

**INDEPENDENT STUDY REFRESHER COURSE**  
**for**  
**LICENSED PRACTICAL NURSES**  
**Arkansas, Minnesota, North Dakota,**  
**South Dakota or Wisconsin**



**WORKFORCE  
ACHIEVEMENT CENTER**

CROSS SKILL • RESKILL • NEW SKILL • UPSKILL

## GENERAL COURSE INFORMATION

### CONTACT HOURS EARNED

120 FOR **AR** LPN REFRESHER STUDENTS  
140 FOR **MN** LPN REFRESHER STUDENTS  
240 FOR **ND** LPN REFRESHER STUDENTS  
160 FOR **SD** LPN REFRESHER STUDENTS  
165 FOR **WI** LPN REFRESHER STUDENTS

### COURSE FEE

Includes online curriculum and liability insurance. A criminal background study will need to be initiated by the student prior to starting clinical. Further instructions will be emailed to the student regarding the background study process and completion deadline – additional fees may apply for the background study depending on state.

Instructions on how to gain access to the online course will be emailed to the student upon completion of their course registration.

### NURSE'S LIABILITY INSURANCE

Nurse's liability insurance is included in the above fee; however, if not acceptable by the chosen clinical site, a student will need to purchase a separate policy prior to beginning the clinical experience. Coverage must be for \$2,000,000 per occurrence/\$6,000,000 per aggregate.

It is recommended students complete the entire course within 12 months. If deemed necessary, arrangements can be made to extend the completion date on an individual basis with prior approval from the course coordinator. An additional fee will be required for a 3-month extension that will begin immediately following the 12-month completion date.

**For more course information or  
information on how to register,  
email: [nurserefresher@minnesota.edu](mailto:nurserefresher@minnesota.edu)  
or visit: [www.minnesota.edu/health](http://www.minnesota.edu/health)**

# COURSE OUTLINE

## A. Course Title

Independent Study Refresher Course for Licensed Practical Nurses

## B. Course Description

The purpose of this course is to provide an opportunity for exposure to current nursing theory and practice as it relates to the role of the licensed practical nurse as a member of today's health care system. This course will also enhance preparation of the nurse for the orientation program of an employing agency.

## C. Total Course Hours

### Theory

- **Arkansas**: a minimum of 40 hours
- **Minnesota**: a minimum of 60 hours
- **North Dakota**: a minimum of 120 hours
- **South Dakota**: a minimum of 80 hours
- **Wisconsin**: a minimum of 80 hours

### Lab

Students are strongly encouraged to attend a 4-hour, in-person skills lab prior to beginning clinical on one of the Minnesota State Community and Technical College campuses. *An alternative lab option is available for individuals who live more than 2 hours away from a campus clinical lab destination.*

**\*Refresher course students are required to attend one 4-hour lab session, or a lab alternative if they have a Board of Nursing Order or Stipulation, or if their clinical experience for the course will not be in long-term care, assisted living, or on a medical/surgical hospital unit.**

### Clinical

- **Arkansas**: A minimum of 80 hours of supervised clinical
- **Minnesota**: A minimum of 80 hours of supervised clinical
- **North Dakota**: A minimum of 120 hours of supervised clinical
- **South Dakota**: A minimum of 80 hours of supervised clinical
- **Wisconsin**: A minimum of 85 hours of supervised clinical

**Students must secure the facility for the clinical rotation in their home community.**

## **D. Overall Course Objectives**

At the conclusion of this course, the nurse will be able to:

1. Define the Standards of Practice for the Registered Nurse, Licensed Practical Nurse, and role of the Unlicensed Assistive Personnel, including regulations as stated in your state's Nurse Practice Act.
2. Identify and describe ethical, legal, and professional issues in health care.
3. Use effective communication strategies in nursing care delivery, i.e., documentation, care planning, reporting.
4. Discuss the various methods of nursing care delivery and the roles of the nurse and nursing assistant.
5. Define the concepts of health, wellness, health promotion, illness prevention, and patient education.
6. Utilize the nursing process as it relates to the Scope and Standards of Practice for Licensed Practical Nurses.
7. Explain the concept of quality assurance and its aim and purpose in nursing.
8. Describe the characteristics of the current health care delivery system that impact safety, quality, and outcomes for patients.
9. Describe how patient education, referrals, and the use of community resources are utilized in discharge planning for a variety of patients.
10. Demonstrate knowledge and safe administration of medication and treatments.
11. Discuss current management concepts utilized in the following areas:
  - a. Basic Concepts in Nursing
  - b. Nursing Concepts and Challenges in Clinical Practice
  - c. Concepts in Clinical Practice and Related Skills

## **E. Instructional Methods**

1. Course orientation, if needed
2. Periodic conferences, as needed
3. Independent Learning Guide (online)
4. Clinical skills lab
5. Clinical experience (secured and arranged by the student in a healthcare facility in/near the refresher student's home community/area of residence)

## **F. Evaluation Methods**

1. Mid-term and final exams, each with a 76% or higher passing grade. The mid-term and final exams will be taken online in D2L Brightspace. If a score of less than 76% is received on the final exam, the student will be allowed one retake with a different examination.

2. Clinical Student Evaluation completed by RN preceptor
3. Online assignments in the Independent Learning Guide (satisfactory/unsatisfactory)
4. Comprehensive Care Plan completed on one client co-assigned to during clinical (satisfactory/unsatisfactory)
5. Skills Checklist signed by both the RN preceptor and student
6. Final Student Evaluation completed by course coordinator
7. Course Evaluation completed by student

## **G. Theoretical and Clinical Components**

### **Theoretical Components**

After the nurse refresher student has enrolled and received the course materials, instructions will be given on how to complete the Independent Learning Guide, either in person or via the phone, if necessary. Areas covered at this time are course objectives, course requirements, and assignments. The theory component of the course is to be started and completed entirely online in D2L Brightspace. Students are instructed to contact the course coordinator at any time should they need assistance or have questions regarding their independent study.

Students must complete Sections 1-3 of the learning guide and a mid-term exam prior to beginning their clinical experience.

### **Clinical Laboratory Components**

It is the responsibility of the nurse refresher course student to secure the clinical placement site in a healthcare facility (hospital or nursing home) in his/her home community.

A background study will also need to be initiated prior to starting clinical. Information will be emailed to the student upon course enrollment to gather data to begin this process.

Students are required to submit proof of negative TB result (Mantoux) completed within 6 months of their clinical start date, or a negative chest x-ray taken within the last year, or a negative QuantiFERON Gold blood test completed no more than 6 months prior to the start of clinical. If you have ever had a positive Mantoux or QuantiFERON Gold TB test, you will need to provide documentation that you have completed therapy and have a clear chest x-ray. Some facilities require a 2-step Mantoux. Proof of immunity for COVID-19, varicella (chickenpox), measles/mumps/rubella (MMR), Tdap, and Flu vaccine may need to be submitted to the course coordinator, depending on facility requirements. Additional immunization records and/or proof of current CPR may also be requested by the healthcare facility to be on file.

While in the clinical area, the refresher course student will be co-assigned with a currently licensed registered nurse on staff at the healthcare facility. This registered nurse will act as his/her preceptor and will supervise the clinical experience of the refresher course student. The preceptor must be approved by the clinical facility to act as a preceptor in a one-on-one nursing practice experience. The preceptor will have two years of current clinical practice experience. The registered nurse preceptor(s) may delegate portions of the learning experience as appropriate.

## Clinical Laboratory - State Specific Requirements

**Arkansas:** A minimum of 80 hours will be spent in the clinical setting. Medical-surgical nursing, long-term care, or assisted living will be the areas of clinical experience. **Students completing clinical in an AR facility must have an active work permit. Follow the AR Board of Nursing instructions to obtain a temporary work permit prior to starting clinical:**  
<https://healthy.arkansas.gov/wp-content/uploads/RefresherCourseTemporaryPermitInstructions.pdf>

**Minnesota:** A minimum of 80 hours will be spent in the clinical area of the acute or long-term care setting. At least two-thirds of the clinical must include supervised, direct client care experiences. Medical-Surgical nursing will be the emphasis for the acute care clinical experience. **Students completing clinical in a MN facility must have an active work permit from the MN Board of Nursing prior to beginning clinical. This is requested by the course coordinator at least 2 weeks before the start of clinical.**

**North Dakota:** A minimum of 120 hours will be spent in the clinical area of the acute or long-term care setting. At least two-thirds of the clinical must include supervised, direct client care experiences. Medical-Surgical nursing will be the emphasis for the acute care clinical experience.

**South Dakota:** A minimum of 80 hours will be spent in the clinical area of the acute or long-term care setting. At least two-thirds of the clinical must include supervised, direct client care experiences. Medical-Surgical nursing will be the emphasis for the acute care clinical experience.

**Wisconsin:** A minimum of 85 hours (WI) will be spent in the acute, long-term care/subacute or assisted living setting. Fifteen (15) hours of the 85 clinical hours must include a basic nursing skills review and equipment/technology update. The remaining 70 hours of supervised clinical should be allocated predominately to direct patient care. On-site pre- and post-clinical discussions of learning objectives, care evaluations, and preceptor meetings may be included in these clinical hours. Medical-surgical nursing will be the emphasis for the acute care clinical experience.

A student evaluation form will be completed by the registered nurse preceptor evaluating the care given by the refresher course student. This form will be reviewed by the student and signed. The preceptor will return the form to the course coordinator at Minnesota State Community and Technical College, along with verification the required hours of clinical were completed.

As an enrolled nurse refresher course student at Minnesota State Community and Technical College, he/she is covered under the college's student liability insurance plan. The student may choose to carry additional liability insurance, at the cost of the student.

A clinical affiliation agreement/contract between the college and clinical facility must be signed and fully executed prior to beginning clinical.

## H. Textbook

Students are recommended to purchase a current med-surg textbook for the course (on Amazon or in other bookstores). Here is a suggestion:

- Williams, L.S., & Hopper, P.D. (2023). Understanding medical-surgical nursing (7th ed.). Philadelphia, PA: F.A. Davis.