



# The Institute for Accelerated RN Success, Inc.

## *RN Remediation/Refresher Course* **Participant Handbook** *(Online Courses)*

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Name

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This Handbook is subject to change, participants will be notified via email of new publications or addendums. As a condition of your enrollment in the Course, You are attesting to adhere to all current rules and policies of the Institution.

The RN Remediation/Refresher Course has been approved by FL BON and is not subject to review by the FL Dept of Education.



## **RN REMEDIAL & REFRESHER COURSE**

### **Participant Handbook**

#### **Introduction:**

This course was created to target all the specifications required by the Florida Board of Nursing for those in need of one of the following:

1. Remediation course for Professional nursing program graduates who have failed the initial NCLEX-RN Licensure Exam one to three or more times.
2. Remediation course for foreign graduates who have failed the NCLEX-RN Licensure Exam three or more times.
3. Remediation (review & refresher) course for previously licensed Registered Nurses who desire to return to active practice but no recent clinical practice.

#### **EXPECTED OUTCOMES RELATED TO INCREASE IN NURSING WORKFORCE**

- Capture group of nursing program graduates in who have successfully completed all required coursework in an approved nursing program but who have not been yet passed the NCLEX (required for professional licensure as Registered Nurse).
- Capture RNs who desire to return to workforce but cannot get a license without a remediation (refresher) course.

#### **Mission Statement:**

It is the mission of this Professional Nursing course to provide quality nursing education services via online-format that elevates participants to their highest learning potential by promoting attainment of life-long learning skills. The Program strives to develop individual students who are independent decision makers with moral and ethical characteristics and self-awareness. We further strive to promote awareness and appreciation for diversity as it effects healthcare in the community.

The CEO/President of the Institute believes in preventive health care that promotes and maintains the self-care functioning of individuals and improves the quality of life for the community we serve is an integral part of our mission.

**Faculty:** All Instructors & Preceptors are qualified Registered Nurses with verified licensure and credentials.

#### **RN Remediation/Refresher Course Approval**

This program has been approved by Florida State Board of Nursing to meet remedial (refresher) course requirements for licensure and re-licensure as a Registered Nurse.

It is the responsibility of each participant to abide by guidelines. If you are a Remedial student who has failed NCLEX three times you are required by the BON to complete approved course and you must submit letter of request to BON prior to enrollment into this program.

## 64B9-3.0025 F.A.C. Remedial Courses for Reexamination.

To meet the requirements of Section 464.008(3), F.S., remedial courses must be approved by the Board, and must meet the following requirements:

(1) The faculty qualifications and clinical training shall comply with the standards in Sections 464.019(1)(a), (c), (d), and (e), F.S.

(2) The curriculum shall comply with the guidelines in Sections 464.019(1)(f) and (g), F.S., and shall include a minimum of 80 hours didactic education and 96 hours clinical experience in a medical-surgical setting.

### **Remediation (approval for attendance)**

#### **464.008(3), F.S. Licensure by examination.—**

Any applicant who fails the examination (NCLEX) three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

### **Program Outlook:**

Welcome to the RN remedial classroom and home study review/refresher course! We hope it will assist you in meeting your personal and professional goals. At a time when the Nation is experiencing a nursing shortage, the inactive nurse, new graduate or non-acute care nurse are resources that may offer an answer to this shortage and provide you with the personal and professional growth you are seeking.

This course is designed to provide a comprehensive review of the latest test plan for the NCLEX-RN for new graduate registered nurses and for those who need extra help with passing the licensing exam. The course is comprised of content review encompassing all body systems, pediatrics, maternity, psychiatric disorders, legal issues, cultural issues, pharmacology, community, management of care and the nursing process. Tips for test taking and success are included in the review. Written material and computer assisted testing (CAT) will be utilized to reinforce lecture material.

**Pre-requisite: Graduate of an approved professional nursing program. Or current nursing school student in need of remediation of clinical nursing skills.**

### **General Education Outcomes:**

- Critical thinkers who can integrate information and knowledge to solve problems.
- Awareness of ethical principles related to their practice and respond to implications in an ethical and legal manner.
- Cultural competence exhibited by caregivers who acknowledge similarities and differences between people.

### **Professional Nursing Objectives:**

The overall objectives of the course are to provide an opportunity for participants to:

- Gain an understanding of current philosophy, objectives, and social and cultural implications of nursing.

- Review and enhance previously acquired nursing skills.
- Demonstrate the role of the registered nurse in assessing clients' needs and in planning individualized care.
- Review and increase knowledge of selected medical and surgical conditions, therapies and procedures, current diagnostic and treatment measures, and patient care.

### **Course Activities:**

Students must attend online orientation session with Instructor after registration for course has been completed. Online-classroom activities (AdobeConnect format) will include recorded video lectures and written testing. Participants must have computer access and strong internet capabilities to complete course requirements. A-V and group activities may be utilized to enhance these activities. Computers and skills lab may be utilized for practice exams.

### **Course Requirements and Means of Evaluation:**

- Proficiency in test taking skills
- Supervised Clinical competence
- Successful completion of a comprehensive NCLEX-RN mock Final-Exam

### **Attendance-Options:**

- 1) The **Return to Practice** course is specifically geared for those who have lapsed or expired RN licensure and been out of Nursing practice for 5 years or more. The remedial course is formatted to refresh the learner's foundations of nursing and to review more basic concepts as well as comprehensively review in-depth complex nursing topics. home-study course consisting of a minimum of 80 hours of theory and 96 hours of supervised clinical experience. Time to complete all the course requirements is within a 6wk period.
- 2) The **Boot-Camp course** is scheduled Tuesdays & Thursdays 9:30am-4:30pm, online-classroom and home-study course, consisting of a minimum of 240 hours (80 hours of theory and 96 hours of supervised clinical experience, approximately 64 hours home study). Time to complete all the course is within an 8-12wk period of time (depending on student performance). This course is very structured to be completed at a fast-pace and will require persistent and consistent time and studying for content mastery.
- 3) The **Self-paced course** is a flexible online-classroom and home-study course consisting of a minimum of 240 hours (80 hours of theory and 96 hours of supervised clinical experience, approximately 64 hours home study). Time to complete all the course is within a 4-16wk period of time (depending on student time committed to completion of course requirements). This course is very flexible and will require self-motivation, commitment and dedication to studying for content mastery.
- 4) The **Intensive Focus Self-paced** course is specifically geared for those who have failed the NCLEX-RN exam more than three times or been out of Nursing practice for 5 years or more. The course is formatted to intensively spend more time on foundations of nursing in order to review more basic concepts as well as comprehensively review in-depth complex nursing topics. home-study course consisting of a minimum of 240 hours (80 hours of theory and 96 hours of supervised clinical experience,

approximately 64 hours home study). Time to complete all the course requirements is within a 26wk period.

Be aware: with all courses students are expected to complete all BON requirement didactic and clinical hours (onsite and online including simulated hospital setting) as per Florida Board of Nursing requirements for remediation hours.

### **VARIOUS COURSE COST**

<b>RN REFRESHER (6wks) DIDACTIC &amp; CLINICAL</b>	<b>\$975.00</b>
<b>RN REMEDIATION (12wks) DIDACTIC &amp; CLINICAL (Boot-camp)</b>	<b>\$1500.00</b>
<b>RN REFRESHER (12wks) DIDACTIC &amp; CLINICAL (Boot-camp)</b>	<b>\$1500.00</b>
<b>SELF-PACED REMEDIATION/REFRESHER COURSE (Up to 16-wk Didactic/Clinical ATTENDANCE)</b>	<b>\$1800.00</b>
<b>SELF-PACED INTENSIVE REMEDIATION/REFRESHER COURSE (Up to 26-wk Didactic/Clinical ATTENDANCE)</b>	<b>\$3000.00</b>
<b>CLINICAL ROTATION ONLY 48-HOURS</b>	<b>\$750.00</b>

#### Fees includes:

- Supervision and coordination of the course.
- Correction of exams with remediation rationales
- Certification of completion
- Record keeping
- Consultation to course participants

#### Estimated costs:

*Additional Cost may include:*

- Textbooks and resource books: estimated \$100-150
- Simulated access to Shadow Health \$230
- Background check, finger printing, and drug testing: \$90 (Background)
- AHA Basic Life Support Certification: \$40 (renewal \$20)
- Required PPD/immunizations and/or titers cost will vary by each student depending upon available records.
- Scrubs (any color—clean, pressed prior to clinical hours). Non-skid shoes. (\$50-\$75)

## **Payment plan:**

Participants may request to make payments for the total cost of the course. The payment plan request must be completed with the application packet and a down-pymt of \$750.00 is required for Boot-camp course or \$900.00 for self-paced course, the down pymt must be made at that time of registration. All monies for balance due must be paid in full by the fifth week of the course. Participants seeking enrollment in the intensive self-paced course may make longer payment arrangements with a down pymt of \$1000.

Participants who do not meet all financial obligations will not receive Certificate of completion or verification letter to the BON and will not receive any refund of partial pymts made. Forms of pymt accepted are cash, credit/debit card or money order. No checks accepted for pymt.

## **Withdrawal Procedures**

If Participant completes application, pays the course fees and decides not to complete the course, the Participant will have three (3) days from the date of enrollment to complete withdrawal form to be removed from scheduled course. If it is within the 3 days participant will receive a refund of all monies paid minus \$150 registration fee. **After 3 days following enrollment, the Participant will not receive any refund.** Participants who have paid for course and fail to attend as scheduled, may request to transfer payment & attend course at later date within 30 days of enrollment, no refund will be given.

## **Academic Honesty Policy:**

Students found to have committed an act of academic dishonesty may be subject to failure and/or dismissal from the Course.

## **Instructional Content**

### **1. Theory**

The theory component of the Remediation (refresher) Course has been organized into 10 major instructional modules (see Syllabus). The first module addresses trends and issues in nursing and the remainder are based upon Functional Health Patterns. Functional Health Patterns is a system developed by Marjory Gordon for organizing a nursing assessment based upon function and directs the nurse in collecting data and assessing.

Module 1: Cardiopulmonary Systems

Module2: Renal/Musculoskeletal Systems

Module 3: Neurological/Endocrine Systems

Module 4: Gastrointestinal/Immunological Systems

Module 5: Geriatric Care/Neurosensory

Module 6: Mental Health/Psychiatric Nursing

Module 7: Reproductive Health/Pediatric care

Module 8: Leadership/Management/Prioritization of Care

Module 9: Health Assessment

Module 10: Drug classification/Pharmacological concepts

## **2. Theory Evaluation and Examination Procedure**

There are twelve written requirements in this course, one homework assignment for each instructional module, multiple simulated labs, practice tests and two major Exams. Students have timed examinations which are submitted and graded with feedback on your score. If a score of **less than 80 percent** is attained on 1<sup>st</sup> attempt of the examination, the participant will be requested to study the modules again and complete the examination again. **A total of three attempts on Final- Exam may be made to obtain a passing score, thereafter the participant will fail the program. No participant who scores below 60% competency on Final-Exam will be allowed to start clinical rotation until competent score is achieve.**

## **3. Clinical Component and Evaluation**

**Due to changes in clinical policy because of COVID:** One option for clinical experience consists of a maximum of 48 hours of preceptor experience in a simulated hospital environment with online patient experiences. (Approved by the FL DOH/BON)

**Onsite clinical rotations:** This clinical experience option consists of a minimum of 96 hours of supervised experience in a health care facility, i.e. hospital or combination of health care facilities. You may choose to complete 48 simulation hours and 48 onsite clinical hours to reach mandated time. Attendance for the complete clinical experience is the responsibility of each participant. You must submit your Clinical documents prior to beginning your clinical experience and allow up to four weeks for processing the paperwork. All necessary components for clinical (physical, PPD, background check, negative 10-panel drug screening, immunizations, BCLS, proof of malpractice insurance) **MUST** be submitted **BEFORE** you will be allowed to begin the clinical component of this course. These are additional costs.

### **➤ CLINICAL REMEDIATION PRECEPTORS**

**POLICY:** The use of nurse preceptors in this course is consistent with the philosophy and guidelines of the Institute for Accelerated RN Success' Remediation program and the rules and regulations of the Florida Board of Nursing and the Florida Administrative Code.

**RATIONALE:** Due to limited availability of clinical facilities for student groups, individual preceptorship is required. Also, the state determines the number of clinical hours necessary for remediation and those requirements must be completed. The faculty at the Institute believe that instruction by practicing registered professional nurses compliments the faculty and contributes a significant dimension to the learning experiences of students and helps lower instructor cost at the Institute.

The Florida Administrative Code (FAC) 64B9-2.008 (13) (14) has specific requirements for the approval and use of preceptors in professional nursing undergraduate curriculum. These requirements include that a preceptor (1) have clinical expertise and competence in the area where serving as a preceptor; (2) be physically present in the unit and available to the student at all times; (3) be assigned no more than two students; (4) be provided with specific written objectives prior to the experience. The supervising faculty member must also be available to the student.

The RN Remediation/Refresher course has access to secure clinical preceptorship hours for students at UF Health Leesburg (formerly Leesburg Regional Medical Ctr) and The Villages Hospital on 7a and 7p shifts as available. Two regions of the Florida Hospital system encompassing 11 hospitals (now called Adventist Health) are also available as clinical preceptorship facilities. We will also work with students to secure other preceptorship facility location close to home if available—and we have affiliation agreement with Davita Dialysis clinics nationwide.

**PROCEDURE:**

1. Student must complete all Preceptorship requirements (background & drug testing) 30 days before the clinical hours begin at Clinical facility.
2. Preceptorship for nursing remediation courses is with licensed RN on Medical-Surgical unit or other acute care setting.
3. When Preceptor assigned, student & preceptor sign clinical agreement.

**Clinical Evaluation:** You must arrive on time for onsite hospital scheduled clinical hours. You must have stethoscope, pen light, scissors and pen during all clinical rotations. The clinical experience will be evaluated by the clinical preceptor/supervisor according to criteria included in the course materials. Upon completion of the clinical experience, the completed evaluation tool is to be returned to the course provider for records. Each course participant will also be required to submit a one-page summary of the clinical experience.

**Licensure**

The State Board of Nursing allows nursing practice for students only under the direct personal supervision of a licensed Registered Nurse identified as your clinical preceptor/supervisor when in an onsite hospital setting. All mandated hours must be completed for the Remedial/Refresher course to be allowed to retake NCLEX or return to Active status. Therefore, plan carefully regarding completion of all didactic & clinical hours.



## **Required Textbooks:**

Authors: Mary Hogan. Prentice Hall Nursing Reviews & Rationales Series -Comprehensive NCLEX-RN Review book. ISBN-10: 0-13-437632-3. Publisher: Prentice Hall Publication date: 2017. Edition #: 3.

Authors: Ruth Wittman-Price NCLEX-RN EXCEL Case-Studies ISBN-13: 978-0-8261-2833-1. Publisher: Springer Publishing Company. Publication date: 2017. Edition #: 2.

## **Suggested Textbooks:**

Authors: Corbett & Banks, Title & Edition: Laboratory Tests and Diagnostic Procedures with Nursing Diagnoses, 9/E, 2018. Pearson/Prentice Hall Publishing. ISBN-10: 0134749383.

Authors: Wilkinson, Title & Edition: Critical Thinking Critical Reasoning and Clinical Judgement: A Practical Approach, 7/E, 2019. Elsevier Publishing. ISBN-10: 0323581250.

Authors: Wilson, Shannon & Shields. Pearson Nurse's Drug Guide ISBN-13: 978-0135790489. Published 2020.

## **Required Computer Accessories:**

It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Windows operating system works best. Some tablet computers are compatible with the course, but not all features are available for all tablet computers. The latest full version of Firefox is required for the optimal operation of the Adobe Connect platform. In addition, you must have the latest full version of Adobe Flash Player installed as a plug-in in order to view any of the videos on the site. We highly recommend using a high-speed Internet connection to view the videos and learning labs. You may experience significant difficulties viewing the videos using a dial-up connection. (The higher speed you have for your internet access, the easier the online portion of the course will be for you to complete.) Microphone and Earphones- You are required to have a microphone for your computer and a set of earphones that will work with your computer and the online learning tool platform (Adobe Connect).

## **Online Classroom Hours**

Enrolled students have access to the online classroom Monday thru Friday 8am – Midnight, and Saturday-Sunday 10am – Midnight.

Classroom access is closed on Holidays listed below:

New Year's Eve and New Year's Day

Christmas Eve and Christmas Day

July 4<sup>th</sup> (Independence Day)

## **Privacy Policy**

At no time is student personal information or enrollment data shared with outside entities. Students will sometimes receive email correspondence in group notifications from Instructor. Online live classroom sessions are recorded for verification of student attendance time.

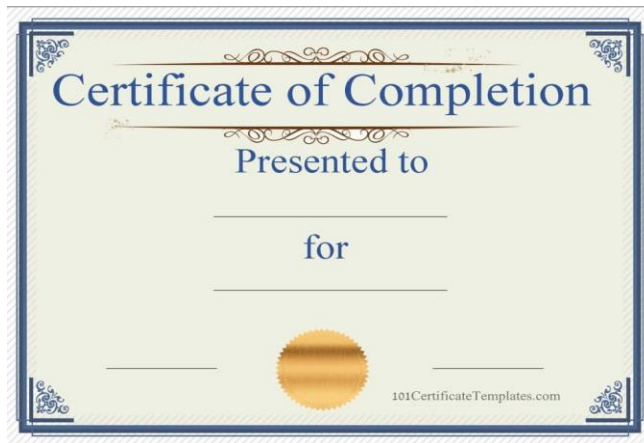
### **Course Completion**

In order to receive credit for completion of this remedial/refresher course, participants must successfully pass both the theory and clinical components. Upon successful completion of the remedial (refresher) course, participants will be awarded a certificate of completion. A verification letter will be sent to the Board of Nursing to document successful completion of the course.

Any participant who does not successfully complete both components will result in failure of the remedial/refresher course. Appeals to have the opportunity to retake theory or clinicals are not guaranteed and will be handled on a case-by-case basis. No student will be allowed more than three opportunities to successfully complete theory or clinicals.

### **Certificate of Completion of the Program**

A certificate of completion will be awarded to participants upon successful completion of all the theory and clinical components of the course.



## **Remediation/Refresher Registration Requirements:**

1. Please be aware If you have not passed the NCLEX 3 times, you need a letter of authorization from the Board of Nursing, which is a requirement prior to registration in this course. Please call the **FBON at 850-245-4125** to obtain your letter.
2. The Institute for Accelerated RN Success' Nursing Remediation/Refresher Enrollment Agreement" filled out in its entirety. See last page of this handbook for link to form. Any student under 18 years of age must have enrollment agreement signed by parent/guardian.
3. Copy of your valid driver's license or other government issued ID.
4. Valid (not expired) BLS for Healthcare Providers and First Aid Cards, or proof of enrollment in the 2 classes. Need to be AHA or Red Cross classes; no other cards will be accepted.
5. Read the "Remediation Handbook" (in its entirety). Complete, date and sign enrollment forms, then turn in these pages with application packet. You will view the HIPPA requirements prior to onsite hospital clinical rotation and you will sign confidentiality agreement at that time.
6. Proof of professional liability insurance. There are lots of places to obtain coverage, but the following will work best, and it normally costs around \$35/year for most students.  
<http://www.nso.com/Individuals/Professional-liability/student-nurse-malpractice-insurance>
7. Applicants must meet personal health requirements as stated in the Remediation Course requirements, which include:
  1. Proof of good mental and physical health as attested by a licensed M.D., D.O. or A.R.N.P. Use our physical form attached here, or your doctor's own form. Cannot be more than 12 months old.
  2. MMR (Measles, Mumps, Rubella)-(Rubella is required). Must have written verification of immunization after 1968 or a positive titer to show immunity to rubella.
  3. PPD-Every student will be required to have a 2-step PPD skin test for Tuberculosis. The tests must be completed and read as negative prior to any clinical experience. On admission, PPD results cannot be more than 12 months old. During enrollment as a student, the PPD will need to be repeated annually. If the PPD serum cannot be taken, a copy of a chest x-ray report that is no more than one year old must be added to the physical exam report. The chest x-ray must be repeated annually or a written statement from a M.D., D.O., or A.R.N.P. indicating clear respiratory status.
  4. Hepatitis B Vaccination-the school highly recommends you be immunized against Hepatitis B. If, upon admission to the program you choose not to be

immunized, you must sign the declination. If you have been immunized, please provide written documentation of such for your student file.

8. You must also either pay for and pass a Level 2 background check and drug test. If you have a Level 2 background check less than 90 days old prior to registration it will be accepted. The fee for the Level 2 background and drug test is \$95. Instructions for the background will be sent to you via email.
9. Checklist for Application packet includes following: (clinical forms are due by the 4<sup>th</sup> week of the didactic hours in order to secure onsite clinical location.

### **Didactic requirements 1-4**

1. Approval letter from FBON to attend course (if applicable)
2. Copy of Driver's license
3. Student signed enrollment agreement form
4. Signed Remediation-handbook registration form

### **Onsite Hospital-Clinical requirements 5-11**

5. Copy of BLS card for Healthcare providers
6. Physical portion of form-completed by healthcare provider
7. Proof of Immunization portion of form
8. Proof of 2-step TB port of form or X-ray form report
9. Hepatitis B vaccine immunization or declination portion of form.
10. Copy of Malpractice Insurance coverage form
11. Background & Drug-test completed per instructions within 30 days prior to clinical rotation.

**TO REGISTER FOR ONE OF COURSES GO TO LINK BELOW:**

<https://form.jotform.com/prof.grant/student-enrollment-form>