RN Refresher Academy

APPLICATION PACKET

Spring 2016

Please read this material carefully and completely.
General Information

I. The Johnson County Community College RN Refresher Academy course is approved by the Kansas State Board of Nursing located at the Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, KS. 66212. Telephone (785) 296-4929.

II. Johnson County Community College also offers an Associate of Applied Science Degree for Nursing.

III. The Johnson County Community College Nursing Program has full accreditation from the National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006. Telephone (800) 669-9656 or (212) 363-5555; Fax (212) 812-0390.

IV. Johnson County Community College is accredited by the North Central Association of Colleges and Secondary Schools.

Notice of Non-Discrimination

Johnson County Community College is committed to a policy of non-discrimination on the basis of race, age, sex, religion, color, national origin, creed, handicap, marital or parental status, in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations.

Inquiries may be addressed to:
Executive Vice President for Academic Affairs
Johnson County Community College
12345 College Boulevard
Overland Park, KS 66210-1299
Legal Qualifications for RN Licensure

According to the Kansas State Nurse Practice Act (KSNPA), nurses who hold an RN License that has lapsed or has been on inactive status for more than five (5) years have several options for reinstatement; one of which is to successfully complete an approved RN Refresher course. Please refer to the KSNPA for specific license qualifications as well as the proper forms and procedures to complete for RN license endorsement or reinstatement through the Kansas State Board of Nursing. This information is available at their website at www.ksbn.org.

Completion of this nursing course does not guarantee licensure as a registered nurse. The State Board of Nursing may deny licensure if the applicant has been found guilty of:

1. A felony or misdemeanor involving an illegal drug offense.
2. A felony conviction for a crime against persons.
3. The State Board of Nursing may also individually review an observed pattern of behaviors of misdemeanors

If you have been convicted of a felony or a misdemeanor, you should contact the legal department of the State Board of Nursing or visit the State Board’s website for clarification of the regulation for that particular state.

Disclosure of Criminal Background

In 2004, the Joint Commission on Accreditation of HealthCare Organizations instituted new regulations for healthcare organizations. These organizations (hospitals, home health agencies, clinics and other types of health agencies) must abide by these regulations in order to gain or continue to hold accreditation status.

One of the new regulations requires that all employees, students and volunteers who are involved in patient care activities must have criminal background checks. Johnson County Community College has implemented a background procedure through Validity Screening Solutions.

Additional requirements such as drug screenings and/or disclosures may become necessary throughout the course. Any non-compliance with these mandates may result in termination from the course. Any fees associated with these mandates will be the responsibility of the student.

Any clinical affiliate, at their discretion, may deny clinical practice to individuals whose background checks indicate past criminal behavior (felonies or misdemeanors).
Practice and Employment Expectations

In the patient care setting, the priority is what is best for the patient, and to practice nursing, a multitude of knowledge, skills and abilities are required. The following is based largely upon the National Council of State Boards of Nursing, Inc; Guidelines for Using Results of Functional Abilities Studies and Other Resources. (http://nursing.umd.edu/student-services/functional-ability.pdf)

**Critical Thinking Ability:** The candidate’s ability must be sufficient for clinical judgment, including sufficient intellectual functioning to identify cause-effect relationships, to plan activities for others, synthesize knowledge and skills, and complete tasks in a timely manner.

**Analytical Thinking Ability:** The candidate’s ability must be sufficient to gather data, transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize nursing care, organize tasks to completion, and use long- and short-term memory.

**Interpersonal Skills:** The candidate’s skills must be sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds; negotiate interpersonal conflict; respect differences in clients; and establish rapport with clients and co-workers.

**Emotional Stability:** The candidate must be able to differentiate and establish personal and therapeutic boundaries, provide clients with appropriate psycho social support, adapt to changing environment/stress, deal with the unexpected (e.g. client going bad, crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently and handle strong emotions (e.g. grief).

**Communication Skills:** The candidate must have the ability to communicate effectively and sensitively with other students, faculty, staff, patients, family and other members of the health care team. He/she must be able to express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The candidate must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions and give directions during treatment and post-treatment. This includes directing the activities of others, using the computer and the telephone, and serving as the advocate for the client. The candidate must be able to effectively communicate in English on oral, written and electronic forms, and to retrieve information from literature, computerized databases and lectures. He/she must be able to process and communicate information on the patient’s status with accuracy in a timely manner.

**Gross Motor Skills:** The candidate must be able to move within confined spaces, provide standing support to patients, assist in transfer of patients, sit and/or stand and maintain balance, reach above shoulders (e.g. IV tubing), and reach below waist (e.g. plug electrical appliances into wall outlets).

**Fine Motor Skills:** The candidate must have the ability to handle small objects, pick up objects, and grasp small objects, record information (e.g. write with a pen, pencil, and use a computer keyboard), pinch, pick, twist (e.g. syringes, caps), squeeze (e.g. eye dropper), turn knobs on doors and equipment, apply pressure and perceive texture.

**Physical Endurance:** The candidate must have the ability to remain at client’s side during surgical or other therapeutic procedure, sustain repetitive movements (e.g. CPR) and maintain physical tolerance (e.g. work entire shift).
Physical Strength/ Mobility: The candidate must have the ability to push and pull 25 pounds (e.g. position patients), support 25 pounds of weight (e.g. ambulate clients), lift 25 pounds (e.g. pick up a child, transfer clients), move light objects weighing up to 10 pounds (e.g. IV poles), move heavy objects weighing from 10 to 45 pounds and carry equipment/supplies. The candidate should have sufficient motor functions to be able to execute movements required to provide general care and treatment to patients in all health care settings. It is required that a candidate possess the motor skills necessary for assessment and therapeutic procedures such as palpation, percussion, auscultation and other diagnostic maneuvers and procedures. Such actions require a coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and hearing. The candidate must be able to perform basic life support (including CPR), transfer and position patients, and position and reposition self around patients. The candidate must also be able to operate equipment typically found in the health care environment (e.g. IV pump, cardiac monitor, electric and manual blood pressure equipment, electric beds.).

Sensory/ Observation: The candidate must be able to acquire information presented through demonstration and experience in the basic and nursing sciences. He/she must be able to hear normal speaking level sounds to communicate with the client, respond to alarms, hear faint sounds (e.g. blood pressure, heart and lung sounds), and to see objects up to 20 feet away, use depth perception, peripheral vision, distinguish color and respond to alarms. He/she must be able to observe and appreciate non-verbal communication when performing nursing assessment and intervention or administering medication. Using senses of smell, tactile, vision and hearing, the candidate must be capable of perceiving the signs of disease and infection and images of the body surfaces, palpable changes in various organs and tissues.

Reading and Cognitive Ability: The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize information. The candidate must be able to quickly read and comprehend extensive written materials. He/she must also be able to evaluate and apply information and engage in critical thinking in the classroom, lab and clinical settings. The candidate must be able to read and understand columns of writing (flow sheet, charts), digital displays, graphic printouts (e.g. ECG), graphs (e.g. vital signs), measurement marks (e.g. measurement tapes, scales, etc…); calibrate equipment, convert number to and/or from the metric system, tell time, measure time, count rates, use measuring tools, add, subtract, multiply and/or divide whole numbers, compute fractions, use a calculator, write numbers in records, perform algebraic equations to calculate medication dosages.

Professional Conduct: The candidate must possess the ability to reason morally and practice nursing in an ethical manner. The candidate must be willing to learn and abide by professional standards of practice. He/she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. The candidate must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations, including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised and vulnerable adults.
RN Refresher Academy Application Procedure

STEP 1
Contact Alan Kroll, Administrative Assistant for the RN Refresher Academy at (913) 469-8500, extension 4528 or at wkroll@jccc.edu. By completing this step first, the RN Refresher Academy Administrative Assistant will be able to walk you smoothly through the remaining steps of the Application Process.

STEP 2
Complete a Johnson County Community College (JCCC) Application for Admission form. You may complete the application for admission to JCCC online at www.jccc.edu.

Directions for completing the online application:
On the JCCC website go to “Apply for Credit Classes.”
Select “Spring 2016.” In drop down menu, select “Liberal Arts”
Continue following the prompts
Please note: it is only necessary to list here the school from which you earned your degree in nursing.

STEP 3
Complete the enclosed RN Refresher Academy Course Application for Admission form and mail to the address listed below. (See page 9 of this packet) For your convenience, the completed application form can be mailed, faxed, or scanned/ emailed. (Note: the email option provides the timeliest delivery.)

either MAIL: Johnson County Community College
Attention: RN Refresher Academy
Alan Kroll, Box 52, CLB 139
12345 College Blvd.
Overland Park, KS 66210-1299

or, FAX: 913-469-7638,
Attention: Alan Kroll, Administrative Assistant, RN Refresher Academy

or, EMAIL: wkroll@jccc.edu

STEP 4
Request official college transcripts from those colleges and/or universities from which you have received your nursing degree. Please have only transcripts where you completed your nursing degree mailed directly to:
Johnson County Community College
Admissions Office, Box 41
12345 College Blvd
Overland Park, KS 66210

a) The applicant is responsible for notifying each institution to forward official transcripts to JCCC. (Transcripts will be released to JCCC only upon request by the applicant.)
b) Please note that hand-carried copies of transcripts are not “official” and will not be accepted.
c) If the course work has been completed at JCCC, a copy of your transcript will be placed in your file.
d) Students who have not attended JCCC within the past year must reorder a transcript from each school attended.

STEP 5
Acknowledge acceptance in writing (either via mail and/or email). Please refer to the next page.

STEP 6
Schedule an appointment with Alan Kroll (wkroll@jccc.edu) to review all paperwork required to be submitted prior to entering the course (i.e. health forms, insurance, BLS requirements, etc..) and to clarify any questions or concerns.

Acknowledging Acceptance

The first sixteen (16) nurses who satisfactorily meet the acceptance criteria will be invited into the spring 2016 RN Refresher Academy course. Those nurses who are invited to participate in the course must complete the following to secure a place in the course:

a. Accepted applicants will be given five (5) business days to accept their position with written notification of intent to accept (either email or letter).

b. Full payment of tuition is due no later than 5:00 pm (CST), January 12, 2016. If enrolling after the payment deadline, payment is due on the date of enrollment.

c. Admission to the course will be contingent upon having a criminal background check that is clear of felonies.
   • Criminal background disclosure must be completed prior to students beginning the RN Refresher Academy course.
   • Validity Screening Solutions is the company used for background checks for JCCC students. This background check is required to be in compliance with our clinical agency affiliate agreements.
   • Specific information to proceed with background checks will be sent to you by the course coordinator in a subsequent mailing, and must be completed prior to the first day of class.
   • Refer to “Legal Qualifications” for RNs in this packet.

d. Satisfactory admission to and completion of the course will be contingent upon meeting the health requirements, including pertinent immunizations. If physical and/or emotional health restrictions prohibit participation in the clinical portion of the course, it will not be possible to complete the course at a satisfactory level.

e. Satisfactory admission to and completion of the course will be contingent upon the ability of the applicant to obtain and provide evidence of personal health insurance.

f. Satisfactory admission and completion of the course will be contingent upon the ability to obtain and provide proof of professional liability insurance.

Those applicants, who are not among the initial sixteen (16) invited to participate in the course, will be placed on a waiting list. If it becomes necessary within the first week of class for one of the original sixteen (16) nurses to withdraw from the course, applicants on the waiting list will be contacted and given the opportunity to take the place of the exiting student. Those applicants on the waiting list, who are not contacted to enter the current course, are encouraged to reapply for admittance into the course the following semester.
Entering the RN Refresher Academy Course

Participants enrolled in the spring 2016 RN Refresher Academy course will need to provide the following documentation prior to the first day of class. Please schedule an appointment (Alan Kroll, wkroll@jccc.edu) to facilitate your completion and timely submission of these materials.

- Proof of your RN license.

- Proof of current health insurance. JCCC Nursing Program participants are required to carry their own health insurance.

- Proof of current professional liability insurance.
  (Several options are available to obtain professional liability insurance, including an addition to your home owner’s policy, the American Nurses Association at www.nursingworld.org and the Nursing Service Organization at www.nso.com.)

- Completed health form
  ✓ Physical examinations, including required immunizations, must be current. The required immunizations reflect the standards to which we are held at the clinical sites. Documentation and/or titers are now required for all healthcare personnel.
  ✓ Costs for healthcare are the responsibility of the student.
  ✓ Forms must be on file prior to starting the clinical portion of the course.
  ✓ Please be aware that health restrictions may prohibit participation in clinical activities and, therefore, the successful completion of the course.

- Completion of criminal background screening through Validity Screening Solutions. To fulfill this requirement, please follow these steps:
  1. Go to the secure link below:
     https://www.validityacademics.com
  2. Enter the Username and Password below:
     Username: jccc9264
     Password: background
  3. Select your Department: Nursing
  4. Continue to follow the prompts

- Proof of current CPR certification for healthcare workers.
  ✓ Certification from the American Heart Association (www.americanheart.org) will fulfill the CPR requirement as long as both one and two rescuer procedures are done and it is a course approved for Health Care Providers.
  ✓ CPR certification, along with all health records and insurance documentation is required prior to starting the clinical portion and successful completion of the course.

It is the responsibility of the applicant to make sure all materials are received.
Estimated Expenses

Tuition and student activity fees are:

<table>
<thead>
<tr>
<th>Residence Status</th>
<th>Tuition per credit hour</th>
<th>Tuition for RN Refresher Academy course (9 credit hours)</th>
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</thead>
<tbody>
<tr>
<td>Johnson County residents</td>
<td>$91</td>
<td>$819</td>
</tr>
<tr>
<td>Kansas residents (outside of Johnson County)</td>
<td>$106</td>
<td>$954</td>
</tr>
<tr>
<td>Out of state residents</td>
<td>$214</td>
<td>$1926</td>
</tr>
<tr>
<td>Age 60+*</td>
<td>$ 16</td>
<td>$ 144</td>
</tr>
</tbody>
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* space available provision applies; please refer to guidelines at http://www.jccc.edu/credit-enrollment/60-plus-credit.html

The following items are estimated expenses incurred by students in addition to tuition and usage fees**:

- Criminal background check ............................................................... ~ $ 52.00
- Scrubs, Scissors, stethoscope, watch .............................................. ~ $ 100.00 to 125.00
- Books*** ................................................................................................ ~ $ 175.00
- Costs of printing handouts from online class site ............................. ~ $ 40.00
- Physical exam, immunizations, etc .................................................... Variable
- Professional liability insurance ......................................................... ~ $ 110.00/year
- Personal health insurance ..................................................................... Variable
- Drug Screening tests (possible) ......................................................... Variable

**Approximate costs. All costs are subject to change without notice.
***A computerized supplement of the Pharmacology text requires the operating system, Microsoft Office.

- To participate fully in activities of this course, internet access is necessary.
- Physical examinations, including required titers and immunizations, must be current. Costs for health care are the responsibility of the individual student.
- Plans should be made for childcare costs, if needed.
- Transportation to and from class and to clinical sites is the responsibility of the student.
- A specific payment plan option is available and can be set up easily from the JCCC Home Page (MY JCCC tab → MY FINANCES). For any additional questions related to financial assistance, please contact the Success Center, 2nd floor of the Student Center, (913) 469-3840.
- To check on your student account, go to www.jccc.edu then log into MY JCCC by entering your user ID and JCCC pin number. Click on the MY FINANCES tab, scroll down and click on Student Services and Financial Aid, and then scroll down and click on Financial Aid.

September 2015
JOHNSON COUNTY COMMUNITY COLLEGE  
RN Refresher Academy Course Application for Admission  
Spring 2016 RN Refresher Academy  

Please return completed application* to:  
Johnson County Community College  
Attention: RN Refresher Academy  
Alan Kroll, BOX 52, CLB 139  
12345 College Blvd.  
Overland Park, KS  66210-1299  

(*Keep the Application Packet for your future reference, and only return this page of the Application Packet.)

If you have questions regarding the application process, please contact:  
Alan Kroll  
wkroll@jccc.edu  
913-469-8500, 4528  
FAX (913) 469-7638

Personal Data (Please Print)  

Name ____________________________ ____________________________ ____________________________  

Last  
First  
Middle  
Maiden/other name

Complete Address ___________________________________________________________  
Telephone (home) ____________________________ (cell) ____________________________  
Email address ____________ Date of Birth ____________

Education  

Nursing Program Attended ____________________________  
Nursing Program Address ______________________________________________________  
Degree Earned ____________________________ Date of graduation ____________  
The program I attended included clinical training in the curriculum  

Yes ___ No ___

JCCC reserves the right to verify clinical experience included in Nursing Program listed.

Registered Nurse License  

<table>
<thead>
<tr>
<th>State That Issued RN License</th>
<th>Status of License (Current/Inactive/Lapsed)</th>
<th>Expiration Date</th>
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***Regardless of license status, please plan to provide proof of RN License on the first day of class.

I certify that the information given on this application is correct and complete.

______________________________  
Signature

_________________________  
Date

September 2015