

**Verification of Successful Completion of
VN/PN Refresher Course/Extensive Orientation/Academic Nursing Course(s) for the Texas Board of Nursing**

Name: _____ LVN Lic# _____ SS# _____

Completion Type (Check One): Refresher Course **OR** Extensive Orientation Program

Didactic Content Course Dates: _____

Precepted Clinical Learning Experience Dates: _____

Knowledge/Skill Verified *Attach additional teaching materials, objectives, skills check off sheets, etc.	Date of Verification (mm/dd/yy)	Instructor/ Preceptor Initials												
1) Review of NPA, Rules, Position Statements														
2) Determining Individual Scope of Practice and role in patient safety														
3) Review of the clinical problem solving process for the provision of individualized, goal directed nursing care to include:														
(a) Collecting data & performing focused nursing assessments;														
(b) Participating in the planning of nursing care needs for clients;														
(c) Participating in the development & modification of the comprehensive nursing care plan for assigned clients;														
(d) Implementing appropriate aspects of care within the LVN's scope of practice;														
(e) Assisting in the evaluation of the client's responses to nursing interventions and the identification of client needs.														
4) Pharmacology Review														
5) Medication Administration														
6) Documentation principles/practices														
7) Documentation of current CPR certification prior to beginning precepted clinical experience														
8) Supervised clinical experience providing direct patient care (minimum of 80 hours)														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Date of Verification</th> <th align="center">Supervised Clinical Hours</th> <th align="center">Clinical Preceptor Initials*</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date of Verification	Supervised Clinical Hours	Clinical Preceptor Initials*											
Date of Verification	Supervised Clinical Hours	Clinical Preceptor Initials*												
9) Documentation of successful completion of Didactic Content of the Refresher Course														

I attest that the vocational/practical nurse named above, has participated and successfully completed all requirements for a refresher course/extensive orientation or academic course as documented above, and has demonstrated clinical practice that meets minimum standards of nursing competence in compliance with the Nursing Practice Act and the Rules & Regulations of the Texas Board of Nursing. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form. Furthermore, I acknowledge this is a legal document and understand that it is a violation of the 22 Texas Administrative Code, §§ 217.12 (6)(I) and the Penal Code, sec 37.10, to submit a false statement to a government agency.

Instructor's Name (Print legibly) _____ **Date:** _____

Instructor's Signature: _____, RN **License Number:** _____ **State:** _____

Clinical Preceptor's Name (Print legibly) _____ **Date:** _____

Clinical Preceptor's Signature: _____, RN/LVN **License Number:** _____ **State:** _____

*If additional RNs or LVNs are Instructor or Clinical Preceptor, please indicate below. Include printed name signature, date, license number and state.

Printed Name	Signature	Indicate either Instructor or Clinical Preceptor	RN/LVN License Number	State of Issuance

Vocational Nursing (VN/PN) Refresher Course/Extensive Orientation/Academic Nursing Course(s)

Overview of Requirements

General Requirements: Each content area indicated below will have: course description, goals and objectives, resources to be utilized, break-down of didactic and clinical content, and methods to be used to determine successful completion of the course. Total didactic and clinical hours should be based on individual need and comprehensive assessment of the competency level of the nurse. The Differentiated Competencies of Graduates of Texas Nursing Programs, <http://www.bon.state.tx.us/about/pdfs/del-comp.pdf>, should serve as the guideline for the evaluation of competency. Didactic review must be completed by an RN Instructor. Clinical review can be performed by an LVN or RN preceptor in collaboration with the RN Instructor and must be a minimum of 80 hours in direct patient-care hours. Home study and/or video-based programs are not acceptable as the primary or sole means of instruction.

1) Review of NPA, Rules, Position Statements

Must include Standards of Nursing Practice, Misconduct Rules, Eligibility Requirements relating to good professional character and ethical conduct, including professional boundaries, Peer Review (incident-based and safe harbor), CE requirements, and licensure renewal requirements. It is recommended that this content constitutes 15% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

2) Determining Individual Scope of Practice

Must include a review of all the scope of practice documents on the Board's website, listed under "Nursing Practice", then under "Scope of Practice", including identification of Standards of Nursing Practice, Decision-Making Model for Determining Nursing Scope of Practice, evidenced-based best practices for practice setting focus, and other current reference material relevant to patient safety and the nurse's practice. It is recommended that this content constitutes 5% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

3) Review of the clinical problem solving process (systematic approach) for the provision of individualized, goal directed nursing care

Must include both didactic and clinical practice related to data collection (including physical assessment to cover all body systems), planning, implementation and evaluation. The content must reflect the Standards Specific to LVNs identified in Rule 217.11(2). It is recommended that this content constitutes 30% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

4) Pharmacology Review

Must include a didactic component; content must cover all major drug classifications and their physiological and therapeutic effects, dosages, administration, precautions, contraindications, side effects/adverse reactions and nursing implications. Courses focusing exclusively on drugs for specific disease processes shall not count. In addition, specific courses focusing on emergency management of certain conditions, such as Advanced Cardiac Life Support shall not count. It is recommended that this content constitutes 20% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

5) Medication Administration

Must include both a didactic (excluding home study) and clinical application components. Content must include review of proper administration procedures for all standard routes, computation of drug dosages, 5 rights of medication administration, factors influencing the choice of route, and possible adverse effects resulting from improper administration. If proficiency in administration of drugs by intravenous routes is to be covered, this content must be in addition to the above required didactic and clinical minimum hours, and shall be in alignment with currently accepted course content and clinical practice hours established by national specialty nursing organizations and/or vocational nursing education programs. Must also include current information on national patient safety initiatives and recommendations for safe medication administration practices. It is recommended that this content constitutes 20% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

6) Documentation, quality assurance and legal implications for nursing practice.

Must include a didactic component. Content must include nursing standards related to accurate and complete documentation, legal guidelines for recording information into records pertaining to clients, methods and processes of recording, methods of alternative record keeping, including computerized documentation, acceptable methods of making late entries, and documentation practices considered to be unethical/illegal. Discussion should include basic principles and concepts of quality assurance. Evaluation of the ability to document care effectively must be included in clinical portion of refresher. It is recommended that this content constitutes 10% of Refresher Course/Extensive Orientation/Academic Nursing Course(s) time.

7) Documentation of current CPR certification prior to beginning clinical experience

Must complete a cardio-pulmonary resuscitation (CPR) certification course and provide a copy to the preceptor/instructor prior to beginning the precepted clinical learning experience. A copy of the CPR certificate should be maintained in personal files.

8) Supervised clinical experience providing patient care

Must include information on types of clients, disease processes, medications, treatment, and/or procedures performed during supervised/precepted clinical experiences and evaluation methods/comments of instructor/preceptor. Clinical practicum should be a minimum of 80 hours in direct patient-care hours. Clinical experiences are faculty planned and guided learning activities designed to assist students in meeting stated outcomes and to apply knowledge and skills to ensure the provision of safe nursing care to clients. Additional clinical experiences may occur in nursing skills and computer laboratories; in simulated clinical settings; in a variety of affiliating agencies or clinical practice settings.

9) Documentation of refresher course completion

Must submit a copy of the Refresher Course/Extensive Orientation/Academic Nursing Course(s) completion certificate with the Refresher Course/Extensive Orientation/Academic Nursing Course(s) Verification of Successful Completion form.