

Dakota Nursing Program Bismarck State College



Submit all documents required for admission to the **Dakota Nursing Program at Bismarck State College** by placing application materials listed below in *one large envelope*. Print your full name clearly on the outside of the envelope. The envelope may be mailed or hand-delivered to the address below **on or before March 8th, 2010**.

Suzie McShane, Coordinator
Dakota Nursing Program
Bismarck State College
% Allied Health Campus
500 E Front Ave, Ste. 221
Bismarck, ND 58501

PN Application

APPLICATION PROCESS FOR PRACTICAL NURSING

FALL 2010 ADMISSION

The Dakota Practical Nursing Program is an eleven-month educational program that leads to the awarding of a Practical Nurse Certificate. Program graduates are eligible to apply to take the examination, NCLEX PN®, required by the ND Board of Nursing for Licensure of Practical Nurses.

REQUIREMENTS FOR ENTRY INTO THE DAKOTA NURSING PROGRAM

PRACTICAL NURSING CERTIFICATE

- High School Diploma or GED Certificate
- CNA Certification in North Dakota
 - Proof of completion of classroom instruction or proof of recent employment as a CNA (letters from current employer or instructor are acceptable. Paystubs do not qualify.) **and**
 - Official copy of current North Dakota certificate
- Current CPR Certification for Health Care Providers, must be updated to remain current throughout program.
- Completion of Pre-Requisite College Courses:
 - ENGL 110 (Composition I), **and**
 - CHEM 115 (Introductory Chemistry with lecture and lab)
 - Grade must be a 2.0 (C) or higher, composite GPA for all pre-requisite and completed required nursing courses must be 2.75 or higher.
- Proof of Math Skill Readiness:
 - Algebra course (ASC - 092, MATH 102, or MATH 103) completed within 5 years of application, **or**
 - ACT math score of 16 or higher, **or**
 - COMPASS math score of 25-26 or higher in the algebra domain, **or**
 - ASSET intermediate algebra test score of 33 or higher.
- Proof of Academic Readiness:
 - ACT composite score of 19, **or**
 - COMPASS/ASSET test score equivalent to ACT composite requirement (writing score and reading score of 75 each or higher), **or**
 - Completion of 12 credits of nursing program coursework (this includes any program pre-requisites and program required general education courses) with GPA of 2.75 or higher
- Some students desire to use courses completed prior to program admission to meet Dakota Nursing Program requirements.
 - Anatomy and Physiology I and II with Lab (must be taken within the last 5 years)
 - Introduction to Psychology (must be taken within the last 5 years)
 - Developmental Psychology (must be taken within the last 5 years)
 - Microbiology
- Guidelines for approval include:
 - Cumulative GPA for pre-requisite and any completed required nursing program courses must be 2.75 or higher
 - Overall cumulative GPA for all college courses completed must be 2.5 or higher
 - No pre-requisite or required course may have a grade lower than 2.0 (C).

- If a student repeats a required science course, a grade of 2.0 (C) or higher must be obtained in the first repeat.
- Proof of Math Skill and Academic Readiness needs to have been completed within the last 5 years.
- Critical courses completed more than 5 years prior to program application must be repeated: Anatomy and Physiology I and II, Developmental Psychology, and Pharmacology

PROGRAM APPLICATION AND ADMISSION PROCESS

- Complete all requirements for admission to the College.
- If you are applying to more than one site in the Dakota Nursing Program, please complete requirements for admission to each of the colleges and nursing departments.
- Complete all requirements for entry into the Dakota Nursing Program and submit the application packet.
- Interview with the admissions committee
- Qualified students are accepted into the program on a competitive basis until all spaces are filled. After that, qualified applicants are admitted as space becomes available for that academic year.

CHECKLIST FOR THE DAKOTA NURSING PROGRAM APPLICATION PROCESS

Application to your local college:

1. Complete an Application for Admission to your local college as a degree-seeking student. The completed and signed form must be sent to the Admissions Office at your local college and accompanied by:
 - a. The application fee (this only applies if you are a new student to your local college)
 - b. Official high school transcript or GED test results
 - c. Official **updated** college transcripts, including current semester, from **all** colleges attended. Transcripts must be mailed from the college attended or hand delivered in a sealed envelope. Faxed copies are not accepted.
 - d. Immunization record
 - e. Record of ACT, SAT, or COMPASS scores (completed within the last 5 years)

Application to the Dakota Nursing Program:

1. Submit all documents required for admission to the Dakota Nursing Program at your local campus by placing application materials listed below in **one large envelope**. Print your full name clearly on the outside of the envelope. The envelope may be mailed or hand-delivered **on or before March 8th, 2010** to the address listed on the cover sheet/front cover.
 - a. ___ Dakota Practical Nursing application form
 - b. ___ Proof of completion of CNA classroom instruction or proof of recent employment as a CNA (a letter from your instructor or your employer. No paystubs will be accepted.)
 - c. ___ Official copy of current North Dakota CNA certificate
 - d. ___ Copy of current CPR certification for Health Care Providers
 - e. ___ Transcripts showing completion of pre-requisite courses with required GPA. Photocopies are allowed if it is a copy of the official transcript found in Student Services.
 - f. ___ Proof of math skill readiness (ACT, SAT or COMPASS)
 - g. ___ Proof of academic readiness (ACT, SAT, or COMPASS)
 - h. ___ Transcript showing completion of pre-requisite and/or required courses or in progress status (Current course evaluation form) of any program courses to be applied to the Practical Nursing Certificate Program
 - i. ___ A brief narrative statement summarizing your educational/work experiences and how those experiences will help you progress through your nursing courses. Describe your reasons for wanting to be a practical nurse. Limit the narrative to 1.5 to 2 typed pages, double space, and use #12, Times New Roman Font. **Your writing ability including grammar and spelling will be evaluated.**
 - j. ___ Provide statements from 3 references. Use attached reference forms, to request reference statements from non-relatives such as employers, instructors, and/or professional colleagues:

- Complete section 1 on each form by printing your name **and** signing the waiver before distributing the forms to your selected references.
 - Instruct the reference providers to seal the statement in an envelope and reference providers sign across the seal before returning the reference to you (the student).
 - Collect the sealed letters of reference and include them in your application packet.
- k. ____ Complete criminal background disclosure form. See enclosure.
- l. ____ Review essential functions (abilities) of the nurse and discuss any areas of concern with the nursing coordinator. See enclosure.
- m. ____ Review the role of the student practical nurse and discuss any areas of concern with the nursing coordinator. See enclosure.
- n. ____ Sign and date the role of the student practical nurse statement and return it in your application.
3. All applicants will be notified of status by mail by April 30th.

**Incomplete applications will be refused and returned
to the applicant.**

Year 1 Curriculum – PN

		Credits
Fall		
BIOL 220	Anatomy and Physiology I	4
PSYC 111	Introduction to Psychology	3
NURS 120	Foundations of Nursing	3
NURS 121	Practical Nursing I	3
NURS 122	Clinical Practice I	<u>3</u>
	Total	16
Spring		
BIOL 221	Anatomy and Physiology II	4
PSYC 250	Development Psychology	3
NURS 127	Practical Nursing II: Introduction to Medical/Surgical Nursing	2
NURS 145	Introduction to Maternal/Child Nursing	2
NURS 124	Clinical Practice II	3
PHRM215	Introduction to Pharmacology	<u>3</u>
	Total	17
Summer		
NURS 129	Practical Nursing III	4
NURS 126	Clinical Practice III	<u>3</u>
	Total	7
	Year 1 Total	40
	Total Prerequisite Credits	7
	(Composition I & Introductory Chemistry)	
	Total Program Credits	<u>47</u>

Upon successful completion of the above curriculum, the student will receive a Certificate in Practical Nursing. At this time, the student may choose to apply to continue into year 2, Associate Degree Nurse Program, and/or apply to take the NCLEX PN.

Criminal Background Checks

Upon admission to the Dakota Practical Nursing Program, the student will be required to complete and pay for a background check through the agency designated by the Dakota Nursing Program. **The estimated cost for the background check is \$60.00 and must be done annually. Student is responsible for any costs associated with the background check**

The student will not initiate the background check until directed to do so upon receipt of the letter notifying the applicant of acceptance into the program. The acceptance letter will specify the background check process to be followed. The background check must be completed by June 1, 2010.

If a background check is received with any offenses (felonies, misdemeanors or infractions), the student must address in writing their account of the offense and what specific rehabilitation measures occurred.

If the offense is less than 5 years old or of a grave nature, the student must make an appointment to appear before the admissions committee to personally address each offense.

The information will be used by the admissions committee to determine the suitability of the candidate for admission to the nursing program.

If the background check is returned with offenses that are greater than 5 years or of less than grave nature, the committee will notify you of what your next action will be.

Upon applying for licensure examination, the North Dakota State Board of Nursing will require the applicant to complete and pay for another background check. All offenses must be reported to the NDBON when applying for licensure.

Mandatory Drug Testing and Screenings

The Dakota Nursing Program maintains a no tolerance policy regarding substance abuse. Students must undergo drug screens if requested by the Dakota Nursing Program, a clinical agency or if suspected to be under the influence of alcohol, narcotic prescription drugs or illegal drugs while on a clinical rotation. Failure of the student to either take the drug test or show a clear drug screen will result in termination from the nursing program and all nursing courses. **The estimated cost for the drug testing varies from \$35.00 to \$60.00 depending on location and sites. Student is responsible for any costs associated with drug test or screening.**

Please complete disclosure form enclosed in this application packet.

Application Form for Admission to the Dakota Nursing Program

Name: _____

Email: _____

Permanent Mailing Address: _____

Local Mailing Address: _____

Telephone: Home: _____ Cell: _____ Work: _____

Social Security Number: _____ Student ID: W _____

The following data is required of the Dakota Nursing Program by the North Dakota State Board of Nursing for all applicants. Providing this information is voluntary and will not be used by the program in the decision making process. Please mark one of the following ethnic backgrounds.

Caucasian Black/African American Hispanic Native American

American Eskimo Asian Pacific Islander Asian Indian

Birth Date: _____ Age: _____ Male Female

Please circle your choice of Dakota Nursing Program campus. If you will be attending at a distance site, please specify the location.

BSC	(Bismarck)			
DCB	(Bottineau)	Burdick Job Corps.-Minot	Rugby	Valley City
FBCC	(New Town)			
LRSC	(Devils Lake)	Mayville		
WSC	(Williston)	Minot Trinity		

Have you applied to another Dakota Nursing Program this year? Yes/No

If yes, please specify site _____

REFERENCE FORM FOR ADMISSION

SECTION 1

To be completed by nursing program applicant:

Name of the Applicant: _____
PRINT Last First Middle Former, if applicable

I waive the right to access this evaluation: _____
Signature of Applicant Date

SECTION 2

To be completed by the applicant's reference:

NOTE: The person whose name appears above has applied for admission to the Dakota Practical Nursing Program.
The information you provide will be confidential.

How long have you known the candidate and in what capacity?

Please Check:

	Outstanding	Very Good	Average	Below Average	Do not know
Integrity/Honesty					
Initiative/Motivation					
Maturity					
Ability to work with others					
Communication Skills					
Empathy/Caring					
Judgment					
Ability to make Decisions					
Dependability					
Overall Rating					

Other Comments: (Please use the back of this form if you need more space)

Please print:

Name of Reference (Please print) _____ Company _____ Title: _____

Signature of Reference: _____

Address: _____
Street City State Zip Code

Telephone: _____ Email: _____

The letters of reference must be:

- Sealed in an envelope with the signature of the reference written across the seal
- Returned to the applicant to be placed in the application packet for the Dakota Nursing Program – Deadline for applications is March 8th, 2010

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Street City State Zip Code

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Signature of Reference: _____

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Street City State Zip Code

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Current Course Evaluation Sheet

Student Name _____

If you **are currently enrolled in** any of the following courses you must have your instructor sign this sheet. If it is an online course, attach an email from your instructor. **By submitting this form you are giving permission to the Dakota Nursing Program to verify current grades in the courses listed below.**

ENGL 110 – Composition I

Grade (Current percentage based on 100%)

Date

Instructor signature

CHEM 115 – Introductory Chemistry

Grade (Current percentage based on 100%)

Date

Instructor signature

BIOL 220/220L – Anatomy and Physiology I and Lab

Grade (Current percentage based on 100%)

Date

Instructor signature

BIOL 221/221L – Anatomy and Physiology II and Lab

Grade (Current percentage based on 100%)

Date

Instructor signature

PSYC 111 – Introduction to Psychology

Grade (Current percentage based on 100%)

Date

Instructor signature

PSYC 250 – Developmental Psychology

Grade (Current percentage based on 100%)

Date

Instructor signature

PHRM 215 Introduction to Pharmacology

Grade (Current percentage based on 100%)

Date

Instructor signature

Disclosure Form

The Dakota Nursing Program requires that all applicants provide information concerning any past felony or misdemeanor records.

Past convictions of a felony or misdemeanor would not necessarily prevent an applicant from being accepted into the program. However, failure to provide information concerning such conviction would warrant dismissal if the information were later revealed, thus indicating that the applicant had falsified this form.

Please complete, sign, and submit this form as part of your application to the Dakota Nursing Program.

1. Have you ever been convicted of a felony, a misdemeanor, or appeared in court for anything other than a minor traffic violation? (If you are unsure of what constitutes a minor traffic violation, please disclose everything.)

Yes _____

No _____

If you answered yes to the above question, please explain. Please use a separate sheet of paper.

2. Have you ever been disciplined by a Board of Nursing?

Yes _____

No _____

If you answered yes to the above question, please explain the disciplinary action(s). Please use a separate sheet of paper.

My signature below certifies that to the best of my knowledge the information above is true and complete. I understand that if the background check is found to be other than stated above, it is sufficient cause for rejection of my application or dismissal from the program. I give permission to release this information and information received on my background check to affiliated nursing practice agencies.

Mandatory Drug Testing and Screenings

My signature below signifies that I agree to undergo the mandatory drug testing and screenings requested by the Dakota Nursing Program or clinical agencies affiliated with the Dakota Nursing Program and adhere to the listed policy.

Print Name: _____

Signature: _____ Date: _____

Role of the Student Practical Nurse

Description

- The SPN is responsible for the care of clients at various levels in nursing situations, and are under the supervision of a Dakota Practical Nursing Program Clinical Instructor.
- The SPN will be taught the skills of assessing, planning, implementation, and evaluating the care delivered to assigned clients. Professional practice must be consistent to the institution in which he/she is working.
- The SPN must work within the guidelines set forth by Dakota Practical Nursing Program Nursing Director, Nursing faculty, and the North Dakota State Board of Nursing. He/she must be in good health and demonstrate emotional stability.

Responsibilities

- The SPN will report to the assigned area (if appropriate) the day before clinical to receive his/her patient assignment(s) following guidelines set for by the Nursing Director. On the day of the assigned clinical, the SPN will perform nursing care as instructed by the Clinical Instructor.

Specific Requirements

- The student must demonstrate the ability to read, analyze, and interpret nursing material per institution protocol. The student must demonstrate the ability to hand write and document correctly according to the institution's policy. The student must demonstrate the ability to write and understand the English language.
- The student must be able to demonstrate and do mathematical skills needed to see and calculate medication dosages, loading syringes with medications and volume needed to care for clientele. The student must be able to demonstrate the ability to apply concepts of basic science and math to a given problem.
- The student must be able to interpret instructions given by the Nursing Director and the nursing faculty. These instructions may be in written, oral, scheduled or diagram form.
- The physical demands of a SPN while in the nursing program require the use of hands to fingers; handle or feel objects or controls; reach with hands and arms; talk and hear. The SPN must be able to sit, stand on their feet for a long period of time, bend and move, and lift up to 100 pounds.
- The SPN may be subject to exposed fumes or airborne particles, diseases and conditions including the AIDS and Hepatitis B viruses.
- The SPN May be subject to hostile or emotionally upset clients, family members or visitors.
- The SPN works closely with the Nursing Director and faculty, and other healthcare employees to maintain a **positive friendly attitude**. Confidentiality will be maintained at all times including in and out of the classroom/clinical setting. The student will respect and protect the rights of all clients.

Essential Functions of the Nursing Student/Nurse

Functional Abilities - Students must be able to fully perform the essential functions in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. (National Council of State Boards of Nursing, 1999) However, it is recognized that degrees of ability vary widely among individuals.

Individuals are encouraged to discuss disabilities with the Director of Disability Support Services. The **Dakota Nursing Program** is committed to providing reasonable accommodations to students with disabilities upon notice and through established college policies and procedures.

1. Gross Motor Skills

Students must be able to: move within confined spaces; sit and maintain balance; stand and maintain balance; reach above shoulders (IVs); reach below waist (plug-ins).

2. Fine Motor Skills

Students must be able to: pick up objects with hands; grasp small objects with hands; write with pen or pencil; key/type (use a computer); pinch/pick or otherwise work with fingers (syringe); twist (turn knobs with hands); squeeze with finger (eye dropper).

3. Physical Endurance

Students must be able to: stand (at client side during procedure); sustain repetitive movements (CPR); maintain physical tolerance (work entire shift).

4. Physical Strength

Students must be able to: push and pull 25 pounds (position clients); support 25 pounds of weight (ambulate client); lift 25 pounds (transfer client); move light objects up to 10 pounds; move heavy objects weighing from 10 to 50 pounds; defend self against combative client; carry equipment/supplies; use upper body strength (CPR, restrain a client); squeeze with hands (fire extinguisher).

5. Mobility

Student must be able to: twist; bend; stoop/squat; move quickly; climb (ladders, stools, stairs); walk.

6. Hearing

Students must be able to: hear normal speaking level sounds; hear faint voices; hear faint body sounds (BP); hear in situations not able to see lips (when using masks); hear auditory alarms.

7. Visual

Students must be able to: see objects up to 20 inches away; see objects up to 20 feet away; see objects more than 20 feet away; use depth perception; use peripheral vision; distinguish color; distinguish color intensity.

8. Tactile

Students must be able to: feel vibrations (pulses); detect temperature; feel differences in surface characteristics (skin turgor); feel differences in sizes, shapes (palpate vein); detect environmental temperature.

9. Smell

Students must be able to: detect odors from client; detect smoke; detect gases or noxious smells.

10. Reading

Students must be able to read and understand written documents.

11. Arithmetic Competence

Students must be able to: read and understand columns of writing (flow sheets); read digital displays; read graphic printouts (I&O); calibrate equipment; convert numbers to/from metric; read graphs (vital sign sheets); tell time; measure time (duration); count rates (pulse rate); use measuring tools (thermometer); read

measurement marks (scales); add, subtract, multiply, divide; compute fractions (medication dosages); use a calculator; write numbers in records.

12. Emotional Stability

Students must be able to: establish therapeutic boundaries; provide client with emotional support; adapt to changing environment/stress; deal with unexpected (crisis); focus attention on task; monitor own emotions; perform multiple responsibilities concurrently; handle strong emotions (grief).

13. Analytical Thinking

Students must be able to: transfer knowledge from one situation to another; process information; evaluate outcomes; problem solve; prioritize tasks; use long term memory; use short term memory.

14. Critical Thinking Skills

Students must be able to: identify cause-effect relationships; plan/control activities for others; synthesize knowledge and skills; sequence information.

15. Interpersonal Skills

Students must be able to: negotiate interpersonal conflict; respect differences in clients; establish rapport with clients; establish rapport with co-workers.

16. Communication Skills

Students must be able to: teach (client, family); explain procedures; give oral reports; interact with others; speak on the telephone; influence people; direct activities of others; convey information through writing (progress notes).

National Council of State Boards of Nursing. (1999). Guidelines for using results of functional abilities studies and other resources. Chicago: Author.

Statement regarding reasonable accommodations:

Colleges within the Dakota Nursing Program consortium provide equal access for students with disabilities to programs and services. Please contact the Director of Disability Support Services at each campus for information on application for accommodation.

Dakota Nursing Program

Role of the Student Practical Nurse Statement

Please refer to the preceding lists titled “Role of the Student Practical Nurse” and “Essential Functions of the Nursing Student”.

I have read and understand the role and the essential functions of the student nurse. My signature below indicates that I am able to fully perform the role of the student nurse, including performing all functional abilities at the Dakota Nursing Program. If I am unable to perform in the role of the student nurse or am unable to perform all the functional abilities I am aware that I may be dismissed from the Dakota Nursing Program for this inability to perform all functional abilities in the role of the student nurse. I have informed my nursing coordinator of any inability to perform all functional abilities in the role of the student nurse.

Student: _____ **Date:** _____