Dear Prospective Student,

Thank you for your interest in our Vocational Nursing program. You have chosen to pursue a very rewarding profession.

This booklet will give you the essential information regarding our Vocational Nursing program. It includes admission procedures, timelines, curriculum, course descriptions and approximate costs. We have made our best effort to make this information accurate and complete. However, in order to receive the most up-to-date information and to have the opportunity to ask specific questions regarding the program, we encourage you to attend one of the information sessions at the college of your choice. At these sessions, you will be able to speak directly with faculty involved with the program.

We wish you well on your career choice!

Nursing Faculty and Directors
INTRODUCTION

STATEMENT OF APPROVAL
In order to work as a licensed vocational nurse, a person must be licensed by the State of Texas. To take the national licensing examination (NCLEX-PN), a person must be a graduate of an approved LVN educational program. The LVN programs at Kingwood College, Montgomery College, Tomball College and Cy-Fair College are approved by the Texas Board of Nurse Examiners. For more information, contact the Texas Board of Nurse Examiners, 333 Guadalupe Street, Suite 3-460, Austin, Texas 78701; phone number 512-305-7400, or visit their website at www.bne.state.tx.us.

STATEMENT OF EQUAL OPPORTUNITY
The North Harris Montgomery Community College District is committed to the principle of equal opportunity in education and employment. The district does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin, or ethnicity in administration of its educational policies, admission policies, employment policies, scholarship and loan programs, and other district or college administered programs and activities.

The North Harris Montgomery Community College District is dedicated to providing the least restrictive learning environment for all students. The college student promote equity in academic access through the implementation of reasonable accommodations as required by The Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities. If you need accommodations due to a documented disability, contact the Student Development Office at the college of your choice.

STATEMENT OF LICENSURE
A person who has been convicted of a felony that relates to the duties and responsibilities of the LVN, may be disqualified from obtaining licensure by the Board of Nurse Examiners. In addition, applicants who have been treated for psychiatric illness or drug or alcohol abuse within the past three years may also be ineligible for licensure. Applicants with a felony or misdemeanor that does not relate to the duties of a nurse, or who have been treated for mental illness or drug or alcohol dependency will be required to submit documentation related to their circumstances. For further information, please refer to the BNE website at www.bne.state.tx.us under Rules and Regulations under Declaratory Orders-background checks. Completion of the nursing program does not guarantee eligibility to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). Candidates for Texas LVN licensure must submit fingerprint cards to the BNE.

BACKGROUND CHECKS
Clinical facilities now require background checks before students can attend clinical. Final acceptance into the program is contingent upon a satisfactory background check (as required by hospitals), which will be completed by an approved agency at the student’s expense. Cost for the criminal background checks are the responsibility of the applicant. Prior to submitting an application for licensure as an LVN in Texas, a background check will be processed by the Federal Bureau of Investigation (FBI). Individuals with histories of felony convictions, mental illness and/or chemical dependency will be considered on an individual basis after review by the Board of Nurse Examiners. Prospective applicants who question their eligibility are encouraged to discuss their situation with the Board of Nurse Examiners at http://www.bne.state.tx.us/prior to enrollment.

GENERAL INFORMATION

Career Information
The Licensed Vocational Nurse (LVN) is an important member of the health care team. The primary role of the LVN is to provide nursing care for clients in a variety of health care settings. LVN’s work closely with patients, the patients’ families, and other health care providers.

Education & Career Opportunities
The LVN student studies biological sciences, math, psychology, sociology, and nursing content. Learning activities occur in the classroom, skills/computer labs, library, clinical facilities, and other selected sites. Clinical training in health care facilities is an important part of the educational program. LVN’s are needed in all types of health care environments: hospitals, nursing homes, rehabilitation centers, doctor’s offices, clinics and home health. Salaries compare well with salaries in other health professions that require a similar education background. The job market for the LVN continues to be favorable, especially here in Texas. The new licensed LVN can expect to earn between $12.00 to $16.00 an hour, depending upon the area or practice, and the cost of living.
Responsibilities of the LVN
Patient care includes: physical care, monitoring of vital signs, assessment, administering medications, patient teaching regarding care during illness and health maintenance measures. In relation, written documentation related to these activities is a major part of the LVN’s job description.

Health & Immunization Status
Students must be physically and emotionally able to meet all program requirements, including the rendering of safe nursing care in the clinical setting. Nursing care involves exposure to patients with infectious and blood-borne diseases. After acceptance, students are required to submit documentation of a physical examination and immunizations according to current standards and facility requirements. At least one injection in the series of three Hepatitis B vaccinations is required. Students are required to complete the Hepatitis B series at the prescribed time intervals. In addition, it is required that students submit documentation of current CPR training designed for Health-Care Provider.

Professional Liability Insurance
All Vocational Nursing students are required to carry professional liability insurance. This fee is collected at registration and all students are covered throughout the program.

Progression Requirements
To remain in good standing and progress within the Vocational Nursing Program curriculum, students must maintain a “C” (75%) average in ALL Vocational Nursing courses. Readmission to the program is not automatic, and students who fail one or more courses will be required to meet with the Readmission Committee.

Comprehensive exit exam
Students are required to take nationally normed tests throughout the curriculum and to make satisfactory scores on each test. In the last semester of the curriculum, students must achieve a satisfactory exit exam score in VNSG 1219 in order to pass the course and graduate from the program. Students scoring less than a satisfactory score will be required to complete remediation and retesting. The student will receive an incomplete “I” grade in VNSG 1219 until the exit exam is successfully passed. The student will have until the end of the next long semester to remediate and pass the exam. Failure to pass the test during this time frame will result in failure of the course. Costs for the exams and the remediation are the student's responsibility.

ADMISSIONS PROCEDURE
The Vocational Nursing program accepts students each August (36 students will be assigned in Kingwood College, 24 to Montgomery College, and a class of 20 students are assigned to Cy-Fair College. In January, 36 students are assigned to Kingwood College and 24 to Tomball College. Students pursue three sequential semesters, full time, of didactic learning, laboratory and clinical training. Admission to the Vocational Nursing program requires the successful completion of an admission process. The requirements and application procedure are outlined in this booklet and are discussed in detail at regularly scheduled nursing information sessions.

IMPORTANT DATES

Application Deadlines: April 1st for August class

All application materials must be in the Vocational Nursing office at either Kingwood College, Montgomery College, Tomball College or Cy-Fair College by the deadline in order for the applicant to be considered for admission.

APPLICATION PROCESS:

1. Apply to NHMCCD through the college Admissions Office. You may omit this step if you have taken courses at any of the NHMCCD colleges within the past two years.
2. Attend a Nursing Information Session at the college of your choice.
3. Meet TASP/THEA criteria in all sections, Math, Reading and Writing. Attach a copy of test scores to the nursing application if not on file at NHMCCD.
4. Students must maintain a minimum cumulative grade point average in college level courses of 2.0 or better. This includes all college courses taken at any college.
5. Order an official transcript from every college attended outside of NHMCCD. Attach these transcripts to your application.
6. Order an official high school transcript or GED score report. Attach this to your application.
7. If you attended school outside the United States, you will be required to have a transcript evaluation attached.
8. Submit a complete Vocational Nursing Program application to the Nursing Office at the college of your first choice. To be considered complete, you must attach an official copy of your high school transcript, official college transcripts from all colleges attended, and TASP scores.

9. Application deadline is April 1, 2005 for the August class. Incomplete or late applications will not be considered.

10. Students who submit a complete nursing application will be given an authorization to take the nursing entrance test and instructions on when and where to test.

11. If more students apply than space is available in the class, applicants will be placed in the class based on a ranking system that includes grade point average, completion of college level science courses, and scores on the nursing entrance test.

12. Acceptance letters will be mailed to each student with a complete application package by June, 2005 for the August class. Notification of acceptance will not be given over the telephone.

**SELECTION PROCESS**

Admission to the VN Program is not automatic. If more students apply to the program than space will allow, applicants who meet all admission criteria will be ranked for placement in the class. This is a highly competitive process. Students are ranked for placement in the class. This ranking includes grade point average, completion of science level courses, and scores on the nursing entrance test.

Acceptance letters will be mailed to each student with a complete application package by June, 2005 for the August class. Notification of acceptance will not be given over the telephone. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED. Those not admitted must reapply for admission in a future class.

After the notifications are mailed, the selected applicants are required to attend an orientation session. The dates and times of the orientation sessions will be included in the notification letter.

Application packets are available online at each of the college websites under nursing.

**APPROXIMATE COST OF VOCATIONAL NURSING PROGRAM**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>In District</th>
<th>Out of District</th>
</tr>
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<tbody>
<tr>
<td>Tuition (17 credit hours)*</td>
<td>717.00</td>
<td>1,397.00</td>
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<tr>
<td>Textbooks</td>
<td>715.24</td>
<td>715.24</td>
</tr>
<tr>
<td>Uniforms, Stethoscope, Shoes, Scissors</td>
<td>250.00</td>
<td>250.00</td>
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<tr>
<td>CPR Class</td>
<td>40.00</td>
<td>40.00</td>
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<tr>
<td>Hepatitis Vaccination #1 &amp; 2</td>
<td>150.00</td>
<td>150.00</td>
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<tr>
<td>Liability Insurance</td>
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<td>18.13</td>
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<td><strong>TOTAL:</strong></td>
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<td><strong>$ 2,570.37</strong></td>
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<td>Tuition (15 credit hours)*</td>
<td>637.00</td>
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<td>Textbooks</td>
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<tr>
<td>Hepatitis Vaccination #</td>
<td>375.00</td>
<td>75.00</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>$1,142.80</strong></td>
<td><strong>$ 1,742.80</strong></td>
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<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>Tuition (14 credit hours)*</td>
<td>597.00</td>
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<tr>
<td>Textbooks</td>
<td>63.45</td>
<td>63.45</td>
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<tr>
<td>Achievement Tests, school pin, pictures</td>
<td>80.00</td>
<td>80.00</td>
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<tr>
<td>BVNE license &amp; Test fees</td>
<td>288.00</td>
<td>288.00</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>$1,028.45</strong></td>
<td><strong>$1,588.45</strong></td>
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**ESTIMATED TOTAL (for full year)**

<table>
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<tr>
<th></th>
<th>In District</th>
<th>Out of District</th>
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<tbody>
<tr>
<td></td>
<td>$4,061.62</td>
<td>$5,901.77</td>
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NOTE: The program is paid for by the semester, there are three semesters in this one-year program. All tuition fees must be paid IN FULL at the time of registration. In-district includes the Independent School Districts of Aldine, Conroe, Cypress-Fairbanks, Humble, Klein, Magnolia, New Caney, Splendora, Spring, Tomball, and Willis. Students who are not residents of Texas, including foreign students, will be required to pay additional fees as out-of-district students.
FINANCIAL AID
Financial aid is available for students who qualify. All applicants should apply as soon as possible. Liberal financial aid is available to Vocational Nursing students. Information regarding financial aid is available through the Financial Aid office.

NHMCCD DEGREE PLAN
The Vocational Nursing Program at NHMCCD is a 12-month (3-semester), 46 credit hour, and 1,408 clock hour course of study leading to a Certificate in Vocational Nursing and eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The program is a full-time, daytime course of study that includes summer classes. Students are in class from as early as 7:30 a.m. to 3:30 p.m., Monday through Friday, except for holidays and breaks recognized by the college district. Days at clinical facilities may begin as early as 6:30 a.m.

Program Outcomes
At the completion of the Vocational Nursing program at NHMCCD, the vocational nurse graduate will be able to do the following:

1. Provide nursing care for clients in structured health care settings who are experiencing common, well-defined health problems with predictable outcomes.
   a. Assist in the determination of health status and health needs of clients.
   b. Assist in the formulation of goals and a plan of care for the client.
   c. Implement plan of care within legal and ethical parameters.
   d. Support the implementation of nursing care by applying a working knowledge of client rights, protecting the rights and dignity of the client, and respecting the rights of others to have their own value system.
   e. Assist in the evaluation of the individual client.

2. Utilize effective communication techniques with clients, families and health care team members.
   a. Communicate significant findings to the health care team.
   b. Recognize and communicate ethical and legal concerns.

3. Contribute to the development and implementation of teaching plans for clients with health care problems.

4. Assist in the coordination of human and material resources for the provision of care to assigned clients.
   a. Participate in discussions relating to the valuation of client care with health care team.
   b. Aid in identifying others who can assist in client care.
   c. Participate in identification of client needs for referral to appropriate source of assistance.
   d. Participate in activities that support the organizational framework of structured health care settings.
   e. Implement established cost containment measures in direct client care.

LVN TO RN TRANSITION PROGRAM
Vocational Nursing program graduates who have taken the required academic courses for the Associates Degree of Nursing are eligible to enter the LVN-RN Transition Program to pursue the Associates of Applied Science Degree in Nursing. Graduates of the LVN-RN Transition Program are eligible to apply to take the licensing exam to become a registered nurse (NCLEX-RN).

TRANSFER INTO CY-FAIR COLLEGE VOCATIONAL NURSING PROGRAM
1. Submit a program application with a letter requesting admission to the program along with transcript(s) and course descriptions.

2. Transfer from an outside vocational/practical nursing program into NHMCCD Vocational Nursing Program is by individual approval by the Readmission Committee.

3. All NHMCCD, Cy-Fair College and program admission requirements are to be met.
4. All official transcripts from the vocational/practical nursing programs previously attended must be submitted. A letter of recommendation is recommended from the previous program director or a faculty member.

5. Class placement is based on previous satisfactory achievement. Admission as a transfer student can be considered only if prior program enrollment has been within six (6) months.

### Ranking Criteria for Admission
**VN Program 2005**

Example:

<table>
<thead>
<tr>
<th>Category</th>
<th>Explanation</th>
<th>Possible Points</th>
<th>Official Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre-requisite Science Course successfully completed with a “C” or higher</td>
<td>Either: GPA of BIOL 2404 Grade: _____ OR Combined GPA of BIOL 2404 &amp; 2402 BIOL 2401 grade: _____ &amp; BIOL 2402 grade: ____</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Combined scores of the HESI Pre-entrance Reading Comprehension and Math test.</td>
<td>Reading Score: _____ Math Score: ________</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Total Points Possible</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**Applicants who have successfully completed BIOL 2404 and BIOL 2401 & 2402 will receive the highest points of either BIOL 2404 or combined GPA of BIOL 2401 and 2402.**
CURRENT VOCATIONAL NURSING CERTIFICATE SEQUENCE OF COURSES

First Semester (Level I)                                                Credit Hours
VNSG 1160                      Clinical Basics   1
VNSG 1260                      Clinical I       2
VNSG 1304                      Foundations of Nursing 3
VNSG 1323                      Basic Nursing Skills 3
VNSG 1400                      Nursing in Health & Illness I 4
VNSG 1405                      Health Science         5
Total                        17

Second Semester (Level II)
VNSG 1163                      Pediatric Clinical 1
VNSG 1231                      Pharmacology     2
VNSG 1238                      Mental Illness   2
VNSG 1262                      Clinical II      2
VNSG 1307                      Pediatrics      3
VNSG 1509                      Nursing in Health & Illness II 5
Total                        15

Third Semester (Level III)
VNSG 1219                      Professional Development 2
VNSG 1306                      Maternal/Newborn Nursing 3
VNSG 1510                      Nursing Health & Illness III 5
VNSG 2161                      Maternal/Newborn Clinical 1
VNSG 2361                      Clinical III     3
Total                        14

Grand Total                   46

Level I:  Students spend the majority of time in the classroom/lab. Clinical activities are in long term care and acute care facilities. There is a progression health science course, dosage calculations, basic patient care courses, and nursing skills lab experiences.

Level II:  Increasingly more clinical time with a focus on medical-surgical nursing, sterile skills, and giving medications to adults, as well as a course in pediatric nursing.

Level III: Combines all skills with emphasis on increasing independence for the LVN, management in the long-term care facility, and emergency nursing, as well as a course in maternal/newborn nursing

DESCRIPTION OF COURSES

VNSG 1160- Clinical Basics
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient/client interaction for mastery of entry level nursing skills and competencies performed in a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

VNSG 1163-Pediatric Clinical
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Focus is on the care of the well and the ill child utilizing principles of growth and development and the nursing process.

VNSG 1219- Professional Development
Study of the importance of professional growth. Topics include the roles of the vocational nurse in the multi-disciplinary health care team, professional organizations and continuing education. Emphasis on application and preparation and preparation for the licensing examination and the workforce.
VNSG 1231- Pharmacology
This course provides instruction in fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1238 Mental Illness
Study of human behavior with emphasis on mental and emotional abnormalities and modes of treatment incorporating the nursing process.

VNSG 1260- Clinical I
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course provides opportunity to apply general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

VNSG 1509 – Nursing in Health & Illness II
This course provides an introduction to common health problems of the adult requiring medical and surgical interventions.

VNSG 1510- Nursing in Health & Illness III
This course is a continuation of Nursing in Health & Illness II. Further study of common medical-surgical health problems of the adult, including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

VNSG 2161- Maternal/Newborn Clinical
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A study of the biological, psychological, and sociological concepts applicable to the basic needs of the family, including childbearing and neonatal care in the clinical setting. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and the delivery and the puerperium.

VNSG 2361- Clinical III
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.