

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM  
350 JUMPER ROAD  
WILKES-BARRE, PA 18705-0699**

**PROGRAM CATALOG**



**Approved by the Pennsylvania State Board of Nursing**

**Accredited by the Accreditation Commission for Education in Nursing (ACEN)**

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Atlanta, GA 30326

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[www.acenursing.org](http://www.acenursing.org)

The WBACTC Practical Nursing Program does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be directed to the Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699: EOE

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**PROGRAM CATALOG**  
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**AFFILIATING AGENCIES:**

Wilkes-Barre Area Career & Technical Center Practical Nursing Program is affiliated with hospitals and medical facilities throughout the area.

**PROGRAM INFORMATION:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center:

- Consists of four (4) Levels. The Program spans fifteen (15) months, twelve (12) months of academic instruction, with a three (3) month summer recess.
- Is a full-time program sponsored by the Wilkes-Barre Area Career & Technical Center.
- Was established in 1959 as part of the Adult Education Program of the Wilkes-Barre Area School District.

Students are eligible for Financial Aid.

- Information on financial resources is available from the Financial Aid Office (570) 822-6539
- Financial assistance may also be available for those who qualify from PA CareerLink, PA Dept. of Labor & Industry, or the U.S. Veterans Administration.

Graduates meet the educational requirements required to take the State Licensing Exam for Practical Nursing in every state and territory of the United States.

The Practical Nursing Program is open to any interested person who:

- Is a graduate of an accredited high school or has a GED
- Manifests the ability to learn as indicated by interview, references, transcripts, and the Diagnostic Entrance Test
- Shows a sincere interest in Practical Nursing
- Is in good physical and mental health as evidenced by a physical exam

**PRE-ENTRANCE TESTING:**

Applicants must complete the Diagnostic Entrance Exam with the minimum required percentile score. Applicants are usually notified of test results the day of the examination.

In addition to the Entrance Examination, the following materials are required to be considered for admission:

1. An Official High School Transcript (grades 10, 11, 12) with the school seal affixed mailed to the Practical Nursing Program by your high school Guidance Department.
2. If you did not graduate, a copy of your G.E.D. Diploma and Scores from the Department of Education from the State in which you took the G.E.D. test.
3. All applicants must not have any felony convictions on file.
4. Two (2) professional references.
5. Good physical and emotional health, as determined by the required medical examination.
6. State Police, Child Abuse, and FBI Clearances.
7. Pre-Entrance Interview with Practical Nursing Director or designated faculty if deemed necessary.

The High School Transcript and/or G.E.D. Diploma and Scores, References, and ESL Question Form should be on file when you test.

If you have any questions, please call the Practical Nursing Department at (570) 822-6539, and someone will be happy to assist you.

\*PLEASE NOTE: It is recommended that ESL (English as second language) students successfully complete the Test of English as a Foreign Language (TOEFL) Exam prior to starting the Practical Nursing Program. This Test is the responsibility of the student applicant. The Wilkes-Barre Area Career & Technical Center, Practical Nursing Program Institutional Code for the TOEFL Exam is 0062. All other information may be obtained on-line at [www.ets.org/toefl](http://www.ets.org/toefl).

### **ELIGIBILITY FOR THE ENTRANCE EXAM:**

All prospective students must submit the following in order to be scheduled for the entrance exam:

- Entrance Exam Form
- Application Fee of \$50.00. Application Fee is non-refundable.
- Application – Fully completed. Must be signed and dated.
- Applicants must not have any felony convictions on file.

### **ACCEPTANCE PROCESS:**

Acceptance in the Practical Nursing Program is not finalized until the entire admission process is completed. All students accepted into the Practical Nursing Program will receive an admission packet which includes all details for the new student as well as additional required forms. Acceptance into the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is contingent upon completion of the following:

- Return of verification form and tuition deposit
- Completion of all forms; State Police, FBI, Child Abuse Clearance, and physical examination.
- Orientation attendance as scheduled

### **POLICY ON ADVANCED PLACEMENT/TRANSFER COURSES:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center approves Advanced Placement to applicants on an individual basis. The prospective student may apply for acceptance of courses completed in another postsecondary institution in order to waive a required Practical Nursing Program course.

College credit hours are not applicable to the Practical Nursing Program; however, a course may be accepted as successful completion of a required course within the Practical Nursing Program.

Courses will be accepted only if that course is determined to be comparable in content to the Practical Nursing Program course which will be waived. The following guidelines apply to advanced placement:

1. The course must have been completed as preparation for or active enrollment in an approved nursing program.
2. The course must have been completed within past 2 years.
3. The student must have received a minimum of a “B” as a final grade in course to be transferred, verified by official transcript.
4. A course description must be submitted and determined comparable to the Practical Nursing Program course which is to be waived.
5. For specific courses, the student will be required to successfully pass a course or skills lab challenge exam before course can be waived.
6. Courses accepted for advanced placement will NOT be calculated into GPA or class ranking of the Practical Nursing Program.
7. Requests for advanced placement MUST be made immediately upon notification of acceptance to the program. Consideration will NOT be given after Practical Nursing classes begin.

**Final determination of an acceptable transferable course for advanced placement is made by the Practical Nursing Program Director in conjunction with faculty review.**

### **PENNSYLVANIA STATE BOARD OF NURSING REQUIREMENTS:**

The Pennsylvania State Board of Nursing can refuse to allow an individual to sit for the Pennsylvania Practical Nursing Licensing Examination if the individual has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol; for an illegal act associated with substance abuse. Conviction includes judgment, admission of guilt, plea of nolo contendere; probation with verdict (ARD).

### **FINANCIAL REQUIREMENTS AND FINANCIAL AID:**

Financial Aid is available for those who qualify. Current tuition and costs are available online at [www.wbpracnsg.com](http://www.wbpracnsg.com) or by calling (570) 822-6539.

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is approved by the U.S. Dept. of Education for participation in Financial Aid Programs. Financial Aid is available through PELL grant, PA-TIP, Subsidized and Unsubsidized Loans. In addition, funding may be available through your local workforce development board. Please email [ra-li-bwda-gs@pa.gov](mailto:ra-li-bwda-gs@pa.gov) for further information. Aid is based on need, which is calculated by the Financial Aid Officer of the Wilkes-Barre Area Career & Technical Center. Financial need has no bearing on admission to the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center.

### **TUITION POLICY:**

Tuition and fees are billed per level. Financial aid paperwork must be completed by orientation. In the event financial aid paperwork has not been completed, it will be the student's responsibility to meet the financial obligations before the beginning of class. Any tuition and fees for the upcoming level not covered by financial aid must be paid before completion of the current level. Students cannot advance to the next level until their financial obligations are met. It must be noted that students who remain in financial arrears at the end of Level IV have not met the objectives of the program or graduation requirements.

### **FINANCIAL AID PROCEDURES & POLICIES:**

The Financial Aid Officer is responsible for financial aid eligibility and providing required materials for the practical nursing students. The financial aid awarded by the financial aid officer is based on financial need, and may consist of a combination of grants and/or supplemental loans. To be considered, students must complete all the necessary forms according to the tuition and financial aid policies.

All students must have documented completion of FAFSA forms and any other required paperwork prior to the beginning of school. Applicants in default on student loans are not eligible for acceptance into the Practical Nursing Program until resolved.

### **APPLYING FOR FINANCIAL AID:**

1. Complete the Free Application for Federal Student Aid (FAFSA) online – [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Be prepared to verify all information submitted to the Federal Government.
3. Errors or omissions in your application will delay or jeopardize your eligibility.
4. You may apply for a loan online at: [www.studentaid.gov](http://www.studentaid.gov). After you fill out your part of the application, the Wilkes-Barre Area Career & Technical Center must complete its part, certifying your enrollment, your cost of education, your academic standing, any other financial aid you will receive, and your financial need.

### **REFUND POLICY:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center has a refund policy which will be strictly followed. The amount of refund will depend upon the date of the student's last recorded day of attendance.

The following will apply: Upon entry of Level I, if a student deems it fit to withdraw after five (5) days attendance in the program, said student will be responsible for Level I Tuition & Fees; if, however, a student withdraws before the five (5) day period, said student will not be responsible for Level I Tuition & Fees.

**FINANCIAL AID COUNSELING IS AVAILABLE TO ALL STUDENTS**

For Financial Aid Information, you may reach the Financial Aid Officer at the following address and phone number:

Mrs. Susan Morgan  
Practical Nursing Program  
Wilkes-Barre Area Career & Technical Center  
(570) 822-6539 option 2  
Fax: (570) 829-5013

**LEVEL I:****NURSING I:**

This course introduces the student to the basic skills necessary for the safe and competent practice of Practical Nursing. The concepts of health, nursing, and the individual are correlated with meeting the basic needs of the patient. Basic communication principles and the nursing process are introduced. Correlated clinical experiences facilitate application of learned knowledge and theoretical principles. Emphasis is placed on meeting the basic human needs of selected adult medical-surgical patients by providing safe and competent basic nursing care.

**ANATOMY AND PHYSIOLOGY**

This course presents the structure and function of the human body. Basic principles of chemistry, microbiology, and physics are included. All body systems are covered with emphasis on “the normal”. Medical terminology and examples of pathophysiology are introduced.

**NURSING PROCESS AND CRITICAL THINKING (PART I):**

This course is designed to help students develop problem-solving skills in order to provide safe and knowledgeable nursing care. The concepts of the nursing process and the development of basic assessment skills are introduced. The emphasis of this course is on basic patient assessment.

**CALCULATION OF DRUG DOSAGE**

This course presents the metric system and basic mathematical concepts for the safe and accurate calculation of drug dosages.

**PERSONAL AND VOCATIONAL RELATIONSHIPS I**

This course is designed to assist the student in making the necessary personal and professional adjustments appropriate to the role of student practical nurse; included are the transition to the educational environment, nursing’s history, ethical and legal guidelines, and career information.

**PHARMACOLOGY I & DRUG ADMINISTRATION**

Basic pharmacological principles of medication administration are covered. Demonstration and laboratory practice enable the student to practice these principles safely and competently in the clinical area. The course continues with in-depth reviews of general principles of pharmacology.

**LEVEL II:****PHARMACOLOGY II**

This course is presented to further prepare the LPN for their expanding role as patient bedside nurses under the direction of the physician and/or the registered nurse. Pharmacology I and Drug Administration are prerequisites. The course stresses the importance of the LPN in working toward maximizing therapeutic drug effects while decreasing the possibility of adverse effects. The nursing process is utilized throughout the course to achieve this purpose. The course begins with a general review of pathophysiology that correlates closely with Level II Medical-Surgical Nursing. The course then progresses to the detailed discussion of drugs and how they affect associated body systems. The course is designed to follow closely to corresponding clinical experiences.

**NORMAL NUTRITION & DIET THERAPY**

This course presents the basic principles of nutritional science, nutrition throughout the life cycle, cultural influences, and clinical nutrition.

**NURSING PROCESS AND CRITICAL THINKING (PART II):**

This course builds on skills learned in Part I. The course is designed to help students develop problem-solving skills in order to provide safe and knowledgeable nursing care. Development of the nursing care plan is introduced.

**NURSING II**

This course presents more advanced skills needed for the safe and competent practice of Practical Nursing. It builds on the knowledge and skills attained in Nursing I. Emphasis is placed on the nursing process in identifying needs/problems of the adult patient. Correlated clinical experiences facilitate application of learned knowledge and theoretical principles.

**MEDICAL-SURGICAL NURSING 201**

This course introduces the student to adult patients with alterations in the respiratory, genitourinary, integumentary, and gastrointestinal systems. Common medical disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods. Use of the nursing process in planning care of the patient with alterations in the wellness continuum is emphasized.

Clinical assignments are scheduled in medical-surgical areas to enhance the learning experience. Promotion of the application of safe and competent nursing care is correlated with didactic learning. Supervised medication administration is introduced.



**LEVEL III:****GERONTOLOGY**

This subject discusses the individual's health related needs that result from the normal aging process. Focus is on the older adult in their struggle to maintain, promote, and restore health. It also discusses assistance for the challenges of abnormal disorders such as dementia and related conditions. This course deals with the psychosocial and physiological changes that occur normally in the older adult.

**PHARMACOLOGY III**

This course continues the progression of the detailed discussion of drugs that affect body systems that correlate closely to the Level III Medical-Surgical Nursing. Pharmacology I and Drug Administration, and Pharmacology II are prerequisites. The course is designed to follow closely to corresponding clinical experiences.

**MEDICAL-SURGICAL NURSING 301**

This course briefly reviews normal anatomy and physiology of the reproductive, immune, musculoskeletal, and endocrine systems. Alterations in these systems are presented in detail. Continued use of the nursing process in planning care of the patient with complex needs/problems is emphasized. Competent and safe nursing care of the patient in need of proficient use of more advanced knowledge and skills is the expected outcomes. Correlated clinical experiences are scheduled in medical-surgical and extended care areas to provide the opportunity for the student to improve nursing skills and utilize the nursing process to meet the needs of the adult patient. Supervised medication administration is also included.

**MATERNAL-CHILD NURSING I; OBSTETRICS**

This course presents the necessary knowledge and skills needed to care for the pregnant mother, fetus, family, and newborn. Growth and development and nursing care of the normal newborn as well as infants with health problems is covered. Women's health, family care, and cultural diversity are stressed throughout the course. Correlated clinical experience provides the student the opportunity to care for the patient in labor/delivery, post-partum area, and nursery.

**MENTAL HEALTH**

This course presents basic concepts of assessment, diagnoses, and treatments of the patient with mental health issues. The subjects of abuse, including substance and eating disorders, as well as sexual abuse and domestic violence, are included as well.

**I.V. THERAPY**

This course covers the scientific principles of Intravenous therapy including care of central lines, administration of medication, venipuncture, site care, and complications.

**LEVEL IV:****PHARMACOLOGY IV**

This course continues the progression of the detailed discussion of drugs that affect body systems that correlate to Level IV Medical-Surgical Nursing. Pharmacology I and Drug Administration, Pharmacology II, and Pharmacology III are prerequisites. The course is designed to follow closely to corresponding clinical experiences.

**MEDICAL-SURGICAL NURSING 401**

The emphasis of this course is the maintenance of wellness and the importance of patient education in disease prevention associated with the sensory, neurological, blood and lymph, and cardiovascular systems. The continued use of the nursing process is integrated throughout the course content. Common complex disease states associated with the specific body systems presented in this course are introduced and thoroughly discussed. Integration of pharmacological principles as they relate to the disease state becomes more detailed. Correlated clinical experience allows the student to utilize the nursing process in planning care for patients with health care problems associated with sensory, neurological, blood and lymph, and cardiovascular systems. The goal is to promote the application of advanced knowledge and skills necessary for safe and competent nursing care.

**PERSONAL & VOCATIONAL RELATIONSHIPS II:**

This course prepares the student to function as a practical nurse who is capable of assuming a leadership role. It incorporates employment-seeking skills, legal concerns, continuing education, and nursing organizations into the graduates' background.

**MATERNAL-CHILD NURSING II; PEDIATRICS**

This course presents concepts of nursing care for the child from toddler through adolescence. Emphasis is placed on identifying appropriate needs/problems appropriate to age and developmental stages by use of the nursing process. Correlated clinical assignment provides the student experience in the acute care clinical setting. Other assignments are also scheduled to allow the student to experience on-going health promotion and maintenance of the child.

# APPLY TODAY

Online at

[www.wbpracnsg.com](http://www.wbpracnsg.com)

TO ACCESS AN APPLICATION  
CLICK “FUTURE STUDENTS”

IF YOU NEED FURTHER  
ASSISTANCE OR FOR ANY  
QUESTIONS

CALL (570) 822-6539