

PRACTICAL NURSING CATALOG



THE PRACTICAL NURSING PROGRAM AT WILKES-BARRE CAREER & TECHNICAL CENTER

ACCREDITATION COMMITTEE FOR EDUCATION IN NURSING

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www.acenursing.org

THE WBACTC PRACTICAL NURSING PROGRAM

does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Inquiries may be directed to:

Frank Majikes, Support Programs Coordinator Title IX and Section 504 Coordinator
(570) 823-4304

Wilkes-Barre Area Career Technical Center
350 Jumper Road, Wilkes-Barre, PA 18705-0699

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AFFILIATING AGENCIES

Community Health Systems Wilkes-Barre, PA 18764	Little Flower Manor Wilkes-Barre, PA 18702
VA Medical Center Wilkes-Barre, PA 18711	St. Luke's Villa Wilkes-Barre, PA 18702
United Methodist Homes Wesley Village Campus Pittston, PA 18640	Pediatric Healthcare Wilkes-Barre, PA 18705
Geisinger Health Systems: Geisinger Wyoming Valley/ Geisinger South Wilkes-Barre, PA 18711	Volunteers in Medicine Wilkes-Barre, PA 18701

PROGRAM INFORMATION

The Practical Nursing Program:

- Is a 52-week course that takes 15 months to complete.
- Is a full-time adult program sponsored by the Wilkes-Barre Area Career &-Technical Center.
- Was established in 1959 as part of the Adult Education Program of the Wilkes-Barre Area School District.
- Students are eligible for Financial Aid;
Information on financial resources is available from the Financial Aid Office (570) 822-6539.

Financial assistance may also be available from PA CareerLink, PA Dept. of Labor & Industry, or the U.S. Veterans Administration.

- Graduates meet the educational requirements required to take the State Licensing Exam for Practical Nursing in every state and territory of the United States.

The Practical Nursing Program is open to any interested person who:

- Is a graduate of an accredited high school or has a GED
- Manifests the ability to learn as indicated by interview, references, transcripts and the Diagnostic Entrance Test.
- Shows a sincere interest in Practical Nursing
- Is of good moral character
- Is in good physical and mental health as evidenced by a physical exam

There is an Application Fee of \$35.00 which covers the cost of the Entrance Examination and the Application Fee.

Payment should be paid by cash, credit card, personal check or Money Order made payable to the **PRACTICAL NURSING PROGRAM.**
The Application Fee is non-refundable.



PRE-ENTRANCE TESTING

Pre-Entrance Testing:

Applicants must complete the Diagnostic Entrance Exam with the minimum required percentile score.

All applicants are notified by mail of test results.

In addition to the Entrance Examination, the following materials are required to be considered for admission:

- 1. An Official Transcript (the school seal affixed) of your high school grades (grades 10, 11, 12) This can be easily done by calling your high school Guidance Department and requesting same.**
- 2. If you did not graduate, a copy of your G.E.D. Diploma and Scores from the Department of Education from the State in which you took the G.E.D. test is required.**
- 3. All applicants must not have any felony convictions on file.**
- 4. Two (2) professional references using the forms provided. Reference letters are to be completed by the references that you list on**

your application.

- 5. Good physical and emotional health, as determined by the required medical examination, blood work, specific screenings, and vaccines. These will be mailed to you after you have been accepted into the program.**
- 6. Satisfactory State Police, Child Abuse, and FBI Clearances.**
- 7. Pre-Entrance Interview, as determined by Practical Nursing Director, with Practical Nursing Director or designated faculty**

The Transcript / GED Diploma / Scores and References and ESL Question Form must accompany your application, along with your request to test. If this information is not received with your application prior to testing, we will not hold a seat for you for the class. Additional materials and information may be requested.

If you have any questions, please call the Practical Nursing Department at (570) 822-6539, and we will be happy to assist you.

***PLEASE NOTE: All ESL (English as second language) students are required to successfully complete the Test of English as a Foreign Language (TOEFL) Exam prior to taking the Practical Nursing Entrance Exam. This Test is the responsibility of the student applicant. The Wilkes-Barre Area Career & Technical Center, Practical Nursing Program Institutional Code for the TOEFL Exam is 0062, all other information may be obtained on-line at www.ets.org/toefl.**

POLICY ON ADVANCED PLACEMENT / TRANSFER COURSES

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center approves Advanced Placement to applicants on an individual basis. The prospective student may apply for acceptance of courses completed in another postsecondary institution in order to waive a required Practical Nursing Program course.

College credit “hours” are not applicable, however, a course may be accepted as successful completion of required content within the Practical Nursing Program.

Courses will be accepted only if that course is determined to be comparable in content to the Practical

Nursing Program course which will be waived. The following guidelines apply to advanced placement:

- 1. The course must have been completed as preparation for or active enrollment in an approved nursing program.**
- 2. The course must have been completed within past 2 years.**
- 3. Courses accepted for advanced placement will NOT be calculated into GPA or class ranking of Practical Nursing Program.**

POLICY ON ADVANCED PLACEMENT / TRANSFER COURSES CONTINUED

4. The student must have received a minimum of a "B" as a final grade in course to be transferred, verified by official transcript.
5. A course description must be submitted and determined comparable to the Practical Nursing Program course which is to be waived.
6. For specific courses, the student will be required to successfully pass a course or skills lab challenge exam before course can be waived.

REQUESTS FOR ADVANCED PLACEMENT MUST BE MADE IMMEDIATELY UPON NOTIFICATION OF ACCEPTANCE TO PROGRAM. CONSIDERATION WILL NOT BE GIVEN AFTER PRACTICAL NURSING CLASSES BEGIN.

Final determination on transferable course and advanced placement is made by Practical Nursing Program Director.

PENNSYLVANIA STATE BOARD OF NURSING REQUIREMENTS:

The Pennsylvania State Board of Nursing can refuse to allow an individual to sit for the Pennsylvania Practical Nursing Licensing Examination if the individual has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol; for an illegal act associated with substance abuse. Conviction includes judgment, admission of guilt, plea of nolo contendere; probation with verdict (ARD).

ELIGIBILITY FOR THE ENTRANCE EXAM

All prospective students must submit the following in order to be scheduled for the entrance exam:

- Entrance Exam Form
- Application Fee of \$40.00
Application Fee is non-refundable.
- Application – Fully completed, including required essay. Must be signed and dated.
 - TOEFL (if applicable) All ESL English as a Second Language students must successfully complete the TOEFL Exam prior to taking the Practical Nursing Entrance Exam.
- Applicants must not have any felony convictions on file.

In addition to the above, the following materials must be received by the school before the student will be considered for admission:

- An Official Transcript (the school seal affixed) of your high school grades (grades 10, 11, 12) This can be easily done by calling your high school Guidance Department and requesting same. This transcript must be in your file prior to your Interview after successfully passing the Entrance Examination.

OR

- If you did not graduate, a copy of your G.E.D. Diploma and Scores from the Department of Education

from the State in which you took the G.E.D. test is required.

- Two (2) professional references using the forms provided. Reference letters are to be completed by the references that you list on your application.

If you have any questions, please call the Practical Nursing Department at (570) 822-6539, and we will be happy to assist you.

ACCEPTANCE PROCESS: Acceptance in the Practical Nursing Program is not finalized until the entire admission process is completed. All students accepted into the Practical Nursing Program will receive an admission packet which includes all details for the new student as well as additional required forms. Acceptance into the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is contingent upon completion of the following:

- Return of verification form and tuition deposit
- Completion of all forms; State Police, FBI and Child Abuse Clearance, verification of good physical and mental health from health care provider (includes all required immunizations)
- Health Professional CPR (Infant, Child, Adult)
- Orientation attendance as scheduled

PHYSICAL AND MENTAL QUALIFICATIONS FOR CLASSROOM / CLINICAL AREAS

1. Frequently work in a standing position (up to 8 hrs) and frequently walk (up to 8 hrs.)
2. Lift and transfer patients up to 6 inches from a stopped position, then push or pull the weight up to 3 feet.
3. Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
5. React immediately to auditory instructions/requests/monitor equipment.
6. Perform auditory auscultation of heart sounds, breath sounds and bowel sounds.
7. Physically perform up to an eight hour clinical laboratory experience.
8. Perform close and distance visual activities involving objects, persons, and paperwork, i.e.:
 - assess patient behavior
 - read medication labels
 - read patient records
 - prepare/administer medications
9. Discriminate depth and color perception.
10. Discriminate between sharp/dull and hot/cold when using hands.
11. Manual dexterity required for preparing and administering medications.
12. Provide effective written, oral and nonverbal communication to patients and their families, colleagues, health care providers and the public
13. Speak, write, and comprehend the English language proficiently.
14. Make appropriate decisions under stressful situations.
15. Complete procedures that prevent the spread of infection, e.g.:
 - frequent hand washing
 - using mask and gloves

FINANCIAL REQUIREMENTS AND FINANCIAL AID

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center consists of four (4) Levels. The Program spans fifteen (15) months, **twelve (12) months of academic instruction, with a three (3) month summer recess.** Tuition and Fees are charged for each Level, according to the two (2) academic years.

Financial Aid is available for those who qualify.

CURRENT TUITION AND COSTS

ARE AVAILABLE ON-LINE AT

www.wbpracnsg.com or by calling 570-822-6539

REFUND POLICY

The Practical Nursing Program of the Wilkes-Barre Area CTC has a refund policy which will be strictly followed. The amount of refund will depend upon the date of the student's last recorded day of attendance.

The following will apply: Upon entry of Level I, if a student deems it fit to withdraw after five (5) days attendance in the program, said student will be responsible for Level I Tuition & Fees; if, however, a student withdraws before the five (5) day period, said

student will not be responsible for Level I Tuition & Fees.

For each successive Level afterward, once said Level is started, student is responsible for Tuition/Fees.

Non-attendance, notification to an instructor, or telephone calls to the office, DOES NOT constitute an official withdrawal. The refund of school charges is based on the percentage of the Practical Nursing Program Level completed, less a One Hundred (\$100.00) Dollar administrative fee.

FINANCIAL REQUIREMENTS AND FINANCIAL AID CONTINUED

TUITION POLICY:

Tuition and fees are billed quarterly and are due prior to the first day of class for each level.

Students who fail a program level are no longer eligible for financial aid; they, therefore, must personally assume the cost to repeat the level. All payment money is due prior to the beginning of classes.

Students who remain in financial arrears at the end of Level IV will have not successfully met all objectives and will not be permitted to graduate until final payment is made.

FINANCIAL AID:

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is approved by the U.S. Dept. of Education for participation in Financial Aid Programs. Financial Aid, available for qualified applicants, is available via the PELL Grant Program, Federal Direct Loans. Aid is based on need, which is calculated by the Financial Aid Officer of the Wilkes-Barre Area Career & Technical Center. Financial need has no bearing on admission to the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center.

FINANCIAL AID PROCEDURES & POLICIES:

Financial Aid is available for those applicants who qualify. The Practical Nursing Program of the Wilkes-Barre Area CTC participates in the PELL Grant Program, the Federal Direct Loan Program. The Practical Nursing Program DOES NOT participate in the PA State Grant Program for it is not two (2) years in length. If you are interested in applying for financial

aid, you must complete the Federal Student Aid Application prior to the beginning of school.

The Financial Aid Officer is responsible for financial aid eligibility and providing required materials for the practical nursing students. The financial aid awarded by the financial aid officer is based on financial need.

To be considered, students must complete all the necessary forms according to the tuition and financial aid policies.

Applicants in default on student loans are not eligible for acceptance into the Practical Nursing Program until resolved.

HOW DO I APPLY FOR FINANCIAL AID?:

1. Complete the Free Application for Federal Student Aid (FAFSA) online – www.fafsa.ed.gov.
2. Be prepared to verify all information submitted to the Federal Government.
3. Errors or omissions in your application will delay or jeopardize your eligibility.
4. You may apply for a loan on-line at: www.studentloans.gov After you fill out your part of the application, the Wilkes-Barre Area CTC must complete its part, certifying your enrollment, your cost of education, your academic standing, any other financial aid you will receive, and your financial need.

FINANCIAL AID COUNSELING IS AVAILABLE TO ALL STUDENTS

**FOR FINANCIAL AID INFORMATION, YOU MAY REACH THE
FINANCIAL AID OFFICER AT THE FOLLOWING ADDRESS AND PHONE NUMBER**

MRS. SUSAN MORGAN

PRACTICAL NURSING PROGRAM

WILKES-BARRE AREA CAREER & TECHNICAL CENTER

(570) 822-6539 • FAX: (570) 829-5013

CALL FOR APPOINTMENT

ALL ABOUT THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is a full-time day program, Monday through Friday, which prepares students to become Licensed Practical Nurses. The Program is fully approved by the Pennsylvania State Board of Nursing and accredited by The National League for Nursing. The entire program spans fifteen (15) months – twelve (12) months of academic instruction, with a three (3) month summer recess. The Program consists of four (4) levels. There are two (2) new classes

per year, one (1) in September and the second in March. Supervised theory and laboratory are conducted at the school, and clinical experiences are provided in local health care facilities.

Detailed information about the Practical Nursing Program can be found on-line at www.wbpracnsg.com

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is rated as one of the finest entry-level nursing programs in the community.



PRACTICAL NURSING PROGRAM CONTINUED

PROGRAM PHILOSOPHY

The philosophy of the Practical Nursing Program is congruent with the mission/vision and shared values of the Wilkes-Barre Area Career & Technical Center with the addition of the nursing faculty's emphasis on health, environment, nursing, education and the individual.

The faculty of the Licensed Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is dedicated to the preparation of the practical nurse. The department's goal is to graduate a knowledgeable nurse capable of providing safe, effective and competent patient care with direct supervision of the registered nurse, medical doctor or dentist. We believe that the practical nurse education is based on a complementary relationship between clinical experience and classroom studies. Didactic information progresses from the simple to the complex and is closely correlated to scheduled clinical experiences.

The faculty is aware that society and health care are constantly changing and believe the practical nurse is part of this dynamic process. The following are the faculty's beliefs about the interrelated and dynamic concepts that make up the paradigm of nursing:

HEALTH

is the ability to exist holistically throughout life by balancing and integrating life processes at the best level of an individual's capability. Health includes physical, mental and social well-being with the ability to overcome or adapt to stressors. The faculty believe the strongest factor to affect health is the individual's self-efficacy regarding health promotion and maintenance activities. We believe positive perceptions of control of health strongly relate to continued health promoting behaviors.

ENVIRONMENT

is the immediate surroundings in which individuals, families and communities exist. It is shaped by one's age, developmental state, life experiences, socio-cultural orientation, health and available resources. The faculty believes the environment is a major determinant in the individual's ability to attain a positive state of health.

NURSING

is an art and a science that utilizes the nursing process as a basic framework for practice. It is a combination of principles and knowledge from the physical and behavioral sciences with nursing arts and techniques. Holistic nursing addresses the physical, psychological, social and spiritual needs of each individual. Nursing provides care services directed toward primary health care (prevention); secondary health care (hospital and extended care facilities) and tertiary health care (rehabilitation and restorative care) facilities.

EDUCATION

is the process of acquiring knowledge and skills by theory and correlated experience. Education provides the opportunity for

an individual to develop to one's own potential. The process is based on prior knowledge and it builds on this foundation. The faculty plans, implements and evaluates the learning experience. The practical nursing program should be in an academic setting with concurrent clinical experience under the supervision and guidance of a qualified instructor.

INDIVIDUALS

are unique beings, possessing inherent worth and dignity and a capacity for continued growth and adaptation throughout the life cycle. The individual is the recipient of nursing care and the faculty believes it is our responsibility to the student to integrate society, nursing and education to allow them to function effectively as contributing members of society. We believe that an individual must continually adapt to changes in the environment and changes within one's self.

We believe that nursing education is based upon a foundation of scientific concepts with a curriculum reflecting current and realistic articulation of theory and clinical experiences in a sequential manner throughout the program. The curriculum should reflect the common needs of all individuals in health care settings as contained in our curriculum which provides well defined objectives. We strive to develop a practical nurse who functions safely, effectively, and competently.

We believe that the educational program is the responsibility of a qualified faculty to develop, implement, evaluate and revise on an on-going process; and to keep the curriculum current, flexible, and reflective of the health care changes, while maintaining the standards of nursing education. Faculty members strive for professional development by use of current teaching methods and nursing trends. The faculty evaluates the curriculum on a continuing basis to fulfill this goal. The Practical Nursing Faculty is dedicated and committed to the development of competent graduates and Practical Nursing Education.



PROGRAM OUTCOMES/ROLE SPECIFIC GRADUATE COMPETENCIES

Following successful completion of the program, the graduate of the School of Practical Nursing at Wilkes-Barre Area Career & Technical Center of Practical Nursing will:

1. Utilize the nursing process in identifying and prioritizing the health care needs of clients and families in a variety of health care settings.
2. Demonstrate critical thinking and problem solving skills while performing nursing care.
3. Perform nursing skills in a safe and competent manner incorporating evidence based practice and national safety goals.
4. Communicate effectively with individuals, groups and communities through verbal, written and electronic means within the realm of nursing practice.
5. Synthesize principles of accountability in nursing practice by:
 - a. Functioning within the scope of practice of the Licensed Practical Nurse.
 - b. Integrating nursing code of ethics into practice.
 - c. Participating in lifelong learning.
 - d. Advocating for clients and health care consumers.
 - e. Demonstrating leadership skills.
6. Successfully pass the Pennsylvania State Board of Nursing Licensing Exam for Practical Nurses.
7. Demonstrate eligibility for entry level positions in a health care setting which employs Graduate Practical Nurses.

COURSE DESCRIPTIONS

LEVEL 1:

NURSING I:

This course introduces the student to the basic skills necessary for the safe and competent practice of Practical Nursing. The concepts of health, nursing and the individual are correlated with meeting the basic needs of the patient, and cultural bias is incorporated in all areas.

ANATOMY AND PHYSIOLOGY

This course presents the structure and function of the human body. Basic principles of chemistry, microbiology, and physics are included.

CALCULATION OF DRUG DOSAGE

This course presents basic mathematical concepts for the calculation of drug dosages.

GERONTOLOGY

This subject discusses the individuals health-related needs that result from the normal aging process. Focus is on the older adult in their struggle to maintain, promote, and restore health. This course deals with the psychosocial and physiological changes that occur in the older adult.

PERSONAL AND VOCATIONAL RELATIONSHIPS I

This course is designed to assist in making the necessary personal and professional adjustments to adapt to the role of student practical nurse.

PHARMACOLOGY I

Basic pharmacological principles of medication administration are covered. Demonstration and laboratory practice prepare the student to practice these principles safely and competently in the clinical area.

NURSING PROCESS AND CRITICAL THINKING (PART I)

This course is designed to help students develop problem-solving skills in order to provide safe and knowledgeable nursing care and includes the concepts of the nursing process and the development of basic assessment skills.

COURSE DESCRIPTIONS

LEVEL 2:

NURSING PROCESS AND CRITICAL THINKING (PART II)

This course builds on skills learned in Part I and is designed to help students develop problem-solving skills in order to provide safe and knowledgeable nursing care. Development of the nursing care plan is introduced.

NURSING II

This course presents advanced skills needed for the safe and competent practice of Practical Nursing. It builds on the knowledge and skills attained in Nursing I. Skills are incorporated into clinical area as available.

PHARMACOLOGY II

This course is presented to further prepare the Practical Nurse Student for their expanding role as patient bedside nurses. Pharmacology I is a prerequisite. The course begins with a general review of pathophysiology that correlates closely with Level II Medical-Surgical Nursing. The course then progresses to the detailed discussion of drugs and how they affect the associated body systems.

MEDICAL-SURGICAL NURSING 201

This course introduces the student to adult patients with alterations in the respiratory, genitourinary, integumentary and gastrointestinal systems. Common medical disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods. Use of the nursing process in planning care of the patient with alterations in the wellness continuum is emphasized.

Clinical assignments are scheduled in medical-surgical areas to enhance the learning experience.

NUTRITION

This course presents the basic principles of nutritional science incorporating nutrition throughout the life cycle as well as cultural influences and clinical nutrition needs.



COURSE DESCRIPTIONS

LEVEL 3:

MEDICAL-SURGICAL NURSING 301

This course briefly reviews normal anatomy and physiology of the endocrine, reproductive, and musculoskeletal and immune systems. Alterations in these systems are presented in detail, with differences noted throughout lifespan. Continued use of the nursing process in planning care of the patient with complex needs/problems is emphasized. Competent and safe nursing care of the patient in need of proficient use of more advanced knowledge and skills is the expected outcome.

Correlated clinical experiences are scheduled in medical-surgical areas and simulation to provide the opportunity for the student to improve nursing skills and utilize the nursing process to meet the needs of the adult patient.

MATERNAL-CHILD NURSING 1: OBSTETRICS

This course presents the necessary knowledge and skills needed to care for the pregnant mother, fetus, family and newborn. Growth and development and nursing care of the normal newborn as well as infants with health problems is covered. Women's health, family care and cultural diversity are stressed throughout the course.

Correlated clinical and/or simulation experience provides the student the opportunity to care for the patient in labor/delivery, post-partum area, and nursery.



I.V. THERAPY

This course covers the scientific principles of Intravenous therapy including care of central lines, administration of IV medications, venipuncture, site care and complications.

PHARMACOLOGY III

This course continues the progression of the detailed discussion of drugs that affect body systems that correlate closely to the Level III Medical-Surgical Nursing.

MENTAL HEALTH

This course presents basic concepts of assessment, diagnoses, and treatments of the patient with mental health problems. The subjects of abuse including substance and eating disorders as well as sexual abuse and domestic violence are emphasized as well.

COURSE DESCRIPTIONS

LEVEL 4:

MEDICAL-SURGICAL NURSING 401

The emphasis of this course is the maintenance of wellness and the importance of patient education in disease prevention associated with the neurological, cardiovascular, and sensory systems. Alterations in these systems are presented in detail with differences noted across the lifespan. Incorporates concept of community health nursing as it pertains to the role of the practical nurse. The continued use of the nursing process is integrated throughout the course content. Correlated clinical experience allows the student to utilize the nursing process in patient care. The goal is to promote the application of advanced knowledge and skills necessary for safe and competent nursing care.

PERSONAL AND VOCATIONAL RELATIONSHIPS II

This course prepares the student to function as a practical nurse who is capable of assuming a leadership role. It incorporates employment-seeking skills, legal implications, continuing education and nursing organizations into the graduates' background, as well as preparation for successful completion of licensing exam.

MATERNAL-CHILD NURSING II: PEDIATRICS

This course presents concepts of nursing care for the child from toddler through adolescence. Emphasis is placed on identifying appropriate needs/problems appropriate to age and developmental stage by use of the nursing process. Correlated clinical assignments are scheduled to allow the student to experience on-going health promotion and maintenance of the child.

PHARMACOLOGY IV

This course continues the progression of the detailed discussion of drugs that affect body systems that correlate to Level IV Medical-Surgical Nursing.



APPLY TODAY

On-Line

at

www.wbpracnsg.com

**TO ACCESS APPLICATION
CLICK "FUTURE STUDENTS"**

**IF YOU NEED FURTHER ASSISTANCE
OR FOR ANY QUESTIONS
CALL 570-822-6539**