

Health Division

Transfer Degree

Career Programs

Medical Assistant

**Physical Therapist
Assistant**

Health Program Clusters

Nursing

- Nursing Associate Degree
- Practical Nursing Diploma
- ADN Option for LPNs
- BSN Partnership

Health Related Options

- Medical Laboratory Technician
- Administrative Medical Secretary
- Medical Secretary
- Medical Transcriptionist

HEALTH

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NURSING

Nursing Associate Degree

Practical Nursing Diploma

MEDICAL ASSISTANT

PHYSICAL THERAPIST ASSISTANT

HEALTH RELATED OPTIONS

Medical Laboratory Technician Degree

Medical Office Specialist (see page 56)

Medical Office Associate (see page 59)

Medical Transcriptionist (see page 60)



HEALTH DIVISION

Health Care programs offer a wide variety of employment opportunities. Health care curriculums, although independent in structure, often provide for educational mobility through common course requirements. Students entering the Medical Assistant Program may note similar course work in the Medical Office Specialist, Medical Office Associate, or Medical Transcription Programs. Common support courses can also be noted between the Practical Nursing Program and the Medical Assistant Program, allowing students the ability to apply course work in multiple areas. Career mobility is also facilitated in the LPN to ADN option for licensed practical nurses who desire to pursue the registered nurse licensure. In addition, the Associate Degree nurse is also provided educational mobility options through the University of Iowa's RN to BSN progression program provided on the NIACC campus. Although the Physical Therapist Assistant Program and the Medical Laboratory Technician Program provide specialized curriculums that will not allow for direct transfer into advanced degree programs, the program course work provides foundational knowledge and skills compatible with the pursuit of related degrees.

Students interested in pursuing careers in the health field should schedule an appointment with the Division Chairperson or the Health Professions Counselor to discuss course and career transferability options.

Medical Assistant

The Medical Assistant Program is designed to prepare men and women to function as members of the health care delivery team and perform administrative and clinical procedures. This most often occurs in ambulatory settings such as medical offices and clinics.

NIACC's classrooms include the latest in computers, office, and laboratory equipment. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee of Accreditation for Medical Assistant Education.

Entrance Requirements

Students are encouraged to meet with the counselor prior to program enrollment to arrange for assessment in keyboarding, reading, writing, and math to determine if additional course work is required to promote success. A physical examination providing evidence of current immunization and sound physical and mental health is also required prior to Clinical Procedures I. Criminal background checks and adult/dependent abuse checks will be required. Drug testing may also be required by individual agencies. Results of these checks will be used by contracted clinical facilities to determine clinical eligibility. Costs for requirements will be the responsibility of the student.

Students must attain a grade point average of 2.00 (C) in program courses to proceed to the practicum. (A minimum grade of C- is allowed in Medical Office Procedures, Clinical Procedures I and II, Body Structure and Function (or Anatomy and Physiology I and II), and a minimum grade of C is required in Medical Terminology.) In addition, students must meet all course requirements prior to beginning the practicum. The student may be required to travel a distance for the externship. Externships are randomly assigned to the student and available sites are dependent on the permission of the specific agency. No remuneration is provided during the externship experience.

Further information regarding progression in the program and specific program policies is provided to the MA student in the individual program handbook. Students are provided this handbook during the first MA class day. Students are referred to this handbook throughout the program.

Career Opportunities

Medical Assistant is one of the nation's fastest growing careers through 2010, according to the United States Bureau of Labor Statistics. This can be attributed to a predicted surge in the number of physicians' offices and outpatient care facilities. Technological advancements and the growing number of elderly Americans who need medical treatment are also factors for the increased demand for medical assistants.

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as liaison between the physician and other individuals, and managing practice finances.

Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Medical Assistants work in offices for:

- Doctors
- Hospitals and clinics
- Nursing homes

Medical Assistants work with:

- Medical equipment such as x-ray and EKG machines
- Lab samples and equipment
- Telephones, computers, and other office equipment
- Patient medical records
- Insurance forms and other papers

Upon completion of the prescribed curriculum with a 2.00 GPA and a minimum overall cumulative college grade point average of 2.00 (C), the student is awarded a diploma from NIACC. In addition, the student is eligible for the national certification examination to become a CMA (Certified Medical Assistant).

Beginning with the January 2001 administration of the Certification Examination, a student with a felony record may not be eligible for Certification Examination unless the CB (Curriculum Board) grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. The student can verify certification eligibility prior to entering the program by contacting the CB at the following address: AAMA (American Association of Medical Assistants), 20 North Wacker Drive, Ste. 1575, Chicago, IL 60606-2903.

A night class sequencing is also available for this program if numbers are sufficient. If the program is being extended beyond a one-year period, Clinical Procedures I and II are required to be taken during the final year of the course of study.



Required Courses/Suggested Schedule

First Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
HSC-150	Body Structure and Function	4 s.h.
	OR Anatomy and Physiology I and II	
MAP-353	Clinical Procedures I.....	4 s.h.
		16 s.h.

Second Term

ACC-111	Introduction to Accounting.....	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ADM-215*	Medical Office Procedures	3 s.h.
BUS-161	Human Relations	3 s.h.
HIT-210	Basic Medical Insurance and Coding	2 s.h.
MAP-358	Clinical Procedures II.....	5 s.h.
SDV-135	Job Seeking Skills.....	1 s.h.
		18 s.h.

*Prerequisites: BCA-129, Basic Word Processing, and BUS-121, Business Communications

Summer Term

MAP-616	Medical Assistant Externship	6 s.h.
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Total Program Hours 40 s.h.

Courses may be taken over a two-year period with Clinical Procedures I and II taken in the final year. Students may re-enter Clinical Procedures I and II a maximum of one time. Students may repeat the Externship one time only.

Medical Laboratory Technician (Cooperative Program with Hawkeye Community College)

The Medical Laboratory Technician Program prepares men and women to work under the supervision of the medical technologist, pathologist, or other qualified physician in a medical laboratory. A technician performs tests that aid in the diagnosis and treatment of disease.

Specific tasks which the Medical Laboratory Technician might perform include collection of blood and other specimens, preparation and examination of stained slides of blood cells or bacteria, microscopic examination of urine, blood, and other body fluids, grouping and typing of blood, and the analysis of body fluids for chemical components.

The first two semesters of the program may be taken at NIACC and the completion of the program is taken at Hawkeye Community College, Waterloo, Iowa. The final semester of the program is provided in the clinical setting, which may occur in a location of the student's choice. This placement, however, is dependent on a space available basis in the agency of choice. Upon completion of the prescribed curriculum, the student is awarded an Associate in Applied Science Degree by Hawkeye Community College and is then prepared to work in hospital laboratories, clinics, physicians' offices, public health agencies, research institutions, and the Armed Forces. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Graduates of the Medical Laboratory Technician Program are eligible for the national certification examination.

Medical Laboratory Technicians may continue their education at the college level and become Medical Technologists.

Entrance Requirements

Students must make formal application for the Medical Laboratory Technician (MLT) Program to Hawkeye Community College. Students may prepare for the program and complete two semesters of the MLT Program while attending NIACC.

Applicants must be high school graduates or the equivalent to be eligible for admission to the MLT Program. Applicants must then satisfy at least one of the following routes of requirements for entry into the program.

Route 1: Score at least the following standard score on each COMPASS assessment (43 on Algebra, 82 on Reading, and 65 on Writing) or receive a standard score of 19 on each of the ACT subtests of Math, Reading, and English. Students must also have completed one year of high school algebra, chemistry, and biology.

Route 2: Successfully complete the following NIACC courses with a 2.00 GPA.

BIO-102 Introductory Biology AND
BIO-103 Introductory Biological Lab
ENG-015 Elements of Writing
MAT-063 Elementary Algebra
RDG-125 College Reading Strategies

Route 3: Successfully complete 4 out of the following 6 courses at HCC or NIACC with a minimum grade point average of 2.75.

MLT-101 (NIACC) Intro to Lab Science
MAT-110 (NIACC) Math for Liberal Arts
HSC-120 (NIACC) Medical Terminology I
MLT-120 (NIACC) Urinalysis
MT150U (HCC) Fundamental Lab Techniques
MT154U (HCC) Hematology I

Career Opportunities

Medical Laboratory Technicians work for:

- Hospitals and medical laboratories
- Offices and clinics of physicians
- Blood banks
- Health maintenance organizations
- Public health agencies
- Pharmaceutical firms
- Research and testing laboratories
- The Federal Government

The required related courses may be taken prior to enrolling or during the time the student is enrolled in the program. However, it is recommended that the curriculum be followed once the student is enrolled.

Students who withdraw from the program will be readmitted on a space-available basis. Preference will be given to those students who have been academically successful.

Required Courses/Suggested Schedule

First Year

First Term - NIACC

BIO-206	Anatomy and Physiology I	4 s.h.
CHM-122	Introduction to General Chemistry	4 s.h.
ENG-102	Composition & Speech I	3 s.h.
MLT-101**	Intro to Lab Science	2 s.h.
SOC-110	Introduction to Sociology	3 s.h.
	OR PSY-111 Introduction to Psychology (3 s.h.)	16 s.h.

Second Term - NIACC

BIO-186	Microbiology	4 s.h.
BIO-207	Anatomy and Physiology II	4 s.h.
HSC-120	Medical Terminology	3 s.h.
MLT-120**	Urinalysis I	3 s.h.
SPC-111	Public Speaking	2 s.h.
		16 s.h.

Summer Session - Hawkeye

150**	Fundamental Lab Techniques	3 s.h.
154	Hematology I	3 s.h.
156	Clinical Microbiology I	4 s.h.
		10 s.h.

Second Year

First Term - Hawkeye

214**	Advanced Hematology	3 s.h.
216	Immunohematology I	4 s.h.
218	Hemostasis & Thrombosis	2 s.h.
219	Clinical Chemistry I	7 s.h.
220**	Parasitology	1 s.h.
222	Immunology and Serology	2 s.h.
		19 s.h.

Second Term - Area II Clinical Sites*

(24-week term, clinical internship)

226	Immunohematology II	2 s.h.
229	Clinical Chemistry II	4 s.h.
230	Immunology and Serology II	1 s.h.
232	Lab Survey & Review	1 s.h.
234	Hematology II	4 s.h.
236	Clinical Microbiology	4 s.h.
244	Urinalysis	1 s.h.
		17 s.h.

Total Program Hours

78 s.h.

*As identified in the curriculum, this program is offered over a two-year period of time. The first two semesters are taken at NIACC. The next summer session and fall semester are taken at Hawkeye Community College in Waterloo, Iowa. The final semester is a 24-week clinical internship. NIACC and Hawkeye will attempt to secure clinical experiences in the NIACC area (not guaranteed).

**Courses may be taken prior to acceptance into the MLT Program at Hawkeye Community College.

Associate Degree Nursing

Associate Degree Nursing is designed to prepare men and women for general staff registered nursing positions which involve direct care of patients. There are two routes of entry into the program; one for beginning students and one for Licensed Practical Nurses. Individuals considering enrollment or currently enrolled in the nursing program should be aware that prior felony convictions may prohibit eligibility for licensure upon completion of the program.

Entrance Requirements

The applicant must complete the application process through the health professions counselor located in the Student Services Office. The ADN Program offers two starts: Summer Term II and Fall Semester. A ranking process will be used by the admissions committee in the review of ADN applications. Applicants will receive points for the requirements met and applicants will be ranked by the number of points earned.

All applicants must complete a high school diploma or equivalency program. The date of formal application to the program will be the date the applicant submits a complete application to the ADN Program. Final acceptance to the program will be when the applicant has been selected according to the ranking process and has successfully completed all of the prerequisites for the ADN Program. The date of application will be factored in if two or more applicants tie for the same rank. Completed applications are reviewed starting in November for the next academic year.

Applicants will be ranked by the following criteria:

1. One point will be earned for graduating in the upper half of a high school class or for achieving a GED average standard score of 530 or above.
2. One point will be earned for graduating from high school with at least a 3.00 GPA.
3. One point will be earned for an ACT composite score of 20. Students who have not taken the ACT should contact the Admissions Office or go to ACT's web site (www.ACT.org) for information about the test. Some students may have COMPASS or ASSET or SAT scores that were used for initial placement in NIACC courses; these tests will not be used for the ACT ranking points. If an ADN applicant wants to earn this point, then the applicant must take the ACT exams.
4. One point will be earned for achieving a 2.25 GPA with completion of at least 12 credit hours of the prescribed support courses in the Associate Degree Nursing curriculum. If a student has exceeded 12 credit hours from the prescribed curriculum, these courses will also be included in the calculation of the GPA.,
OR
two points will be earned for achieving a 3.00 GPA with completion of at least 12 credit hours of the prescribed support courses in the Associate Degree Nursing curriculum. If a student has exceeded 12 credit hours from the prescribed curriculum, these courses will also be included in the calculation of the GPA.

Career Opportunities

- Hospitals, nursing facilities, and clinics
- Health maintenance organizations
- Private offices and clinics of doctors and dental surgeons
- Government agencies and the military
- Visiting nurse associations
- Community Healthcare agencies
- Temporary staff agencies
- Entrepreneurial ventures

5. One point will be earned for the completion of an Associate in Arts or an Associate in Science Degree,
OR
two points will be earned for the completion of a Bachelor's Degree.

Applicants who do not meet requirements or those with a poor academic history may meet entrance requirements by successfully completing approved college courses. These options should be discussed with the health professions counselor. Applicants who do not secure a position in the class must reapply on an annual basis and will be ranked the following year with all new applicants.

Prerequisites:

The following required courses must be completed with a C grade or better.

Mathematics:

1. Two full-year courses (2 semesters each year) of math in high school (e.g., Algebra I, Algebra II, Geometry)
OR
two semesters of college equivalent math (e.g., MAT-063, Elementary Algebra; MAT-102, Intermediate Algebra)

Science:

1. Chemistry: two semesters of high school/college preparatory chemistry
OR
one semester of college chemistry (e.g., CHM-122 Intro to General Chemistry)
2. Biology: two semesters of high school/college preparatory biology
OR
one semester of a college biology course (e.g., BIO-102, Introductory Biology and lab or BIO-157, Human Biology and lab)

Computer Technology:

Since the NCLEX-RN licensing exam is a computerized test, two semesters of high school computer classes or one semester of a computer application class are also strongly recommended.

It is recommended that 4-6 semesters of high school English and 4-6 semesters of social studies be taken. An application to the ADN Program, high school transcript, GED scores (if applicable), all college transcripts, and results of the ACT must be in the applicant's folder before the admissions committee takes action on acceptance into the Associate Degree Nursing Program. Upon acceptance, a physical examination providing evidence of current immunization and sound physical and mental health is required.

The prescribed course requirements scheduled for the freshman year must be taken in the sequence and time lines indicated. However, the support courses (noted with an * in the curriculum) may be taken prior to enrolling or during the time the student is in the nursing program. Note: If support courses are being taken in the sequence with a nursing course, both the support courses and the nursing course must be successfully completed to continue in the program.

Associate Degree Nursing (Continued)

Students must attain a C grade in all nursing courses and prescribed courses. An overall 2.00 GPA in the prescribed curriculum and a minimum overall cumulative college grade point average of 2.00 is required for graduation from the ADN Program.

Students who withdraw from the program must make formal application for reentry and upon acceptance will be considered on a space-available basis. Readmission criteria is addressed in the ADN Student Handbook. A student may reenter the nursing curriculum one time. Reentry requirements include current physicals/immunization records, current CPR certification, current evidence of TB testing within the academic year. Options will be discussed on an individual basis for students unsuccessful at any level of the program.

Upon satisfactory completion of the prescribed curriculum, the student is awarded an Associate in Applied Science Degree and is eligible for the NCLEX-RN exam. After passing this examination, the graduate receives registered nurse status. The program is approved by the Iowa Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway - 33rd Floor, New York, NY 10006, (212-363-5555, ext. 153).

Further information regarding progression in the program and specific program policies is provided to the ADN student in the individual program handbook distributed during the first ADN class. Students are referred to this handbook throughout the program.

Students should be aware that they will travel a distance for various clinical experience and that some clinical experiences will be scheduled during evening/night hours and weekends.

Drug testing may be required by individual agencies. Criminal background checks and adult/dependent abuse checks will be required for all incoming students. Results of the background and abuse checks will be reviewed by the State Department of Human Services to determine eligibility for clinical enrollment in the program. Costs for requirements will be the responsibility of the student.

For graduates wishing to obtain a baccalaureate degree in nursing, the ADN Program articulates into other BSN programs in Iowa. The University of Iowa College of Nursing offers its satellite RN to BSN Progression Program on the NIACC campus. Through this program RNs may complete all course work for their BSN locally.



Required Courses/Suggested Schedule

First Term (Summer - 6 weeks or Fall - 8 weeks)

ADN-101	Introduction to Nursing	1 s.h.
BIO-186	Microbiology*	4 s.h.
ENG-105	Composition I*	3 s.h.
		8 s.h.

Second Term

ADN-102	Nursing I	7 s.h.
BIO-206	Anatomy and Physiology I*	4 s.h.
PSY-111	Introduction to Psychology*	3 s.h.
PSY-121	Developmental Psychology*	3 s.h.
		17 s.h.

Third Term

ADN-103	Nursing II	10 s.h.
BIO-151	Nutrition*	3 s.h.
BIO-207	Anatomy and Physiology II*	4 s.h.
		17 s.h.

Fourth Term

ADN-603	Nursing III	12 s.h.
SOC-110	Introduction to Sociology*	3 s.h.
		15 s.h.

Fifth Term

ADN-604	Nursing IV	12 s.h.
ENG-106	Composition II*	3 s.h.
		15 s.h.

Total Program Hours

72 s.h.

* Courses which may be taken prior to entering the nursing program. Once in the nursing program, courses must be taken in the identified sequence and successfully completed with a C or higher grade for a student to progress in the program.

NOTE: A current "Healthcare Provider (CPR) Certification" offered by the American Heart Association is required. The current certification/renewal needs to be completed prior to Nursing I or any reentry into the program. A yearly TB test is also required prior to Nursing I or any reentry into the program. Students must be current with these requirements or will not be allowed in the clinical area.

Students seeking entrance into the nursing program should be aware that nursing courses with a clinical component may not be taken by a person

- who has been denied licensure by the Iowa Board of Nursing;
- whose licensure is currently suspended, surrendered or revoked in any United States jurisdiction;
- whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

ADN Option for Licensed Practical Nurses

A limited number of Licensed Practical Nurses who meet the following criteria will be eligible to enter the Associate Degree Nursing Program on a space-available basis. Criteria include: graduation from an approved Practical Nursing Program with a 2.50 cumulative GPA in the nursing courses; a current, unencumbered license; have practiced nursing within the past two years; meet ADN Program prerequisites; and have completed the support courses required during the first year of the ADN Program. For proper placement in the program the student must also provide evidence of a curriculum that reflects sufficient theory, clinical hours, and experiences comparable to the first year of the program. If, as a practical nursing student, the cumulative GPA for the nursing classes is below 2.50, the returning student would be required to enroll in ADN-103, Nursing II. Therefore, the LPN candidate should apply at least a year before the desired date of entering Nursing III to allow for placement in Nursing II, if necessary. One year must transpire from completion of a Practical Nursing Program and entry into the ADN Program. In addition, the student must be employed as an LPN in at least a part-time status during the one-year interval. If entering Nursing II, at least 500 hours of employment must be documented by the employer and 1,000 hours are required prior to entering Nursing III. Individual consideration will be given to applicants who have not practiced nursing within the last two years or who have practiced in a nontraditional setting. This may include a challenge examination. A verification of current skills and total hours of employment from the employers will also be used to assess appropriate placement in the program. LPN to ADN students are admitted in the fall semester only.

Eighteen semester hours of first year nursing credit will be awarded upon successful completion of Nursing III, the first course with a clinical component. In the event a student is not successful in Nursing IIA or Nursing III, the student will be evaluated on an individual basis and may be required to apply for reentry into the program for the second semester of the freshman year on a space-available basis.

Students should be aware that they will travel a distance for clinical experience and that some clinical experiences will be scheduled during evening/night hours and weekends. Criminal background checks and adult/dependent abuse checks will be required. Drug testing may also be required by individual agencies. Results of these checks will be used by contracted clinical facilities to determine clinical eligibility. Costs for requirements will be the responsibility of the student.



Career Opportunities

- Hospitals, nursing facilities, and clinics
- Health maintenance organizations
- Private offices and clinics of doctors and dental surgeons
- Government agencies and the military
- Visiting nurse associations
- Community Healthcare agencies
- Temporary staffing agencies
- Entrepreneurial ventures

Prerequisites:

The following required courses must be completed with a grade of C or better.

Mathematics:

1. Two full-year courses (2 semesters each year) of math in high school (e.g., Algebra I, Algebra II, Geometry)
OR
two semesters of college equivalent math (e.g., MAT-063, Elementary Algebra, MAT-102, Intermediate Algebra)

The curriculum will also be evaluated for:

Science:

1. Chemistry: two semesters of high school/college preparatory chemistry
OR
one semester of college chemistry, CHM-122, Introduction to General Chemistry
2. Biology: two semesters of high school/college preparatory biology
OR
one semester of a college biology course, BIO-102, Introductory Biology and lab or BIO-157, Human Biology and lab
3. Anatomy & Physiology: college level A&P for two semesters (e.g., BIO-206 Anatomy and Physiology I and BIO-207 Anatomy and Physiology II). Anatomy and Physiology I and II must be completed within five years of beginning the Nursing II or III course.

Computer Technology:

Since the NCLEX-RN exam is a computerized test, computer competencies are strongly recommended.

Other elements of the selection process include high school and college GPA and ACT scores. All criteria for the ADN Program apply and should be reviewed. This information must be in the applicant's file before the admissions committee will act on the application. Upon acceptance, a physical examination providing evidence of current immunization and sound physical and mental health is required. Criminal background checks and adult/dependent abuse checks will be required at student expense. Drug testing may also be required by individual agencies and the cost will be the responsibility of the student. Results of those checks will be used by contracted facilities to determine clinical eligibility.

Since the applicant's progress toward meeting prerequisites and admission requirements must be tracked, applicants to the Licensed Practical Nursing to Associate Degree Nursing Program must complete the application process through the health professions counselor located in the Student Services Office. Expected date of graduation will determine when the application to the program must be submitted.

Students must attain a C grade in all ADN courses and prescribed support courses to continue in the ADN Program. An overall 2.00 GPA in the prescribed curriculum and a minimum overall cumulative college grade point average of 2.00 is required for graduation from this program.

ADN Option for Licensed Practical Nurses (Continued)

Further information regarding progression in the program and specific program policies is provided to the ADN student in the individual program handbook. Students are provided this handbook during the first ADN class day. Students are referred to this handbook throughout the program.

Required Courses/Suggested Schedule

The following are the support courses required prior to beginning the nursing aspect of the curriculum. These courses must be completed with a minimum of a C grade.

BIO-186	Microbiology	4 s.h.
BIO-151	Nutrition	3 s.h.
ENG-105	Composition I	3 s.h.
PSY-111	Introduction to Psychology	3 s.h.
PSY-121	Developmental Psychology	3 s.h.

Prescribed Curriculum

First Term (Summer - one week, end of August)

ADN-104	Nursing IIA	1 s.h.
		1 s.h.

Second Term (Fall)

ADN-603	Nursing III	12 s.h.
SOC-110	Introduction to Sociology*	3 s.h.
		15 s.h.

Third Term (Spring)

ADN-604	Nursing IV	12 s.h.
ENG-106	Composition II*	3 s.h.
		15 s.h.

* Prescribed support courses which may be taken prior to entering the program.

NOTE: A current "Healthcare Provider (CPR) Certification" offered by the American Heart Association. The current certification/renewal needs to be completed prior to entry into the program. A yearly TB test is also required prior to entry into the program. Students must be current with these requirements or will not be allowed in the clinical area.

Students seeking entrance into the nursing program should be aware that nursing courses with a clinical component may not be taken by a person

- who has been denied licensure by the Iowa Board of Nursing;
- whose licensure is currently suspended, surrendered or revoked in any United States jurisdiction;
- whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Practical Nursing

Practical Nursing is designed to prepare individuals to work in nursing situations which are relatively stable and unchanging. They are also prepared to assist experienced registered nurses and physicians in nursing situations that are complex and changing. Individuals considering enrollment or currently enrolled in the nursing program should be aware that prior felony convictions may prohibit eligibility for licensure upon completion of the program.

Students should be aware they may need to travel a distance for clinical experience and that some clinical experiences will be scheduled during evening/night hours and weekends. Criminal background checks and adult/dependent abuse checks will be required. Drug testing may also be required by individual agencies. Results of these checks will be used by contracted clinical facilities to determine clinical eligibility. Costs for requirements will be the responsibility of the student.

Entrance Requirements

The applicant must complete the application process through the health professions counselor located in the Student Services Office. Entrance requirements include the following criteria:

1. Completion of a high school diploma or equivalency program.
2. Completion of high school with a grade point average of 2.00 or higher.
3. Satisfactory COMPASS assessment test results in reading, writing, and math (these are administered by NIACC).
4. Approved applicants are accepted into the program chronologically, based on the date of application. Completed applications are reviewed beginning in October of the year prior to the June start date and completed by the end of January of each year.

Applicants who do not meet requirements or those with a poor academic history may meet entrance requirements by successfully completing approved college courses and/or increasing assessment test results in an approved manner. This should be discussed with the health professions counselor.

Biology, general math (Essentials of Math, Math for Liberal Arts, Algebra), and six semesters of English are recommended prior to applying to the program. Since the NCLEX-PN exam is a computerized test, a computer class is strongly recommended. An application to the Practical Nursing Program, high school transcript, GED scores (if applicable), and all college transcripts must be in the applicant's folder before

the Admissions Committee takes action on acceptance into the Practical Nursing Program. After acceptance, a physical examination providing evidence of current immunization and sound physical and mental health is required.

Applicants who have been previously enrolled in an approved nursing program may request consideration for advanced standing.

Students must complete all course requirements in the first two terms before enrolling in the third term. Students should be aware they may need to travel a distance for clinical experience and that some clinical experiences will be scheduled during evening hours and weekends.

Students who withdraw from the program must make formal application for reentry and upon acceptance will be considered on a space-available basis. After being accepted into the program, a student may delay entrance into the program no more than two (2) years. A student will be required to reapply to the program after this period of time. Readmission criteria is addressed in the PN Student Handbook. A student may reenter the nursing curriculum one time.

Students must attain a C grade in all nursing courses and at least a C- in prescribed support courses to continue sequential progression in the PN Program. However, an overall 2.00 GPA in the prescribed curriculum and a minimum overall cumulative college grade point average of 2.00 is required for graduation from the PN Program. If the student wishes to later seek application to the ADN Program, a cumulative GPA of 2.50 in the nursing courses must be attained, as well as a C grade in all support courses required for the ADN Program. If the student has not attained a 2.50 cumulative nursing course GPA, the student will be required to enroll in Nursing II, ADN-103, of the ADN Program.

Upon satisfactory completion of the prescribed curriculum, a diploma is awarded and the graduate is eligible for the NCLEX-PN exam. After passing this examination, the graduate receives licensed practical nurse status and is prepared to work in a beginning licensed practical nurse position under the supervision of qualified personnel. The program is approved by the Iowa Board of Nursing.

Students seeking entrance into the nursing program should be aware that nursing courses with a clinical component may not be taken by a person

- a) who has been denied licensure by the Iowa Board of Nursing;
- b) whose licensure is currently suspended, surrendered or revoked in any United States jurisdiction;
- c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Career Opportunities

Licensed Practical Nurses work indoors for:

- Hospitals, nursing homes, clinics, and other healthcare facilities
- Health maintenance organizations
- Private doctors' offices
- Public health agencies
- Home healthcare services
- Government agencies
- Welfare and religious organizations
- Nurses registries and temporary health agencies
- Private duty

Licensed Practical Nurses work with:

- Patients and their families
- Thermometers, stethoscopes, and other medical equipment
- Bandages, catheters, and other medical supplies
- Patients' records and charts
- Various types of medication
- Physicians' orders
- Appointment books

Practical Nursing (Continued)

Required Courses/Suggested Schedule

First Year

First Term (Summer - 6 weeks)

ENG-105	Composition I*	3 s.h.
HSC-150	Body Structure and Function**	4 s.h.
	OR Anatomy and Physiology I and II	
PNN-603	Practical Nursing I	4 s.h.
		11 s.h.

**Body Structure and Function must be completed within five years of beginning the nursing component of the curriculum.

Second Term (Fall)

PNN-604	Practical Nursing II	13 s.h.
PSY-111	Introduction to Psychology*	3 s.h.
		16 s.h.

Third Term (Spring)

PNN-607	Practical Nursing III	13 s.h.
PSY-121	Developmental Psychology*	3 s.h.
		16 s.h.

Total Program Hours

43 s.h.

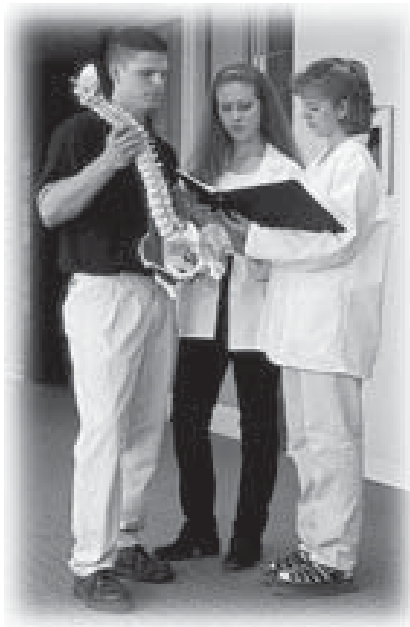
* Courses which may be taken prior to entering the nursing program.

NOTE: A current "Healthcare Provider (CPR) Certification" offered by the American Heart Association is required. The current certification/renewal needs to be completed prior to the fall term or any reentry into the program. A yearly TB test is also required prior to the Fall term or any reentry into the program. Students must be current with these requirements or will not be allowed in the clinical area.

Physical Therapist Assistant

The Physical Therapist Assistant Program is designed to prepare individuals to work under the supervision of a Physical Therapist in the delivery of physical therapy services. Responsibilities include: implementing treatment programs according to the Physical Therapist's plan of care, training patients in exercises and activities of daily living, administering modalities such as ultrasound, electrical stimulation, and other treatment procedures, and communicating with the Physical Therapist on the patient's progress.

The program is two academic years in length including one summer. Students must attain a C grade in all PTA courses, achieve a "pass" grade in all clinical assignments, and a C- grade in all support courses to progress through the program. Although the program has specific requirements regarding the program completion, in order to be eligible for graduation from the College, all students must achieve a minimum overall cumulative GPA of 2.00. Upon completion of the curriculum, the student is awarded an Associate in Applied Science Degree. In order for the graduate to practice physical therapy, a license is required in most states. The program is accredited by the Commission on Accreditation in Physical Therapy Education (111 N. Fairfax Street, Alexandria, VA 22314, Telephone (703)706-3245) and, therefore, graduates of the program are eligible to take the national licensure examination.



Entrance Requirements

The applicant must complete the application process through the health professions counselor located in the Student Services Office. Entrance requirements include the following criteria:

1. Have a high school diploma or its equivalent.
2. Meet two of the three following criteria:
 - a. Graduated in the upper half of the high school class.
 - b. Graduated from high school with a minimum of a 3.00 GPA.
 - c. Achieved an ACT composite score of 20 or higher.

Applicants who do not meet the above requirements or those with a poor academic history may meet entrance requirements by successfully completing approved college courses with a cumulative GPA of 2.00. This should be discussed with the health professions counselor.

3. Documented evidence of 24 hours of observation time in a physical therapy setting.

An applicant's file will not be reviewed until all application criteria have been submitted.

Prerequisites:

The following courses must be completed with a grade of C- or better:

Mathematics:

Four semesters of high school preparatory math (e.g., Algebra I, Algebra II, Geometry)

OR

Two semesters of college math (e.g., MAT-063, Elementary Algebra, MAT-102, Intermediate Algebra)

Science:

Two semesters of high school/college preparatory biology

OR

One semester of college biology (e.g., BIO-102/103, Introductory Biology and lab or BIO-157, Human Biology and lab)

Two semesters of high school/college preparatory chemistry or physics

OR

One semester of college chemistry (e.g., CHM-122, Introduction to General Chemistry) or physics (e.g., PHY-106, Survey of Physics)

Computer Technology:

The student must provide evidence of knowledge of basic computer hardware and software functions, including proper use of e-mail and the Internet.

After acceptance, a physical examination documenting current immunization and abilities to perform program requirements is needed. Students are also required to obtain CPR certification for the adult, child, and infant. CPR certification must be kept current while in the program. In addition, criminal background checks and adult/dependent abuse checks will also be required. Results of these checks will be used by contracted clinical facilities to determine clinical eligibility. Costs for requirements will be the responsibility of the student.

Students who withdraw from the program must make formal application for reentry and upon acceptance will be considered on a space-available basis. Readmission criteria is addressed in the PTA Student Handbook. A student may reenter the PTA program once. After being accepted into the program, a student may delay entrance into the program no more than two (2) years. A student will be required to reapply to the program after this period of time.

Further information regarding progression in the program and specific program policies is provided to the PTA student in the individual program handbook. Students are provided this handbook the first week of classes. Students are encouraged to refer to this handbook throughout the program.

Physical Therapist Assistant (Continued)

Required Courses/Suggested Schedule

First Year

First Term (Fall)

BIO-206*	Anatomy and Physiology I	4 s.h.
HSC-120*	Medical Terminology	3 s.h.
	OR PTA-100*, PTA Terminology (1 s.h.)++	
PSY-111*	Introduction to Psychology++	3 s.h.
PTA-101	Introduction to PTA	2 s.h.
PTA-110	Fundamentals of PTA	3 s.h.
00:000*	Humanities Elective++	3 s.h.
		16-18 s.h.

Second Term (Spring)

BIO-207*	Anatomy and Physiology II	4 s.h.
ENG-105*	Composition I	3 s.h.
	OR ENG-102* Composition & Speech I (4 s.h.)	
PTA-120*	Kinesiology	3 s.h.
PTA-141*	Developmental Processes	3 s.h.
PTA-190	Physical Agents	4 s.h.
PTA-300**	Introduction to the Clinic (1 week)	1 s.h.
PTA-301**	PTA Clinic I (2 weeks)	2 s.h.
		20-21 s.h.

Third Term (Summer - 7 weeks)

PTA-150	Pathophysiology	3 s.h.
PTA-162	PTA Assessment Procedures	3 s.h.
PTA-302	PTA Clinic II	2 s.h.
		8 s.h.

Second Year

Fourth Term (Fall)

ENG-106*	Composition II	3 s.h.
	OR ENG-103* Composition & Speech II (4 s.h.)	
PTA-210	Orthopedics	3 s.h.
PTA-231	Therapeutic Exercise for PTA	3 s.h.
PTA-241	Neurology for PTA	4 s.h.
PTA-250	PTA Career Essentials	2 s.h.
		15-16 s.h.

Fifth Term (Spring)

PTA-280	PTA Seminar	1 s.h.
PTA-400	PTA Clinic III (8 weeks)	7 s.h.
PTA-401	PTA Clinic IV (6 weeks)	5 s.h.
		13 s.h.

Total Program Hours

73-76 s.h.

* Courses which may be taken prior to entering the program, but prerequisites may need to be taken. Note that Anatomy and Physiology must be taken within five years of beginning the program, and Kinesiology must be taken within three years of starting the program.

++Once enrolled in the program, courses must be taken in the identified sequence with the exception of the following. Medical Terminology or PTA Terminology must be completed prior to Term III. (It is noted that during Term II, only Medical Terminology would be available.) Introduction to Psychology must be completed prior to Term IV. Humanities elective may be taken any time prior to Term V.

** These clinical courses extend outside the standard weeks of the term. See individual course descriptions.

The student should be aware that the clinical experience hours necessitate travel to various hospitals and clinics and may necessitate housing expenses. Each individual clinical site may have specific requirements that vary (e.g., 10-hour days, background checks, drug testing, agency specific orientations, urinalysis tests). The student is responsible for all costs and must comply with clinical requirements in order to be provided with an affiliation.

Career Opportunities

Physical Therapist Assistants are employed at a variety of settings including but not limited to the following: hospitals, skilled nursing facilities, clinics, private practice clinics, rehabilitation centers, intermediate care facilities, residential facilities for children with disabilities, home health agencies, sports injury clinics, long-term care facilities, outpatient facilities, research centers, industrial settings, health maintenance organizations, academic institutions, and schools. Physical Therapist Assistants work with: prostheses (artificial limbs), orthoses (artificial supports); braces, canes, crutches, and walkers; wheelchairs; traction equipment, exercise equipment such as lifts, weights, and parallel bars; medical records.