

CERTIFICATION EXAMINATION FOR SCHOOL NURSES

Handbook for Candidates

EXAMINATION DATES

WINTER 2012

Application Deadline	Testing Window
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December 31, 2011	Begins: February 18, 2012 Ends: March 3, 2012
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SUMMER 2012

Application Deadline	Testing Window
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May 31, 2012	Begins: July 21, 2012 Ends: August 4, 2012
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NATIONAL BOARD FOR
CERTIFICATION OF
SCHOOL NURSES, INC.



1350 BROADWAY • 17th FLOOR
NEW YORK, NY 10018
(212) 356-0660
WWW.PTCNY.COM

TEST PREPARATION RECOMMENDATIONS FROM RECENTLY CERTIFIED
SCHOOL NURSES:

- ❖ Identify weak areas and utilize appropriate sources for review
- ❖ Read and review immunization schedules, contraindications, and concerns
- ❖ Review a growth and development chapter in a current pediatrics nursing textbook

CERTIFICATION

The National Board for Certification of School Nurses, Inc. (NBCSN) endorses the concept of voluntary certification by examination for all school nurses. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Board certification in school nursing is highly valued and provides formal recognition of school nursing knowledge and expertise. The NCSN credential is a personal commitment to higher standards that inspire credibility and confidence.

The NCSN program was granted accreditation by the American Board of Nursing Specialties (ABNS) in May 2008. ABNS is the standard setting body for specialty nursing certification programs, and offers a very stringent and comprehensive accreditation process. NBCSN provided extensive documentation demonstrating that it had met the 18 ABNS standards of quality. Briefly stated, this means that a nationally recognized accrediting body has determined that the NCSN credential is based on a valid and reliable testing process and that the structures in place to administer the examinations meet and even exceed the standards of the certification industry from a legal, regulatory and association management perspective.

Certification does not end with the successful completion of the examination. In order to maintain the NCSN credential, NCSNs must either document a minimum of continuing education credits in school health issues every five years, or retake the examination.

MISSION

The mission of the National Board for Certification of School Nurses, Inc. (NBCSN) is to advance the quality of school health services (school nurse practice) by providing a rigorous national, credentialing process to validate competency based on professional standards.

VISION

The vision of NBCSN is to have national certification by NBCSN widely recognized and highly valued by providers, employers, and the public as the standard of excellence for school health services.

PURPOSE

The purposes of the NBCSN are to:

1. Develop, administer, and evaluate a national certification process for school nurses
 - a. Provide recognition to those individuals who meet the eligibility requirements of the NBCSN and pass the National Certification Examination for School Nurses by awarding the credential of National Certified School Nurse (NCSN);
 - b. Establish and measure the level of knowledge required for certification in school nursing;
 - c. Provide a standard of requisite knowledge required for certification, thereby assisting the employer, public, and members of the health professions in the assessment of school nurses.
2. Develop and evaluate additional mechanisms for professional competency assessment in school nursing;
3. Promote continued professional growth in the practice of school nursing;

4. Assist in the enhancement and communication of knowledge concerning professional testing and competency assessment of school nurses, and;
5. Perform such other functions as may be deemed consistent with the foregoing.

ELIGIBILITY REQUIREMENTS

School Nurses are eligible to take the certification examination if they:

1. Are currently licensed as a Registered Nurse in the United States;
2. Have attained an educational level of at least a baccalaureate degree in nursing or other health field relevant to the specialty of school nursing, or hold a current certification by the NBCSN as a NCSN, or have been granted a waiver of eligibility requirements by NBCSN;
 - a. Baccalaureate degrees must be granted from programs, which are accredited by national, regional or state accrediting boards of higher education through the Council for Higher Education Accreditation, or listed as an accredited program by the U.S. Department of Education.
 - b. Registered nurses enrolled in Masters Programs (RN-MSN) which do not confer bachelor's degrees may apply to take the NCSN upon completion of the graduate program.
 - c. Candidates with foreign educational degrees must submit validated transcripts with both general academic and professional licensure evaluation reports from an accredited foreign educational credential evaluation service, as those with memberships in the National Association of Credential Evaluation Services (NACES).
 - d. Candidates with baccalaureate degrees in fields not related to health, but who hold graduate degrees in health related areas, may submit a letter requesting a waiver to the eligibility requirements to the NBCSN President.
 - e. A partial list of acceptable degrees is posted on the website and in the appendix of the Policies and Procedures.
3. Meet the clinical practice requirements of a minimum of 1,000 hours during the past three years
 - a. Clinical Practice in school nursing means actively employed or contracted to provide a direct or indirect professional contribution to the health and education of students and their families in public or private school settings.
 - b. Direct clinical practice in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students of their families where there is continuing professional responsibility and accountability for the outcomes of these actions.
 - c. Indirect clinical practice in school nursing is defined as involvement that:
 - i. includes clinical supervision of school nurses, education and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation or other engagement in the field of school nursing that contributes to the specialty's body of knowledge or enhances the quality of school nursing practice;
 - ii. entails continuing professional responsibility and accountability for the outcomes of the involvement
 - d. Not eligible as clinical practice in school nursing includes

- i. substitute nursing in a school, except as a full time substitute working consecutive days for the required clinical practice hours;
 - ii. one-to-one nursing as the nurse's sole responsibility within a school;
 - iii. employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries;
 - iv. community health screenings;
 - v. work in a camp setting;
 - vi. preceptorship/mentor;
 - vii. and jobs unrelated to school nursing.
4. Have worked in school nursing at least 1,000 hours within the past three years, with a recommendation of a minimum of 4,000 hours (or three full time academic years); and
 5. Have completed and filed the application for Certification Examination for School Nurses, including payment of the required fee.

ADMINISTRATION

The Certification Program is sponsored by the National Board for Certification of School Nurses, Inc. (NBCSN). The Certification Examination for School Nurses is administered for the NBCSN by the Professional Testing Corporation (PTC), 1350 Broadway – 17th Floor, New York, New York 10018, (212) 356-0660, www.ptcny.com. Questions concerning the examination should be referred to PTC.

ATTAINMENT OF CERTIFICATION

Eligible candidates who pass the Certification Examination for School Nurses are eligible to use the registered credential NCSN after their names and will receive a certificate from the NBCSN. A registry of Certified School Nurses will be maintained by the NBCSN and may be reported in its publications.

School nurse certification is valid for a period of five years at which time the candidate must retake and pass the Certification Examination for School Nurses, or meet current continuing education requirements in order to retain certification.

REVOCATION OF CERTIFICATION

Certification may be revoked for any of the following reasons:

1. Falsification of an Application, credentials, or documentation pertaining thereof.
2. Revocation of current Registered Nurse license.
3. Misrepresentation of certification status.

* Any misrepresentation may be reported to the appropriate state board of nursing.

The NBCSN provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process by directing any questions, complaints or concerns in writing, to the President for Board consideration within 30 days of the incident.

RECERTIFICATION

- ◆ Prior to the five year recertification, a reminder notice to take the examination or to recertify by the continuing education process is sent to the candidate.
- ◆ The application for recertification by continuing education must be returned no later than 60 days prior to the expiration date.
- ◆ Applications may be obtained on the NBCSN website.
- ◆ Recertification by continuing education requires seventy-five (75) contact hours within the five year certification period.
- ◆ All contact hours must be in subjects related to school health issues and approved by a national, state or regional accrediting agency. See guidelines for details.
- ◆ Computer technology courses and CPR/FA and other basic assessment and staff development/orientation courses are not acceptable. PALS and ACLS will be accepted only when taken initially. For a complete description, please refer to the NBCSN website: www.nbcnsn.org
- ◆ Online academic and workshop courses are acceptable, provided they are approved by a national, state or regional accrediting body.
- ◆ College or university credits from accredited institutions are granted 10 contact hours for each quarter graduate or undergraduate credit or 15 contact hours for each semester graduate or undergraduate credit.
- ◆ Must meet the minimum clinical practice requirements for Recertification of at least 2,000 hours of clinical practice in the area of school nursing during the past five years, at least 750 of which must be in the prior three years.
 - a. Clinical Practice in school nursing means actively employed or contracted to provide a direct or indirect professional contribution to the health and education of students and their families in public or private school settings. A minimum of 2,000 hours of clinical practice during the last five years, at least 750 of which must be in the prior three years must be met to recertify.
 - b. Direct clinical practice in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students of their families where there is continuing professional responsibility and accountability for the outcomes of these actions.
 - c. Indirect clinical practice in school nursing is defined as involvement that:
 - i. includes clinical supervision of school nurses, education and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation or other engagement in the field of school nursing that contributes to the specialty's body of knowledge or enhances the quality of school nursing practice;
 - ii. entails continuing professional responsibility and accountability for the outcomes of the involvement.

- d. Not eligible as clinical practice in school nursing includes: substitute nursing in a school, except as a full time substitute working consecutive days for the required clinical practice hours; one-to-one nursing as the nurse's sole responsibility within a school; employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries; community health screenings; work in a camp setting; preceptorship/mentor; and jobs unrelated to school nursing.

All recertification applications are reviewed by members of the NBCSN. If audited, applicant is required to send copies of CE documentation to the NBCSN President for review.

Late fees will be charged for documents not received in a timely manner, and the NCSN credential will be revoked for individuals not meeting recertification requirements. All late applications must be approved by the NBCSN President or Executive Director.

It is suggested that applicants retain documentation for a minimum of one year from the date of expiration of certification.

The NBCSN does not discriminate in the eligibility or administration of its certification program on the basis of age, sex, race, religion, ethnic or national orientation, disabilities, veteran status, or marital status.

The NBCSN provides the appeal mechanism for denying acceptance of CE credit or revocation of Board Certification. It is the responsibility of the individual to initiate this process by directing any questions, complaints or concerns in writing to the President for Board consideration within 30 days of the incident.

DENIAL OF RECERTIFICATION BY CONTINUING EDUCATION

Certification by continuing education may be denied for any of the following reasons:

1. Failure to meet criteria of 75 hours of continuing education or acceptable credits.
2. Falsification or misrepresentation of continuing education information or any information or any information required to meet eligibility criteria.
3. Failure to apply before the NCSN anniversary date.
4. Failure to provide continuing education or miscellaneous credit information by the deadline specified, when proper documentation or additional information is requested.
5. Failure to submit the recertification fee payment, with late fees if required.
6. Failure to meet the clinical practice requirement.

If certification is denied, the recertification application fee will not be refunded.

APPLICATION PROCEDURE

Obtain an Application for the Certification Examination for School Nurses from the NBCSN website www.nbcsn.org or Professional Testing Corporation, 1350 Broadway – 17th Floor, New York, New York 10018, (212) 356-0660, www.ptcny.com.

Read and follow the directions on the Application and in this Handbook for Candidates.

COMPLETION OF APPLICATION

Complete the Application by providing ALL information requested on the Application form. Mark only one response unless otherwise indicated. Print carefully, as the forms are optically scanned.

NOTE: The name you enter on your application must match exactly the name listed on your government issued photo ID such as driver's license or passport.

CANDIDATE INFORMATION: Starting at the top of the Application, print your name, address, e-mail address, daytime phone number, evening phone number, and RN License Number in the appropriate row of empty boxes.

ELIGIBILITY AND BACKGROUND INFORMATION: All questions must be answered. Mark only one response unless otherwise indicated.

OPTIONAL INFORMATION: These questions are optional. The information requested is to assist in complying with equal opportunity guidelines or to assist NBCSN in surveying its candidates and will be used only in statistical summaries or to develop programs and materials to assist its applicants and certificants. Such information will in no way affect your test results.

CANDIDATE SIGNATURE: When you have completed all required information, sign and date the Application in the space provided.

Mail the Application with a copy of bachelor's degree or higher, proof of current RN license (either a copy or notarized verification), and the appropriate fee (see FEES below) in time to be received by the deadline shown on the cover of this Handbook to:

NBCSN EXAMINATION
PROFESSIONAL TESTING CORPORATION
1350 Broadway – 17th Floor
New York, New York 10018

FEES

Application Fee for the Certification Examination for
School Nurses..... \$325.00

MAKE CHECK OR MONEY ORDER PAYABLE TO:

NBCSN EXAMINATION

Visa, MasterCard, and American Express are also accepted. Please complete and sign the credit card payment form on the Application.

REFUNDS/TRANSFERS

There will be no refund of fees. Fees will not be transferred from one testing period to another.

EXAMINATION ADMINISTRATION

The Certification Examination for School Nurses is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: www.ptcny.com/cbt/sites.htm or call PSI at (800) 211-2754. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

TESTING SOFTWARE DEMO

A Tutorial and a Testing Software Demonstration can be viewed online.

- Go to <http://www.ptcny.com/cbt/demo.htm>

This online Tutorial can give you an idea about the features of the testing software.

ONLINE PRACTICE TEST FOR SCHOOL NURSES

WHAT IS IT: A practice test consisting of 75 questions with a testing time of 2 hours taken over the Internet

WHEN: Available now

WHY TAKE IT: To experience taking a computerized exam, to review an example of the type of content included in the Certification Examination for School Nurses, and to learn more about question format, style, and level of difficulty

SCORE REPORT: After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly

NOTE: Performance on the online practice test may differ from actual performance on the Certification Examination. Thus, there is no guarantee that taking this practice test will help you pass the Certification Examination. Participants may, however, find it helpful to review content in any areas of weakness indicated on the score reports prior to taking the Certification Examination

FEE: \$75 by credit card

APPLY: Go to www.ptcny.com and select Online Practice Test for School Nurses

FURTHER INFO: Visit www.ptcny.com or call Professional Testing Corporation at 212-356-0668

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your Application has been received and processed, and your eligibility verified, you will be sent a postcard from PTC confirming receipt. Within 6 weeks prior to the first day of the testing window, you will be sent an Eligibility Notice. The Eligibility Notice plus current government issued photo identification must be presented in order to gain admission to the testing center. A candidate not receiving an Eligibility Notice at least three weeks before the beginning of the two-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates in which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

It is highly recommended that each candidate becomes familiar with the location of the testing site.

Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking and any security requirements that are specific to the testing location.

SPECIAL TEST CENTERS, EXCLUDING THE UNITED STATES AND PARTS OF CANADA

It may be possible to establish a special testing center to take a paper and pencil examination in your own country for an additional fee of \$100.00. A letter must be sent with your application and fees, specifying your preferred city and country and must be received eight weeks before the testing period begins. If there are no computer test centers in your province in Canada, you can follow this same procedure.

SPECIAL NEEDS

Special testing arrangements will be made for individuals with special needs. Submit the Application, Examination Fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for special testing for individuals with special needs must be received at least EIGHT weeks before the testing date.

Please notify PTC if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the test center.

CHANGING YOUR APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period you must contact PSI at (800) 211-2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. Fees will not be transferred to another testing period.

ABOUT THE COMPUTER BASED TESTING FORMAT

The NCSN exam has been formatted for the computer since 2007. Questions are displayed, one at a time, on the computer screen. The candidate has the ability to “bookmark” a specific question, and return to the item whenever the individual chooses. The answers to any item may be changed at anytime during the testing period. None of the answers are submitted until the candidate completes the exam or designates “SUBMIT” on the last page of the examination. After that time, the answers may not be changed for any item.

Results of the exam are NOT provided immediately upon completion of the exam. Results are tabulated by PTC at the end of the two week testing period, and then mailed to the individual candidates, usually within four weeks after the close of the testing window.

QUESTIONS/COMMENTS

The NBCSN provides a mechanism for answering candidate questions and responding to comments or challenges made by a candidate. It is the responsibility of the candidate to initiate this process in writing within 30 days of the receipt of the examination results or within 30 days of the incident, whichever is sooner. All questions/comments should be directed to NBCSN with the exception of those concerning the administration of the examination or the testing site which should be referred to PTC.

RULES FOR THE EXAMINATION

1. Simple calculators are permitted, but no personal digital assistants may be taken into the examination room. Calculators must be small (hand held or smaller), noiseless, cordless, and tapeless, and must have no printing capability, expansion capability, or alphanumeric keyboards or displays. A calculator is also available on the computer screen. Calculators included in cell phones and other electronic devices are not allowed.
2. Electronic devices, including but not limited to, cell phones, pagers, Blackberrys, Bluetooth type devices, MP3 players (iPod, I-Touch, cannot be used during the examination and must be turned off.
3. No books or reference materials may be taken into the examination room.
4. No questions concerning content of the examination may be asked during the testing period. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.

REPORT OF RESULTS

Candidates will be notified in writing by PTC within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Results related to individual test items will not be shared. Information related to a candidates' score or test history is confidential and only provided to the candidate. No specific information will be shared with employers or any other individual. Successful candidates will also receive certificates from the NBCSN.

REEXAMINATION

The Certification Examination for School Nurses may be taken by eligible candidates as often as desired upon filing of a new Application and payment of fees. There is no limit to the number of times the examination may be repeated.

CONFIDENTIALITY

1. The NBCSN will release the individual test scores ONLY to the individual candidate. State or other jurisdictions previously authorized by the candidate for state certification purposes will receive notification of Pass/Fail status of the applicant.
2. Any questions concerning test results should be referred to NBCSN or the Professional Testing Corporation.
3. A registry of Certified School Nurses will be maintained by the NBCSN and may be reported in its publications.
4. NBCSN will provide a letter to the employer regarding the Pass/Fail status, at the written request of the candidate.

CONTENT OF EXAMINATION

1. The Certification Examination for School Nurses is a computer-based examination composed of a maximum of 250 multiple choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline starting on page 11.
3. The questions for the examination are obtained through a rigorous process of item writing and item review from individuals with expertise in school nursing and school health issues and are evaluated on a regular basis for construction, accuracy, and appropriateness by the NBCSN.
4. The NBCSN, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Certification Examination for School Nurses will be weighted in approximately the following manner:

I. HEALTH APPRAISAL	27%
II. HEALTH PROBLEMS AND NURSING MANAGEMENT	28%
III. HEALTH PROMOTION/DISEASE PREVENTION	20%
IV. SPECIAL HEALTH ISSUES	10%
V. PROFESSIONAL ISSUES	15%

CONTENT OUTLINE

I. HEALTH APPRAISAL

- A. General Physical and Psychosocial Health
 - 1. Data Collection
 - a. Subjective
 - b. Objective
 - 2. Interpretation of Data
 - 3. Intervention/Referral
- B. Systems
 - 1. Cardiovascular
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 2. Ears
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 3. Endocrine
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 4. Eyes
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 5. Gastrointestinal
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 6. Musculoskeletal
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 7. Neuro-developmental
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 8. Nose, Mouth, and Throat
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 9. Reproductive/Genitourinary
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 10. Respiratory
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral
 - 11. Skin and Scalp
 - a. Data Collection
 - b. Interpretation
 - c. Intervention/Referral

II. HEALTH PROBLEMS AND NURSING MANAGEMENT

- A. Emergency Care
 - 1. Abdominal Injuries
 - 2. Anaphylaxis
 - 3. Burns
 - 4. Cardiac Arrest
 - 5. Chest Injuries
 - 6. Dental/Oral
 - 7. Head Injury
 - 8. Hemorrhage
 - 9. Lacerations/Punctures/Avulsions
 - 10. Poisoning and Exposure to Noxious Fumes

11. Respiratory Arrest
 12. Respiratory Distress
 13. Spinal Cord Injury
 14. Unconsciousness
 15. Other
- B. Acute, Episodic, and Chronic Conditions
1. Cardiovascular
 2. Gastrointestinal
 3. Genitourinary/Reproductive
 4. Eye, Ear, Nose, and Throat
 5. Integumentary
 6. Metabolic and Endocrine
 7. Multisystem
 - a. Autoimmune Diseases
 - b. Allergies/Asthma
 - c. Cancer
 - d. Genetic/Birth Defects
 - e. Other
 8. Musculoskeletal
 9. Neurosensory
 10. Respiratory
- C. Communicable Diseases
1. Bacterial
 2. Infestations
 3. Fungal
 4. Sexually Transmitted
 5. Viral
- D. Disaster Preparedness

III. HEALTH PROMOTION/DISEASE PREVENTION

- A. Immunizations
- B. Risk Reduction and Infection Control
1. Identification of Risk Factors
 2. Prevention Methods
 - a. Self Care Skills
 - b. Group Programs
- C. Health Education
1. Dental Issues
 2. Nutritional Issues
 3. Staff Wellness
 4. Student/Caregiver
- D. Counseling
- E. Community Health Needs
- F. Environmental Concerns
- G. Safety Education

IV. SPECIAL HEALTH ISSUES

- A. Special Health Needs
1. Abuse and Neglect
 2. Assistive Care
 3. Eating Disorders
 4. Human Sexuality
 5. Parenting
 6. Physical Problems Including Organ Transplants
 7. Psychosocial Problems
 8. Substance Use, Abuse, and Addiction
 9. Suicide
 10. Technology Assistance
 11. Bullying and Harassment
 12. Other
- B. Educational/Health Management
1. Individualized Education Plan
 2. Individualized Healthcare Plan
 3. School-based Resources

- C. Legal Considerations
 - 1. Americans with Disabilities (504)
 - 2. Confidentiality
 - 3. Due Process
 - 4. Laws Relating to Special Education
 - 5. Local Policy, State, and Federal Laws
 - 6. Nursing Practice Act

V. PROFESSIONAL ISSUES

- A. Code of Ethics (ANA/NASN)
- B. Nurse Practice Act/Licensure/Certification/Standards of Practice
- C. Administrative
 - 1. Accountability/Responsibility
 - a. Job Description
 - b. Malpractice
 - c. Documentation
 - 2. Consent for Health Services
 - 3. Supervision and Delegation
 - a. Professional Licensed Staff
 - b. Unlicensed Personnel
 - c. Volunteers
- D. Consultation to Administration on Health Issues
 - 1. State and Federal Laws, Regulations, and Guidelines
 - 2. School Board Policy
 - 3. Scope of School Health Services
- E. Electronic and Hard Copy Health Records
 - 1. Accuracy
 - 2. Confidentiality
 - 3. Storage
 - 4. Student and Parent Rights
 - 5. Access to Records
 - 6. Authorization for Release of Information
- F. Medication
 - 1. Administration
 - a. Prescription
 - b. Nonprescription
 - 2. Authorization
 - a. Medical
 - b. Parental
 - 3. Documentation
 - 4. Storage and Safety
- G. Treatment Policy
 - 1. Authorization for Treatment
 - 2. Protocols and Procedures
- H. Legal Issues
 - 1. Child Abuse/Neglect Reporting
 - 2. Minor Consent for Health Services
 - 3. Individual Rights to Privacy
 - 4. Communicable Disease Reporting
 - 5. Harassment

SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

-
1. In the school setting, a student with a seizure disorder should
1. wear a helmet for protection.
 2. have a seizure action plan on file.
 3. sit near the teacher for close supervision.
 4. have a medic alert tag for field trips.
-
2. When writing a Health Plan for a student with seizures, which of the following need NOT be considered?
1. Altered health maintenance related to knowledge deficit of benefits of compliance to prescribed regimen
 2. Potential for infection related to chronic conditions
 3. Potential for self esteem disturbance related to chronic condition
 4. Potential for aspiration related to seizure activity
-
3. A doctor has faxed the nurse the medical information about an 8th grade student's newly diagnosed seizure condition. In order to manage this student's care at school, the nurse should first
1. talk with the teacher about the student's need for classroom safety.
 2. talk with the parent to determine how the family and student are coping with the condition.
 3. talk with the campus administrator about the student needing additional services.
 4. talk with the PE teacher about changes in the student's activity level.
-
4. There has been an accident on the playground. When the nurse arrives, a 10 year old student is observed to be holding his front tooth. The nurse asks the teacher to call the parent because the child must be transported to a dentist immediately. The nurse then should
1. clean off the tooth by rubbing and rinsing with normal saline.
 2. protect the tooth by wrapping in a gauze pad or tissue.
 3. rinse the tooth with water while holding it by the crown.
 4. drop in milk solution while holding the tooth by the crown.
-
5. The nurse suspects a medication protocol in the district is not best practice. Which of the following is the least appropriate method for investigation?
1. Contact the state's school nurse consultant
 2. Conduct a literature review
 3. Ask a colleague in a neighboring district
 4. Survey the state's regulations, legislation and guidelines

-
6. The health department conducts vision and hearing screening as a contracted service to the school district. The students' vision and hearing screening records are
1. subject to the privacy accorded by the Family Education Rights Privacy Act (FERPA) and belong to the school district.
 2. subject to the privacy accorded by Health Insurance Portability and Accountability Act (HIPAA) and belong to the health department.
 3. subject to the privacy accorded by Section 504 of the Rehabilitation Act of 1973 and belong to the school district.
 4. considered mandated health information and not subject to privacy rules.

-
7. A Methicillin resistant Staphylococcus aureus (MRSA) outbreak in the school is best combated by
1. isolation of infected students.
 2. notifying health department.
 3. frequent hand washing.
 4. closing the school for decontamination.

-
8. A nine year old student with Type I Diabetes presents to the school nurse to report that his blood sugar is high and he needs to self-administer a correction dose of insulin. He has an individualized health care plan in place with parental signature, as well as signed written orders for short acting insulin daily at lunch and "as needed" for blood glucose readings >150 from his health care provider. His meter reads 242 and the equation for determining the correction dose is:

Blood Glucose-150

50

He has his insulin pen and asks the nurse to double check that he has dialed in the correct number of units. It is 10am and his scheduled lunchtime does is at noon.

The appropriate correction dose of insulin to administer would be

1. 2 units of Lantus insulin.
2. 1.5 units of Lantus insulin.
3. 2 units of Novalog insulin.
4. 1.5 units of Novalog insulin.

-
9. A 6th grade female student has transferred into the district during the absence of the school nurse. Upon return, the nurse finds a written health care plan with parent signature, orders from the physician for an EpiPen to be administered "as needed" for severe allergy reactions to nut products, and an unexpired auto-injectable epinephrine 0.15mg. pen in the mailbox. After introducing herself to the student and noting that the student is of normal height and weight for her age, the most appropriate next action for the school nurse would be to
1. make copies of all paperwork and distribute to all staff and volunteers who may have contact with the student.
 2. call the parent to obtain an additional "back up" dose of medication to be used for field trips.
 3. call the ordering physician to clarify the correct dose of the epinephrine.
 4. take a photo of the child and attach to the health care plan to assist appropriate staff in identifying this at risk student.
-
10. A middle school cheerleader has experienced her second fracture within the past nine months. The concerned school nurse should first
1. speak to the PE to remove the student from activities, including the cheerleading squad.
 2. counsel the student to eat more dairy products rich in calcium.
 3. suspect rickets and contact the parent to recommend bone-density screening.
 4. contact the student's physician to explore the possibility of a neurological problem presenting with poor balance.
11. During a health lesson, the school nurse is talking to middle school students about the importance of building strong bones now to prevent fractures and osteoporosis. Which of the following facts is NOT important to include?
1. Bone growth doubles during ages 9-18, so calcium requirements double
 2. In addition to calcium rich foods, sunlight and weight-bearing exercise build strong bones
 3. Calcium rich foods include broccoli, cheese and yogurt
 4. When fractures occur in children, bone density screening is recommended to detect rickets or osteoporosis
-
12. A 13-year-old boy has become a "frequent flyer" complaining of severe headaches. Upon his most recent visit, the nurse notices bruises on his neck and petechiae around his eyes, and suspects that he may be involved in the "choking game". The nurse's first course of action should be to
1. refer to the counselor for suicide assessment.
 2. visit with the principal to determine if other students have talked about this dangerous activity.
 3. talk to the student about his activities during time spent alone.
 4. call his parents to warn them about her suspicions and to increase their vigilance.

Correct Answers to Sample Questions:

1.2; 2.2; 3.2; 4.4; 5.3; 6.1; 7.3; 8.3; 9.3; 10.3; 11.1; 12.3

RESOURCES

The following is a list of resources which may be helpful in preparing for the examination. It does not constitute a complete listing nor an endorsement by the NBCSN. The most current editions of the materials are listed and recommended. For resources without dates (n.d.), the material is updated frequently and should be reviewed for the most up-to-date information.

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Goldbloom, R. (2010). Pediatric clinical skills, 4th edition. Philadelphia: Saunders.

Hockenberry, M. & Wilson, D. (2011). Wong's nursing care of infants and children, 9th edition. St. Louis: Mosby.

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National Association of School Nurses (NASN). (n.d.). *Journal of School Nursing articles, position statements, issue briefs, and current materials in bookstore available at NASN, Silver Spring, MD or at www.nasn.org*

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Application for Certification Examination for School Nurses

Eligibility and Background Information

J. TYPE OF NURSE PRACTITIONER:

(Darken all that apply.)

- Not a Nurse Practitioner Community Nurse Practitioner
 School Nurse Practitioner Family Nurse Practitioner
 Pediatric Nurse Practitioner Other Nurse Practitioner
 Maternal-Child Nurse Practitioner

K. PREVIOUS NURSING EXPERIENCE:

(Darken all that apply.)

- General Nursing Maternal and Child Health
 Public or Community Health Emergency Nursing
 Pediatrics Other

L. HIGHEST ACADEMIC LEVEL:

(Note: Candidates without a NBCSN MUST include copy of Bachelor's, or higher, degree.)

- Associate Degree in Nursing Master's Degree in Nursing
 Diploma in Nursing Master's Degree (non-Nursing)
 Bachelor's Degree in Nursing Doctoral Degree
 Bachelor's Degree (non-Nursing)

M. ARE YOU A MEMBER OF YOUR STATE SCHOOL NURSE ASSOCIATION?

- No Yes

N. ARE YOU CERTIFIED IN NURSING BY ANY ORGANIZATION OTHER THAN NBCSN?

- No Yes

If yes, indicate the name of the Organization: _____

O. ARE YOU USING THE CERTIFICATION EXAMINATION FOR SCHOOL NURSES TO ATTAIN STATE CERTIFICATION?

- No Yes

If yes, provide the two letter abbreviation of the state to receive your test results, then sign the release authorization below.

State

--	--

I authorize NBCSN to release my test results to the state or jurisdiction I have indicated above.

CANDIDATE SIGNATURE: _____

Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your certification.

Race:

- African American Native American
 Asian White
 Hispanic No Response

Age Range:

- Under 25 40 to 49
 25 to 29 50 to 59
 30 to 39 60+

Gender:

- Male
 Female

Candidate Signature

COMPLETE ENTIRE APPLICATION BEFORE SIGNING BELOW.

I have read the Handbook for Candidates and understand that I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with Handbook instructions and is accurate, correct, and complete.

CANDIDATE SIGNATURE: _____ DATE: _____

CREDIT CARD PAYMENT

If you want to charge your application fee on your credit card provide all of the following information.

Name (as it appears on your card): _____

Address (as it appears on your statement): _____

Charge my credit card for the total fee of: \$ _____

Expiration date (month/year): _____ / _____

Card type: Visa MasterCard American Express

Card Number: _____

Signature: _____

FOR OFFICE USE ONLY

Date

Fee: _____

CC Check

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