

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Renée D. Coleman-Mitchell, MPH  
Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

HEALTHCARE QUALITY AND SAFETY BRANCH

### BLAST FAX 2019-24

TO: Nursing Home Administrators and/or Director of Nurses  
FROM: Donna Ortelle, R.N., M.S.N., Section Chief DO  
Facility Licensing and Investigations Section  
DATE: November 7, 2019  
SUBJECT: LPN Refresher Program

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The attached communication is for your attention. If you have any questions, please contact Dana Dalton at (860) 509-7605 or [dana.dalton@ct.gov](mailto:dana.dalton@ct.gov)



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Attention: Nursing Home Administrators and Director of Nurses

RE: LPN Refresher Programs

The Department of Public Health, Practitioner Licensing and Investigations Section is responsible for issuing licenses and investigating complaints regarding licensees.

When a Licensed Practical Nurse has had a lapse of license and has been out of practice for 3 years or more, they will require a LPN Refresher Program prior to a reinstatement of their license.

The circumstances vary as to the reason why LPNs are returning to practice. Some of these LPNs have been disciplined by the Department and will have a Reinstatement Consent Order that requires a refresher course before they are able to practice as an LPN. Some nurses may have had a lapse in license due to a medical reason or family commitment and have no prior disciplinary action against them, but still require a refresher course prior to practicing due to the length of time they have been out of practice.

Currently, the only LPN Refresher Program that is approved by the Board of Examiners for Nursing in Connecticut is offered by the South Dakota State University (SDSU). A clinical component is required by the program.

The Department has received reports of difficulty in locating clinical placements as part of their refresher programs. In an effort to help facilities in Connecticut understand the SDSU refresher program, SDSU has created the attached fact sheet regarding the program in the event you are contacted by a prospective candidate looking for clinical placement within your facility.

This is for informational purposes only, the decision to accept LPNs for clinical placement remains with the facility.

Please contact Dana Dalton, RN, MSN, Supervising Nurse Consultant in the Practitioner Licensing and Investigations Unit for any questions at (860) 509-7605 or [dana.dalton@ct.gov](mailto:dana.dalton@ct.gov).



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**SOUTH DAKOTA STATE UNIVERSITY**

*College of Nursing*

## **Continuing Nursing Education (CNE) Independent Study Refresher Course**

### **Frequently Asked Questions for the Prospective Clinical Site**

**1. *What is required from the clinical facility by SDSU to host a refresher course student?***

An affiliate agreement is required between the two parties. This may be the standard agreement provided by SDSU, or one required by the clinical site. A completed agreement is required prior to the start of clinical, not prior to the student beginning the course.

The clinical site also identifies an RN preceptor for the student. Prior to clinical, a one-page Clinical Plan form is completed that provides the preceptor license and contact information, as well as contact information for the facility administration. See #4 for preceptor requirements and #5 for evaluation requirements during clinical.

**2. *How many clinical hours is the student required to complete?***

The clinical component is composed of a minimum of 80 hours of supervised clinical practice.

**3. *When will the student be ready for clinical?***

Before a student is approved for clinical to begin, s/he will have:

- Completed the theory component
- Prepared for clinical practice by providing:
  - Two background searches
  - Proof of immunization for MMR, Varicella, Hep B, TDP, Influenza (during flu season)
  - TB Skin Test
  - CPR certification for the Professional Rescuer
  - Proof of personal health insurance coverage
  - Proof of professional liability insurance coverage
  - Negative drug screen
  - Temporary permit requested from the state Board of Nursing
- Submitted the Clinical Plan
- Identified desired learning outcomes

The refresher courses provided through SDSU are self-paced. Some students enroll and move quickly through theory and are ready for clinical in a few short months. Other students take more time and may not be ready to begin clinical hours for several months. SDSU encourages the student to keep in touch with the clinical site regarding their progress and to provide time to plan for the clinical start.

**4. *What are the requirements of a preceptor?***

The preceptor must be:

- A licensed RN in good standing with the Board of Nursing
- Practicing RN for a period of two or more years
- Not a family member or close friend of the student

The preceptor is identified by the clinical site as a nurse that is willing and able to personally supervise the clinical practice of the student, and that is interested in providing guidance, direction and support to the student in their journey to return to nursing.

5. ***What documentation does the preceptor need to complete for the student?***

During the clinical experience, the preceptor is requested to complete the following items for the student:

- Evaluation. This document is not a list of 'skills' that must be practiced. Rather, the evaluation focusses on professional practice standards, such as communication skills, assessment skills, etc. The preceptor provides regular feedback to the student as their time progresses and records their progress on the evaluation form.
- Clinical Learning Outcomes. Prior to clinical start, the student identifies four goals they wish to achieve during the experience. The preceptor provides feedback on goal progress or attainment.
- Hours Log. The preceptor attests to the hours spent by the student working with them in the clinical experience.

6. ***Is the student paid for the clinical time?***

The clinical is an unpaid experience for the student.

7. ***Is the facility allowed to charge the student for the clinical experience?***

SDSU does not interfere with facility policy. It is the determination of the clinical facility if and when a fee is charged to a student for a clinical experience. However, it is SDSU's experience in over 20+ years of providing a refresher course that very few health care providers charge the refresher course student for a clinical commitment.

8. ***Why is the student asking our facility for a clinical experience? We haven't worked with SDSU in the past.***

The refresher course offered by SDSU allows the student to select the setting they complete the clinical experience. The student is not required to complete clinical with only one pre-approved health care provider. The student's chosen direction may indicate future employment preferences.

SDSU works with hundreds of health care providers across the US to assist the refresher course student in their return to nursing.

9. ***Who can the facility contact at SDSU with questions about the Refresher Course program?***

Linda Lemme is the Coordinator for Continuing Nursing Education at SDSU and administers the refresher courses. She may be reached via phone at 605-688-5745 or email at [Linda.Lemme@sdstate.edu](mailto:Linda.Lemme@sdstate.edu).

SDSU nursing faculty are available to the student during course enrollment, and to the preceptor and clinical site administration during the clinical experience.