

**CLARK STATE COLLEGE
SCHOOL OF NURSING
Practical Nursing (PN)
Day Program Information and
Admissions Criteria and Procedures**

Clark State College School of Nursing (CSCSON) offers both day and evening practical nursing (PN) programs. The PN programs are space limited, competitive admission programs. Students who wish to enter an PN program must apply to the appropriate nursing program after they have met specific admission requirements. Submission of an application does not guarantee admission to the program.

ADMISSION CRITERIA AND PROCEDURES

The PN program admits students twice a year in fall and spring semester. Applications for program admission will be accepted over a two-month period as indicated in the table below.

Desired entry term	Program application and documentation must be received on or before:	Application available online at 10 am	Applications accepted	Acceptance or denial letter emailed on or before:
Spring Beavercreek Day Bellefontaine Day	The first Friday of September	The first Friday of July	The first Friday of July through the first Friday of September	The first Friday of November
Fall Springfield Day Beavercreek Part Time Evening Weekend	The first Friday of February	The first Friday of December	The first Friday of December through the first Friday of February	The first Friday of April

Minimum Criteria for Application:

To be considered for acceptance into the PN Program, students must meet the following minimum criteria for application:

- Complete application to the College, declaring PN as their major.

- Provide all official high school and/or college transcripts from regionally accredited colleges to the Admissions office.
- Demonstrate a minimum 2.0 cumulative grade point average (GPA) in the required courses in the curriculum that are completed, regardless of where the courses were completed, and a minimum 2.0 cumulative Clark State College institutional GPA, or if no College courses have been completed, a high school GPA of 2.0.
- Complete BIO 1105 Fundamentals of Anatomy of Physiology with a minimum of a “C” or equivalent prior to enrollment into the first LPN clinical nursing course (LPN 1101)
- Complete ENG 1111 English 1 with a minimum of a “C” or equivalent prior to enrollment into the first LPN clinical nursing course (LPN 1101)
- Complete FYE 1101 College Success with a minimum of a “C” or equivalent prior to enrollment into the first LPN clinical nursing course (LPN 1101)
- Complete MST 1105 Medical Terminology or equivalent with a minimum of a “C” or equivalent prior to enrollment into the first LPN clinical nursing course (LPN 1101)
- Complete MTH 0500 Pre-Algebra with a minimum of a “C” or equivalent prior to enrollment into the first LPN clinical nursing course (LPN 1101)
- Current Nurse Aide certification or MST 1181 completed, in progress, prior to enrollment into the first LPN clinical nursing course (LPN 1101). In certain circumstances, this requirement can be waived or test out of through work experience. Please see Appendix A of this document and reach out to fisherg@clarkstate.edu for any further questions.

Competitive Admission based on Academic Achievements

Completion of the minimum requirements and application to the program does not guarantee admission. Entry to the nursing program is competitive and based on academic achievements. Applications are reviewed and scored in the following categories. Applicants with the highest points will be offered admission to the program.

Students may be granted provisional acceptance to the program if the necessary requirements can be completed before starting the program. For example, a fall applicant who applies in December and is missing a requirement may be granted provisional acceptance. The student would then complete the missing requirement in the summer or spring prior to the fall start of the program. The Assistant Dean of Nursing tracks and ensures pre-program completion of all requirements.

If a number of applicants have the same course, these applicants will be prioritized by their application submission date. (Example: 10 students have a score of 13 and there are only 8 available spots. The 8 students with the earliest application date/time will be accepted.) Students are strongly encouraged to submit applications in a timely manner.

**CLARK STATE COLLEGE
SCHOOL OF NURSING
TECHNICAL STANDARDS OF THE STUDENT NURSE**

It is recommended that students who enroll in the Clark State College School of Nursing (CSCSON) must be able to perform the technical standards of a student nurse identified below with or without reasonable accommodations. Students who may require accommodations to perform the technical standards are responsible for requesting reasonable accommodations through the College's Office of Accessibility.

- **Vision:** Able to assess a patient's health status using visual inspection and observation to detect changes in physical appearance, contour, and colors. Able to accurately read labels on medications, calibration devices such as syringes and manometers, various monitoring device and written communication.
- **Hearing:** Ability to hear within normal range to elicit and detect pertinent information while communication with patient s and health team. Must be able to detect changes in patient condition through accurate use of such auditory monitoring devices, such as stethoscope and to hear and respond to mechanical alarms.
- **Communication:** Able to communicate both verbally and in writing, using the English language in an understandable manner; to assess and impart information concerning patient status; to effectively complete patient/family teaching; and to interact with the interdisciplinary heath care team.
- **Walking/Standing:** Able to endure prolonged periods of walking/standing while in the clinical area. In addition, stairs must be negotiated.
- **Sitting:** Required to be able to sit in class, computer lab, and clinical conferences, and while charting in the clinical area.
- **Lifting/Carrying:** Able to lift and carry medical supplies, medications, and charts with an average lifting requirement of 10-15 pounds. Required to transfer, move, and lift patients when performing in the demonstration lab and clinical area. Assistance should be requested when patient lifting or repositioning.
- **Depth Perception:** Ability to recognize that objects have depth, height, and width. Must be able to describe observations of wounds, lesions, etc. Effectively assist clients with rehabilitative processes of ambulation, stair climbing, and transferring techniques. Necessary for fine task performance when performing invasive procedures and medication preparation and administration by injection technique.
- **Fine Motor Skills:** Able to perform nursing procedures, assist physicians with examinations, handle and control medical equipment, tubing, and specimens. Must be able to write clearly on all required reports and records.
- **Tactile Sensations:** Ability to assess conditions internal or external using the fingers and hands to touch. Necessary to feel vibrations, pulses, and temperature of skin. Also, able to grasp and easily manipulate equipment when providing patient care.

- **Pushing/Pulling:** Able to position, pull and push in preparing patients for scheduled procedures and in transferring patients and medical equipment. Pushing is required to perform cardiopulmonary resuscitation which required sufficient physical function of the upper and lower body to effectively complete CPR technique.
- **Bending/Reaching/Twisting:** Ability to reach, stoop, bend, kneel, and crouch when bathing patients, making beds, and in setting up and monitoring equipment.
- **Temperament:** Ability to think and adapt to various pressures in times of stress or crisis and in unpredictable situations. Must demonstrate self-control and ability to accept limits and suggestions. Must display sensitivity to patient comfort and privacy and express interest in patient progress while interacting in a caring and professional manner. Emotional stability is needed to maintain a therapeutic relationship with patients, families, and health care team members. Therapeutic communication and interaction must be effective to meet the unique needs of various patient populations served.
- **Exposure:** Will be exposed to body fluids, communicable diseases, and unpleasant elements (accidents, injuries, and illness). Will be provided with the knowledge and skills related to own protections and the protection of others.

I have read and understand the above listed standards. I am able to perform these standards at this time with or without reasonable accommodations.

Signature

Print Name and Date

Rubric used for admission to the PN program:

Course	Credit Hours	Grade	GPA
		A = 4 B = 3 C = 2 D = 1 F = 0	
BIO 1105 (3)	3	0	0
ENG 1111 (3)	3	0	0
MST 1105 (2)	2	0	0
PSY 1111 (3)	3	0	0
PSY 2223 (3)	3	0	0
FYE 1101(1)	1	0	0
Totals	15		0

Submission of Applications

Details regarding when and how to submit applications will be available on the application itself at the time it becomes available. All required documentation as listed on the application must be included at the time the application is submitted.

Incomplete applications and application submitted after the deadline (see page one for deadlines) will not be considered.

Notification of Selection into the PN Program

Applicants will be notified of selection, placement on alternate list, or denial via the student's Clark State email address listed on their program application form. Students must notify the School of Nursing office of a change in address and/or phone number.

Selected applicants are required to attend a mandatory Nursing Program Orientation session. The date of this orientation will be included in the letter notifying the student of their acceptance to the program. Students who are not able to attend this orientation must notify the School of Nursing office by calling 937-328-5461 prior to the orientation date. Selected applicants who do not attend the orientation and do not notify will have their acceptance rescinded.

Students who are not selected for admission are encouraged to meet with program faculty to discuss the selective admissions rubric and their options, including ways to increase their score in preparation for reapplication the following year. Other options for students not selected may include consideration of other healthcare majors, or other career directions offered at Clark State.

The PN Program at Clark State College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, material status, veteran status, socio-economic status, or physical or mental disability, and other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1072, Section 504 of Rehabilitation Act of 1073, the Americans with Disabilities Act, and other applicable statutes.

The College has appointed the individual listed below as Title IX coordinator for students. Students who have concerns about the application of Title IX should contact.

Nina Wiley

Assistant Vice President of Student Affairs, 937-328-7936 or wileyn@clarkstate.edu

ADDITIONAL IMPORTANT PN PROGRAM INFORMATION**Courses with age limits**

Some courses must have been completed recently in order to meet program entry, progression, and graduation requirements. Other courses are acceptable regardless of when completed. The courses that must be completed within a designated time period are:

- BIO 1105 and MST 1105, must have been completed within the FIVE years prior to the date when the student completes and submits their application to the program. If a course is older than FIVE years, the course will have to be repeated.
- All "LPN" courses must be completed in the sequence listed in the curriculum plan. The exception to this rule is the Beavercreek Part Time Evening Weekend program and the Career Center LPN Pathways. The students in these pathways take the LPN courses at a slower pace and therefore will need to take the LPN courses in a different sequence. If the

student drops out after starting the sequence, he or she may apply for reinstatement if no more than one year have lapsed in accordance with the reinstatement policy. Students may be required to demonstrate competency in previously completed courses and some courses may need to be repeated. Reinstatement is on a space available basis and is not guaranteed. Students may only reinstate to the program once.

Clinical Requirements

Healthcare provider cardiopulmonary resuscitation certification is required at the time of entry into the program. Acceptable certifications require a cognitive and psychomotor assessment (written exam and evaluation of performance of skills) and must be those designed specifically for healthcare providers. EMS 1171 -Basic Life Support, which is offered at Clark State meets this requirement. Certification can also be obtained through the American Heart Association, American Red Cross, and American Safety and Health Institute. Students obtaining certification through these agencies are responsible for obtaining a certification that meets the above requirements. Students must maintain active certification throughout the program.

Students must also meet health requirements, show proof of health insurance, and meet criminal background check requirements before starting the program. Drug screens are also required prior to clinical assignments, criminal background check, and drug screen (if required by clinical agency) in accordance with program and clinical agency policies.

Additional information about these requirements is provided at the nursing program orientation sessions that are required for all students who have been accepted to start the program. Students must complete these requirements at their own expense. Students will be billed for liability insurance for each year of clinical courses as part of a course fee.

Background Checks

Conviction or guilty pleas to some criminal offenses may prevent students from participating in clinical experiences. Reasonable effort will be made to place admitted students in clinical experiences, but it is up to the clinical facilities to determine whether a student will be accepted for clinical placement.

Students who cannot be placed clinically cannot meet the course and program requirements and therefore would be unable to complete the program. Clinical facilities may consider expunged convictions in placement decisions. Standards may change during a student's program study.

Progression Requirements

In order to enroll in nursing courses and progress to subsequent clinical nursing courses, students must have successfully completed all prerequisite courses with a grade of C or better.

Graduation Requirements

To qualify for an Practical Nursing Certificate students must have a cumulative grade point average of 2.0 and have a C or better in all courses in the curriculum.

Licensure

Upon completion of the program, graduates are eligible to apply to take the NCLEX-PN examination. Licensure is mandatory for practice as a PN. Candidates for licensure to be a nurse in Ohio must obtain a criminal background check and disclose information regulated to prior misdemeanors or felonies, immoral behaviors, mental health disorders, and illegal use of chemical substances or controlled substance. The Ohio Board of Nursing (OBN) will determine whether a candidate may obtain licensure. Students should refer to the OBN website, <http://www.nursing.ohio.gov/LicensureInformation.htm> for more details. Successful completion of a program of study at the College does not guarantee licensure or employment in the occupation.

Contact Information

For further information about the Practical Nursing Program contact the Assistant Dean of Nursing Programs at 937-328-6455 or fisherg@clarkstate.edu, or the Nursing School office at 937-328-5461 or hillja@clarkstate.edu.

Appendix A
Clark State College – Springfield Regional School of Nursing
Nursing Programs

Certified Nurse Aide (CNA) Training Requirements

All prospective Licensed Practical Nurse (LPN) and Registered Nurse (RN) student must meet the **Certified Nursing Assistant (CNA) entry** requirement. (Students are not required to renew during the program.) Documentation should be submitted to the Director of Nursing Programs/designee. There are four options for meeting the requirement.

Option 1 – Current Certified Nursing Assistant listed on a State Nurse Aide Registry
Required documentation – registry number

Option 2 – Recent Certified Nurse Aide class

- Within the past two years
- Approved by the Ohio Department of Health
- From Clark State or another regionally accredited college in Ohio
- To determine if an Ohio college is regionally accredited, use the Higher Learning Commission (HLC) web site at <https://www.hlcommission.org/Directory-of-HLC-Institutions.html>.
- Beware of career centers and proprietary training facilities, or facilities who claim to meet Clark State's requirements specifically. Any such claims have not been approved by Clark State. The class **MUST** be taken at a college on the HLC list.

Required documentation – Copy of State issued/approved class completion certificate.

Option 3 – Employment history

- Role – Nurse Aide, Patient Care Technician, etc.
- Setting – inpatient (hospital or skilled nursing facility only)
- Caring for – adult, both male and female, age 18 and older
- Length of employment – two years (within the past five years)

Required documentation – Equivalent Work Experience Verification Form (next page)

- Please send completed Experience Verification form to the Assistant Dean of Nursing (fisherg@clarkstate.edu)
- If work experience is from multiple employers, each employer must complete a form
- The Equivalent Work Experience Verification Form must verify competence in **ALL** skills listed and must be signed by a Registered Nurse or Licensed Practical Nurse. (RN or LPN).

- The Equivalent Work Experience Verification Form is the ONLY acceptable documentation. Other potential qualifying work experience, such as Military, Specialty Units, Emergency Department, etc., will be recognized and reviewed on a case-by-case basis.

Option 4-Clark State Nurse Aide Proficiency Exam

- Prospective Nursing Students with less than 2 years of Employment experience but more than 6 months of experience and currently employed as a Nurse Aide, PCA, etc. may be eligible to take the CNA proficiency exam to satisfy this requirement.
- Paramedic-RN Transition students may take the CNA proficiency exam to satisfy this requirement.

Students are given one opportunity to pass both the knowledge and skills component of the proficiency exam.

The proficiency exam results remain valid for one year from the date taken.

Please notify the Assistant Dean of Nursing for more information on the proficiency exam
fisherg@clarkstate.edu

* LPN-RN Transition students are exempt from this requirement.

Clark State College – Springfield Regional School of Nursing

Certified Nurse Aide (CNA) Equivalent Work Experience Verification Form

Students enrolling in nursing programs must show proficiency in Nurse Aide knowledge and skills equivalent to CNA certification. Work experience is accepted in lieu of current certification if the student has been employed as a nurse aide (NA, PCA, etc.) caring for adults (age 18 and older) in an inpatient setting (hospital or skilled nursing facility) for at least two years within the last five years. A Licensed Nurse must complete and sign the document below to verify the students is competent in ALL of the skills listed.

Please print clearly

Student Name _____ Student ID# _____

Employer _____

Type of **inpatient facility** ☐ Hospital ☐ Skilled Extended Care

Employer's Address _____

Nurse Supervisor Name _____

E-mail: _____ Contact number: _____

Employed from (mo) _____ (yr) _____ to (mo) _____ (yr) _____

Floor _____ Unit _____ Job Title _____

Please verify that the student routinely and competently performs ALL of the following skills:

SKILL	YES	NO	SKILL	YES	NO
Hand Hygiene/Applying hand sanitizer/Handwashing			Temperature, Pulse, Respirations		
Recording Intake/Output			Manual Blood Pressure		
Assisting with transfer and ambulation			Positioning on side		
Catheter care (male & female)			Perineal care (male & female)		
Bed Bath			Assist with bedpan/Empty Urinary Drainage Bag		
Mouthcare/Brushing Teeth /Denture Care			Passive Range of Motion (ROM) exercises		
Dressing a Patient in Bed			Making Occupied Bed		
Feeding a patient in bed			Haircare/Nailcare		
Applying Embolic Stocking (TED Hose)			Applying and removing Personal Protective Equipment		

Supervisor's signature

Date

My signature below constitutes permission for Clark State College staff to contact the person completing this form to verify the information provided herein.

Student's signature

Date

09/17, 02/18, 02/19, 10/20, 1/21, 11/22, 10/24