



Health Sciences Division

2019-2020

A practical nursing certificate prepares students to function as beginning licensed practical nurses and members of the health team under the supervision of a registered nurse, physician or dentist in the care of stable individuals with acute and chronic illnesses.

Licensed practical nurses provide basic bedside nursing care and are qualified for employment in structured practice settings, including acute care hospitals, extended care facilities, community settings, nursing homes, clinics and physicians' offices.

Monroe County Community College's program offers learning opportunities in the classroom, laboratory setting, and clinical setting. After admission to the program, a total of 38 credit hours of study is required. The practical nursing program is fully approved through the Michigan Board of Nursing.

Career Opportunities

Upon program completion, students will be prepared and eligible to apply for licensure in the State of Michigan. Students must meet the Michigan Board of Nursing eligibility requirements and successfully pass the National Council Licensure Exam (NCLEX-PN) in order to become a licensed practical nurse.

Currently, the greatest employment opportunities for practical nurses are in extended care and community settings. With experience, practical nurses may also function in providing nursing care in specialized areas, including, but not limited to, home health and hospice settings, and in charge nurse and management positions in extended care facilities and nursing homes.



The average salary for licensed practical nurses in Michigan is \$45,000 (Bureau of Labor Statistics, 2017). Practical nursing is an excellent entry-level career choice, and graduates may qualify to complete advanced degrees in nursing with more education.

Continuing Education Information

Upon program completion, students may automatically progress to the PN to RN program option offered by MCCC in the year immediately following program completion. For further information about the MCCC PN to RN option, please visit the PN to RN section of the MCCC website. For information regarding other transfer opportunities please visit the Transfer section of the MCCC website.

Additional Program Information

Admission to the program involves three steps:

1. Admission to the college.
2. Completion of prerequisites as indicated by the Admissions and Guidance Office; the Office of Admissions and Guidance confirms that the criteria listed below have been met by the application date of the first Monday in October.
3. Verification of the completion of the program application. Applications must be submitted by the first Monday in October each year. Students must apply every year.

Applications submitted after the deadline will only be considered if seats are available. Students who will complete required pre-application course work at the end of the Fall Semester (after the application deadline) are encouraged to submit application materials for consideration



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and may be offered conditional acceptance into the program pending successful completion of those courses. If necessary, the tie breaker criteria will be used to rank applicants.

Meeting minimum requirements does not guarantee acceptance into the practical nursing program.

Specific Criteria for Completion of Prerequisites

Develop a folder in the Admissions and Guidance Office consisting of the following:

1. Evidence of high school graduation (official high school transcripts or GED).
2. Official transcripts from all post-secondary schools must be submitted for evaluation.
3. Cumulative grade point average of 2.5 (on a 4.0 scale) from the most recent academic institution attended.
4. Completion of the following course work with a "C-" or better:
 - a. ENGL 151 (English Composition I)
 - b. PSYCH 151 (General Psychology)
 - c. BIOL 257 (Anatomy & Physiology I).

NOTE: BIOL 257 and 258 credits cannot be more than 10 years old.

Other Considerations for Application

- Basic personal computer proficiency: Incoming students are expected to demonstrate a minimum proficiency with the use of a personal computer and basic software programs. These minimum proficiencies include:
 - The ability to use the Internet to find and retrieve information including: locating an Internet site given a URL; navigating between information sources; doing basic searches using a major Internet search service, and submitting information via on-line forms.
 - The ability to use electronic mail as a form of communication including: sending an email



when given an email address; responding to an email; sending email to a group of individuals, and sending and receiving attachments as part of an email.

- The ability to use a word processing program to create and edit documents including: creating a new document; editing an existing document; changing the format of text; and changing margins, page orientation, and other elements of page layout.
- The ability to use an operating system including copying or moving a file to or from removable media; finding files or folders on a local hard drive, and creating a sub-directory (folder).

Students who do not possess these basic proficiency skills prior to entering the program will be unable to meet the course and program student learning outcomes, resulting in course failure and/or program dismissal. Students without these skills or who are uncertain of their level of proficiency are encouraged to take a computer course, such as CIS 130 (Introduction to Computer Information Systems) prior to submitting an application.

- HLTSC 110 (Medical Terminology) is encouraged but not required.

Enrollment in the practical nursing program is limited. If the number of qualified applicants exceeds the number of seats available, the following **tie breakers** will be used in this order:

1. Completed BIOL 258 (Anatomy & Physiology II) with a "C-" or higher*
2. Completed HLTSC 120 (Pharmacology) with a "C-" or higher*
3. County resident over non-county resident
4. Higher cumulative GPA over lower GPA in the following courses: ENGL 151 (English Composition I), PSYCH 151 (General Psychology), BIOL 257 (Anatomy & Physiology I).

* Completion of BIOL 258 (Anatomy & Physiology II) and HLTSC 120 (Pharmacology) are strongly recommended prior to admission, but not required.

Nursing program admission requirements are separate from general admission to the college and are subject to change. To be accepted into the nursing program, a student must meet the requirements in effect for the class and year of admission.

General Information

1. Immunizations and examinations at the student's expense to ensure that the student can meet the technical requirements of the program.
2. Nursing students are required to have professional liability and personal health insurance. The professional liability insurance is provided by the college. Personal health insurance must be

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obtained by the student and maintained throughout the program in order to comply with clinical agency requirements. Proof of insurance will be required prior to participating in the first clinical activity.

3. Students admitted to health science programs must consent to background/security checks including a criminal background check and drug screening. The student is responsible for any cost associated with the background/security/drug screening checks. Certain criminal convictions may render a student ineligible to train at clinical sites which are necessary in order to successfully complete the program. Additionally, certain criminal convictions may render an individual ineligible to take the licensing/certification exam or to be licensed/certified in the State of Michigan. The college will review the results and determine, on a case-by-case basis, whether to deny admission to any individual based on the results of the background check, criminal background check and drug screening.
4. An active American Heart Association cardiopulmonary resuscitation (CPR) certificate for professional rescuer of infant, child and adult.
5. Practical nursing involves the provision of direct care for individuals and families and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to continue in the program, all applicants must be able to meet the health sciences technical standards available in the Health Sciences Division section of the MCCC website.
A prospective student or participant in the program with an approved documented disability can request reasonable accommodations to meet these standards. The college will provide appropriate accommodations but is not required to fundamentally alter the requirements or nature of the program, or lower its academic standards. Requests for accommodations should be directed to a disability services counselor in the Learning Assistance Laboratory. To make an appointment, please call 734.384.4167.
6. Students must complete the practical nursing program within two years of initial entry into the program. Failure to meet the time framework necessitates program dismissal and reapplication to the nursing program.
7. All nursing students utilize Internet services and resources to supplement instruction. Students must have reliable Internet access. Beginning January 2020, students enrolled in the nursing program will be required to take assessments (i.e., exams, quizzes, etc) electronically using an online assessment program called ExamSoft Exemplify. Students enrolled in these courses will be required to provide their own computer (laptop or tablet) that will support the assessment software. The software can be used on most modern

Microsoft Windows-based computers, Mac OS X devices and iPads. Information related to minimum system requirements can be located by visiting the following links:

Windows: <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements-for-Windows>

Mac OS X: <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements-for-Mac-OS-X>

iPad: <https://examsoft.force.com/emcommunity/s/article/Exemplify-for-iPad-Minimum-System-Requirements>

8. Nursing education offered at MCCC is provided in collaboration with multiple clinical partners located in southeast Michigan and northwest Ohio. As a part of these partnerships, MCCC students and faculty are required to meet and follow the policies and procedures of these clinical partners. Given the number of students in the program, faculty must be able to place students at any of the clinical agencies for clinical and observational experiences during the course of the program. Students need to be in good standing with all clinical agencies, both as a student and as a member of the community. Therefore, any condition (i.e. criminal history, positive drug screening, unprofessional/unethical behavior, negative employment history) that prevents a student from being placed in any clinical agency during a semester may jeopardize the student's ability to meet the course objectives and may lead to course failure and program dismissal.
9. A student must receive a "C" or better grade in all practical nursing courses. A "C-" or better is required in all non-nursing program courses including HLTSC 120 (Pharmacology) and BIOL 258 (Anatomy & Physiology II). Failure to meet this requirement may result in the student being dismissed from the practical nursing program. Nursing and required non-nursing courses must be completed in the order outlined in the program's plan of study (see course sequence for requirements). Anatomy and Physiology courses must have been completed within the last 10 years of application to the program.
10. Students will be expected to maintain a flexible schedule for the nursing program. Clinical assignments vary and are subject to change. This may include any day of the week and any shift, including weekends. On days that are not scheduled for class or clinical, students may be expected to view audiovisual material, study in the skills laboratory or participate in other on-campus activities. Usually, these activities are self-scheduled. There may be added classes on other days, but students will receive notice of these in advance.
11. In conjunction with requirements set forth by the Michigan Licensing and Regulatory Affairs agency, information related to the student complaint process, career opportunities by state, and

licensing requirements by state can be accessed by visiting the following websites: a) Student Complaint Process: see the Consumer Information section of the MCCC website; b) Career opportunities by state: <https://bls.gov/>; and c) Licensure requirements by state: <https://www.ncsbn.org/contact-bon.htm>.

12. In addition to the general college rules, practical nursing students are required to adhere to policies and procedures outlined in the Practical Nursing Program Student Information Handbook available in the Nursing, Practical section of the MCCC website. Students are encouraged to review the handbook prior to application.

Technical Standards

The purpose of the technical standards is to inform students choosing to enter into a health occupation program of the basic minimal technical standard requirements that must be met in order to complete all course work objectives and student outcomes. The listed standards encompass what is minimally required to perform necessary tasks. This list is not exhaustive, and can be modified as the college deems necessary at any time. Students enrolled in a health occupation program at MCCC must provide care that is safe and effective. These technical standards apply to any student enrolling in any one of the health occupations programs. The student must be able to demonstrate sufficient cognitive, professional, motor (physical), sensory, and other abilities, with or without accommodation, to meet program technical standards. Technical standard requirements are listed below. Examples of tasks associated with each requirement and standard are available for review by visiting the Health Sciences Division section of the MCCC website. Prospective students are encouraged to review the Technical Standards for Health Occupational Programs document in its entirety prior to enrolling in or applying to any health occupation course or program.

- **Critical Thinking and Cognitive Competencies:**
Sufficient critical thinking and cognitive abilities in classroom and clinical settings.
- **Professionalism:**
Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families, and groups.
- **Communication:**
Communication sufficient for professional interactions.

- **Mobility:**
Physical abilities sufficient for movement from room to room and in small spaces.
- **Motor Skills:**
Gross and fine motor abilities which are sufficiently effective and safe for providing allied health care.
- **Sensory:**
Auditory and visual ability sufficient for observing, monitoring, and assessing health needs.
- **Observation:**
Ability to sufficiently make observations in a health care environment, consistent with program competencies.
- **Tactile sense:**
Tactile ability sufficient for physical assessment.

See item No. 5 under "General Information" for information regarding accommodations.

Certificate Program: Practical Nursing

**Credits
38**

Required Core Courses*

Winter Semester

PNUR 121 (Fundamentals of Practical Nursing)	9
HLTSC 120 (Pharmacology)	3
BIOL 258 (Anatomy and Physiology II)	4

Summer Semester

PNUR 124 (Practical Nursing Care of Adults I)	6
PNUR 123 (Mental Health Concepts for Practical Nursing) . .	2
PNUR 130 (Maternal and Child Care for the Practical Nurse)	4

Fall Semester

PNUR 127 (Practical Nursing Care of Adults II)	5
PNUR 128 (Issues in Practical Nursing)	2
PNUR 129 (Management Concepts for the Practical Nurse) .	3

Total Certificate Requirements 38 credits
Total Certificate Cost 65 minimum billable contact hours

* Plan of study subject to change

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible. If you have a disability and need special accommodations, please contact the Learning Assistance Laboratory at least 10 business days prior to the first class session to schedule an appointment to begin the accommodation process. The LAL phone number is 734.384.4167.

Monroe County Community College is accredited by the Higher Learning Commission.
www.hlcommission.org / (800) 621-7440

Information contained within this document is subject to change. Every effort has been made to insure the information in this program sheet is accurate at the time of publication. This program sheet may not be considered as an agreement or contract.

Main Campus

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Whitman Center

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