

**MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM**

*“Preparing Nurses for the Future of Healthcare”*

700 Pitt Street Lewistown, Pennsylvania 17044  
PHONE: (717) 447-0394 FAX: (717) 248-5148  
WEBSITE: [www.mjctcpn.org](http://www.mjctcpn.org)

Dear Potential Nursing Student:

Thank you for your interest our Practical Nursing Program. We are very proud of the accomplishments of our school and of our students. We have been a part of this community for many years and have graduates from our program working not just in Pennsylvania, but all around the country. We are accredited by both the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. We are independently accredited by the National League for Nursing Accrediting Commission. Our graduates have consistently passed their licensing boards at a higher than average rate compared to other Pennsylvania schools. We have very high employment rates after graduation.

This brochure should acquaint you with our philosophy, our curriculum and a few of our basic policies. We include general information on financial aid which may be available to finance your education. You should find a general overview of our pre-entrance testing and acceptance process. Lastly, you should find an application form to complete and return to our office.

Nursing is a very creative and active profession. Nurses care for people of all ages and in all kinds of healthcare settings. Nurses are the eyes upon their patients 24/7, making a difference in people's lives every day. Nursing is a field where people can work in a profession they love as well as earn a living to support their family. The potential for personal satisfaction and professional growth is endless. If you think you may be ready to join us, please complete your application. We look forward to hearing from you.

Sincerely,

Alicia B. Lentz  
Coordinator of Practical Nursing

***Practical Nursing** is the performance of selected acts that utilize appropriate knowledge and skills but not to the extent required in registered nursing.*

***Practical Nursing** is based on a sound foundation of a well-integrated curriculum and therefore is a valid entry level into the nursing profession.*

***Practical Nurses** work in a variety of practice settings to provide care to the ill, injured or infirm under the direction of a licensed registered nurse, a licensed physician, or a licensed dentist.*

## **GENERAL INFORMATION**

The campus is located at 700 Pitt Street, Lewistown, PA. This program is a post-secondary education program. The level of instruction and academic demands on the student are similar to the first year of college.

## **PROGRAM LENGTH**

The Practical Nursing Program provides approximately 1540.25 clock hours of instruction over a twelve (12) month period. Vacation and holiday time are scheduled into the instructional year. Two classes are admitted per year - one class in March and one class in September. Classes are scheduled for daytime hours, weekdays, usually 8 AM through 3 PM. Clinical day hours vary – usually 6:30 AM – 4 PM.

## **PROGRAM ACCREDITATION AND APPROVAL**

The Practical Nursing program is accredited by the National League for Nursing Accrediting Commission. Address: 61 Broadway, New York, NY 10006 Phone: (212) 363-5555 ext. 153 NLN Website: [www.nlnac.org](http://www.nlnac.org). The program is approved by the Department of Education and the Pennsylvania State Board of Nursing. Address: P.O. Box 2649, Harrisburg PA 17105 Phone: (717) 783-7142. Website: [www.dos.state.pa.us](http://www.dos.state.pa.us).

## **PHILOSOPHY**

The faculty and staff of the PN Program in accordance with the mission of the MJCTC believe the following as a basis for the curriculum and program objectives:

### **All human beings....**

- ⊕ Are uniquely individual with rights, dignity and worth;
- ⊕ Have physical, psychological, sociological and spiritual needs which evolve and change over time;
- ⊕ Are members of a racially and culturally rich, diverse society;
- ⊕ Deserve respect and understanding at every stage of life;
- ⊕ Have universal needs organized in a hierarchy with basic requirements satisfied before higher level needs (Maslow, 1943).

### **Nursing....**

- ⊕ Is a caring profession, both an art and a science based upon principles drawn from biological and behavioral science;
- ⊕ Is dedicated to maintain and promote independence, health and wellness, prevention of illness, caring for and rehabilitating the sick and disabled, and supporting the care of the dying in all health care settings;
- ⊕ Is deliberate, systematic and individualized through the application of the nursing process.

### **Practical Nursing....**

- ⊕ Is the application of knowledge and skill in giving competent nursing care to clients, whether individuals, families or communities, under the supervision of a licensed professional nurse, physician or dentist;
- ⊕ Is integral to the nursing profession

### **Education....**

- ⊕ Is a lifelong process of continuous expansion of curiosity and inquiry;

- ⊕ Is an active process in which the learner assumes increasing responsibility for their own learning;
- ⊕ Is achieved through a variety of activities such as degree and certification through formal programs, attendance of seminars and continuing education programs, reading of books and journals or internet research;
- ⊕ Is a democratic process that encompasses respect for every individual regardless of race, gender, origin, lifestyle or socio-economic status.

### **Nursing Education...**

- ⊕ Is a dynamic process where the teacher moves from demonstrator to facilitator;
- ⊕ Involves the development of knowledge, skills and professional attitudes of the individual learner as a member of the nursing profession and society;
- ⊕ Incorporates the development of critical thinking and problem solving.

### **Practical Nursing Education...**

- ⊕ Is based on a sound foundation of a well integrated nursing curriculum;
- ⊕ Requires the learner to assume personal responsibility for preparation for classroom or clinical work and regular attendance;
- ⊕ Is aimed at acquisition of nursing knowledge, skills and attitudes as well as the development of individual learner capabilities of personal maturity, emotional growth, professional responsibility and active participation in our democratic society;
- ⊕ Progresses from normal to abnormal, simple to complex, throughout the curriculum with both nursing theory and clinical experiences to meet the needs of learners;
- ⊕ Enables graduates to fully participate as novice members of the health care team in any setting where nursing care takes place.

### **Reference**

Maslow, A. H.(1943). A theory of human motivation. *Psychological Review* 50(4). 370-96.

## **STEPS IN THE APPLICATION PROCESS**

1. **BROCHURE:** Read this brochure.
2. **APPLICATION:** Complete the application form and return it to the program along with the **non-refundable fee of \$60** and an official copy of your high school transcript or official G.E.D. scores.
  - Please send an official transcript of your high school records. To obtain your transcript, contact the principal or guidance counselor of the high school from which you graduated to request a copy be sent to this school. The transcript must reflect your graduation date and be signed by a school official. This brochure contains a transcript request form that may be used.
  - If you are not a high school graduate, it will be necessary for you to take the G.E.D. examination. If you already have the G.E.D., you will need to send a copy of your diploma and a copy of your official G.E.D. grade sheet to our school at the above address. You may obtain G.E.D. scores from:

Commonwealth Diploma Program  
 PA Department of Education  
 333 Market Street, 12<sup>th</sup> Floor  
 Harrisburg PA 17126-0333  
 Phone (717) 783-6747

3. **ACKNOWLEDGEMENT LETTER:** You will then receive a letter acknowledging receipt of your application. This letter will contain information regarding the purchase of a study guide for the pre-entrance exam – HESI, information about preparing for the HESI exam and information about classes offered by the local CareerLink.
  - Pre-entrance testing is conducted as part of the application process.
4. **PRE-ENTRANCE TESTING APPOINTMENT:** After your complete application (application, fee and transcript or GED scores) is submitted, you will receive a pre-entrance testing appointment.
  - Letters will be sent in March for testing appointments in April for the class starting in September.
  - Letters will be sent in September for testing appointments in October for the class starting in March.
5. **PRE-ENTRANCE TESTING:** HESI – Admission Assessment Exam for Practical Nursing is required. Applicants must pass the math, reading comprehension, and written expression portions of the examination at 75% or higher to determine potential for success in nursing school.
  - Interested persons may purchase a study guide to prepare for the exam by ordering it from the Elsevier website ([www.us.elsevierhealth.com](http://www.us.elsevierhealth.com)), from any book store or by checking with your local library using the ISBN #: 978-1-4160-5635-5. Information about this study guide is mailed to the applicant with the acknowledgment of application letter or check our website for more information.
  - **There is a \$35 re-testing fee for the Pre-Entrance exam.**
  - Results of pre-entrance testing will be mailed to you after the last testing date.
6. **SELECTION PROCEDURE:** The Admissions Committee consists of the faculty of the Practical Nursing Program. When the required forms and information are completed on all applicants, the Coordinator of Practical Nursing schedules a meeting of the Admissions Committee. The Committee, on the basis of all available information, selects the persons to be admitted to the program who demonstrate an overall aptitude for nursing.

Offers of admission will be made based on application completion, letters of reference, pre-entrance test score and clear criminal background check.

School Board policy stipulates those qualified applicants from Mifflin and Juniata Counties be given preference for admission. Applicants from other counties will be considered for admission after qualified candidates from Juniata and Mifflin Counties have been exhausted.

**Admission will be revoked if an individual is found to have been convicted of a felony under the “Controlled Substance, Drug, Device, and Cosmetic Act.” Convicted includes judgment, admission of guilt, or plea of *nolo contendere* during background check data Collection. Admission will be revoked if abuse clearance shows any record of abuse. Admission will be revoked if candidate does not complete health requirements and CPR certification.**

#### **ADMISSION REQUIREMENTS**

- **Age** – must be at least 18 years of age upon completion of the program
- **Social Security Number** – must have a valid number prior to taking the pre-entrance exam.
- **Education** - graduation from high school with a diploma or high school equivalency diploma (GED). Students with a GED from a state other than Pennsylvania must apply for a Certificate of Preliminary Education from the Pennsylvania Department of Education.

Home schooled students must submit valid credentials from a qualifying accrediting agency, and apply for a Certificate of Preliminary Education through the Pennsylvania Department of Education.

- **Residence** - must be resident of Pennsylvania.
- **Pre-entrance testing** – applicants must pass the HESI exam at 75% or higher in order to be accepted.
- **Criminal Record Check** – will be completed by the school before acceptance. Persons with a criminal record may not be permitted to practice in clinical sites and may not be eligible to sit for State Board Exams. Persons with a felony, 2 misdemeanors or drug convictions of less than 10 years will not be admitted to the program. Persons admitted to the Accelerated Rehabilitation Disposition (ARD) program for charges related to DUI must provide (1) a statement of acceptance into the program and/or (2) a statement of program completion.

7. **ACCEPTANCE AGREEMENT:** Letters to qualified candidates will be sent out approximately four months prior to the start of class. Depending on the number of qualified candidates and the number of openings for the class; candidates will be accepted based on highest test scores. Final enrollment is determined by the completion of the Acceptance Agreement and submission of the \$100 admission fee.
- A waiting list may be created with enrollment deferred to the next incoming class.

**REQUIREMENTS AFTER ADMISSION BUT BEFORE CLASS BEGINS** – Required for clinical experiences. *All forms for these requirements will be given with the enrollment packet sent to you after receipt of your Acceptance Agreement.*

- **CPR** - Show evidence of current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Heartsaver Course (must include 2 man CPR) by the American Heart Association or the American Red Cross. CPR courses are offered from this school, information about the classes is included in the enrollment packet.
- **Abuse Clearances** - Submit copy of Child Abuse clearance. Persons with a documented history of abuse will not be admitted to the program. Clearance results must be valid no more than three months prior to the start of school.
  - There may be other convictions that could lead to denial of licensure. In addition, potential students should be aware that employers in many health care facilities may be prevented from hiring a nurse, even if licensed in Pennsylvania, if charged with prohibitive offenses under “Older Adults Protective Services Act” (Department of Health Act 13, 1997).
- **Physical Exam** - The purpose of the pre-admission physical exam requirements is to ensure the student is in satisfactory physical and mental condition prior to the beginning of school. The State Board of Nursing, affiliating agencies, and/or the Practical Nursing Program mandate these requirements. Below is a list of Essential Job Functions for the Practical Nurse.

Each student is required to submit a completed physical examination form prior to the first day of class. A physician of the student’s choice performs the exam at the student’s expense. Required diagnostic studies include two-step TB skin test (or chest x-ray), and urine drug screen.

Documentation of immunity and/or immunization is required for rubeola, rubella, varicella, tetanus, and hepatitis. A history of childhood illness of rubella and/or rubeola is not considered acceptable proof of immunity to either disease. All required laboratory test results and immunizations information must be submitted by the first day of class.

The physical exam results must be documented on the program form only. The physical exam must be conducted within six months prior to the start of class. No other form will be accepted as documentation of the physical exam.

A student will not be permitted to participate in clinical unless the physical exam, diagnostic studies, and immunizations are current according to school policy.

***Please Note:*** If a student has an allergy to latex they must advise their instructor of this allergy and be aware of potential for exposure in clinical sites. They are advised to purchase their own vinyl, non-latex gloves for clinical in order to avoid exposure.

### **Essential Job Functions for Practical Nursing**

Practical nurses have many demands in their workplace and need to be physically able to perform a variety of tasks. The following list contains the physical requirements for many but not all of the tasks nurses would be expected to perform and includes cognitive, psychomotor and affective skills. The Practical Nursing Program could work with students with disabilities who meet all other requirements for admission to determine any reasonable accommodations to meet these essential functions.

#### **Cognitive:**

- Minimal score on admission assessment exam.
- Ability to read and write in English.
- Analytical thinking abilities to perform deductive and inductive reasoning for nursing decisions, for example, priority setting, long and short term memory for data collection or ability to evaluate outcomes.

#### **Psychomotor:**

- Perform physical tasks such as reaching, bending, balancing, carrying pushing, pulling, including being able to stand on feet for up to 12 hours at a time.
- Lift/carry weight up to 50 pounds.
- 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 to view, read and physically manipulate health record information and pertinent data in a variety of formats including paper handwritten documents, typed reports and computerized records and databases.
- Ability to use tactile senses to feel vibration, and to assess size, shape, temperature and moisture.
- Ability to identify and distinguish odors.
- Hearing abilities sufficient to physically monitor and assess client needs, such as use of a stethoscope to distinguish heart and breath sounds.

#### **Affective:**

- Emotional stability sufficient to assume responsibility and accountability for actions, for example handle strong emotions of others while controlling personal response or adapt to changing environments.
- Interpersonal skills sufficient to interact with individuals and groups respecting social, cultural and spiritual diversity.

### **CURRICULUM PLAN**

This 12-month program is divided into four terms. Terms I and III are fourteen (14) weeks and Terms II and IV are ten (10) weeks. A short summer vacation and several school holidays are scheduled during the year. Hours of theory and clinical experience are planned on a 35-hour

week. The student has primary responsibility for his/her own education including seeking help from an instructor.

Term I –	Nursing Fundamentals and Nursing Science
Term II –	Pharmacology Medical-Surgical Nursing I
Term III –	Mental Health Concepts Medical-Surgical Nursing II Concepts of Leadership
Term IV -	Maternity Nursing Pediatric Nursing Community Health Nursing Nursing in Society

## **COURSE DESCRIPTIONS**

### **NURSING 100 - Fundamentals of Practical Nursing – 4 Credits**

#### **NURSING 101 – Nursing Science – 2 Credits**

These courses are designed to assist the student to acquire the knowledge and skills necessary to provide care to adult patients with long term nursing needs with emphasis on geriatric nursing. The major focus of these courses is two-fold: Maslow's basic needs of man and the nursing process. Basic principles from the physical and biological sciences including body structure and function, chemistry, microbiology, physics, and normal nutrition are taught as core components of these courses. Interpersonal relations including basic information from psychology and sociology, communication skills, and transcultural considerations are presented as a basis for understanding human behavior. These courses also introduce the student to the assessment of the human body using a system-by-system approach. The opportunity to develop beginning nursing skills is provided through supervised practice in the nursing arts laboratory and in various community settings.

#### **NURSING 102 – Medical Surgical Nursing I – 5 Credits**

This course is designed to assist the student to acquire the knowledge and skills necessary to provide care to adult patients with simple short or long term nursing needs associated with common medical and surgical conditions. It introduces basic concepts concerning the etiology, classifications, and reactions of the adult patient to the disease process. It includes basic pharmacotherapeutics and related drug and diet therapy. The opportunity to develop more complex nursing skills is provided through supervised practice in the nursing arts laboratory and in various settings within an acute care facility through the utilization of the nursing process.

#### **NURSING 103 – Medical Surgical Nursing II – 5 Credits**

This course is designed to assist the student to acquire and assimilate knowledge related to the provision of care to adult patients with short or long term nursing needs associated with moderately complex to complex common medical and surgical conditions. Parenteral therapy is introduced including intravenous therapy. Related pharmacology and diet therapy is integrated throughout. Medication administration skills are practiced in the nursing arts laboratory with actual application in a long term care facility. Additional clinical practice is provided on specialty areas within an acute care facility and a rehabilitation facility.

#### **NURSING 104 – Mental Health Concepts – 1 Credit**

This course is designed to provide the student with the basic knowledge and skills necessary to care for patients with mental health disorders across the age spectrum. Domestic violence and drug abuse issues are included in this course. Clinical practice is provided in an acute care facility and through observation at an Alcoholics' Anonymous meeting.

### **NURSING 105 – Maternity Nursing – 2.5 Credits**

This course is designed to assist the student to acquire the knowledge and skills necessary to provide family-oriented care. It includes normal fetal growth and development and normal and abnormal conditions associated with the childbearing cycle. Application of the nursing process is utilized during clinical experience in antepartal, intrapartal, postpartal and neonatal settings.

### **NURSING 106 – Pediatric Nursing – 2.5 Credits**

This course includes the study of the well and ill pediatric patient in a variety of clinical settings. Information and experience is included on normal growth and development, common childhood disorders, and current family problems. Clinical experience is offered in family practice offices, day care centers, area schools, and summer camps.

### **NURSING 107- Community Health Nursing - 1 Credit**

This course is designed to assist the student to acquire the knowledge and skills necessary to provide care to patients in a variety of community settings. An independent study project involving the writing of a research paper, independent clinical experience, and an oral presentation on a topic of individual student interest is a requirement of this course.

### **NURSING 108- Pharmacology for Nurses - 1 Credit**

This course is designed to assist the student to acquire and assimilate knowledge related to the administration of medications in the clinical setting. It will provide an extensive framework including consumer safety and drug regulations; drug names and references; sources and bodily effects of drugs; abbreviations and systems of measurement; safe dosage preparation, and drug classifications.

### **NURSING 122 – Leadership Skills for the Practical Nurse – 0.5 Credit**

This course is designed to introduce the student to the growing managerial and supervisory responsibilities of the Practical Nurse in various health care settings.

### **NURSING 123 – Professional Issues - 0.5 Credit**

Term IV. – Two hours of seminar presentation and/or lab practice are presented at each of five sessions.

This course is designed to prepare the student to transition into a graduate nurse role. Legal and ethical issues for the practicing nurse are discussed. Resume writing, interview skills, and licensure information are included in this course. Information on nursing organizations and educational and employment opportunities available to the Graduate Practical Nurse are also presented to the student.

### **CLINICAL AFFILIATIONS**

Students will participate in clinical practice at Brookline Manor and Retirement Village, Valley View Retirement Community, Lewistown Hospital and several community sites in Mifflin and Juniata Counties.

### **TUITION AND FEES**

The estimated direct cost of the program to the student is **\$11,082 + Equip. \$1,520 for a Total of \$12,602\***. This includes tuition, books, uniforms, equipment and graduation fees. Tuition costs are partially subsidized by the Pennsylvania Department of Education, Bureau of Vocational and Adult Education.

Indirect costs to the student, such as living expenses, travel, medical insurance, etc., are estimated to be an additional \$10,000.00 over the course of one year. Students are required to

purchase their own shoes, and lab coat and a graduation uniform. The student must also purchase white socks and a watch with a sweeping second hand. Equipment and accessories kit is provided to the student and included in the equipment fees.

Students are responsible for their personal living accommodations, meals, transportation, and health/accident insurance. Each student is required to carry liability insurance purchased through the school but paid for by the student fees.

All financial arrangements for payment of tuition and equipment costs must be arranged (Pell determination made, loans approved, private payment received, etc.) before the first day of class or the student will not be permitted to attend the program.

\* Subject to change without notice.

*ALL FINANCIAL INFORMATION, FORMS AND HANDBOOK ARE INCLUDED IN THE ENROLLMENT PACKET SENT TO YOU AFTER RECEIPT OF YOUR ACCEPTANCE AGREEMENT.*

### **FINANCIAL ASSISTANCE**

The family is expected to make a financial contribution to the student's education. The primary responsibility for meeting your educational expenses lies with you and your family. Information on financial aid application is provided upon acceptance into the program.

**FAFSA** – Eligibility for federal financial aid is determined from information provided on the Free Application for Federal Student Aid Form (FAFSA). The most recent federal income tax information is used to complete financial information on the FAFSA. FAFSA forms are to be filled out on-line once the student is accepted into the program.

**PELL** - Financially eligible persons may receive a Pell Grant from the Federal Government up to \$5,350.00.

**Federal Direct Loan Program (FDLP)** – Students and/or their parents may apply for loans to pay for schooling directly through this federal government program. Dependent students may qualify to borrow a maximum of \$5,500 based on financial need per fiscal year. Independent students may qualify to borrow a maximum of \$9,500 per fiscal year based on need. Parents of dependent students may qualify to borrow up to a maximum of \$12,000. FDLP terms and interest rates are set by federal regulation. Repayment does not begin until after graduation or withdrawal.

**Alternative Private Loans** - Eligible students may apply for alternative loans to pay for the balance of education costs based on demonstrated financial need and credit history.

**Any loans borrowed by a student and/or parent must be repaid by the student/parent whether or not the student graduates, can find employment in nursing after graduation, or is dissatisfied with the education received while enrolled in the program.**

### **SCHOLARSHIP and OTHER ASSISTANCE** -

- The local *PA Career Link* may partially sponsor eligible candidates. Interested persons should contact the PA Career Link in their home county.
- Eligible veterans may receive financial assistance from the *Veteran's Administration*. Contact your local office of Veteran's Affairs.
- Eligible persons may receive financial assistance through the *Workforce Investment Act*, dislocated worker program (*TAA*) or *NAFTA*. Information is available through the local PA Career Link office.
- Eligible persons may qualify for sponsorship through *New Choices* for a maximum award of \$1,000.00. Contact the local PA Career Link office for more information.
- The Pennsylvania Higher Education Foundation provides scholarships to financially eligible students as determined by school scholarship criteria. Information about eligibility will be sent to students after enrollment. Grants vary from year to year.

- Eligible persons may qualify for limited assistance with equipment and uniform costs through the Department of Public Assistance (DPA) if receiving benefits at the time of acceptance into the program. Contact the local DPA office for additional information.
- Students may request to establish a payment plan. All requests must be made prior to the start of class.
- Students and/or their parents may apply for a home equity or personal loan to help pay for their education.
- This program does not qualify to participate in the Pennsylvania State Grant Program due to the length of the program.

### **TERMINATION (INVOLUNTARY DISMISSAL)**

The practical nursing faculty reserves the right to terminate the enrollment of any student who in its judgment does not satisfy the competency requirements of scholarship, health, or personal suitability for nursing in accordance with State Board policy for nurses. Any student convicted\* of a felony under the Controlled Substance, Drug, Device and Cosmetic Act will be terminated from the program. \*(Convicted includes judgment, admission of guilt, and/or plea of nolo contendere.)

### **DRUG FREE SCHOOL AND WORKPLACE**

The campus of the Mifflin-Juniata CTC's Practical Nursing Program is drug free for students and instructors. Students and employees must abide by the terms of the Drug Free Schools and Communities Act Amendments of 1989. Smoking and other tobacco use is not permitted on school property, residential areas or private property surrounding the nursing campus at any time.

### **GRADUATION REQUIREMENTS**

A student will be eligible for graduation once all academic, clinical (experience and paperwork), and financial obligations have been met. The student will not be permitted to take the final exam of any term if an outstanding balance remains on his/her account at the end of the term.

All school property (books, videos, etc.), parking tag, and name tag must be returned or the replacement cost paid prior to graduation.

### **LICENSURE**

Successful graduates of the Practical Nursing Program are eligible to sit for the NCLEX-PN licensure exam administered by Pearson Vue for the National Council of State Boards of Nursing (NCSBN) using Computerized Adaptive Testing (CAT). Licensure fees are collected as part of the Term IV equipment fees. Money orders are purchased on the student's behalf prior to graduation. One money order (\$200.00) is made payable to the NCSBN and a second money order (\$35.00) is made payable to the Commonwealth of Pennsylvania for the state licensure fee.

A temporary practice permit (TPP) is required if a graduate practical nurse (GPN) plans to work as a nurse following graduation and prior to taking the NCLEX-PN exam. The TPP is valid for one year after issue or until the results of the NCLEX-PN exam are known. If the graduate fails the licensure exam, the TPP is immediately made invalid and the person can no longer work as a GPN in Pennsylvania.

"The Pennsylvania Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.I.233, no. 64) known as the "Controlled Substance, Drug, Device, and Cosmetic Act" or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless: (1) at least ten (10) years have elapsed from the date of conviction;

(2) the applicant satisfactorily demonstrated to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violation; (3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection, the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. Any student or prospective student to whom this policy may apply should contact the State Board of Nursing at 717-783-7142.

## **ADVANCED STANDING POLICY**

### **PHILOSOPHY**

The faculty of the Mifflin-Juniata Career and Technology Center's Practical Nursing Program believes that a flexible curriculum permits people with a variety of work and educational experiences to complete educational programs to which they aspire as economically in terms of money and time as possible. Nursing education programs should provide for student mobility according to the individual's ability, changing career goals, and changing aspirations, and should provide an opportunity for students to validate the knowledge and skills they have acquired in previous educational or work experience.

### **PLAN FOR DETERMINATION OF ADVANCED STANDING**

1. The applicant must meet all entrance requirements.
2. Any applicant who is granted advanced standing must complete Orientation to the Program and Introduction to Practical Nursing.
3. If the applicant attended a nursing education program within the past 3 years:
  - a. He/She must submit an official transcript accompanied by course descriptions from previous school. **All forms are at the applicant's expense.**
  - b. The faculty will review the transcript and course descriptions to determine courses for which the applicant may be granted advanced standing.
  - c. Advanced Placement will be considered for Term I only except in unusual circumstances. The Program Coordinator will review requests for Terms beyond Term I individually.
    - i. If applicant successfully completed nursing fundamentals courses in previous school, the official school transcripts will be reviewed by the Program Coordinator. The applicant will need to pass the program skills test including head-to-toe assessment and the Program final exam at 78%.
    - ii. If applicant successfully completed Nursing Science course in previous school, the final exam for the program's science course will be administered. Applicant must pass the final exam at 78% or higher level to be exempt from the Nursing Science course.
4. If applicant is a corpsman, graduate of a PA health occupations program, or was satisfactorily employed as a nurse aide within the past 2 years the applicant may receive advanced standing for a portion of Term I.

The following requirements must be met:

- a. Recommendation by former instructor or employer. For health occupations graduates, a NOCTI score at an advanced level and maintain a grade point average of 2.5 in their technical courses.
  - b. Evidence of admission assessment test at acceptable score, corpsman or health occupation graduates may reduce time (and cost) of Term I - Nursing Fundamentals by 30 hours (2 credits) in clinical.
  - c. Nurse aide must present evidence of certification and may be eligible for an additional 15 hours (1 credit) away from Term I.
5. Applicant must successfully demonstrate clinical competencies, as expected of all students enrolled in the program. Applicants will be required to pass Term I skills test.

Reference: PDE/Perkins Statewide Articulation Agreement – July 2009

### **COMPUTER KNOWLEDGE/SKILLS**

Basic computer skills are highly recommended to be successful in the Practical Nursing Program. Skills such as basic typing and mouse manipulation, basic word processing, basic internet functions and research techniques are a few of the skills needed. Throughout the nursing program you'll be required to use the computer for such things as applying for financial aid, term papers, virtual clinical excursions, required computer time, medication administration and charting and finally, taking the LPN licensing exam. Please contact your local CareerLink and ask about basic computer classes if you find that using the computer makes you uncomfortable or frustrated or if you just need to improve your computer skills.

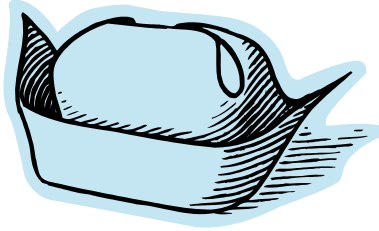
### **STATEMENTS OF CONFIDENTIALITY**

#### **PROGRAM**

The faculty and staff of the Practical Nursing Program maintains a policy not to discuss with ANYONE, besides the student, any matters regarding the student's academic, clinical, or financial status, in ANY FASHION (written, verbal, telephone, electronic, etc.) without the expressed written permission of the student. The student must indicate in writing the name(s) and relationship(s) of the specific person(s) to whom the faculty may discuss the student's clinical, academic, or financial status.

#### **FINANCIAL AID OFFICE**

The financial aid office is NOT PERMITTED to speak to ANYONE besides the student regarding financial aid matters unless the student provides written permission allowing the financial aid administrator to speak with a specific person(s). The student must indicate in writing the name(s) and relationship(s) of the specific person(s) to whom the faculty may discuss the student's financial status. This is in accordance with the Gramm-Leach-Bliley Act of 2003.



### **EMPLOYMENT OPPORTUNITIES**

Practical Nurses are employed in a variety of health care settings. Successful completion of this program may find the graduate seeking employment in any of the following settings:

Acute Care Hospital Setting  
Private Duty Nursing  
Office Nursing - Physician or Dentist  
Armed Forces  
Public Health Agencies  
Rehabilitation Hospitals  
Visiting Nurse (Home Care) Agencies  
Industrial Nursing  
Nursing Homes  
Psychiatric Hospital

According to recent graduate surveys, LPNs are ranging from \$12—\$20 per hour depending on the geographical location and the type of nursing facility where they are employed.

**For more information on careers in nursing and possible financial aid sources, log on to [www.FuturesInNursing.org](http://www.FuturesInNursing.org).**

**PRACTICAL NURSING PROGRAM**  
Mifflin-Juniata Career and Technology Center  
700 Pitt Street  
Lewistown, Pennsylvania 17044  
717-447-0394

www.mjctcpn.org

*Nurses make a difference in many peoples' lives. If you are ready to make a difference in your own life, contact the Practical Nursing Program for an application.*

POLICY OF NON-DISCRIMINATION

The Mifflin –Juniata Career and Technology Center is an equal opportunity education institution and does not discriminate in its education programs, activities, and employment practices as required by Title IV, Title IX and Section 504. The school does not discriminate regardless of race, color, national origin, sex, handicaps (including visual or hearing impairments), religion, age, or marital status.

All inquires in regards to information, services, programs, facilities, or implementing the grievance procedure should be directed to the Title IX and Section 504 Coordinator, Alicia B. Lentz, Coordinator of Practical Nursing, Mifflin-Juniata Career and Technology Center, 700 Pitt Street, Lewistown, Pennsylvania, 17044.

Phone - (717) 447-0394 FAX - (717) 248-5148

E-mail – alentz@mjctcpn.org

For information regarding services, activities, programs, and facilities that are accessible and usable by handicapped persons, contact the Administrative Director at 717-248-3933.

\*\*Any information in this brochure is subject to change without notice.

DATE OF LAST REVISION: August 2010