

Gulf Coast State College

REGISTERED NURSE FIRST ASSISTANT





Registered Nurse First Assistant (RNFA-ATC)

Dear Prospective Student,

Thank you for your interest in the Gulf Coast State College **Registered Nurse First Assistant-Advanced Technical Certificate (RNFA-ATC)** Program! We are located in beautiful Panama City, FL, just minutes from the Gulf of Mexico's emerald green waters and white sand beaches.

The surgical services faculty and staff are very proud of the exceptional program and state-of-the-art Surgical Services Lab, and welcome the opportunity to answer any questions you may have as you begin your new career as a Registered Nurse First Assistant.

If you have not already applied for admission to Gulf Coast State College, you should do this **first** by contacting Enrollment Services at 850.872.3892 or by visiting www.gulfcoast.edu/. This will not only start the college admissions process but will also permit you access to a variety of services available at the college. We also invite you to visit our Surgical Services Programs website at <https://www.gulfcoast.edu/current-students/academic-divisions/health-sciences/surgical-technology/index.html> to better familiarize yourself with all aspects of our educational programs.

We are grateful you are considering Gulf Coast State College for your educational needs. If you have any questions or need to schedule an advising appointment, please contact:

- Brittany Page, Program Coordinator, 850.873.3551
- Academic Programs Specialist, 850.913.3311
- Rebecca Acton, Senior Administrative Assistant, 850.873.3589

Sincerely,

Brittany Page

Brittany Page, BAS, CST, CSFA
Coordinator, Surgical Services
Gulf Coast State College
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Thank you for selecting the Registered Nurse First Assistant-Advanced Technical Certificate (RNFA-ATC) program at Gulf Coast State College (GCSC). The 9-credit program is based on the Association of Perioperative Registered Nurses (AORN) Core Curriculum for the RNFA. Florida Law requires that a Registered Nurse hold the Certified Perioperative Nursing (CNOR) certificate and attend an RNFA training course to function in the State of Florida as an RNFA. Out-of-state students should contact their respective nursing boards to verify the limitations or requirements necessary.

As of January 1, 2020, all nurses applying for the RNFA program must have a bachelor's degree as the minimum education entry level for the program.

****If you are interested in the RNFA program but do not have a Bachelor's Degree**, please see the information related to opportunities for RNs to earn a Bachelor's Degree at GCSC on page 10 of this packet.

Theory courses are offered in the Summer and Fall semesters. The Lab/Clinical course is offered in the Fall semester and includes a required, on-site, 4-day lab week at Gulf Coast State College in Panama City, FL.

Gulf Coast State College offers two options for program entry for Registered Nurse First Assisting:

1. CNOR or CNOR-eligible

- Minimum of 2 years of perioperative experience
- **If CNOR:** student must submit a copy of the CNOR certification and external credit packet to receive external course credit for NSP2290 (Perioperative Nursing Theory)
- **If CNOR-eligible:** student must successfully complete the CNOR certification exam prior to graduation and submit a copy of CNOR certification and external credit packet to receive external course credit for NSP2290 (Perioperative Nursing Theory).

2. Advanced Registered Nurse Practitioner (ARNP); less than 2 years' experience as OR Circulator

- Must successfully complete NSP2290 (Perioperative Nursing Theory) with a minimum grade of "C" prior to enrolling in NSP2090 (RNFA Theory) and NSP2090L (RNFA Lab/Clinical).
- NSP 2090L (RNFA Lab/Clinical) requires a 4-day onsite lab session at GCSC in Panama City, FL. ***CLINICAL CASES/HOURS CANNOT BE COUNTED UNTIL AFTER THE STUDENT HAS ATTENDED AND SUCCESSFULLY COMPLETED THE LAB WEEK SKILLS ASSESSMENTS.**

The application deadline is 11:59 p.m., C.S.T., on April 1, 2024.

Course Delivery

- Didactic courses are delivered via online format/distance learning modality.
- A 4-day lab week completed on campus at Gulf Coast State College in Panama City, FL. Lab week is mandatory and is offered in the fall and spring semesters.
- Clinical experience can be gained in the student's home area via an affiliation agreement through GCSC. Affiliation agreement(s) must be initiated by the midterm of the semester before you begin the clinical course.

For certification, you must complete the National Assistant at Surgery Certification (NASC) requirements successfully to utilize the credential or title of "Registered Nurse Assistant at Surgery-Certified (RNAS-C)" or "Certified Registered Nurse First Assistant (CRNFA)." Please note, upon completion of this program, you will be eligible to apply for the RNAS-C certification exam. The CRNFA exam requires additional application requirements. Please visit the website for additional information. Additional information regarding certification and RNFA standards can be obtained at <http://nascertification.com/> or <https://www.aorn.org/guidelines/clinical-resources/rn-first-assistant-resources>.

If you decide that becoming an RNFA is for you, follow the enclosed instruction checklist. If you have any further questions, please feel free to contact me at bpage2@gulfcoast.edu, or call 850.769.1551 x5881. We look forward to working with you in the future.

DIVISION OF HEALTH SCIENCES MISSION STATEMENT

The Divisions of Health Sciences and Nursing strive to maintain high academic and clinical standards while providing the allied health community with effective and highly motivated professionals committed to interprofessional collaboration and sensitivity to cultural diversity. This goal is to be achieved by meeting the diverse needs of all students through academic advising, recruiting, counseling, and innovative teaching and learning strategies.

PROGRAM MISSION AND PURPOSE

The faculty of the Registered Nurse First Assistant program strives to promote the development of well-educated entry-level Registered Nurse First Assistants who are motivated and productive professionals capable of utilizing knowledge-based critical thinking in the safe practice of surgical assisting. These goals are to be achieved by meeting the diverse needs of students through recruiting, academic advising, counseling, continuous program improvement, collaborating with an active community advisory board, and staying abreast of current technology along with innovative and engaging teaching and learning methods.

PROGRAM INSTRUCTION

The surgeon at the facility always serves as the primary mentor regarding surgical practicum instruction. Didactic and hands-on lab session experiences are provided by licensed surgeons, master's prepared nurses, certified registered operating room nurses, certified surgical technologists, certified surgical first assistants, and other experienced staff as appropriate to the task or skill level of instruction for both the ARNP with no Operating Room experience and CNOR surgical students. Surgeon Mentor, CRNFA Preceptor, or RNAS-C Preceptor to student ratio for RNFA clinical cases will be one-to-one for all surgical procedures in the first assistant role. The program responsibilities include teaching, supervision, evaluation, and providing feedback and recommendations. The licensed surgeon or CRNFA/RNAS-C will provide guidance and instruction for all experiences to meet the RNFA requirements for graduation as appropriate to the skill/task or level of instruction required for the situation.

REGISTERED NURSE FIRST ASSISTANT PROGRAM OF STUDY

The course of study is composed of 3 courses or CNOR status and 2 courses which take approximately 1-2 semesters (6-9 months) to complete. The program requires the student entering the program to be either a CNOR-eligible registered nurse or an advanced registered nurse practitioner. Upon successful completion of this National Assistant at Surgery Certification approved program, the RNFA student will receive an RNFA-advanced technical certificate and be eligible to sit for the national certification examination to become a Registered Nurse Assistant at Surgery-Certified (RNAS-C) through the National Assistant Surgery Certification board (NASC) <https://nascertification.com/rnas-c/>. The program prepares students to become eligible for employment as an RNFA in the Operating Room setting. With further experience, students may become eligible to sit for the CRNFA exam also offered by the National Assistant at Surgery Certification organization (NASC). See the AORN, CCI, and NASC websites for further information.

The goal of the program is to prepare competent entry-level RNFAs in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program prepares students by providing didactic, lab, and clinical experiences that meet the level of preparation as defined by the Association of Perioperative Nurses Core Curriculum for the Registered Nurse First Assistant. The education of RNFAs for the practice of surgery encompasses education in basic sciences, training in cognitive and technical skills, development of clinical knowledge, and maturity in the acquisition of surgical judgment. Graduates are prepared to immediately serve patients and surgeons in any routine entry-level surgical setting. Laboratory and clinical experiences will address specialty equipment.

Refer to each course syllabus to identify specific core objectives, graduation hour requirements (190 Hours Course requirement which includes a minimum of 120 intraoperative hours / 140 perioperative hours RNAS-C requirement), and outcome goals.

Criminal Background Checks

As part of your provisional acceptance into the Registered Nurse First Assistant Program, an acceptable background check (including Level II fingerprinting) and drug screening must be completed before final acceptance into the program if you will be completing clinicals in Panama City, FL, or with one of our affiliated sites. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Upon acceptance into the program, information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check before clinical access. **EXCEPTION:** If you will be completing clinical hours with an employer and/or employer-related facility, you will need to submit a clinical clearance form by each facility attesting to your clinical privilege status.

An applicant must consider how his/her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website at <https://www.floridahealth.gov/> for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully: Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and/or clinical rotations. The statute listed below can also be found online:
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

456.0635 Health care fraud; disqualification for license, certificate, or registration.-

- (1) Healthcare fraud in the practice of a healthcare professional is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
 - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For felonies of the first or second degree, more than 15 years before the date of application.
 2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
 - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

- (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
- (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities, except when such applicant is listed solely based on a default or delinquency on a student loan as provided in s. 120.82.

This subsection does not apply to an applicant for initial licensure, certification, or registration who was arrested or charged with a felony specified in paragraph (a) or paragraph (b) before July 1, 2009.

(3) The department shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:

(a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the applicant is currently enrolled in a pretrial diversion or drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea excludes the applicant from licensure renewal unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application.

(b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396 since July 1, 2009, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application.

(c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.

(d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application.

(e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities, except when such applicant is listed solely based on a default or delinquency on a student loan as provided in s. 120.82.

This subsection does not apply to an applicant for renewal of licensure, certification, or registration who was arrested or charged with a felony specified in paragraph (a) or paragraph (b) before July 1, 2009.

(4) Licensed health care practitioners shall report allegations of health care fraud to the department, regardless of the practice setting in which the alleged health care fraud occurred.

(5) The acceptance by a licensing authority of a licensee's relinquishment of a license which is offered in response to or anticipation of the filing of administrative charges alleging health care fraud or similar charges constitutes the permanent revocation of the license.

Important Note: After acceptance and during enrollment in this program, the student is responsible for notifying the program coordinator of any arrest, regardless of adjudication, that occurs after acceptance through graduation. Failure to promptly notify the program coordinator shall be grounds for dismissal from the program.

RNFA Program - Student Checklist Applicant Responsibilities

*It is the Applicant's responsibility to make sure their application folder is complete before the application deadline.

_____ **Step 1. New students should apply for General Admission to GCSC – Choose a Planned Course of Study.** Applications are available online at: <https://www.gulfcoast.edu/admissions/index.html>. You may also call or visit GCSC Enrollment Services to obtain information on the college admissions process or call 850.872.3892. Returning students who have not attended GCSC in the past year must re-apply for admission.

Choose the Major Code "RNFA-ATC."

_____ **Step 2. New students must pay the \$10 non-refundable College application fee.** The fee may be paid online through myGCSC (Lighthouse) at <https://mygcsc.gulfcoast.edu>, in person at the Business Office or Bookstore, or by calling the Business Office at 850.872.3879. **Note: This must be completed before registering for courses. The cost is subject to change.**

_____ **Step 3. Request OFFICIAL transcripts from high school and all colleges attended, and have them sent electronically or mailed to Enrollment Services at GCSC. Unofficial transcripts are not accepted.**

Per the State of Florida, evidence of high school graduation date must be on file to exit the program successfully, regardless of prior degrees earned. Transcript request forms are available on the GCSC website at <https://www.gulfcoast.edu/admissions/transcripts.html>.

_____ **Step 4. Submit the following items** via fax to Academic Programs Specialist at 850.747.3246 or email to HealthSciencesGCSC@gulfcoast.edu, Attn: Academic Programs Specialist by the published application deadline.

Two (2) letters of recommendation attesting to the applicant's experience as an RN and the applicant's knowledge, judgment, and skills specific to perioperative patient care.

Student Planning Guide (included in this packet)

Verification of Eligibility for Program (included in this packet)

___ **a. Baccalaureate degree with CNOR or CNOR eligible** (copy of CNOR certificate or attached CNOR eligibility form). **Certification must be submitted before a successful program certificate of completion can be issued.** Must have a minimum of 2 years of recent perioperative nursing experience demonstrated in the scrubbing and circulating roles. Those who are not CNOR certified or CNOR eligible must **register for and complete the NSP2290 Perioperative Nursing online course**. In the State of Florida, you may be required to contact your State Board of Nursing for clarification regarding this specialization if you are not eligible for the CNOR certification. Skills include a scrub, gown, closed glove, sterile field maintenance, equipment and sterilization competency, and AORN standards as evidenced by a required core knowledge exam and onsite check-offs.

___ **b. Board certified or board eligible as an advanced practice registered nurse (APRN).** APRNs without competence in intraoperative patient care must **register for and complete the NSP2290 Perioperative Nursing online course**. In the State of Florida, you may be required to contact your State Board of Nursing for clarification regarding this specialization if you are not eligible for the CNOR certification. Skills include a scrub, gown, closed glove, sterile field maintenance, equipment and sterilization competency, and AORN standards as evidenced by a required core knowledge exam and onsite check-offs.

Verification of Employment (included in this packet)

Copy of current CPR card: must be American Heart Association BLS Healthcare Provider CPR card. This certification must be maintained as current throughout the entire time enrolled in the program. Copy of ACLS card, if available.

Copy / Proof of licensure to practice as a registered nurse in the state in which clinical internship will be experienced (Copy voided RN license or proof of licensure as per state policy)

Copy of Resume / Curriculum Vitae (CV)

_____ **Step 5. Give the Personal Reference Forms to two people** (enclosed) to complete on your behalf. **Be sure to print your name and sign the top section giving them permission to fill out the form.** References can be from a pastor, family friend, former teacher, or current/past employer. Completed forms should be returned by email to HealthSciencesGCSC@gulfcoast.edu or fax to 850.747.3246, Attn: Academic Programs Specialist.

After Provisional Acceptance to the RNFA Program

Step 1. Contact Brittany Page, bpage2@gulfcoast.edu or 850.873.3551 with questions and for an initial advising meeting to get registered for classes. If you are an APRN who is not CNOR eligible, discuss your responsibilities to take the additional course, NSP 2290. Contact your state's Board of Nursing to make sure there is nothing else required by the nursing board.

***If a Clinical Planning Packet has not already been sent to you, one will be sent at this time.**

Step 2. Pay for the registered courses. You can pay online through the myGCSC portal at <https://mygcsc.gulfcoast.edu>, in-person at the Business Office or Bookstore, or by calling the Business Office at 850.872.3879.

***Note:** Fees not paid by the due date will result in being dropped from class. If this happens, you will need to enroll again. If you enroll after the Semester starts, you MUST pay the same day you are registered.

Step 3. On the first day of the course, log into CANVAS. From the GCSC website, (www.gulfcoast.edu), click and log in to myGCSC (just to the left of the search bar) and click on CANVAS. Follow the directions to access the site. You must complete at least one assignment every week to remain active in the program. All assignments are due regardless of a late penalty. As the courses are offered online, attendance is measured by student activity.

Preparation for Clinical Internship (NSP 2090L)

Step 1. Select a Surgeon Preceptor that meets the clinical component requirements as outlined in the Student Syllabus/Learning Activity Guide. The clinical component is a minimum of 190 hours of clinical experience including the 30 hours for the hands-on lab week. Of the required 190 hours, 120 hours must be intraoperative First Assist time (incision to dressing).

Step 2. Contact George Sasser, Clinical Manager, by email at gsasser@gulfcoast.edu no later than midterm your first semester regarding your selected facilities so that an Affiliation Agreement can be initiated if one is not already in place. **Please note:** Failure to contact Mr. Sasser by midterm of the semester before you begin your clinical course may result in a delay in you beginning your clinical rotation which could affect your ability to complete the program.

_____ **Submit the Preceptor Surgeon/Preceptor Delegate agreement** (part of the Clinical Planning Packet previously e-mailed to you upon acceptance).

_____ **Submit the Clinical Preparation Planning Guide** (part of the Clinical Planning Packet) **with proof of clinical privileges from the healthcare facilities to be used, a contact name for an affiliation agreement, or a copy of your job description outlying your scope of practice as an RNFA in training on-the-job.**

Note: It is the student's responsibility to ensure that all facility procedures regarding credentialing requirements (clinical privileges), or other policies regarding student internships, are accurately followed including health requirements, etc.

NSP2090L RNFA LAB / CLINICAL COURSE

Prior to registration for NSP2090L, follow the directions in the clinical planning packet and the acceptance packet. You will need to submit the following forms to enroll in NSP 2090L.

- **Clinical Facility Clearance Form** and **SFA Job Duties Form** (both part of the Clinical Preparation Planning Packet)

OR

- Satisfactory criminal background check completed per instructions received from GCSC **and complete the following per PreCheck instructions.** (PreCheck is a background screening and monitoring company utilized by the GCSC Health Sciences programs to ensure clinical compliance.)
 1. GCSC Physical Examination Form with satisfactory results (upload to PreCheck)
 2. GCSC Immunizations Form completed and signed by a healthcare professional (upload to PreCheck)
 3. Satisfactory 10-panel drug screen as required by clinical site
- **First day of course:** Log in to "CANVAS", NSP 2090L and submit the SURVEY to communicate your level of experience and identify your preferences.
- **Complete Modules 1-3 in preparation for the Lab session.**

**GULF COAST STATE COLLEGE
REGISTERED NURSE FIRST ASSISTANT PROGRAM
FEE SCHEDULE****

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
GCSC - application fee (new students)	\$ 10.00	\$ 10.00
Criminal Background Check (Level II)	\$ 85.00	\$ 85.00
PreCheck/SentryMD Drug Screening/Compliance Tracker	\$ 75.00	\$ 75.00
Interprofessional Healthcare Training	\$ 120.00	\$ 120.00
 <u>TEXTBOOK FEES</u>		
Textbooks, list provided (approx.)		
Required texts (*bought through AORN website)	\$ 450.00	\$ 450.00
 <u>TUITION FEES</u>		
NSP 2290 Periop Nursing - APT eligible only (3 credits)	\$ 296.25 (\$98.75/cr. hr.)	\$ 1,079.13 (\$359.71 cr. hr.)
NSP 2090 (3 credits)	\$ 296.25	\$ 1,079.13
NSP 2090L Lab/Clinical (3 credits)	\$ 296.25	\$ 1,079.13
Distance Education Fee	\$ 90.00	\$ 90.00
 <u>LAB FEES:</u>		
NSP 2090L (Includes: Student Liability/Accident Insurance for Lab)	\$ 402.47	\$ 402.47
Total Program Fees (approx.)	\$ 2,121.22	\$ 4,469.86

Required Textbooks:

1. RNFA Core Curriculum - Purchased through www.aorn.org
2. AORN Standards and Recommended Practices for current year by AORN
3. Alexander's Care of the Patient in Surgery, current edition
4. Essential Surgical Techniques by R.M. Kirk, current edition.

Recommended Textbooks: (Core Perioperative Knowledge)

1. Atlas or Anatomy detailed text of Surgical Anatomy and Physiology; e.g., Netter's Clinical Anatomy
2. For APRN with no surgery background: Berry and Kohn's Operating Room Technique
3. Assisting in Surgery by Rothrock (RNFA), Textbook by AORN (Order online if available; not required.)
4. Highly Recommended:
 - a. Surgery Textbook (your preference), e.g., Sabiston or Schwartz, or applicable surgical textbook for your specialty (i.e., Neuro, Ortho, etc.)
 - b. RN First Assistant Guide to Practice (an AORN Publication)

**** Fees listed above are based on the 2022 - 2023 academic year and are subject to change without notice due to price changes from the other requirements, manufacturer, or provider.**

Gulf Coast State College Disclosures

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student aid program. As a prospective student or enrolled student of GCSC, you have a right to the following consumer and safety information. Paper copies of this information will be provided upon request to the financial aid office.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data is found at:
<https://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Information on financial aid available to students is found at:
<https://www.gulfcoast.edu/tuition-aid/financial-aid/index.html>
- GCSC's Annual Security Report is found at:
<https://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- The Family Educational Rights and Privacy Act is found at:
<https://www.gulfcoast.edu/admissions/ferpa.html>

EARN A BACHELOR'S DEGREE AT GCSC

For those interested in the RNFA program but have not earned a Bachelor's degree already, there are two different bachelor's degrees at Gulf Coast State College that are available (and hopefully of particular interest) to you as a healthcare worker.

The first, naturally, is our Bachelor of Science in Nursing (BSN) program (only for students who are Registered Nurses). Courses required for this major would be those needed for an A.A. degree (beyond those already taken for A.S. in Nursing), as well as 36 credit hours of core courses.

Please see this link for more detailed information:

<https://www.gulfcoast.edu/academics/academic-division/nursing/bsn-nursing/index.html>.

Additionally, GCSC offers a Bachelor of Applied Science in Organizational Management (BAS-OM) with a specialization track in Health Services Administration. Courses required for this major would include 18 general education credit hours beyond those required for the A.S. in Nursing degree, as well as 18 credit hours specifically geared toward Health Services.

Please see this link for more detailed information:

<https://www.gulfcoast.edu/academics/degrees-programs/program-by-pathway/business-technology-manufacturing/organizational-management-health-services-bas/index.html>.

Florida State Nurse Practice Act – What can you legally do?

464.027 Registered Nurse First Assistant.

- (1) LEGISLATIVE INTENT.-- The purposes of this section are to:
 - (a) Encourage the use of registered nurse first assistants who meet the qualifications of this section as "assistants at surgery" by physicians and hospitals to provide quality, cost-effective surgical intervention to healthcare recipients in the state.
 - (b) Provide for reimbursement for the registered nurse first assistant from managed health care agencies, state agencies, workers' compensation carriers, and private insurance companies.
- (2) DEFINITIONS.-- As used in this section, the term:
 - (a) "Perioperative nursing" means a practice of nursing in which the nurse provides preoperative, intraoperative, and postoperative nursing care to surgical patients.
 - (b) "**Recognized program**" means a program that:
 1. Addresses all content of the Association of Operating Room Nurses, Inc. Core Curriculum for the Registered Nurse First Assistant, and
 2. Includes 1 academic year, defined as 45 hours of didactic instruction and 120 hours of clinical internship or its equivalent of 2 college semesters.
 - (c) "Registered nurse first assistant" means a person who meets the qualifications listed in this section.
- (3) QUALIFICATIONS.-- A registered nurse first assistant is any person who:
 - (a) Is licensed as a registered nurse under this part;
 - (b) **Is certified in perioperative nursing; and**
 - (c) Holds a certificate from, and has successfully completed, a recognized program.
- (4) INSTITUTIONAL POWERS.--Each healthcare institution must establish specific procedures for the appointment and reappointment of registered nurse first assistant staff members and for granting, renewing, and revising their clinical privileges.
History -s. 4, Ch. 94-96; s. 129, Ch. 2000-318.

IF YOU ARE NOT ELIGIBLE AS A CNOR, THE ARNP MUST GET A RULING FROM THEIR STATE BOARD. CALL THE NURSING STATE BOARD FOR FURTHER CLARIFICATION AND INSTRUCTIONS.

464.012 Certification of advanced registered nurse practitioners; fees.

- (1) Any nurse desiring to be certified as an advanced registered nurse practitioner shall apply to the department and submit proof that he or she holds a current license to practice professional nursing and that he or she meets one or more of the following requirements as determined by the board:
 - (a) Satisfactory completion of a formal post-basic educational program of at least one academic year, the primary purpose of which is to prepare nurses for advanced or specialized practice.
 - (b) **Certification by an appropriate specialty board.** Such certification shall be required for initial state certification and any recertification **as a registered nurse anesthetist or nurse midwife.** The board may by rule provide for provisional state certification of graduate nurse anesthetists and nurse midwives for a period of time determined to be appropriate for preparing for and passing the national certification examination.
 - (c) Graduation from a **program leading to a master's degree in a nursing clinical specialty area with preparation in specialized practitioner skills.** For applicants graduating on or after October 1, 1998, graduation from a master's degree program shall be required for initial certification as a nurse practitioner under paragraph (4)(c). For applicants graduating on or after October 1, 2001, graduation from a master's degree program shall be required for initial certification as a registered nurse anesthetist under paragraph (4)(a).
- (2) The board shall provide by rule the appropriate requirements for advanced registered nurse practitioners in the categories of certified registered nurse anesthetist, certified nurse midwife, and nurse practitioner.
- (3) An advanced registered nurse practitioner shall perform those **functions authorized in this section** within the framework of an established protocol that is filed with the board upon biennial license renewal and within 30 days after entering into a supervisory relationship with a physician or changes to the protocol. The board shall review the protocol to ensure compliance with applicable regulatory standards for protocols. The board shall refer to the department licensees submitting protocols that are not compliant with the regulatory standards for protocols. A practitioner currently licensed under Chapter 458, chapter 459, or Chapter 466 shall maintain supervision for directing the specific course of medical treatment. Within the established framework, an advanced registered nurse practitioner may:
 - (a) Monitor and alter drug therapies.
 - (b) Initiate appropriate therapies for certain conditions.
 - (c) Perform additional functions as may be determined by rule in accordance with s. 464.003(3)(d).
 - (d) Order diagnostic tests and physical and occupational therapy.

(4) In addition to the general functions specified in subsection (3), an advanced registered nurse practitioner may perform the following acts within his or her specialty:

(a) The certified **registered nurse anesthetist** may, to the extent authorized by an established protocol approved by the medical staff of the facility in which the anesthetic service is performed, perform any or all of the following:

1. Determine the health status of the patient as it relates to the risk factors and to the anesthetic management of the patient through the performance of the general functions.
2. Based on history, physical assessment, and supplemental laboratory results, determine, with the consent of the responsible physician, the appropriate type of anesthesia within the framework of the protocol.
3. Order under the protocol pre-anesthetic medication.
4. Perform under the protocol procedures commonly used to render the patient insensible to pain during the performance of surgical, obstetrical, therapeutic, or diagnostic clinical procedures. These procedures include ordering and administering regional, spinal, and general anesthesia; inhalation agents and techniques; intravenous agents and techniques; and techniques of hypnosis.
5. Order or perform monitoring procedures indicated as pertinent to the anesthetic health care management of the patient.
6. Support life functions during anesthesia health care, including induction and intubation procedures, the use of appropriate mechanical supportive devices, and the management of fluid, electrolyte, and blood component balances.
7. Recognize and take appropriate corrective action for abnormal patient responses to anesthesia, adjunctive medication, or other forms of therapy.
8. Recognize and treat a cardiac arrhythmia while the patient is under anesthetic care.
9. Participate in management of the patient while in the post-anesthesia recovery area, including ordering the administration of fluids and drugs.
10. Place special peripheral and central venous and arterial lines for blood sampling and monitoring as appropriate.

(b) The **certified nurse midwife** may, to the extent authorized by an established protocol which has been approved by the medical staff of the health care facility in which the midwifery services are performed, or approved by the nurse midwife's physician backup when the delivery is performed in a patient's home, perform any or all of the following:

1. Perform superficial minor surgical procedures.
2. Manage the patient during labor and delivery to include amniotomy, episiotomy, and repair.
3. Order, initiate, and perform appropriate anesthetic procedures.
4. Perform postpartum examination.
5. Order appropriate medications.
6. Provide family-planning services and well-woman care.
7. Manage the medical care of the normal obstetrical patient and the initial care of a newborn patient.

(c) The **nurse practitioner** may perform any or all of the following acts within the framework of established protocol:

1. Manage selected medical problems.
2. Order physical and occupational therapy.
3. Initiate, monitor, or alter therapies for certain uncomplicated acute illnesses.
4. Monitor and manage patients with stable chronic diseases.
5. Establish behavioral problems and diagnosis and make treatment recommendations.

(5) The board shall certify, and the department shall issue a certificate to, any nurse meeting the qualifications in this section. The board shall establish an application fee not to exceed \$100 and a biennial renewal fee not to exceed \$50. The board is authorized to adopt such other rules as are necessary to implement the provisions of this section. **History.**--ss. 1, 6, Ch. 79-225; ss. 2, 3, Ch. 81-318; s. 4, Ch. 84-268; ss. 8, 17, 18, Ch. 86-284; s. 58, Ch. 91-137; s. 5, Ch. 91-156; s. 4, Ch. 91-429; s. 7, Ch. 96-274; s. 1105, Ch. 97-103; s. 80, Ch. 97-264; s. 8, Ch. 2006-251; s. 3, Ch. 2007-167.

Note: Statutes are changed via Legislative action. Rules are continually updated. For the most current information, consult the Board of Nursing website: www.doh.state.fl.us/mqa. For a more current copy of these statutes go to.

**GULF COAST STATE COLLEGE
RNFA PROGRAM
TECHNICAL STANDARDS FOR ADMISSION AND PROGRESSION**

Duties and Responsibilities	Preoperative	<ul style="list-style-type: none"> A. Analyze and describe preoperative patient management including performing a preoperative evaluation/assessment in collaboration with other health care providers to establish a plan of care. Describes methods of communicating the patient's plan of care with other health care providers. B. Describe and demonstrate correctly written preoperative orders according to established protocols for the surgical scenarios given.
	Intraoperative	<ul style="list-style-type: none"> A. Describe methods of intraoperative surgical assisting including using instruments and medical devices, providing exposure, handling and cutting tissue, providing hemostasis, and suturing. B. Analyze wound healing and wound closure correlating the techniques of surgical assisting which will enhance postoperative healing. C. Correlate anatomy, physiology, and pathophysiology with the sequencing of the procedure to identify specific RNFA behaviors and operative technique for the identified procedures.
	Postoperative	<ul style="list-style-type: none"> A. Describe the immediate postoperative period including writing postoperative orders and postoperative procedure notes according to established protocols. B. Describe postoperative rounds and identify potential outcomes and complications. C. Describe postoperative discharge planning and identifies appropriate community resources that may be utilized for the identified procedures.
Special Qualifications	In addition to minimum requirements regarding reading, language, and math skills, the student must, unassisted:	<ul style="list-style-type: none"> A. Demonstrate ability to comprehend and interpret written material. Able to make appropriate judgment decisions. B. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills during the operation. C. Synthesize information from written material and apply the knowledge to various situations. D. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.
Psychomotor Qualifications		<ul style="list-style-type: none"> A. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment. B. Hearing – normal, corrected, or aidable. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment. C. Smell – able to detect odors sufficient to maintain environmental safety and patient needs. D. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

<p>Physical Qualifications</p>		<ul style="list-style-type: none"> A. Able to stand, bend, stoop, and/or sit for long periods in one location with minimum/no breaks. B. Able to lift a minimum of 20-25 pounds. Able to push/pull equipment weighing up to approximately 40 pounds for up to 20% of work time. C. Able to refrain from nourishment or restroom breaks for periods of up to 6 hours. D. Ability to walk or stand up for up to 80% of the work time. E. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices. F. Successfully complete a CPR certification course and maintain certification throughout the program. Acceptable cards are American Heart Association <u>BLS Provider required, ACLS preferred.</u>
<p>Environment</p>		<ul style="list-style-type: none"> A. Position involves exposures to blood and body fluids, and all areas of patient care. B. Also exposed to cool temperatures, hazardous equipment, fumes/odors, and noise. C. Tolerate the use and wearing of personal protective equipment such as masks or respirator, goggles, face shields, gloves, gowns, and lead aprons or other equipment as necessary for your shift (1- 12 hours) or longer if you cannot be relieved for call or emergencies.
<p>Communication Qualifications</p>		<ul style="list-style-type: none"> A. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions. B. Demonstrate calm and effective responses, especially in emergency situations. C. Knowledge of basic written, grammar, and spelling skills. D. Ability to communicate and understand fluent English both verbally and in writing.

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of an RNFA. I do _____ / do not _____ (**check one**) have any problems in meeting the above technical requirements. I understand that clinical policies regarding screening, physical exam, TB skin Tests and immunization records must be followed.



Registered Nurse First Assistant (RNFA) Program Verification of Eligibility for Program

Applicant must submit proof of eligibility by either of the following ways:

- 1. CNOR Eligibility:** Document that you have been employed as a registered nurse with scrub and circulating experience with a minimum of 2 years of experience.
See the website www.cc-institute.org/cnor for eligibility requirements.

Experience Dates and Position	Facility and Unit assigned	Phone number and Supervisor's name, title	Signature of Supervisor	Completed by college personnel; validation by college personnel (only one is required that meets criteria)

- 2. CNOR:** Attach copy of form. *FOR THE RN:* A CNOR Certificate must be submitted to graduate.

Certification Date	Expires	Certification Number	Validated by college

- 3. APRN:** Attach copy of certification. If not CNOR eligible, you must complete NSP 2290 Perioperative Nursing Theory and will be required to complete Periop checkoffs during lab week sessions.
*It is advised that you review your practice act and contact your Board of Nursing to verify your scope of practice.

Certification Date	Expires	Certification Number	Validated by college personnel

I verify that I meet the requirements for the course as evidence by meeting one of the criteria. I verify that the information provided on this form is accurate and complete to the best of my knowledge.

Applicant Signature _____

Date _____

Student Planning Guide

Please complete, in full, and submit this form with your application packet. As an Instructor, I want to be sure that you have been fully informed and understand the career field that you have chosen so that you can be successful in the completion of this program. If you have any difficulty completing this form, **you can find the answers in the application packet or on one of the internet resources.** For further information, go to either our website or the professional organizations www.surgicalassistants.org, www.aorn.org, <http://www.cc-institute.org/>, or www.absa.net. If you still have questions, contact me at bpage2@gulfcoast.edu or 850.769.1551 x5881 for assistance.

1. Describe what the RN First Assistant's scope of practice is for your state.
2. Describe what job positions are available to a Certified Surgical First Assistant or CRNFA.
3. Where does a Surgical First Assistant go to work? What are the opportunities?
4. What are your plans for Clinical placement?
5. Why do you want to enroll in this program?
6. What are your goals? 2 years from now: _____
10 years from now: _____

BE SURE YOU HAVE THE TIME TO COMMIT TO BE SUCCESSFUL. Our goal is to help you plan for all of the things you will need to succeed. You need to plan for and consider these resources to minimize your stress and be successful. Do you currently have the following?

Family support:

Transportation:

Tuition/fee/supplies:

Living expenses/ bill management:

Computer resources for online segments (computer with a camera, internet access, etc.)

Time Management

To be successful, you will need to allocate the following hours **per day**:

	Low – High
Homework	<u>2 - 3</u> hours
Class/lab/clinical	<u>4 - 8</u> hours
Sleep	<u>6 - 8</u> hours
Exercise/Time for Self	<u>1/2 - 1</u> hour
Work	_____ hours
Family Time	_____ hours
Eating	_____ hours
Bathing	_____ hours
Traveling to and from school	_____ hours
Chores/Paying Bills	_____ hours
Total Time	<u>24</u> hours

What will be your time challenge?

How will you manage it?



Gulf Coast State College
5230 West U.S. Highway 98
Panama City, Florida 32401

Verification of Employment

Section I Student Completes:

Potential student is to fill out this section, date, sign it, and send it to the place of employment.

Please **PRINT** the following Information:

Name: _____

Name at time of employment if different: _____

SSN (last 4 digits): XXX-XX-_____

Place of employment: _____

Approximate dates of employment: _____

Job position held: _____

I hereby authorize the Human Resources Department or other department of the above-listed place of employment to release the information or confirmation of the information listed above. Additionally, I release Gulf Coast State College and the place of employment listed above from all liability whatsoever for issuing the requested information.

Student Authorizing Signature

Date

Next, give to the appropriate person at your place of work to complete Section II.

Section II Human Resources or Manager Completes:

I certify that the records of _____ (company) reveal the following on the person identified above.

_____ Above information is correct

_____ Above information is correct with this exception: _____

_____ Unable to verify information due to: _____

Please verify employment of the above-named person and return this form via e-mail to bpage2@gulfcoast.edu.

Printed name of person verifying employment: _____ Signature: _____

Position: _____ Date: _____ Telephone # _____

Thank you,

Brittany Page, BAS, CST, CSFA,
Coordinator, Surgical Services

**GCSC Health Sciences Division
Personal Reference Form – Registered Nurse First Assistant**

COMPLETED BY STUDENT: I, (Print Name) _____ give permission to _____ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I _____ do _____ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form from any liability regarding their completion of this form. Please email this form to HealthSciencesGCSC@gulfcoast.edu or fax to 850.747.3246, Attn: Academic Programs Specialist.

Applicant's Signature _____ Date _____

Completed by a person authorized to complete Reference:

- How long have you known this applicant and in what capacity? _____
How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?
YES _____ NO _____ If no, please explain why: _____
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES _____ NO _____
If no, please explain why: _____
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? _____
- How do you perceive this person reacting when placed in a stressful situation or working under pressure?
Circle one: Wise Sensible Irrational Impractical Hysterical Other _____
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.
Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND
RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND
- Please check or write in the spaces to indicate the traits that best describes the applicant:

	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness, Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____

Position/Title: _____

Address: _____ Phone No.: _____

**GCSC Health Sciences Division
 Personal Reference Form – Registered Nurse First Assistant**

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Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____

Position/Title: _____

Address: _____ Phone No.: _____

