

# **NCCPHN- PLAN Preparing Leaders for Achievement in Nursing**

## **Course Registration FAQ's**

- Q. I am a nurse supervisor in a Local Health Department (LHD) and have difficulty staffing clinic when my nurses are unavailable completing the NCCPHN coursework.**
- A. To complete the coursework in a timely manner, three (3) hours should be allotted weekly to complete the 5-week course. According to the NC Administrative Code, nurses shall complete the course according to the timeline. Lead Nurse Administrators (LNAs) can stagger registration to meet clinic coverage needs. Please see the NCCPHN-PLAN scheduling template in the Toolkit to assist with a coverage plan.
- Q. My nurses have tried to register for the NCCPHN course previously, but the registration fills too quickly.**
- A. Assigning a local point of contact to create a priority list and following the recommended number of registrations allotted should minimize the registration rush which has been experienced in the past.
- Q. My nurses, who have worked in the LHD for many years and have taken a prior course offered by the Department, do not feel they should take the new NCCPHN course.**
- A.
- See the NC Administrative Code changes effective January 1, 2025.
  - According to the NC Board of Nursing, because nursing practice changes rapidly, initial knowledge and competence can quickly become obsolete. As a result, safe practice is dependent upon the continuing competence of nurses.
  - This is an opportunity to earn a distinction within the nursing discipline. It is a professional growth achievement that shows (with a credential by your name) the attainment of specialized training and education.
  - Enlist local RN staff who have completed the course (other than nursing managers) to encourage and promote the benefits of the course.
- Q. Our LHD has experienced high turnover and staffing shortages which makes it difficult to cover our clinics and allow new nurses time to take the NCCPHN course.**
- A. According to the NC Administrative Code, nurses shall complete the course according to the timeline. Lead Nurse Administrators can stagger registration to meet clinic coverage needs. Please see the NCCPHN-PLAN scheduling template in the Toolkit to assist with a coverage plan. Based on your agency human resource policies, nurses may be allowed to complete coursework outside of regular office hours. It may be helpful for supervisors and LNAs to take the course first to have firsthand experience with the time and effort involved in completing the course.

**Q. My school health nurses do not work during the summer months. How do I ensure they get offered a seat in a non-summer cohort?**

A. Using a local point of contact to create a priority list, school health nurses can be scheduled in non-summer cohorts.

**Q. Do you recommend that nurses take the course immediately upon hire?**

A. The PHN will have the best learning experience if they have at least 6 months' experience in the health department before starting the course.

**Q. What type of feedback have you received from nurses who have taken the NCCPHN course.**

A. The feedback received from nurses who have taken this course is largely positive. Many report that they increased their PHN knowledge and were able to apply the principles from the course to their jobs immediately. One LHD LNA reported that she had been in public health for 16 years and had taken the Principles and Practices in Public Health course but found this course much more relevant. She reported that public health has changed, and the NCCPHN course did a great job of relating the principles of public health to work that PHNs do daily within their LHDs and communities.

Some key pieces of advice from others who have taken this course include:

- Pace yourself. There is a lot to learn!
- Take notes
- Make sure you arrange for 2-3 hours of protected working time with your supervisor each week that you can use to work on this course, to stay on track.
- Use the study guide

**Q. I have questions about the registration process, who should I contact?**

A. Questions about the OCPHN resources and/or priority groups should be directed to your [Regional OCPHN Nurse Consultant](#) or Dr. Novacek, [OCPHN Director of Nursing Continuing Education](#). Questions about the registration site or course administration should be directed to Lori Rhew, course director, at [Lori.Rhew@unc.edu](mailto:Lori.Rhew@unc.edu).

**Q. How does our LHD show compliance with the development of a plan by June 30, 2025, required by the FY2025 Consolidated Agreement?**

A. LHD LNAs or their delegate will complete a survey and attestation statement sent by OCPHN confirming completion of the development of the LHD-specific RN priority list and commitment to updating the list as PHN staff change, the name and email address for their local POC, the total number PHN classified positions (including vacant positions), and the total number of PHNs who have completed the NCCPHN Course and are Credentialed Public Health Nurses ([Graduate Roster](#)).