
LOS MEDANOS COLLEGE

Nursing Applicant Handbook

*Registered
Nursing*

Registered Nursing Program – Fall 2014

LVN to RN Transition – Fall 2014

Advanced Placement/Transfer – Spring/Fall 2014

GENERAL INFORMATION FOR APPLYING TO THE REGISTERED NURSING PROGRAM

Application dates for Fall 2014 are **Jan 1 – March 3, 2014 – 2 PM**. Any applications received after 2 pm on March 3rd will be returned. Applications postmarked on March 3rd will not be considered adequate and will not be accepted.

- Selection of qualified applicants is done by a computerized random selection process.
- To qualify for the applicant pool, the applicant must have:
 - all prerequisites completed before applying to the program (see pg.8)
 - an overall 3.0 GPA on the prerequisite courses
- To schedule an appointment with a counselor regarding your nursing career please call (925) 439-2181 ext. 3334.
- The Registered Nursing Program admits a new class of students only once per year to begin in the fall semester.
- Applications and transcripts should be mailed directly to the Admissions and Records Office, and **NOT** to the Nursing Department. Any questions regarding transcripts or the nursing application should be directed to the Admission and Records Office.
- The Nursing Department does not evaluate transcripts. All transcripts are evaluated by the Admissions and Records Office.
- Only those applicants who are conditionally accepted (See pages 10-11) for the Registered Nursing program are required to begin the acceptance process which includes background check clearance, drug testing, and successful completion of the ATI TEAS Test Version 5. Applicants will be notified at the time of their conditional acceptance if they will be required to take this test.
- The ATI TEAS test will be administered at Los Medanos College **ONLY** to applicants who have been Conditionally Accepted. It is advisable that the ATI TEAS TEST Version V **NOT** be taken until you are Conditionally Accepted into the nursing program because your score from the first ATI TEAS TEST Version V taken, regardless of where it was taken, is the **ONLY** score considered for eligibility to the nursing program.
- If you have taken the ATI TEAS TEST Version V and did not achieve the cut score you will be required to complete a one year remediation plan if you are conditionally accepted into the program.
- The Registered Nursing Program takes 2 years to complete beyond the prerequisites. An average weekly schedule includes: 5 hours of lecture, 3 hours lab on campus and 17.5 hours clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice on Thursdays and Fridays on the day or the evening shift. Please be aware that due to the increased demand for clinical placement by nursing schools, clinical practice may also be scheduled on another day during the week or on weekends. Students may be expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical practice will be provided in a variety of local healthcare facilities and specialty areas. Students **MUST** provide their own transportation.

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Welcome to the Nursing Department at Los Medanos College

MISSION OF THE LMC NURSING DEPARTMENT

- **STRIVE TO PROVIDE QUALITY EDUCATION AND INDIVIDUALIZED INSTRUCTION TO MAXIMIZE EACH STUDENT'S POTENTIAL**
- **FOSTER A COMMITMENT TO THE PROFESSION OF NURSING**

Since 1974, when LMC opened its doors, the Nursing Department and its graduates have been highly regarded in the healthcare community.

Graduates who successfully complete the Registered Nursing Program and all LMC graduation requirements will receive an Associate in Science Degree in Nursing and will qualify to take the National Council Licensing Examination (NCLEX-RN) for Licensure as a Registered Nurse (RN).

The RN Program requires two academic years beyond completion of the prerequisite courses. The LVN to RN Transition requires successful completion of prerequisites, co-requisites, the second year of the RN Program and all LMC graduation requirements.

IF YOU ARE INTERESTED IN A CAREER IN NURSING PLEASE:

1. Register for the Nursing Career Seminar – RNURS-001
This is a one-day class that will give you information about the nursing profession and the LMC Registered Nursing Program. You will also have an opportunity to meet students currently in the RN Program. Bring this Nursing Application Handbook to the seminar.
 - **Nursing Career Seminar – RNURS-001** – is an advisory course (not a requirement) for students applying to the Vocational Nursing Program and the Registered Nursing Program.
2. After reading the Nursing Applicant Handbook, make an appointment with an LMC counselor for assistance in selecting prerequisite courses.
3. If you have further questions about the Registered Nursing Program at LMC, you are welcome to call the Nursing Department at (925) 439-2181, ext. 3286.
4. Visit the nursing website at www.losmedanos.edu
@ the LMC Homepage click Index A-Z
Then click "N" for Nursing – Nursing Program

GENERAL APPLICATION INFORMATION

1. This handbook applies to requirements for admission into the Registered Nursing Program for **Fall 2014**.
2. The application, selection, and admission processes for the Registered Nursing Program are coordinated by the Admissions and Records Office and any inquiries regarding applications should be directed to this office. Application forms are located at the back of this handbook. Please note application deadline dates.
3. Program planning, advising, and career counseling are provided by the Counseling Department. Appointments for Counseling may be made in Room 414 or by telephoning (925) 439-2181, ext. 3334. For specific questions regarding the Registered Nursing Program, please contact the Nursing Department at (925) 439-2181, ext. 3286.
4. The Los Medanos College Catalog contains the Mission Statement and information about academic policies and course descriptions. It should be read in conjunction with the Nursing Applicant Handbook. The catalog is available for purchase at the Los Medanos College Bookstore.
5. Funding by the State Chancellor's Office mandates all nursing applicants to take the ATI TEAS Test Version V. The "cut score" has been set at 62.
Please note:
 - The ATI TEAS Test Version V will be administered ONLY to those applicants who have been **Conditionally Accepted**.
 - Only the **cut score from the first ATI TEAS Test Version V** (as reported by ATI) will be considered for full acceptance to the nursing program
6. **The Nursing Applicant Handbook is revised annually** and is designed to provide information that will assist the nursing applicant in becoming better acquainted with the policies and procedures governing entry into the Nursing Programs. **ALL APPLICANTS ARE RESPONSIBLE FOR DETERMINING HOW THE REVISIONS AND CHANGES, IF ANY, WILL AFFECT THEIR APPLICATION.**

The Nursing Applicant Handbook can be found on the nursing department webpage:

www.losmedanos.edu

@ the LMC Homepage click Index A-Z

Then click "N" for Nursing – Nursing Program

Application requirements may change annually due to Board of Registered Nursing mandates or other unforeseen circumstances.

ASSOCIATE DEGREE NURSING (ADN) PROGRAM REGISTERED NURSING

Program Description

The Associate Degree Registered Nursing Program takes two academic years to complete beyond the completion of the prerequisite courses. Graduates who successfully complete the prescribed college requirements and the prescribed nursing curriculum earn an Associate in Science Degree in Nursing (ADN) and are eligible to take the examination for licensure as a Registered Nurse in California (NCLEX-RN).

The Registered Nursing Program content is drawn heavily from the sciences and general education. The emphasis is on utilization of the problem solving process, making nursing judgments, and learning leadership skills.

The Los Medanos College Registered Nursing curriculum is based upon the basic standards for competent performance of a nurse as defined in the **Rules and Regulations, California State Board of Nursing:**

CCR 1443.5 Standards of Competent Performance.

A Registered Nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.*
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.*
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.*
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.*
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.*
- (6) Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.*

Program Philosophy

The ADN faculty believes that we can best serve our community by educating its future Registered Nurses to a recognized standard of excellence. We are committed to helping promote success in our students. To achieve this goal we try to create a learning environment that emphasizes critical thinking, respect, and community service. We honor the cultural diversity of our community and encourage enrollment in our program by members of all of its many groups. We promote career advancement by offering a “Transition” that admits Licensed Vocational Nurses who meet our admissions criteria into the second year of the Registered Nursing Program. We recognize the interrelationship of all knowledge and accordingly place a strong emphasis on general education. The LMC graduate Registered Nurse is educated for full participation in the life of the community, both as a citizen and a professional member.

Prerequisite Information

- Prerequisite courses must be completed by end of the Fall semester 2013. **“In progress” classes will not be accepted.**
- Overall GPA must be 3.0 in prerequisite courses to qualify for the RN applicant pool.
- Note that a grade of “C” or better must be earned in each course.

Prerequisite Courses (See Page 8)

- **English, Math and Psychology** are a part of the prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. The Board of Registered Nursing requires a course in **General Psychology**.
- The sciences—**Anatomy, Physiology and Microbiology**—are three major prerequisite courses with lab components.

Additional Information

Speech Communication (3 units) is required by the Board of Registered Nursing. Speech 110 satisfies this requirement. This course is not considered a part of the prerequisite courses.

The **Nursing Career Seminar (RNURS 001)** is an **advisory course** for all applicants. This one-day seminar provides excellent information about nursing careers, nursing education, and the Registered Nursing Program at Los Medanos College. A panel of current students shares their experiences and answer questions about the nursing programs.

**The Registered Nursing Program is designed to provide the education necessary for licensure eligibility and practice as a Registered Nurse (RN). You can view the Board of Registered Nursing NCLEX Pass Rates for Los Medanos College at: <http://www.rn.ca.gov/schools/passrates.shtml>*

GENERAL EDUCATION and GRADUATION DEGREE REQUIREMENTS LOS MEDANOS COLLEGE

It is strongly suggested that the General Education courses and Graduation Requirements be completed prior to entering the RN Program.

If you have an Associate or Bachelor's degree from another college or university, request that official transcripts be sent to the Admissions and Records Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed college courses at another college, but have not earned a Bachelor's degree or higher will need to satisfy Los Medanos College's General Education and Graduation requirements.

**ASSOCIATE DEGREE NURSING (ADN)
REGISTERED NURSING PROGRAM CURRICULUM**

Reviewed 4/23/13

Prerequisite Courses: These courses must be completed by the end of Fall semester 2013. An **overall grade** point average of 3.0 or higher is required in the prerequisite courses to qualify for the applicant pool. Prerequisite courses with grades of less than 2.0 or a "C" grade will not be accepted.

Prerequisite Courses:		Units
ENGL 100	College Composition	3
MATH 30 or higher	Intermediate Algebra	4
BIOSC 40	Human Anatomy*	5
BIOSC 45	Human Physiology*	5
BIOSC 50	Intro to Microbiology* #	4
PSYCH 10 or 11	Gen Psych. (Psych 11 preferred)	3

*BIOSC 40, 45 & 50 courses do not have a recency requirement.

BIOSC 50 (Microbiology) has a chemistry prerequisite.

Please contact the Counseling Office for a list of equivalent prerequisite courses from other colleges.

Oral Communications (3 units) is required by the Board of Registered Nursing. Speech 110 satisfies this requirement. This is not a part of the prerequisite courses. It is recommended that this course be completed prior to admission to the RN program.

Please contact the Counseling Office for a list of equivalent prerequisite courses from other colleges.

RNURS 001-Nursing Career Seminar (0.3 unit) Advisory course: Not required, but strongly recommended.

General Education and Graduation Requirements: Make an appointment with an LMC college counselor.

REGISTERED NURSING PROGRAM CURRICULUM

1st Semester		Units
RNURS 22	Foundations of Nursing Practice	9.5
RNURS 23	Nursing Skills Simulation I	1
RNURS 24	Pharmacology for RN Program I	1
2nd Semester		
RNURS 26	Nursing in Health & Illness I	9.5
RNURS 27	Nursing Skills Simulation II	1
RNURS 28	Pharmacology for RN Program II	1
3rd Semester		
RNURS 31	Nursing in Health & Illness II	9.5
RNURS 33	Nursing Skills Simulation III	1
RNURS 34	Pharmacology for RN Program III	1
4th Semester		
RNURS 30	Leadership/Management	1
RNURS 36	Nursing in Health & Illness III	9.5
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

SELECTION POLICIES

Applicants are selected for the Los Medanos College Registered Nursing Program from the qualified applicant pool. Simply meeting the minimum requirements will not guarantee admission.

- **2014 APPLICATIONS: All applicants, both new and those who have previously applied to the Los Medanos Registered Nursing Program, will have their name entered only once in the random selection process regardless of the number of times the applicant has applied.**

Minimum requirements for qualification for the RN Applicant Pool

- A. A grade of "C" or better must be earned in each prerequisite course.
- B. The overall GPA on prerequisite courses must be 3.0 or higher.
- C. All prerequisite courses must be completed by end of the Fall semester 2013.
- D. Successful completion of Los Medanos College proficiency examination in math is required if, the required prerequisite math course has not been successfully completed.
- E. Submission of all required application materials to the Admissions and Records Office. For the LVN to RN Transition, applicants should include documentation of the applicant's LVN license.

Application Procedure

- A. If you have never applied to one of the Contra Costa Community College District colleges (DVC, CCC or LMC), you must apply online at www.losmedanos.edu
- B. Submit the RN Program Application (**See Appendices**) to the Admissions and Records Office between:

January 1 and March 3, 2014 by 2 PM

Applications/Transcripts postmarked on March 3rd are not acceptable

- C. International student transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Application forms for this service are available in the Admission and Records Office, at the Counseling Desk, or at apie.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.
- D. Submit official copies of all college transcripts to.

Los Medanos College

ATTN: Admissions and Records Office - RN Application

January 1 and March 3, 2014 by 2 PM

Transcripts postmarked March 3rd are not acceptable

ALL APPLICATION MATERIALS NECESSARY FOR THE ADMISSIONS PROCESS ARE AVAILABLE IN THE APPENDICES. **PLEASE MAKE A NOTE OF THE DEADLINE DATE AS LATE MATERIALS WILL NOT BE ACCEPTED.***

***PLEASE DO NOT CALL** the Admissions and Records Office for verification of receipt. A receipt will be sent to you by the Admissions and Records Office once the documents are received.

SELECTION PROCESS

1. Applicants are chosen by the computerized random selection process.

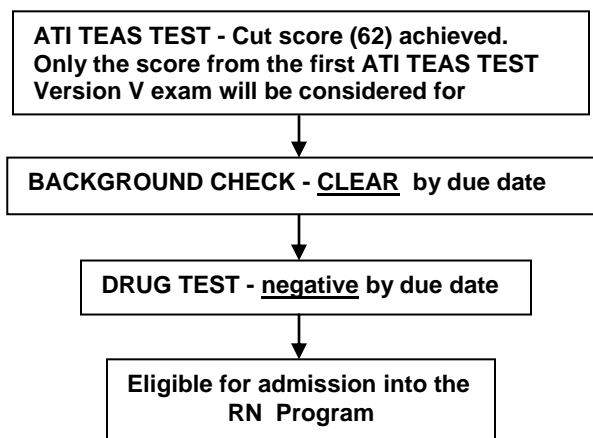
- It is the responsibility of the applicant to notify the Admissions and Records Office Nursing Applicant Evaluator of any changes in home address, phone number, or e-mail address.

2. Notification Process: Conditional Acceptance or Non-Acceptance Form

- Conditional Acceptance or Non-Acceptance will be **emailed** to applicants within one week after the computerized selection process is completed. Please ensure that your email address is current.
- **Conditional acceptance** into the program requires written communication from the applicant that he/she accepts admission into the nursing program. If the communication from the applicant is not received by the deadline date, then the applicant forfeits the conditional acceptance into the program and will need to reapply the following year.

3. Eligibility for admission into the Registered Nursing Program – Four Step Process:

- Step 1** Conditional Acceptance form is received in the Admissions and Records Office by the deadline date.
- Step 2** Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will e-mail the following information to the applicant:
- **ATI TEAS Test Version V** information and due date
 - The test will be administered by LMC only to Conditionally Accepted applicants.
 - **Do not take the test repeatedly.** Only the score from the first exam, regardless of where it is taken, is considered for eligibility.
- Step 3** Upon successful completion of the ATI TEAS Test Version V the student will immediately receive a packet containing information on the Background Check and Drug Testing Process. The student must successfully complete the requirements in the packet by the due date (no exceptions). Failure to successfully complete the ATI Testing, Background Check and Drug Testing by the due date will automatically remove the applicant from the Conditional Acceptance list.
- Step 4** Successful completion of ATI TEAS Test, Background Check and Drug Test by due date.



Selection Process – Registered Nursing Program (cont.)

4. The Conditionally Accepted Applicant is NOT ELIGIBLE for admission into the nursing programs (RN) if any one of the following is not met:

-
 **CONDITIONAL ACCEPTANCE FORM**
 Not submitted by due date

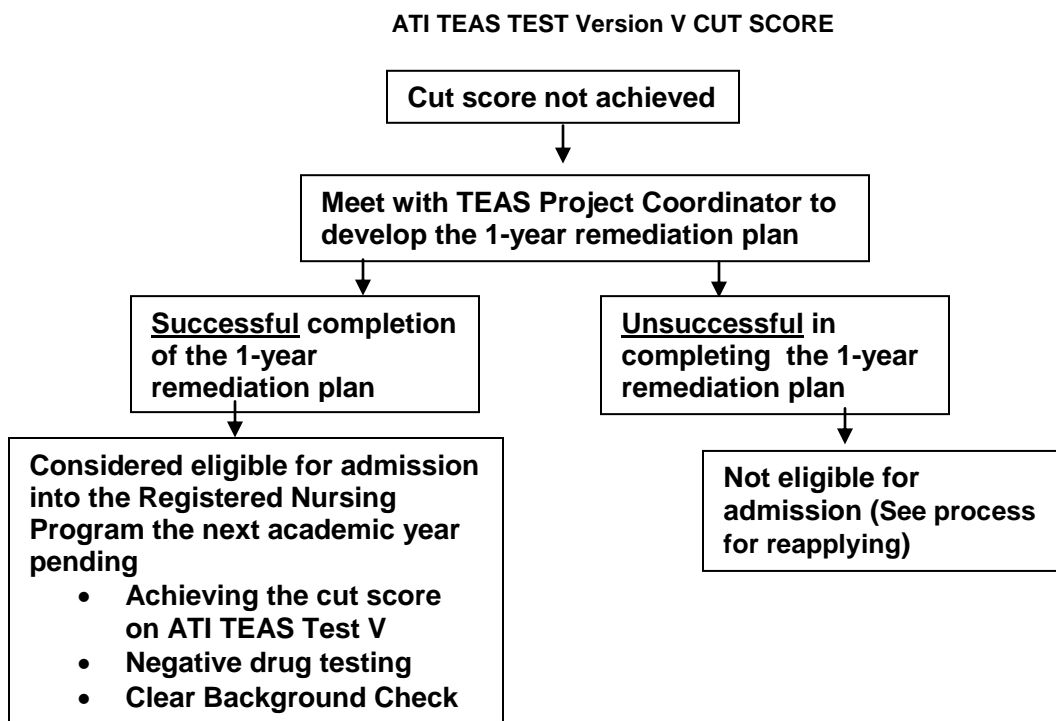
-
 **ATI TEAS TEST VERSION V CUT SCORE**
 Not achieved
 See #6 below
 • Remediation Process for ATI

-
 **BACKGROUND CHECK**
 Not cleared by due date
 See Appendices
 • Background Check Criteria

-
 **DRUG TEST**
 Not negative by due date
 See Appendices
 • Drug Test Information

5. If “Not eligible”, please refer to the Nursing Application Handbook for the next application date.

6. Remediation Process for ATI - Test for Essential Academic Skills Test (TEAS) V:



REGISTERED NURSING PROGRAM INFORMATION

If accepted into the Program, the student must be able to:

1. Accept clinical schedules, including evenings and/or weekends. Typical hours are generally 0645-1500 or 1445-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Mondays and/or weekend shifts may be required due to clinical site availability.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 23, 27, 33 & 38).
4. Pass a physical exam, including evidence of a negative 2 - step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray, rubeola, rubella, varicella titers and/or proof of recent immunization, and polio immunity. Each student is also required to obtain Hepatitis B immunization series and be covered by personal health insurance throughout the program. Due to the demanding physical rigors of the Registered Nursing Program, each student must meet the physical requirements stated in Appendices.
 - Students must comply with any additional requirements such as flu shots on an annual basis or other mandates required by the clinical agencies.
6. Submit proof of current CPR certification prior to the start of the RN Program and annually.
7. Meet assigned clinical facilities' requirement for employees/volunteers. Clinical facilities have the right to decline acceptance of any student who does NOT meet the clinical facility's requirements. Veteran's Administration requires fingerprinting prior to the start of the clinical experience at this facility. This is in addition to the background check. A negative fingerprint result is required. If the fingerprint result is positive and reasonable attempts by the nursing faculty to place the student in another appropriate clinical facility are unsuccessful, then that student will be unable to meet the stated clinical objectives and will be dismissed/withdrawn from the program.
8. Provide own transportation to and from clinical facilities throughout Contra Costa and Alameda counties.
9. Comply with the Essential Functions for nursing students listed in the **Appendices**.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

See www.rn.ca.gov Nurse Practice Act [TITLE 16, CALIFORNIA CODE OF REGULATIONS; BUSINESS AND PROFESSIONS CODE](#)

Please note the following from the Board of Registered Nursing:

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorizes collection of your social security number. **If you fail to list your social security number, or you do not have a social security number, your application for initial or renewal license will not be processed.**

LICENSED VOCATIONAL NURSING TO REGISTERED NURSING TRANSITION (LVN to RN TRANSITION)

General Information

The LVN to RN Transition provides an opportunity for Licensed Vocational Nurses (LVNs) to gain the knowledge and skills necessary to advance into the role of the professional registered nurse. Qualified California Licensed Vocational Nurses enter the second year of the Registered Nursing Program after completing the RN Program prerequisites. A valid California Vocational Nursing License is required.

The philosophy and objectives for this Transition are the same as those for the basic Registered Nursing Program. Students who successfully complete the requirements, earn an Associate of Science Degree in Nursing and qualify to take the National Council Licensing Examination (NCLEX-RN).

Prerequisite Information

Prerequisite courses must be completed by end of Fall semester 2013. **“In progress” classes will not be accepted.**

- Overall GPA must be 3.0 or higher in prerequisite courses to qualify for the RN candidate pool.
- Note that a grade of “C” or better must be earned in each course.

Prerequisites (See Page 15)

- **English, Math, and Psychology** are prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. A course in **general psychology is also required.**
- The sciences—**Anatomy, Physiology and Microbiology**—are three major prerequisite courses with lab components.
- Complete **6 units of general graduation requirements.** These six units are not used to calculate the qualifying grade point average. See college counselor for general education and graduation requirements.

Oral Communication is required by the Board of Registered Nursing. Speech 110 satisfies this requirement. This course is not considered a part of the prerequisite courses.

GENERAL EDUCATION and GRADUATION DEGREE REQUIREMENTS LOS MEDANOS COLLEGE

It is strongly suggested that the General Education courses and Graduation Requirements be completed prior to entering the RN Program.

If you have an Associate or Bachelor's degree from another college or university, request that official transcripts be sent to the Admissions and Records Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed college courses at another college but have not earned a Bachelor's degree or higher will need to satisfy Los Medanos College's General Education and Graduation requirements.

LVN TO RN TRANSITION CURRICULUM

Prerequisite Courses: These courses must be completed **prior to applying** to the Registered Nursing Program. A grade point average of 3.0 or higher for the following prerequisite courses is needed to qualify for the applicant pool:

Eng 100, Math 30 or higher, Biosc 40, 45, 50, and Psych 10 or 11. These are the same requirements needed to qualify for the first year of the RN program. In addition, the applicant must complete **6 units of general education graduation requirements**. These six units **are not used** to calculate the qualifying grade point average.

Prerequisites		Units
ENGL 100	College Composition	3
MATH 30 or higher	See LMC Catalog for course descriptions	4
BIOSC 40	Human Anatomy	5
* BIOSC 45	Human Physiology*	5
* BIOSC 50	Intro to Microbiology* #	4
PSYCH 10 or 11	Gen Psychology (Psych 11 preferred)	3
General Education Courses (2 courses - See college counselor)		6
<p>For the 2014 Applicants: *BIOSC 40, 45 & 50 courses do not have a recency requirement. #(BIOSC 50) Microbiology has a chemistry prerequisite.</p> <p>Oral Communication (3 units) is required by the Board of Registered Nursing. Speech 110 satisfies this requirement.</p> <p>Please contact the Counseling Office for a list of equivalent prerequisite courses from other colleges.</p>		
<p>General Education and Graduation Requirements: Make an appointment with an LMC college counselor.</p>		
REGISTERED NURSING PROGRAM CURRICULUM		Units
RNURS 20	Transition to the RN Program (if scheduled)	0.3
<u>3rd Semester</u>		
RNURS 31	Nursing in Health & Illness II	9.5
RNURS 33	Nursing Skills Simulation III	1
RNURS 34	Pharmacology for RN Program III	1
<u>4th Semester</u>		
RNURS 30	Leadership/Management	1
RNURS 36	Nursing in Health & Illness III	9.5
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

SELECTION POLICIES

Applicants are selected for the Los Medanos College LVN to RN Transition from among qualified applicants. Meeting minimum requirements will not guarantee admission.

- **All applicants will have their name entered only once in the computerized random selection process.**

Minimum requirements for qualification for the LVN to RN Transition

- A. A grade of "C" or better must be earned in each prerequisite course.
- B. The overall GPA on prerequisite courses must be 3.0 or higher.
- C. All prerequisite courses must be completed by end of Fall semester 2013.
- D. Successful completion of Los Medanos College proficiency examination in math is required if, the required prerequisite math course has not been successfully completed.
- E. Submission of all required application materials to the Admissions and Records Office. For the LVN to RN transition, applicants should include documentation of the applicant's LVN license.

Application Procedure

- A. If you have never applied to the Contra Costa Community District colleges (DVC, CCC or LMC), you must apply online at www.losmedanos.edu
- B. Submit the LVN to RN Transition Application (**See Appendices**) between the following dates:
January 1 and March 3, 2014 by 2 PM
Applications/Transcripts postmarked March 3rd are not acceptable
- C. International student transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Application forms for this service are available in the Admission and Records Office, at the Counseling Desk, or at apie.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.
- D. Submit application and official copies of all college transcripts to:

Los Medanos College
ATTN: Admissions and Records Office - LVN to RN Transition Application

Must be received by **March 3, 2014 by 2 PM**
Transcripts postmarked March 3rd are not acceptable.

SELECTION PROCESS - LVN to RN TRANSITION

1. Selection Process: Applicants are chosen by a computerized random selection process.

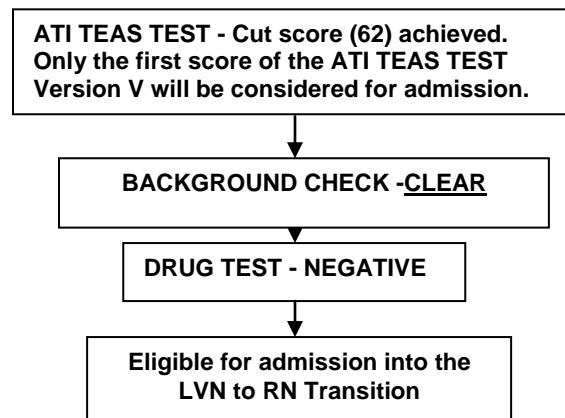
- It is the responsibility of the applicant to notify the Admissions and Records Office Nursing Applicant Evaluator of any changes in their home address, phone number or e-mail address.

2. Notification Process: Conditional Acceptance or Non-Acceptance Form

- Notification of applicant's conditional acceptance or non-acceptance into the RN Program will be **emailed** one week after the computerized random selection process is completed. Please ensure that your email address is current.
- **Conditional acceptance** into the program requires communication from the applicant that he/she accepts admission into the nursing program. If the communication from the applicant is not received by the deadline date, then the applicant forfeits the conditional acceptance into the program and will need to reapply the following year.

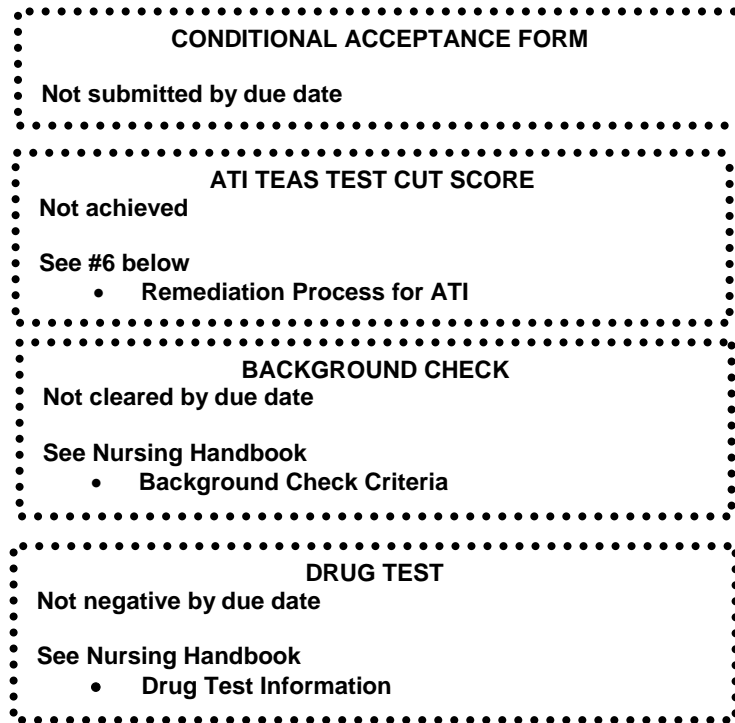
3. Eligibility for admission – Four Step Process:

- Step 1** Conditional Acceptance form is received by the Admissions and Records Office by the deadline date.
- Step 2** Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will e-mail the following information to the applicant:
- ATI TEAS Test Version V information and due date
 - The test will be administered by LMC only to Conditionally Accepted applicants.
 - **Do not take the test repeatedly.** Only the score from the first exam, regardless of where it is taken, is considered for eligibility.
- Step 3** Upon successful completion of the ATI TEAS Test Version V the student will immediately receive a packet containing information on the Background Check and Drug Screening Process. The student must successfully complete the requirements in the packet by the due date (no exceptions). Failure to successfully complete the ATI Testing, Background Check and Drug Testing by the due date will automatically remove the applicant from the Conditional Acceptance list.
- Step 4** Successful completion of the ATI TEAS Test, Background Check and Drug Test by due date.



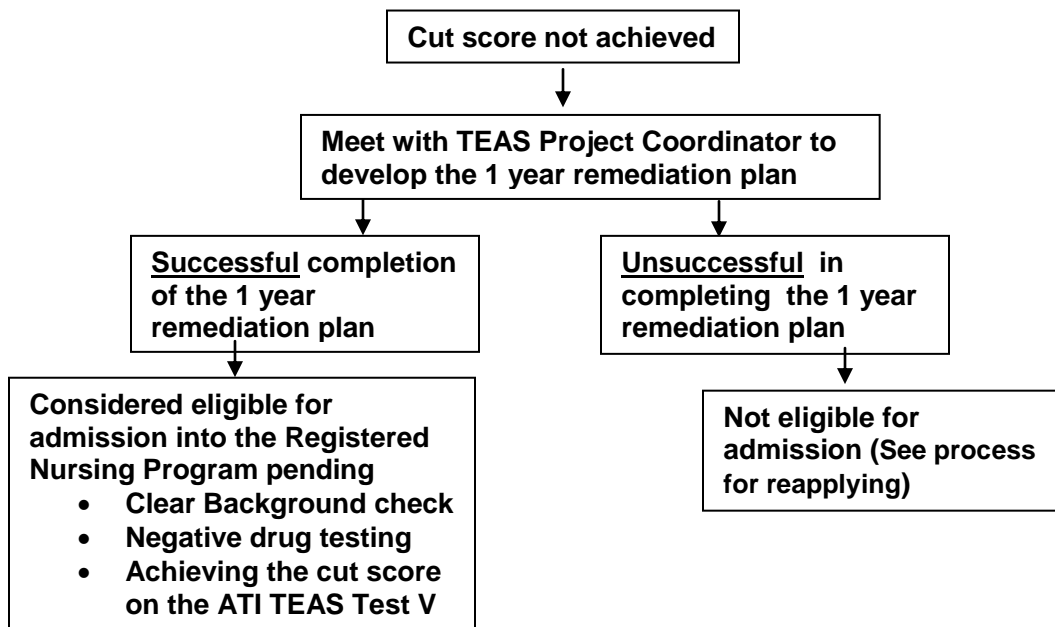
Selection Process - LVN to RN TRANSITION (con't)

4. . The Conditionally Accepted Applicant is **NOT ELIGIBLE** for admission into the LVN to RN Transition if any one of the following is not met:



5. If “Not eligible”, please refer to the Nursing Application Handbook for the next application date.

6. Remediation Process for ATI -Test for Essential Academic Skills Test (TEAS) V:



LVN to RN TRANSITION INFORMATION

If accepted into, the student must be able to:

1. Accept clinical schedules, including evenings and/or weekends. Typical hours are generally 0645-1500 or 1445-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Mondays and/or weekend shifts may be required due to clinical site availability.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 33 & 38).
4. Pass a physical exam, including evidence of a negative 2 - step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray, rubeola, rubella, varicella titers and/or proof of recent immunization, and polio immunity. Each student is also required to obtain Hepatitis B immunization series and be covered by personal health insurance throughout the program. Due to the demanding physical rigors of the nursing program, each student must meet the physical requirements stated in Appendices.
 - Students must comply with any additional requirements such as flu shots on an annual basis or other mandates required by the clinical agencies.
6. Submit proof of current CPR certification prior to the start of the program and annually.
7. Meet assigned clinical facilities' requirement for employees/volunteers. Clinical facilities have the right to decline acceptance of any student who does NOT meet the clinical facility's requirements. Veteran's Administration requires fingerprinting prior to the start of the clinical experience at this facility. This is in addition to the background check. A negative fingerprint result is required. If the fingerprint result is positive and reasonable attempts by the nursing faculty to place the student in another appropriate clinical facility are unsuccessful, then that student will be unable to meet the stated clinical objectives and will be dismissed/withdrawn from the program.
8. Provide own transportation to and from clinical facilities throughout Contra Costa and Alameda counties.
9. Comply with the Essential Functions for nursing students listed in the **Appendices**.

LVN To RN Transition Nursing Courses

The LVN to RN Transition takes 2 semesters to complete beyond the prerequisites; students will be admitted into the third semester of the RN Program. An average weekly schedule includes: 5 hours of lecture, 3 hours lab on campus and 17.5 hours clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice on Thursdays and Fridays on the day or the evening shift.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

See www.rn.ca.gov Nurse Practice Act [TITLE 16, CALIFORNIA CODE OF REGULATIONS; BUSINESS AND PROFESSIONS CODE](#)

Please note the following from the Board of Registered Nursing:

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorizes collection of your social security number.

If you fail to list your social security number, or you do not have a social security number, your application for initial or renewal license will not be processed.

REGISTERED NURSING NON-DEGREE OPTION

Board of Registered Nursing Policy (Section 1429)

California Licensed Vocational Nurses may apply for the non-degree option. This option is commonly referred to as the “30-unit” option and consists of a minimum of 9 units of biological science courses and a minimum of 21 units of second year registered nursing courses. Completion of the 30 units entitles the student to take the NCLEX Examination as an independent applicant. Successful passage entitles practice only in a limited number of states at this time.

Minimum Requirements for Selection

- A. Hold a valid California VN license
- B. Possess good physical and emotional health (physical exam will be required of selectees).
- C. Completion of BIOSC 45 (5 units), and BIOSC 50 (4 units).

Admission Procedure

- A. If you have never applied to the Contra Costa Community District colleges (DVC, CCC or LMC), you must apply online at www.losmedanos.edu
- B. Submit verification of a valid California LVN license.
- C. Submit the Non-Degree RN Program Application to the Admissions and Records Office between **January 1 and March 3, 2014 by 2 PM.**

Applications/Transcripts postmarked March 3rd are not acceptable

Policy Regarding Non-Degree Application Selection (30-Unit Option)

30-unit option applicants will be considered for admission into the third semester only if there is space available. Priority for acceptance into the third semester will follow the selection process listed below.

Available space(s) will be filled according to the following selection priorities:

1. Los Medanos College nursing students applying for readmission
2. Qualified LVN to RN degree applicants
3. Advanced placement transfer students
4. Qualified non-degree applicants

Course Curriculum

This program requires successful completion of the following courses:

Course Number	Course Name	Number of Units
BIOSC 45	Human Physiology	5
BIOSC 50	Introduction to Microbiology	4
RNURS 31	Nursing in Health and Illness II	9.5
RNURS 34	Pharmacology for RN Program III	1
RNURS 36	Nursing in Health and Illness III	9.5
RNURS 39	Pharmacology for RN Program IV	1
	Nursing courses must be completed with a GPA of 2.0 or higher	30

Please contact the Counseling Office for a list of equivalent prerequisite courses from other colleges.

The **30 Unit Option** Registered Nursing Non-Degree Option does not lead to an Associate in Science Degree in Registered Nursing. Upon successful completion, it entitles the applicant to sit for the NCLEX-RN.

RN PROGRAM ASSOCIATE DEGREE ADVANCED PLACEMENT / TRANSFER ADMISSIONS PROCEDURES

Qualified applicants may apply for advanced placement or transfer into the RN program.

Advanced placement is defined as:

- applying for **readmission** into the LMC Nursing Program at a level beyond the first semester within two years of the last attendance in the LMC registered nursing program.
- applying for **readmission** into the LMC **LVN-RN Transition**.

Transfer is defined as:

- **applying for admission** into the LMC Registered Nursing Program at a level beyond the first semester after having completed registered nursing course work at another college.
 - **All nursing courses must be completed at the time of application in order for the transfer application to be considered.**
 - **Transfer applications with “In progress” nursing courses will not be considered.**

All Advanced Placement / Transfer applicants will be considered for admission based on a space-available basis only.

Application procedures for transfer/advanced placement are as follows:

1. Meet the minimum requirements for the RN program (pg 8).
2. Complete courses equivalent to those required in the curriculum prior to semester of application (see ADN Program Curriculum pg.15)
3. If you have never applied to the Contra Costa Community District colleges (DVC, CCC or LMC), you must apply online at www.losmedanos.edu
4. Complete and submit the Nursing Advanced Placement application to the Admissions and Records Office during the following dates:

For Spring Semester (2014) admission, apply between August 1 and October 4, 2013

For Fall Semester (2014) admission, apply between January 1 and March 3, 2014

5. Have official copies of all college transcripts sent from previous college(s) to the Los Medanos College Admissions and Records Office along with the Advanced Placement application during the dates specified (addressed: **ATTN: RN Program—Advanced Placement/Transfer**). **Applications and Transcripts postmarked on or after due date will not be accepted.**

Foreign student transcripts **must** be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions and Records Office, at the Counseling Desk, or at apie.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.

6. Indicate which semester you are applying for on the application form.

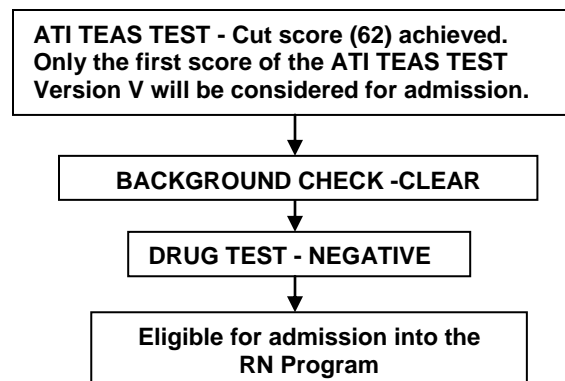
7. **If requested** by the Nursing Department, transfer students must submit course outlines, syllabi or other materials giving evidence of previously learned content.
8. **Transfer applicants** will be required to pass a Math exam, a Theory and Pharmacology Exam on the content covered in the previous semester, and a Skills Competency Exam. If applicable, the transfer applicant may be required to pay for the cost of any exam or skills lab equipment used in the evaluation process.
9. Advanced Placement students are not required to take the assessment exams.
10. **PLEASE DO NOT CALL** the Admissions and Records Office for verification of receipt. A receipt will be sent to you by the Admissions and Records Office once the documents are received.

Conditional Acceptance into the Nursing Program,

- The applicant is required to comply with the Eligibility for Admission Process – Four Step Process (See below)
- Complete all requirements for the Associate in Science Degree in Registered Nursing.
- Transfer students must successfully pass the assessment exams.

Eligibility for admission – Four Step Process:

- | | |
|---------------|---|
| Step 1 | Conditional Acceptance form is received by the Admissions and Records Office by the deadline date. |
| Step 2 | Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will e-mail the following information to the applicant: <ul style="list-style-type: none">▪ ATI TEAS Test Version V information and due date<ul style="list-style-type: none">• The test will be administered by LMC only to Conditionally Accepted applicants.• <u>Do not take the test repeatedly.</u> Only the <u>score from the first exam, regardless of where it is taken,</u> is considered for eligibility. |
| Step 3 | Upon successful completion of the ATI TEAS Test Version V the student will immediately receive a packet containing information on the Background Check and Drug Testing process. The student must successfully complete the requirements in the packet by the due date(no exceptions). Failure to successfully complete the ATI Testing, Background Check and Drug Testing by the due date will automatically remove the applicant from the Conditional Acceptance list. |
| Step 4 | Successful completion of the ATI TEAS Test, background check and drug testing by due date. |



GENERAL INFORMATION FOR ALL NURSING APPLICANTS

Estimated Costs:

	RN 4 Semesters
Enrollment Fee (\$46 per unit although subject to change)	2,162
Physical examination, lab fees, and immunizations** (**Immunizations are mandatory for clinical experience).	250.00
Uniforms, shoes, lab coat,	250.00
Stethoscope and watch with second hand	15.00 – 150.00
Books	900.00
Mask Fit Testing	20.00 – 45.00
Lab Kits	60.00-150.00 per year
Background check/drug testing varies depending on counties searched and Immunization Track system	90.00-100.00
HealthStream Orientation	20.00 – 25.00 per year
CPR Certification	55.00 – 75.00
Clinical site parking	40.00 – 60.00
Comprehensive Predictor Exam	50.00 – 100.00
Licensure expenses (at completion of program)	475.00
Parking per semester (on campus)	40.00
Total Estimated Cost \$4,427.00 - \$4,782.00	
Non-California residents will pay additional fees (refer to the Los Medanos Schedule of Classes or College Catalog for current fees).	
Additional fees may apply each semester due to unforeseen mandated clinical or college requirements (flu vaccines, increase in college fees, etc).	

There are no dormitories or college supervised housing accommodations available at Los Medanos College. Students assume responsibility for their own room, board, and transportation.

Transportation

Clinical times and clinical sites vary depending on the hospital. Some of the hospitals utilized may be outside of Contra Costa County. Students are responsible for their own transportation to the assigned clinical sites. Car pooling to clinical sites can not be guaranteed. It is recommended that every student have his or her own car.

Advisory Committee

The nursing programs are served by a Nursing Advisory Committee composed of representatives from local health care facilities, faculty and students. The advisory committee assists the nursing faculty in planning and evaluating the curriculum to ensure currency of content and practice.

GENERAL INFORMATION FOR ALL NURSING APPLICANTS

DSP&S – Disabled Student Program and Services

The DSP&S Office is committed to providing opportunities for students with disabilities to fully participate in all college programs. A variety of services and accommodations are available to the student with identified disabilities. To arrange for an appointment contact the DSP&S Administrative Assistant by calling (925) 439-2181, ext. 3133 or visit the DSP&S Office.

Any request for accommodations in the clinical setting or for off campus training should be referred to a DSP&S counselor. Keep in mind that individual institutions that host the College's training programs may have their own rules and regulations that must be followed and not all accommodations that are requested may be feasible, permissible, or reasonable. Therefore, the DSP&S staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate accommodations and to facilitate in implementing those reasonable accommodations.

Financial Aid: Financial aid is available to students in the form of loans, grants, enrollment fee waivers and employment. For information, contact the Financial Aid Office at Los Medanos College, (925) 439-2181 ext. 3139.

Counseling Services: The College provides a staff of professional instructors and counselors. You are encouraged to make use of the counseling services. To do so, please contact the receptionist at the Counseling Center for information and/or make an appointment with the counselor of your choice. Telephone number: (925) 439-2181, ext. 3334.

DEFERMENT OF ADMISSION FOR APPLICANTS WITH A TEMPORARY MAJOR MEDICAL CONDITION

This policy applies to an applicant who has submitted the Conditional Acceptance form and is **eligible for admission** into the Registered Nursing Program.

This is considered an admission to the nursing program.

In the event that this applicant develops or presents with a temporary health condition **before the first day of class** that interferes with the applicant's ability to meet the immunization or health requirements of the program, then the applicant may apply for a deferment of admission.

The deferment will be for only 1 year. Therefore, the applicant needs to be prepared to enter the following year as a readmitted student (see Additional Information #1).

Procedure

1. The applicant must write a letter explaining the situation to the Director of the Nursing Program. Medical documentation indicating the applicant's inability to participate in clinical practice must accompany the deferment request letter.
2. The Director of the Nursing Program will review and discuss with the course faculty team the applicant's request and medical documentation. The Director will notify the applicant in writing of the decision of the faculty team.
3. The applicant must submit a new Nursing Application to the Admissions and Records Office by the deadline date for the next entering class.
4. The applicant must comply with any additional admission requirements listed in the Nursing Application Handbook for the current year of application.

Additional Information

1. **A student may be readmitted to the nursing program one time only. Therefore, the new applicant, upon returning from deferment the following year, is considered to be readmitted and is no longer eligible for an additional readmission.**
2. **Upon returning the following year, the applicant will be required to redo the background check and the drug testing.**
3. **If the applicant does not submit the nursing application by the deadline date or is unable to begin the program the following year, the granted deferment will not be extended.**
4. **A student may be readmitted to the nursing program one time only. A student who has previously been admitted to the RN program, but was unable to complete the program for any reason, may NOT defer their second admission into the RN program.**

APPENDICES

APPLICATIONS:

- REGISTERED NURSING PROGRAM
- LVN to RN TRANSITION
- ADVANCED PLACEMENT/TRANSFER APPLICATION

INFORMATION:

- ESSENTIAL FUNCTIONS
- BACKGROUND CHECK INFORMATION
- DRUG SCREEN POLICY

LOS MEDANOS COLLEGE REGISTERED NURSING PROGRAM

FALL SEMESTER 2014 APPLICATION

**APPLICATION TO
THE REGISTERED NURSING PROGRAM
LOS MEDANOS COLLEGE**

NAME: _____
 LAST FIRST MIDDLE Student ID#
 Maiden or other name(s) pertaining to scholastic records: _____
 Address: _____ Phone: _____
 City: _____ Zip: _____
 E-Mail Address: _____ Cell Phone: _____

Prerequisites	Course Name (if at other college)	COLLEGE	SEM/YR	GRADE
Example	Biosc 139	DVC	FA08	A
BIOSC 40				
BIOSC 45				
BIOSC 50				
ENGL 100				
MATH 30 or higher				
PSYCH 11 or 10				

Official transcripts for course work completed outside the Contra Costa Community College District must be received by the Admissions and Records Office by **March 3, 2014 – 2 PM**
Applications and Transcripts post marked March 3 will not be accepted.

Have you previously applied to the LMC Registered Nursing Program Yes () No ()

Have you attended an RN Program elsewhere? Yes () No ()

Reason for not completing: _____

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature: _____ Date: _____

Return this form by March 3, 2014 by 2 PM to:
 Los Medanos College
 Admissions and Records Office
 Attn: RN Application
 2700 E. Leland Rd.
 Pittsburg, CA 94565

PLEASE DO NOT CALL the Admissions and Records Office for verification of receipt. A receipt will be mailed to you by the Admissions and Records Office once the documents are received.

LOS MEDANOS COLLEGE
LVN to RN TRANSITION

FALL SEMESTER 2014
APPLICATION

**APPLICATION TO
THE LVN to RN TRANSITION
LOS MEDANOS COLLEGE**

NAME: _____
LAST FIRST MIDDLE Student ID#

Maiden or other name(s) pertaining to scholastic records: _____

LVN License # _____

Address _____ Phone: _____

City: _____ Zip: _____

E-Mail Address: _____ Cell Phone: _____

Prerequisites	Course Name (if at other college)	COLLEGE	SEM/YR	GRADE
Example	Biosc 139	DVC	FA10	A
BIOSC 40				
BIOSC 45				
BIOSC 50				
ENGL 100				
MATH 30 or higher				
PSYCH 11 or 10				
General Ed				
General Ed				

Official transcripts for course work completed outside the Contra Costa Community College District must be received by the Admissions and Records Office by

March 3, 2014 – 2 PM

Applications and Transcripts post marked March 3rd will not be accepted.

A copy of your VN license/ Interim permit should be submitted with this application.

Have you attended other RN Programs? Yes () No ()
Reason for not completing: _____

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature: _____ Date: _____

Return this form by March 3, 2014 2 PM to:

Los Medanos College
Admissions and Records Office
Attn: LVN to RN Transition Program
2700 E. Leland Rd.
Pittsburg, CA 94565

LOS MEDANOS COLLEGE ADVANCED PLACEMENT / TRANSFER

ADVANCED PLACEMENT / TRANSFER APPLICATION FORM

Name: _____
 LAST FIRST Student ID#

Maiden or Other Last Name _____

Mailing Address: _____
 Street No. City Zip

Email address _____ Phone _____

I have read the CURRENT Nursing Applicant Handbook and understand my responsibilities. I attest That I have completed the information on this application form accurately.

 Signature Date

Category for which you are applying:

- Readmission to RN Program – previous LMC nursing student ()
- Readmission to LVN-RN Transition ()
- Request to Transfer to LMC RN Program from another college ()

Semester/Year of withdrawal from previous nursing program _____
If applying as an Advanced Placement Student, circle the semester you are applying for (2nd, 3rd, or 4th)

Current LVN License (if applicable): _____

Submit official transcripts if you have not taken your nursing courses at Los Medanos College. Make an appointment with a counselor to review your advanced placement / transfer application, the general education courses, and the current graduation requirements.

Do Not Write Below This Line:

Math Requirement _____
English Reqmt _____
PSYCH 11 _____
SPCH 110 _____

**DO NOT WRITE BELOW THE LINE
TO BE COMPLETED BY ADMISSION and RECORDS OFFICE**

Nutrition _____
Anatomy/Physio _____
Microbiology _____
Anatomy _____
Physiology _____

Los Medanos College Graduation Requirements:

Ethnic Studies Area _____

GPA to date in ALL courses required for category applying for: _____
(To be calculated in Admissions and Records Office)

Previous Degree: (Yes) (No) College: _____

Evaluator: _____ Date: _____

Nursing Department Recommendations:

Nursing Department Signature: _____ Date: _____

Essential Functions Registered Nursing Students

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. The ADA defines a qualified individual with a disability as an individual who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation act of 1973 prohibits discrimination in the admission of a qualified person with disabilities.

Reasonable accommodations for students with disabilities, either temporary or permanent, will be considered on a case-by-case basis and in consultation with the Disabled Students Program and the clinical agencies as appropriate.

To enter into and to complete the nursing programs, nursing students must be able to meet the emotional, cognitive, and physical requirements listed below:

Emotional Requirements:

The nursing program is a rigorous program, both in academic study and in the acquisition and practice of clinical skills. The student must have sufficient emotional stability to perform under stress and provide safe nursing care to clients in the clinical setting while being observed by the instructors and other health care professionals.

Cognitive Requirements:

The student must have sufficient cognitive ability to listen, speak, read, write, reason and perform mathematical functions (addition, subtraction, multiplication, division, percentages, and fractions with or without a calculator) at a level that allows processing and understanding of materials and information presented either verbally or in written format.

Physical Requirements:

Nursing students are required to travel to clinical facilities (i.e., outpatient, acute care settings, skilled facilities) and to have the endurance to adapt to a physically demanding program.

The following physical requirements are necessary for the nursing program:

1. **Strength:** sufficient strength to lift, move, and transfer most clients, to restrain and carry children, to move and carry equipment, and to perform CPR according to the American Heart Association guidelines.
2. **Mobility:** sufficient mobility to bend, stoop, and bend down to the floor; a combination of strength, dexterity, mobility and coordination to assist clients; the ability to move around rapidly, and move in small, confined spaces.
3. **Fine Motor Movements:** required to manipulate syringes and IV's, to assist clients with feeding and hygiene needs, to write in charts and use computer keyboards, to perform sterile and other skilled procedures.

4. **Speech:** ability to speak clearly in order to communicate with staff, physicians, clients, and families, and to be understood on the telephone.
5. **Communication:** able to communicate in English both verbally and in the written format so that students can communicate nursing actions, interpret client responses, initiate health teaching, document observations, interactions, interventions, and nursing care. Document and understand nursing activities, interact with clients, families, staff, and faculty.
6. **Vision:** sufficient to make physical assessment of client and to accurately and safely use and apply client equipment.
7. **Hearing:** sufficient to accurately hear on the telephone, to be able to hear through a stethoscope to discriminate sounds, to hear cries for help, to hear alarms on equipment and emergency signals, and various overhead pages.
8. **Touch:** ability to palpate both superficially and deeply to discriminate tactile sensations.

In an eight-hour work day, the student is expected to be able to:

ACTIVITY	RARELY (1-10%)	OCCASIONALLY (11-33%)	FREQUENTLY (34-66%)
Bend/Stoop			X
Squat			X
Reach above shoulder level			X
Kneel			X
Push/pull			X

Weight Requirements						
	<u>N</u> ever	<u>O</u> ccasionally-	<u>F</u> requently			
Activity	0-10 Lbs.	11-24 Lbs.	25-34 Lbs.	35-50 Lbs.	51-74 Lbs.	75-100 Lbs
Lifting	F	F	F	F	O	O
Carrying	F	F	O	O	O	O
Push/pull	F	F	F	F	F	F

BACKGROUND CHECK INFORMATION

NATURE AND SCOPE OF INVESTIGATIVE CONSUMER REPORT

- Social Security Number Trace
- Felony Criminal Conviction Record Search
- Combined OIG/GSA Excluded Parties/Debarment Search

Civil Code Section 1786.22.

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows: (1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual cost of duplication services provided. (2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies. (3) A summary of all information contained in the files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged to the consumer.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documentation such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

DRUG SCREEN POLICY

A nursing applicant, conditionally accepted into the nursing program, must have a negative urine drug test to be eligible for admission and to remain in the nursing program.

The drug screen follows the National Institute on Drug Abuse guidelines and screens for 10 substances, as designated in the Substance Abuse Panel 10, "SAP 10." These substances are: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, phencyclidine, and propoxyphene. SAP 10 test results that fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a gas chromatography mass spectrometry method. If these results are positive, the test results are sent to a medical review officer who will review the results. The medical review officer will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed negative and acceptable.

Procedure

1. Complete online Corporate Screening process for drug testing.
2. The applicant will go to the laboratory and submit the urine specimen by the due date.
3. The laboratory will submit the results to Corporate Screening. The results may take up to 10 days.
4. The applicant will need to submit another urine specimen at an additional cost to the applicant if
 - the applicant's urine is diluted and the test cannot be performed
 - the laboratory reports questionable specimen collection*
5. A positive drug test makes the nursing applicant ineligible for admission into the nursing program for the academic year. The applicant will need to reapply as indicated in the Nursing Application Handbook and comply with any new selection criteria for the application year.

Additional Information

*** If questionable specimen collection is documented by the laboratory, the applicant must adhere to any recommended guidelines for submission of a follow-up specimen.**

Recommended guidelines may include but are not limited to:

- direct observed specimen collection
- additional costs to the applicant (\$100.00 or more)