

## PRACTICAL NURSE REFRESHER COURSE

### OVERVIEW

*St. Joseph School of Nursing Practical Nursing Program, established in 1964, offers its programs to both men and women, leading to a diploma in practical nursing and eligibility to take the licensing examination in New Hampshire and to seek licensure in other states. The practical nursing program is fully accredited by the National League for Nursing Accrediting Commission and fully approved by the New Hampshire Board of Nursing. In addition, the school offers a refresher course for practical nurses.*

### PHILOSOPHY

St. Joseph School of Nursing Practical Nursing Program reflects the healing mission of the Catholic Church and the philosophy of the Sisters of Charity of Montreal, "Grey Nuns".

The faculty recognizes the individual as a unique composite of body and soul created by God to give witness to the abiding presence and healing ministry of Jesus. In addition, society is recognized as a group of individuals with specific and/or collective activities, interests and needs.

The faculty believes that education is a lifelong process that fosters the growth of the individual personally, socially, and spiritually, resulting in the continuous development of the student as a member of family, community and society.

Nursing involves scientifically based, deliberate, creative action designed to assist the individual, group and society achieve optimal functioning from conception to death within the wellness-illness continuum.

Nursing education is based on a unique body of knowledge designed to assess, describe, explain, explore and predict the health care needs of persons, community and society. The faculty also believes in demonstrating sensitivity to individuals' cultural diversity. Furthermore, the faculty believes in demonstrating vocational, technical and professional levels within the parameters of the nursing profession.

The School supports programs for continuing education in practical nursing which encourage individual growth and development, and believes in the value of approved refresher courses in practical nursing to meet the needs of the practical nurse in the changing society.

### WELCOME

Welcome to the Practical Nurse Refresher Course. The 148 hour curriculum has been designed to meet the needs of the practical nurse who has not been active in practice. A temporary license must be obtained from the New Hampshire Board of Nursing prior to the start of the course.

Classroom content and clinical experience has been designed to provide exposure to current practices. Attendance at all classes and clinical is mandatory. A theory grade of 78% and a clinical grade of "Satisfactory" must be achieved, and compliance with all institutional policies must be maintained in order to pass the course.

Basic math concepts should be reviewed prior to the first day of classes.

The textbook has been selected to augment the class work as well as to serve as a future reference for the practical nurse. All readings are noted on the course outline.

The classroom and clinical schedule will be determined for each program prior to the start date.

### ELIGIBILITY

You are eligible to apply for this course if you have not been actively engaged in the field of nursing in the past seven years and/or have not practiced the required 400 hours within the previous four years. Upon conditional acceptance, applicants must obtain temporary licensure through the New Hampshire Board of Nursing (based on an application for a permanent license) prior to entry into the program or be in possession of a current New Hampshire license. Upon receipt of this license, applicants will be fully admitted.

In order to be eligible one must also possess good physical and mental health and have the ability to see, hear, touch, smell and distinguish colors; have oral and writing ability with accuracy, clarity and efficiency; possess manual dexterity, gross and fine movements; have the ability to learn, think critically, analyze, assess, solve problems, and reach judgment; possess emotional stability and ability to accept responsibility and accountability.

### OBJECTIVES

Upon completion of the Refresher Course the student will be able to:

1. Describe and implement the current theory of nursing process used in the present health care system.
2. Provide holistic care, under the guidance of qualified personnel, to individuals in acute and long-term care settings of limited complexity.
3. Safely administer therapeutic agents and demonstrate a knowledge of action, side effects and interaction of drugs in the body.
4. Discuss technological advances in the care of medical surgical patients.
5. Identify current therapies in pain control.
6. Discuss present trends in preventive health care and restorative nursing care.
7. Identify accessible community resources available to assist in dealing with major health problems.
8. Identify the role and legal scope of practice for the LPN in today's complex healthcare settings.

### FACILITIES & FACULTY

The Academic Center features classrooms, a complete nursing laboratory, and a Media Resource Center, with video and computer resources.

St. Joseph Hospital, a member of Covenant Health Systems, provides clinical experience.

Established in 1908, St. Joseph Hospital is a 208-bed acute care hospital providing a full range of diagnostic, treatment, outpatient

and medical care services. The hospital is fully accredited by the Joint Commission of Hospital Accreditation and holds membership in the Catholic Hospital Association, the American Hospital Association and the New Hampshire Hospital Association. St. Joseph Hospital is also duly licensed by the State of New Hampshire Department of Health and Welfare, Division of Public Health, and Bureau of Hospital Services.

All faculty are RN's with advanced degrees who are constantly improving their own skills and level of education, and are thoroughly involved with the ever-changing aspects of nursing and allied health fields.

### STATEMENT OF ETHICAL POLICY

The St. Joseph School of Nursing, in compliance with all state and federal laws, endorses the principle of equal educational and employment opportunities for all people regardless of race, color, gender, religion, ancestry, national origin, age, or disability in its educational programs, scholarship policies and other activities it operates.

The school reserves the right to change admission standards, tuition fees, curriculum and other policies stated in the student handbook and program brochure. Whenever possible, advance written notification of any changes will be posted.

### CONFIDENTIALITY POLICY

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), students presently enrolled, former students, and alumni may have access to certain educational records directly related to them, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. A student may waive his/her rights of access to such records.

Except for specified school officials and authorized federal officials, no one shall have access to educational records without the written consent of the student concerned.

### DRUG AND ALCOHOL POLICY

In accordance with federal and state regulations, St. Joseph School of Nursing requires a substance abuse free environment.

### CAMPUS SECURITY

The Crime Awareness and Campus Security Act of 1990 requires that the school collect statistics concerning the occurrence of the following criminal offenses on campus: 1) murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary and, 6) motor vehicle theft. St. Joseph is a safe campus and only a few minor offenses have occurred over the past years. Statistics are on file in the Director's office.

### FIRE RULES AND REGULATIONS

#### A. In Case of Fire

1. The person discovering the fire should immediately pull the nearest fire alarm box and follow RACE procedure.
2. Alarm boxes and extinguishers are located in hallways and near entrances.
3. When the alarm sounds, occupants should immediately close windows, shut doors and leave the building by the nearest exit, gathering near the entrance adjacent to the parking garage.

## CAMPUS INFORMATION

### A. Entrance/Exit

1. Student access to the school is at the covered main doorway on Earley Street adjacent to the parking garage.

### B. Bulletin Board

1. Posted notices on the school bulletin board will keep students informed of all school activities and events, as well as class and clinical schedules.
2. Notices are not to be marked, changed, or removed.
3. Students will submit any notice to be posted on the bulletin board to the Director for approval.

### C. Telephone

1. Students answering the hospital and school telephones will identify their location, name, and status.
2. Students will neither receive nor make phone calls during class or clinical hours except in the case of an emergency. Cell phones must be turned off during class.
3. Telephones in clinical units should not be used for personal calls. There are pay phones available in all clinical facilities.

### D. Cafeteria (St. Joseph Hospital)

Breakfast 6:30 am - 10:00 am  
Lunch 11:00 am - 1:30 pm  
Dinner 4:30 pm - 6:30 pm

Salads, sandwiches, beverages and desserts available in between posted hours.

### E. Student Lounge

Students may utilize the student lounge located on the second floor (Kinsley Street side) of the building.

### F. Rest Rooms

Rest rooms are located on the first floor near the Auditorium and on the second floor near the Student Lounge (women) and on the corridor of the Earley Street side of the building (men) across from Conference Room 4.

### G. Library

The Health Science Library is located on the first floor of the Medical Arts Building, Suite 15 & 16. Hours are 8:30 am to 1:30 pm, Monday through Friday.

### H. Photocopies

Photocopies may be made by Administrative Staff at a fee of 10 cents per copy at the School or at the Library for 10 cents per copy.

### I. Smoking

Students must adhere to the St. Joseph Hospital No Smoking/Tobacco Free Campus Policy as stated below:

It is the policy of St. Joseph Hospital that smoking and other forms of tobacco use shall be prohibited inside all buildings or on the grounds of St. Joseph Hospital. This includes the main Hospital campus and all satellite facilities that are considered part of the St. Joseph Hospital organization. Additionally, smoking by employees not on St. Joseph Hospital property yet acting in the capacity of its representatives shall be prohibited.

## PERSONAL APPEARANCE/DRESS CODE

Personal appearance and adherence to the dress code are subject to the Director's and faculty's evaluation and approval at all times.

For clinical experience, royal blue scrubs, clean white shoes and plain white hose are to be worn. Please keep jewelry at a minimum. Hair should be clean and groomed away from face and off shoulders.

St. Joseph Hospital ID badges are to be worn in plain site at all times.

Classroom attire should be appropriate to a professional setting.

### MEDICAL RECORDS

A current (within one year) physical exam and updated immunizations are required. Medical forms are provided by the school. Current CPR certification for the Professional Rescuer is required.

### COST OF THE PROGRAM

**Refund Policy: All fees are non-refundable. No tuition refund will be given after the second week of classes.**

Application Fee	\$ 50.00
Tuition	1,020.00
Clinical Fee	340.00
Criminal History Background Check	25.00
Accident/Liability Insurance	30.00
Book (approx.)	100.00
Scrubs - Royal Blue	20.00
<b>Total Cost</b>	<b>\$1,585.00</b>

**No certificate of completion will be given until the student has met all financial obligations to the school.**

### CODE OF ETHICS

The following is the Code of Ethics for the licensed practical/vocational nurse:

The licensed practical/vocational nurse shall:

1. Consider as a basic obligation the conservation of life and prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his/her family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet the obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

Adopted by the National Association for Practical Nurse Education and Service in 1993.

## PRACTICAL NURSE REFRESHER COURSE



St. Joseph School Of Nursing  
5 Woodward Avenue  
Nashua, NH 03060  
(603) 594-2567

St. Joseph School of Nursing is accredited by the  
Accrediting Commission of Career Schools and Colleges  
of Technology (ACCSCCT)

The Practical Nursing Program is  
Approved by the New Hampshire Board of Nursing  
and  
Accredited by the National League for Nursing  
61 Broadway, NY, NY 10006  
1-800-669-1656.