



## PRACTICAL NURSING (PN) PROGRAM ST. PETERSBURG TRADITIONAL CLASS

General Information and Admissions Packet
September 11, 2017

The purpose of the Practical Nursing Program is to provide training for employment in the health care industry. Graduates complete courses in caring for medical and surgical patients. Included in the program are courses that are designed to instruct students in the care of pediatric, obstetric, and geriatric patients, as well as convalescent, physically challenged, and rehabilitative physical and/or mental patients. Graduates are prepared to function within the rules and regulations as defined by the Florida State Board of Nursing.

The program length at Pinellas Technical College (PTC) is 1350 hours. The first 450 hours of the program include classroom theory, laboratory experiences, and selected clinical experiences. A more detailed explanation of essential job functions is included in this packet. Upon successful completion of the program, graduates are eligible to sit for the national examination, which qualifies them as a Licensed Practical Nurse.

Students entering the program will complete 675 clock hours in theory and 675 clock hours in clinicals that will take place interchangeably over the 15 months of enrollment. We are unable to accommodate students wanting to participate in clinicals at sites other than those approved for our use locally.

September 11, 2017 is a Traditional class on the St. Petersburg campus which meets Monday through Friday from 7:00 AM - 12:15 PM.

The Practical Nursing Program is supervised by the Pinellas County School Board and the Department of Education. It is governed by the Standards established by the *Florida State Board of Nursing*, which include the number of program hours, the curriculum, and the types of clinical learning experiences that the student will successfully complete.

This admissions packet is valid only for the September 11, 2017 St. Petersburg Traditional class. An Admissions Seminar will be held on Wednesday, June 7, 2017 at 5:30 PM on PTC-St. Petersburg Campus, Media Center.

Please follow these steps to start completing the application:

- Step 1: Print out all pages and carefully read through the packet, making note of any questions you have. Review the FAQs for the Practical Nursing admissions process.
- Step 2: If you feel comfortable, begin to complete the forms in the packet.
- Step 3: Bring the packet and your questions to the Admissions Seminar on Wednesday, June 7, 2017 at 5:30 PM on the PTC-St. Petersburg campus, Media Center.

# Please note...Accepted Pinellas Technical College PN students must complete a 10 Panel Drug Screening

Details about required lab and drug screening guidelines and a timeline will be given to those students accepted to start the PN program.

- Drug Screening must be completed within 30 days of the class start date. See your counselor for details.
- Students who fail the Drug Screening will be automatically withdrawn from the program and not allowed to seek enrollment again for one entire fee term or until the next start date, whichever is sooner.
- Students who withdraw must resubmit and clear a new Drug Screening at the time of Re- Admission, within 30 days of the new start date.



### **ESSENTIAL JOB FUNCTIONS**

Practical Nursing September 11, 2017

### **Basic Skills**

"A" Form TABE test with scores of: Math - Grade 11

Language - Grade 11

Reading - Grade 11

### Mental/Cognitive Factors

- Ability to visually read calibrated equipment in increments of one hundredth of an inch
- Ability to visually discriminate, describe and interpret depth and color perceptions
- Ability visually identify contours, sizes, and movements
- Ability to view, read, and physically manipulate health record information and pertinent data in a variety of formats, including paper-based records, handwritten documentation, computerizes data bases, typed reports and other institutional sources
- Ability to use tactile sensory contact to assess size, shape, texture, temperature, moisture, density and tonicity of tissues
- Ability to identify and distinguish odors
- Ability to auscultate with stethoscope and differentiate body sounds
- ♣ Ability to appropriately discern, comprehend and demonstrate ethical written, verbal and non-verbal communication, and judgment in any given situation
- Demonstrate appropriate reading and writing skills for effective, expected, appropriate and professional communication with others, to include legible, understandable, concise, accurate documentation of course work and clinical paperwork
- Demonstrate critical thinking skills to problem solve and take appropriate indicated corrective action to include utilization of the nursing process
- Demonstrate ability to perform mathematical calculations correctly within a designated time period
- Demonstrate emotional health sufficient to respond to and maintain effective role-appropriate relationships with patients, families, and other healthcare members
- Demonstrate ability to interpret classroom and clinical computer data correctly
- Demonstrate ability to perform requirements of the student nurse
- Demonstrate appropriate student behaviors in class and clinical areas
- Demonstrate ability to recognize and protect self, patients, and other from safety and environmental risks and hazards

### **People Skills**

 Demonstrate interpersonal skills sufficient to interact appropriately with individuals, families, staff and groups from a variety of psycho-social, spiritual, emotional, cultural and intellectual backgrounds

### **Physical Requirements**

- Perform physical functions such as reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching, including being able to stand on your feet up to 12 hours at a time
- Perform lifting and transferring of adults and children from a stooped to an upright position to accomplish bed to standing to chair transfer and back and patient ambulation
- Perform lifting and adjusting positions of bedridden patients
- Physically apply up to 10 pounds of pressure to bleeding sites and to the chest in the performance of CPR using hands, wrists and arms
- Ability to carry/lift 50 pounds
- Ability to maneuver in small spaces quickly and easily
- Perform gross and fine motor skills to include manual dexterity that require hand/eye coordination in use of small instruments, equipment and syringes
- Perform palpation to feel and compress tissues to assess for size, shape, texture, and temperature
- Respond and react immediately to auditory instruction, request, signals and monitoring equipment



### Traditional Practical Nursing Program Application Packet Checklist

Step One:	Carefully review the Essential Functions form. You must be able to perform all of the essential functions either with or without reasonable accommodations. Please inform the PN admissions counselor if you will be requesting accommodations.					
Step Two:	Take the Test of Adult Basic Education (TABE) and consult with a PTC counselor regarding scores. The minimum score required is 11.0 in Reading, Language and Math on the "A" Level test.					
	Or					
	Consult with a PTC counselor on valid and current TABE scores (within the past two years) from another school or organization					
	Or					
	Consult with a PTC counselor providing proof of an Associates of Applied Science or higher degree from an approved U.S. accredited institution					
Step Three:	Take the Test of Essential Academic Skills (TEAS). Information on the TEAS may be obtained from the Website <a href="https://www.atitesting.com">www.atitesting.com</a> or by calling 1-800-667-7531. Your Adjusted Individual Total Score must be at least <b>56% on the version V</b> test to apply for admission to the program. This score does not guarantee the student a seat.					
Step Four:	Applicants may bring packets and any questions pertaining to our application process to the Admissions Seminar on <b>Wednesday</b> , <b>June 7</b> , <b>2017 at 5:30 PM at PTC-St. Petersburg Campus</b> , <b>Media Center</b> . Register to attend the session from the Practical Nursing page of our website – www.myptc.edu. The Admissions Seminar is recommended not required.					
Step Five:	Take the Web-based Readiness for Education At a Distance Indicator (READI) assessment. There is no charge for this assessment. This is not a pass/fail assessment. Go to the Applications, Forms, Etc. page to download additional information on the READI assessment.					
	Website Address: <a href="http://myptec.smartermeasure.com/">http://myptec.smartermeasure.com/</a> Username: ptec Password: nursing					
	After completing the assessment, print out your score report and include a copy of the first two pages in your application packet.					

Step Six:	<ol> <li>Copy of the completed Program Application</li> <li>Copy of TABE scores if applicable or copy of doc Science Degree or higher from an approved acc</li> <li>Copy of TEAS scores</li> <li>Copy of the first two pages of your READI score</li> <li>Copy of standard high school diploma or high sc Non-U.S. citizens should use an evaluated trans</li> <li>Signed copy of the Background Check and Drug</li> <li>Copy of the paid receipt for the EZ Fingerprints,</li> <li>Copy of any transcripts being submitted; PTC fir</li> <li>Health screening of Health Science Education For documentation</li> </ol>	redited U.S. Educational Institution report (Summary and Graphs pages) chool transcript or GED. script of foreign degrees/diplomas Screening Disclaimer Level 2 Background Check rst followed by any others
Step Seven:	Completed application packets are evaluated, raworking from the highest to lowest ranking apportune of the high	Points 6 5 4 3 2 1 graduate 2 1 1 1
Step Eight:	Professions High School Program  Email notices are sent to applicants specifying one of A Accepted B Alternate, with a possible opportunity to be offe C Not-Accepted	-

### September 11, 2017 PN Class Timeline and Deadlines

Timeline/Deadline
Wednesday, June 7, 2017 5:30 PM Media Center
Thursday, August 3, 2017
Applications must be turned into the St. Petersburg campus only
Tuesday– by midnight* August 15, 2017
Monday, August 21, 2017
Friday, September 8, 2017
Monday, September 11, 2017

### **APPLICATION NOTES/TIPS:**

- Applicants should follow the steps of the application process in the order given.
- Applicants are invited to attend the Admissions Seminar to take advantage of information that will aid in the application process and to receive the most current program updates available.
- Applicants should be sure to use the Application Checklist to insure all packet items are in place and in their proper order before submitting the packet for consideration.
- No fancy cover or folder is required to submit a packet. Please paperclip items together. It is more important that the packet contents be neat and in order when submitting it for consideration.
- Accepted applicants will be required to provide proof of their own medical insurance
- Applicants who have completed PN/CNA training elsewhere, and want that training to be considered must include an official transcript from the previous school at the time of applying to the PTC-PN program.
- Be sure you have working computer equipment with consistent access. All PN students are expected to have computer access away from school throughout their enrollment.
- Applicants should have financial aid in place or be working on getting the program paid for while working to get the application packet completed.



## PTC – St. Petersburg Traditional Practical Nursing Application Packet Checklist September 11, 2017

Please complete this checklist and include it as the cover sheet for your application packet. Your application packet is not complete unless all **required** items are turned in.

Completed application packets may be brought to Student Services during regular office hours:

PTC St. Petersburg Campus

Monday/Wednesday 7:00AM - 2:00PM Tuesday/Thursday 7:00AM - 7:00PM Friday 7:00 AM - 12:00 NOON

You may also mail the completed packet via US Mail:

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

Student Services – Mrs. Arilee Still Practical Nursing PTC-St. Petersburg Campus 901 34<sup>th</sup> Street South St. Petersburg, FL 33711

Emoil.

The deadline for submitting your completed application is Thursday, August 3, 2017.

ation Checklist/Cover Sheet eted PN Application  If TABE scores if applicable or copy of documentation of an AAS/AA/AS degree or higher from an ed accredited U.S. educational institution  If TEAS Scores			
of TABE scores if applicable or copy of documentation of an AAS/AA/AS degree or higher from an end accredited U.S. educational institution of TEAS Scores			
red accredited U.S. educational institution of TEAS Scores			
f TEAS Scores			
f Paid Receipt for EZ Fingerprints Background Check			
Criminal Background and Drug Screening Disclaimer			
f standard high school diploma or transcript or GED or Evaluation			
eted Health Science Education form and documentation of test results and updated immunizations			
Medical Insurance Verification form and copy of Medical Insurance Card			
ree pages of the READI Assessment (Step 5 above)			
Optional Items			
ripts			
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Dhono



Campus: Traditional –St. Petersburg Start Date: September 11, 2017

### **Practical Nursing Program Application**

City State  E-mail Address:	ent/Unit #
City State E-mail Address:	ent/Unit #
City State E-mail Address:	ent/Unit #
E-mail Address:	
	ZIP Code
Home Phone: Cell Phone: Work Phone:	
Gender: Male Female Date of Birth: Age:	
Race: White, Non-Hispanic Black, Non-Hispanic Bispanic Asian American Indian/Alaskan Na	ntive <b>M</b> ultiracial
Emergency Contact Name and Phone:	
Name Phone	
YES NO Are you a citizen of the United States?   If not, provide Country of	
Are you a military veteran? origin:	
YES NO	
If yes, what branch of service?	
Have you previously applied for entry into the Practical Nursing Program?	
f Yes: Date applied: Campus:	
Educational Background	
Highest level of education:	
Major in college or program of concentration:	
TEAS Test Date: L/F G/E	
TABE Scores:  Reading  Math	
TEAS Score: Language	
List any medical and/or health related training/education below:	
Type of training Dates School	Length
rype of training Batter Control	Zongan
Note: Kongress CNA includes a server fragge linears in company that the market	
Note: If you are a C.N.A. include a copy of your license in your application packet.  Work Experience	
ist below your work experience for the last <i>three</i> years, listing your <b>MOST RECENT</b> employment first.	
	son for Leaving
Transfer or PTC Re-entry Student Request (If applicable, check the one that applies to your admission request)	
am requesting Advanced Standing to enter into a Practical Nursing class and be given credit for previously completed coursework.	(See attached syllabus describing
f I cannot be plaged with credit for previously completed coursework I would like to start PTC's practical nursing program from the be	eginning and I
agree that I will c <del>bm</del> lplete all assignments required of my classmates.	
Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. Misrepresentation or omission of facts	is an acceptable reason for
denial into the program.	

Date:

Signature: \_



### Criminal Background Check and Drug Screening Disclaimer

Background screenings are required for employment in the Health Care industry and to take licensing exams in the medical professions. Disqualifying offences may be a history of felony and/or misdemeanor convictions or substance abuse. It is your responsibility as a program applicant/participant to understand all disqualifying offenses that may impact your ability to become employed in the health care field or enroll/remain in a health care program at an educational institution.

You can find additional information at the Florida Department of Health website. For Nursing/CNA inquiries go to, <a href="http://www.doh.state.fl.us/mqa/nursing">http://www.doh.state.fl.us/mqa/nursing</a> or for Pharmacy student inquiries please check: <a href="http://www.doh.state.fl.us/mqa/pharmacy/info-ptfaq-pdf">http://www.doh.state.fl.us/mqa/pharmacy/info-ptfaq-pdf</a>.

As a prospective student applying to a Health Science program at PTC, I fully understand that if my background check reveals any disqualifying offences or the drug screening indicates a positive result, I will not be allowed to enter the program in which I am applying and I may be withdrawn if I have already started. If the withdrawal occurs within the first 50 hours, the student will receive a refund as allowed according to school policy. If the dismissal occurs after the first 50 hours, the student will not be entitled to a refund.

Passing the background check and drug screening does not guarantee certification or registration in the field you have chosen.

Student Signature

Print your name

Date





To begin the fingerprinting process, you will need to supply EZ Finger Prints with a valid driver's license and social security card. Identify yourself as a Pinellas Technical College student. You do not need to know the ORI or OCA code numbers.







Prints are taken using the Live Scan, which scans the fingerprints electronically. No need for messy black ink.

Once the fingerprints are scanned, we send them to the FDLE, which then sends them to the appropriate governing 7-14 days, depending on agency, i.e. AHCA or DCF. No need for mailing.

The fingerprinting process results take approximately the agency.

You may walk in or schedule an appointment with EZ Finger Prints at www.ezfingerprints.com or visit one of the following locations:

### A+ Fingerprints, LLC

3641 Tyrone Blvd Suite 3 St. Petersburg, FL 33710 727-233-8804

### **EZ Finger Prints**

1715 Eastbay Drive Suite B (Inside the Lakeside Professional Building), Largo, Florida, 33771 727 479-0805

The cost is \$45.00. Cash, personal checks, and credit cards are accepted. (VISA, MC, AmX)

\*Please specify that you are applying to a HEALTH EDUCATION PROGRAM\*

We cannot determine if previous offences will or will not clear the background check. The results will be sent directly to the School Board's Administration Building and you will be contacted only if there is a problem.

### PINELLAS COUNTY SCHOOLS

### HEALTH SCREENING FOR HEALTH SCIENCE EDUCATION

Student Name (Print)	
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Students enrolling in a Health Science Education Program with a clinical component must have the items identified for their health program completed **prior** to the class start date except TB screening requirement as stated below. Students recognized to be non-immune to any of the diseases must seek appropriate medical attention before entering the class.

### ATTACH THIS COMPLETED FORM TO OFFICIAL DOCUMENTATION, INCLUDING LAB REPORTS, BEFORE PAYING TUITION, STARTING CLASS, AND/OR CLINICAL EXPERIENCE.

Your Health Program (one from list below)\_

HEALTH PROGRAM REQUIREMENTS *	TB	Rubella	Rubeola	Varicella	Tetanus	Diphtheria	Нер В	Neg Drug	Нер С
Allied Health Assistant (Phlebotomy)	Х	Х	Х	X	X	Х	Х	Х	
Dental Aide	Х					Х	Х		
Dental Assistant	X				Χ	Χ	X	Х	
Health Career II	X	X	X	X	Χ	Χ	X		
Health Unit Coordinator *	X	X	X	X	Χ	Χ	X		
Home Health Aide	X								
Medical Assistant	X	X	X	X	X	Χ	X	X	X
Nursing Assistant	X	X	X	X	X	Χ	X	X	
Patient Care Technician	X	X	X	Х	X	Χ	X	X	
Pharmacy Technician	X	X	X	Х	X		X	X	
Practical Nursing	X	X	X	Х	Χ	Χ	Х	X	
Surgical Technician	X	X	Х	X	X	X	Χ	Х	X

<sup>\*</sup>Depending on requirements of clinical site.

### I. TUBERCULOSIS

- A. 2 TB skin tests (Mantoux), 1 within past year and 1 within 30 days prior to clinical experience, OR
- B. 2 TB skin tests (Mantoux), 1 week apart 30 days prior to clinical experience, OR
- C. negative chest x-ray within 30 days of clinical experience, OR
- D. taking or have completed a prescribed medication **OR**
- E. documentation of negative IGRA blood test

### II. RUBELLA (German measles)

### If under 40 years of age:

- A. positive Rubella serology, OR
- B. immunization with live vaccine since January 1, 1980, OR
- C. 2 immunizations with live vaccine after 12 months of age

### If over 40 years of age:

- D. positive Rubella serology, OR
- E. Measles, Mumps, Rubella (MMR) vaccine after 1970

### III. RUBEOLA (10 day measles)

- A born prior to 1957, OR
- B. positive Rubeola serology, OR
- C. immunization with live vaccine since January 1, 1980, OR
- D. 2 immunizations with live vaccine after 12 months of age

### IV. VARICELLA (Chickenpox)

- A. 1 vaccine, if administered under age 13, OR
- B. 2 vaccines, 4-8 weeks apart, if administered 13 years of age or older, OR
- C. positive Varicella serology (allow 2 months for blood testing process)

### V. TETANUS

within last 10 years

### VI. DIPHTHERIA

recommended in last 10 years

VII. HEPATITIS B VACCINE (Dental Assisting applicants are required to complete Injection #1 by class start date and Injections #2 and #3 by external clinical component.)

Some clinical facilities for the other health programs will require the Hepatitis B Vaccine series before your externship. Therefore, you will not be able to complete your program without completing the HBV series.

- A. injections #1, #2, #3, OR
- B. titer, OR
- C. completion of DECLINATION OF HEPATITIS VACCINE (below)

### **VIII. NEGATIVE DRUG TEST**

within 30 days prior to class start date

### IX. HEPATITIS C

negative lab report

\* Varicella titer is a blood test for antibodies to Chickenpox. We are finding that even if a student had Chickenpox, he may not have the antibodies to protect him from the disease as an adult. The blood test is necessary if students cannot document the 2 vaccines. If the test comes back negative then the student must have the 2 vaccinations prior to entering a clinical area. You may obtain further information from the web site: CDC.GOV. Click on V-Varicella. Please allow two months prior to clinicals to begin the blood testing process.

DECLINATION OF HEPATITIS VACCINE I understand that due to my occupational exposure to blood or other potentially Hepatitis B Virus (HBV) infection. I have been advised to be vaccinated with H B Vaccine at this time or have not completed the vaccination series. I understate of acquiring Hepatitis B, a serious disease. If in the future, I continue to have of infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I care	BV at my own expense. However, I decline the Hepatitis and that by declining this vaccine, I continue to be at risk occupational exposure to blood or other potentially
Student Signature	Date
Witnessed by a Pinellas County Schools Representative  Date	
I, hereby grant ry/facility performing the procedures to release this information to the Pinellas	
Student Name (Printed)	Date
Parent Signature for Student Under Age 18	

PCS Form 2-2706 (Rev. 11/14) Page 2 of 2

Category A



### **Medical Programs**

### **Influenza Vaccination Notice**

I understand that as a student in a Health Occupations Education Program, and being in contact with patients during the flu season, I will need to follow the hospital requirements.

Students need to provide proof of receiving a flu vaccination to their instructor, so it can be submitted to the hospital prior to November 30.

Those who decline to receive a flu vaccination will be required to wear a surgical mask while at clinical from December 1 to March 31.

I accept full responsibility for:

- All costs incurred for any immunizations.
- Time missed from school as result of immunization or exposure.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND HAD A	AN OPPORTUNITY TO ASK QUESTIONS.
Signature of Student	Date:
Printed Student Name	

# School Board of Pinellas County, Florida Pinellas Technical College Health Science Programs Verification of Accident-Medical Insurance

		ed in a Health Science Program through
		ire students to have their own medical
		ours are required for Health Science
	ou cannot complete the program with	
		other injury or loss while participating in my
		dical expenses will be covered by: (check
the appropriate section be		
	ance policy • Insurance	
company		
Policy number:		<del></del>
Effective Date:	Expiration Date*:	
2 Medicaid Me	dicare, or Department of Vetera	ans Affairs, etc. • Insurance
		•
Policy number:		<del></del>
Effective Date:	Expiration Date*:	<del></del>
<ul><li>I understand that damages,</li><li>I agree to be per</li></ul>	et, in the event my insurance polic	expiration date I must purchase another y does not cover my complete loss or overed injury, loss, or damages I sustair
<ul> <li>I further underst event of any inju</li> <li>I ACKNOWLEDGE</li> </ul>	ury occurring on the premises of t SE THAT I HAVE READ AND UNDE AND HAVE SELECTED THE APPR	ory or clinical learning activity. Denefits or workers compensation in the Denefits or workers compensation in the Denefits or workers compensation in the Denefits or workers of this Denefits open above
Student's Printed Name	:	
Signature of Student: _		Date:

STAPLE PROOF OF INSURANCE TO THIS FORM. Return with your application packet.

The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.