

PRACTICAL NURSING ADMISSION POLICY AND PROCEDURES

To enter the Practical Nursing (PN) Program, a student must first be admitted to Richmond Community College. Admission to Richmond Community College, however, does not guarantee admission into the program. A letter from the Admissions Office will be sent to the student upon acceptance into the program. A letter from the Registrar will be sent to the student regarding transfer equivalency.

The following policies and procedures are utilized in admitting qualified students:

I. Admission Requirements – Applicants for the PN Program must:

- A. Be a high school graduate or equivalent.
- B. Score at the indicated levels or above on the RCC Placement Assessment:
ACCU PLACER
 - 1. Reading Standard score 80
 - 2. Sentence Skills Standard score 86
 - 3. Arithmetic Standard score 55
 - 4. Algebra Standard score 55

*Applicants who fail to meet minimum scores on the placement assessment may reassess a maximum of two times in a 12-month period. (The two reassessments refers to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a “C” or better.)
- C. Have physical and emotional status compatible with the ability to provide safe nursing care.
 - 1. The following activities are examples of activities which a student in the PN program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Nursing Department Chair. A student who believes he or she qualifies under the Americans with Disabilities Act must see the VP for Student Services. Reasonable accommodations may be made for some disabilities; however, each candidate is expected to perform in a safe and reasonably independent manner.
 - a. Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations, and participate in development of nursing care plans.
 - b. Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
 - c. Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with client and health care team members.
 - d. Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures and provide patient teaching to clients/family, document client responses, and report to others responses to nursing care.

- e. Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, and stand and walk for extensive periods of time. Example: Students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
 - f. Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
 - g. Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
 - h. Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read the scale on a syringe.
 - i. Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
 - j. Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position patients.
- D. Attend orientation session with the Nursing and Admission Staff.
 - E. Complete the pre-nursing program: Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the pre-nursing requirement.
 - F. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO or NUR prefixes.

II. Procedure for Admission

- A. Submit a completed RCC application.
- B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.
- C. Take the RCC ACCUPLACER assessment and achieve at required level or take the required remedial classes.
- D. Schedule an appointment with a counselor.
- E. After all transcripts are received by RCC and the ACCUPLACER assessment scores achieved or required remedial courses taken, a personal interview with the Nursing Admissions Committee may be scheduled.
- F. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR certification must be submitted.
- G. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.

- H. Students are responsible for obtaining their own health insurance policy. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick).

III. PN Admission Criteria

Decisions regarding admission into the PN program are based upon high school or GED performance and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 163 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in PSY 150 will be ranked higher. If the candidates are still tied, then the candidates' GPA for courses required in the PN curriculum will be used to break the tie.

IV. PN Applicant Deadlines and Admissions Decisions

The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31 assuming that the desired admission date is the fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.

V. Alternate List for PNE Program

Qualified applicants not accepted because of space limitations will be placed on an alternate list in rank order and notified in that order of any vacancies related to that semester's admissions. Students must reapply from year to year if not admitted. Applications are not automatically carried over. No special consideration will be given to applicants who were on the alternate list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chair or counselor to discuss a plan of study.

VI. Credit by Transfer

Transfer credit for non-nursing courses in the nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with RCC's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the PN Program from an accredited nursing educational program must be on an individual basis and in accordance with RCC's transfer policy. In addition, there must be approval by the Nursing Department Chair. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO and NUR prefixes. An interview with the Nursing Admission Committee may be scheduled. Students may be required to pass a written competency exam and/or perform appropriate nursing skills for a course previously taken to ensure competency.

VII. PN Progression Policy

Students enrolled in a nursing curriculum must obtain a grade of 78 or higher in all courses with BIO, NUR, and PSY prefixes in order to progress and graduate in the PN curriculum. In addition, nursing students will be required to pass a Medication Competency Test as defined in the Course Syllabus and Instructor's Course Requirements in order to administer medications in the clinical site and progress to the next nursing course. A program GPA of 2.0 is required for a student to remain in the

nursing program and for graduation. Calculations of GPAs are limited to required courses in the nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a NUR course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the nursing curriculum.

It is important to note that the clinical site, not Richmond Community College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.