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## Course Syllabus LPN Refresher Program

Central CO Area Health Education Center (CCAHEC)  
10200 E. Girard Ave. B131  
Denver, CO 80231

### COURSE INFORMATION

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### Office Hours

The Professional Education Team can be reached for questions and technical support via email at [training@centralcoahec.org](mailto:training@centralcoahec.org), by phone at 720-446-8319, weekdays from 8:00AM - 4:00PM. You may also schedule an in-person/zoom meeting by appointment. The professional education team will get back to you as soon as possible, usually within two business days.

### Course Format

This course is offered as a self-paced online learning experience, including but not limited to, background and historical information, interactive modules, online resources and case reviews, additional links and articles, comprehension quizzes, online discussion groups, and the Final Exam. All components of the course have been designed with your success in mind. Students should be prepared to spend on average three (3) months on coursework, based entirely upon the time and attention each student is able to put toward the course. Online course materials will be available to students for twelve (12) months.

### Course Description

This course is designed for the Practical Nurse whose license has been inactive or expired for more than two years, or who has not practiced nursing for a two-year period. The **LPN Refresher course** is designed to prepare students for re-licensure and meet the requirements of the Colorado State Board of Nursing. The Central Colorado Area Health Education Center (CCAHEC) Refresher course is an online "anytime, anywhere" program in which the student directs and controls their own learning environment. The program is offered

through an online Learning Management System (LMS) and can be accessed from any computer or mobile device with internet access.

## Required Text and Materials

Cooper, K. & Gosnell, K. (2019). *Foundations and Adult Health Nursing* (8<sup>th</sup> ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-48437-4. Students must purchase the textbook separately. See below for details.

Elsevier Inc. (2019). Evolve HESI PN Case Studies [online software]. Available from <https://evolve.elsevier.com>. Obtain log-ins from the Professional Education Coordinator.

## Student Program Costs

- Course tuition, \$1,645.00 (includes student access to the EVOLVE HESI PN Case Studies)
- Text Book, approximately \$125.00 through Elsevier with discount code, 25% off and free shipping when you use this [link: https://evolve.elsevier.com/cs/store with discount code 70548](https://evolve.elsevier.com/cs/store%20with%20discount%20code%2070548)
- CCAHEC Background check with Complio by American Databank, \$40 minimum (based on student information)
- Medical facility required drug screen with Complio by American Databank, \$40
- Colorado State Board of Nursing fingerprint-based background check, price varies by vendor and student information. [Click here](#) for directions
- Some clinical sites require students to use My Clinical Exchange (mCE) for coordinating and scheduling clinicals, \$39.50 for one year
- Clinical site requirements (varies by site): proof of updated immunizations and/or recent titers, recent TB test or chest xray, proof of current BLS certification, proof of current liability insurance, etc.

## Learning Outcomes

Students will learn, review, and apply:

- Current nursing knowledge and skills regarding HIPAA, safety, blood borne pathogens, infection control, pain management, and complementary therapies.
- Current nursing knowledge and concepts regarding legal and ethical issues, nursing process, nursing diagnosis, end of life issues, communication, job applications, and health assessments.
- Current interventions of nursing practice (nutrition, pharmacology, fluid and electrolytes, acid-base balance and parenteral therapy, blood administration and emergency nursing).
- Comparison and contrasting areas of nursing practice (mental health, gerontology and community health).
- Current therapies, procedures, diagnostics and treatment modalities for the most common, perioperative, medical, and surgical diseases.
- Demonstrate the role of today's licensed practical nurse in applying the nursing process for individualized patient care.

## Refund Policy

NO REFUNDS of the course fee are offered after 10 days upon receiving login information and access to the course. This includes fees associated with re-taking the course. In rare cases, CCAHEC may offer a refund for special or compelling personal circumstances including but not limited to:

- Documented serious illness or disability;
- Disability, serious illness, or death of an immediate family member;
- Conditions that are unforeseeable and beyond student's control that make completing the course unreasonably difficult or impossible (e.g. natural disaster, strike, relocation of spouse); or
- Military service obligations.

Compelling personal circumstances do NOT include:

- Enrolling in another course or institution of higher education;
- Obtaining employment; or due to
- Dissatisfaction with the program.

If a refund is deemed due to you by CCAHEC, a 20% Administration fee will be deducted from the entire course fee. Any student who feels they are eligible for a refund should submit a request via email to [training@centralcoahec.org](mailto:training@centralcoahec.org) and include the compelling circumstance. All requests will be forwarded to the executive director who determines approval.

A student who withdraws from the course for any reason will not be eligible for a Certificate of Completion and will not pass the course. Please notify the Professional Education Team if you are withdrawing from the course. Keep in mind, you have 12 months to complete the online program, and may apply for an extension to 18 months for special circumstances.

### **Payment Plan and Financial Responsibility Policy**

Payment of tuition is the student's responsibility. Students enrolled in the payment installment plan must be sure their accounts are paid in full before being eligible to schedule the final exam and completing the course. CCAHEC reserves the right to freeze access to the Refresher course until payments are up to date. Contact the Professional Education Coordinator at [training@centralcoahec.org](mailto:training@centralcoahec.org) for all payment inquiries.

### **Course Strategies**

In order to be successful in this course, we recommend that students review the information in the modules; read the corresponding pages in the textbook and additional resources; click the links for examples and in-depth review of the subject matter; and work through case reviews. Take notes as you go and bookmark pages in the textbook for future reference. Complete the quizzes and corresponding Evolve HESI PN Case Studies to assess your knowledge of the subject matter and practice critical thinking skills. If needed, retake the quizzes and case studies. If you have questions about the content or quizzes, please contact the Professional Education Team to schedule a time to get your questions answered. Through the learning management system (LMS), you will receive access to the discussion boards. You are encouraged to post questions to fellow students and your course facilitators.

Upon completion of the registration process, you will receive information about accessing the learning management software and setting up course login information. This online course requires access to a laptop/desktop, tablet, or handheld device and access to the internet. Students are expected to regularly check their email to receive communication about course updates or changes. In order to pass this course, you must pass the HIPAA, OSHA and drug calculations quizzes; all Evolve HESI PN Case Studies; and the final exam with an 80% or better. You may take the Evolve HESI PN Case Studies as many times as needed to receive a passing score. **The open book, 100-question final exam may only be taken one time.** You will have access to your grades; should you have questions about your progress and/or self-assessments, please reach out to the Professional Education Team. We are here to help you be successful!

Other tips for success in online courses:

- Organize and manage time effectively;
- Set goals for yourself regarding how much you want to accomplish each week;
- Plan to spend a dedicated amount of time to the course and your studies each week;
- Dedicate a space for quiet, uninterrupted study and concentration;

- Manage stress levels with self-care: exercise, good nutrition, sleep, fresh air.

## COURSE ACTIVITIES

This course includes both didactic (Phase 1) and clinical (Phase 2) phases. Students must complete both Phase 1 and Phase 2. CCAHEC reserves the right to change and modify course materials as applicable and in consideration of and in compliance with the State Board of Nursing refresher education requirements.

### Phase 1

This portion of the course is designed to take approximately one hundred twenty (120) didactic hours of web-based, online learning through an online Learning Management System. Activities include assigned readings, background information, case studies, self-administered quizzes, and web links to other sites for further information.

Students will complete Modules 1-5 while also working through the Evolve HESI PN Case Studies. Case studies can be completed at any time during the course but are best done during the course module related to that topic or body system. While completing case studies, students will assess how well they are applying their knowledge of medical-surgical nursing to actual patient scenarios. All Evolve HESI PN Case Studies must be completed, except the optional pediatric and obstetrics scenarios.

Module	Topics
<p style="text-align: center;"><b>HIPAA &amp; OSHA Drug Calculations</b></p>	<p>Required Quizzes: HIPAA OSHA Drug Calculations</p>
<p style="text-align: center;"><b>Module 1: Nursing Concepts</b></p>	<p>Role of the LPN Changes in Healthcare Professional Roles and Leadership Legal &amp; Ethical Issues Communication Physical Assessment &amp; Vitals Nursing Process &amp; Critical Thinking Drug Calculations Cultural &amp; Ethical Considerations End of Life Issues</p>
<p style="text-align: center;"><b>Module 2: Nursing Skills</b></p>	<p>Medical-Surgical Asepsis &amp; Infection Prevention &amp; Control Standard Precautions Surgical Wound Care Safety Pain Management Complementary Therapy</p>

<p align="center"><b>Module 3: Nursing Interventions</b></p>	<ul style="list-style-type: none"> <li>Nutrition</li> <li>Fluid and Electrolytes</li> <li>Acid-Base Balance</li> <li>Pharmacology Math</li> <li>Pharmacy Administration</li> <li>IV Administration</li> <li>Blood Administration</li> <li>Chemical &amp; Biological Hazards</li> </ul>
<p align="center"><b>Module 4: Adult Health Nursing (Parts One and Two)</b></p> <p align="center"><b>Module 5: Alternative Healthcare Systems</b></p>	<ul style="list-style-type: none"> <li>Perioperative Nursing</li> <li>Integumentary System</li> <li>Musculoskeletal System</li> <li>Gastrointestinal System</li> <li>Hepatic System</li> <li>Hematological System</li> <li>Cardio and Peripheral vascular System</li> <li>Respiratory System</li> <li>Genitourinary System</li> <li>Endocrine System</li> <li>Reproductive System</li> <li>EENT</li> <li>Neurological System</li> <li>Immune System</li>   <li>Gerontology</li> <li>Mental Health</li> <li>Community Health</li> <li>Long Term Care</li> <li>Rehabilitation</li> <li>Hospice Care</li> <li>Home Care</li> </ul>

**Phase 2 – Module 6**

The 6<sup>th</sup> and concluding Module is designed to provide needed information for the clinical experience. Students are required to complete 80 clinical hours (for LPNs whose licenses have been expired two to five years) or 120 clinical hours (for LPNs whose licenses have been expired more than five years). Clinical hours include a precepted clinical practicum, skills training, and healthcare facility required training. Per the Colorado State Board of Nursing Rules, students practicing under non-traditional student permits are responsible for arranging and obtaining their own clinical hours (Chapter I, 7.4.C). CCAHEC Professional Education Team will provide support and assistance in this process. Please reach out to [training@centralcoahec.org](mailto:training@centralcoahec.org) for more information.

**ASSESSMENT**

Students must successfully complete each assessment as outlined below prior to advancing to Phase 2.

Assessment	Schedule	Grading
Module Quizzes (5)	May attempt at any time and as many times as needed.	N/A
Evolve HESI PN Case Studies	Recommended after completing each module and may be repeated until passing grade is achieved.	80% or better
Health Insurance Portability and Accountability Act (HIPAA) Quiz	Must complete before final exam and two (2) attempts are allowed.	80% or better
Drug Calculations Quiz	Must complete before final exam and two (2) attempts are allowed.	80% or better
	<i>*Should students not pass the drug calculations or HIPAA quizzes, they will be required to meet with the Professional Education Manager to develop an Improvement Plan for successful course completions.</i>	
Final Exam	Sit for the exam after all coursework is completed. One (1) attempt is allowed.	80% or better

### Final Exam

**PAPER EXAM:** The 100-question, open book, multiple choice, written final exam must be proctored in a facility of your choice (regional AHEC, library, college, testing center, or hospital). Students are responsible for arranging the testing site, finding an appropriate proctor, and paying any associated proctoring costs if applicable. Students may arrange to take the exam at CCAHEC in Denver, CO, or we can help coordinate with partner regional AHEC offices.

**ONLINE EXAM:** The 100-question, open book, multiple choice online exam is divided into three, one-hour parts, with a total time limit of 4 hours, allotting time for breaks in between each part. Take a brisk walk, use the restroom, eat a snack. Take care of your needs so that you have the best chance of passing the exam. The final exam must be scheduled with the professional education coordinator during business hours.

**A score of 80% or higher is required to successfully complete the theory portion of the course. If a passing score is not achieved, students have the option to pay 50% of the course tuition and retake the full course.** \*\*Students must schedule a time to develop a retake plan with the Professional Education Manager before retaking the course.

A few tips to prepare for successfully taking an open book test:

- First answer all the questions for which you know the answers; leave blank those questions for which you are unsure;
- Look up answers in the book for the questions you left blank;
- While preparing for the test, tab the pages of the textbook for topics you anticipate will be on the test (e.g. cardiac, pulmonary, kidney, test results etc.);

- The best approach to passing the final exam is to study the material thoroughly as you move through the course, practice all quizzes and case scenarios related to each module, and review all supplemental materials;
- You may find it helpful to take notes throughout the course and review the notes while preparing for the final exam
- \*Attempting to look up **all** or even **most** of the answers may take too much time and may affect your ability to complete the test within the time limit and obtain a passing score;
- During the exam, take frequent breaks; turn in the paper exam to your proctor; take a brisk walk, use the restroom, eat a snack. Take care of your needs so that you have the best chance of passing the exam.

## REQUIREMENTS FOR CLINICAL PLACEMENT AND EXPERIENCE

Please allow at least 4-8 weeks of preparation prior to the start of clinical placement to complete all steps in the clinical placement process. Coordination for placement with clinical sites requires time to arrange. Student documentation must also be received and processed. **For your data security, do not send any of the below documents through email.** Please contact [training@centralcoahec.org](mailto:training@centralcoahec.org) to arrange a secure method of information transfer.

### Pre-Clinical Placement Documentation

- Proof of prior current practical nursing license
- Proof of professional liability insurance
- Proof of current Basic Life Support (BLS) certificate
- Proof of current immunizations or recent titers (T-dap, MMR, chicken pox, current season flu shot, Hepatitis B). If history of chicken pox, a blood titer is required. Immunization and/or proof immunity requirements may vary by facility.
- Recent tuberculosis test or Chest X-ray (within previous 6-12 months, depending on facility).
- Proof of health insurance.
- Satisfactory results as determined by the State Board of Nursing of a fingerprint-based FBI background check from [Colorado Bureau of Investigation](#).
- Satisfactory results as determined by CCAHEC of a name-based background check from [American Databank](#) (within the last 18 months).
- Satisfactory results of a drug screen from [American Databank](#) or another agency meeting CCAHEC's [minimum requirements](#) as determined by area medical facilities.

### Arranging Clinical Site

Students are responsible for establishing their clinical experience and obtaining the Preceptor Agreement between the healthcare facility and assigned preceptor (per State Board of Nursing rules). When preparing to schedule clinicals, the time required to notify the State Board of Nursing, submit clinical placement requests, complete required documents, and schedule clinical hours takes approximately four to eight weeks. Please allow ample time when submitting requests to the CCAHEC. See [Module Six](#) for *Tips for Finding a Preceptor*.

**\*\*\*Important Note: Many hospitals in Colorado now require a BSN as the entry level into practice. If you do not currently hold a bachelor's degree, you will likely not meet requirements to complete your clinicals at these sites. This could delay your ability to find a clinical site. Please contact [training@centralcoahec.org](mailto:training@centralcoahec.org) for possible ideas for placement outside of the hospital setting.**

- Clinical hours (80 or 120) must be completed in an approved healthcare facility that will allow for all skills to be practiced and completed at the chosen facility as dictated by the SBON.
- Temporary license needs to be obtained and will read Active- Refresher Course Only (active for up to 12 months).
- Students are responsible for arranging their own clinical experience (some facilities may require a fee for this). CCAHEC currently has Education Agreements with numerous area medical facilities. Should CCAHEC not already have an established Education Agreement with the student's medical facility of choice, students may contact CCAHEC to establish one.
- Students are responsible for obtaining administrator and preceptor signatures on the State Board of Nursing [Competency to Practice](#) form (pages 2 and 3). \*\*\*Submit this completed form to CCAHEC.
- CCAHEC highly recommends students work at a minimum of three (3) days per week to complete 80 or 120 hours in four or six weeks respectively.

### Applying for a Temporary License

Once students receive a passing score of 80% or better on the final exam, a Certificate of Completion will be issued, a copy of which will be sent to the State Board of Nursing. Additionally, students need to complete two (2) documents and submit them to the SBON, accessed under [Module 6](#) in the LPN Refresher Course:

1. Reinstatement/Endorsement Application submitted to the SBON
2. Non-Traditional Program or Refresher Program Competency to Practice Form (link above)  
Instructor/Preceptor Agreement signed by the preceptor and site's director of nursing. This form must be submitted to Central Colorado AHEC.

Once clinical site has been determined, the SBON will email the student a temporary license, good only at the clinical site.

\*\*\*If you currently hold an **encumbered license**, you need to contact the State Board of Nursing as soon as possible for their review and specific direction.

### During/After Clinical Experience

The following must be completed during and after student clinical rotation hours and returned to CCAHEC.

- Students must complete medical facility orientation requirements (e.g. infection control, safety, fire, blood and bloodborne pathogens, etc.). Students may not begin clinical hours until orientation documentation is uploaded into MyClinicalExchange or submitted to CCAHEC's Professional Education Coordinator.
- Competency requirements should be documented for the RN/LPN preceptor on the unit where the student obtains clinical hours as entered into MyClinicalExchange or submitted to CCAHEC and signed by RN/LPN Preceptor.
- Students and preceptors must complete the SBON Non-Traditional Refresher/ Refresher Skills Checklist (pages 4-6 of the [Competency to Practice](#) form) for LPNs and submit to CCAHEC. All clinical hours must be under the direct supervision of an RN/LPN preceptor.
- \*\*\*For students participating in the CCAHEC payment plan, final documents will not be forwarded to the SBON until all payments are made in full.

## PROGRAM AND COURSE POLICIES

### Student Agreement



All students are required to understand and abide by the Student Agreement. The Agreement includes: Standards of Conduct, Standards of Honesty and Integrity, and Student Responsibility. The agreement must be signed and returned at the beginning of the course. You will not be able to schedule the final exam until CCAHEC is in receipt of the signed agreement.

## Technology Requirements and Skills

This course requires access to a computer or device with the following:

- **Operating system** – Windows 7, Windows 10, Mac OSX Sierra
- **Internet speed** – Broadband connection
- **Web browser** – For best experience use Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge (Internet Explorer is not recommended). Please ensure you have downloaded the most recent security updates.
- **Internet browser settings** – For the learning management system and Evolve HESI PN Case Studies, students should enable Cookies, Pop-ups, and JavaScript.
- Some resources may require Adobe Acrobat Reader (free) and/or Microsoft Office (Word, Excel, PowerPoint) or equivalent

## Technology Backup

Students will have access to the course for 12 months. CCAHEC will save and store quiz grades and online course progress in accordance with CCAHEC's Document Destruction and Retention policy.

## Email

Students should email [training@centralcoahec.org](mailto:training@centralcoahec.org) with any questions or comments throughout the course. Be sure to check junk and spam folders for Professional Education Team responses and add CCAHEC to the approved list of senders. CCAHEC does not permit submission of documents containing personally identifiable information through email. Please contact our office to arrange secure document transfer through a CCAHEC approved, secure cloud-based application.

## Online Conduct and Professional Behavior

Appropriate online behavior, also known as netiquette, is defined by the Professional Education Team and includes all electronic communication in the course. Course faculty reserves the right to determine whether a post or other entry is unsuitable. Inappropriate contributions may be deleted.

## Harassment

CCAHEC prohibits harassment on the basis of race, religion, sex, gender identity, color, creed, national origin, citizenship, ancestry, age, genetic information, physical or mental disability, veteran status, political ideology, marital status, pregnancy or maternity, or any other status protected by applicable state or local law. Violation of this policy may result in student expulsion from the RN Refresher Course.

Students who feel that another student is harassing them based on any of the factors above, contact CCAHEC's Professional Education Manager ([training@centralcoahec.org](mailto:training@centralcoahec.org)) and Executive Director ([linbrowning@centralcoahec.org](mailto:linbrowning@centralcoahec.org)) immediately.

## Reasonable Accommodations

Central Colorado AHEC (CCAHEC) does not discriminate on the basis of disability, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All students interested in

receiving accommodations must contact CCAHEC by email ([sandra@centralcoahec.org](mailto:sandra@centralcoahec.org)) or phone at 303-481-8686 and request the Reasonable Accommodations Request form and policy. The office is located at 10200 E. Girard Ave Suite B131, Denver, CO 80231. CCAHEC works with students with disabilities regarding equal access to services and programs. Requests for accommodations may be made at any time (although accommodations are not retroactive).

### **Assessment Appeals**

Students wishing to appeal assessment content or scores may do so by emailing [training@centralcoahec.org](mailto:training@centralcoahec.org) or calling 720-535-1684 to arrange a date and time to speak with CCAHEC's Professional Education Manager.

### **Course Evaluation**

Upon completion of Phase 1 and Phase 2, students will receive links to complete course evaluations. Participation is not required, but would be most appreciated, as this an integral part of ensuring course integrity, sound instructional activities, and student learning.

### **Other**

Per the Colorado State Board of Nursing, many healthcare institutions employ nursing students to provide enhanced education and experience as they transition through school and into the professional, licensed role of Registered Nurse. The Colorado State Board of Nursing supports these experiences but recognizes that such roles should be clearly identified in order to avoid any misunderstanding by the student, the employer, and the public. Please see Colorado State Board of Nursing [Policy 60-02](#) for more details.

\*\*\*The CCAHEC Online RN/LPN Refresher Course is NOT an NCLEX Preparation course. While there are opportunities to practice for the NCLEX, and some of our students have used this course as part of their preparation, we cannot guarantee that students will pass the NCLEX exam after taking this course.

Occasionally, CCAHEC uses student and program participant information and photos to share success stories! Please complete our [Publicity Release Form](#) prior to starting the course.

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