



Program Overview

LPN Independent Study Refresher Course

Program Goal

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 the inactive registered nurse 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.

The Refresher Course is not a college credit granting program. This course is taken to pursue professional re/certification of a nursing license. Participants in this course are not enrolled college students at South Dakota State University (SDSU), and will not be issued a 1098T from SDSU for qualified educational expenses.

Objectives

The 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.

Faculty

Janice Schardin, MS, RN, is responsible for the online delivery and the coordination and management of the instruction and evaluation of the LPN Refresher Course.

Course Approval

This course has been approved by a number of State Boards of Nursing to meet refresher course requirements for relicensure 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.

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 the virtual skills lab must be successfully completed before proceeding to the clinical component of the course.

Theory Component and Evaluation

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, a medication calculation test and a virtual skills lab. See Appendix A. After successful completion, the LPN Refresher participant is awarded 120 theory hours. Continuation into the clinical

component of the refresher course is only permitted after the successful completion of the theory component.

Theory Evaluation and Examination Procedure

There are ten tests, one for each instructional module, a medication calculation test and a virtual skills lab exam. The examinations are timed and are automatically submitted and graded with immediate feedback on the score. A proctor is not necessary for online examinations.

Two opportunities are allowed to successfully complete each module post-test with a score of 72% or greater. If a score of less than 72% is attained on post-test A, you will be requested to study the module again and complete post-test B. If a score of 72% or greater is not obtained on either post-test A or B, the participant will be dismissed from the program.

LPN participants are required to take a medication calculation post-test at the end of Module 7 and obtain a 100% passing score. Participants are allowed three opportunities to successfully complete the medication calculation post-test. Participants that do not obtain a 100% on the medication calculation post-test A, B or C will be dismissed from the program.

Clinical Component and Evaluation

Arranging for the clinical experience is the responsibility of each prospective participant. A verbal commitment from a clinical site is required prior to requesting enrollment in the course. Clinical sites must be within the United States, or on a US Military base in a health care setting operated by medical staff licensed within the US. Examples of accepted clinical settings include but are not limited to hospitals, nursing homes, surgery centers, urgent care centers, rehabilitation centers, home health or hospice agencies. Prospective 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. When a verbal commitment has been received, enrollment in the course can begin. SDSU Continuing Nursing Education (CNE) staff will contact the clinical site to provide additional information about the course if requested and to establish an affiliation agreement.

A minimum of 80 clinical hours is required for course completion. However, each state Board of Nursing determines the number of clinical hours necessary for license reactivation. If the state requirement is more than 80 hours (for example Arizona requires 112 clinical hours, and Alaska requires 100 clinical hours) the participant will be notified of this with enrollment, and this requirement will be adhered to during the clinical experience.

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 your clinical preceptor, 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.

Before beginning clinical, participants must submit a completed Clinical Plan to SDSU and allow a minimum of two weeks for processing the paperwork. The following pre-clinical requirements must be uploaded and approved in the participant's Castle Branch account before the proposed Clinical Plan will be authorized:

- 1) FBI Background Check with Fingerprinting (completed with enrollment application)
- 2) Online Background Check (completed with enrollment application)
- 3) Multi-Waiver Release Form
- 4) Measles (Rubeola) Immunity
- 5) Mumps Immunity
- 6) Rubella (German Measles) Immunity
- 7) Varicella Immunity
- 8) Hepatitis B Immunity or Waiver
- 9) TB skin test
- 10) Tetanus, Diphtheria, Pertussis Immunity
- 11) Influenza Vaccination – required during flu season October - March

- 12) CPR Certification for the Professional Rescuer / Health Care Provider
- 13) Proof of Personal Health Insurance Coverage
- 14) Professional Liability Insurance
- 15) Drug Screening (10 panel – current within 6 months of beginning clinical)
- 16) Temporary Permit or Limited License (where required)

Participants that elect to complete only the theory portion of the course will not open a Castle Branch account to obtain the above pre-admission or pre-clinical requirements.

Clinical Evaluation Procedure

The clinical experience will be evaluated by:

- 1) The clinical preceptor using the evaluation tool included in the course materials.
- 2) Clinical Hours Log
- 3) The participants typed summary of 400 words or more, of what was learned during the clinical experience.

The clinical experience requires a satisfactory performance evaluation by the clinical preceptor. If the participant's performance is unsatisfactory on any given clinical day, it is left to the discretion of the clinical preceptor whether or not to count that clinical day toward the total hours required for the clinical component.

If the participant's overall clinical performance is unsatisfactory, the preceptor, in collaboration with the CNE Program Coordinator, will determine if further experience beyond the required clinical hours is need or if dismissal from the program is in order.

Course Completion

The participant must successfully pass both the theory and clinical components to complete the refresher course. Upon successful completion, a certificate will be mailed to the participant. A copy of the certificate will be sent to the participant's Board of Nursing to document successful completion of the course.

If a participant is unable to successfully complete either the theory or the clinical portion, this will result in failure of the refresher course. Appeals to have the opportunity to retake course exams or the clinical experience are not guaranteed and will be handled on a case-by-case basis. No participant will be allowed more than two opportunities to successfully complete clinicals.

Completion Timeframe

The refresher 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 purchase a one-time extension for \$250.00. The extension adds three-months for course completion. A request to extend must be received within thirty days of the course end date. After this period of time, re-enrollment with payment of the full tuition and background checks is required.

Admission Requirements

The refresher course considers enrollment from LPNs in the following circumstances:

- Formerly licensed LPNs who wish to reactivate their nursing licensure.
- Currently licensed LPNs who desire to refresh their knowledge or skills in the profession, due to time away from practice.
- Unlicensed LPNs who have not yet successfully completed the NCLEX exam.
- Note: admission for this participant is accompanied by the requirement that s/he must successfully complete the NCLEX exam prior to receiving approval to begin the clinical component of the course.

Prospective participants whose background search indicates a prior felony conviction will not be admitted to the refresher course.

Prospective participants who have an active Consent Agreement or Order from their current or former Board of Nursing will not be admitted to the refresher course.

Participants that elect to enroll in only the theory portion of the course are not required to submit a background check with the enrollment application, and are not subject to the above board consent agreement or criminal history exclusions.

Cost

Course Tuition

The tuition 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 for initial and regular course communication
- Certificate of completion

Full payment of tuition is due with the enrollment application. Payment plans are not available. Payment may be made via check, money order or credit card. The accepted credit cards are MasterCard, VISA, American Express, and Discover.

Castle Branch

All refresher course participants must establish an account with Castle Branch, the chosen vendor for document management. Castle Branch has been endorsed by the AACN – American Association of Colleges of Nursing, and is the source to submit program pre-admission and the fore-mentioned clinical requirements. Instruction on opening an account with Castle Branch is included in Appendix D.

The pre-enrollment package price for Castle Branch for the two background checks is \$139.75. The post-enrollment package price for Castle Branch clinical requirements is \$77.75. These are additional costs and should be paid directly to Castle Branch.

Participants may experience additional variable expenses as they prepare for clinical.

Participants that elect to complete only the theory portion of the course are not required to open a Castle Branch account to submit the background checks or pre-clinical requirements.

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 through the SDSU Bookstore at [SDSU Bookstore](#). This is an additional cost.

Withdrawal or Refund

If the participant receives the course materials and decides against continuing, s/he is allowed 30 days from the date of enrollment to return the course materials and receive a refund of 85% of the course tuition. After 30 days, no refund will be granted.

No refund will be extended to the participant if s/he is dismissed from the refresher course.

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. A desktop or laptop computer is recommended when taking exams. iPads, iPhones, Tablets, etc. are discouraged.

- JavaScript
- Cookies enabled
- Adobe Flash plug-in
- Screen resolution recommendation -- 1024 by 768 pixels
- Rich content editing

Americans with Disabilities Act Statement

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Coordinator of Disability Services (605-688-4504) to privately discuss your specific needs.

For more information please see [SDSU's Office of Disability Services](#).

Technical Standards

CNE program participants must be able to independently, with or without reasonable accommodation, meet identified technical standards for enrollment in and successful progression through the refresher course program. These requirements pertain to participant conduct regardless of the setting (ie didactic, clinical, email communication, etc). Please review the identified technical standards in Appendix B.

How to Enroll

An enrollment request is reviewed when all of the following items are received by the CNE office:

- 1) Completed enrollment application
- 2) Verification of prior licensure from Nursys.com, obtained free of charge when selecting the Quick Confirm option. If Nursys.com is not available, verification of licensure from the applicant's state Board(s) of Nursing is required.
- 3) Completed online background search and FBI fingerprint background search via Castle Branch

See Appendix C and D for instructions to open a Castle Branch account, along with the CNE Compliance Guidelines for Background Checks. A prospective participant will not be considered for enrollment into the refresher course until both the online background check and the FBI background checks are completed. The results of both background searches will be accessible to the CNE office via the prospective participant's Castle Branch account.

Prospective participants that are not US citizens should contact the CNE office to discuss what additional background searches may be required.

Participants that elect to complete only the theory portion of the course are not required to open a Castle Branch account to submit the background checks as indicated in point three above.

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 credit card payment, 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

Questions and Assistance

Contact the Continuing Nursing Education program assistant with any questions by calling 605-688-5745, or by email: SDSU.ContinuingNursingEducation@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 Physical 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

Appendix B

Technical Standards

CNE Program participants must be able to independently, with or without reasonable accommodation, meet the following technical standards for enrollment in and successful progression through the refresher course program. These requirements pertain to participant conduct regardless of the setting (ie didactic, clinical, email communication, etc).

General Abilities

Functional use of the senses of vision, touch, hearing, taste, and smell is expected of every participant so that this sensory information may be integrated, analyzed and synthesized accurately and consistently. A participant must also possess the ability to perceive pain, pressure, temperature, position, vibration and movement which are essential to gather information needed to effectively evaluate and care for patients. Each participant must be able to promptly respond to urgent situations that may occur during clinical learning experiences and must not obstruct the ability of other members of the health care team to provide prompt treatment and care to patients.

Observational Ability

Sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities must be present. The participant must consistently be able to document these observations and maintain accurate records.

Communication Ability

The participant must effectively communicate verbally and non-verbally to gather information and to translate that information to diverse others. The abilities each student must possess include: reading, writing, comprehending and speaking the English language to facilitate communication with patients, their family members and other health care professionals. Additional essential abilities are: to maintain accurate patient records, to present information professionally and in a logical manner; and to provide counseling and teaching to effectively care for patients and their families. Verbal and written communication skills that permit effective communication during both the didactic and clinical portions of the course are expected.

Motor Ability

Each participant is required to possess the motor movements needed to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A participant must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers to assist with patient care activities such as lifting, wheelchair guidance and mobility. The participant must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required for satisfactory and safe performance in the clinical setting including performance of CPR, if necessary. The participant must possess the ability of mental dexterity that would be required for certain activities, such as drawing up solutions in a syringe.

Conceptual and Quantitative Intellectual Abilities

Developing and refining problem-solving skills are critical developmental learning abilities for participants to return to nursing practice. The abilities to measure, calculate, analyze, reason and synthesize objective and subjective data, and to make informed decisions, frequently in a time-sensitive environment are essential for nursing refresher course participants. These intellectual abilities must reflect careful and consistent deliberation and sound clinical judgment. Mastery of these skills is expected. The ability to integrate and sensitively respond to new information from peers, faculty and the evidence based literature must be present in order to make sound judgments in all aspects of patient care.

Social and Behavior Attributes

Participants must possess effective interpersonal skills, including the qualities of integrity, compassion, motivation and a genuine concern for others. Participants must be comfortable in the role of a student nurse and accept that the role functions under supervision of a preceptor. Full utilization of the personal intellectual abilities and skills are essential, including sound judgment; timely completion of clinical responsibilities; and the ability to work with patients and

members of the healthcare team effectively and with maturity. Stable, sound judgment must be demonstrated at all times to conduct assessment, intervention and evaluation activities. An ability to sensitively establish rapport and carry out interpersonal relationships with individuals, families and groups from diverse social, emotional, cultural and intellectual backgrounds is essential. The participant must learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice and be able to flexibly adapt to changing environments. A willingness to accept and respond to constructive criticism given in the didactic and clinical settings is critical.

Management of Stressful Situations

Adapting and functioning effectively in the face of stressful situations, including emergencies, or situations in the clinical are necessary. Nursing education inherently includes encounters with multiple stressors, which may include multiple personal, patient care/family, faculty/peer, and/or program related factors.

References

American Association of Colleges of Nursing (2008). The essentials of baccalaureate education for professional nursing practice. Washington, DC: Author. Retrieved from: [AACN](#)

Dupler, A.E., Allen, C.B., Mahaedy, D., Fleming, S., & Allen, M.J. (2012, March). Leveling the playing field for nursing students with disabilities: Implications of the amendments to the Americans with Disabilities Act. *Journal of Nursing Education*, 51(3), 140-144.

Drexel University College of Nursing and Health Professions. Technical standards for admission, academic progression, and graduation. Retrieved from: [Drexel University](#)

University of Miami School of Nursing and Health Sciences. Technical standards. Retrieved from: [AACN](#)

Marks, B. & Ailey, S. White paper on inclusion of students with disabilities in nursing educational programs for the California committee on employment of people with disabilities. Retrieved from: [AACN](#)

Appendix C

Compliance Guidelines for Background Checks

Effective July 2017

Two background checks are required for all individuals who wish to take either the RN or LPN refresher course to become eligible for re-license:

- 1) The online background check
- 2) The FBI background check

It is typical for the online background check conducted by Castle Branch to be completed within five to ten business days. This check must provide a minimum history of seven years. The online background check must be updated yearly.

The FBI background check processing time can vary from the date the FBI receives the request with legible fingerprints. Customary return date via email is seven to ten business days when using the channeling service.

Prospective participants who are not US Citizens, or have not resided within the United States for at least seven years, may require additional background searches. Contact the Continuing Nursing Education (CNE) office for further direction regarding this need.

Implementation

A prospective participant that wishes to complete both theory and clinical portions of the course may not be considered for enrollment into the refresher course until both the online background check and the FBI background checks are completed. Prior to acceptance:

- An account with Castle Branch has been opened in the prospective participant's legal first and last name. The necessary information to conduct the online personal background search has been provided, and s/he has requested and approved this check to begin. Results will automatically be posted to the account.
- The prospective participant has obtained the required fingerprints, and has entered on their Castle Branch account when the fingerprints were sent to the channeling service. The results of this search will be returned from the FBI to the prospective participant via email. This return date is entered, along with a copy of the results, onto their Castle Branch account.

Course Enrollment

An enrollment request will be reviewed when the results of both background searches are accessible by the CNE office via the prospective participant's Castle Branch account, along with the receipt of a completed enrollment application and verification of prior licensure from Nursys.com (or the state Board of Nursing where Nursys.com is not available). Prospective participants whose background search indicates a prior felony conviction or an active board order or consent agreement from their current or former Board of Nursing will not be admitted to the refresher course.

Appendix D

Order Instructions for CastleBranch

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- ✓ View your order results
- ✓ Manage requirements specific to your programs
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

To place an order, go to [CastleBranch](#). In the “place Order” field, enter the following package code specific to your organization: **SG54bg: Background Check**

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email
Monday-Thursday 8:00 am – 10:00 pm & Friday 8:00 am – 6:30 pm & Sunday 10:00 am – 6:30 pm EST
888-914-7279 or servicedesk.cu@castlebranch.com