

Program Director - Wendy Wells, MSN, RN
Program Assistant - Lisa Bouknight



NURSE REFRESHER INFORMATION SESSION

AGENDA

- Welcome
- Description of Nurse Refresher
- Maryland Board of Nursing Requirements
- Course Requirements
- Expectations
- 9 Study Tips for Student Success
- Cost & Payment Plan
- Required Class/Lab/Clinical
- What happens after Course Completion
- Registration



What is Nurse Refresher?

- ▶ This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field



Maryland Board of Nursing Requirements

- Must have graduated from an RN or LPN program
- Must have passed the NCLEX exam
- Must have an active, active -inactive, or temporary license number with start of clinical
- For nurses who have not practiced for a while



Course & Healthcare Facility Requirements

- Background Check - MC has a background check company. You may not use any other background check company.
- Health Care Provider CPR card
- Immunizations - Hep B, Influenza, MMR, Tdap, Varicella
- Titters - Hep B, MMR , Varicella
- PPD Test - 2 step (required on Health Form)
 - **Positive PPD must have a negative CXR result**
- Physical Examination by a Doctor or Nurse Practitioner
- Drug and alcohol screen
- Must complete Holy Cross modules on-line
 - **Documentation of completion of modules must be submitted to Instructor**



Course Requirements - Continued

- Computer, laptop, iPad, telephone w/camera and internet capabilities to access course from home
- Required to Carry Health Insurance during Clinical
- Maryland residents may contact the following for information on state funded insurance:

www.marylandhealthconnection.gov Or:

call 1-855-642-8572 Or : download the free Health
Young American App

Taking this course does not guarantee a job!



Technical Standards

The practice of nursing requires the following abilities with or without reasonable accommodations:

- Visual acuity
- Hearing ability
- Olfactory ability
- Tactile ability
- Strength and Mobility
- Fine motor skills
- Physical endurance
- Ability to communicate
- Emotional stability
- Cognitive ability

► If you have any of the above where accommodations are needed, please contact Disability Services on the following slide.

Disability Services

- ▶ To access services, students must refer themselves to Disability Support Services (DSS) contact Natalie Martinez, Assistant Professor, Disability Support Services Counselor, Rockville 240-567-4118
- ▶ Must inform Instructor and present DDS letter at the beginning of class if any disabilities exist.





Address Barriers

- ▶ *Babysitting issues* - children are not allowed in class or clinical! Make arrangements now..
- ▶ *Make arrangements at your jobs* - Inform employers - 12 week course only!
- ▶ *Lack of Confidence* - Begin preparing yourself now for the demands that lie ahead.
- ▶ *Family Reactions* - Initial support for a decision to enroll in a new course or program may dwindle when the reality of the commitment becomes apparent.
- ▶ *Time Commitment* - Plan to spend hours studying the material. It is 3 hrs for every 1 hr the class is taught.



What are the Expectations?

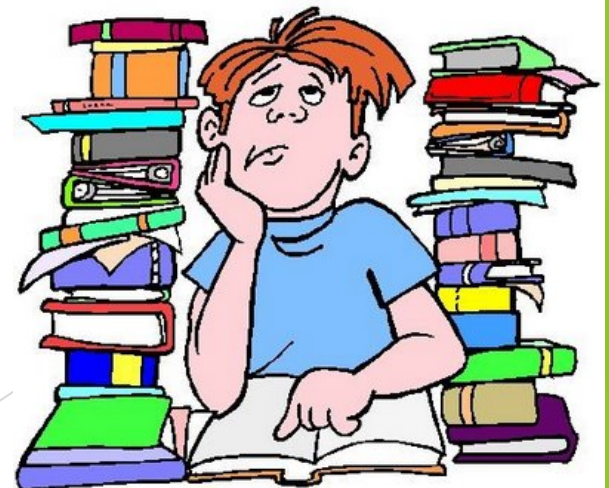
- Accelerated program
- Updated information
- Review only
- Clinical expectations in this course is stressful and the expectations are high.
- Attendance is **MANDATORY!**
- Feedback for online course is **MANDATORY!**

▶ **Not nursing school!**

9 Study Tips for student success

► Study Tip 1

► Use your resources. Your professors, you can form study groups online, or you may get a study partner. There is also a Medical Learning Center on the second floor of this building which will help you to find the information that you need and to look at media in terms of DVDs, books, YouTube videos... all those things are in the Medical Learning Center. Due to current circumstances, you may email the center if you need help accessing information.



9 Study Tips for student success

▶ Study Tip 2

- ▶ Attend every class. It is easier to keep up if you are in every class than to try to catch up if you miss. So unless you have a dire emergency, attend every class online.

▶ Study Tip 3

- ▶ Step number 3. Review your notes within 24 hours. That is the beginning of moving the information from short term to long-term memory.

9 Study Tips for student success

▶ Study Tip 4

- ▶ Begin studying and homework on the "first" day of class and continue throughout the semester.

▶ Study Tip 5

- ▶ Remember that studying and homework are not the same, you have to allot time for both. I want to help you out here since I can't get an answer from you right now. I will tell you that homework consists of the assignments that your teacher gives you. Studying, on the other hand, is actually learning the information.

9 Study Tips for student success

- ▶ **Study Tip 5 (cont.)**
- ▶ Some people do it through concept maps, rewriting notes, doing practice questions. You have to learn the information and it is easier to do it if you learn it as you go.
- ▶ Please don't wait until the night before the test to try to learn the information. That's called "cramming" and it doesn't work.

9 Study Tips for student success

▶ Study Tip 6

- ▶ Purchase a planner. Some people use the software on their computers to do their schedules. Make sure you have a planner that has a monthly schedule for each month as well as a weekly schedule. On your monthly schedule you are going to put down your exam dates, your quiz dates, and also any major project that are due throughout the time that you are in the program or that class.

9 Study Tips for student success

- ▶ **Study Tip 6 (cont.)**
- ▶ On the weekly plan, you actually will write down what you have to do on any given day. Put in fixed commitments like when you work, when you are in class, when you are commuting, so that you can see what time you have left to add your homework, your studying, your eating, your sleeping and all the things that you have to do.

9 Study Tips for student success

▶ Study Tip 7

- ▶ You may have people who will try to get you out when you're doing your homework or when you know that you have to study. You might have to learn to say "No" nicely sometimes.
- ▶ Being in class does not mean that you cut out all of your activities for fun, but you may not be able to do as much as you were doing before. But, remember, this is just a short period to allow you to get through your classes.

9 Study Tips for student success

▶ Study Tip 8

- ▶ When you are sitting down for a study session, plan that session. In the first one or two minutes, set a goal of what you want to accomplish, then you can study for 30 to 50 minutes however much time works for you and then take a break. A five to ten minute break, not five hours. After that break, you want to review or write a summary of what you learned during that session. Then you can start your next session.

9 Study Tips for student success

▶ Study Tip 9

- ▶ Finally, make a commitment to succeed. I know that you can do it and you know that you can do it. So put in the work, and you will meet your goal.

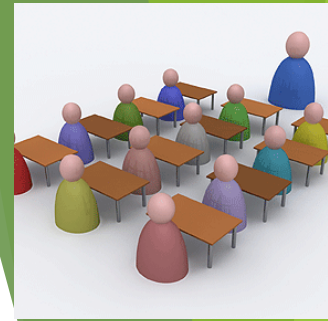
How long is the Nurse Refresher program?

The Nurse Refresher program is a total of 14 weeks:

- ▶ 100 hours of lecture, discussion and hands on practice labs required by the Maryland Board of Nursing
- ▶ 8 hours of health assessment lab - **Mandatory!**
- ▶ 60 hours of clinical required by the Maryland Board of Nursing

What are the classes?

Part 1 - Nurse Refresher Classroom
face to face(ZOOM) OR ONLINE (Blackboard)



- ▶ Lecture
 - ▶ Discussion
 - ▶ **REVIEW** Anatomy and Physiology
 - ▶ Current Treatment Strategies
 - ▶ Case Studies
 - ▶ Pharmacology
 - ▶ Physical Assessment
 - ▶ Nursing Process
 - ▶ Documentation
 - ▶ Current Trends
 - ▶ End of Life Issues
 - ▶ Legal Issues
- Virtual classes until deemed safe to return to face face instruction

How do I get to the Online Class?

Nurse Refresher Online

- This is not a “live” class.
- The theory section of this course is always taught online. You are expected to sign on to this course via Blackboard on the first day of class. Instructions will be sent to you prior to the start of class.
- On-campus Labs will be taught face to face unless it has been deemed unsafe to return to campus. Your instructor will let you know.
- The Maryland Board of Nursing and Maryland Higher Education Commission has authorized virtual skills training at this time.

What is blackboard?

- ▶ Blackboard is Montgomery College's web conferencing system
- ▶ for students. Bb is a synchronous meeting space where
- ▶ you can participate by attending a class virtually using your
- ▶ computer or mobile device. Blackboard offers a virtual space
- ▶ that can be used to meet online with your professor or student
- ▶ workgroup at a predetermined time.

Where is blackboard located?

1. You must have access to a computer to take this class and have basic typing skills
2. You must have a MyMC email address. Once you have signed up for the course, your receipt will give instructions on how to set up a free MyMC email address.
3. Once you sign-on, look for “Blackboard” in the upper right hand corner. Click on. Find the Nurse Refresher Online course. Once you open, you will see “Start here”.

Where is blackboard located?

The screenshot shows a web browser window with the URL https://www.montgomerycollege.edu/_documents/offices/elite/hub-blackboard-for-everyone.pdf. The page content includes the following steps:

- Using your Web Browser, go to: www.montgomerycollege.edu
- Click the Access MyMC Button in the upper right hand corner.
- Login to My MC.

The screenshot also shows a login form with fields for MyMC ID and Password, and a "Sign In" button. Below the login form, there is a navigation menu with a red box highlighting the "Training and Professional Development" link. At the bottom of the page, there is a link for "MC Learns".

5. In the Center of the Training and Dev page, click the "MC Learns" link.

What will I need?

- A computer w/speakers, and a microphone or mobile device (iPad, laptop, etc)
- MyMC email address
- Internet access

Nurse Refresher - Face to Face (traditional)

- ▶ This course is usually taught face to face. Due to COVID19, the course is currently taught via “live Zoom”. This means there will be an instructor who teaches online face to face - live. Your Instructor will send you an email with the ID and passcode a few days prior to the start of class.
- ▶ This course will also incorporate Blackboard, so please make sure that you create your MyMC email address as this is the only way to access the class.

KEY COMPONENTS of Both Programs

Face to Face	Blended
Non-credit courses for RNs & LPNs	Non-credit courses for RNs & LPNs
100 hours of “face to face” classroom lecture by Instructors, PPT presentations, discussion, case studies, videos, integrated skills labs, 5 exams	100 hours of active participation to include required discussion boards, reading online material, PPTs, case studies, videos, integrated face to face skills labs, 5 exams online
Theory Class = 5 exams Attendance is mandatory Calculations Test = 100% Skills Lab = Pass/Fail Clinical = Pass/Fail	Theory Class = 5 exams Discussion Board = points given per forum Calculations Test = 100% Skills Labs = Pass/Fail (Face to Face) Clinical = Pass/Fail
8 hours of Health Assessment Lab	8 hours of Health Assessment Lab Face to Face
60 hours of clinical	60 hours of clinical

Part 2 – NURSE REFRESHER PRACTICE LAB



- The lab is designed to review clinical skills such as foley catheter insertions, IV care, central lines, and wound care, just to name a few.
- Topics such as communication skills, current trends in documentation, the nursing process, nursing care and procedures will be covered.
- Tested on skills competencies and must pass.

On-campus labs - will be taught face to face unless it is deemed unsafe to return to campus. Your instructor will confirm. Be prepared to mask-up and social distance.

Part 3 - NURSE REFRESHER CLINICAL

- Students must successfully complete and pass the Nursing Refresher Classroom with a passing grade of $\geq 80\%$, pass lab competencies, and receive a 100% on Calculation's exam in order to attend clinical.
- Due to the COVID19, clinicals are temporarily being taught online. Once it has been deemed safe to return to the hospital, classes for this section will resume face to face on the unit. Your Instructor will confirm.
- Until then, students will be assigned patients on a virtual medical-surgical unit to care for virtual patients.
- Assignments will be supervised by an RN Clinical Instructor



Where are the classes?

- ▶ Takoma Park/Silver Spring Campus - Health Sciences Bldg
7977 Georgia Ave, Takoma Park, MD 20912

- ▶ NUR057 Nurse Refresher Classroom (face to face)
 - ▶ M,W 5:00pm - 9:15pm
 - ▶ S 8:00am - 5:00pm

- ▶ NUR 069 Nurse Refresher Online Classroom
 - ▶ **Online (Blended)** - 4 Labs are face to face and attendance is **MANDATORY!** (See syllabus)
 - ▶ Due to the COVID19 outbreak, clinicals are temporarily being taught online. Once it has been deemed safe to return to the hospital, classes for this section will resume face to face on the unit.

Entering Health Sciences Building

- ▶ On-campus designated lab days will be held at the TPSS campus.
- ▶ You will be required to complete the WDCE Hub on Blackboard which explains the procedure of entering the building as well as a daily self-screening survey. Your instructor will give you the information on how to complete.
- ▶ You will also be required to wear a mask, social distance, and wash hands.

PARKING on campus

- Parking is Free to students
- Students parking a vehicle on any Campus while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials.
- See catalog for Instructions for Parking Permits
- Any questions, call Customer Service 240-567-5188





Where are the clinicals?

- ▶ 1500 Forest Glen Rd.
- ▶ Silver Spring, MD 20910

- ▶ 19801 Observation Dr.
- ▶ Germantown, MD 20876



HC HOLY CROSS
HOSPITAL



Parking at clinical locations

- ▶ When classes resume at the hospitals:
- ▶ Parking is free at Holy Cross - Germantown;
- ▶ Designated free parking at Holy Cross-Silver Spring. Students
- ▶ are assigned to certain areas. Please follow instructions given
- ▶ to you by your instructors. However, if you do not want to
- ▶ shuttle in from the designated parking lot, you may park for
- ▶ \$8/day in the garage.

Cancellations

- ▶ If Montgomery College is closed, the class will be cancelled and the lecture will be reassigned.
- ▶ Sometimes, we have to cancel a class due to a problem with the facility or the instructor.
- ▶ We will notify you by email. Please check your email before coming to class.
- ▶ Please make sure email is correct in the Montgomery College System.

WHAT ARE THE HOSPITAL REQUIREMENTS?

ITEM/REQUIREMENTS	
CRIMINAL BACKGROUND CHECK/ DRUG and ALCOHOL SCREEN	YES
RESULTS TB/CHEST X-RAY	YES
T-dap VACCINATION RECORD	YES
HEP B VACCINATION RECORD/POSITIVE TITER (Titer Required – no exceptions!)	YES
MMR VACCINATION RECORD/POSITIVE TITER (Titer Required – no exceptions!)	YES
VARICELLA VERIFICATION/VACCINATION/TITER (Titer Required – no exceptions!)	YES
INFLUENZA VACCINATION/WAIVER	YES
PHYSICAL EXAMINATION	YES
BASIC LIFE SUPPORT (BLS) HEALTHCARE PROVIDER	YES



WHAT ARE THE HOSPITAL REQUIREMENTS? (cont.)

- ▶ COVID 19 Training
- ▶ Hospital Modules (Instructor will assign)

Criminal Background check - The college uses CB Bridges. You will receive information on how to access. If you have anything on your record, try to clear it up with the agency where it occurred. We never know what you did. We can not fix it. If the report comes back as an adverse action, you will not be able to attend clinical.

WHAT ARE THE HOSPITAL REQUIREMENTS? (cont.)

Immunizations - If injections or booster are given, a titer is required to see if you have immunity.

- ▶ Upload to CB bridges by the first on-campus labs for online; face to face - end of first week). The hospital needs the information in advance in anticipation of your arrival to make sure students meet hospital and governing regulatory requirements.
- ▶ You will be given information to a designated website to upload your medical documentation. This will be given to you at a later date.

Is there a payment plan?

- ▶ Please contact Customer Service at 240-567-5188 to discuss the
- ▶ installment payment plan.

- ▶ Please contact Customer service if you have any questions regarding
- ▶ money.

Are there any scholarships?

- Yes, there are scholarships

- GEER Scholarship -

<https://www.montgomerycollege.edu/search/?q=GEER+Scholarship>

(first come first serve, must be a Maryland resident)

- Need based scholarships – This scholarship is based on financial hardships or individuals who are displaced. Send email to:

lisa.bouknight@montgomerycollege.edu or

wendy.wells@montgomerycollege.edu to request an application

Are there any scholarships?

- ▶ Sequence Scholarship - (Fall and Spring only)
<https://www.montgomerycollege.edu/workforce-development-continuing-education/wdce-scholarships/workforce-dev-sequence-scholarship.html>

(first come first serve, must be a Maryland resident)

Registering with the correct name

- ▶ It is important that the name on your certificate of completion, matches
 - ▶ the name you register with.
- ▶ If you have taken a course at Montgomery College and your name has
 - ▶ changed, a name change form will need to be completed. Forms can be
 - ▶ requested online by contacting WDCE Customer Service
 - ▶ montgomerycollege.edu/wdce or call 240-567-5188

Creating MyMC Email Address

- ▶ Once you have registered for the program, you must create a MyMC email address. This is important because this is the only way we will communicate with you once class starts.
- ▶ You will be able to set up your email once you receive your receipt in the mail. If you have not received within 1 week of payment, call WDCE Customer Service 240-567-5188
- ▶ If you have any questions on how to set up your email, please contact IT
- ▶ 240-567-7222.

Nurse Refresher Program Anticipated Costs

Costs Required for the Program	Range	
Physical examination by a Physician or Nurse Practitioner	\$ 60.00	\$ 100.00
Immunizations (Hep B, Tdap, MMR, Varicella)	\$ 115.00	\$ 320.00
Or Titers (MMR, Varicella)	\$ 105.00	\$ 350.00
PPD/Chest x-ray	\$ 10.00	\$ 45.00
Uniforms (white pants, white top, white shoes)	\$ 50.00	\$ 100.00
Healthcare Provider CPR	\$ 80.00	\$ 102.00
Finger Printing	\$ 55.00	\$ 57.00
Background Check	\$ 35.00	\$ 70.00
E-book Fundamentals	\$179.00	\$179.00
Medical Surgical	\$179.00	\$179.00
Total	\$ 790.00	\$ 1286.00
(Above NOT included in tuition)	(Resident)	(Non-Maryland Resident –OOS Fees)
*Tuition & Fees		
Nursing Classroom \$1475	\$3045.00	\$ 4475.00
Nursing Lab 275		
Practice supplies covered by tuition		
Nursing Clinical 1325		
	Range	
Anticipated total cost of the Nurse Refresher Program	\$3835.00	\$ 5761.00

Students will need to purchase

- White uniforms (white pants, white top, white shoes, white socks). Scrubs can be purchased at Walmart or any uniform shop, or even online; watch w/second hand (no digitals), stethoscope, penlight, BP cuff (optional, may need for virtual scenarios)- do not spend a lot of money on these items.
- Fundamentals of Nursing. Taylor. 9th edition & Medical-Surgical Nursing. Brunner & Suddarth. 14th edition. The cost of the eBooks are \$145 each. Instructions will be sent to you at a later date. You will have access to the book indefinitely in addition to a variety of resources, videos and research articles.

Additional Fees NOT included in tuition

- There will be additional fees for background check, PPD/CXR, immunizations and/or titers, drug and alcohol screen, CPR training , uniforms, and medical records upload fee.

Medical Forms/immunization documentation

- ▶ Completed medical forms and immunization documentation are usually due at the end of the first week of class. We know that it may be difficult to set up an appointment at this time. This may be extended which will depend on if the hospitals are open to students. This information will be passed on to you by your instructor.
- ▶ If we are approved for clinicals, you will be sent a designated website to upload your medical documentation.

Distribution of Books & Materials

- ▶ Once you have registered for the course, a date, time and location will be determined for you to pick-up your supplies. You will be contacted via MyMC email.
- ▶ Please set up your MyMC email address.

Refund policy

- ▶ **Refunds** are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. Call Customer service to drop classes.
- ▶
- ▶ **Drop Forms** visit:
- ▶ www.montgomerycollege.edu/wdce/register/refundpolicy.html
- ▶ or call WDCE Customer Service -240-567-5188

How Do I Register?

- You may register on-line or call customer service to register 240-567-5188
- You must register for all 3 sections;
 - Classroom
 - Nursing Lab
 - Choose 1 clinical location

**The corresponding classroom and clinical MUST be taken together.
No Exceptions!**



What happens after Course Completion

- ▶ Students will receive a certificate of completion.
- ▶ Montgomery College will send in all names of students who have completed all three portions of the Nurse Refresher course.
- ▶ You will need to follow the directions on the Maryland Board of Nursing for payment for reactivation of license.
- ▶ Students are responsible for paying for nursing license.

Directions from the Maryland Board of NURSING

After completion of the Board approved refresher course, applicants with inactive licenses are required to send in:

- A copy of the course certificate of completion - (Montgomery College does this)
 - A completed inactive_to_active.pdf Conversion from Inactive/Volunteer to Active form [PDF] and supplementalform.pdf Supplemental Renewal Form [PDF].
 - A check or money order payable to the "Maryland Board of Nursing" in the amount of the RN Inactive/Volunteer to Active conversion fee or the LPN Inactive/Volunteer to Active conversion fee.
-
- ▶ Once the Board has received the items above, it will issue an active Maryland license.
 - ▶ * holds a current active nursing license in good standing from another state

How Do I get Started?

- ▶ Download and Review forms online.
- ▶ Register online until deemed safe to return to campus. Must enroll in all 3 sections, classroom, lab, and choose one clinical.
- ▶ Review the requirements
- ▶ Make the necessary appointments
- ▶ Online Blended Class turns your documentation into the WDCE, Health Sciences, HC 126 the first week of class. Face to Face Class turns documentation into Angelica Dizon - Lead Instructor.
 - ▶ Will not accept your documentation until all items are complete.

Questions

- ▶ Email the following:
- ▶ Content - lisa.bouknight@montgomerycollege.edu or
- ▶ wendy.wells@montgomerycollege.edu

- ▶ Customer Service - 240-567-5188
- ▶ www.montgomerycollege.edu/wdce