



# **GREAT FALLS COLLEGE MSU CERTIFICATE OF APPLIED SCIENCE PRACTICAL NURSE**



## **Student Information and Application Packet Fall 2024**

*(Applications are subject to change year to year)*

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

***Keep pages 1 - 6 for your records***

## **Educational Program**

The Certificate of Applied Science, Practical Nursing Program (CAS PN) is approved by the Montana State Board of Nursing, permitting students to sit for the national licensure examination for registered nursing (NCLEX PN) and to begin a successful career as a licensed practical nurse. After prerequisite coursework, the CAS Practical Nursing Program consists of two consecutive semesters. The coursework for the CAS Practical Nursing Program is competency-based and has the primary goal of preparing graduates with the knowledge, skills, and values to enter the workforce after passing the NCLEX PN exam.

The CAS Practical Nursing Program is offered in either a face-to-face or distance/hybrid platform, in full-time and part-time tracks. For the full-time program track, students will need to commit to a full week (Monday-Friday) while enrolled in program courses. Students are in class or at clinical for the fall and spring semesters. This program is extremely fast-paced and challenging with multiple tests, quizzes, and assignments due each week. The majority of students will find it necessary to spend time outside of the classroom studying and 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.

If a student is unable to commit to this heavy time commitment, we encourage students to seriously consider the part-time track for this program.

## **Program Expenses**

The CAS Practical Nursing Students will be required to obtain educational computer software, course texts, personal equipment, uniforms, and supplies and provide their own transportation to clinical 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 online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#estimatedcosttext>.

Uniforms will include: Scrub top, black scrub pants, nursing program shoulder patch, closed toe shoes, watch with second hand, stethoscope, manual blood pressure cuff, pen light, bandage scissors and lab coat as examples.

## **Admission to Great Falls College MSU**

Students must be admitted to the Great Falls College MSU and in good academic standing PRIOR to the submission of the ASN Registered Nurse program application. Applications will not be reviewed unless the applicant has been first admitted to the College and official transcripts 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) 268-3700 or applying online at <http://admissions.gfcmsu.edu/apply.html>

## **Eligibility for Admission into the Certificate of Applied Science, Practical Nursing Program**

***All eligibility forms and documents are enclosed in the Certificate of Applied Science, Practical Nurse program Information and Application Packet.***

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

- Show that they have been admitted to Great Falls College MSU

## Great Falls College MSU Certificate of Applied Science, Practical Nurse

- Have a complete admissions file and are currently in good academic standing.
- Have completed all prerequisite course work with a “C” (not “C-”) grade or higher with a minimum cumulative GPA in prerequisite course work of 2.5.
- 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 prior to submitting their application.
  - For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at [https://prodmyinfo.montana.edu/pls/gfagent/hwzkxfer.p\\_selstate](https://prodmyinfo.montana.edu/pls/gfagent/hwzkxfer.p_selstate). All transfer work has to be from an [appropriately accredited](#) Institution.
  - 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: Registrar’s Office, Great Falls College MSU, 2100 16<sup>th</sup> Ave S, Great Falls, MT 59405
- Current students may apply during the spring semester before the fall program intake. They can apply before finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.
  - If an applicant is in the process of completing application minimum requirement, they can still be in consideration for acceptance. However, consideration is contingent on successfully completion of the requirements. Applicants that have fully fulfilled requirements will have precedence over those that are in the process. An example of students in the process would be those that are enrolled in summer course(s) but have not yet completed the course(s) at time of application submission.
- 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.

### Transfer Policy from another Nursing Program

- Students previously enrolled in **ANY nursing program** must report that enrollment and provide official transcripts
  - Prospective students that are currently enrolled in, who have withdrawn from, or failed out of another nursing program will be required to provide a written, detailed explanation of the circumstances of their withdrawal or failure AND a letter of recommendation by at least one current faculty member or the program director from the previous nursing program.
- All students must meet admission requirements for Great Falls College MSU and submit an application for the CAS Practical Nurse program
- The student is required to take part in the competitive entry process and will be considered for placement in the appropriate semester based on available space in the class and/or clinical in which they would enter. Application does not guarantee acceptance.
- No course for transfer will be accepted unless a grade of “C” or better (not “C-”) was earned.

### Equal Opportunity Policy

Great Falls College MSU is committed to the provision of equal opportunity for education, employment,

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

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 Officer is the Executive Director of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

## Statement about Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Instructors must receive an official letter from the Disability Services Office in order to provide accommodations. If you believe you have a disability requiring an accommodation, please contact the Director of Academic Support and Disability Services by calling 406-771-4311 to schedule an appointment.

<http://students.gfcmsu.edu/disabilityservices/index.html>

## Program Admission Process

The CAS 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 courses, previous education, and healthcare work experience.

***Students accepted into the program are required to provide proof of the following prior to the start of the nursing program (Do NOT submit with application):***

### CPR Certification:

To be eligible to start the nursing program, a student must maintain **PROVIDER** CPR certification through the **American Heart Association**. No other forms of certification will be accepted and may make a student ineligible to start the program. Students may obtain this certification through the ECP-100 course offered at GFC MSU.

### Immunizations:

- Varicella immunity. This can be in the form of (1) 2 chickenpox/varicella vaccines or (2) positive history either documented on an immunization record or a note detailing when you remember having the chickenpox.
- Tdap vaccination within the last 10 years
- Hepatitis B immunity. This can be in the form of the 3-dose vaccine Hepatitis B series or positive antibody titer
- MMR immunity. This can be in the form of positive antibody titers or the 2-dose vaccine MMR series
- Negative tuberculin skin test (TB PPD) within the past 12 months or documentation of a positive reactor with negative x-ray. This can also be documented with a negative quantiferon gold level.
- Students will be required to receive the influenza vaccine as part of the program for each year in which they are enrolled.
- Clinical/practical/lab/internship sites may require other documentation/proof of vaccination besides those required by Great Falls College MSU or the nursing program.

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Active Health Insurance:

Nursing program students entering the clinic setting must carry medical health insurance. Health insurance is available through the college for students who do not have other health insurance. Students will be financially responsible for their health care if they become ill or are 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. Please see <http://students.gfcmsu.edu/insurance.html> or call 406-771-4304 for more information.

## Background Check & Drug Testing:

To promote patient safety and decrease institutional liability, clinical agencies require students to have cleared a background check and drug screening before they will permit the students in the clinical setting. To meet these requirements, the GFC MSU 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, or positive drug tests will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.

Information about how to obtain the appropriate background check and drug testing will be provided in the acceptance letter to the nursing program.

**Applications to the CAS Practical Nurse Program must be delivered or postmarked by May 31, 2024. Completed Program Application Packets may be hand delivered to Health Science Program Assistant at the College or mailed to the Nursing Program.**

**Application Due Date: May 31, 2024. Late applications may be accepted if space allows.**

### Contact Information

Health Science Program  
Assistant  
Room R 227  
406.771.4350

### Mailing address:

Practical Nursing Admissions Committee  
Attention: Practical Nursing Program  
Great Falls College MSU  
2100 16<sup>th</sup> 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 may be submitted once completed, prior to the due date, but will not be considered for acceptance until all applications have been reviewed.

Please note, submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion. Great Falls College MSU's CAS Practical Nurse program does not maintain a waiting list. Applicants must reapply each year.

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Notification of Acceptance

Accepted students will be notified via e-mail of their acceptance into the program by **July 12, 2024**. This notification will be electronic through DocuSign to the email on your application.

Accepted students will receive, and must complete and return, the intent to enroll form sent to your email through DocuSign. If this electronic letter of intent to enroll is not returned by the assigned date, the place will be offered to another applicant.

Accepted students will be registered for classes by college staff upon receipt of their electronically signed intent to enroll form.

Students not accepted will be notified by **July 26, 2024 via traditional mail**.

## Certificate of Applied Science Practical Nursing Curriculum

### Prerequisite Coursework

All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance. A list of all prerequisite coursework can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#programrequirementstext>.

Students are highly recommended to take AHMS 144, any NASX prefix course, NUTR 221, or any PSYX course prior to program acceptance.

Science courses must include a lab and be completed within 5 years of application to the program. All other courses must be completed within 15 years of applying to the program. For additional information on age of credits, contact the Nursing Program Director. (Acceptance of science courses that are older than five (5) years is at the discretion of the Program Director).

### CAS PN Program Coursework after Formal Acceptance

In order for a student to graduate from the Nursing Program all course requirements must be completed as stated in the current catalog. This includes completing all nursing courses with an overall grade no less than a C (75%) and a cumulative course test average of no less than 75% (calculated at the end of the semester). The courses are offered in both full-time and part-time options at GFC MSU.

A list of the sequence of courses for the full-time track can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#programrequirementstext>.

A list of the sequence of courses for the part-time track can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#parttimerequirementstext>.

The Nursing Program standards and requirements in relation to the grading scale and attendance are more rigorous and strict than the general requirements for Great Falls College MSU. This increased level of expectation is necessary to prepare students for the NCLEX and to ensure graduates are prepared for professional employment in the field of nursing. Clinical and Lab courses are "Pass / Fail." To "Pass" a Clinical or Lab the student must have 75% or more of the available points for the course as well as "Pass" **all** Lab skills assessments.

# Great Falls College MSU Certificate of Applied Science, Practical Nurse



## GREAT FALLS MSU CERTIFICATE OF APPLIED SCIENCE NURSING PROGRAM Application Packet

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-MAIL \_\_\_\_\_ STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

√	Item Check-off List (please check off all completed)
	<b>Completed Admissions File.</b> A completed admissions file includes a completed application, copies of high school/GED/HiSET transcripts or diplomas, proof of 2 MMRs, 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. <b><i>Students are encouraged to check with the admissions office to confirm that their admissions file is complete.</i></b>
	<b>In Good Academic Standing</b> All students must be in good academic standing which means they are not on academic probation/warning OR academic probation/warning 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 standing.
	<b>Application Packet Cover &amp; Check Off Sheet</b> ( <i>this page 7</i> )
	<b>Application Evaluation Form</b> (complete forms for submission <i>pages 8-10</i> )
	<b>Technical Standards Form</b> ( <i>signed pages 11-13</i> )
	<b>Optional - Verification of Healthcare work experience</b> ( <i>page 16</i> ) MUST submit this form in a sealed, signed envelope for eligible hours to be counted
	<b>Official Transcripts for all courses completed post-secondary education or previous degree attainment</b> (Send official transcripts to Registrar – <b>DO NOT</b> include in packet)

### Important Note:

Successful completion of the Nursing Program does not guarantee that the Montana Board of Nursing will allow a graduate to take the NCLEX or attain a nursing license if you have a felony conviction. This 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. <https://boards.bsd.dli.mt.gov/nursing/>

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Application Evaluation Form

**Please Complete in Full**

**Applicant Name:** \_\_\_\_\_ **Submission Date:** \_\_\_\_\_

**GFC MSU Student ID:** \_\_\_\_\_

**Eligibility Assessment: (Place "Y" in blank to indicate requirement has been addressed)**

Admitted to Great Falls College MSU; file complete (please call admissions and verify)	
In good academic standing	
Each Prerequisite Course completed with minimum grade of "C" (not C-) or higher	
2.5 cumulative Prerequisite GPA	
Have you ever been enrolled in a Nursing Program? <b>(yes or no)</b> <i>If yes, list when, where, and if you graduated.</i> _____ <ul style="list-style-type: none"> <li>• Official transcripts are required to be on file with the GFC MSU Registrar's Office</li> <li>• If you did not graduate, you must also include a written explanation for leaving AND one (1) Nursing Faculty or Program Director reference from that program.</li> </ul>	
Interested in Full-Time Option <b>(yes or no)</b>	
Interested in Part-Time Option <b>(yes or no)</b> <i>(Part-time students may or may not qualify for financial aid for every semester due to limited program courses required. Please check with the financial aid department for further assistance.)</i>	
Applying for the Distance/Hybrid Option (review <i>pages 14-15</i> )	
Out-of-state applicants. You must talk to the Nursing Program Director before your application is submitted. <b>Date:</b> _____	

### 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:

<b>(A) = 4</b>	<b>(B+)= 3.3</b>	<b>(C+) = 2.3</b>
<b>(A-) = 3.7</b>	<b>(B) = 3</b>	<b>(C) = 2</b>
	<b>(B-) = 2.7</b>	

- In the following situations, there is no grade assigned for calculation, scoring purposes, or GPA, but credits will be accepted. In these situations, the total points will convert to percentages for ranking.
    - Students who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs
    - Students who have been awarded credit for successful performance in subject examinations of the AP program for scores of 3, 4 or 5.
    - Students who have been awarded Passing (P) grades for Prior Learning Assessment
- For students who have additional educational attainment, the Registrar's Office will verify degrees



# Great Falls College MSU Certificate of Applied Science, Practical Nurse

awarded from official transcripts. All transfer work has to be from an [appropriately accredited](#) Institutions and official transcripts are required to be on file with the GFC MSU Registrar's Office.

## Admissions Criteria Score:

Please summarize your course work by completing the tables below, with official transcripts on file with the Registrar if courses were taken at another institution. Science courses must be completed within 5 years of applying for Practical Nurse Program and must include a lab component and other courses must be completed within 15 years of applying to program.

*\*Please include if class occurred face-to-face (you went on campus), or hybrid (a mix of on campus & online), or completely online. Information on the delivery method of the course is for data gathering purposes only and will not impact the scoring of your application.*

### **A. Performance in Prerequisite Courses (34 points possible):**

**Grade A = 4, A- = 3.7, B+ = 3.3, etc. Multiply that number by the Emphasis = points**

Great Falls College MSU Course	Course #	Institution and year course was completed	*Delivery – online, hybrid or face-to-face	Grade/Points		Emphasis		Points
<b>(For ex)</b> Microbiology	BIOM 250	GFC MSU- 2015		A (4)	x	3	=	12
<i>Either:</i> Basic Human Biology w/Lab	BIOH104				x	2	=	
<i>or BOTH</i> Human A&P I+II w/Labs	BIOH201 AND BIOH211					4		
College Writing I	WRIT101				x	1	=	
Intro to Psychology	PSYX100				x	1	=	
<i>One of the following:</i> <ul style="list-style-type: none"> <li>• Math w/HealthCare Apps</li> <li>• College Math for Healthcare</li> <li>• College Algebra</li> <li>• Precalculus</li> <li>• Calculus I</li> <li>• Probability and Linear Math</li> </ul>	M 120 or M 140 or				x	2.5	=	
	M 121 or M 151 or M 171 or M 115					2		

If lab and lecture were taken as separate courses, the emphasis will be calculated based on the ratio of the appropriate credits for each course component. **For example:**

<i>Human A+P lecture (3cr)</i> <i>Human A+P Lab (1cr)</i>	<i>B in lecture (3x.75= 2.25)</i> <i>A in lab (4x.25=1)</i> <i>2.25+1 = 3.25</i>	3.25	x	5	=	16.25
--	--	------	---	---	---	-------

**Total Prerequisite Score = \_\_\_\_\_**

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## B. Performance in Recommended Courses (8 points possible):

Grade A = 4, A- = 3.7, B+ = 3.3, etc. (Multiply that number by the Emphasis = points)

Great Falls College MSU Course	Course #	Institution and year course was completed	Grade/Points		Emphasis		Points
Clinical Human Nutrition OR Basic Human Nutrition	NUTR 121 OR NUTR 221			x	1	=	
Medical Terminology	AHMS 144			x	1	=	

Total Recommended Courses Score = \_\_\_\_\_

## C. Hours of Healthcare Work Experience (3 points max):

Defined as paid healthcare work experience with direct, human, hands-on patient care (not of a family member). This may include, but is not limited to, bedside care or scheduled interactions of multiple humans, assisting or performing skilled duties for the individuals (feeding, ambulating, dressing, bathing, taking vital signs, range of motion, etc.)

Verification form is required and must be hand filled in (**NO printed job descriptions**). Work experience submitted without a completed verification form will not be considered. A separate form is required for each employer. (See attached form) *Work experience is only considered within the past 5 calendar years.*

Health Care Employment Experience	Points
10,000 and more hours of paid work experience with direct human patient care	3
5,000 – 9,999 hours of paid work experience with direct human patient care	2
500 – 4,999 hours of paid work experience with direct human patient care	1

Total for Healthcare Employment Experience: Score = \_\_\_\_\_

## D. Previous Educational Attainment (3 points max –points awarded for one degree only)

Degree Attained	Concentration Area	Points
Certificate of Applied Science	(NOT Certificate of Technical Science)	1
Associate Degree		2
Bachelor's Degree		3

List Where Degree Attained & When: \_\_\_\_\_

**Verification required** (Official transcript with degree or certificate posted MUST be on file with GFC MSU Registrar and MUST be from an [appropriately accredited](#) Institution of higher education.)

Total for Previous Educational Attainment Score = \_\_\_\_\_

## Overall APPLICATION SCORE (A+B+C+D=48 total points possible) \_\_\_\_\_

In case of a tie at the raw point level, these are the tie-breaking criteria:

- ✓ Veteran's Priority of Service for Veteran (copy of DD 214 is required.)
- ✓ Grade in BIOH 104 OR BIOH 211 then
- ✓ Grade in NUTR 121 or NUTR 221 then
- ✓ Grade in PSYX 100 then grade in AHMS 144
- ✓ Highest Prerequisite GPA

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Technical Standards (page 1 of 3) Great Falls College MSU Nursing Programs

The technical standards for the CAS Practical Nursing Program - Great Falls College MSU are considered criteria for admission to the program and are listed below.

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact Disability Services. Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others.

To successfully complete the Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

### Observation/Sensory-Motor

- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors
- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors
- Distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non- verbal communication when performing nursing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer assisted instruction
- Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds)
- Read gradients/calibrations on a syringe

### Communication

- Accurately document treatment information
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sites, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions in classroom, lab and clinical settings

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Technical Standards (page 2 of 3)

- Process and communicate information on the patient's status including changes in mood, activity and posture and non-verbal communications with accuracy in a timely manner to members of the health care team

### Psychomotor

- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs
- Assemble medical equipment and supplies
- Conduct laboratory and diagnostic tests and carry out physical assessments
- Coordinate fine and gross muscular movements to treat patients in emergency situations
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
- Execute physical movements required to provide general care and treatment to all patients in all health care settings
- Move and position heavy and/or large equipment and patients
- Operate equipment typically found in the health care environment including IV pumps, cardiac monitors, and electric and manual blood pressure equipment, safe handling equipment
- Perform basic life support, ventilation/compression (including CPR and AED), and other basic life support functions
- Perform inspection, palpation, auscultation, percussion, and other diagnostic maneuvers
- Provide holistic nursing care and perform or assist with procedures, treatments, and medication administration
- Respond to emergencies precisely, consistently, accurately, and quickly
- Safely assist a patient in moving from one place or another
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

### Intellectual-Conceptual, Integrative, and Quantitative

- Accurately perform mathematical calculations and calculate medication dosages & IV rates from instructions given
- Analyze, collect, and synthesize data to reach diagnostic and therapeutic judgments and to develop an appropriate plan of care
- Demonstrate factual, conceptual, procedural, and metacognitive knowledge
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Exercise good judgment in patient assessment
- Maintain accurate clinical records on patient care
- Manage the demands of time constraints and frequent interruptions
- Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular program
- Perform data entry tasks using available technology
- Perform universal precautions against contamination

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## Technical Standards (page 3 of 3)

- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own
- Provide in-depth rationale for plan of care
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a patient

### Behavioral and Social Attributes

- Abide by the professional standards of practice defined by the discipline
- Demonstrate compassion, sensitivity, and concern for others
- Demonstrate understanding and adherence to professional standards of nursing
- Function effectively under physically taxing workloads including in times of physical and mental stress
- Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work

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

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## CAS Practical Nurse Hybrid/Distance Program Option (page 1 of 2)

In the hybrid/distance delivery method, there is a combination of traditional face-to-face (on campus) time throughout the semester and online learning. For online learning, faculty use a variety of technologies to deliver instruction to students who are off-campus. The lecture portion of the program is delivered asynchronously online.

The face-to-face component of the course, is when students MUST be on campus in Great Falls, and are utilized for a portion of fall semester clinical hours, specific testing and lab skill training and evaluation. The face-to-face component is 4 times in the fall semester and at least one time in the spring semester (typically the last week of the semester). For the Fall of 2024 students MUST be on campus for:

- August 22 & 23, 2024 - orientation
- September 23, 24, 25, 26 & 27, 2024 – clinical/lab
- October 28, 29, 30, 31 & November 1, 2024 – clinical/lab
- December 9, 10, 11, 12, & 13, 2024 – clinical/lab/Kaplan
- January 16 & 17, 2025 – clinical prep (**Tentative**)
- May 7, 8 & 9, 2025 – Kaplan/finals

To be eligible to apply to the distance/hybrid program, students MUST:

- Be able to find an approved clinical site in the state of Montana;
- be aware and understand that finding an appropriate clinical site in the state of Montana is the responsibility of the applicant;
- complete all clinical hours in the state of Montana following program policy on how many hours may be complete per week;
- be able to make all on campus dates listed above as there are no options to makeup missed days;
- have a reliable computer with easily accessible and reliable high-speed internet;
- understand and accept that technological issues do arise, and the student is responsible for all course material;
- be quickly adaptable to learning new technology; Make initial contact with an appropriate medical facility in Montana that is willing to precept a distance Practical Nurse student for their clinical experiences. (Contact the Nursing Program Director for details on what an “appropriate” medical facility is);
- all out of state applicants MUST contact and talk to the Nursing Director prior to submission of their application. In state applicants are strongly encouraged to do the same;
- follow all program and distance specific rules/policies.

Distance Education in nursing can be a daunting undertaking, adding an additional level of complexity to an already challenging program, and we want you to be successful in your endeavors here at Great Falls College MSU. Interested students need to make sure they are able to dedicate ample time to be successful. **Between the classroom, laboratory, homework/studying, clinical time, and clinical paperwork, you should anticipate dedicating between 50-60 hours per week to your full-time education.** We highly recommend that full-time students do not work full-time during the program.

# **Great Falls College MSU Certificate of Applied Science, Practical Nurse**

## **CAS Practical Nurse Hybrid/Distance Program Option (page 2 of 2)**

If this time commitment is not possible, students are encouraged to consider applying to the part-time track.

Students interested in the distance/hybrid program should be aware they will need to be resilient in an environment that requires self-advocacy and self-motivation to arrange what is needed to succeed. It is recommended that you have the full support of your family and employer during the program. As previously mentioned, participating in this distance program means that the student also has to take the initiative to establish connections with the community for your clinical locations and nurse preceptors. The program faculty/staff and the college are not responsible for finding your distance clinical location and preceptor. Be sure you are able to completely dedicate yourself to the program to be successful.

# Great Falls College MSU Certificate of Applied Science, Practical Nurse

## VERIFICATION OF PAID HEALTHCARE OCCUPATIONAL EMPLOYMENT

The Applicant can duplicate this form for additional employers/agencies.

Applicants to the Nursing Programs at Great Falls College MSU are granted additional points toward their application point total from prior or current employment in a Healthcare setting. The application process requires verification of paid work experience. Employers (either Supervisor or Human Resources representative) are asked to verify the applicant's description of job duties and number of hours of patient care using this form.

### INSTRUCTIONS:

**Section I:** Nursing Program Applicant completes **before** having the form completed by the employer.

**Section II:** The employer/agency official verifies information on form then **seals form in envelope, signs across the flap** and returns form to applicant. ***No printed job descriptions will be accepted.***

**Forms not submitted in a sealed envelope with signature across the flap will not be considered.**

### Section I

Applicant Name: \_\_\_\_\_ Prior Name if applicable: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Facility Name and type: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Length of employment (mm/dd/yy): from \_\_\_\_\_ to \_\_\_\_\_

Total Hours Paid Healthcare work: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Complete a detailed description of Job Duties

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion. Permission has been granted for Great Falls College MSU to verify the above information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section II

Facility Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor of Applicant, please print: \_\_\_\_\_

I verify the information provided by the applicant to be accurate and true to the best of my knowledge.

If applicant added additional detail to description of job duties, I have signed that addendum also.

Signature of Supervisor and Date \_\_\_\_\_

Mailing Address (Street Address, P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

It is the student's responsibility to be sure that all parts of this form are complete.