

RN REFRESHER COURSE

A Theoretical and Practical Review to Update your Nursing Skills & Knowledge

Office of Professional Development
WSU College of Nursing-SNURS 153
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The RN Refresher Course provides participants with a self directed review of medical surgical nursing theory and pharmacology. Attendance at the 3-day health assessment and skills review (HASR) is conducted at the WSU College of Nursing in Spokane and promotes application of principles as participants practice nursing skills in a simulated learning environment. Upon successful completion of the theory and health assessment and skills review a nurse precepted clinical experience is completed in a health care facility in the geographic area where the participant may wish to work upon completion of the course. The clinical setting is determined by the nurse's past work experience, goals related to nursing practice, availability of a preceptor in the clinical agency and geographic location. Clinical placement is at the discretion of the Director of Professional Development and completed under an affiliation agreement between the agency and WSU. The course places emphasis on medical surgical nursing concepts, pharmacology and the nursing process, managed care, evidence based practice, critical pathways, principles of health assessment, and clinical application.

Course completion meets the State of Washington requirement for reactivation of a lapsed or inactive nursing license. The course has also been helpful to individuals who have maintained a current nursing license and wish to return to nursing without recent nursing experience. States including Idaho and Oregon have approved the course offered by Washington State University and refer nurses to our program. Each state determines requirements for nurses who wish to return to nursing. If you are unsure if your state will accept this course for reentry into nursing practice you should contact your state nursing commission and, upon request, the office of Professional Development will discuss the course and/or provide written material for review to make a determination of meeting other state requirements.

PHILOSOPHY STATEMENT

The RN Refresher Course aligns its philosophy and purpose with that of Washington State University College of Nursing. Additional information regarding our mission, vision, values, goals, program outcomes, student expectations and responsibilities may be found in the Undergraduate Student Handbook and Washington State University College of Nursing's strategic plan located at <http://nursing.wsu.edu/> The Office of Professional Development provides support and training for nurses in preparation for returning to nursing or making a change in one's area of nursing practice, so that each nurse can enhance the health and the quality of life for themselves and those they serve.

PREREQUISITES

A telephone interview ensures that timing and logistics meet your specific needs. This interview may be conducted prior to your registration or upon receiving your application in the office of Professional Development. The interview includes a discussion of how to best accomplish the self-directed theory, scheduling a time to attend the HASR, and gathering information about education and experience that will facilitate setting up the clinical experience. The clinical site may be either an acute care facility, long-term care facility or non-traditional setting where a registered nurse is available to serve as the preceptor and the clinical objectives may be met. An affiliation agreement must be signed between the clinical agency and Washington State University prior to the beginning of the clinical experience. The University currently has many agreements signed with clinical agencies in the state of Washington. However, if you wish to do the experience in a site where an agreement does not currently exist, one will need to be processed during the time you are completing the theory portion of the course.

The Washington State University College of Nursing collaborates with many schools of nursing within Washington, Oregon, and Idaho to ensure all students have an equal share of clinical sites and experiences. In accordance with the membership in this clinical site consortium many hospitals and clinics will only allow a predetermined number of students (especially in high demand agencies and units such as critical care, labor and delivery, etc.). Students desiring placement in high demand agencies and units are not guaranteed placement. The Office of Professional Development at the Washington State University College of Nursing will provide every effort to place our students in sites as available. It is the student's responsibility to provide faculty and staff of the desire for a high demand agency or unit placement 60 days prior to the desired clinical start date. If sites are not available then other options will be discussed prior to site placement.

To begin the **theory** portion of the course the following must be completed:

- Registration form including information related to your nursing license
- Payment of \$800 in the form of check made out to WSU/CON, Master Card or Visa #

The following requirements must be completed before the **clinical experience** begins. In some cases, proof of meeting these clinical prerequisites may be requested by the clinical agency.

- Professional license, Limited Education Authorization (LEA), or permit to practice nursing depending on the requirement of the state in which you live. In WA the Quality Assurance Commission in Olympia issues the necessary paperwork to work as a nurse while completing the clinical experience. To access and print the necessary paperwork to obtain a LEA in WA go the following web site:
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/669213.pdf>

When applying for a LEA you should know it is valid for nine months from the time it is issued. It may take up to six weeks to receive the LEA. You must have this document prior to starting the clinical portion of the course; however, it is not necessary to have the LEA to begin work on the theory. In states outside of WA it is necessary to investigate the state rules related to completion of a clinical learning experience. Licensure laws vary from one state to another.

- Basic Life Support, Healthcare Provider Course– this is completed in your home community. The course should be approved by the American Heart Association.
- Immunizations as required by clinical site and outlined in the affiliation agreement
- Approved Seven (7) hour HIV/AIDS Course for Health Care Providers (for WA License only). If you have taken this course in the past to be licensed in Washington you need to have a copy of your certificate. Some employers will ask to see your certificate prior to employment. If your Washington State license lapsed prior to 1989, when this became a state requirement, you will need to take an approved course and provide a copy of the certificate to our office prior to your clinical experience. An on-site or on-line course may be available near your home, just be sure that the course meets the criteria of the Quality Assurance Commission of WA
- Co-payment of approximately \$15.50 liability insurance coverage must be paid to WSU. The insurance application form will be distributed at the HASR session. All professional students in courses offered by the University are required to purchase this liability insurance coverage when participating in a clinical experience. Coverage is provided for one year from the time the fee is paid to WSU Pullman.

If you have personal liability insurance and wish to not have the WSU Insurance coverage a copy of your liability insurance must be on file in the Office of Professional Development prior to the beginning of the clinical experience.

- A national background check must be purchased at a cost of \$80.75. Information on securing this background check through CastleBranch.com will be provided to participants at the time of enrollment in the theory and must be completed with availability of the information prior to

setting up a clinical experience for course participants. The results of the background check are posted to the CastleBranch.com web site in a secure, tamper-proof environment, where the student, as well as the school, can view the results. Payment of the cost of this requirement may be made with Visa, MasterCard, and money orders.

COURSE REQUIREMENTS

Each of the three components of the course (theory, HASR, and clinical) must be successfully completed to meet the requirements for reactivation of a lapsed/inactive RN license. If a nurse is required to complete an RN refresher course to meet disciplinary requirements in the state of WA, all three components must be completed. Be sure to review disciplinary orders to make certain all requirements are met within the designated time frame. The office of Professional Development policy is that **the entire course must be completed within one year** from the time you begin the theory to completion of the clinical experience. However, if the Nursing Commission requires completion in less than one year, that requirement will control the completion date. Upon completion of each component of the course, a certificate of completion will be sent to you. Upon completion of all course requirements a final certificate will be sent to you and your state quality assurance commission or board of nursing will be notified of your successful completion of the requirements.

1. THEORY

A phone interview must be completed as you begin the theory portion of the course. If the interview has not been done prior to receiving your application and registration fee, someone from the office of Professional Development will call you when your application is received. Completion of theory is not dependent upon college schedules; an individual may begin theory at any time throughout the year. You choose a pace for completion of the requirements that best suits your schedule, keeping the one year limit in mind. The course places emphasis on medical surgical nursing concepts, pharmacology and the nursing process, managed care, evidence based practice, critical pathways, principles of health assessment and clinical application. The materials sent to you when you begin theory include:

- course syllabus
- textbook reading assignments
- learning activities
- self evaluation quizzes and answers
- assignments (4) based on case studies to be submitted for evaluation
- unit exams, based on medical-surgical (4) and pharmacology content (1), are submitted to the office of Professional Development for correction. These may be transmitted by mail, fax or via email as a word document attachment. A score of >73% is required on each test. As long as a passing score is achieved on each test the corrected test will be returned to you for review. If a score of <73% is scored on the test, students are notified that they will need to resubmit a revised answer sheet.

The final exam may be mailed out to a designated proctor after completion of test #3. Course participants must provide the name of a proctor in your area where the test will be taken (most often a public library or church is willing to proctor the test). A proctor must sign a paper saying you completed the test without your books or notes and return the completed testing materials in a postage paid envelope. If you live in the Spokane area, the Office of Professional Development is happy to provide a proctor for the test as long as it is scheduled at least a week in advance. A score of >73% will be required on the final exam. The final exam may be repeated once.

2. HEALTH ASSESSMENT and SKILLS REVIEW

The health assessment and skills review is an onsite experience that takes 3 days to complete. Dates available for the review will be discussed during the phone interview. Information on these sessions will be mailed to those enrolled in the theory portion of the course with information on registration. The

location for meeting this requirement is the WSU College of Nursing in Spokane. This requirement may be met at any time the nurse is enrolled in the theory portion of the course. Attending this session early in the review of theory allows nurses to network with others who are enrolled in the course. The skills review session must be completed prior to beginning the clinical experience.

During the health assessment and skills review session students are provided practice time to learn and regain basic assessment and nursing skills. At the conclusion of the session each student will be individually validated on the designated skills, assessment techniques, and math skills used in medication preparation/administration.

Payment for this portion of the RN Refresher Course is paid with a \$100 deposit to hold a space in a session of choice. The remaining \$700 payment must be received at the College of Nursing approximately ten days prior to the start of the class. Payment may be made by check payable to WSU/CON, Master Card or Visa. Failure to pay the balance on time may result in your space being given to a student on a waiting list.

3. CLINICAL EXPERIENCE

Following successful completion of theory and the health assessment and skills review, the nurse supervised clinical experience may begin. The course director will assist in arranging a 160 hour clinical experience with a healthcare facility in your area. Prior to the beginning of the clinical experience a completed liability insurance form and fee must be submitted to WSU in Pullman to meet a co-payment requirement related to the liability insurance provided by WSU. The paperwork related to this requirement will be distributed at the Health Assessment and Skills Review. The certified background check results must be accessible on the web site prior to setting up the clinical experience. All clinical placements are at the discretion of the Director of Professional Development and the clinical agency. A clinical experience can be terminated by the clinical agency if there is concern expressed related to patient safety.

Please note: Clinical sites are not required to grant requests for participation in the clinical rotation. Students with Nursing Commission orders must refer to those orders concerning limitations on clinical placements. Early planning for the clinical experience will avoid delays. The phone interview will be the first step to ensure having an affiliation agreement in place when the nurse is ready to begin the experience.

COURSE FEES

Theory Self Study	\$800	Paid with registration
Health Assessment and Skills Review	\$800	\$100 pre-registration fee \$700 balance paid 10 days prior to class attendance
Clinical Experience	\$800	Due before start of experience
Liability Insurance Co payment to WSU (adjusted each September)	\$15.50	
CastleBranch.com background check	\$80.75	
Clinical Placements Northwest (if required)	\$50.00 - \$100.00	
Books	See list for Med/Surg and Pharmacology books	

Fees will remain unchanged throughout your participation in the course if all requirements are completed within one year of your start date.

The College of Nursing reserves the right to adjust the prices of this course after August 2017.

Once the theory materials have been mailed to you, there will be no refunds.

PERSONAL FEES

- Textbooks may be ordered from a local bookstore or Internet bookstore (between \$200-\$300)
The textbooks, required and recommended include:
(If purchasing a used textbook be sure that you are purchasing the correct edition of the book.)

REQUIRED

Brunner and Suddarth’s Textbook of Medical Surgical Nursing , 2014 \$123.74
13th edition, Lippincott

One volume edition (ISBN: 978-1-4511-3060-7)

Two volume edition (ISBN: 978-1-4511-4666-0)

(It is a matter of preference as to which book to purchase. The one volume edition is very large and difficult to handle. The two volume edition is available for purchase at the same price.)

You may purchase the book on the Lippincott web site and use the “Promotion Code” (**WZP20HFD**) is good for 20% off, plus free ground shipping. The code is good for all titles on the Lippincott retail website at www.lww.com. Or you may buy this book from other retailers.

Pharmacology and the Nursing Process, Lilley, 2017, 8th ed., Mosby \$86.00
(ISBN: 978-0-323-35828-6)

OPTIONAL

Math for Meds: Dosages and Solutions, Curren, Witt. 11th Edition \$107.00
Mosby’s 2016 Nursing Drug Reference, Skidmore-Roth, 2015, 29th ed. \$ 42.70

Prices subject to change

- Personal fees prior to clinical (will vary) depending on need for uniforms, shoes, and equipment
- Limited Education Authorization or permit for state where licensure is desired upon course completion unless an active license is held at the time of participation in the clinical experience
- Basic Life Support, Healthcare Provider Course – American Heart Association
- Immunizations (as specified by affiliation agreement with agency)
- Co-payment of liability insurance paid to WSU Cashiers Office, Pullman, WA
- National background check through CastleBranch.com

RECOMMENDED BY THE DISABILITY RESOURCE CENTER

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. If you have a disability and need accommodations to fully participate in this class, all accommodations must be approved through the WSU Spokane Student Affairs Office: Liz West (Spok.sserv.test@wsu.edu or 509-358-7534). See website: <https://spokane.wsu.edu/studentaffairs/disability-resources>

GRIEVANCE PROCEDURE

Student grievances may be addressed by following the same procedures listed in the Undergraduate Student Handbook found at <http://nursing.wsu.edu> 8/25/2017