

## **COLUMBIA PUBLIC SCHOOLS**

### **PROGRAM OF PRACTICAL NURSING PROGRAM INFORMATION**

#### **PRACTICAL NURSING PROGRAM**

Columbia Public Schools Program of Practical Nursing is conditionally approved by the Missouri State Board of Nursing. The 47-week program is a full-time educational program. Classroom hours are Monday-Thursday from 7:00 am to 4:00 pm and are held at the Columbia Public Schools Health Sciences Career Center, located at 4203 S. Providence Road, Columbia, Missouri.

The program includes instruction in the following areas:

- X Anatomy & Physiology
- X Pharmacology
- X Nutrition
- X Fundamentals of Nursing
- X Personal & Vocational Concepts in Nursing
- X Nursing of Adults
- X Maternal & Newborn Nursing
- X Nursing of Children
- X Nursing of the Elderly
- X Mental Health Nursing
- X Math for Meds
- X IV Therapy
- X Leadership & Management

Each 47-week program includes thirty-four (34) weeks of clinical practice. Students participate in a variety of clinical experiences at area hospitals, long term care centers, and community agencies.

Advanced placement is considered on an individual basis.

#### **ADMISSIONS REQUIREMENTS**

Applicants must have a high school diploma or HISET/GED equivalent. Applicants from Non-English speaking countries are required to achieve a score of at least 500 on the TOEFL Exam to demonstrate a working knowledge of the English language, both written and spoken. Upon application to the program, a general aptitude exam is required to help predict the success of prospective students. Exams are given on a scheduled basis at the Health Sciences Center.

There is a \$75 application fee due prior to the time the exam is given. Three letters of reference are required prior to meeting with the Admissions Committee, who will make the final selection. The Practical Nursing Program is limited to thirty-two (32) students per class. Classes typically start in August each year.

In order to gain admission applicants must also possess basic functional abilities as defined per the National Council of State Boards of Nursing as non-domain specific abilities, i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without accommodations. Essential specific abilities include necessary physical, sensory, as well as cognitive functioning.

**TUITION, BOOKS, AND FEES:**

Call our office for current program tuition. Additional costs per academic year include textbooks arm patch, nametag, liability insurance, State Board Application fee, NCLEX-PN Exam fees, graduation picture, and graduation pin. The cost of books and fees listed as listed above may be included in your financial aid package at the time of enrollment. Required out-of-pocket expenses include two (2) uniforms, lab coat, watch, stethoscope, and nursing shoes.

Columbia Public Schools Health Sciences Center meets requirements for financial assistance programs including, A+, Veterans Administration and Vocational Rehabilitation. Pell Grants are available. Call the Career Financial Aid Office at (573) 214-3809 for further information. They are located in The Columbia Area Career Center, 4203 S. Providence Road, Columbia, MO 65203.

Refunds for educational expenses are calculated on a prorated basis and will be assessed and granted on an individual basis.

Students entering the Program of Practical Nursing late, may be admitted to class up to 5 days into the nursing program.

**FACULTY:**

Coordinator, Practical Nursing Program:

Paula Fox, BSN, RN

Instructors:

Barbara Townsend, BA, RN

Paula Garfias, RN, MSN

Patricia Fetters, RN, BSN

Administrative Assistant:

Rose Hudson

**STUDENT SERVICES:**

The nurse faculty consist of registered professional nurses in Missouri, qualified by education, experience and teacher's certification to teach nursing in Missouri.

The faculty is available for individual conferences with students throughout the week. These conferences may be concerned with any problems or tutoring in course work. Student conferences must be scheduled with the instructor. It is the student's responsibility to seek help from the instructors!!

Scheduled tutoring sessions are available for all courses offered in the Practical Nursing curriculum.

The Student Resource Coordinator (SRC) is available on a daily basis by appointment. The SRC provides faculty and student guidance for locating student resources, and conflict resolution and assisting with promoting student success.

Our school provides a campus media center, which also includes a computer lab. The computer lab provides internet access as well as opportunities to complete written assignments. Student Housing is not available.

**RESPONSIBILITIES OF THE LICENSED PRACTICAL NURSE:**

A Practical Nurse is educated to perform selected acts for the promotion of health and for the care of persons who are ill, injured, or experiencing alterations in normal health processes. Four roles fulfilled by the practical nurse: provider of care, teacher, coordinator of care and member within the profession of nursing.

The following graduate competencies, organized by concept and outcome, provide the framework for the curriculum of Columbia Area Columbia Program of Practical Nursing. These objectives allow the faculty to measure the level of competency achieved by each practical nurse graduate as a provider of care, teacher, coordinator of care and member within the profession of nursing.

Concept: Patient centered care

Outcome: Practice nursing that is patient centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.

#### Competencies:

- Perform a focused assessment of patients across the lifespan experiencing common health problems with predictable outcomes in selected settings.
- Contribute to the development, implementation, and evaluation of individualized patient-centered plans of care for patients across the lifespan experiencing common health problems with predictable outcomes in selected settings.
- Provide culturally sensitive care to individuals and families from diverse populations.
- Use clinical judgment when performing nursing interventions and contribute to evaluation of patient outcomes.
- Advocate for individuals and families regarding nursing care issues.
- Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families.

Concept: Teamwork and collaboration

Outcome: Serve as a member of the interdisciplinary health care team to promote continuity of patient care.

#### Competencies:

- Participate in collaboration with the health care team to provide care for patients.
- Communicate patient related information to designated members of the healthcare team in a timely manner.

Concept: Evidence based practice

Outcome: Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.

#### Competencies:

- Recognize resources that recommend best practice related to patient care.
- Use established evidence-based practice in the provision of optimal patient care.

Concept: Quality improvement

Outcome: Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.

#### Competencies

- Identify patient care concerns related to quality care.
- Participate in activities to promote quality improvement.

#### Safety

Provide a safe environment for patients, self and others.

- Identify and report actual and potential safety risks in the health care environment.
- Implement actions that promote safe practice and a safe environment for patients, self, and others.

#### Informatics

Use information technology in the provision of patient care.

- Use information technology to communicate with other members of the health care team.
- Use information technology to securely and accurately document the provision and outcome of patient care.
- Use information technology to access current knowledge that supports patient care.

#### Patient education

Provide selected health-related education with guidance.

- Participate in planning health-related education for individuals and families.
- Reinforce health-related education for individuals and families in selected settings.

#### Professionalism

Practice nursing in a professional, ethical, and legal manner.

- Practice nursing in accordance with the PN Nurse Practice Act, established standards of practice, and institutional policies and procedures.
- Use an established nursing code of ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice.
- Maintain professional accountability in the delivery of patient care.

#### Leadership

Use leadership skills in the provision of safe, quality patient care.

- Use organizational and priority setting skills in the provision of patient care

- Appropriately delegate patient care tasks to assistive personnel and supervise their performance to enhance delivery of care.

Upon completion of the Practical Nursing Program, the graduate is expected to be able to practice the nursing process as follows:

**1. Assess basic physiological, emotional, spiritual and socio-cultural needs of health care recipients by:**

- a. Making an initial health needs assessment utilizing available sources of information
- b. Recognizing normal physical findings and obvious pathology and deviations
- c. Documenting information
- d. Communicating findings to appropriate healthcare team members

**2. Contribute to the development and revision of a plan of care by**

- a. Utilizing established nursing diagnoses for health care recipients experiencing alterations in normal health processes
- b. Prioritizing needs of the health care recipient/family utilizing Maslow's Hierarchy of Needs in preparation for delivery of nursing care
- c. Recognizing changing needs of health care recipients

**3. Implement the plan of care by**

- a. Performing nursing procedures based on established Standards of Practice
- b. Utilizing principles of therapeutic relationships
- c. Providing instructions based on identified needs of health care recipients
- d. Utilizing safety principles
- e. Documenting and reporting assessment findings
- f. Communicating and collaborating effectively with the health care team

**4. Evaluate health care recipient's response to nursing care by**

- a. Ongoing review of the plan of care
- b. Modifying nursing care as indicated
- c. Revising the nursing care plan by collaborating with the health care team
- d. Documenting and reporting the health care recipient's response
- e. Initiating internal and/or external referrals based on health care recipient/family need

**5. Demonstrate personal and professional responsibilities by**

- a. Functioning within the Licensed Practical Nurse scope of practice as defined by the Nursing Practice Act
- b. Projecting professional image and behavior
- c. Enhancing personal strengths while recognizing limitations for the purpose of improving performance
- d. Adhering to a Nursing Code of Ethics
- e. Recognizing the importance of life-long continuing education

**COLUMBIA PUBLIC SCHOOLS PROGRAM OF PRACTICAL NURSING PHILOSOPHY:**

We believe that nursing, as a discipline, has a distinct body of knowledge which fosters a unique contribution to comprehensive health care. We believe that nurses function as advocates for the health care recipient. We believe that practical nurses, functioning in a multi disciplinary approach, contribute their particular expertise to comprehensive health care. The program's conceptual framework is based on Maslow's Hierarchy of Needs.

**STUDENT'S RIGHTS:**

Students have the right to expect an educationally sound program of classroom and clinical instruction delivered and evaluated by the faculty in an objective manner.

Students have the right to due process as outlined in the Appeal Procedure in the Student Handbook.

Students have rights under the Buckley Amendment as specified in the Student Handbook.

Students have rights under FERPA as specified in the Student Handbook

## **MISSOURI STATE BOARD OF NURSING - MISSOURI NURSE PRACTICE ACT**

According to the Nursing Practice licensure may be withheld or revoked due to controlled substance abuse, criminal prosecution, and a variety of other offenses (see 1-22 below).  
**Successful completion of the program does not guarantee eligibility to take the licensure examination.**

The Missouri Nursing Practice Act, Section 335.066 “Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.”

1. The Board may refuse to issue any certificate of registration or authority, permit or license required pursuant to these sections 335.011 to 335.096 for one or any combination of causes stated (2 through 15) below. The Board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the Administrative Hearing Commission as provided by chapter 621, RSMo.
2. The Board may cause a complaint to be filed with the Administrative Hearing Commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
  - 1) Use or unlawful possession of any controlled substance, as defined in 195 RSMo, or alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
  - 2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
  - 3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
  - 4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
  - 5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by chapter 335.
  - 6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the function or duties of any profession licensed or regulated by this chapter;
  - 7) Violations of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
  - 8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
  - 9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
  - 10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
  - 11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
  - 12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
  - 13) Violation of any professional trust or confidence;
  - 14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
  - 15) Violation of the drug laws or rules and regulations of this state, any state, any other state or the federal government.
  - 16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
  - 17) Failure to successfully complete the impaired nurse program.
  - 18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare Program.
  - 19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof;

- 20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- 21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- 22) Failure to comply with a treatment program or an aftercare program entered into as a part of a board order, settlement agreement, or licensee's professional health program.

For further details, please see Chapter 335 Nurses Section 335.066 of the Missouri Statutes; [nursing@pr.mo.gov](mailto:nursing@pr.mo.gov)

### **CODE OF ETHICS**

The Licensed Practical/Vocational Nurse Shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its (NAPNES, 1999)

### **OTHER INFORMATION**

According to the Nursing Practice Act

335.066.1 & 2 (2) through (16), licensure may be withheld or revoked due to controlled substance abuse, criminal prosecution, and a variety of other offenses.

Successful completion of the Practical Nursing Program does not guarantee eligibility to take the NCLEX-PN Exam.

For additional information, contact the following:

Columbia Public Schools  
Health Sciences Center  
4203 S, Providence Road  
Columbia, Missouri 65203-6100  
(573) 214-3772  
(573) 214-3773 (fax)

### **REQUIREMENTS TO APPLY TO TAKE NCLEX-PN**

A. Students must achieve 80% in all course work

- B. Students must meet all attendance requirements
- C. Students must have met their financial obligations as stated in the Student Handbook
- D. Students must attend the scheduled NCLEX Review course at the end of the Curriculum

If these requirements are not met, the student transcript WILL NOT be signed or sent to the Missouri State Board of Nursing. Thus, the student will not be allowed to take the NCLEX-PN—the State Board Examination for licensure as a Practical Nurse.

### **NONDISCRIMINATION**

The Columbia Public School District does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, or with regard to employment. The Columbia Board of Education is an equal opportunity employer. Inquiries regarding Columbia Public Schools' compliance with IDEA and Section 504 regulations should contact the offices or individuals below: Special Services (IDEA) Dr. Dana Clippard (Director of Special Services), Section 504 Dr. Lou Ann Tanner-Jones (Section 504 Coordinator) at 1818 West Worley, Columbia MO, 65203, (573) 214-3463.

**Revised 10/2013; 3/2014**