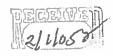


PROGRAM APPROVAL FORM



Trades and Professional Services
SCHOOL
Allied Health
DEPARTMENT
Certificate in Practical Nursing
COURSE ALPHA, NUMBER, TITLE
Matt Keith BSN-RN, MBA & Marsha Postrozny
AUTHOR
February 1, 2005
DATE SUBMITTED
Check the action to be taken and have the indicated people sign.
□ Program Adoption - all signatories □ Program Substantive Revision - all signatories except President

APPROVED BY	PRINT	SIGNATURE	DATE
AUTHOR	Matt Keith, & Marsha Postrozny Kathryn Wood, UOG Liaison	mu Dy	2/1/05
DEPARTMENT CHAIR	Marsha Postrozny	Mu By	2/1/05
REGISTRAR	Dr. Gina Charfaurous	Monse	0/01/05
DEAN	Reilly Ridgell	Que Popol	2/105
ACADEMIC AFFAIRS CHAIR	Kelly Sukola	Kellerlich	2/7/05
VP, ACADEMIC AFFAIRS	Dr. John Rider (+: Mant	2/2/03
PRESIDENT	Herominiano delos Santos	HP	2-7-07

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PROGRAM APPROVAL FORM FOR ADOPTION AND SUBSTANTIVE REVISION

I.		F ACTION ne type of action which applies. If previous Program Approval Form exists, tach.
	A. 🛛	Adoption program
	В. 🔲	Substantive Revision (attach Program Form). The numbers listed next to the changes below may or may not require response, they have been identified as those questions most likely needing to be addressed. The entire program form should be reviewed for applicability.
		Change in number of credit hours: II, IVA, IVD, VI, VII, VIII, XI Change in Technical/Core Requirements: II, IVA, IVD, VI, VII, VIII, XI Change in distribution of requirements affecting Related Technical or General Education Requirements, Technical/Core Requirements, or General Education Requirements: II, IVA, IVD, VI, VII, VIII, XI Identify specific changes not listed above:

II. INTRODUCTION

Licensed practical nurses (LPN) are in demand nationally and on Guam. The National Advisory Council on Nurse Education and Practice and the Occupational Outlook Handbook (http://www.bls.gov/oco) predict a nursing shortage unlike any other by the year 2010. Factors causing this shortage include an increasing elderly population, general growth of the healthcare field, declining nursing school enrollments, and broader career options for women. Many hospitals are trying to control costs by holding down the number of inpatients. Consequently, there will probably be more LPNs in nursing homes as the number of aged and disabled persons in need of long-term care rises. Rapid growth is also expected in home health care services. Many patients prefer home care, and it is now possible to provide complex treatments at home. Furthermore, more of the procedures that used to be performed only in hospitals, are now being done in doctors' offices and clinics. So the number of jobs for LPNs will probably increase in these places as well. This is also true on Guam as the Office of Continuing Education and the Allied Health Department had to recently expand their course offerings to include training in Care for the Elderly and In-Home Services due to requests from Catholic Social Services, the agency contracted by the local government to coordinate elderly care in the home setting.

Due to the critical shortage of professional health care workers the American Nurses Association, the National Federation of Licensed Practical Nursing, and the National Council of State Boards of Nursing issued a joint statement in August 1999. This document states their support of registered and practical/vocational nursing education licensure and coordinated efforts to promote nursing to ensure an

adequate supply of nurses who will serve both the public and nursing profession's best interests (http://www.nursingworld.org/readroom/position/joint/jtshort.htm).

The Certificate in Practical Nursing program will address the critical shortage of LPNs. Coursework will consist of lecture, laboratory, and clinical hours. Students will be taught all aspects of the profession from knowledge to practical skills.

III. PROGRAM OUTCOMES

The Certificate in Practical Nursing is designed to address the critical need of practical nurses in the region and nationwide. The main intended learning outcomes were developed using the National League for Nursing Accreditation Commission's (NLNAC) curriculum, the Guam Board of Nursing Examiner's Standards of Nursing Practice for the Licensed Practical Nurse (Article 3 Section 4A), and the Nursing Practice Standards for the Licensed Practical/Vocational Nurse (www.nflpn.org).

The Certificate in Practical Nursing program will provide students:

1. Content in legal and ethical issues, history and trends in nursing and health care, and professional responsibilities of the LPN.

2. Experiences in practical nursing care, leadership and management, and professional socialization consistent with the level of licensure to include demonstration of the ability to supervise others and use critical thinking.

3. Preparation for the NCLEX-PN exam and/or guidance for entering higher education degrees in nursing.

Upon successful program completion, the graduate will:

- 1. Meet local and national standards for practical nurses in performing nursing care.
- 2. Be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
- 3. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
- 4. Be proficient in a variety of interpersonal and communication skills used in the health care setting.
- 5. Demonstrate therapeutic nursing interventions to include:
- Take and record temperature, blood pressure, pulse, weight and height.
- Dress wounds, preparing injections, and collecting urine/blood samples.
- Feed, bathing, dressing, cleaning, and moving patients.
- Administer medication when authorized.
- Observe patients, report changes in their condition, and keep patients' records.
- Teach patients good health and safety habits.
- Sterilize equipment,
- Give enemas and catheterizations.

IV. RATIONALE FOR PROPOSAL

A. Reason this proposal should be adopted in light of the College's mission statement and educational goals.

One of the goals of the College is, "to recognize its role in the economic prosperity of the community, seeking to be a proactive force in the commercial vigor of the region. This role is accomplished by maintaining communication with employers and by staying abreast of business trends so that its goals correspond with the predominant training needs of the region. The College develops new and innovative educational programs as they are needed."

The shortage of LPNs on Guam has been a concern for many hospitals and clinics on Guam. There is currently no practical nursing (PN) program to address the critical shortage of pracitcal nurses on the island. This supports the College's mission statement, "...to be Guam's lead education agency in training, education, and support services in all ways relating to Guam's workforce development needs and the career and employment goals of the people; and to work in partnership with industry to advance economic development in Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. Our mission is human resource development in support of Guam's major social and economic development goals." (http://www.guamcc.net/general/general.html)

- B. Long-term employment outlook for this program area, including the number of available positions in the service area for graduates and expected salary level. A needs assessment was conducted in Fall 2004 lead by Dr. Maria Solamon at UOG's School of Nursing with results from various clinics, hospitals, and home care services. GMH reported 42 LPN position vacancies this year. There were nine LPN vacancies reported at the Department of Mental Health and Social Servies, and one vacancy at the Department of Mental Health and Substance Abuse. GCC also had a difficult time finding individuals to fill an LPN position to support the student health center.
- C. Conformity of this program to legal and other external requirements. Include State Voc/Tech requirements, accrediting agency standards, State Board regulations, professional certification or licensing requirements if applicable.

 This program seeks to emulate features of PN programs at other accredited community colleges. For students to be eligible for a license in practical nursing the program must seek formal approval from the Guam Board of Nurse Examiners (GBNE). In November 2004 the president of GCC submitted a letter of intent to the GBNE. The intended learning outcomes for the newly adopted courses were aligned with the National Federation of Licensed Practical Nurses (NFLPN) code and standards for licensed practical/vocational nurses and the National League for Nursing Accrediting Commission (NLNAC) curricula standards.

This curriculum has undergone several revisions with feedback from the community and professionals from GMH and UOG. It was challenging to balance the lecture/theory, lahoratory, and clinical hours to also allow sufficient time for independent study. The final proposal takes into consideration the National League for Nursing Accrediting Commission's (NLNAC) criteria for nursing programs (Standard IV):

- Accurate and consistent information about clock and credit hours for lecture, clinical experiences, independent study, preceptor, and other activities.
 - Congruence among organizing framework, program objectives/competencies, curriculum design, course progression, and outcome measures.
 - Content increases in difficulty and complexity.
 - Significant concepts are interrelated and reinforced throughout program.
 - Interdisciplinary collaboration is evident in curriculum design.
 - D. Results of program evaluation (see Appendix F for Checklist). A task force was established that include members from the University of Guam, GCC, hospitals, clinics, and GBNE. Members of the task force encouraged the development of a certificate in practical nursing due to the critical shortage on the island. A Memorandum of Agreement was developed by faculty at GCC in conjunction with the University of Guam (UOG) and Guam Memorial Hospital (GMH) to provide initial support for a PN program. To ensure a continuum of education GCC's Allied Health Department is collaborating with UOG's School of Nursing so that graduates of the Certificate in PN program will be eligible to enter UOG's Associate Degree in Nursing (RN) and/or Bachelor's of Nursing program. An informal questionnaire was disseminated to students enrolled in the satellite and postsecondary nursing assistant programs during Fall 2004. When asked about their interest in seeking a certificate in PN the majority of students said they would like to enroll in a PN program if it was established.

UOG has supported collaboration in this project by aloting release time (up to .25 FTE) to Kathryn Wood, R.N.C., M.N., to serve as a curriculum advisor/liason during the Spring 2005 semester. This interagency collaboration has been extremely beneficial in the devlepment of this curriculum and is also one of the standards set forth by NLNAC.

V. RESOURCE REQUIREMENTS AND COSTS

A. Resources (materials, media, and equipment) and costs.

Implementation of this certificate program will utilize existing College facilities and resources in addition to available lab space at UOG. GMH will also provide practicum facilities and additional lab space if needed. The shared costs for facilities and services are cited in a recent MOA that was signed on January 6, 2005. This MOA states that if there is insufficient classroom space at GCC, the Skilled Nursing Unit and/or the Clinical Nursing Laboratory at UOG will be utilized. The agreed upon cost specified in the signed MOA is as follows: \$25 per hour for use of laboratory classrooms. UOG and GMHA shall provide an invoice to GCC at the end of each semester with total cost

calculated for laboratory space rental. Total hours of laboratory space used shall be tracked by the PN Program Director. GCC shall submit payment within 30 days of receipt of invoice.

B. Personnel requirements (administrative, instructional, and support staff) and costs. One director and four full-time faculty are needed to meet the instructional needs of this progam. It is required under GBNE's Administrative Rules & Regulations that there is a full-time person assigned as the director of the PN program.

C. Facility requirements.

Practical nursing lecture, general education, and related technical/general education courses will be held in classrooms at the College. Additional space for clinical and lab will be located at UOG and GMH if needed. The MOA between GCC/GMHA/UOG specifies details on the shared space and costs is currently waiting signature from GMH.

D. Funding source(s).

This program will be part of the locally funded budget to the College and students will pay the usual tuition and student services fees. There will be additional lab fee for students to cover equipment and laboratory supplies. In fall 2004 a program agreement application was submitted under the Guam State Agency for Vocational Technical Education to secure funding for initial start-up costs. This grant was approved in January 2005 and will aid in the start-up costs to include faculty positions, training, supplies, and equipment.

E. Impact, financial or otherwise, this program may have on the School/College It is expected that adoption of this program will expand the Allied Health Department. The College is currently seeking funding for additional full-time faculty members. The program's financial impact upon the College will require increases in the Allied Health budget. This includes the hiring of a PN Director, four full-time faculty positions, and costs associated with obtaining and maintaining a quality program that adheres to GBNE's criteria. The PN program is supported by other instructional programs through the availability of general education and related technical and general education courses in a wide variety of departments. Practical nursing courses will serve as expanded resources to other departments and programs.

VI. IMPLEMENTATION SCHEDULE

A. Implementation date
Fall 2005

VII. CATALOG

A. Catalog Description. General characteristics and/or special features of this program and the list of program courses.

The Certificate of Practical Nursing program prepares students to become Licensed Practical Nurses (LPN). LPNs may find work in a variety of settings such as hospitals, nursing homes, doctor's offices, home health care, public health departments, schools, and various government programs. Ideally, LPNs work under the supervision of registered nurses. The duties of an LPN include checking blood pressure, pulse and respiration, taking blood and urine samples, and monitoring and recording what patients eat and when. LPNs

change bandages, help patients dress and bathe, and observe patients for any changes in their condition or reactions to medications. LPNs treat bedsores, prepare injections, insert catheters, and give alcohol rubs. In states where the law allows, they administer prescribed medication and start intravenous fluids. Some LPNs help deliver, care for, and feed babies. LPNs provide not only routine bedside care but help evaluate clients' needs, develop care plans, and supervise nursing aides. In doctors' offices and clinics, LPNs make appointments, keep records, and perform other clerical duties.

Students who successfully complete this three semester program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam is administered by the National Council on State Boards of Nursing (NCSBN) and will enable students to earn a license in Practical Nursing. Collaborative learning takes place in the classroom, laboratory, and in clinical settings. Students must pass all courses with a grade of "C" or above with at least 80% competency level for the lab and clinical portions.

Admission to the Practical Nursing program includes: (a) advisement from Allied Health Department personnel, (b) completion of English and Mathematics Placement Tests with acceptable scores, or completion of English developmental courses or completion of MA095 and (c) health clearance including required immunizations to include Hepatitis B series and current physical.

Students must meet

B. Catalog Revision. If the description above is a revision, attach a copy of the current catalog page(s) to be revised.

Catalog Year: Page Number(s):

VIII. PROGRAM DESCRIPTION

A. Program Title(s)

Long Title: Certificate in Practical Nursing

Abbreviated Title (20 characters maximum): Cert Prac Nursing

B. Credit Hours

General Education: 13
Technical/Core: 23
Related Tech/Gen Ed: 14

Electives: none

Options:

Total Number of Credits: 50

C. Course Sequence

The course sequence is presented so that a full-time student may finish the program in a timely manner. However, students may prefer to take a lighter load. In that case, students should understand that some courses are only offered in certain semesters, which may affect their ability to enroll in other courses.

Semester 1

EN110	Freshman English (3) 45 lecture
SI130	Anatomy & Physiology (4) 60 lecture
HL120	Medical Terminology (1) 15 lecture
HL130	First Aid & Safety (1) 15 lecture
HL150	Study of Disease (3) 45 lecture*
NU110	Nursing Foundations & Basic Skills (6) 30 lec/180 lab/clinic
Total Credi	its Semester I: 18

Semester II

MA108	Intro to College Algebra (3) 45 lecture
ED220	Human Growth & Development (3) 45 lecture
PY120	General Psychology (3) 45 lecture
HL160	Intro to Pharmacology (1) 15 lecture
HL161	Pharmacological Treatment of Disease (1) 15 lecture
HL162	Administration of Medications (1) 8 lecture/24 lab
NU140	Mental Health Nursing - (2) 20 lec/30 lab & clinic
NU220	Adult Medical Surgical Nursing (4) 25 lec/105 lab & clinic
Total Cred	its Semester II- 18

Semester III

HL202	Nutrition (3) 45 lecture
NU230	Maternal/Newborn Concepts & Skills (3)20 lec/75 lab & clinic
NU240	Pediatric Concepts & Skills - (3) 20 lec/75 lab & clinic
NU280	Nursing Trends (1) 15 lecture
NU281	NCLEX-PN Review & Transition (3) 45 lecture*
	* NU281 is an optional elective.
NU292	Nursing Clinical (4) 180 clinic
Total Credite	Samestay III. 14

Total Credits Semester III: 14

Total Semester Credits: 50

Total Lab and Clinical Hours: 669

Total Lecture Hours: 528

D. Target Population

The target groups for this program are those seeking a career in the paraprofessional nursing field, and/or those who are currently employed in the health care industry.

E. Cost to Student

Current tuition, fees and textbooks, health clearance, which includes physical, and immunizations (PPD, Hep B 1, 2, 3).

The estimated cost per student is as follows:

Tuition $$50 \times 50 \text{ credits} = $2,500.00$

Services Fee \$110 X 3 semesters = \$330.00

Lab Fee

 $$300 \times 3 \text{ semesters} = 900.00

Books \$1042.00

Total estimated cost per student for a certificate in PN: \$4,772.00

IX. PREREQUISITE(S)

ADMISSION TO THE PRACTICAL NURSING PROGRAM IS REQUIRED BEFORE ENROLLMENT IN ANY PRACTICAL NURSING TECHNICAL REQUIRED COURSE. ADMISSION TO THE PRACTICAL NURSING PROGRAM INCLUDES: (A) ADVISEMENT FROM ALLIED HEALTH DEPARTMENT PERSONNEL, (B) COMPLETION OF ENGLISH AND MATHEMATICS PLACEMENT TESTS WITH ACCEPTIBLE SCORES, OR COMPLETION OF ENGLISH DEVELOPMENTAL COURSES AND/OR COMPLETION OF MA095, AND (C) HEALTH CLEARANCE INCLUDING REQUIRED IMMUNIZATIONS TO INCLUDE HEPATITIS B SERIES AND CURRENT PHYSICAL.

X. CO-REQUISITE(S)

XI. CONTENT

A. List of courses, with course descriptions, required to complete this program.

Courses grouped according to: General Education, Technical Requirements, etc. If
new courses are part of the program, Course Guides must be included with this
request for approval.

GENERAL EDUCATION REQUIREMENTS

EN110 Freshman English (3)

This course involves extensive writing of sentences, paragraphs, essays, and an in-depth study of non-fiction prose at the college level. Prerequisite: Completion of EN100 Fundamentals of English Reading and Writing or passing score of English Placement Test. Prerequisites: EN100R, EN100W.

MA108 Intro to College Algebra I (3)

Mediated Learning using computer based mathematics includes the Real Number system and operations, fundamental operations with polynomials, an introduction to equations and inequalities, rational expressions including exponents, radicals, quadratic equations, and applications, in this beginning algebra course. This course articulates with UOG's MA085 level 2. (Formerly: MA110) Prerequisite: Placement test or MA095.

SI130 Anatomy & Physiology (4)

This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology. Prerequisite: EN110

PY120 General Psychology (3)

This course provides critical information about who we are and why we behave as we do. It promotes personal growth by providing insight and theoretical understanding of human thoughts and behaviors. Because those with a theoretical understanding of human behavior are more likely to successfully manage their own personal and professional relationships. This course is a required general education core course for all associate degree programs.

Total General Education Requirements: 13 credits

TECHNICAL REQUIREMENTS

NU110 Nursing Foundations & Basic Skills (6)

This course covers introductory concepts related to the nursing field. Topics covered are the nursing process, assessment, critical thinking, communication, ethical issues, and practical nursing standards. Students will have the opportunity to practice basic therapeutic nursing interventions that are required of practical nurses in laboratory and clinical settings. Students learn the role of the practical nurse as provider of care, and basic skills necessary to attain and maintain health.

Corequisite: SI130.

NU140 Mental Health Nursing (2)

The focus of this course is the nursing care of patients with mental health problems throughout the life cycle. The student is provided the opportunity to utilize critical thinking, the nursing process, nursing skills, and theoretical knowledge in a variety of health care settings. Corequisites: PY120

NU220 Adult Medical-Surgical Nursing (4)

The emphasis of this course is on the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Concepts covered include endocrine, gastrointestinal, sensory-neuro, cardiovascular, genitourinary, reproductive, musculoskeletal, and integumentary disorders. Special consideration will be given to the geriatric client. Skills include professional roles, critical thinking and guided application of research. Prerequisites: NU110

NU230 Maternal/Newborn Concepts and Skills (3)

This course provides students with the scope of obstetrics including care and assessment of newborns. This course covers theories of maternal health, the birthing process, physiology of pregnancy, maternal-infant bonding, and family dynamics including cultural considerations, ethics, and stress adaptation of children and their families. The focus is on basic health promotion, disease intervention and detection of high risk factors with

childbearing families. Prerequisites: ED220, NU110, HL120. Co-requisites: none

NU240 Pediatric Concepts and Skills (3)

This course builds on child growth and development from infancy to adolescence. Health problems of each age group are explored in more detail. The role of the PN in meeting the health needs of children in a variety of settings is included. This course focuses on promoting, maintaining, and restoring the health of children and their families. Prerequisites: ED220, NU110, HL120. Co-requisites: none

NU281 NCLEX-PN Review & Transition (3)

This course will act as a review of the standard curriculum for LPN programs focusing on licensure exam preparation. Includes test taking techniques specific to NCLEX format, mock licensure examination and question analysis. It will include information on role development and successful transition from LPN to RN or the nursing field.

NU280 Nursing Trends (1)

This course focuses on issues and trends within the healthcare industry to include management and leadership styles. This course also covers professional development, employability skills, ethical problems, legal aspects, community resources, local and federal policies, and licensure. Prerequisites: EN110 Corequisite: NU292

NU292 Practical Nursing Clinical (4)

This course provides students with a clinical setting to practice basic and advanced therapeutic nursing interventions within the scope of an LPN. Selected clinical skills will involve clients/patients/residents of all ages with simple, well-defined problems. Communication, critical thinking, interpersonal, management, and leadership skills and the nursing process will be practiced as students assess and meet the duties of a practical nurse. Students will also lead educational activities that involve adult clients/patients/residents of all ages. Prerequisite: NU220

Total Technical Requirements: 23 credits

RELATED TECHNICAL REQUIREMENTS

ED220 Human Growth & Development (3)

This course includes the study of human growth and development from birth to death with special emphasis on the formative and school years of the child. An overview of the interrelationship between physical, emotional, intellectual, and social growth will be presented. Includes observation and recording of child behavior.

HL120 Medical Terminology (1)

This course provides students with the elements of medical terminology. The study includes origins of medical terminology, word building system, specific

terminology for all systems of the human body, and terminology related or applicable to specialty areas in medical and selected paramedical fields.

HL130 First Aid & Safety (1)

This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care. This course also provides information on the prevention of injury and illness with a focus on personal safety.

HL150 Study of Diseases (3)

This course provides the basic concepts and characteristics of disease processes which include disease description, etiology, signs and symptoms, diagnosis, treatment, prognosis, and prevention and terminology pertaining to injuries and disease process. This course also provides the student the knowledge to identify the etiology of the more commonly encountered diseases and identify their methods of prevention, control and treatment. Course offering: Spring only. Prerequisite: HL120, SI130, EN110

HL160 Intro to Pharmacology (1)

This course provides students with the scope of pharmacology including definitions, classifications, common drugs within each classification, drugs, commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities), major factors which affect drug action, abbreviations, and symbols related to drug administration, drug standards and legislation, and references for drug information.

HL161 Pharmacological Treatment of Disease (1)

This course is a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases with discussion of pharmacological action, side effects and related responsibilities. Course offering: Summer only. Prerequisites: SI130, HL152. Corequisites: HL160, HL162

HL162 Administration of Medications (1)

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, and immunizations. Course offering: Summer only. Prerequisites: SI130, HL152. Corequisites: HL160, HL161

HL202 Nutrition (3)

This course provides students with the basics of nutrition, with emphasis on food preparation, food safety, and recipe modification to meet specific body needs. The course also covers the relationship between nutrition and health and the importance of combining good diet with regular exercise in order to promote healthy life-styles.

Total Related Education Requirements: 14 credits

XII. PROGRAM MEANS OF ASSESSMENT AND CRITERIA FOR SUCCESS

THE INSTRUCTIONAL PROGRAM WILL BE REVIEWED AND EVALUATED ON AN ANNUAL BASIS. THIS MAY INCLUDE TEACHER AND STUDENT EVALUATIONS OF COURSE CONTENT AND INSTRUCTION, RECOMMENDATIONS FROM THE TASK FORCE, ADVISORY COMMITTEE, AND RESEARCH IN THE FIELD OF PRACTICAL NURSING.

XIII. ARTICULATION

- A. Secondary programs
- B. University of Guam
 The following courses articulate to UOG: EN110, HL202, PY120, and ED220.
 An MOA (signed on 1/6/2005) with UOG and GMHA includes measures that will promote articulation to ensure students transfering to the RN program at UOG will have a continual education program.
- C. Others

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