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CarePlan Lab Quotes

“Although I still have to continue to prepare, I feel more comfortable knowing how to prepare.”

“This care plan lab is exceptional. How could anyone attempt the CPNE without it? I'm sure you have raised the success rate for completion of the ADN degree for Excelsior College.”

“I wish the instructors from Chancellor's were going to be at the CPNE. They were all knowledgeable, patient and kind. I would highly recommend this lab to all Chancellor's clients who are enrolled in Excelsior. Will be calling in November so you can put my picture up!”

“The material was broken down into 'easy to swallow' parts! Now I feel like I can tackle the Excelsior study guide without feeling overwhelmed!”

“Thank you for your advice and encouragement.”

“The lab evaluators had outstanding knowledge and suggestions for improving skills.”

Congratulations

CarePlan Clients who have passed the CPNE

ATLANTA
Marcy Johnson

COLUMBUS
Kathy Dyer
Jennifer Ericsson
Steve Hirt
Geraldine Sherwood
Kathy Smith
Ronda Sweet

GWINNETT
Michel Du Mont

MADISON
Kathryn Shinn

PHOENIX
Joan Drawbaugh

PLANO
Kimberly Phelan
Michael Starr
Lorri Stephenson

RACINE
Anthony Dearman
Patti Kovalchuck
Karen Quesada
Lori Ramsey
Amy Reddinger
Lori Schaffer
Danna Tate
Stella Yakubova

**SOUTHERN MEDICAL
REGIONAL CENTER**
Robert Colwell
Robin Ivansek
Jody Martindale

SYRACUSE
Izabella Yusupova



Critical Issues



Chancellor's | Winter 2004

Get the Job Done with Time Management

Scheduling and managing time wisely are important for any college student, but especially for those doing distance learning. You probably have to work full-time, have a family to attend to when you come home, and have to find time to study – not to mention the several other activities that you have going on in your life. It may seem like there are not enough hours in the week to get everything done, but it may just be that you are not using your time as efficiently as possible.

To ensure that you are using your time wisely, you need to assess where your time goes. You can do this by completing a Personal Time Survey. Be as honest with yourself as you can and estimate the number of hours per day you spend on each activity. (see left)

Once you have established where your time goes, you can determine your time wasters, and begin to manage your time more effectively using some basic time management principles.

Be organized! Use an appointment calendar or a PDA to schedule your time, including time that you set aside specifically to study. Keep a “to do” list of tasks that need to be completed each day, and rank tasks in order of priority. Mark each task off of your list as you complete them to give yourself a sense of accomplishment!

Multi-task! Try to combine several activities into one time spot. Pay bills while you are watching your favorite television show. Listen to your Nursing Concepts 1 audiocassettes while driving to work or running on the treadmill. By completing two tasks at once, you will maximize your time.

Practice effective study techniques! Everyone has high and low periods of attention and concentration, so identify your best time to study, and study in an area that is conducive to studying. Study in shorter time blocks with breaks in between so that you do not get tired. If you are taking a short break, your brain is still processing the information, so you are not wasting time. If you have questions about the material you are studying, ask them when they come up rather than the day before you are scheduled to take the exam. Call client support, toll-free, at 888-837-8688 when questions arise!

Save time for sleep and relaxation! Sleep is an activity that many people use as their time management bank. When they need a few extra hours to study, or to socialize, they take those hours from sleep. Doing this makes you less productive and your study time less effective.

Finally, have a vision! Don't forget that your ultimate goal is to become an RN! By managing your time wisely, you will complete your degree in no time. The bad news is that time flies. The good news is that you are the pilot!

Time Management Chart

Number of hours of sleep each night	_____ X 7 = _____
Number of grooming hours per day	_____ X 7 = _____
Number of hours for meals	_____ X 7 = _____
Total travel time (weekdays)	_____ X 5 = _____
Total travel time (weekends)	_____
Hours per week for regularly scheduled functions	_____
Hours per day for chores, errands, etc	_____ X 7 = _____
Number of hours of work per week	_____
Average hours per week for socializing, dates, etc.	_____
	Hours of Activity = _____
Number of hours in a week	168
Subtract your Hours of Activity	- _____
Number of hours per week for studying	= _____

Ready for the NCLEX

Anthony Dearman recently endured the stress and passed the CPNE in Racine, Wisconsin. He says he never imagined how stressful it would be. "When you realize the moment you've been working towards for months, or even years, has arrived, it hits hard." However, he calmed himself down by remembering to take deep breaths and focus on what he was doing. Now he's ready for the NCLEX, which he hopes to take by the end of the year.

Anthony lives in Jackson, Mississippi, and is currently working as an LPN with staffing agencies that fulfill nursing shortages in the city. Once he officially becomes an RN, he plans to continue working in Med/Surg and hopes to move into a surgical unit. He's now beginning to work on his BSN requirements and hopes to someday teach nursing.

Anthony was introduced to Chancellor's when he received information in the mail and, after a while, decided to mail the request card back in to see what Chancellor's could do for him. Once he did, he signed up within a month and was ready to get going. He took his first exam using Chancellor's study guides in January this year and his last in May. He says he studied for 2-3 weeks per exam. He scheduled his test dates at the beginning of his studies, so that he would have a deadline to work toward. He feels that helped him keep up his motivation.

He says he had the advantage of being single, which helped him get through the program quickly. He says, "I'm sure it's much easier when your time and attention aren't being split between family, work, and school. I admire others who are going through this program while working full time and taking care of a family."

Once he completed his requirements, he was ready for the CPNE. He attended Chancellor's CarePlan Lab in September. He says, "The CarePlan program was a major factor in my ultimately choosing to sign with Chancellor's." He had four months after scheduling his CPNE to study; he attended the lab two weeks before his CPNE. "The timing was perfect and helped to tie up a lot of last minute questions." He felt like the lab focused his attention on what he needed to do to get through the exam. He stresses memorizing the critical elements. He suggests writing them on index cards and keeping them with you to study. "Everywhere I went, I had my critical elements with me!"

He says he also broke apart his CPNE guide. He took out Unit IV to study. He says, "It's much less intimidating when you have a much thinner book staring back at you." He suggests organizing your care so that it "flows from one area to another."

The easiest part of the CPNE for Anthony was the patient care and lab stations. He says his experiences at the CarePlan Lab prepared him well, so he knew exactly what he'd be doing. The hardest part for him was dealing with the stress. He is adamant about the fact that the "CPNE is YOUR exam and you are the one in control. If stress becomes overwhelming, or you feel uncertain about something, take the time to step out of the room or get a drink of water. Take the time you need to be successful."

Anthony stresses that the CarePlan Lab made a difference for him. "I passed every area of my CPNE without repeats...thanks in large part to my experience at CarePlan." We wish Anthony the best of luck in all of his endeavors.



CarePlan Manager Carla Bowman demonstrates proper technique

CarePlan: The Whole Story

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Many of our clients call with questions about what to expect at the CarePlan lab. Here is short overview to introduce what it's all about.

The CarePlan Lab is a preparation laboratory for the Excelsior College clinical examination (the CPNE). It is a five-day learning experience designed to prepare clients to pass this rigorous 2-1/2 day clinical. Our instructors are experienced Registered Nurses who will take you step by step through all the things you need to know to pass the clinical exam (including stress management!) Clients travel to our facility in Fishers, Indiana, from all over the country.

Chancellor's generally schedules the lab two months in advance. Call Donna Reynolds at 1-888-837-8688 to schedule your date as soon as you know from Excelsior when you will take the CPNE. We suggest that you attend the CarePlan lab two to four weeks before the CPNE, so the information is all still fresh in your memory.

It is VERY important that you prepare beforehand for the CarePlan Lab. Excelsior will send you a CPNE study guide, and when you schedule the CarePlan lab, we will send you a CarePlan Lab Manual. Be sure to memorize the critical elements for each area of care. That way, you will not waste valuable practice time trying to remember them at the lab. The critical elements are listed in the Excelsior guide and in the Chancellor's guide. You should also become familiar with and bring to the lab your *Handbook of Nursing Diagnosis* by Carpenito. This book will be your most valuable resource as you learn to write care plans. You may purchase it at the Lab for \$30.

Some people drive to Indianapolis; most fly. We have special rental car and hotel rates set up for CarePlan clients. Our recommended hotels have many nearby amenities, including eateries, shopping, grocery stores, and a movie theater.

CarePlan class size is limited to four to six people. The small size makes for the optimal learning experience. The attire is casual; wear comfortable

clothes. The lab has a kitchenette with a refrigerator, microwave, and coffeemaker. Most of our clients bring lunch and eat at the lab; however, there are several eateries nearby if you prefer to get away. Many people use their lunch break to watch the lab's collection of instructional videos or to read up on the CPNE experiences of past CarePlan clients. The lab is open Monday-Friday from 8:00 a.m. to 3:30 p.m. It is possible that you will leave early on some days, but you should not expect to stay later.

At the lab, you will practice the skills necessary to pass the CPNE. Your time will be divided between lecture and hands-on practice. Your practice sessions will be

both guided and independent. At the lab stations you will practice intramuscular injections, subcutaneous injections, sterile dressing change, IV piggyback, and IV push. You will also discuss the basics of writing care plans. Instructors will go over how to use your Handbook of Nursing Diagnosis and what are some commonly used care plans. This is where you will find out about THE GRID (you may have heard this term) – a very efficient tool to organize your plan of care. You will also practice patient scenarios, and each client will have a mock patient care situation. You may practice on dummies, your instructors, or your fellow students! Everyone observes everyone else's work, which is good preparation for the actual exam.

If you haven't logged on to our web help board, please do so! Many of our clients have met their online buddies at the CarePlan. If not, you can at least see their pictures! We WILL

take your picture at the lab, and we WILL post it when you pass the CPNE. We have a whole room with walls plastered with happy CarePlan faces!

Does it work? Approximately 90% of CarePlan clients pass their CPNE the first time. We have so much confidence in our program that we developed The CarePlan Promise: If you attend one complete week of preparation at the CarePlan Laboratory and subsequently do not pass the Excelsior College CPNE, you are entitled to one additional week of preparation at the CarePlan Lab for no additional fee. Clients say CarePlan provides them with much needed confidence. Half of the battle is knowing what to expect. At CarePlan, you will learn the necessary details to successfully pass the exam.

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We Asked Penny for Her Thoughts

Penny Allison of Ohio is a corporate MDS Software Support Nurse. She has been studying for her ASN degree since September of 2003 and expects to be finished with her exams by July or August of next year. Here's what she has to say about her experience:

What position do you hope to hold after you earn your degree? I would like to work for a medical consulting firm or medical computer software company as a consultant for long-term care facilities.

How many exams have you taken? I have completed six exams and will be taking number seven the day before Thanksgiving!!

How much time have you spent studying for each exam? I try to test out every eight weeks. I study at least every other night for a few hours. And I travel as part of my position, so that gives me a lot of time to listen to the tapes.

What was the hardest exam you took? The easiest exam? The hardest exam to study for, for me, was not the hardest exam to take. I had a very difficult time with Microbiology, due to the fact I did not take Biology in High School. I studied twelve weeks on this exam and thought the test was not as difficult as I expected. So, the hardest test ended up being A&P, and the easiest has been American Lit.

Married? Children? How does studying fit in with family life? I am married and have a fifteen-year-old daughter and four-year-old son. My daughter's Biology book helped me when I was going through that class. So it helps to have a study partner in our home, although I do more studying than she does. It is hard working full time and studying, only because you have to set time aside and stick to it. I use the weekends for studying and do a lot of late night studying too. My favorite thing to do is go to the coffeehouse and study with a Chai Tea!!!

Do you have any study tips? I have used some supplemental books that have really cleared up some information I had trouble with, and have used the Internet a few times, but I could have passed every test so far with just using the Chancellor's study guide. I have found that I actually look forward to MY time alone, studying in a comfortable place, be it the park, the coffee house, or even McDonald's Play Place. Make it as pleasant as possible. Also, after being in the program for a year, I would advise new students to pace themselves, as it can be very easy to push yourself a little too much.

How do you handle the stress involved with taking the exams? I usually argue with my family!!!! It's true; but seriously, I just make sure I know the material as well as I can and that alone gives me confidence. I like to test in the early afternoon, not early morning, and that is what is so great about this program. You do it the way you want. You are in control, and that is the greatest stress beater.

Do you use Client Connection or the Web Help Board? I use the board, and it is soooo helpful. You can get test tips, and it is fun to hear the progress of others. You become familiar with the other clients and it is a great support system.

Will you use the CarePlan lab? Yes, I will use it, and I can't wait.

Have you referred any friends to Chancellor's? Yes, I have referred one of the nurses I work with in our corporation, and she is doing great!!!

Is there anything else you would like to add? I think this is the best program and the support is wonderful.