



**HEALTH SCIENCES DIVISION
PRACTICAL NURSING PROGRAM**
Offered only at the Gulf / Franklin Center (GFC) in Port St. Joe

Dear Applicant:

Thank you for your interest in the **Practical Nursing Program**. Upon successful completion of this twelve (12) month Vocational Certificate Program, you will be eligible to take the state board examination to become a Licensed Practical Nurse (LPN).

Enclosed you will find an application packet that you will need to read and complete to begin the application process. There is also a checklist that gives you information on how to proceed.

The Practical Nursing Program is the first step to an exciting career as a nurse. This program prepares the student to perform safe nursing care under the direction of a Registered Nurse or licensed physician. Gulf Coast State College also offers other nursing programs that prepare you to succeed further in the nursing profession. There is never a better time than **TODAY** to begin making choices for your future.

If you have any questions after reading the enclosed information, you may contact Craig Wise, our Assistant Coordinator of Health Sciences Admissions at 850-913-3311, or e-mail him at cwise@gulfcoast.edu, or myself at 850-227-9670, ext. 5521. I can also be reached at 1-800-311-3685 or by e-mail, smilner@gulfcoast.edu. Nursing program information is also available on our nursing website at the address listed below: http://www.gulfcoast.edu/health_sciences/nursing/pn/degree_plan.htm.

I am looking forward to hearing from you.

Sincerely,

Sharon A. Milner, R.N., B.S.N.
Assistant Coordinator, Practical Nursing Program

The National League of Nursing Accrediting Commission can be contacted at telephone number 1-404-975-5000 or 3343 Peach Tree Road NE, Suite 500, Atlanta, Georgia 30326, if you would wish further information regarding our accreditation.

SAM: pw
Revised: 11.10.11

GULF COAST STATE COLLEGE

Practical Nursing Program

Admission Requirements:

The *initial* application process to enter the Practical Nursing Program includes:

- _____ 1. **Apply for general college admission:**
Complete a general college application from GCSC Enrollment Services. Applications are also available on the Gulf Coast State College website www.gulfcoast.edu. **Students must pay the application fee: Failure to pay the college application fee at the time of submission can result in your ineligibility for program consideration.**

- _____ 2. **Complete the Health Science Division Practical Nursing Program Application:**
Return the completed application (in this packet) to the main desk at Gulf/Franklin Center or Building D-105.

- _____ 3. **Provide High School or GED Transcript and any additional College Transcripts:**
Applicants should have high school transcripts or equivalent and any college transcripts sent to GCSC Enrollment Services on main campus.

- _____ 4. **Take the Test of Adult Basic Education (TABE): Scores must be active (scores more than 2 years old will not be accepted).**
TABE tests are given at the Gulf/Franklin Center and the Testing Center on the Panama City Campus. A **minimum score of “9”** is required in each category to enter the program and a **score of “11” or above is required to exit** the program. Call the Gulf/Franklin Center to schedule your TABE test at 850-227-9670, ext. 5522.

If you have acceptable TABE scores on file with another institution and wish to have those scores considered, an electronic version or a sealed envelope from the institution that administered the test may be forwarded to GCSC testing center for evaluation. The information should include the date the test was taken, the level of the TABE administered and the scores from each subtest along with the complete battery score.

-OR-

Equivalent College Placement Test (CPT) or Post-Secondary Education Readiness Test (PERT) scores may be substituted; however, TABE scores are strongly recommended. Check with your advisor for further information.

Based on above test scores students may be referred to a counselor for advising on remediation or some other preparatory or co-requisite courses to help strengthen reading, English, and arithmetic skills, before entering into the program.

- _____ 5. **See Nursing Faculty Advisor:**
After meeting the above criteria (1-4), **it is necessary** that the applicant see the Assistant Nursing Coordinator for advising. Contact the Gulf/Franklin Center to schedule an appointment at (850) 227-9670, ext. 5521. **All criteria must be completed before the deadline date in order to be considered for the program.**

<OVER>

UPON CONDITIONAL ACCEPTANCE into the Practical Nursing Program, the applicant would need to meet the following additional requirements:

- _____ 1. **Satisfactory Fingerprint/Criminal Background Check**
- _____ 2. **CPR Requirement:**
It is **mandatory** that each student be certified in adult, infant and child CPR to attend clinical rotations in the hospitals, nursing homes, etc. The requirement for our program is to be certified from either the **American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support)**, or the American Red Cross CPR for the Professional Rescuer. The American Heart Association is usually a 2-year certification and the American Red Cross is only a 1-year certification. Students are expected to present a current CPR card on the **FIRST DAY OF CLASS**.
- _____ 3. **Medical Examination – With Satisfactory Results:**
An applicant must submit a **complete** physical exam report signed by a Physician (MD), Physician Assistant (PA), or an Advanced Registered Nurse Practitioner (ARNP). A form will be provided and applicant will be given a deadline date for submission.
- _____ 4. **Current PPD or TB Test or Declination with X-Ray Results (within 1 year)**
- _____ 5. **Current Immunization Record:**
An applicant **must** submit a complete and current immunization record **signed** by a primary care Physician or Health Department Staff. A form will be provided and applicant will be given a deadline date for submission.
- _____ 6. **CNA's** Must submit a copy of his or her certification (if applicable).

Applications must have **initial** admission requirements completed (with all the information) by the last working day in **APRIL**. For high school seniors, conditional acceptance can be granted before graduation. However, a high school diploma must be received immediately upon graduation. If space is available, a student may still be considered for acceptance if program requirements are met past the deadline date.

It should be understood that the application process is competitive and satisfactorily meeting minimum requirements does not automatically guarantee admission. Those residing within the service area will be given additional consideration. Applicants will be notified by mail of selection status.

Upon completion of all admission requirements, and acceptance into the Practical Nursing Program, the student must maintain a 2.0 GPA to continue in the program.

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN COMMUNICATION WITH HIS/HER ADVISOR TO ENSURE THAT THE APPLICATION PACKET IS COMPLETE AND UP-TO-DATE WITH CURRENT ADMISSION REQUIREMENTS.

**VOCATIONAL CERTIFICATE IN PRACTICAL NURSING
COURSE REQUIREMENTS & CURRICULUM PLAN**

Recommended Supplemental Courses: (Students are strongly encouraged to take as many of these courses as possible prior to entering the Practical Nursing Program.)

BSC 2085	Human Anatomy & Physiology	3 Credits	Recommended Course Before Entering the Program
BSC 2085L	Human Anatomy & Physiology I Lab	1 Credit	Recommended Course Before Entering the Program
BSC 2086	Human Anatomy & Physiology II	3 Credits	Recommended Course Before Entering the Program
BSC 2086L	Human Anatomy & Physiology II Lab	1 Credit	Recommended Course Before Entering the Program
OST 1257	Medical Terminology	2 Credits	Recommended Course Before Entering the Program

Recommended Courses for Possible Advanced Placement :

*HCP 0001 *HCP0120C	Health Careers Core Basic Nursing Care	3 Credits 2.5 Credits	If successful completion of both courses is obtained, student may apply for advanced placement into the Practical Nursing Program. Admission is not guaranteed. Successful completion of these courses will allow the student to make application for the state Certified Nursing Assistant (CNA) Exam.
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PRACTICAL NURSING COURSES

After acceptance into the Nursing Program, the following required nursing courses are taken in sequence over 1 year (beginning with Summer C and ending with Summer B):

Course	Course Number	Course Name	Credits
Summer "C" Semester	*HCP 0001	Health Careers Core	3
	*HCP0120C	Basic Nursing Care	2.5
	PRN0001	Fundamentals of Nursing Care	9
Fall Semester	PRN 0022	Structure and Function	2
	HSC 0530	Medical Terminology	0.5
	MTB 0372	Applied Math	1
	PRN0030C	Introduction to Pharmacology/Medication Administration	1.5
	PRN 0023	Life Span	0.5
	PRN0110C	Pediatric Nursing	3
	PRN 0400	Mental Health Concepts	0.5
	PRN 0440	Community Health Concepts	0.5
Spring Semester	PRN0381C	Medical Surgical Nursing I	7
	PRN0383C	Medical Surgical Nursing II	10
Summer "B" Semester	PRN0100C	Maternal Newborn Nursing	4

* Vocational credit is awarded to the student if the course is completed prior to entering the program. The student will not have to repeat these courses in the program and will enter with advanced placement. Upon completion of these courses in the program, the student is eligible to sit for the state Certified Nursing Assistant examination.

**GULF COAST STATE COLLEGE
PRACTICAL NURSING PROGRAM
COST SHEET**

TUITION - \$87.87 per vocational hour (in-state rate)

Tuition rates are subject to change.

COMPUTERIZED PLACEMENT TESTING (CPT) - \$5.00

LAB FEES AND INSURANCE approximately - \$122.00/program year

COURSE TITLE	VOCATIONAL HRS	TUITION (IN-STATE)
Health Careers Core	3	263.61
Basic Nursing Care	2.5	219.68
Fundamentals of Nursing	9	790.83
Structure and Function	2	175.74
Medical Terminology	0.5	43.94
Applied Math	1	87.87
Introduction to Pharmacology/Medications Administration	1.5	131.81
Life Span	0.5	43.94
Pediatric Nursing	3	263.61
Mental Health Concepts	0.5	43.94
Community Health Concepts	0.5	43.94
Medical-Surgical Nursing I	7	615.09
Medical-Surgical Nursing II	10	878.70
Maternal/Newborn Nursing	4	351.48
Approximate Total for PN Courses	45	\$3,954.18

REQUIRED BOOKS:

(prices are approximate – subject to inflation – do not include tax)

TITLE	EDITION	COST
PN Case Studies “Pin Code”		39.00
Henke’s Med-Math Dosage Calculation, Prep & Administration	6th	57.95
Textbook of Basic Nursing	9th	97.95
Introductory Medical – Surgical Nursing	9th	64.95
Perfect Package: Davis Drug Guide for Nurses, 11 th Edition; Taber’s Cyclopedia Medical Dictionary, 21 st Edition; Davis’s Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing		115.00
Dean Vaughn Medical Terminology 350	2nd	24.95
Roache’s Introductory Clinical Pharmacology	9th	65.95
Cox et al. Clinical Apps of Nursing Diagnosis: Adult, Child, Women’s Psychiatric, Gerontic & Home Health Considerations	4th	49.95
Approximate Total for <u>Required</u> Text :		\$515.70

NOTE: Approximate cost of supplemental (*optional*) books is \$125.00. You are encouraged to purchase the majority of these books when you first enter the program, as they are books that will assist you throughout your nursing education. Books are available through Gulf Coast State College Bookstore at Gulf/Franklin Center.

**GULF COAST STATE COLLEGE
PRACTICAL NURSING PROGRAM**

UNIFORM		
Students are required to wear a standard white uniform.		
Uniforms are special order.		Approximate Cost of Two Uniforms
Male	Two Uniforms (<i>shirt and slacks</i>)	98.00
Female	Two Dress Uniforms	65.00
	Two Pantsuit Uniforms	81.00
	One Dress and One Pantsuit	73.00
ACCESSORY ITEMS		
<i>The following items may be purchased at a variety of vendors.</i>		
White Hose, duty shoes (<i>cost variable depending on style, etc.</i>)		60.00
Student patch		6.25
Stethoscope (<i>style must have bell & diaphragm</i>)		25.00
Bandage scissors		3.00
Clipboard (<i>optional</i>)		5.00
Hemostat (<i>optional</i>)		3.00
Penlight		5.00
Black Ballpoint Pen		1.50
Watch with second hand (<i>cost variable depending on style, etc.</i>)		and up 20.00
Warm-up jacket (<i>optional</i>)		25.00
Protective Eye Goggles (<i>optional</i>) (OSHA approved)		(approx.) 6.00
Digital Thermometer and sheaths (<i>optional</i>)		10.00
MISCELLANEOUS		
Hepatitis B Vaccination Series		170.80
Physical Exam required at beginning of nursing program		150.00
Nursing Pin (<i>awarded at graduation pinning ceremony</i>)		and up (approx.) 75.00
NCLEX-PN (<i>licensure exam</i>) application testing fee		(approx.) 390.00

COST SHEET (Continued)

NOTE: Fees are approximate and subject to change

GULF COAST STATE COLLEGE – PRACTICAL NURSING CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop nursing care plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues • Cope effectively with high levels of stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> • Explain treatment procedures • Initiate client education • Document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in patient's rooms, workspaces, and treatment areas • Administer cardio-pulmonary resuscitation procedures • Walk the equivalent of 5 miles per day • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated position
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> • Calibrate and use equipment • Position patients/clients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift and carry 25 pounds • Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> • Observe patient/client responses • Identify and distinguish colors
Tactile	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Adapt to shift work • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded

SOURCES:

1. Red Alert: The Americans With Disabilities Act Implications for Nursing Education Core Performance Standards for Admission and Progression Framework. Southern Regional Education Board, Southern Council on Collegiate Education for Nursing, March 1993.
2. Dictionary of Occupations and Professions, Vol. II, 4th ed. 1991, Nurse, General Duty.

IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Applicants to the Nursing Programs in the Health Science Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our programs make every effort to accept as many academically qualified students as possible. In addition to meeting basic entry requirements, however, applicants must also consider how their personal history and background may affect their ability to meet admission and clinical requirements, sit for various state licensure exams, and ultimately gain employment.

Some of our Health Science Programs will require students to submit to a background screening and/or drug screening before being officially accepted into the nursing program. The health science program/s must follow state mandated laws for profession practice which will extend to admission and acceptance. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. Certain clinical sites may require a clean background screening in order for students to attend clinical and work with their patients. Students who cannot produce a favorable background check and/or drug screening may not be able to meet their program's admission requirements and clinical obligations, which would jeopardize their ability to successfully complete that program.

Students who graduate from our programs must also pass state licensure exam/s in order to be employable in their program of study. The various state entities that provide testing and licenses for Health Professionals, oftentimes, require background checks / drug screening prior to sitting for the exams and applying for licensure. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. It is possible to have successfully graduated from a health science program but be denied the opportunity for licensure because of an unfavorable background check and/or drug screening.

Employers of licensed health professionals can also have a variety of requirements that must be met prior to the granting of employment. These can include background checks of varying depths, and/or drug screenings. It is possible to graduate from a program and obtain the health professional license, but be denied some employment options due to an unfavorable background check or drug screen.

We offer this information so that you can make an informed decision concerning making application to one of our programs.

CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (www.doh.state.fl.us/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully:

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 provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations.

456.0635 (2) Medicaid fraud; disqualification for license, certificate, or registration

Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:

- (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
- (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

GULF COAST STATE COLLEGE – PRACTICAL NURSING PROGRAM
Important Information: Future Application for Florida Nursing License

When you make application for your Florida License to practice nursing, you will be required to complete a section on the application relative to a prior arrest record. You will be requested to answer the following questions:

Q. Have you ever been arrested – regardless of adjudication - for any felony offense?

If you answer yes, you must provide the following information:

- A. Date of Arrest**
- B. State and County**
- C. Country Outside of the U.S.**
- D. Charges**
- E. Disposition**

You must have arrest and court records of final adjudication for each offense sent to the State Board of Nursing. Your application will not be considered complete until these records are received. If the records are no longer available, you will be responsible for having certification of their unavailability sent directly from the arresting jurisdiction.

At the June 7, 2003, Board Meeting, the Board of Nursing established the following policy:

Applicants for licensure who have been convicted of a felony and civil rights have not been restored are not eligible for licensure and are not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

On July 1, 2009, Pursuant to Section 456.0635 – Florida Statutes, the health care board of the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

- 1). Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss 801-970 or 42 U.S.C. ss 1395-1396 unless the sentence and any probation or parole ended more than 15 years prior to the application.***
- 2). Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five year).***
- 3). Terminated for cause of any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).***

This policy does not refer to applicants with felony arrests and adjudication was withheld:

You need to consider the above stated licensure requirements when making application to the program. However, the Florida Board of Nursing Office will not accept calls from pre-nursing students with arrest records to determine if you are eligible for licensure. The determination can only be made after graduation, when your application and all supporting documentation is received, reviewed by the Board Staff, and then presented to the Board.

The following information is excerpted from Florida Department of Professional Regulation, Board of Nursing; Chapter 464.008 Licensure by Examination in the Nurse Practice Act and is provided to inform applicants to the nursing program the legal criteria for licensure. If you have a concern as to whether you would be able to meet the criteria, please arrange to discuss this with the Coordinator of Nursing or the Chairman of Health Sciences prior to submitting your application.

464.008 Licensure by Examination

- (1) Any person desiring to be licensed as a Registered Nurse or Licensed Practical Nurse shall apply to the department to take the licensure examination. The department shall examine each applicant who:
 - (a) Has completed the application form and remitted a fee set by the board not to exceed \$150 and has remitted an examination fee set by the board not to exceed \$75 plus the actual per applicant cost to the department for purchase of the examination from the National Council of State Boards of Nursing or a similar national organization.
 - (b) Has provided sufficient information on or after October 1, 1989, which must be submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.
 - (c) Is in good mental and physical health, is a recipient of a high school diploma or the equivalent, and has completed the requirements for graduation from an approved program for the preparation of registered nurses or licensed practical nurses, whichever is applicable. Courses successfully completed in a professional nursing program which are at least equivalent to a practical nursing program may be used to satisfy the education requirements for licensure as a licensed practical nurse.
 - (d) Has the ability to communicate in the English language, which may be determined by an examination given by the department.
2. Each applicant who passes the examination and provides proof of graduation from an approved nursing program shall, unless denied pursuant to s. 464.018, be entitled to Licensure as a Registered Professional Nurse or a Licensed Practical Nurse, whichever is applicable.
3. Any applicant who fails the examination three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

History – ss. 1, 6, ch. 79-225; ss. 2, 3, ch. 81-318; ss. 6, 17, 28, ch. 86-284, s. 12, ch. 83-205; s. 10, ch. 88-219; s. 34, ch. 89-162; s. 58, ch. 91-137; s. 5, ch. 91-156; s. 4, ch. 91-429; s. 94, ch. 92-149; s. 5, ch. 96-274; s. 78, ch. 97-264; s. 116, ch. 99-397; s. 95, ch. 2001-227.