Great Falls College MSU
PRACTICAL NURSING

Student Information and Application Packet
Fall 2015
(Applications are subject to change from year to year)
Dear Prospective Practical Nurse Student:

I am delighted that you are interested in the Great Falls College MSU Practical Nurse Program. Nursing is a profession that awards you a career for a lifetime. Practical Nursing is the practice of nursing under the supervision or direction of a registered nurse, licensed physician, osteopath, podiatrist, or dentist. The Practical Nurse provides a unique contribution in the care of the individual throughout the life span. This care is based on the knowledge and application of principles and skills in the prevention of illness and the promotion, maintenance, and restoration of health.

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

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

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

Information about the program and application materials for the fall entry is enclosed. Please read these materials carefully. For additional information or answers to specific questions, please contact the Health Science Administrative Associate at 771.4350 or Dr. Frankie Lyons at 406-771-4361.

Thank you for your interest in the Practical Nurse Program.

Sincerely,

Frankie Lyons, EdD.
Great Falls College MSU
Director, Division of Health Science
406-771-4361
frankie.lyons@gfcmsu.edu
# TABLE OF CONTENTS

The Practical Nurse Profession .......................................................... 4

The Practical Nurse Program ............................................................. 4

  Educational Program .................................................................... 4

  Program Expenses ........................................................................ 4

Admission to Great Falls College MSU .............................................. 4

Eligibility for Admission into the Practical Nurse Program 4

Program Admission Process ............................................................. 5

Notification of Acceptance ............................................................... 5

The Practical Nurse Curriculum ......................................................... 7

  Prerequisite Coursework ............................................................... 7

  Transferability .............................................................................. 7

  Program Coursework .................................................................... 7

Application Packet Cover Sheet ....................................................... 9

Technical Standards Form ............................................................... 10

Work Experience Verification Form ............................................... 11

Application Evaluation Form (2 pages) ............................................ 12-13
Educational Program:

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

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

Program Expenses:

The Practical Nurse Students will be required to obtain some personal equipment and supplies, ATI; a computer based learning module, purchase uniforms, pay lab fees, and pay for transportation to field experience sites. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog. [http://catalog.gfcmsu.edu/academic-programs/practical-nurse/](http://catalog.gfcmsu.edu/academic-programs/practical-nurse/)

Admission to the Great Falls College MSU

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

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

Eligibility for Admission into the Practical Nurse Program

*All eligibility forms and documents are enclosed in the Practical Nurse Program Information and Application Packet for 2015*

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

- Be admitted to Great Falls College MSU
- Only students in Good Academic Standing will be eligible for program acceptance.
- Complete all prerequisite course work with a minimum grade of “C” (not a “C-”) in each course and a minimum GPA in prerequisite course work of 2.0. Prerequisite coursework can be taken at other institutions but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- Provide documentation for applicable degrees or medical work experience

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

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

The deadline for applications to the Practical Nursing Program is May 02, 2015. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant at the College or mailed to the College.

Contact Information
Health Science Administrative Associate in R227
406.771.4350 or 1.800.446.2698

Mailing address:
Frankie Lyons, Ed.D.
Practical Nurse Program Admissions Committee
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.
  Application Due Date: May 02, 2015

- Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

- Great Falls College MSU’s Practical Nurse Program does not maintain a waiting list. Applicants must reapply each year.

Notification of Acceptance

Accepted students will be notified of their acceptance into the Program by the week of July 3, 2015. Accepted students will be required to provide proof of CPR certification, negative Tuberculosis test, and immunizations, including flu shots, before the beginning of the fall semester, at the nursing orientation. Students not accepted will be notified by the week of July 16th. Accepted students should plan on registering for courses in August and attending the mandatory Practical Nurse Orientation (date and time to be announced).

Health Sciences Division Policy: Student Background Checks

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student’s expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through Verifiedcredentials.com for their background check

**Student Health Insurance**

Program students entering the clinic setting are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

**Student Health Insurance Option  (Subject to change)**

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

**Transferable Courses**

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: [https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate](https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate)

The transferring student must initiate the request for evaluation of credit during the admission process by furnishing an official transcript from the transferring institution(s) and the necessary materials, including copies of the appropriate catalog descriptions or course syllabi, to Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405
Practical Nurse Curriculum

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 201</td>
<td>Human Anatomy &amp; Physiology I/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHMY 121</td>
<td>Introduction to General Chemistry/Lab</td>
<td>4</td>
</tr>
<tr>
<td>M 121</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 100</td>
<td>Introduction to Nursing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 211</td>
<td>Human Anatomy &amp; Physiology II/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 121</td>
<td>Clinical Human Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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

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

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 135</td>
<td>Nursing Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 130</td>
<td>Fundamentals of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NRSG 138</td>
<td>Gerontology for Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 140</td>
<td>Core Concepts of Adult Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NRSG 144</td>
<td>Core Concepts of Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 142</td>
<td>Core Concepts of Maternal / Child</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 148</td>
<td>Leadership Issues</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Total Program Credits: 50

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

- Only students in Good Academic Standing will be eligible for program acceptance.

- For applicants, who have taken courses multiple times; the most recent verifiable grade will be used for scoring /GPA calculations.

- Points and GPAs will be calculated by the Registrar’s Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:
  
<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
</tbody>
</table>

- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

- For students, who have been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

- For students, who have additional educational attainment, the Registrar’s Office will verify degrees awarded from official transcripts.
APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _______________________________________________________________________

ADDRESS ____________________________________________________________________

CITY _____________________________________ ST _________ Zip Code ______________

TELEPHONE (Home) _______________________ (Other) ___________________________

E-Mail ADDRESS (If applicable) _________________________________________________

GFC MSU STUDENT IDENTIFICATION NUMBER: _________________________________

Check-off List

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completed Admissions File.</strong> A completed admissions file includes a completed application, payment of the $30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.</td>
<td></td>
</tr>
<tr>
<td><strong>In Good Academic Standing</strong> All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar’s or admissions office to confirm that they are in good academic.</td>
<td></td>
</tr>
<tr>
<td>Application Packet Cover &amp; Check-off sheet</td>
<td></td>
</tr>
<tr>
<td>Application Evaluation (complete form for submission)</td>
<td></td>
</tr>
<tr>
<td>Technical Standards Form (signed)</td>
<td></td>
</tr>
<tr>
<td>Verification of work experience with direct patient care in a medical field</td>
<td></td>
</tr>
<tr>
<td>Official Transcripts for all completed secondary education/certifications (Send transcripts to Registrar – no need to include in packet)</td>
<td></td>
</tr>
</tbody>
</table>

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

Technical Standards

Practical Nurse Program Great Falls College Montana State University

To successfully complete the Practical Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practices in the field.

- Perform entry data tasks using available technology.
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines.
- Turn/reposition bedfast patient, alone or with assistance, to prevent hazard of immobility.
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed throughout shift alone or with assistance.
- Transport patients in wheelchairs as necessary.
- Answer patient call lights or intercom system to determine patient needs.
- Perform CPR – ventilation/compression.
- Assist others in nursing procedures that may result in the need to assembly equipment and supplies.
- Maintain professional manner and decorum regardless of time pressures or frequent interruptions often present in the clinical setting.
- Maintain confidentiality with regard to all phase of work.
- Accurately perform mathematical calculations.
- Effectively communicate patient information in a culturally sensitive manner.
- Respond appropriately to patients’ and other healthcare workers’ questions, requests, and directions.
- Accurately document treatment information.
- Accurately differentiate colors.
- Accurately assess conditions of the human body.
- Demonstrate understanding and adherence to professional standards of nursing.

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

__________________________________________  ____________________________
Student Signature                           Date
PRACTICAL NURSE PROGRAM
VERIFICATION OF
WORK EXPERIENCE IN MEDICAL FIELD

_____________________________________________
_________________ was employed /volunteered

(Print) Last Name, First, Middle Initial (please circle)

From _______________ to _______________ working an average of ____ hours per week.
Month/Day/Year Month/Day/Year

Total hours of Occupational or Volunteer Experience: ______

COMMENTS/DESCRIPTION OF DUTIES: 

JOB TITLE ______________________________

____________________________________________________ _____________________________
Signature of Employer/Supervisor/HR Representative Date

______________________________________________________________________________
Name of Employer (Please Print)

______________________________________________________________________________
Mailing Address (Street Address, P.O Box)

City, State, Zip Code

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

OFFICE USE ONLY

TYPE: __________________________ TIME: __________________________

REVIEWED BY: __________________________ DATE: __________________________
Please Complete

Applicant Name: ___________________________ Submission Date: __________________

Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)

- Admitted to Great Falls College MSU
- In Good Academic Standing
- Each Prerequisite course completed with minimum grade of “C” (not “C-“)
- 2.0 Cumulative Prerequisite GPA

Admissions Criteria Score:

A. Check if successfully completed the following two (2) prerequisite courses;

☐ NUTR 121 Clinical Human Nutrition OR Grade _______ College taken __________
 NUTR 221 Basic Human Nutrition Grade _______ College taken __________

☐ PSYX 100 Intro to Psychology Grade _______ College taken __________

B. Performance in Science Prerequisites (56 points possible) (See)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Grade</th>
<th>Emphasis</th>
<th>Points</th>
<th>College taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOH 201</td>
<td>Human Anatomy &amp; Physiology I/Lab</td>
<td>______</td>
<td>x 4</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>*BIOH 211</td>
<td>Human Anatomy &amp; Physiology II/Lab</td>
<td>______</td>
<td>x 4</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>*CHMY 121</td>
<td>Intro to Gen. Chemistry/Lab</td>
<td>______</td>
<td>x 4</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>NRSG 100</td>
<td>Introduction to Nursing</td>
<td>______</td>
<td>x 2</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

Total Science Score

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

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Grade</th>
<th>Emphasis</th>
<th>Points</th>
<th>College taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>______</td>
<td>x 2</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>M 121</td>
<td>College Algebra</td>
<td>______</td>
<td>x 2</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

OR LIST OTHER MATH ____________

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

<table>
<thead>
<tr>
<th>Degree Attained</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Associate Degree</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Certificate/Professional Certification</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Educational Attainment Score

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

<table>
<thead>
<tr>
<th>Years of Certified Nurse’s Assistant Experience</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1 – 3 years</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Over 3 years</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Total CNA Experience Score

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

<table>
<thead>
<tr>
<th>Years of Occupational Experience</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1 – 3 years</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Over 3 years</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Total Occupational Experience Score

TOTAL APPLICATION SCORE (total 97 points possible)

In case of a tie at the raw point level, these are the tie-breaking criteria:
- CNA experience
- Highest Prerequisite GPA

Equal Opportunity Policy

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

The College’s Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean for Student Services, 2100 16th Ave South, Great Falls, MT 59405. Telephone: (406) 771-4300.