

Practical Nursing (PN) 2020-2021

Application Process

Applications accepted beginning October 2, 2019

Initial TABE TEST must be taken by TBD

Application Deadline is 4:00 p.m. May 29, 2020

HESI Exam will be given the week of TBD

Interview will be held TBD

(only top applicants will be interviewed)

Orientation will be held in TBD

Topics in this Packet

- General Information
- Attendance Policy
- Program Costs
- Criminal History Information
- Admission Requirements
- Application Process and Checklist
- Selection Process
- Post-Selection Process

GENERAL INFORMATION

The Practical Nursing program is a 1350 hour program, 11 month program which begins in August and completes in July. Classroom instruction will be at RIVEROAK Technical College, located at 415 SW Pinewood Drive, Live Oak, Florida. Clinical Instruction will be at the following institutions: Good Samaritan Center-Dowling Park; Suwannee Valley Nursing Center-Jasper; Suwannee County Health Department, and Suwannee Health Care Center-Live Oak; Shands at Live Oak; Shands at Lake Shore-Lake City. Other clinical facilities not mentioned may be utilized. Clinical

instruction will include Nursing Fundamentals, Medical Surgical Nursing, Pediatric Nursing, Maternity Nursing and Nursing throughout the Life Span

ATTENDANCE POLICY

STUDENTS WILL BE EXPECTED TO PROVIDE

THEIR OWN TRANSPORTATION TO AND FROM CLINICAL SITES.

RIVEROAK Technical College, in accordance with the State Board of Nursing, requires Practical Nursing Students to complete 1350 hours of instruction and training. Over 40 hours of absence for any reason, will result in the student being removed from the program. The Practical Nursing Handbook supersedes any information given in this packet.

Due to the strict attendance policy, students are urged to have back-up baby sitter and alternate means of transportation.

PROGRAM COSTS

The total cost of the program is approximately \$6,790.76 (NOTE: Cost of the program is subject to change from year to year). A deposit of approximately \$650-\$900 which includes the purchase of uniforms, textbooks, and supplies will be due at the time of orientation in June. Tuition is due each term as mandated by the State Legislature; approximately \$2,350 in August and January. This is due from students who do not qualify for PELL grant.

Upon Completion of the program, students are required to take the state licensure exam. The NCLEX-PN cost is \$404.00 and is included in summer fees.

STEP 1-ADMISSION REQUIREMENTS

- Applicants must have taken the TABE Full Battery test by April 30, 2020.
- TABE scores of 11.0 grade level in Reading, Math and Language on the Level A, version 9 or 10 are required. **TABE test may be taken at other locations.**
- HESI Exam (must score at least 80%)
- Applicants who need to retest on the **TABE will ONLY ONE HAVE ONE OPPORTUNITY TO RETEST DURING THE APPLICATION YEAR.**
- At least 18 years of age.
- Standard high school diploma or high school diploma through the GED program. Diplomas will not be accepted from non-accredited sources.

STEP 2-APPLICATION PROCESS AND CHECKLIST

Applications will be accepted in the RIVEROAK Technical College's Student Services office.

The Deadline for applications is 4:00 p.m. on May 29, 2020.

Mailed applications received after this date and time will not be accepted.

Applications must include the following items:

___ Completed RIVEROAK Technical College application form.

___ Submitted \$50.00 non-refundable application fee.

___ TABE testing and required score met.

___ HESI Exam

___ High School transcripts or copy of diploma

___ Two (2) proofs of Florida residency form (see the RTC application).

___ Copy of Birth Certificate.

___ Copy of Social Security Card

___ Copy(s) of certificate/transcript if needed for bonus points (copy of license in not considered documentation)

___ Employment verification on letterhead.

IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE ALL DOCUMENTATION.

STEP 3- THE SELECTION PROCESS

The Allied Health Committee will use the following criteria to determine eligibility of applicants for acceptance into the program. Documentation must be received by application deadline. Points are awarded in the following areas:

- | | |
|---|--------------------------|
| ❖ 1. WORK EXPERIENCE | Maximum points: 2 |
| ➤ Work as PCT,CNA, or EMT (6 months or more). | |
| ❖ 2. TABE SCORES (-A LEVEL) | Maximum points: 3 |
| ➤ 12.0 Or above (Reading, Language, Math). | |
| ❖ 3. INTERVIEW | Maximum points: 5 |
| ➤ To be scheduled in May. | |
| ➤ Points awarded derived from panelist average. | |
| ❖ 4. BONUS POINTS | Maximum points: 9 |
| ➤ PCT/CNA, or EMT program graduate. | 1 Point |
| ➤ AA Degree or BS Degree | 2 Points |
| ➤ U.S. Veteran | 2 Points |
| ➤ HESI score 80 or above | 4 points |

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STEP 3 Continued...

Applicants will be ranked according to points earned and will be notified in writing in May regarding acceptance. Do not assume you are accepted until you receive an acceptance letter. In case of a tie, the earliest application date will have priority.

- ❖ **All decisions by the selection committee are final. Points assigned are non-negotiable. NOTE: Most applicants not selected are due to low point values on the TABE, HESI, or interview.**
- ❖ **To accept a position in the Practical Nursing program, you must attend the mandatory orientation in June and pay the required fees.**

STEP 4 POST-SELECTION PROCESS

❖ June- Orientation

- Mandatory for all selected students and alternates.
- Deposit of \$650-\$900 due at orientation, excluding alternates. (If not PELL eligible)

- The following must be submitted to the Nursing department by the first day of class:

Immunization Record and Titers

- Varicella
- Hep B series (started and completed)
- MMR and Tdap
- PPD (TB skin test)

-Physical Examination

- Must have been completed within one year of entry into the program

-Technical Standards Form

- Signed by physician upon acceptance to program

-**Criminal background check** (\$60). Must be paid by cash, money order, or credit card. Pay mobile vendor on site.

- Health Insurance

- Proof of personal or school health insurance
- Must be submitted on the 1st day of class

Criminal History that would deny admission or cause immediate dismissal from the program.

According to 464.018 (1) Florida Statute, the following acts constitute grounds for denial of a license or disciplinary action. Accordingly, being found guilty, regardless of adjudication, of any of the following offenses will result in denial of admission into nursing related programs or immediate dismissal from these programs:

Having been found guilty of, regardless of adjudication, or entered a pleas of nolo contendere to or guilty to, any offense prohibited under 435.03 Florida Statute or under any similar statute of another jurisdiction; or having committed an act constitutes domestic violence as defined in 741.28 Florida Statutes.

| Chapter | Offenses |
|---------|--|
| 39 | Relating to child abuse, abandonment, and neglect |
| 415 | Relating to protection from abuse, neglect, and exploitation |
| 776 | A forcible felony |
| 782 | Relating to murder and homicide |
| 784 | Relating to assault, battery, and culpable negligence |
| 787 | Relating to kidnapping and false imprisonment |
| 794 | Relating to sexual battery |
| 796 | Relating to prostitution |
| 798 | Relating to lewd and lascivious behavior |
| 800 | Relating to lewdness and indecent exposure |
| 806 | Relating to arson |
| 812 | Relating to theft, robbery, and related crimes |

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|-----|--------------------------------|
| 825 | Relating to aggravated abuse |
| 826 | Relating to incest |
| 827 | Relating to child abuse |
| 847 | Relating to obscene literature |

NOTE: DUI convictions may also exclude a candidate from admission into nursing related programs.

IMPORTANT NOTICE: Pursuant to Section 446.0635, Florida Statutes, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted, plead guilty or nolo contendere to a felony violation of:

| | |
|---------|--|
| Chapter | Offenses |
| 409 | Medicaid fraud relating to protection from abuse, neglect, and exploitation |
| 817 | Relating to fraudulent practices |
| 893 | Engaging or attempting to engage in the possession, sale, or distribution of controlled substances |