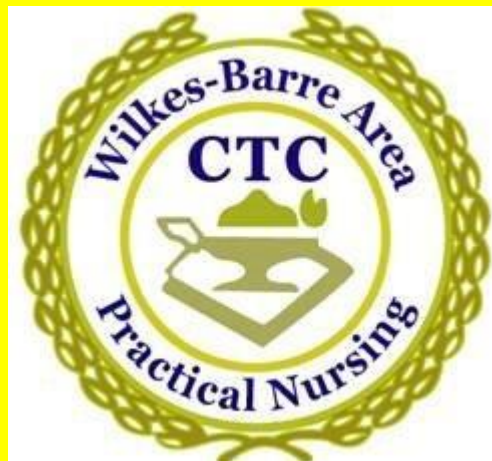


# **PRACTICAL NURSING PROGRAM**

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
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)**

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: (404) 975-5000, Fax: (404) 975-5020

[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

**02/14**

**Revised: 07/16; 10/19; 8/20; 02/21; 02/22; 09/25**

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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 summer recess.
- It 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 ext. 2 or via email at [smorgan@wbactc.org](mailto:smorgan@wbactc.org)
- Financial assistance may also be available for those who qualify from PA CareerLink, PA Dept. of Labor & Industry, or the U.S. Veterans Administration.

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

- Is a graduate of an accredited high school or has a G.E.D.
- Manifests the ability to learn as indicated by interview, references, transcripts, and the pre-entrance test.
- Is in good physical and mental health as evidenced by a physical exam.

### **PRE-ENTRANCE TESTING:**

The Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) is required prior to admission into our program.

The TEAS is designed to measure basic essential skills in reading, mathematics, science, and English. It consists of a total of 170 multiple-choice questions. The time limit is 209 minutes.

To register for the TEAS, go to <https://www.wbpracnsg.com/> click the future students tab, and then click testing information, and click REGISTER NOW.

The test fee of \$120 is paid directly to ATI.

**One transcript is included with your exam. You may select the institution in which to send your transcript following the completion of your ATI TEAS exam (Select Wilkes-Barre Area CTC in ATI).**

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

There is an Application Fee of \$25.00. Payment should be submitted with the Application and paid by cash, credit/debit card, personal check, or money order made payable to the Practical Nursing Program. The Application Fee is non-refundable.

The following materials are required 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 is required.
3. Two (2) professional references.
4. Good physical and emotional health, as determined by the required medical examination.
5. State Police, FBI, and Child Abuse Clearances.
6. Pre-Entrance Interview with Practical Nursing Coordinator or Instructor if deemed necessary.

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 a 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 online at [www.ets.org/toefl](http://www.ets.org/toefl).

### **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, CPR, and physical examination.
- Attend orientation when scheduled.
- Must complete FASFA.

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

The Practical Nursing Program of the WBACTC approves Advanced Placement to applicants on an individual basis. The prospective student may apply for advanced placement for the Anatomy and Physiology course if completed in another postsecondary institution in order to waive the Anatomy and Physiology course required in the Practical Nursing Program.

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

1. The course must contain both Anatomy and Physiology.
2. The course must have been completed within the past 2 years.
3. The student must have received a minimum of a “B” as a final grade in the course to be transferred, verified by an official transcript.
4. A course description must be submitted and determined comparable to the Practical Nursing Program course, which is to be waived.
5. Courses accepted for advanced placement will NOT be calculated into the GPA or class ranking of the Practical Nursing Program.
6. Requests for advanced placement MUST be made no less than one week (7 days) before the start of the program. Consideration will NOT be given after Practical Nursing classes begin.
7. In the event Anatomy and Physiology is waived, it is the responsibility of the student to watch the class schedule and attend other classes affected by that change.

**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:**

Before, during, or after acceptance into the program, if convicted, involved, or have any change in-criminal history, it is imperative that the student notify the administration immediately.

The Pennsylvania State Board of Nursing reserves the right to refuse an individual to sit for the Pennsylvania Practical Nursing Licensing Examination.

## **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 ext. 2.

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 the 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:**

The Practical Nursing Program is 1500 hours (effective July 1, 2024), consisting of four (4) Levels of instruction; each is approximately thirteen (13) weeks in length, regardless of school breaks and statutory holidays. The Program spans fifteen (15) months (twelve (12) months of academic instruction, with summer recess.

Tuition and fees are billed per level. Financial aid paperwork must be completed one week (7 days) prior to the start of the program. 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 the 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 federal financial aid.

**SATISFACTORY PROGRESS:** All students are subject to the academic standards of the nursing program. Each student receiving financial aid will be monitored to ensure that they are meeting satisfactory progress standards.

## **Students Receiving Veterans Education Benefits:**

Any student receiving VA Educational Benefits must provide a Certificate of Eligibility from the Department of Veterans Affairs. Upon receipt, the SCO (School Certifying Official) will submit the necessary information to the VBA, in order, for the student and the school to receive eligible funding. No fees or penalties will be assessed to the student while waiting for payment from the VA. All other financial aid that the student may be eligible for will be processed in a timely manner and applied to the student's account.

## **APPLYING FOR FINANCIAL AID:**

1. Complete the Free Application for Federal Student Aid (FAFSA) online – [www.studentaid.gov](http://www.studentaid.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. To ensure certification of your federal student aid loan, you are required to complete Entrance Counseling for undergraduate students and sign a Master Promissory Note. (MPN) online at [studentaid.gov](http://studentaid.gov)

## **REFUND POLICY:**

Before any refunds are possible, financial aid must first be used to pay for educational costs. When all financial obligations have been paid to the school, additional financial aid funds will be refunded to the student.

If a student withdraws from the program, their Title IV funds may be adjusted. In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the program during the first 60% of a payment period will have their federal financial aid adjusted based on the percent of the payment period completed prior to withdrawal.

Students who do not follow the official withdrawal procedure but who stop attending classes will be considered to have withdrawn. There will be no adjustment to federal financial aid after the completion of at least 60% of the payment period, as of their last day of attendance.

This policy applies to all federal financial aid, including PELL Grants, Subsidized and Unsubsidized Stafford Loans and PLUS Loans.

Please note that students who receive a refund of financial aid prior to withdrawing from the program, before completion of at least 60% of the payment period, owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the program. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

Students failing to meet any financial obligations to the WBACTC PN Program will be turned over to a collection agency.

Upon entry of Level I, if a student deems it fit to withdraw after five (5) days of 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.

In the event that a student withdraws from the program after the first week (five days), the following guidelines will be followed:

- 75% of tuition will be refunded up until the end of the third week of class
- 50% of tuition will be refunded up until the end of the fifth week of class
- 25% of tuition will be refunded up until the end of the seventh week of class
- Any time after the seventh week, no refund will be given

## **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. Suzie Morgan  
Practical Nursing Program  
Wilkes-Barre Area Career & Technical Center  
[smorgan@wbactc.org](mailto:smorgan@wbactc.org)

Phone: (570) 822-6539 ext. 2

Fax: (570) 829-5013

## COURSE DESCRIPTIONS

### LEVEL I:

#### NURSING I:

This course introduces the Practical Nursing 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 client. Basic communication principles and the nursing process are introduced, and cultural bias is incorporated into all areas of practice/study. The course and concepts progress from simple to complex.

#### ANATOMY AND PHYSIOLOGY

This course presents the structure and function of the human body to the Practical Nursing Student. Basic principles of chemistry, microbiology, and physics are included in this course. Medical terminology, examples of pathophysiology, and common diagnostic procedures are introduced. This course utilizes the concept of learning from simple to complex when dealing with the principles of human structure and function.

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

The nursing process is introduced to the beginning Practical Nursing Student as a problem-solving technique utilized by nurses. The steps of the nursing process are introduced and defined. The emphasis of this course is on client assessment with application of critical thinking skills, communication skills, and data collection.

#### CALCULATION OF DRUG DOSAGE

This course is designed to introduce the Practical Nursing Student to dosage calculation methods that are required to safely administer medications to clients in a variety of healthcare settings. This course presents the use of the metric system and basic mathematical concepts for the calculation of drug dosages. Dosage calculations are integrated and measured in each pharmacology course throughout the program. The complexity of dosage calculations progresses from simple to complex as the student progresses through the program.

#### PERSONAL AND VOCATIONAL RELATIONSHIPS I

This course is designed to introduce the Practical Nursing Student to the philosophy of nursing, nursing as a profession, and to assist the student in making the personal and professional adjustments to adapt to the role of Practical Nursing Student. Course discussions include: the educational environment, nursing history, legal aspects and ethical issues of nursing, basic communication, time management, test-taking strategies, and spiritual/cultural care and awareness.

#### PHARMACOLOGY I

Pharmacology will be introduced to the Practical Nursing Student in Level I and integrated into all Medical-Surgical, Nursing, Geriatric, IV Therapy, and Maternal Child courses throughout the program. The Nursing Process is introduced as it relates to safe and effective medication administration practices. In addition, special topics will be covered throughout the program as part of the students' planned pre- and post-clinical conferences.

#### NORMAL NUTRITION & DIET THERAPY

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



## COURSE DESCRIPTIONS

### LEVEL II:

#### PHARMACOLOGY II

This course is designed to further prepare the Practical Nursing Student for their expanding role as a bedside nurse where under the direction of the physician and/or the registered nurse they will administer pharmacotherapy to clients in a variety of healthcare settings. Pharmacology I is a prerequisite for this course. 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 the associated body systems. This course is designed to follow closely to corresponding clinical experiences.

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

This course builds on practical nursing skills previously learned in Nursing Process I. The course is designed to guide the Practical Nursing Student in the development of a step-by-step problem-solving plan in order to provide safe and knowledgeable nursing care to clients diagnosed with acute and chronic disorders in a variety of healthcare settings. Practical Nursing Students will continue to apply the nursing process with moderate guidance while caring for clients in the clinical setting. Development of the nursing care plan is introduced.

#### NURSING II

This course is designed to support the development of practical nursing competencies in accordance with current health care demands. Students will engage in theory, simulation, and practice that reflect evidence-based care, safety, and quality improvement principles.

Nursing II expands upon foundational nursing principles with a focus on the care of clients experiencing surgical interventions, elimination needs, thermal therapy, and wound care. Emphasis is placed on psychomotor skill development, communication, safety, and use of the nursing process. This course supports competency development for Practical Nursing students in clinical and simulated settings.

#### MEDICAL-SURGICAL NURSING 201

**Medical-Surgical Nursing 201 – Integumentary** - This course introduces the Practical Nursing Student to adult clients with alterations in the integumentary system. Common integumentary disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 201 – Gastrointestinal** - This course introduces the Practical Nursing Student to adult clients with alterations in the gastrointestinal system. Common gastrointestinal disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 201 – Genitourinary** - This course introduces the student to adult clients with alterations in the genitourinary system. Common genitourinary disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 201 – Respiratory** - This course introduces the Practical Nursing Student to adult clients and to the respiratory system, including assessment, common conditions, treatments, and nursing interventions. Students will learn to identify normal and abnormal respiratory findings and develop safe, effective care plans for patients with respiratory conditions.

## COURSE DESCRIPTIONS

### LEVEL III:

#### PHARMACOLOGY III

This course is designed to further prepare the Practical Nursing Student for their expanding role as a bedside nurse where under the direction of the physician and/or the registered nurse they will administer pharmacotherapy to clients in a variety of healthcare settings. Pharmacology II is a prerequisite for this course. The course begins with a general review of pathophysiology that correlates closely with Level III Medical-Surgical Nursing. The course then progresses to the detailed discussion of drugs and how they affect the associated body systems. This course is designed to follow closely to corresponding clinical experiences.

#### MEDICAL-SURGICAL NURSING 301

**Medical-Surgical Nursing 301 – Endocrine** - This course introduces the Practical Nursing Student to adult clients with alterations in the endocrine system. Common endocrine disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 301 – Immunity** - This course introduces the Practical Nursing Student to adult clients with alterations in the immunological system. Common immunological disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 301 – Musculoskeletal** - This course introduces the Practical Nursing Student to adult clients with alterations in the musculoskeletal system. Common musculoskeletal disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 301 – Reproductive** - This course introduces the Practical Nursing Student to adult clients with alterations in the reproductive system. Common reproductive disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

#### MATERNAL-CHILD NURSING: OBSTETRICS

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

#### MENTAL HEALTH

This course introduces the Practical Nursing Student to nursing concepts related to mental health/illness. The unique needs of clients with mental-health disorders are explored and therapeutic communication as well as common defense mechanisms are taught throughout the course. This course will present basic concepts of assessment, diagnoses, treatments, and nursing interventions of the client with mental health disorders. The subjects of abuse including chemical dependency, sexual abuse, and domestic violence are also presented.

#### IV THERAPY

This course introduces the Practical Nursing Student to the basic principles associated with intravenous therapy. This course also introduces the scientific principles related to intravenous therapy including administration of intravenous fluids and intravenous medications, venipuncture, site care, and complications as they relate to intravenous therapy.

## COURSE DESCRIPTIONS

### LEVEL IV:

#### PHARMACOLOGY IV

This course is designed to further prepare the Practical Nursing Student for their expanding role as a bedside nurse where under the direction of the physician and/or the registered nurse they will administer pharmacotherapy to clients in a variety of healthcare settings. Pharmacology III is a prerequisite for this course. The course begins with a general review of pathophysiology that correlates closely with Level IV Medical-Surgical Nursing courses. The course then progresses to the detailed discussion of medications and how they affect the associated body systems. This course is designed to follow closely to corresponding clinical experiences.

#### MEDICAL-SURGICAL NURSING 401

**Medical-Surgical Nursing 401 – Cardiovascular-** This course introduces the Practical Nursing Student to adult clients with alterations in the cardiovascular system. Common cardiovascular disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 401 – Community Health-** This course introduces the Practical Nursing Student to community health issues including disasters, pandemics, and trauma. The variety of community health care settings will be discussed as well as community resources for victims of abuse. The student will be able to identify goals of providing care in alternative health care settings.

**Medical-Surgical Nursing 401 – Neurological-** This course introduces the Practical Nursing Student to adult clients with alterations in the neurological system. Common neurological disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

**Medical-Surgical Nursing 401 – Special Senses-** This course introduces the Practical Nursing Student to adult clients with alterations in the sensory system. Common sensory disorders are discussed in reference to etiology, symptoms, diagnostic tests, and treatment methods.

#### PERSONAL & VOCATIONAL RELATIONSHIPS II:

This course will prepare the Practical Nursing Student to function as an entry-level practical nurse by preparing them for registration for the national examination. It also prepares the student to function as a practical nurse to assume a leadership or management role in an appropriate setting. It incorporates recognition of health care teams, discusses the potential sites of employment, assists the student in preparing for an interview, and to develop a resume. The Health Care system is discussed, as well as financing issues and trends. Quality safety, and the cost of health care is also discussed.

#### MATERNAL-CHILD NURSING: PEDIATRICS

This course includes the concepts of growth and development of the toddler, pre-school, and adolescent child. Hospitalization of the child, reactions of the child and parents, and nursing care of children is covered. Administration of medications to children and safety is a great concern and is considered. Medical-surgical conditions that affect children are presented as well as communicable diseases. Correlated clinical experience provides the Practical Nursing Student the opportunity to care for pediatric clients in the pediatric setting.

#### GERONTOLOGY

This course continues to introduce the Practical Nursing Student to the aging adult population, promoting health and wellness, and living with chronic disorders. This course prepares the Practical Nursing Student to communicate and provide nursing care for the geriatric client in the clinical setting, dealing with special issues of loss, abuse, dementia, and sexuality.

# **APPLY TODAY**

**Online at:**

**<https://www.wbpracnsg.com/>**

**TO ACCESS AN APPLICATION CLICK  
“FUTURE STUDENTS”**

**IF YOU NEED FURTHER  
ASSISTANCE OR HAVE ANY  
QUESTIONS**

**CALL (570) 822-6539**

