
LOS MEDANOS COLLEGE

Nursing Applicant Handbook

*Vocational
Nursing Program*

Entering Class – Spring 2024

Advanced Placement – Fall 2024/ Spring 2025

TABLE OF CONTENTS

1. Information for Applying to the Vocational Nursing Program.	3
2. Nursing Programs Introduction	
Mission Statement	4
General Information	5
3. Vocational Nursing Program	
Program Description	6
Vocational Nursing Program Curriculum / Prerequisites	7-8
Requirements to Qualify for the Applicant Pool	9
Application Procedure	9
Selection Policies	9
Selection Process/Conditional Acceptance	10
VN Program Information	11
VN Advanced Placement Admission Procedures	12-13
Transfer Credit.....	13
4. General Information for Nursing Applicants	
Estimated Costs	14
Transportation	14
Advisory Committee	14
DSP&S – Disabled Student Program and Services	15
Financial Aid	15
Counseling Services	15
Deferment of Admission for New Applicants	16
5. Appendices	17
Application Information	18
Essential Functions for Programs.....	19-20
Background Check Information	21
Drug Screening Policy	22

INFORMATION FOR APPLYING TO THE VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program admits students once every three semesters. The application period for the **Spring 2024** class is **Monday, August 28, 2023 – Friday, September 22, 2023. Applications must be submitted electronically and transcripts must be received in the Admissions & Records Office on September 22, 2023.** All materials including your official high school transcript must be received by this deadline.

Selection of qualified applicants is done by a computerized random selection process.

To qualify for the applicant pool, the applicant must have:

- all prerequisites must be completed before applying to the program (see page 7)
- an overall 2.5 GPA on the prerequisite courses

Note: New and returning students who have not enrolled within the Contra Costa Community College District (4CD) within the academic year must complete the online admission application.

Applications **are submitted online only; paper applications will not be accepted**. Official transcripts should be submitted electronically or mailed 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 Admissions and Records Office. The admissions office can be reached at (925) 473-7500. All transcripts are evaluated by the Admissions and Records Office. The Nursing Department does **NOT** evaluate transcripts.

- Completion of the Vocational Nursing Program requires:
 - Three semesters beyond completion of the prerequisites
 - An average weekly schedule includes:
 - 9 hours of lecture on campus
 - 3.5 hours lab on campus
 - 18 hours clinical experience every week

Hours may vary slightly each semester. Lectures are typically on Mondays and Tuesdays. Clinical rotations can be scheduled on any other day of the week including evenings and weekends.

Clinical practice will be provided at a variety of local healthcare facilities and specialty areas. Students need to provide their own transportation to get to and from classes and clinical experience. Students are encouraged to carpool.

Welcome to the Nursing Department at Los Medanos College

MISSION OF THE LMC NURSING DEPARTMENT

- We 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.

We offer two nursing programs: The Vocational Nursing Program and the Registered Nursing Program, which includes an LVN to RN transition option.

The programs offer an integrated curriculum, which prepares the graduates for the challenges in nursing today.

Graduates, who successfully complete, the Vocational Nursing Program will receive a certificate and will qualify to take the State Board Examination (NCLEX-PN) for Licensure as a Vocational Nurse (LVN). The Vocational Nursing Program is a three-semester program.

Graduates, who successfully complete, the Registered Nursing Program will receive an Associate in Science Degree in Nursing and will qualify to take the State Board Examination (NCLEX-RN) for Licensure as a Registered Nurse (RN).

RECCOMENDATIONS FOR STUDENTS INTERESTED IN A CAREER IN NURSING:

1. Register for the Nursing Career Seminar – RNURS 1
This is a one-day class that will give you information about the nursing profession and the LMC Nursing Programs. You will also have an opportunity to meet students currently in the program. Bring this Nursing Application Handbook to the seminar.
 - **Nursing Career Seminar – RNURS 1** – is an advisory course for students applying to the Vocational Nursing Program.
2. After reading the Nursing Applicant Handbook, make an appointment with an LMC counselor for assistance in selecting prerequisite courses. To contact Counseling Services please visit their webpage at <https://www.losmedanos.edu/counseling/contact.aspx>.
3. Visit the nursing website at www.losmedanos.edu/nursing
4. If you have further questions about the Nursing Programs at LMC, you are welcome to e-mail the Nursing Department at emessenger@losmedanos.edu or call (925) 473-7756 during our regular office hours posted on our webpage.

GENERAL INFORMATION VN Applicants

1. The application, selection, and admission processes for the nursing program are coordinated by the Admissions and Records Office. Any inquiries regarding applications should be directed to this office. The links to complete your application are located at the back of this handbook. Please note application deadline dates.
2. The Los Medanos College Catalog contains the college 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 online at www.losmedanos.edu/catalog.
3. **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 specific to this entering class. Applicants are responsible for determining how the revisions, if any, would affect their application.

Application requirements may change for each entering class due to unforeseen circumstances.

VOCATIONAL NURSING PROGRAM

PROGRAM DESCRIPTION

The completion of the Vocational Nursing Program requires three semesters. It includes academic work and clinical experience in order to meet the basic curriculum guidelines set forth in Sections 2531-2535, Rules and Regulations of the Board of Vocational Nurse and Psychiatric Technician. These guidelines are:

The Vocational Nursing Program shall include, but is not limited to, theory and correlated clinical experience to develop the knowledge, skills and abilities necessary to care for clients of all ages in current health care settings. The curriculum content is taught in a sequence that results in student's progressive mastery of knowledge, skills, and abilities.

The vocational nurse is prepared to assume responsibility under the direction of a registered nurse or physician when giving nursing care in simple situations and assisting with nursing care in more complex nursing situations.

The Vocational Nursing program is designed to provide the education necessary for licensure eligibility and practice as a Licensed Vocational Nurse (LVN). You can view the Board of Vocational Nursing and Psychiatric Technicians NCLEX/PN Pass Rates for Los Medanos College at: https://bvnpt.ca.gov/pdf/vn_pass_rates.pdf

VOCATIONAL NURSING PROGRAM CURRICULUM

(Refer to the LMC Catalog for course descriptions)

Advisory Courses		Units
RNURS 1	Nursing Careers Seminar	0.3

Prerequisites Courses:

The following courses are part of the VN curriculum and are **required** to apply to the VN Program. **All prerequisite courses must have been completed by the end of the Summer 2023 with an overall accumulated GPA of 2.5 or greater in the prerequisite courses.**

Prerequisite courses must be completed with a grade of “C” or higher. **Only courses officially approved by the Chancellor’s office as part of the curriculum can be part of the Certificate of Achievement. Please check through your list of pre-requisites very carefully.**

Prerequisite Courses		Units
BIOSC 30 or BIOSC 40 and BIOSC 45	Introduction to Anatomy and Physiology or Human Anatomy and Human Physiology	4 or 10
MATH 30 or higher	Intermediate Algebra or higher	4
VONUR 20	Drug Dosage Calculations	2
ENGL 100	College Composition	3
NUTRI 55	Introduction to Nutrition	3
VONUR 8 or EMS 013	Medical Terminology for Healthcare Occupations or Medical Terminology for Healthcare Professions	1 or 3
TOTAL PREREQUISITE UNITS		17 or 25

(If you plan to receive an Associate Degree or to eventually qualify to apply for the Associate Degree Registered Nursing Program, it will be necessary for you to satisfactorily complete English 100.)

VOCATIONAL NURSING PROGRAM CURRICULUM (cont.)

First Semester		Units	Hours/Week
VONUR 4	Introduction to Clinical Pharmacology	1	1.3
VONUR 5	Fundamentals of Vocational Nursing	6	6.9
VONUR 6	Fundamentals of Vocational Nursing Practice	6	21
VONUR 7	Vocational Nursing Role Relationships	1	1
		14	30
Second Semester		Units	Hours/Week
VONUR 10	Intermediate Concepts to Clinical Pharmacology	1	1.3
VONUR 11	Medical-Surgical Nursing	5	5.6
VONUR 12	Medical-Surgical Nursing Practice	6	21
		12	28
Third Semester		Units	Hours/Week
VONUR 15	Advanced Concepts to Clinical Pharmacology	1	1.3
VONUR 16	Family Centered Nursing	5	5.6
VONUR 17	Family Centered Nursing Practice	6	21
VONUR 18	Professional Issues in Vocational Nursing	1	1
		13	29

REQUIREMENT CHECKLIST TO QUALIFY FOR THE VN APPLICANT POOL

Please complete this checklist before submitting an application.

- Prerequisite courses must have been completed by the end of **Summer Semester 2023** to apply for the Spring 2024 selection process.
- New and returning students who have not enrolled within the Contra Costa Community College District (4CD) within the academic year must complete the online admission application.
- An overall cumulative **GPA of 2.5** in prerequisite courses is required to qualify for the VN candidate pool. Prerequisite courses must be completed with a grade of "C" or higher.
- U. S. high school graduation **or** completion of GED is **required** by the California Nurse Practice Act, Section 2866. The applicant is responsible to provide **OFFICIAL TRANSCRIPTS**.
- Foreign high school graduation and/or other. Foreign evaluation service must be an approved member of the National Association of Credential Evaluation Services (NACES) www.naces.org.
- All supporting documentation, including transcripts from other colleges, official transcript of completion of twelfth grade or equivalent must be submitted by the application deadline. **(Incomplete applications OR late applications WILL NOT be considered for the applicant pool).**

Application Procedure

1. Submit the VN application online and the Los Medanos College Application between:	<u>Monday, August 28, 2023</u> <u>– Friday, September 22, 2023</u>
2. Arrange to have an official copy of U.S. High School transcript or equivalent and any college transcripts sent directly to: Admissions and Records Office Attn: VN Application	<u>Friday, September 22, 2023</u>

Applications must be submitted online
Application, Transcripts and Materials must be received by the Admissions & Records Office by Friday, September 22, 2023.

Once the online application is submitted, the webpage will immediately direct to a confirmation of submission. The applicant will also receive an email confirming their application was successfully submitted.

All applicants, both new and those who have previously applied to the Los Medanos Vocational Nursing program, will have their name entered **only once in the computerized random selection process** regardless of the number of times the applicant has applied previously.

SELECTION PROCESS – CONDITIONAL ACCEPTANCE

1. **Applicants will be chosen by a computerized random selection process.**
2. **Notification Process: Conditional Acceptance Form**
 - **Conditional Acceptance Notifications** will be emailed to applicants' InSite e-mail address within one week after the computerized selection process is completed. This is the only means by which you will be notified of Conditional Acceptance. Please ensure that you check your InSite email regularly. For your convenience, you can forward your InSite e-mail to your personal e-mail account.
 - The Conditional Acceptance Notification Email will include the Conditional Acceptance Form and an established deadline for the form to be returned. Applicants must complete and return the form by the established deadline to secure their position in the program. If the communication from the applicant is not received by the deadline, the applicant forfeits the conditional acceptance into the program and will need to reapply the following application period.
3. **Eligibility for admission into the Vocational Nursing Program – Three Step Process:**

- Step 1** Conditional Acceptance form is received by the Nursing Department by the deadline date.
- Step 2** Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will mail a packet to the applicant that contains:
- Background check information
 - Drug testing information
 - Immunizations and health requirements
- Step 3** The student successfully completes the requirements in the packet by the due date (**no exceptions**). Failure to complete the check and drug testing by the due date will automatically remove the applicant from the conditional acceptance list. The space will be given to an applicant on the alternate list.

4. **Not eligible for admission into the Vocational Nursing Program if any one of the following is present:**
 - Conditional Acceptance Form – Not submitted by due date
 - Background Check – Not cleared by due date
 - Drug testing information – Not cleared by due date
5. **If “Not eligible”, applicant must wait until the next application period to reapply. Please refer to the Vocational Nursing Applicant Handbook for the next application date.**

VN PROGRAM INFORMATION

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

1. Accept clinical schedules, including evenings and/or weekends.
2. Visit the hospital the day of or evening prior to scheduled clinical experience for client selection.
3. Pass a physical exam, including:
 - a negative two step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray
 - Measles, Mumps, Rubella, Varicella and Hepatitis B titers
 - Tdap vaccination
 - COVID-19 Vaccination
 - Students must comply with any additional physical requirements such as flu shots on an annual basis or other mandates required by the clinical agencies

The student is responsible for all expenses incurred by any medical visits and vaccines. The student must be covered by personal health insurance throughout the program. Due to the demanding physical rigors of the nursing programs, each student must meet the physical requirements stated in the Appendices.

4. Submit proof of current CPR certification prior to the start of the program and annually. **All CPR courses must be approved by the American Heart Association.** If an online CPR course is taken, it must have a lab check off component.
5. Meet the assigned clinical facility's requirement for employees/volunteers. Clinical facilities have a right to decline the acceptance of any student who does NOT meet the clinical facility's requirements.
6. Comply with the Essential Functions for nursing students listed in the **Appendices**.

ADVANCED PLACEMENT ADMISSION PROCEDURES VOCATIONAL NURSING PROGRAM

Advanced placement applies **only** for entrance into the second and/or third semester of the VN program. **Admission of Advanced Placement and Transfer applicants are accepted on a space availability basis only.**

Advanced placement procedures apply to applicants who have completed equivalent vocational nursing education and experience beyond the first semester in a qualified educational facility other than at Los Medanos College. Applicants who may qualify for this selection include Vocational Nursing students with previous experience in another program or graduates from other health-related programs whose experience is equivalent to that required for advanced standing. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection into the first semester including a clear background check and negative drug test.
2. Completion of nursing program courses and prerequisite courses or equivalent as listed in the curriculum prior to semester of requested advanced placement (as listed on page 7).
3. Comply with the Essential Functions for nursing students listed in the **Appendices**.
4. If you have never applied to one of the colleges in Contra Costa Community District (DVC, CCC, or LMC) you must complete the LMC online admissions application at <https://www.losmedanos.edu/registration/>
5. Complete the Nursing Advanced Placement Application (**Link to Application Published to Website During the Application Period**) and submit electronically between the dates listed below:

January 8, 2024 – January 26, 2024 — for Fall Semester 2024 – 2nd Semester

Arrange to have an official high school transcript or equivalent and any college transcripts **by January 26, 2024**, sent directly to:

**Admissions and Records Office
Attn: Advanced Placement LVN**

September 9, 2024 – September 27, 2024 — for Spring Semester 2025 – 3rd Semester

Arrange to have an official high school transcript or equivalent and any college transcripts **by September 27, 2024**, and sent directly to:

**Admissions and Records Office
Attn: Advanced Placement LVN**

Applications submitted electronically, Transcripts and Materials received by the Admissions & Records Office after the published deadline date will not be accepted.

Advanced Placement Assessment and Evaluation

1. You may be required to pass a written examination with a minimum of “C” grade. The exam will encompass previous semester(s) content. The applicant will be notified by the Nursing Office of examination dates.
2. A technical skills examination will be administered in the skills lab at Los Medanos College. The applicant should be able to satisfactorily demonstrate proficiency, safe practice and sequential steps in the performance of the proposed technical skills.

A list of recommended textbooks and workbooks will be furnished upon request to prepare for the written and the skills examinations.

TRANSFER CREDIT

Transfer credit for applicants **admitted** to the Vocational Nursing Program shall be given for related previous education **completed within the last five years**. This includes the following courses:

- a. Accredited Vocational or Practical Nursing courses
- b. Accredited Registered Nursing courses
- c. Accredited Psychiatric Technician courses
- d. Armed Services Nursing courses
- e. Other relevant courses

GENERAL INFORMATION FOR ALL NURSING APPLICANTS

Estimated Costs:

	VN 3 Semesters
Enrollment Fee (\$46 per unit, although subject to change)	1840.00
Physical examination, lab fees, and immunizations** (**Immunizations are mandatory for clinical experience).	250.00
Uniforms, shoes, (lab coat is optional)	250.00
Stethoscope, watch with a second hand, bandage scissors, and penlight	15.00-150.00
Learning Resources: Includes eBooks, NGN NCLEX Prep, etc. (\$620 per semester)	1860.00
Mask Fit Testing	20.00-45.00
Lab Kits	60.00-150.00
Background check/drug testing varies depending on the counties searched and Immunization Track System	90.00-150.00
CPR Certification	55.00-75.00
Clinical site parking	40.00-60.00
Licensure expenses (at completion of program)	450.00-600.00
Parking per semester (on campus)	48.00
Total Estimated Cost	\$3,738.00-\$4,643.00
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 (for example H1N1 mask fitting, flu vaccines, increase in college fees). These estimates are accurate at the time of publication, and are subject to change.	

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 contracted hospitals may be outside of Contra Costa County. Students are responsible for their own transportation to the assigned clinical sites. Carpooling to clinical sites cannot 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 (con't)

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/accommodations are available for students with identified disabilities. To contact the DSP&S Office please visit their webpage at <https://www.losmedanos.edu/dsps/contact.aspx>.

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 Vocational Nursing 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 faculty, and the clinical institution/training program to determine the appropriate accommodations and to facilitate the implementation of those accommodations.

Financial Aid

Financial aid is available to students in the form of loans, grants, enrollment fee waivers and employment. For information, the Financial Aid Office contact webpage <https://www.losmedanos.edu/financialaid/contact.aspx>

Counseling Services

The College provides a staff of professional counselors. You are encouraged to make use of the counseling services. To contact Counseling Services please visit their webpage at <https://www.losmedanos.edu/counseling/contact.aspx>.

DEFERMENT OF ADMISSION FOR NEW APPLICANTS WITH A TEMPORARY MAJOR MEDICAL CONDITION

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

This is considered the applicant's first 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 only be valid for the next application period. Therefore, the applicant needs to be prepared to enter the following application period as a readmitted student (see Additional Information #1). The deferred applicant must submit an application online during the next application period.

Procedure

1. The applicant must write a letter explaining the situation to the Director of the Vocational 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 Vocational Nursing Program will review and discuss the applicant's request with the course faculty team. 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 cohort year of application.

Additional Information

1. **A student may be readmitted to the nursing program one time only.** Therefore, the applicant, upon returning from deferment, is considered to be readmitted and is no longer eligible for an additional readmission.
2. Upon return, the applicant will be required to resubmit a background check and drug screening.
3. If the applicant does not submit the nursing application by the deadline date or is unable to begin the program the following application period, the granted deferment will be terminated.

APPENDICES

APPLICATION LINKS:

- VOCATIONAL NURSING PROGRAM
- ADVANCED PLACEMENT APPLICATION

INFORMATION:

- ESSENTIAL FUNCTIONS
- BACKGROUND CHECK INFORMATION
- DRUG SCREEN POLICY

Los Medanos College Vocational Nursing Program Application Information

**APPLICATION DATES: For the Spring Semester 2023
August 28, 2023 – September 22, 2023**

All applications will be processed subject to the policies and requirements stated in the current edition of this handbook.

APPLICATION PROCESS:

- Apply to LMC online <https://www.losmedanos.edu/registration/> (you must have a current application on file within the Contra Costa Community College District).
- Complete and submit electronically the LVN Program application, submit **official** high school transcripts or equivalency and any **official** college transcripts to the Los Medanos College Admissions and Records Office.**
- Prerequisite courses must have been completed by the end of the Summer 2023 semester.

Submit **official transcripts electronically or by mail** for all prerequisite course work completed at another college and proof of high school graduation or equivalency to the Los Medanos College Admissions and Records Office**

**All mailed correspondence should be sent to the following address:

Los Medanos College
Admissions and Records Office
Attn: Vocational Nursing Application
2700 East Leland Rd.
Pittsburg, CA 94565

**IMPORTANT: ALL APPLICATION PAPERWORK IS DUE TO THE
LOS MEDANOS ADMISSIONS and RECORDS OFFICE NO LATER THAN**

September 22, 2023

**Applications must be submitted electronically and transcripts must be
received by the Admissions & Records Office by the deadline.**

Any transcripts not received by the deadline will not be accepted.

Essential Functions Vocational 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 provided 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, bend down to the floor, combination of strength, dexterity, mobility and coordination to assists clients, 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	O	O	O	O
Carrying	F	O	O	O	O	O
Push/pull	F	F	F	O	O	O

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. The applicant will be e-mailed an E-Passport from Corporate Screening which will include the testing location, due date and time.
2. The applicant will go to the testing site specified on their E-Passport and submit the urine specimen by the due date and time dictated on their E-Passport.
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 Applicant 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)**