

# **MSU-Great Falls College of Technology PRACTICAL NURSING**



## **Student Information and Application Packet Fall 2012**





Dear Prospective Practical Nurse Student:

I am delighted that you are interested in the MSU – Great Falls College of Technology Practical Nurse Program. Nursing is a profession that awards you a career for a lifetime. As a nurse for over 30 years, I have found it to be a rewarding, exciting, yet challenging career.

Practical Nursing is the practice of nursing under the supervision or direction of a registered nurse, licensed physician, osteopath, podiatrist, or dentist. The Practical Nurse provides a unique contribution in the care of the individual throughout the life span. This care is based on the knowledge and application of principles and skills in the prevention of illness and the promotion, maintenance, and restoration of health.

The health service field is one of the fastest growing occupational areas in the nation today. The overall demand for practical nurses is expected to continue to rise. Licensed Practical Nurses (LPN) care for the sick, injured, convalescing, and handicapped, under the direction of physicians and registered nurses. Practical nurses are highly sought after graduates and have an excellent rate of job placement. Achieving LPN status initiates the nursing career for many graduates; but may represent the first step to an advanced nursing education for others.

The goal of the program is to prepare the student for the NCLEX – PN licensing exam, which can be taken upon successful completion of the course. Completion of the program does not guarantee eligibility to take the licensure exam and/or become licensed.

The MSU-Great Falls College of Technology has a limited enrollment capacity. Twenty new students are enrolled in the fall each year. The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Due to clinical space competition and lab space, the small class size is a necessity. Limited enrollment can create a competitive student selection process. It is important to review and understand our selection process. Please refer to the Application Evaluation located in this information packet.

Information about the program and application materials for the fall entry is enclosed. Please read these materials carefully. For additional information or answers to specific questions, please contact the Health Science Program Assistant at 771.4350 or Cheryl Alt at 771.4362.

Thank you for your interest in the Practical Nurse Program.

Sincerely,

A handwritten signature in black ink that reads "Cheryl Alt". The signature is written in a cursive, flowing style.

Cheryll Alt, MSN, RN  
Program Director, Practical Nurse Program

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**Montana State University-Great Falls College of Technology**  
**Certificate of Applied Science Degree**  
**Practical Nursing**

**Educational Program:**

The Practical Nurse program is approved by the Montana State Board of Nursing. The College is also accredited by the Northwest Commission on Colleges and Universities. After prerequisite coursework is completed, the MSU–Great Falls College of Technology’s Practical Nurse program consists of three consecutive semesters. The actual coursework for the Practical Nurse program is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the workforce.

Students commit to a full week at MSU-Great Falls College of Technology each week. They are in class or at clinical for the fall, spring, and summer semesters. This program, while very exciting, is extremely fast-paced and challenging. There are many tests, quizzes, and assignments each week, to complete prior to class/clinical outside of class time. The majority of students will find it necessary to spend outside classroom time as well as practicing lab/clinical skills. A good rule of thumb is that for every class hour, at least 3 hours in preparation or in the completion of assignments will be needed.

**Program Expenses:**

The Practical Nurse Students will be required to obtain some personal equipment and supplies, purchase uniforms, pay lab fees, and pay for transportation to field experience sites. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog.

**Admission to the MSU-Great Falls College of Technology**

**Students must be admitted to the College prior to the submission of the Practical Nurse Program Application. Therefore, no applications will be reviewed unless the applicant applies first to the College and the official transcripts are reviewed by the Registrar.**

Acceptance to MSU–Great Falls College of Technology requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution’s web site, [www.msugf.edu](http://www.msugf.edu) (select **Admissions & Records** then **Forms** then **Application for Admission**)

**Eligibility for Admission into the Practical Nurse Program**

*All eligibility forms and documents are enclosed in the Practical Nurse Program Information and Application Packet for 2012.*

To be eligible to apply for admission into the Practical Nurse Program, applicants must:

- Show that they have been admitted to MSU–Great Falls College of Technology and are currently in good standing
- Completed all prerequisite course work with a minimum grade of “C” in each course and a minimum GPA in prerequisite course work of 2.0. Prerequisite coursework can be taken at other institutions but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Provide documentation for applicable degrees or medical work experience

Current students may apply in the semester in which they are finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after completion of grades at the end of the semester.

## Program Admission Process

The Practical Nurse Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work, previous education, medical work experience, an essay, and Community or Health Related Volunteerism. All prerequisite courses must be taken prior to submission of an application. Students who have not completed all of their prerequisite courses by the deadline, and are taking summer courses to complete, will only be admitted if there are slots remaining after the committee has reviewed all of the complete application packets.

### Equal Opportunity Policy

Montana State University—Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

**The deadline for applications to the Practical Nursing Program is May 25, 2012. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant at the College or mailed to the College.**

### Contact Information

Health Science Program Assistant  
Room R 227  
406.771.4350 or  
1.800.446.2698

### Mailing address:

Practical Nurse Program Admissions Committee  
Attention: Practical Nurse Program  
Montana State University—Great Falls  
2100 16th Avenue South  
Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.  
**Application Due Date: May 25, 2012.**
- **Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.**
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- MSU-Great Falls College of Technology's Practical Nurse Program does not maintain a waiting list. Applicants must reapply each year.
- Clinical Practice is an invaluable part of your nursing education at MSU Great Falls College of Technology. Hands-on nursing experience is what brings nursing education to life for each student in our program. It is a privilege for MSU Great Falls College of Technology to work with many community health care facilities in the Cascade County area which provide clinical experiences. To ensure the safety and well being of all patients, Background Checks are becoming a standard requirement for employment in health care today. It is therefore important that students within our program realize that some clinical facilities will ask students to obtain a Background Check before beginning clinical practice.

## Notification of Acceptance

Accepted students will be notified of their acceptance into the Program by the week of July 2, 2012. Accepted students will be required to provide proof of CPR certification, negative Tuberculosis test, and immunizations, including flu shots, before the beginning of the fall semester, at the nursing orientation. Students not accepted will be notified by the week of July 16<sup>th</sup>.

All students enrolled for 4 or more credits are required to have health insurance. For students without adequate coverage, MSU-Great Falls College of Technology offers a program developed especially for Montana University System students by Blue Cross and Blue Shield of Montana (BCBS-MT). This plan provides coverage for injuries and illnesses, on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations among others. See <http://www.msugf.edu/students/HealthInsurance/index.html> for more information about the plan.

Nursing program students entering the clinic setting must carry medical health insurance. Health insurance is available through the college for students who do not have other health insurance. Students will be financially responsible for their health care if they become ill or are injured in the clinical setting.

Please contact Student Central for further information. 406.771.4414.

Accepted students should plan on registering for courses in August and attending the mandatory Practical Nurse Orientation (date and time to be announced).

# Practical Nurse Curriculum

## Prerequisite Coursework

The following courses must be completed or be in progress prior to admission into the Practical Nurse Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

Course Number	Course Title	Credits
BIOH 201	Human Anatomy & Physiology I/ Lab	4
CHMY 121	Introduction to General Chemistry/Lab	4
M 121	College Algebra	3
NRSG 100	Introduction to Nursing	1
<b>Total</b>		<b>12</b>

Course Number	Course Title	Credits
BIOH 211	Human Anatomy & Physiology II/ Lab	4
WRIT 101	College Writing I	3
NUTR 121	Clinical Human Nutrition	2
PSYX 100	Introduction to Psychology	3
<b>Total</b>		<b>12</b>

Science courses must be completed within five (5) years of and other courses must be completed within 15 years of applying to the Practical Nurse Program.

## Transferable Courses

Please refer to the MSU-Great Falls College of Technology website: [www.msugf.edu](http://www.msugf.edu). Contact the Registrar at 406.771.4312 should you have any questions about the transferability or currency of coursework.

## Program Coursework

The courses listed below are required in the program of study for the Certificate of Applied Science in Practical Nursing. The courses are offered at MSU Great Falls College of Technology in the following sequence:

### FALL SEMESTER

Course Number	Course Title	Credits
NRSG 135	Nursing Pharmacology	3
NRSG 130	Fundamentals of Nursing	7
NRSG 138	Gerontology for Nursing	2
<b>Total</b>		<b>12</b>

### SPRING SEMESTER

Course Number	Course Title	Credits
NRSG 140	Core Concepts of Adult Nursing	7
NRSG 144	Core Concepts of Mental Health	2
NRSG 142	Core Concepts of Maternal / Child	3
NRSG 148	Leadership Issues	2
<b>Total</b>		<b>12</b>

**Total Program Credits: 50**

### RECOMMENDED ADDITIONAL COURSE \*

Course Number	Course Title	Credits
AH 120	Intravenous Therapy	1
<b>Total</b>		<b>1</b>

\* Highly recommended addition to standard nursing curriculum. Will provide you with IV certification which many employers value or require for employment.

*Once enrolled in nursing courses, a minimum of a grade of “C” in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience in order to continue in the program.*

## **Application Scoring:**

- Only students in Good Academic Standing will be eligible for program acceptance.
- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar’s Office and grade points will be calculated using the current catalog criteria which includes +/- weighing.
- For students, who have Tech Prep (TP) credits, the student’s high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a year long course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DAN TES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar’s Office will verify degrees awarded from official transcripts.



# MSU-GREAT FALLS COLLEGE OF TECHNOLOGY PRACTICAL NURSE PROGRAM

## APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

E-Mail ADDRESS (If applicable) \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

### Check-off List

√	Item
	Complete application and documentation for admission to MSU-GF College of Technology
	Application Packet Cover & Check-off sheet
	Application Evaluation (complete form for submission)
	Technical Standards Form (signed)
	Verification of work experience in a medical field
	Verification of Volunteer experience in community and/or health related areas
	Official Transcripts for all completed secondary education/certifications (Send transcripts to Registrar – no need to include in packet)

### Important Note:

The Montana Board of Nursing may not allow you to take the national exam following the completion of this program. Acceptance for taking national exams, if you have a felony conviction, is approved or denied by the Montana Board of Nursing on an individual basis. If you have a felony conviction, contact the Montana Board of Nursing for further information before making an application to the program.

Nursing: [http://mt.gov/dli/bsd/license/bsd\\_boards/nur\\_board/board/\\_page.asp](http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board/_page.asp)

## Technical Standards

Practical Nurse Program --- MSU College of Technology – Great Falls

### **General physical, mental, and sensory requirements in the Practical Nurse Profession**

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An employee in the Practical Nurse profession is expected to be able to meet or exceed the following demands, whether physical, mental, sensory, communication or behavioral/emotional.

#### **Physical demands include being able to:**

- Use computer input and output devices effectively, including typing and data entry;
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines;
- Physical stamina to work quickly and for long intervals without sitting;
- Turn/reposition bedfast patient, alone or with assistance, to prevent hazard of immobility. This may require lifting with assistance 200 – 300 pounds;
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed throughout shift alone or with assistance;
- Transport patients in wheelchairs as necessary;
- Answer patient call lights or intercom system to determine patient needs;
- Perform CPR – ventilation/compression
- Spend at least 6 of 8 hours on your feet while delivering care;
- Ability to use left and right hand function, from simple grasping to low speed assembly;
- Do twisting, sitting, standing, walking, bending, reaching, climbing, squatting, kneeling and crawling during your shift;
- Lift, carry, push and pull from 1 pound to over 100 pounds.

#### **Mental demands include being able to:**

- Use effective time management;
- Concentrate and maintain acceptable level of accuracy in spite of frequent interruptions;
- Be courteous, tactful, and cooperative throughout the working day;
- Maintain confidentiality with regard to all phase of work;
- Read, write, and do basic math calculations;
- Float to other nursing units and perform patient care;
- Utilize effective verbal communication
- Answer the telephone;
- Read and write the English language.
- Function in a stressful environment

#### **Sensory demands include being able to:**

- Do close work for hours under artificial light, decipher handwritten and typewritten information in medical records;
- Differentiate colors
- Understand spoken voices and understand various accents, both face-to-face and while using various communication technologies;
- Work in a noisy environment;
- Possess the capabilities to accurately assess patients using auditory, tactile, visual, and olfactory senses.

#### **Communication**

- Effective communication in oral and written forms
- Process and communicate information on patient's status with accuracy in a timely manner to members of the health care team, including faculty.

**Behavioral/Emotional**

- Student must have emotional stability to function effectively under stress
- Must be able to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Student must know that his/her values, attitudes, beliefs, emotions, and experiences affect his/her perceptions and relationships with others.
- Student must be able and willing to examine and change his/her own behavior when it interferes with productive individual or team relationships.
- Student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

In addition to these technical standards, there are other essential abilities necessary to acquire or demonstrate competence in nursing. These include but are not limited to the following abilities:

**Communication**

- Effective communication in oral and written forms
- Process and communicate information on patient’s status with accuracy in a timely manner to members of the health care team, including faculty.

**Behavioral/Emotional**

- Student must have emotional stability to function effectively under stress
- Must be able to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Student must know that his/her values, attitudes, beliefs, emotions, and experiences affect his/here perceptions and relationships with others.
- Student must be able and willing to examine and change his/her behavior when it interferes with productive individual or team relationships.
- Student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

The above listing is composed of general examples. Specific jobs may have other demands.

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



MSU-GREAT FALLS COLLEGE OF TECHNOLOGY  
 PRACTICAL NURSE PROGRAM  
 2100 16<sup>th</sup> Avenue South  
 Great Falls, Montana 59405  
 406.771.4362                      800.446.2698 ext. 4362

**PRACTICAL NURSE PROGRAM  
 VERIFICATION OF  
WORK EXPERIENCE IN MEDICAL FIELD**

\_\_\_\_\_ was employed /volunteered  
 (*PRINT*) Last Name, First, Middle Initial (please circle)

From \_\_\_\_\_ to \_\_\_\_\_ working an average of \_\_\_\_ hours per week.  
*Month/Day/Year                      Month/Day/Year*

Total hours of Occupational or Volunteer Experience: \_\_\_\_\_

**COMMENTS/DESCRIPTION OF DUTIES:**                      **JOB TITLE** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employer/Supervisor/HR Representative                      Date**

\_\_\_\_\_  
**Name of Employer (Please Print)**

\_\_\_\_\_  
**Mailing Address (Street Address, P.O Box)**

\_\_\_\_\_  
**City, State, Zip Code**

Applicants may make copies of this form if they have been employed or volunteered at more than one site.

<b>OFFICE USE ONLY</b>	
<b>TYPE:</b> _____	<b>TIME:</b> _____
<b>REVIEWED BY:</b> _____	<b>DATE:</b> _____



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**PRACTICAL NURSE PROGRAM**

**VERIFICATION OF VOLUNTEER EXPERIENCE  
 IN COMMUNITY AND/OR HEALTH RELATED AREAS**

\_\_\_\_\_ was employed /volunteered  
 (*PRINT*) Last Name, First, Middle Initial (please circle)

From \_\_\_\_\_ to \_\_\_\_\_ working an average of \_\_\_\_ hours per week.  
 Month/Day/Year Month/Day/Year

Total hours of Occupational or Volunteer Experience: \_\_\_\_\_

COMMENTS/DESCRIPTION OF DUTIES:              JOB TITLE \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employer/Supervisor/HR Representative                      Date

\_\_\_\_\_  
 Name of Employer (Please Print)

\_\_\_\_\_  
 Mailing Address (Street Address, P.O Box)

\_\_\_\_\_  
 City, State, Zip Code  
 Applicants may make copies of this form if they have been employed or volunteered at more than one site.

<b>OFFICE USE ONLY</b>	
TYPE: _____	TIME: _____
REVIEWED BY: _____	DATE: _____



**MSU-GREAT FALLS COLLEGE OF TECHNOLOGY  
PRACTICAL NURSE PROGRAM  
Application Evaluation Form (2 pages)**

**Please Complete**

**Applicant Name:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Eligibility Assessment: (Place "Y" in blank to indicate requirement has been met)**

- Admitted to MSU-Great Falls College of Technology and in good standing \_\_\_\_\_
- Each Prerequisite course completed with minimum grade of "C" \_\_\_\_\_
- 2.0 Cumulative Prerequisite GPA \_\_\_\_\_

**Admissions Criteria Score:**

**A. Check if successfully completed the following three (3) prerequisite courses; add grade**

- |                          |          |                          |             |                     |
|--------------------------|----------|--------------------------|-------------|---------------------|
| <input type="checkbox"/> | NRSG 100 | Introduction to Nursing  | Grade _____ | College taken _____ |
| <input type="checkbox"/> | NURT 121 | Clinical Human Nutrition | Grade _____ | College taken _____ |
| <input type="checkbox"/> | PSYX 100 | Intro to Psychology      | Grade _____ | College taken _____ |

**B. Performance in Science Prerequisites (24 points possible) (Grade A = 4, B = 3, C = 2. Multiply that number by the Emphasis = points)**

Course #	Course Title	Grade	Emphasis	Points	College taken
*BIOH 201	Human Anatomy & Physiology I/Lab	_____ x	2	= _____	_____
*BIOH 211	Human Anatomy & Physiology II/Lab	_____ x	2	= _____	_____
*CHMY 121	Intro to Gen. Chemistry/Lab	_____ x	2	= _____	_____

**Total Science Score** \_\_\_\_\_

\*These classes must be completed within 5 years of applying.

**C. Performance in Foundational Composition and Mathematics Courses (16 points possible)**

Course #	Course Title	Grade	Emphasis	Points	College taken
WRIT 101	College Writing I	_____ x	2	= _____	_____
M 121	College Algebra	_____ x	2	= _____	_____

**Total Foundations Score** \_\_\_\_\_

**D. Previous Educational Attainment (5 points maximum –points awarded for one degree only)  
Verification required –transcript with degree or certification posted - on file with registrar**

Degree Attained	Points	Total
Bachelor's Degree	5	= _____
Associate Degree	4	= _____
Degree Certification	3	= _____

**Total Educational Attainment Score** \_\_\_\_\_

*E. Certified Nurse's Assistant (15 points maximum) Verification required*

<b>Years of Certified Nurse's Assistant Experience</b>	<b>Points</b>	<b>Total</b>
Less than 1 year	5	= _____
1 – 3 years	10	= _____
Over 3 years	15	= _____
<b>Total CNA Experience Score</b>		

*F. Work Experience, other than CNA, in Health Field (5 points maximum) Verification required*

<b>Years of Occupational Experience</b>	<b>Points</b>	<b>Total</b>
Less than 1 year	2	= _____
1 – 3 years	4	= _____
Over 3 years	5	= _____
<b>Total Occupational Experience Score</b>		

*G. Volunteer Experience IN Community and/or health related areas (5 point possible) Verification required*

<b>Years of Volunteer Experience</b>	<b>Points</b>	<b>Total</b>
Less than 1 year	2	= _____
1 – 3 years	4	= _____
Over 3 years	5	= _____
<b>Total Volunteer Experience Score</b>		

**TOTAL APPLICATION SCORE (total 70 points possible)**

In case of a tie at the raw point level, these are the tie-breaking criteria:

- ✓ CNA experience
- ✓ Highest Prerequisite GPA

**Equal Opportunity Policy**

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