Program Overview
The goal of the LPN Refresher Course is to assist inactive licensed practical nurses to return to the nursing workforce by promoting their professional growth and development.

Purpose
This self-study refresher course was developed to help inactive licensed practical nurses review and update their nursing knowledge and skills, thus allowing them to move with confidence into a nurse orientation program and return to practice. This course is offered over the Internet and may be completed in one’s home community at a pace and time which best meets individual needs.

Objectives
The overall objectives of the course are to provide an opportunity for participants to:

- Gain an understanding of current philosophy, social and economic trends, and objectives in nursing today.
- Review previously acquired nursing skills.
- Understand the functions of the LPN/LVN in assessing patient needs and in planning individualized care.
- Review and increase knowledge of selected medical and surgical conditions, therapies and procedures, current diagnostic and treatment measures, and patient care needs.

Date of Program
The program is ongoing. Individuals may enroll at any time.

Course Content
This is a flexible, self-paced course of study. Time to complete the course is based upon individual needs and circumstances, but the entire course must be completed within a 12-month period of time from the date of enrollment. All of the theory module exams and virtual skills lab must be successfully completed before the clinical portion of the course is approved to begin.
Instructional Content

Theory
The theory component is based on a textbook to help direct and reinforce learning. The theory portion has been organized into ten major instructional modules (see Appendix A), a medical calculation test and a Virtual Skills Lab. After successful completion, LPN Refresher participants are awarded 120 theory hours.

Theory Evaluation and Examination Procedure
There are ten examinations, one for each instructional module, a medication calculation test and a virtual skills lab exam. Students completing the online program have timed examinations which are automatically submitted and graded with immediate feedback on your score. A proctor is not necessary for online exams. If a score of less than 72 percent is attained on Form A of the examination, the participant will be requested to study the module again and complete Form B of the examination. A total of two attempts may be made to obtain a passing score before being dropped from the program.

LPN Participants will be required to take a medication calculation Post-Test at the end of Module 7 and obtain a 100% passing score on the test. Participants are allowed three opportunities to pass the medical calculation post-test. Participants who do not obtain a passing score on the medical calculation post-test will be dropped from the program.

Americans with Disabilities Act Statement
Any student who feels s/he may need an accommodation based on the impact of a disability should contact Nancy Hartenhoff-Crooks, Coordinator of Disability Services (605-688-4504) to privately discuss your specific needs. The Office of Disability Services is located in room 065, the Student Union.

For more information please see SDSU’s Office of Disability Services:
http://www.sdstate.edu/disability-services

Clinical Component and Evaluation

Clinical Site
Arranging for the clinical experience is the responsibility of each participant. Participants are required to have a verbal commitment from a clinical site prior to enrolling in the course. Acceptable clinical sites include hospitals, nursing homes, surgery centers, urgent cares, rehab centers, home health or hospice agencies (to name a few). Participants are asked to make the initial contact to verify that the facility can provide a clinical experience once the theory portion of the course is completed. As soon as a verbal commitment has been given, students can enroll in the course. SDSU staff will follow up by contacting the clinical site to provide additional information about the course and to establish an affiliation agreement.

Each state determines the number of clinical hours necessary for license reactivation. For example, AZ requires 112 clinical hours; WA requires 120 clinical hours. NE requires 30 clinical hours; however, a minimum of 80 clinical hours must be completed in order to pass this course.

Participants must submit a Clinical Plan to SDSU prior to beginning the clinical experience and allow two weeks for processing the paperwork. All necessary components for clinical (two background checks, negative 10-panel drug screening, immunizations, CPR certification for
professional rescuers, proof of malpractice insurance), and limited licensure (where applicable) MUST be submitted BEFORE approval to begin the clinical experience will be authorized. Information and instructions to complete each requirement will be provided at the time of enrollment. Castle Branch is the source to submit these clinical requirements to and has been endorsed by the AACN – American Association of Colleges of Nursing. The package price for Castle Branch is $210.50. This is an additional cost and should be paid to Castle Branch upon preparation for clinical. The accepted credit cards are VISA or MasterCard.

The clinical experience will be evaluated by the clinical supervisor according to the criteria included in the course materials. Upon completion of the clinical experience, the completed Verification of Practice Standards evaluation tool is to be returned via US mail to SDSU, the course provider. The refresher course participant will also be required to submit a one-page summary of the clinical experience and a completed hours log.

Certificate of Completion of the Program

A certificate of completion will be awarded to participants upon successful completion of both the theory and clinical components of the course.

Licensure

A limited license must be obtained from the State Board of Nursing (where required) during the clinical component of the refresher course and allows nursing practice only under the direct personal supervision of a licensed registered nurse identified as the clinical supervisor, and may not be used for gainful employment. The limited license is only valid for a specific period of time. Therefore, plan carefully regarding completion of clinical hours. For example, the limited license in South Dakota is only valid for 90 days.

Course Approval

This course has been approved by a number of State Boards of Nursing to meet refresher course requirements for re-licensure as a licensed practical nurse. It is the responsibility of each participant to ascertain whether the program is certified in his or her state and the exact requirements of the state. Theory hours and clinical hours may vary for each state.

Cost

The enrollment fee for the Independent Study Refresher course for LPNs is $700.00. This fee includes:

- Supervision and coordination of the course
- Correction of exams
- Record keeping
- Consultation to course participants
- Postage and handling
- Certificate of completion

The accepted credit cards are MasterCard, VISA, American Express, and Discover.
Textbook
Participants will need to purchase the textbook “Textbook of Basic Nursing” (11th edition) by Caroline Bunker Rosdahl and Mary T Kowalski, ISBN-13: 978-1469894201. The textbook may be purchased locally or by contacting the University Bookstore (www.sdstatebookstore.com). This is an additional cost.

WEB Browser
Participants need to make sure their browser is properly configured to use the Desire2Learn (D2L) system. The following checks ensure that the browser is properly configured to use the system.

- JavaScript
- Cookies enabled
- Adobe Flash plug-in
- Screen resolution recommendation -- 1024 by 768 pixels
- Rich content editing
- A desktop or laptop computer is recommended when taking exams. iPads, iPhones, Tablets, etc. are discouraged.

Completion Timeframe
This course is self-paced. Once enrolled in the LPN Independent Study Course, participants have one year to complete the course. If the course is not completed within the one-year deadline, participants may re-enroll in the course for an additional $250.00. This renewal fee is good for a three-month extension. Re-enrollment after this time period will require an entire fee payment again.

Withdrawal Procedures
If you receive course materials and decide not to complete the course, you have 30 days from the date of enrollment to return your course materials to receive a refund of 85% of the fees of the course tuition. After 30 days, no refund will be issued.

Faculty
Gloria Craig, EdD, RN, is responsible for the online delivery and the coordination and management of the instruction and evaluation of the LPN Refresher Course.

Course Completion
In order to complete this refresher course, participants must successfully pass both the theory and clinical components. Upon successful completion of the refresher course, participants will be sent a certificate. A copy of the certificate will be sent to the participant’s Board of Nursing to document successful completion of the course.
Any participant who does not successfully complete the theory component will not be permitted to begin the clinical component of the refresher course. If a participant is unable to successfully complete the clinical portion, this will result in failure of the refresher course. Appeals to have the opportunity to retake clinicals are not guaranteed and will be handled on a case-by-case basis. No student will be allowed more than two opportunities to successfully complete clinicals.

**How to Enroll**

If you wish to enroll in this course, please complete and print the [application form.](#) **DO NOT email your application with credit card information.** You may fax your application with credit card information and include verification of past or present licensure to (605) 688-6679 or mail your application with check or money order to the following address:

Independent Study Refresher Course  
South Dakota State University  
College of Nursing, CNE  
Box 2275, SWG 207  
Brookings, SD 57007-0098

Please contact the Continuing Nursing Education program assistant with any questions by calling 605-688-5745, or by email: [linda.lemme@sdstate.edu](mailto:linda.lemme@sdstate.edu).
Appendix A

Module 1
- Unit A Nursing Roles and Responsibilities
- Unit B Legal and Ethical Issues
- Unit C Basic Human Needs and Health of all People
- Unit D Transcultural Nursing
- Unit E Community Health

Module 2
- Unit A Microbes, People, and Disease Transmission
- Unit B Medical Asepsis
- Unit C Infection Control
- Unit D Emergency Response and Care

Module 3
- Unit A Body Mechanic Principles
- Unit B Nursing Process
- Unit C Charting and Reporting
- Unit D Therapeutic Communication

Module 4
- Unit A Nutrition
- Unit B Vital Signs and Data Collection
- Unit C Elimination and Specimen Collection
- Unit D Comfort and Pain Management
- Unit E Applying Heat and Cold
- Unit F Personal Hygiene

Module 5
- Unit A Postoperative Care
- Unit B Skin Care
- Unit C Oxygenation Therapy

Module 6
- Unit A Lifespan
- Unit B Death and Dying

Module 7
- Unit A Measurements, Conversions, and Dosage Calculations
- Unit B Introduction to Pharmacology
- Unit C Classifications of Medications

Module 8
- Unit A Assessment Skills
- Unit B General Physical Survey
- Unit C Head-to-Toe Assessment

Module 9
- Unit A Basic Pathophysiology
• Unit B Fluid and Electrolyte Imbalance
• Unit C Disorders in Fluid and Electrolyte Imbalance

Module 10
• Unit A Dementias and Related Disorders
• Unit B Substance Abuse

Virtual Skills Lab