Practical Nursing Diploma Program

The completion of the Health Care Assistant-Health Care Technician option is required for prospective students seeking admission into the Practical Nursing diploma program (effective for students entering Spring 2014 Practical Nursing class). *See list of HCA-HCT classes below.

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of general core and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

EMPLOYMENT OPPORTUNITIES
Graduates from this program will have a variety of employment opportunities awaiting them. After successfully passing the licensure exam, graduate nurses can work in hospitals, nursing homes, clinics and physician offices.

LICENSURE/CERTIFICATION
After successful completion of the Practical Nursing program, a graduate will apply to sit for the licensure exam. When this exam is passed, the graduate will receive a license to practice as a Licensed Practical Nurse in the state of Georgia.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
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<tbody>
<tr>
<td>ASSET</td>
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<td>COMPASS</td>
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<tr>
<td>GAHSGT</td>
<td>235</td>
<td>235</td>
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</table>
### HEALTH CARE ASSISTANT-HEALTH CARE TECHNICIAN

#### CURRICULUM

**GENERAL CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL 1000</td>
<td>College Success and Survival Skills (Institutional Credit Only)</td>
<td>2</td>
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<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
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**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ALMA 1000</td>
<td>Allied Health Math Applications (Institutional Credit Only)</td>
<td>(3)</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1011</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1040</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>*NAST 1100</td>
<td>Nurse Aide Fundamentals**</td>
<td>6</td>
</tr>
</tbody>
</table>

*Prior to a student enrolling in NAST 1100 the following prerequisites must be met: all general core courses for the program along with the occupational courses COMP 1000 and ALHS 1011. In addition, the following co-requisites must be taken either prior to or along with NAST 1100 including: ALHS 1040, ALHS 1060, and ALHS 1090.

* NAST 1100 is a State approved course which offers training to candidates that desire to become eligible for certification as a certified nurse aide.

#### Additional NAST 1100 Course Costs

(Costs are estimates and are subject to change.)

- Criminal Background Check: $5.00
- Urine Drug Screen: $25 to $35
- N95 fit testing: $20
- Immunization costs based on number of immunizations needed
- State Standardized Writtenoral and Skills Exam: $107-$117
- Uniform Fee: varies
- Uniform Patch: $5.00

#### NAST 1100 Course Requirements

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the Nurse Aide State competency examination. Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine Drug screen prior to beginning NAST 1100, Nurse Aide Fundamentals clinical.

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(Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

Special Clinical Requirements for NAST 1100

- To begin the clinical rotation, students must pass all skill demonstrations in the practice lab.
- Students must complete 24 clinical hours.
- An additional 21 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.
- Attire for clinical is a uniform consisting of a navy blue shirt and pants or skirt and white duty shoes.
- Students must have the ability to assist in the transporting, moving, lifting and transferring of patients. Students must be able to lift devices (weighing up to 50 lbs).
- Students must provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination.
  Students may choose to sign a declination form declining the Hepatitis B vaccine Series.
- Instructor will provide required forms and instructions at the beginning of NAST 1100.
- A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites.

**Nurse Aide Certification (After completing the Health Care Technician Option)**

OPTIONAL: Upon completion, students may complete the following to obtain certification.

To become certified as a nurse aide, an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third unsuccessful attempt at passing the competency examination, the student must retake the nurse aide training program. Only when the student has passed the examination will his/her name be submitted for placement on the Georgia Nurse Aide Registry.

State of Georgia Nurse Aide Programs have an outside testing agency to administer the written/oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook which outlines testing requirements. [www.pearsonvue.com](http://www.pearsonvue.com).

**PRACTICAL NURSING ADMISSION**

**LICENSURE/CERTIFICATION**

After successful completion of the Practical Nursing program, a graduate will apply to sit for the licensure exam. When this exam is passed, the graduate will receive a license to practice as a Licensed Practical Nurse in the state of Georgia.

Beginning Spring 2014, all students will take the TEAS admissions test for entry into the PN program. Students must achieve a benchmark score of at least 50% to be eligible for admission. Students are highly encouraged to complete MATH 1012, ALHS 1011 and ENGL 1010 prior to taking the TEAS test. It is the student’s responsibility to contact the Admissions Office when these courses have been completed in order to schedule a time for testing. Students are allowed two attempts to

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score the minimum requirements on the TEAS test. Failure to meet the benchmark within two attempts will result in the student having to wait 5 years to retest.

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements will be eligible for admission.

- Possess a 3.0 GPA;
- Completion of the Health Care Assistant-Health Care Technician option or completion the Health Care Science-Associate of Science in Nursing option;
- Current Nurse Aid Certificate obtained outside the TCSG system. Students may earn exemption credit for NAST 1100 through a course exemption exam. This exemption only applies to those students enrolled in the Health Care Assistant Health Care Technician track;

Upon notification by your instructor, you must complete these necessary forms:

- Verification of birth;
- Medical History Form and Medical Examination Form;
- Forensic Drug Screening and Criminal Background Check conducted by PreCheck;
- Affidavit of Non-Drug Dependency/Felony Conviction;
- Hepatitis B Consent or Declination Form; and
- Immunization Forms (TB Skin Test, Tdap Vaccination, MMR Vaccinations, Varicella Vaccinations, Annual Flu Vaccine)
PRACTICAL NURSING CURRICULUM

Once a student has met the criteria above, then he/she will follow the sequence of Practical Nursing Practice courses outlined below. After completing the general core and occupational classes listed below, the program generally takes a minimum of 3 consecutive semester terms to complete. To graduate, students must earn a minimum of 73 semester credit hours. Students may enter the program in either Fall or Spring semesters on the Swainsboro or Vidalia campus (day classes only). Students may contact the admissions office for more information.

CURRICULUM OUTLINE

<table>
<thead>
<tr>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COLL 1000 College Success and Survival Skills (Institutional Credit Only)**</td>
<td>2</td>
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<tr>
<td>ENGL 1010 Fundamentals of English I</td>
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</tr>
<tr>
<td>MATH 1012 Foundations of Mathematics</td>
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<tr>
<td>PSYC 1010 Basic Psychology</td>
<td>3</td>
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<thead>
<tr>
<th>PRE-NURSING ADMISSION OCCUPATIONAL COURSES</th>
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<tbody>
<tr>
<td>ALHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1060 Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
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<tr>
<td>COMP 1000 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1040 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1090 Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>NAST 1100 Nurse Aide Fundamentals</td>
<td>6</td>
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<tr>
<td>ALMA 1000 Allied Health Math Applications (Institutional Credit Only)**</td>
<td>(3)</td>
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<tr>
<th>PRACTICAL NURSING OCCUPATIONAL COURSES</th>
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<tr>
<td>PNSG 2010 Introduction to Pharmacology and Clinical Calculations</td>
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<td>PNSG 2030 Nursing Fundamentals</td>
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<tr>
<td>PNSG 2035 Nursing Fundamentals Clinical</td>
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<tr>
<td>PNSG 2210 Medical-Surgical Nursing I</td>
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<td>PNSG 2220 Medical-Surgical Nursing II</td>
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<td>PNSG 2320 Medical-Surgical Nursing Clinical II</td>
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<td>PNSG 2230 Medical-Surgical Nursing III</td>
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<td>PNSG 2240 Medical-Surgical Nursing IV</td>
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<td>PNSG 2250 Maternity Nursing</td>
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<td>PNSG 2255 Maternity Nursing Clinical</td>
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<td>PNSG 2410 Nursing Leadership</td>
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<tr>
<td>PNSG 2415 Nursing Leadership Clinical</td>
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** Students who are transferring in from another college MUST take COLL 1000 and ALMA 1000 before admission into the nursing program.

** ALHS 1011 must be taken in the traditional class setting and must be taken within one year or 3 semesters of starting the program.

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PN program or being placed on the waiting list. (This is effective for students entering Spring 2014 Practical Nursing Program).

Students applying for admission into the PN program must possess a minimum 3.0 GPA. The following courses will be considered as GPA calculation courses for nursing program placement:

ENGL  MATH  PSYC  COMP  ALHS  ALHS
1010  1012  1010  1000  1011  1060

The above classes in addition to COLL 1000 and ALMA 1000 must be completed before program eligibility. COLL 1000 should ideally be taken the first semester you are enrolled at STC and ALMA 1000 must be taken within the three consecutive semesters prior to program admission, but after completion of MATH 1012. ALMA 1000 will be a requirement for admission beginning Spring 2014.

Special Note: A grade of "C" or higher is required in any course in Practical Nursing in order to remain in the program.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $7,255
Books/Supplies: $716
Licensure Exam: $240
ATI Testing Fees: $278
ATI Comprehensive Exam: $42.00
Mandatory NCLEX Review Class: $250
STC Practical Nursing pin: $15-$65
Cogent Background: $52.90
AHA BLS CPR and First Aid certification (which must remain current throughout the program): $50.00

SPECIAL PROGRAM FEATURES
The Georgia Board of Examiners for Licensed Practical Nurses (GBELPN) determines graduate eligibility to sit for the national licensure exam. The graduate is required to submit an extensive confidential application to the Board. The application includes information regarding any prior arrests and felony convictions.

CLINICAL EDUCATION
Number of Clinical Sites: Approximately 40
General Location of the Clinical Sites:
Toombs, Montgomery, Tattnall, Candler, Emanuel, Jenkins, Johnson, Treutlen, and Wheeler counties. Please note some clinical sites may be located outside of the immediate service delivery area.
Special Requirements of the Clinical Sites:
Special requirements of the Georgia Board of Examiners for Licensed Practical Nurses as well as Clinical Sites include: a physical exam along with blood work, up-to-date immunization records, drug screen, and criminal background check are required in order to attend clinical. Successful completion and current American Heart Association Health Care Provider CPR status is also required.

Clinical Education Courses
Each nursing semester requires successful completion of the designated theory class for that semester before a student can attend the clinical part of the program. Clinicals are designed to give the student a real-life work experience of a Licensed Practical Nurse in a specific medical setting.

Revised January 21, 2014
Clinical Education Courses include:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PNSG 2035</td>
<td>Nursing Fundamentals Clinical</td>
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<tr>
<td>PNSG 2310</td>
<td>Medical-Surgical Nursing Clinical I</td>
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<td>PNSG 2255</td>
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<tr>
<td>PNSG 2415</td>
<td>Nursing Leadership Clinical</td>
<td>75</td>
</tr>
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</table>

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course. Clinical attendance is strictly enforced as mandated by the GBELPN. Any missed days of clinical must be made up.

Clinical Assignments

Clinicals usually begin at 6:30 a.m., but may be earlier or later depending on the individual clinical sites. Students are required to spend the time designated by the GBELPN in each clinical area. Students are responsible for their own transportation to and from the clinical site.

Progression

In order to continue in the nursing program, the student must:

- Maintain a grade of C or better in all required courses.
- Achieve a passing score (100%) on the required medication administration exams.
- Be acceptable by clinical agencies for clinical experiences. Students must demonstrate safe practice in care of clients and exercise appropriate judgment as beginning level practitioners.
- Maintain ability to meet essential functions for nursing.
- Maintain compliance with health policy and current health care provider CPR certification.

A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on guidelines outlined in the readmission policy. Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.

Readmission to the Practical Nursing Program

Based on space availability, readmission may be considered for the following:

- Students who withdraw with Withdraw Passing (WP) or Withdraw Failing (WF).
- Students who fail to complete a course with a grade of C or better.

Students can only be readmitted ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for readmission. Students must request reinstatement within one year from the term of withdrawal or failure. Any student requesting readmission must reapply to the Admissions office at least two months prior to the appropriate start date. Students must submit to the Program Director:

- A letter requesting readmission that includes:
  - Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education.

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The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Students applying for re-entry beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from nursing occupational courses, either PNSG prefixes completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- Twelve months have elapsed since the student was enrolled in a nursing course;
- Student has been dismissed from the program.

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission, the following criteria will be utilized to determine the best candidate for re-admission:

- Interview: 40%
- Judgment/Comprehension score on the TEAS: 20%
- GPA: 40%

Students may be eligible for academic forgiveness 5 years after last nursing course attempted and may apply for readmit to the first nursing course.

Transfer

The transfer policy applies only to students desiring to transfer between Technical College System of Georgia including college campus programs.

Any student requesting transfer must apply to the Admissions office at least two months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

- meet minimum admission standards for the nursing program,
- possess a minimum of a 2.5 cumulative GPA at time of transfer,
- be a student in good standing and eligible to return to the previous nursing program,
- provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit:

- The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Revised January 21, 2014
Students applying for transfer beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Students can only be readmitted for transfer ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for transfer. Students will be accepted for transfer between college programs one time only.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance. In the event more than one student meets the requirements for transfer, the following criteria will be utilized to determine the best candidate for transfer:

- Interview: 40%
- Judgment/Comprehension score on the TEAS: 20%
- GPA: 40%