, to set up an appointment with an advisor.**

The PN Program at Florida Gateway College
will next admit students for the term beginning
January 2018.



149 S.E. College Place, Lake City, Florida 32025

Admissions: 386-754-4287 or 754-4396

www.fgc.edu/Academics/Allied Health/Nursing/Practical Nursing

PRACTICAL NURSING PROGRAM APPLICATION CHECKLIST

Completion of this checklist alone does not guarantee acceptance to the Practical Nursing Program. Students are selected on a competitive basis. **Completion of the checklist is the applicant's responsibility.** Students should complete the checklist in order.

FOR COLLEGE ADMISSION:

- 1. Complete a Florida Gateway College (FGC) Admission Application and return it to the Admissions Office (if you have not already become a student at FGC). You will need your Student ID Number for the application.
- 2. Have your official high school transcript(s), GED, or documentation of Home Schooling forwarded to the FGC Admissions Office.
- 3. Provide ACT or SAT standardized testing scores to the FGC Admissions Office OR register for and take the PERT prior to advisement.
 (For help with testing: Check with the College-Wide Learning Lab in Building 59 for test review (386) 754-4305, or go to the college website: www.fgc.edu, Future Students, Test Center, Test Preparation, Online Studying, Learning Express (click on the light bulb to get started). If deficiencies are found in Math, Reading, or Writing, the student will be required to complete college prep courses in the specific area before attempting most college courses. **Test scores must be dated within two years of beginning coursework.**)

TO APPLY TO THE PRACTICAL NURSING PROGRAM (after becoming an FGC student):

- 1. Complete the TABE test. A minimum score of 11 is required for each area (math, reading, and language). If an 11 is not achieved in each area, remediation to a score of 11 should be done before re-taking the TABE. If qualified as exempt from TABE testing, you must show proof.
 Register online for the TABE: www.fgc.edu
 Current Students tab
 Test Center
TABE
- 2. Register for and pay for the Practical Nursing entrance exam (PNET) which is a form of HESI at the Cashier's Office by the deadline date; it is available at the FGC Testing Center. Exam scores must be submitted to the nursing department **no later than Sept. 5, 2017**. Scores must be submitted in the sealed envelope you receive from the Test Center. **A minimum score of 70 on the PNET is required.**
 Register online for the PNET: www.fgc.edu
 Current Students tab
 Test Center
HESI
 PNET

ATTACH THE FOLLOWING TO YOUR APPLICATION:

- 1. If you have completed a Nursing Assistant program, submit a photocopy of your certificate and/or a photocopy of your Florida State Nurse Aide certificate or any health care licenses held. Additionally, submit transcripts from previously attended college institutions **including an unofficial transcript from FGC** that you may print from www.fgc.edu.
- 2. Documentation of health related experience of at least 6 months or more (this can be a letter from your previous or present employer(s)).
- 3. TABE test scores or proof that you are exempt from the TABE test.
- 4. PNET scores in the **sealed** envelope you will get from the TEST Center.
- 5. Career Pathways or Health Science applicants need to submit a letter from your high school stating you completed the program.

**PRACTICAL NURSE ENTRANCE TEST (PNET)
PRE-ADMISSION EXAM FOR PN APPLICANTS**

1. The Practical Nurse Entrance Test is a HESI exam. Please check on the FGC website (www.fgc.edu) and choose Test Center, and HESI to get information on PNET dates, times and fees, and to register for the test.
2. This standardized examination provides a common basis for evaluating critical thinking skills in analyzing, evaluating, explaining, inference, interpretation, and self-regulation.
3. You will receive an explanation of your score and interpretation.
4. The PNET is administered on the computer and is a timed test. Complete instructions will be given just prior to administration of the examination.
5. The PNET cost is \$55.00. You will register for this exam and pay for it online. Bring only your receipt and photo ID to the testing center.
6. A sealed envelope with your score **MUST** be turned in with your application. Please make sure your name is on the envelope.

PRACTICAL NURSING STUDENT SELECTION ADMISSION CRITERIA

Minimum Criteria

1. Be a high school graduate or have a GED.
2. Be exempted from preparatory classes in English, Reading and Math as determined by a score at least an 11.0 on the TABE (reading, math and language portions) or ACT, SAT, PERT. Students are encouraged to review basic math, language and reading skills prior to testing; students who have completed college level English and college level Math with a grade of “C” or better, have earned an Associate degree or higher, or are eligible for a waiver, are exempt from placement testing (TABE).
3. The Practical Nurse Entrance Test (PNET) OR the Registered Nurse Entrance Exam (RNET) is required for admission to the practical nursing program. HESI Admission Assessment Exam is the exam currently being given to PN and RN applicants. Study guides for this exam are for sale in the college bookstore. Applicants must score 70 or higher on this exam to be accepted into the program. The scores are good for two years.
4. Submit a Florida Gateway College application to Admissions Office by **Sept. 5** of the year seeking admission for the January class. Call Admissions at 386-754-4287 if you have questions.
5. Submit the Supplemental Application for the Practical Nursing Program (last page in this brochure) by the application deadline. The application deadline is Sept. 5th; classes begin the following January.

SELECTION CRITERIA/POINT SYSTEM (Note: Subject to change beginning with January class.) Applicants may earn up to (NINE) POINTS toward admission through the following:

Test Scores (One Point) Complete at least one of the following:

- TABE score of 12.9 in all 3 areas OR TABE waiver
- PERT scores of 99 or higher in English and 123 or higher in math
- ACT score of 17 or higher in English and 21 or higher in math
- SAT score of 440 or higher in English and 500 or higher in math

Previous College Coursework (One Point) Complete both of the following classes:

- College English *and* college Math (MAC-1105 or MGF 1106 or above) with a C or higher OR is exempt from test scores such as applicant holds a college degree of at least an AA or higher.

Healthcare experience (One Point) Complete at least one of the following:

- Completion of PCA program @ FGC with C.N.A. certification
- Tech Prep graduate with C.N.A. certification
- Documented direct patient care experience of full time 6 months or longer (HHA, CNA, PCA, PCT, MA, EMT, Paramedic)

PNET Test Score (One Point) (The RNET Exam may be used as a substitute for this exam)

- HESI Practical Nurse Entrance Test (PNET OR RNET) 75 or higher
- Critical Thinking Registered Nurse Entrance Exam (RNET) 15 or higher

Coursework (One Point) Complete the following with a grade of C or higher:

- Health Career Core (HCP 0001C)

Anatomy Coursework (One Point) Complete *at least one* of the following with a grade of C or higher:

- Body Structure and Function
- Anatomy & Physiology I & II
- Essentials of A&P

Coursework (One Point) Complete the following with a grade of C or higher:

- College level Nutrition

Coursework (One Point) Complete the following with a grade of C or higher:

- College level Growth & Development

Residence (One Point) Reside in one of the counties in the College's service area:

- Baker
- Columbia
- Dixie
- Gilchrist
- Union

In the event of tied points, the PNET or RNET score will be used.

PHYSICAL HEALTH, DRUG SCREEN AND BACKGROUND SCREEN

Applicants selected for admission to the PN program will be notified by the Director of Nursing via letter mailed mid November. **Final acceptance** into the program is contingent upon satisfactory results from a physical examination, drug screen, and in-depth background screen. **Information on obtaining these tests/reports will be provided after classes start and MUST be completed and uploaded within two weeks. These reports should not be submitted with initial application materials. The Physical, Background and Drug Screens will need to be updated annually.**

Student Drug Screen and Background Check

These records will need to be submitted to the background screening company of the College's choice. **The records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers.**

Drug and Alcohol Screening

Area health care agencies are drug free places of employment. All health care agencies require a negative drug and alcohol screen before hiring a new employee. The Florida Gateway College Nursing and Health Sciences Division has been asked by area health care affiliates to require a drug and alcohol screen for program applicants who will be placed in area health care agencies for clinical rotations. Program applicants are required to obtain a substance abuse drug and alcohol screen and are subject to random screens upon admission to the program. These results are important for clinical rotations, and subsequent completion of the Nursing Program. Applicants with a positive result on the screen will be given a reasonable opportunity to explain the confirmed positive test result. If the explanation is unacceptable and/or cannot be satisfactorily documented by the applicant's physician or ARNP, or the Medical Review Office (MRO), the applicant will not be accepted into the program and, if enrolled, shall be dismissed from the program. Screening results will be kept in a confidential file.

The applicant may reapply and be considered for application to a Health Sciences program after a positive reference from a treatment team who has followed the applicant for at least two (2) years, and has dealt specifically with the applicant's problem of chemical dependence.

Results from the drug and alcohol screen are returned to the Director of ASDN and Certificate Programs and will be kept in a strictly confidential file, separate from the student's record. No screening results are to be placed in individual student files.

In-depth Background Screen

Nursing and Health Sciences students at Florida Gateway College involved in direct patient care during a clinical rotation in a hospital or related medical facility are required to complete an in-depth background screen form included with the acceptance letter. This is a requirement mandated under the guidelines cited in the current Florida Statutes: Chapter 435, and by health care agencies with which FGC has clinical, internship, and externship agreements

Any student who has been found guilty of, regardless of adjudication, or entered a plea of *nolo contendere*, or guilty to, any offense under the provisions of Florida Statutes or under a similar statute of another jurisdiction may be disqualified from admission. According to the Florida Board of Nursing Policy, **students must self-disclose any charges and/or arrest information by submitting a letter to the Director of ASDN and Certificate Programs prior to admission to the program.** All records must be sent directly from the in-depth background screen to the Nursing and Health Sciences Department and will be kept in a confidential file, and not made part of the student's college record.

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

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

BACKGROUND CHECK

Applicants for Nursing and Health Science Programs must be free of offenses that would disqualify one for employment as a Certified Nursing Assistant (CNA) in a nursing home (Florida Statutes s.400.211). This policy is the result of requirements by clinical affiliates which must comply with state and federal regulations.

Judgments of guilty or pleas of *nolo contendere* (no contest) to the following crimes may disqualify applicants from entering into clinical rotations associated with a Florida Gateway College Nursing and Health Sciences Program:

- a. Murder, Manslaughter or Vehicular homicide
- b. Killing of an unborn child by injury to the mother
- c. Assault or Battery, if the victim of the offense was a minor
- d. Aggravated assault or battery
- e. Kidnapping or False imprisonment
- f. Sexual battery
- g. Prohibited acts of persons in familial or custody authority
- h. Prostitution
- i. Lewd and lascivious behavior
- j. Lewdness and indecent exposure
- k. Arson
- l. Theft, robbery, and related crimes, if the offense is a felony
- m. Fraudulent sale of controlled substances, only if the offense was a felony
- n. Incest
- o. Abuse, neglect or exploitation of a disabled adult or elderly person
- p. Aggravated child abuse
- q. Child abuse
- r. Negligent treatment of children
- s. Sexual performance by a child
- t. Obscene literature
- u. Drug offenses which were a felony, or if the offense involved a minor
- v. Fraudulent practices in Health Care, Medicaid, Medicare or any public assistance program

Some Health Care units will require an additional abuse check. If this is the case, the following applies: Has not been judicially determined to have committed abuse or neglect against a child as defined in s.3901(2) and (45); does not have a confirmed report of abuse, neglect, or exploitation as defined in s.415.102(6), or abuse or neglect as defined in s.415.503(6), which has been uncontested or upheld under s.415.1075 or s.415.504; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065(s)©; and has not committed an act that constitutes domestic violence as defined ins. 714.128.

"If unclear if you would be cleared for a license please follow the link below for the conviction guidelines published by the state of Florida for those wishing to apply for a nursing license.

<http://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-examination/>

Click on the links "Applicants with Criminal History" and "Health Care Fraud" to view additional information.

POST-ACCEPTANCE CHECKLIST:

1. Physical exam with appropriate boosters completed. The physical exam completed by a physician or ARNP must be completed on an official FGC form. This form will be sent to you with your acceptance letter. You will need to repeat the physical annually.
2. Have a current basic CPR (Cardio-Pulmonary Resuscitation) card. **This must be a Basic Life Support for Health Care Providers or Basic Life Support for Providers (American Heart Association).** This class is provided in PRN 0001C. Your CPR card must be current while enrolled in the program.
3. Provide a copy of his/her health insurance card. Student must be covered by personal health insurance throughout the program.
4. Applicants must test negative on urinalysis for controlled substances of amphetamines, cannabinoids, cocaine, opiates and PCP and provide documentation of test results; must be done annually.
5. Applicants must have an in-depth background check. Details will be provided with your acceptance letter; must be done annually.

Classes and clinicals may not follow regular college schedule. Clinical assignments may include weekdays, evenings and/or weekends.

Latex Advisory: The use of latex/latex based products may exist in health care universal precautions and in environments such as, but not limited to, Nursing and Health Science classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

**Nursing and Health Sciences
PRACTICAL NURSING PROGRAM**

Estimated cost of Practical Nursing Program.

TUITION: 45 Vocational hours at \$84.89 per credit hour (**\$3,820.05**)
(Based on previous year's tuition)

****Tuition and Fees to be paid to the college. Lab fees include: Standardized Testing, Professional Liability Insurance & Skills kit:**

Standardized tests must be taken in order to remain in the program.

**Spring Semester I	1,697.80	(20 hours)
**Summer Semester II	848.90	(10 hours)
**Fall Semester III	1,273.35	(15 hours)
**Miscellaneous – Lab Fees	1,034.69	
Background and Drug Screens		
(included in lab fees) 167.00		(subject to change)
**PNET Test	55.00	
**Books and Supplies	600.00	
**CPR	40.00	

The following expenses are not paid to the college:

Physical Exam (includes injections)	160.00
Uniform (2 uniforms, lab coat)	150.00
name tags, shoes, watch)	
Personal Health Insurance	100.00
*State Board Application Fee	175.00
*NCLEX	<u>200.00</u>
TOTAL	\$6,501.74

*These are **estimated** expenses and subject to change.

EMPLOYMENT

The practical nursing program is academically demanding and time consuming. Employment may be possible on a part-time basis, no more than 20 hours per week.

FINANCIAL AID

Financial Aid is available to qualified students through the Office of Financial Aid, 386-754-4282.

READMISSION

Students seeking a second admission at any level of the program must follow the Readmission Criteria (handout). No student will be admitted more than twice.

**PRACTICAL NURSING PROGRAM
45 VOCATIONAL CREDIT HOURS
1350 TOTAL CLOCK HOURS**

The Practical Nursing Program is a twelve month program, 1350 clock hours in length. Focus is on the practice of nursing skills with patients experiencing health problems in the acute or chronic stages. LPNs work in hospitals, long term care, and physician’s offices, home health care and other settings. This is a limited access program. Once the basic program is completed, and records are reviewed, graduates are eligible to take the state licensing examination enabling them to practice as Licensed Practical Nurses.

		THEORY CLOCK HOURS <u>CREDIT</u>	CLINICAL CLOCK HOURS <u>CREDIT</u>	VOCATIONAL <u>CREDIT</u>
SPRING SEMESTER				
PRN 0001C	Basic Nursing	256	241	16.56
*PRN 0080	Body Structure & Function	60		2.00
*PRN 0070	Basic Nutrition	23		0.77
*PRN 0020	Human Development Across the Life Span	<u>20</u>	—	<u>0.67</u>
	TOTALS	359	241	20.00
SUMMER MINIMESTER				
PRN 0381C	Medical/Surgical Nursing Across the Life Span I	<u>130</u>	<u>170</u>	<u>10.0</u>
	TOTALS	130	170	10.00
FALL SEMESTER				
PRN 0382C	Medical/Surgical Nursing Across the Life Span II	96	204	10.0
PRN 0100C	Maternal/Infant/Child	63	22	2.83
PRN 0011C	Transition to Practice	<u>24</u>	<u>41</u>	<u>2.17</u>
	TOTALS	183	267	15.00
	TOTAL PROGRAM HOURS	672	678	45.00

Students must make "C" or better to continue to next course in the program.

*Students who have successfully completed BSC 2085 & 2086 with lab or BSC 2084 are exempt from PRN 0080.
 Students who have successfully completed DEP 2004 are exempt from PRN 0200.
 Students who have successfully completed NUR 1192 or HUN 1201 are exempt from PRN 0070.

**FGC PRACTICAL NURSING PROGRAM
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION***

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

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

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

MAIL APPROPRIATE MATERIALS TO:

**OFFICE OF ADMISSIONS
FLORIDA GATEWAY COLLEGE
149 SE COLLEGE PLACE
LAKE CITY, FLORIDA 32025-2007
386-754-4287/386-754-4396**

AND

**NURSING AND HEALTH SCIENCES:
PRACTICAL NURSING PROGRAM
149 SE COLLEGE PLACE
LAKE CITY, FLORIDA 32025-2007**

Florida Gateway College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501, to award the Practical Nurse Certificate. The Florida Gateway College Practical Nursing Program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, Bin C02, Tallahassee, Florida 32399-3252, 850/245-4444.

FGC will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required in affording equal educational opportunity. The Office of Disabled Student Services can provide further information and assistance at (386) 754-4393. It is the student's responsibility to register with Disabled Student Services and to contact the faculty member in a timely manner to arrange for appropriate accommodations. Accommodations will be provided for standardized testing (ie. TABE, PNET) when requested in a timely manner.

Florida Gateway College does not discriminate in its employment practices, admission and treatment of students on the basis of race, color, religion, nation origin, sex, age, disability, marital status or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Director of Human Resources, and may be reached at (386) 754-4313.

**SUPPLEMENTAL APPLICATION
PRACTICAL NURSING PROGRAM
Submit to:
NURSING AND HEALTH SCIENCES**

Date Received: _____

A. GENERAL INFORMATION:

STUDENT ID NUMBER _____ TERM FOR WHICH ADMISSION IS APPLIED: _____

NAME _____ PHONE HOME() _____ WORK() _____

PERMANENT ADDRESS _____ CITY _____ COUNTY _____ ZIP _____

EMAIL ADDRESS: _____

HAVE YOU EVER APPLIED TO THIS PROGRAM? _____ YES _____ NO YEAR _____

IF ANY OF YOUR TRANSCRIPTS, TEST SCORES, ETC., MIGHT ARRIVE UNDER ANY NAMES OTHER THAN THOSE LISTED ABOVE, ENTER NAMES HERE: _____

HIGH SCHOOL GRADUATE? _____ YES _____ NO, or GED? _____ YES _____ NO or HOME SCHOOL GRADUATE? _____ YES _____ NO

LIST ALL POST-SECONDARY SCHOOLS OR COLLEGES IN WHICH YOU HAVE ENROLLED. OMISSION OF ANY CONSTITUTES FALSIFICATION OF RECORDS AND VOIDS APPLICATION. ATTACH AN UNOFFICAL COPY OF YOUR TRANSCRIPTS FROM COLLEGES OTHER THAN FGC TO THIS APPLICATION (TO LIST MORE COLLEGE/UNIVERSITIES, ATTACH A SEPARATE PAGE.)

NAME OF INSTITUTION – CITY/STATE	DATES	DEGREE	CREDIT
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ATTACH COPY OF YOUR CERTIFIED NURSING ASSISTANT (CNA) LICENSE OR OTHER HEALTHCARE LICENSE (EMT, etc).

ATTACH LETTER FROM EMPLOYER FOR DIRECT PATIENT CARE WORK HISTORY OF 6 MONTHS OR LONGER.

ATTACH COPY OF PRACTICAL NURSE ENTRANCE EXAM (PNET) RESULTS.

ATTACH COPY OF YOUR TEST FOR ADULT BASIC EDUCATION (TABE) RESULTS.

B. PERSONAL INFORMATION:

IN CASE OF EMERGENCY, NOTIFY _____ RELATIONSHIP: _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOME PHONE () _____ WORK PHONE () _____

HAVE YOU EVER BEEN ARRESTED? _____ YES _____ NO. IF YES, ATTACH YOUR STATEMENT PROVIDING DESCRIPTION OF THE CIRCUMSTANCES OF THE ARREST(S).

Veteran Preference: Are you a Veteran Yes No Are you the spouse of a veteran Yes No
FALSIFICATION OF ANY PART OF THIS FORM WILL BE GROUNDS FOR DENIAL OF ADMISSION.