



# Practical Nursing (C.A.S)

CERTIFICATE OF APPLIED SCIENCE



## Student Information and Application Packet

HELENA COLLEGE UNIVERSITY OF MONTANA PRACTICAL NURSE CERTIFICATE OF APPLIED SCIENCE

Updated for SPRING 2023 Intake

Applications are subject to change year to year. It is the student's responsibility to obtain the most current information/ application packet prior to applying to the PN CAS program

Revised 2/2022

*The practical nurse (PN) uses specialized knowledge and skills that meet the health care needs of people in a variety of settings under the direction of qualified health professions. The curriculum focuses on preparation for employment. Students learn practical nursing skills through independent study, lectures, simulation demonstrations, and practice in the skills lab. Under instructor supervision, students also provide patient care in a variety of health care settings. The program is approved by the Montana State Board of Nursing.*

## EDUCATIONAL PROGRAM

The PN program admits 16 students (eight in Helena and eight in Hamilton-Bitterroot College) every year. Applications are accepted each November. PN students start classes in the spring, with completion of the CAS at the end of the fall semester.

All coursework is competency based and is designed to prepare graduates with knowledge, skills and attitudes to successfully enter the workforce after graduation.

This is a limited enrollment program. Student cohort size is limited by the availability of lab and clinical space. Because of this, the application process is competitive and program applicants are accepted based on criteria found in this packet. Should the number of qualified applicants exceed the available spaces, not all qualified applicants will be accepted.

In the PN program, all didactic courses are taught in a **Virtual-Blended format (VB)** by Helena College Nursing Faculty. Exams and standardized tests, skills labs and clinical experiences will occur face-to-face in the student's home community (Helena-Helena College or Hamilton-Bitterroot College).

### Practical Nurse CAS Virtual Blended remote program

In this VB remote delivery method, most of the didactic course instruction will be done in a virtual synchronous mode (occurs at the same time) via the internet platform TEAMS. There will be some online asynchronous assignments and course work, which the student can complete on their schedule.

The face-to-face component of the course, when students **MUST** be on campus (Helena or Bitterroot College), are used for specific testing and skills labs.

**Students commit to a full week of Class or clinical work each week.** This program, while very exciting, is extremely fast-paced and challenging. There are many reading assignments, quizzes, and written assignments each week. These must be completed outside of class time. Students need to make sure they can dedicate enough time to be successful. 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. Furthermore, learning in an online environment requires the student be self-motivated, resilient, and quickly adaptable to learning new technology.

## PROGRAM EXPENSES

The PN students will be required to purchase textbooks, ATI resources, personal equipment, supplies, and uniforms, pay fees, and pay for transportation to clinical sites. If needed, students should begin planning early for financial aid to meet their educational needs. Students will need a reliable computer with camera and microphone, and access to reliable high-speed internet.

## ADMISSION TO HELENA COLLEGE UNIVERSITY OF MONTANA

Students must be admitted to the college prior to submission of the nursing program application and be in good academic standing with the institution. Therefore, no applications will be reviewed unless the applicant applies first to the college and the official transcripts are reviewed by the Registrar.

Acceptance to Helena College requires a completed admissions application file. An application to the college may be obtained by visiting the campus, calling the college (406) 447-6900, or applying online at [https://helenacollege.edu/admissions\\_enrollment/default.aspx](https://helenacollege.edu/admissions_enrollment/default.aspx)

All transfer work has to be from a regionally accredited institution and official transcripts are required to be on file with Helena College's Registrar Office.

## ELIGIBILITY FOR ADMISSION INTO THE PRACTICAL NURSE-CAS PROGRAM

All eligibility forms and documents are enclosed in the application packet.

Admission to the Helena College PN CAS program is competitive. Meeting eligibility requirements does not guarantee admission.

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

- Evidence of admission to Helena College, a completed admissions file, and be in good academic standing.
- Completed all prerequisite coursework with a "C" grade or higher, and a minimum overall prerequisite GPA of 2.50. 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 Helena College.
  - Regarding Transferable Courses – send official transcripts to Registrar's Office. Attach copies to this application.
- Only students in good academic standing will be eligible for program acceptance.
- Taken the TEAS and received a 65 or higher. (Sign up and pay at the cashier's office)
- Total calculated points 40 or higher (see application scoring)
- All requirements stated on the application.

The PN applications are DUE by 5:00 pm Dec. 2, 2022. Completed program application packets may be hand delivered or dropped through our mail slot, at the Nursing Department in Helena College, mailed directly to the college, or submitted online.

Late applications will not be accepted.

Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. Incomplete applications may result in disqualification. We are not responsible for any late, lost or missing information.

<p style="text-align: center;"><b>CONTACT INFORMATION</b></p> <p style="text-align: center;">Program Assistant Nursing Department Room 107 406.447.6985</p>	<p style="text-align: center;"><b>MAILING ADDRESS</b></p> <p style="text-align: center;">Helena College University of Montana Attention: PN-CAS Nursing Program 1115 N Roberts Helena, MT 59601</p>	<p style="text-align: center;"><b>SUBMIT ONLINE</b></p> <p style="text-align: center;">Completed Applications may be submitted by the due date and time to: <a href="mailto:nursingapplications@helenacollege.edu">nursingapplications@helenacollege.edu</a></p>
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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.

Helena College PN CAS Program does not maintain a waiting list. Applicants must reapply each November.

### NOTIFICATION OF ACCEPTANCE

Students will be notified of acceptance into the program via email and written letter. Accepted students must notify the nursing department of their intent to accept their admission, by the date indicated on the acceptance notification letter.

Accepted students will be required to provide proof of CPR certification, background check (information provided in letter of acceptance), current negative tuberculosis test and flu shot, before the beginning of the semester. Flu shots are required yearly and CPR must be current. **Covid19 vaccine is highly recommended.** Helena College Nursing follows the vaccination policies and requirements of our clinical partners.

Helena College Nursing is not able to guarantee clinical placements for students who are not compliant with clinical agency requirements. If a clinical agency requires vaccination for its employees, as a student learner, you will not be allowed in the facility for clinical learning unless you are in compliance with facility guidelines. If you cannot complete clinicals, you will not be able to meet the course learning objectives and, hence, cannot successfully pass the course. We are committed to your education and hope that student's clinical compliance issues can be resolved at a future date. We will make every effort to facilitate your successful re-entry into the Helena college nursing program to complete your degree. However, because of space limitations, we cannot guarantee placement nor re-entry at a particular time.

Accepted students should plan on attending the mandatory nursing global orientation, and students new to Helena College will be required to register for and attend the school's orientation as well.

### NURSING PROGRAM POLICY: STUDENT BACKGROUND CHECKS

To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check before they will permit the students in the clinical setting. To meet these requirements, the program requires that the check be done prior to starting the program.

- Background checks are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are required to go to [castlebranch.com](https://castlebranch.com) for their background check. Do not do this before being accepted into our program.

### Equal Opportunity Policy

Helena College University of Montana is committed to the provision of equal opportunity for education, employment, 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.

## PRACTICAL NURSING CURRICULUM

### Prerequisite Coursework

The following courses must be completed prior to admission into the Practical Nursing Program. All prerequisite work must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.50. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Students may substitute College Algebra for Math for Allied Health and **both** A&P I /A&P II for BIOH 104.

Pre-requisites 13 credits		
Course Number	Course Name	Credits
BIOH 104	Basic Human Biology w/Lab	4
PSYX 100	Introduction to Psychology	3
M120	Math with Healthcare Apps	3
WRIT 101	College Writing I	3

### PN Program Coursework after Formal Acceptance

Once enrolled in the Practical Nursing program, a minimum of a C (Not C-) in all courses is required to continue in the program. Students must achieve a grade of 78% or higher in all courses (didactic and clinical) to successfully pass and progress to the next semester.

The courses for the program are required and are laid out in the following sequence:

Semester 1 14 credits			
Course Number	Course Name	Credits	Location
NRSG130	Fundamentals of Nursing	3	Remote/Online
NRSG 131	Fundamentals of Nursing Lab	3	Bitterroot or Helena
NRSG 135	Nursing Pharmacology	3	Remote/Online
NRSG 136	Nursing Pharmacology Lab	1	Bitterroot or Helena
NRSG 152	Gerontology and Community Nursing	2	Remote/Online
NRSG 153	Gerontology and Community Nursing Clinical	2	Bitterroot or Helena
Semester 2 13 credits			
Course Number	Course Name	Credits	Location
NRSG 140	Adult Health Nursing	4	Remote/Online
NRSG 141	Adult Health Nursing Clinical	2	Bitterroot or Helena
NRSG 142	Nursing Care of Women and Children	3	Remote/Online
NRSG 143	Nursing Care of Women and Children Clinical	1	Bitterroot or Helena
NRSG 148	Leadership Issues for Practical Nurses	2	Remote/Online
NRSG 149	Leadership Issues for Practical Nurses Clinical	1	Bitterroot or Helena
<b>Total PN Program Credits 40</b>			

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# Helena College Department of Nursing Education

## PRACTICAL NURSING-CAS APPLICATION

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Mailing Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Cell Phone: ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Helena Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever attended an LPN or RN program?  Yes  No If yes, where \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Have you taken any of the prerequisites more than twice?  Yes  No

If yes, which ones and when? \_\_\_\_\_

- Max of 2 prerequisite retakes allowed.
- For applicants who have taken courses more than once, the most recent verifiable grade will be used for scoring/GPA calculations.

### Application Requirements

*The items listed below are required and must be submitted with your application for you to be considered for program entry.*

Applications missing any of the items listed below will be declined.

- Initial Admission to Helena College – letter of acceptance, or student number on unofficial transcripts
- All transfer courses officially evaluated and accepted prior to application deadline
- Completion of pre-requisite coursework with proof of grades (copy of transcripts)
- Copy of TEAS Test
- Physical Form I and II completed within last 3 months
- Immunization Records: Childhood immunizations (Polio, DPT, MMR); Hep A; Hep B (series of 3); current Flu shot (seasonal), recent negative TB skin test or x-ray, Varicella vaccination or titer.
- Flu is required to be completed each fall. COVID19 is **strongly** recommended.

### APPLICATION DEADLINES

Applications to the Licensed Practical Nursing Program are accepted once per year.

To be considered for admission beginning Spring Semester applications are Due by 5:00pm on the first Friday of December.

Turn completed applications in to Nursing Office or mail to Attention: Nursing Department, 1115 North Roberts Street, Helena, MT 59601. Questions? Call 406-447-6985. Applications are also accepted by email at: [nursingapplications@helenacollege.edu](mailto:nursingapplications@helenacollege.edu).



## APPLICATION CRITERIA WORKSHEET

Please fill in the chart below **to the best of your knowledge** and submit proof of grades with application. If you are currently taking a required pre-requisite course and will not receive a grade in that course before the application deadline, please indicate "current" status in the chart below. As soon as your final grade becomes available, submit proof of final grade to Nursing Department to be attached with your application

Points and GPAs will be calculated by the Program Director and grade points will be calculated using the current catalog criteria which includes +/- weighing. Multiply grade by Credits = **calculations**. Divide by 13 = GPA

(A) = 4      (A-) = 3.7      (B+) = 3.3      (B) = 3      (B-) = 2.7      (C+) = 2.3      (C) = 2

Pre-Requisite Course	Currently Taking	Grade	Credits	Calculations	*Points Possible
BIOH 104 Basic Human Biology w/ Lab			4		
M120 Math for Allied Health			3		
PSYX 100 Introduction to Psychology			3		
WRIT 101 College Writing			3		
				Total Calculation score	
				Prerequisite <b>GPA</b> : Divide total calculation score by 13:	
				Prerequisite <b>GPA points</b> earned*: (see table below)	20-50
<b>TEAS SCORE:</b>				<b>TEAS points</b> earned*: (see table below)	10-30
<b>Other points:</b>					
<ul style="list-style-type: none"> <li>• Work experience (+1)</li> <li>• HC/BC prereqs or COLS 101 (+1)</li> <li>• Academic degree (up to +2)</li> </ul>					1-4
For total score add GPA points, TEAS points and other points.					
In case of a tie, we will consider the following criteria: <b>First:</b> Grade in BIOH 104, <b>Second:</b> Grade in Math 120, <b>Third:</b> Veteran service with proof					Min 40 to apply
				Total score	

## APPLICATION POINTS\*

**Selection into this nursing program is competitive.** To assure you receive credit for all of your points we strongly recommend that you have ALL documentation to the nursing department by the application deadline. Use this rubric to identify points earned for each category and enter those numbers in the worksheet above. **The minimum number of points eligible to apply is 40.** The reason for this is to help ensure student success in both didactic testing and the NCLEX-PN exam required for licensure.

Prerequisite GPA: 10-60 points	ATI TEAS Exam: 10-30 points	Work Experience (min 1 year): 1 point for this column	Taken at least 3 prerequisites from HC: 1 point	Academic Degree: 1-2 points
3.75—4.00 50 3.50—3.74 45 3.25—3.49 40 3.00—3.24 35 2.75—2.99 30 2.50—2.74 20	85—100% 30 80—84% 25 75—79% 20 70—74% 15 65—69% 10  *Provide printout of TEAS exam results	<ul style="list-style-type: none"> <li>• CNA</li> <li>• Med Tech</li> <li>• MA, Surgical Tech, EMT, Military medic.</li> </ul> (Any other experience used will be at the discretion of the nursing program director.)  *Provide documentation with nursing application	Taken at least 3 prerequisites from Helena College or Bitterroot College: OR Taken COLS101  *Transcripts	Associates= 1  Bachelors or /higher = 2  *Provide documentation with nursing application



## DESIGNATED SITE REQUEST

I, \_\_\_\_\_, wish to be considered for admission to Helena College Nursing Program (PN-CAS) for Spring Semester 20\_\_ at the following location:

Choose one:

\_\_\_\_\_ Helena College, Helena Clinical locations

\_\_\_\_\_ Bitterroot College, Hamilton and area Clinical locations

I understand that all didactic classes are online and that I will attend clinicals and onsite labs/exams at my assigned campus.

Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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HELENA COLLEGE – DEPARTMENT OF NURSING EDUCATION  
 PHYSICAL EXAMINATION FORM PART I (TO BE FILLED OUT BY STUDENT)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Primary Phone \_\_\_\_\_ Message Phone \_\_\_\_\_  
 Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

**PERSONAL MEDICAL HISTORY:** If your response to any of the following is YES, please provide additional details.

Yes	No	
		Has there been any significant medical illness, injury, weight loss in the past 12 months
		Are you taking any medication? If yes, please list:
		Are you under a physician's care for continuing medical problems
		Have you been an in-patient in a hospital in the last 12 months
		Have you ever had an accident causing disabling injury
		Have you ever had a fractured bone (list and date)
		Have you ever had a surgical operation (list and date)
		Any history of a concussion, blackout, fainting, convulsion, recurrent dizzy spells, heat exhaustion/heat stroke
		Do you wear eyeglasses, contact lenses, dentures or a hearing aid
		Do you have any allergies to medications, food or the environment (list)
		Are you missing any organs or other body parts
		Do you have a history of high blood pressure, heart disease, irregular heart rate, palpitations, diabetes, thyroid condition, liver or kidney problems
		Any history of sudden death in your family (under age 50)
		Have you ever failed a physical exam for military service, employment, insurance or athletic competition

**LIFE STYLE QUESTIONS**

YES	NO	
		Do you smoke
		Do you exercise regularly
		Do you drink alcohol or take medication to relieve stress
		Do you have a problem with your weight
		Do you go for routine medical/dental checkups
		Have you ever gone for cancer screening
		Is your immediate family in good health
		Have you or a member of your family ever been a victim of a violent crime
		Have you used the emergency room for routine medical problems

Health Insurance: Private Insurance \_\_\_\_\_ Medicaid \_\_\_\_\_ Student Health Insurance \_\_\_\_\_

ALL INFORMATION ON THIS PHYSICAL EXAMINATION FORM IS CONFIDENTIAL AND CANNOT BE RELEASED WITHOUT A STUDENT'S WRITTEN CONSENT.

The above information is complete and correct to the best of my knowledge. I authorize the release of this information and results of this examination to Helena College Nursing Department.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT of FUNCTIONAL ABILITIES

HC Nursing Department requires each student to be able to regularly perform the following activities:

1. Stand for long periods of time
2. Work at a fast pace for long periods of time
3. Lift heavy objects (25 pounds or more) three or more times a day
4. Speak clearly and distinctly
5. Respond appropriately to stressful situations (physically, emotionally and mentally)
6. Communicate effectively with patients, patients' families, physicians and staff
7. Hear vital signs with stethoscope to assess blood pressure, heart rate, and lung, vascular and abdominal sounds; hear the telephone
8. Hear the patient calling for help
9. Hear beepers, alarms, etc., requiring quick responses
10. Read very fine or small print on medication containers, read physician's orders
11. See nurse call/emergency light
12. Visually assess the patient appropriately
13. Read monitors and other equipment
14. Demonstrate manual dexterity to don sterile gloves and gown
15. Demonstrate manual dexterity to prepare medications aseptically (i.e.: IV, PO, and IM)
16. Demonstrate manual dexterity using sterile technique (i.e.: insert catheters, IV needles, etc.)
17. Demonstrate the ability to utilize equipment needed to carryout patient care
18. Demonstrate the ability to move in small spaces in emergency situation

If you are unable to perform any of these activities *please circle the number of the ones which you cannot perform*. The Nursing Admission Committee will review and consult with you.

Your signature below indicates that you have read and understand the "Functional Abilities" requirements and can perform them unless otherwise indicated.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**HELENA COLLEGE – DEPARTMENT OF NURSING EDUCATION**  
**PHYSICAL EXAMINATION FORM PART II (TO BE COMPLETED BY PRIMARY HEALTH PROVIDER)**

Height ____/____ Vision: Glasses: Yes ____ No ____ Contact lenses: Yes ____ No ____ <div style="text-align: center;">Right 20/____ Left 20/ ____</div> Weigh ____ lbs Blood Pressure _____ Pulse ____ Resp ____ Lab work (if indicated by Health Provider): HB/HCT _____ UA _____ Other _____ Recommended for students over 40 years of age: EKG _____
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Significant Medical History

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Significant Family History

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Are there abnormalities in the following?

	Yes	No	Describe
Head, Ear, Nose, or Throat			
Respiratory			
Cardiovascular			
Gastrointestinal			
Hernia			
Eyes			
Genitourinary			
Musculoskeletal			
Metabolic / Endocrine			
Neuropsychiatric			
Skin			
Allergies			

Depression screening: Yes \_\_\_\_ Score \_\_\_\_ No \_\_\_\_

Is this person pregnant: Yes \_\_\_\_ No \_\_\_\_

Is the student currently under treatment for any medical or emotional condition? Yes \_\_\_\_ No \_\_\_\_  
 If yes, describe \_\_\_\_\_

Is this student physically / emotionally capable to be in the nursing program? Yes \_\_\_\_ No \_\_\_\_  
 Please indicate any **Restrictions / Precautions** (Refer to Statement of Functional Abilities)

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\_\_\_\_\_  
 Physician/Provider Signature / Clinic

\_\_\_\_\_  
 Date