



Health Sciences Division Surgical Services Programs

*Applications are processed as received
until 12 students are registered for
each Lab session. Lab sessions are
offered in February and August.*

Registered Nurse First Assistant (RNFA-ATC)

Thank you for selecting the Registered Nurse First Assistant Advanced Technical Certificate Program (RNFA-ATC) 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 CNOR certificate and attend a RNFA training course to function in the State of Florida as a RNFA. For those out-of-state, you will need to contact your nursing board 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. (Please see bottom of page 6.)

Upon successful completion of the 3 classes (9 credits) with a "C" or better, an Advanced Technical Certificate (RNFA-ATC) will be awarded. There are two entry routes.

1. If you are an experienced perioperative nurse who is CNOR certified or CNOR eligible (2 years OR experience), you must pass the CNOR exam before you finish the course, then you will receive external credit for NSP2290 Perioperative Theory (once you have submitted your External Credit Packet documenting your experience and a copy of the certificate / passing notification). As outlined in the syllabus requirements for each course, you will complete the RNFA theory and lab/clinical courses.
2. If you are an ARNP with no Operating Room experience as a Circulator, then you must take the NSP2290 Periop Theory Course prior to enrolling in NSP2090 RNFA Theory and NSP2090L Lab / Clinical. The lab / clinical course requires an onsite lab session. An additional day is scheduled for the hands-on Perioperative Nursing skills that is completed a day prior to the onsite RNFA lab session.
 - Open Entry Theory Classes begin in January (Spring), May (Summer) and August (Fall):
 - You may enroll in the Open Entry / Open Exit courses up to 4 weeks prior to end of term during the semester offered. After that you must enroll in the next term. Exception: NSP2090L can only be entered prior to the dates of the lab session.
 - The first course is the NSP2290 Perioperative Nursing Theory (3 credits) for the ARNP with no OR experience.
 - The NSP2090 RNFA Theory class can be taken alone or in conjunction with NSP2090L. However, according to the credentialing organization, the program spans over 2-semesters (1 academic calendar year) to qualify for the certification exams. The workload is comprehensive.
 - You will have up to 2 full semesters to complete any course. (Grades must be posted at the end of every semester; however, once you have completed your course, a grade change will be submitted.)
 - The NSP2090L Lab / Clinical class (3 credits) is offered in Fall (August) or Spring (January). The 3-day Lab session is in September or the in February for 3 days (W-TH-F). The non-experienced ARNP will come on the Tuesday before the lab session to complete the perioperative skills (T-W-TH-F). See current email from program coordinator for actual dates.
 - The NSP2290 Perioperative Theory course (3 credits) and NSP2090 RNFA Theory Course (3 credits) are offered completely online utilizing the web-based learning platform CANVAS. Coursework is also uploaded to the NSP2090L using CANVAS.

Information regarding certification and RNFA standards can be obtained at <http://nascertification.com/> or at <https://www.aorn.org/guidelines/clinical-resources/rn-first-assistant-resources>, the official website of perioperative nursing. For certification, you must complete the 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)." If you decide that becoming a RNFA is for you, follow the attached instruction checklist. If you have any further questions, please feel free to contact me at Lmcnaron@gulfcoast.edu, 850.873.3551 or contact Adam Carlini at ucarlini@gulfcoast.edu, 850.913.3311. We look forward to working with you in the future.

Sincerely,

Libby McNaron, RN, CST, CSFA, CNOR, MSN, MSHRM
Program Coordinator
rev. 5/2021

DIVISION OF HEALTH SCIENCES MISSION STATEMENT

The Division of Health Sciences strives to maintain high levels of academic and clinical standards while providing the allied health community with effective and highly motivated professionals who are 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 Surgical First Assistant program strives to promote the development of well-educated entry-level surgical first assistants who are motivated and productive professionals capable of utilizing knowledge-based critical thinking in the safe practice of surgical technology and 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 serves as the primary mentor at all times 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 OR experience and CNOR surgical students. Surgeon Mentor, CRNFA Preceptor, or RNAS-C Preceptor to student ratio for SFA 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 Surgical Assistant requirements for graduation as appropriate to the skill / task or level of instruction required for the situation.

SURGICAL ASSISTANT PROGRAM OF STUDY

The course of study is composed of 3 courses or CNOR status and 2 courses which take approximately 2 – 3 Semesters (9 – 12 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 a 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). The program prepares students to become eligible for employment as a Surgical Assistant 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 web sites for further information.

The goal of the program is to prepare competent entry-level Surgical Assistants 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 surgical assistants 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. Our graduates are prepared to immediately serve patients and surgeons in any routine entry-level surgical setting. Laboratory and clinical experiences will address specialty equipment.

See 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.

RNFA Program - Student Checklist Applicant Responsibilities

_____ **Step 1. New students should apply for General Admission to GCSC.** Applications are available online at <http://www.gulfcoast.edu/admissions/admissions-application-type.html>. Choose the Major Code "RNFA-ATC."

- **Returning students who have not attended GCSC in the last year must reapply for admission.**

_____ **Step 2. New students must pay the \$10 non-refundable college application fee.** You can pay 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 to pay with a credit card. **Note: This must be paid in order to register for courses. Cost is subject to change.**

_____ **Step 3. Request OFFICIAL high school transcripts or GED equivalent with scores AND your OFFICIAL College transcripts from all colleges attended and have them mailed to Enrollment Services at GCSC. DO NOT SEND TO PROGRAM COORDINATOR.** Per the State of Florida rules, evidence of high school graduation date must be on file to exit the program successfully. Transcript request forms are available on the GCSC website at <https://www.gulfcoast.edu/admissions/transcripts.html>.

_____ **Step 4. Submit the following items** via mail to Gulf Coast State College, Health Sciences, Attn: Adam Carlini, 5230 West U.S. Highway 98, Panama City, Florida 32401, or in person to Room 200 Health Sciences, or by fax to 850.747.3246, or by e-mail attachment to HealthSciencesGCSC@gulfcoast.edu.

- RNFA application form (Found in this packet)
- 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.
- Current color identification photograph (passport photo, please)
- Duties Acknowledgement Form (Found in this packet)
- Student Planning Guide (part of this packet)
- Verification of Eligibility for Program (Found 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 recent perioperative nursing experience demonstrated in the scrubbing and circulating roles. Those who are not CNOR certified will have an additional abbreviated module to complete to prepare for the CNOR exam. If unable to satisfactorily complete the module, the student may be required to complete NSP2290 to continue in the program.

___ **b. Board certified or board eligible as an advanced practice registered nurse (APN).** APNs 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 scrub, gown, closed glove, sterile field maintenance, equipment and sterilization competency, AORN standards as evidenced by a required core knowledge exam and onsite check-offs.

- Verification of Employment (Found in this packet)
- Copy of current CPR card: must be American Heart Association BLS Healthcare Provider CPR card. (This certification must be maintained throughout entire time enrolled in 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 2 people you know the Personal Reference Forms** (enclosed) to complete. **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. As stated on the forms, the person completing the form should mail it to GCSC, Attn: Health Sciences – Adam Carlini, 5230 West U.S. Highway 98, Panama City, Florida 32401.

Register for Courses

NSP2090 RNFA Theory or NSP2290 Perioperative Nursing as applicable to your situation:

____ Step 6. **Contact Libby McNaron, Lmcnaron@gulfcoast.edu or 850.873.3551 with questions and for an initial advising meeting to evaluate application and get signed up for classes.** (If you are an APRN who is not CNOR eligible, discuss your responsibilities to take the additional courses. Contact your Board of Nursing to make sure there is nothing else you need to do with the nursing board.)

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

____ Step 7. **Pay for the courses that you're registered in.** You can pay 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 to pay with a credit card.

Note: Fees not paid by 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 8. **From the GCSC website, www.gulfcoast.edu, click myGCSC (just to the left of the search bar) to log into CANVAS.** Follow the directions to access the site. You must complete at least one assignment every week to remain active in the program. If you will be "absent" for a week, you must contact the instructor to discuss your options.

Preparation for Clinical Internship

____ Step 9. **Select a Surgeon Preceptor that meets the clinical component requirements** as outlined in the Student Syllabus. The clinical component is a minimum 190 hours of clinical experience including the hours of Lab completed during lab week. 120 hours must be intraoperative FA time (incision to dressing) or arrange with GCSC and the facility to begin the process of affiliation as required by the facility. See O.R. Manager Facility planning guide.

____ **Submit the Surgeon Mentor approval form** (part of the Clinical Planning Packet previously e-mailed to you).

____ **Submit the Clinical Planning Guide** (part of the Clinical Planning Packet previously e-mailed to you) **with proof of clinical privileges from the healthcare facilities to be used, contact name for an affiliation agreement, or copy of your job description outlying your scope of practice as a 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, etc.*

NSP2090L RNFA LAB / CLINICAL CLASS each year

____ Step 10. **Successfully enroll in the didactic component of NSP2090 RNFA, and maintain a "C" or better.** You must complete at least one assignment every week to remain active in the program. If you will be "absent" for a week, you must contact the instructor to discuss your options.

____ Step 11. **Prior to registration for NSP2090L, follow the directions in the clinical planning packet** (previously e-mailed to you) **and the conditional acceptance packet. You will need to submit the following forms to enroll in the Clinical Course Lab.**

____ **Submit evidence of current personal professional liability insurance for RNFA practice.**

____ **Submit Clinical Facility Clearance Form and SFA Job Duties Form** (both part of the Clinical Planning Packet previously e-mailed to you),

OR Satisfactory criminal background check completed per instructions you will receive from GCSC **and complete the following per CastleBranch instructions.**

1. GCSC Physical Examination Form with satisfactory results. (upload)
2. GCSC Immunizations Form completed and signed by a healthcare professional. (upload)
3. Satisfactory 10-panel drug screen as required by clinical site.

____ Step 12. **Log-in to "CANVAS" NSP2090L and submit the SURVEY to communicate your level of experience and identify your preferences so that we can tailor the experiences to meet your needs.**

Preparation for Lab Class:

____ Step 13. **Complete Modules 1-3 in preparation for the Lab session.**

____ Step 14. **Lab classes are scheduled in both February and September.**

FEE SCHEDULE **

REGISTERED NURSE FIRST ASSISTANT (RNFA)

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES:</u>		
GCSC - application fee (New students)	\$ 10.00	\$ 10.00
Background Check	\$ 85.00	\$ 85.00
CastleBranch: Drug Screening/Compliance Tracker	\$ 60.00 PRN	\$ 60.00 PRN
Vaccinations/Physical Exam/Flu Shot-Varies	\$ 120.00 PRN	\$ 120.00 PRN* Varies by provider
<u>TEXTBOOK FEES:</u>		
Textbooks - approx. (list provided)		
Required texts	\$ 450.00	\$ 450.00
AORN Core Curriculum for the RNFA AORN Standards for the Current Year	*Purchased through www.aorn.org	
<u>TUITION FEES: (See current College Catalog)</u>		
NSP 2290 Periop Nursing - APT eligible only (3 crs.)	\$ 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	\$ 270.00	\$ 270.00
<u>LAB FEES:</u>		
NSP 2090L (Includes: Student Liability/Accident Insurance for Lab)	\$ 265.00	\$ 265.00
Total Program Fees (approx.)	\$ 2,148.75	\$ 4,497.39

Textbooks include:

1. RNFA Core Curriculum (AORN) required text - Order online from AORN.
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.

Other Texts Recommended: (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 if you are a specialty such as
 - b. Neuro Surgery, specific surgical texts for your specialty.
 - c. RN First Assistant Guide to Practice Optional (an AORN Publication) is a good introductory book.

**** Fees listed above are currently accurate, but 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: <http://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>
- GCSC's annual Security Report is found at: <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- The Family Educational Rights and Privacy Act is found at: <http://www.gulfcoast.edu/admissions/ferpa.html>

OPPORTUNITIES FOR REGISTERED NURSES TO EARN A BACHELOR'S DEGREE AT GCSC

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

The first, naturally, is our BSN program (only for students articulating from RN). Courses required for this major would be those needed for an AA degree (beyond those already taken for RN), as well as 36 credit-hours of core courses.

Please see this link for more detailed information:

<https://www.gulfcoast.edu/academics/programs/nursing-rn-bsn/index.html>.

Additionally, GCSC offers a Bachelor's degree in Organizational Management with a specialization track for Health Services Administration. Courses required for this major would include 18 general education credit-hours beyond those required for the RN 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/programs/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 health care 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 health care 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 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 web site: www.doh.state.fl.us/mqa. For a more current copy of these statutes go to http://www.doh.state.fl.us/mqa/nursing/info_practiceAct.pdf.

Send Current Passport Photograph of Self (head & shoulders) to be attached here.

**GULF COAST STATE COLLEGE
HEALTH SCIENCES DIVISION**
5230 West U.S. Highway 98
Panama City, FL 32401-1058
(850) 913-3311
(850) 747-3246 - fax

Date received by office:
Date student contacted:

**APPLICATION FOR ADMISSION
REGISTERED NURSE FIRST ASSISTANT PROGRAM – RNFA**

Wish to start: Theory Course(s): Offered in January ____; May ____; and August ____
LAB/Clinical Course: January Start Date _____ with February Lab Session **OR**
August Start Date _____ with September Lab Session

Answer all questions; please TYPE or PRINT (submit form as soon as possible).

Name: _____
First Middle Last Maiden Name

Mandatory GCSC Student ID #: **A0** _____ Female Male

Home Address: _____
Street & Number City State Zip County

Permanent or Mailing Address (If different from above): _____

Preferred e-Mail: _____ Home Phone: () _____

Cell Phone: () _____ Business Phone: () _____

EDUCATION

OFFICIAL TRANSCRIPTS must be mailed and received by the Enrollment Services Office.
ALL schools and colleges attended must be listed for the application to be complete. **Use additional sheets, if necessary.**

Name of School	Location of School	From Month/Year	To Month/Year	Did you Receive Diploma? Degree? Certificate?	What was your Major/Minor?
High School or GED:					
Technical Program:					
College or University:					
College or University:					

LICENSES AND CERTIFICATION ****ATTACH COPIES OF YOUR RN LICENSE or VERIFICATION of CNOR and/or APRN Certification Number****

Type	Issued by which State or Agency?	License Number	Expiration Date

CONTACT INFORMATION FOR EMERGENCIES AND FOLLOW UP

Please provide information about two people who will always know where to locate you.

	Name	Mailing Address	Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____

WORK EXPERIENCE AND / OR VOLUNTEER EXPERIENCE LAST 3 YEARS

EMPLOYER: _____
Address _____ Telephone No. _____ Ext. _____
 No. and Street City State
Supervisor's Name _____ Title _____
Dates employed: From _____ To _____ Nature of Your Job Duties _____
 Mo./Yr. Mo./Yr.
Reason for Leaving _____ Full-Time _____ Part-Time _____

EMPLOYER: _____
Address _____ Telephone No. _____ Ext. _____
 No. and Street City State
Supervisor's Name _____ Title _____
Dates employed: From _____ To _____ Nature of Your Job Duties _____
 Mo./Yr. Mo./Yr.
Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the students' clinical placement.

NOTE: Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Executive Director of Human Resources Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-872-3866.

Signature

Date

RETURN APPLICATION Via Mail To:

Gulf Coast State College
Health Sciences Division - Room 200
5230 W. U.S. Highway 98
Panama City, FL 32401-1058

Or, e-mail return: HealthSciencesGCSC@gulfcoast.edu

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____
Address: _____
Phone: _____



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 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. APN:** Attach copy of certification. (If not CNOR eligible, you must complete NSP 2290 Perioperative Nursing Theory and come one day prior to regular lab session for periop checkoffs.
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 _____

RETURN THIS COMPLETED FORM WITH THE PROGRAM APPLICATION.

RNFA PROGRAM

Duties Acknowledgement Form

Duties and Responsibilities

1. Preoperative:
 - 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.
2. Intraoperative:
 - 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.
3. Postoperative:
 - 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:

1. Demonstrate ability to comprehend and interpret written material. Able to make appropriate judgment decisions.
2. 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.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications

1. 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.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. 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.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ability to walk or stand up for up to 80% of the work time.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
6. Successfully complete a CPR certification course and maintain certification throughout the program. Acceptable cards are **American Heart Association BLS Provider required, ACLS preferred.**

Environment

1. Position involves exposures to blood and body fluids, and all areas of patient care.
2. Also exposed to cool temperatures, hazardous equipment, fumes/odors and noise.
3. 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.

Communication Qualifications

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. 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 a 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.

Applicant Signature: _____ Date: _____

Sign and return this form with the RNFA application.

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, Libby McNaron, at Lmcnaron@gulfcoast.edu or 850.873.3551 for assistance.

1. Describe what a RN First Assistant scope of practice is for your state.
2. Describe what job positions are available to a Certified Surgical First Assistant (CSFA, as of 2011) or CRNFA. Where does a Surgical First Assistant go to work? What are the opportunities?
3. What are your plans for Clinical?
4. Why do you want to enroll in this program?
5. What are your goals? 2 years from now: _____
10 years from now: _____

6. **BE SURE YOU HAVE THE TIME:** Our goal is to help you plan for all of the things you will need to be successful. For information, go online to the Surgical First Assistant website, or e-mail us for the steps to apply for financial aid. You do need to plan for these resources to be successful with as little stress as possible. Consider, Do I have the Following?

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Computer resources for online segments:

Time PER DAY: Management of time, We have filled in the time we know that you need to be successful.

	Low -High
Homework	<u>2 - 3</u> hours
Class	<u>4 - 8</u> hours
Sleep	<u>6 - 8</u> hours
Exercise/Time for Self	<u>½ - 1</u> hours
Family Time	_____ hours
Eating	_____ hours
Bathing	_____ hours
Traveling to and from school	_____ hours
Responsibilities (work/chores/bills)	_____ hours
Total Time:	24 hours

What will be your time challenge?

How will you manage it?

Complete and return this form with the RNFA Application.



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: _____
Social Security Number: _____
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 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 Lmcnaron@gulfcoast.edu

Printed name of person verifying employment: _____ Signature: _____

Position: _____ Date: _____ Telephone # _____

Thank you,

Libby McNaron, RN, CST, CSFA, CNOR, MSN, MSHRM
Program Coordinator, Surgical Services Programs

Have this form completed and returned at the same time that you submit the RNFA Application.

**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. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Attn: Health Sciences – Adam Carlini, 5230 West Highway 98, Panama City, Florida 32401.

Applicant’s Signature _____ Date _____

Completed by 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:

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No Basis to Judge Applicant</i>
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.: _____

