
LOS MEDANOS COLLEGE

Nursing Applicant Handbook

Registered Nursing

**Entering Class Fall 2024
LVN to RN Transition – Fall 2024
Advanced Placement/Transfer – Fall 2024 / Spring 2025**

GENERAL INFORMATION FOR APPLYING TO THE REGISTERED NURSING PROGRAM

Application dates are **January 3, 2024 – February 2, 2024.**

Any applications received after the deadline will not be accepted. Transcripts and Eligibility Documentation must be received in the Admissions & Records Office on or before the published deadline. Any transcripts or eligibility documentation not received in the Admissions & Records Office by the deadline will not be accepted.

- The Registered Nursing Program admits a new class of students only once per year to begin in the Fall semester.
- Selection of qualified applicants is done by a multi-criteria selection process.
- To qualify for the multi-criteria selection process, the applicant must have met all the requirements outlined in Phase 1, Section 3, areas A & B (pg. 12).
- To schedule an appointment with the Nursing Programs counselor regarding your nursing career please visit the Counseling Services webpage at <https://www.losmedanos.edu/counseling/contact.aspx>
- Any questions regarding transcripts or the nursing application process should be directed to the Admissions and Records Office. All transcripts are evaluated by the Admissions and Records Office, the Nursing Department does not evaluate transcripts. To contact the Admissions and Records Office visit their webpage <https://www.losmedanos.edu/admissions/contact.aspx>.
- Only those applicants who are conditionally accepted (See pages 16-18 regarding the RN Program selection process) for the Registered Nursing program are required to begin the acceptance process.
- Applicants will be notified after Phase 1 of the multi-criteria selection process if they are required to take the ATI TEAS Test Version VII at Los Medanos College. It is advisable that the ATI TEAS Test Version VII **NOT** be taken until you have been notified by the LMC RN Program that you are required to take it because your score from the first ATI TEAS Version VII Test, regardless of where it was taken, is the **ONLY** score considered for eligibility to the nursing program. Successful completion of the ATI TEAS Test Version VII is required to continue forward in the acceptance process. Scores from ATI TEAS Test VI will not be considered for admission.
- The Registered Nursing Program takes 2 years to complete beyond the prerequisites. An average weekly schedule includes 5 hours of lecture, 3 hours of lab on campus and 18.5 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 the 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.

RECOMMENDATIONS 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.
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 APPLICATION INFORMATION

1. This handbook applies to requirements for admission into the Registered Nursing Program for **Fall 2024**.
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. The links to the application forms are located at the back of this handbook. Please note the application deadline dates.
3. 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 online at www.losmedanos.edu/catalog.
4. Funding by the State Chancellor's Office mandates all nursing applicants to take the ATI TEAS Test Version VII. The "cut score" has been set at 62%.
 - a. Please note:
 - b. The ATI TEAS Test Version VII will be administered ONLY to those applicants who have been advanced to Phase II of the selection process.
 - c. Only the score from the first two attempts at the current version of the ATI TEAS Test (as reported by ATI) will be considered for full acceptance to the nursing program regardless of when or where it was taken.
5. **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 most current Nursing Applicant Handbook can be found on the nursing department webpage:

<https://www.losmedanos.edu/nursing/handbook.aspx>

@ 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 of 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 the 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 the 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 modify 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.

**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: <https://www.rn.ca.gov/education/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's or Bachelor's degree from another college or university, request that official transcripts are 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 PREREQUISITES

Reviewed 11/23

Prerequisite Courses

All prerequisite courses must be completed by the Fall semester before you apply. Courses that are “in progress” do not qualify. These are the six courses evaluated for the RN application, please refer to the Multi-Criteria Screening Process on pages 14-17 for information on how many points are allocated for each section.

Science Prerequisites: Must have a grade of “B” or better (“B-” is not acceptable) with an overall GPA of 3.0 or higher in these three courses.

Note: Virtual/ online lab courses will be accepted if completed in Spring 2020 or thereafter. Online lab courses completed before Spring 2020 do not qualify.

Course	Units	Additional Information
BIOSC 040 Human Anatomy	5	This course contains a lab.
BIOSC 045 Human Physiology	5	This course contains a lab.
BIOSC 050 Microbiology	4	This course contains a lab and has a chemistry prerequisite.

General Education Prerequisites: Must have a grade of “C” or better (“C-” is not acceptable) with an overall GPA of 2.5 or higher in these courses.

Course	Units	Additional Information
ENGL 100 College Composition	3	Covers English competency, and is in alignment with degree requirements and the Nurse Practice Act.
PSYCH 010 Individual and Social Processes or PSYCH 011 General Psychology	3	PSYCH 011 is preferred.
MATH 030 Intermediate Algebra, or MATH 110 Introduction to Statistics, or higher	4-7	Units vary by course. MATH 110 is recommended for transfer to a four-year university.

Refer to the LMC Catalog for course descriptions, Catalog Rights do not pertain to prerequisite courses.

Prerequisite courses completed at other regionally accredited United States colleges or universities must be equivalent to Los Medanos College courses. For determination of course equivalency, official transcripts AND course descriptions for prerequisite courses may be required.

Los Medanos College does not evaluate foreign transcripts nor is credit granted for foreign coursework.

For questions regarding prerequisite courses taken at another college, please meet with an academic counselor.

**ASSOCIATE DEGREE NURSING (ADN)
REGISTERED NURSING PROGRAM
ADVISORY COURSES AND GRADUATION REQUIREMENTS**

Reviewed 11/23

Advisory Courses

These courses are not required for application, but they are strongly recommended.

Course	Units	Additional Information
RNURS 001 Nursing Career Seminar	0.3	Nursing information sessions offer twice a semester. Not required, but strongly recommended.
VONUR 020 Drug Dosage Calculations	2	Not required, but strongly recommended.

Other Courses, General Education, and Graduation Requirements

NOT REQUIRED TO APPLY – It is advised that all applicants make an appointment with an LMC college counselor to ensure that all degree requirements are met and the student is on track to graduate on time.

Course	Units	Additional Information
SPCH 110 Speech Communication	3	Oral Communications (3 units) is required by the Board of Registered Nursing. SPCH-110 satisfies this requirement. This is not a part of the prerequisite courses; however, it is recommended that this course be completed prior to admission to the RN program.

ASSOCIATE DEGREE NURSING (ADN) REGISTERED NURSING PROGRAM CURRICULUM

Registered Nursing Program Curriculum		
<u>1st Semester</u>		<u>Units</u>
RNURS 22	Fundamentals of Nursing Practice	9.5
RNURS 23	Nursing Skills Simulation I	1
RNURS 24	Pharmacology for RN Program I	1
<u>2nd Semester</u>		
RNURS 26	Nursing in Health & Illness I	9.5
RNURS 27	Nursing Skills Simulation II	1
RNURS 28	Pharmacology for RN Program II	1
<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

ASSOCIATE DEGREE NURSING (ADN) BSN CONCURRENT ENROLLMENT PROGRAM

The Los Medanos College Nursing Department is excited to announce that beginning in Fall 2024 LMC ADN students can seamlessly complete ADN and BSN coursework at LMC and CSUEB through the Concurrent Enrollment Program (CEP), designed to earn both degrees in just 2.5 years.

Admission Requirements

- Received a Letter of Conditional Admittance for LMC's ADN Program (apply by February 2, 2024 for Fall admittance)
- Completion of [CSU General Education Breadth Requirements](#)
- Meet the [CSU East Bay BSN Post-Licensure Collaborative \(ADN-BSN\) Admission Requirements](#)
- Capability to undertake additional coursework concurrently with LMC's program:
 - [LMC-CSUEB CEP Plan/Roadmap](#)

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.

- **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 regardless of the number of times the applicant has applied.

Minimum Requirements for Qualification for the RN Applicant Pool

- A. All prerequisite courses must be completed by the end of the Fall semester before you apply.
- B. Refer to pages 14-17 for the Multi-Criteria Selection Process which details the minimum grade point average required in the prerequisite coursework to qualify for the RN Program.
- C. Submission of all required application materials to the Admissions and Records Office by the application deadline.

Application Procedure

- A. 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 for Los Medanos College.
- B. Submit the RN Program Application online (the application link is posted to our website during the established application dates)
- C. Submit all application documentation by the application deadline:
 - a. Official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the Los Medanos College Admissions and Records Office by the application deadline. Official transcripts for ALL lower division courses completed at all regionally accredited U.S. institutions attended, regardless of applicability to nursing requirements, are required. Students may view the receipt of official transcripts using the Grades – Transcripts tile on InSite. Transcripts received after the application deadline will not be considered.
 - b. Any other supporting documents required for points earned in Phase I must be uploaded using the online application by the application deadline. Supported documents submitted after the application deadline will not be considered.
 - c. International student transcripts are only applicable if the student has demonstrated equivalency of a BA/BS or higher, if so the student may earn points in the multi-criteria screening for their degree. Foreign transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Students must select an approved member of NACES (National Association of Credential Evaluation Services) by visiting www.naces.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation. The NACES evaluation will be used **ONLY** to award points as part of ADN admission criteria – possibly not for graduation purposes.

Los Medanos College ADN Program Multi-Criteria Screening Process

Applicants will be scored in two phases:

Phase I: A total of the Multi-criteria points excluding the TEAS Exam Score (max of 75 points)

Phase II: The TEAS point distribution score (max of 100 additional points possible)

PHASE I		
Criteria	Point Distribution	Required Supporting Documentation
1. Academic Degrees		Maximum points for Criterion 1 = 15 points *<i>Applicant can only claim one (1) degree (the applicant's highest degree)</i>
MA/MS Degree or higher	15	Official transcript from regionally accredited U.S. colleges or universities with degree posted – OR –
BA/BS Degree	10	If degree from outside the United States, must have been evaluated by a National Association of Credential Evaluation Services (NACES) approved independent agency (evaluation must be in a sealed envelope from the agency), demonstrating equivalency to a BA/BS degree or higher. The NACES evaluation will be used ONLY to award points as part of ADN admission criteria – possibly not for graduation purposes.
AA/AS Degree	5	
2. Licensed Health Care Professional		Maximum points for Criterion 2 = 5 points
Currently licensed as a health care professional including but not limited to LVN, Psychiatric Technician, Radiologic Technician, Respiratory Therapist, Paramedic/EMT, Surgical Technician, Dental Hygienist, MA or other medical professionals licensed through a state-approved agency.	5	Copy of current license with license number, issue date and expiration date. Must be verifiable and validated through a State approved agency or program (ex. CA Department of Health, CMAA)
3. GPA in prerequisite coursework (An overall grade point average of 3.0 or higher is required in the prerequisite courses)		Maximum TOTAL Points for Criteria 3A and 3B = 40 points
3A. Science Prerequisites GPA: Human Anatomy, Human Physiology, and Microbiology Must have a grade of “B” or better (“B-” is not acceptable) with an overall GPA of 3.0 or higher in these courses.		Maximum points for Criterion 3A = 25 points
4.0	25	Submit official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the Los Medanos College Admissions and Records Office by the application deadline. Official transcripts for ALL lower division courses completed at all regionally accredited U.S. institutions attended, regardless of applicability to nursing requirements, are required. Transcripts received after the application deadline will not be considered. Los Medanos College does not evaluate foreign transcripts nor is credit granted for foreign coursework.
3.70-3.99	20	
3.50 – 3.69	15	
3.00 – 3.49	10	
< 3.0 Disqualified		

PHASE I (continued)		
Criteria	Point Distribution	Required Supporting Documentation
3B General Education Prerequisites GPA: English 100, Psychology, and Math Must have a grade of “C” or better (“C-” is not acceptable) with an overall GPA of 2.5 or higher in these courses.		Maximum points for Criterion 3B = 15 points
3.5-4.0	15	Submit official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the Los Medanos College Admissions and Records Office by the application deadline. Official transcripts for ALL lower division courses completed at all regionally accredited U.S. institutions attended, regardless of applicability to nursing requirements, are required. Transcripts received after the application deadline will not be considered. Los Medanos College does not evaluate foreign transcripts nor is credit granted for foreign coursework.
3.0-3.49	10	
2.5-2.99	5	
< 2.5 Disqualified		
4. Life experiences or special circumstance (Select one life experience) *Applicant can only select one from the criteria		Maximum TOTAL Points for Criterion 4 = 5 points
Disabilities <i>(Same meaning used in Section 2626 of the Unemployment Insurance Code)</i>	5	Documented disability from college Learning Disability Program or Disability Support Programs & Services or physician. The Nursing Department will collaborate with the Disability Services Office for form verification. You can find more information regarding DSP&S by clicking here http://www.losmedanos.edu/dsps/default.asp or contact via telephone at (925)-473-7471
Low family income	5	Proof of current eligibility or proof of receipt of financial aid e.g. California Promise Grant fee waiver, Cal Grant, Pell Grant or other federal grants, CalWORKs, CalFresh
First generation to attend college <i>First generation college students are defined by the U.S. Department of Education as “Neither parent had more than a high school education.”</i>	5	Complete the documentation form (see appendices)
Need to work <i>(Need to work means the student is working at least part-time while completing academic work that is a prerequisite for the Nursing Program)</i>	5	Paycheck stub during the period of time enrolled in ALL prerequisite courses or letter from employer (must be on organization letterhead) verifying employment was at least part-time while completing prerequisite courses
Disadvantaged social or educational environment	5	Participation or eligibility for Extended Opportunity Programs & Services (EOPS)
Difficult personal and family situations/circumstances	5	Complete the documentation form explaining the situation or circumstances (see appendices)
Refugee status	5	Documentation or letter from United States Citizens and Immigration Services (USCIS)

PHASE I (continued)		
Criteria	Point Distribution	Required Supporting Documentation
5. Veteran Status <i>*Criteria applies only to Service Members</i>		Maximum Points for Criterion 5 = 5
Military Veteran	5	Copy of Defense Department Form DD-214, discharge other than dishonorable.
6. Proficiency or coursework in languages other than English		Maximum Points for Criterion 6 = 5 points
Documented proficiency in a language other than English shall be received for languages that are identified by the Chancellor's Office.	5	Official transcript from a U.S. regionally accredited college or university verifying four (4) semesters of the same foreign language with a "C" or better for each semester OR Complete the supporting Foreign Language Certification documentation form. A proficiency examination may be required for verification (see appendices)
Total Phase I Maximum Score (Criteria 1-6)	75 total	Applicants with the highest scores will be selected to advance to Phase II of the application process in which Phase I scores are combined with the ATI TEAS test score. See Phase 2

*At any point in Phase 1 or Phase 2 if there are multiple conditionally accepted students with the same total points, a random selection for these applicants will take place to determine Conditional Acceptance.

PHASE II			
Approved diagnostic assessment tool, Test of Essential Academic Skill Teas (TEAS) Exam			Maximum for Phase II = 100
Criteria	TEAS VII Score	Point Distribution	
Los Medanos College uses the Test of Essential Academic Skills (TEAS Exam). The minimum adjusted individual score required for admission is 62%	85-100	85-100	The top applicants from the Phase I applicant pool will be advanced to Phase II of the selection process. Phase II points are determined by the score received on the TEAS Exam. Beginning 2024 the Los Medanos College Nursing Program will accept the TEAS Exam results from the first or second attempt at the current version. Applicants may take the exam before they apply but will only be asked to submit their ATI transcripts if advanced to Phase II. **The TEAS Exam score will be the total points awarded for Phase II of the selection process. For example, if the applicant scored 74.5 on the current version of the TEAS Exam, 74.5 is the total points for Phase II and will be added to the applicant’s Phase I points. +++Students advanced to Phase II who do not achieve the minimum total score of 62% on the current version of the TEAS Exam by the established Phase II deadline will be disqualified from the applicant pool. If the student has not exceeded their 2 attempts at the current version TEAS Exam, they may reapply the following applicant cycle and reattempt the TEAS Exam.
	75-84.9	75-84.9	
	62-74.9	62-74.9	
< 62.0% – Disqualified.	<62.0	0	
Total Phase II Maximum Score	100 total		
TOTAL Points Possible for Phase I and II = 175			

*At any point in Phase 1 or Phase 2 if there are multiple conditionally accepted students with the same total points, a random selection for these applicants will take place to determine Conditional Acceptance.

SELECTION PROCESS

Multi-criteria Screening Process for Admission to the Registered Nursing Program

Selection is determined using a multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office directive. A multi-criteria score is determined for each candidate based on previous degrees/certificates, licensure or certification in healthcare, GPA in identified coursework, life experience or special circumstances, foreign language proficiency, and diagnostic assessment. Program admission will be offered to the highest-scoring eligible applicants to fill available seats.

1. Phase I Online Application Evaluation

- The Admissions & Records department is responsible for evaluating applications. The evaluator will carefully examine transcripts, determine course equivalencies, and verify supporting documents. Each applicant will be given a score based on the Phase I criteria outlined on pages 14-17. The maximum possible score is 75.

2. Phase II Notification and TEAS Exam

- **Phase II Notifications:** The applicants with the highest scores in Phase I will advance to Phase II. Once all applications have been assessed, Phase II Notifications will be sent to applicants' InSite email addresses. It is imperative that you regularly check your InSite email as this is the sole means of notification.
 - **The Phase II Notification Email** will contain the Phase II Notification Form, along with a set deadline for its submission. To ensure their participation in Phase II, applicants must fill out and submit the form before the deadline. If we do not receive a response from the applicant by the established deadline, the applicant will lose their chance to advance to Phase II and will need to reapply in the next application period.
 - **Information regarding the TEAS Exam:** Phase II points are determined by the score received on the TEAS Exam. Beginning in 2024, the Los Medanos College Nursing Program will accept the TEAS Exam results from the first or second attempt at the current version. Applicants may take the exam before they apply but will only be asked to submit their ATI transcripts if advanced to Phase II.
 - **TEAS Exam at LMC:** Phase II applicants who have not exceeded two attempts of the current version of the TEAS Exam will be invited to take the TEAS Exam at Los Medanos College. The Phase II Notification Email will include information regarding the date and time the TEAS exam will be scheduled at LMC. Students intending to take the exam at LMC will indicate this on the Phase II Notification Form. There is generally only a two-week period between the time applicants are notified to the time the exam is scheduled, we recommend that all applicants prepare for the test.
 - **Submitting TEAS Exam Results from previous attempt:** If students wish to submit a score from their first or second attempt of the current version of the TEAS Exam taken at another location, their transcripts must be submitted by the deadline established in the Phase II Notification Email. Students submitting their TEAS Exam score from a previous attempt will indicate this on the Phase II Notification Form.
 - **Phase II Scoring:** The TEAS Exam score will be the total points awarded for Phase II of the selection process. For example, if the applicant scored 74.5 on the current version of the TEAS Exam, 74.5 is the total points for Phase II and will be added to the applicant's Phase I points.
 - **Remediation Program:** Due to the policy change allowing two attempts at the current version of the TEAS Exam, beginning in 2024, the Los Medanos College Nursing Program will no longer be offering TEAS Remediation.

3. Conditional Acceptance

- After completion of the TEAS Exam and receiving all exam scores, the scores from Phase I and the TEAS Exam (Phase II) are combined to calculate the final score for each applicant in the multi-criteria screening process.
- **Conditional Acceptance Notifications:** The applicants with the highest scores Conditional Admittance will be offered to the applicants with the highest total score from Phase I and Phase II.
 - The Conditional Acceptance Notification Email be emailed to applicants' InSite email addresses. The 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.
- **Non-Acceptance** – Following the selection process, if the applicant's Student Identification Number (IDN) was not listed as conditionally accepted or alternate status on the Nursing webpage, and the applicant did not receive a conditional acceptance notification; the applicant was not selected for the program and should reapply during the next application period.

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

Step 1	Phase II Notification form is received in the Nursing Department by the deadline.
Step 2	The Phase II Notification email includes the following information: <ul style="list-style-type: none"> • ATI TEAS Exam information and deadlines • The test will be administered by LMC to Phase II applicants who have not. • Information on how to submit ATI TEAS Exam transcript if the exam has already been taken. • Do not take the test repeatedly. Only the score from the first exam, regardless of where or when it is taken, is considered for eligibility.
Step 3	Upon completion of the ATI TEAS Exam, the students with the highest combined scores from Phase I and Phase II will be conditionally accepted into the program. The Conditional Acceptance form must be returned by the established deadline to secure a position in the n program
Step 4	Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will email a packet to the applicant that contains: <ul style="list-style-type: none"> • Background check information • Drug testing information • Immunizations and health requirements

5. **Not eligible** for admission into the Registered Nursing Program if any one of the following is present:

- Conditional Acceptance Form – Not submitted by established deadline
- Background Check – Not cleared by the established deadline
- Drug testing information – Not cleared by the established deadline
- Immunizations and health requirements – Failure to comply and meet established deadlines

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

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. Spend a minimum of three hours/week in the simulated lab (RNURS 23, 27, 33 & 38).
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 assigned clinical facilities' requirements for employees/volunteers. Clinical facilities have the 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.

INFORMATION REGARDING LICENSURE AS A 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 the 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 an 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 the Fall before you apply. **“In progress” classes will not be accepted.**
- Overall GPA must be 3.0 in prerequisite courses to qualify as outlined in Phase 1, Section 3 areas A and B (pg. 12)
- Catalog Rights do not pertain to pre-requisite courses

Prerequisite Courses (See Page 9)

- **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 answers 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: <https://www.rn.ca.gov/education/passrates.shtml>

LVN TO RN TRANSITION CURRICULUM

Registered Nursing Program Curriculum		
RNURS 20	Transition to the RN	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 - LVN to RN TRANSITION

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.

- **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 regardless of the number of times the applicant has applied.

Minimum Requirements for qualification for the LVN o RN Applicant Pool

- A. All prerequisite courses must be completed by the end of the Fall semester before you apply.
- B. Refer to pages 14-17 for the Multi-Criteria Selection Process which details the minimum grade point average required in the prerequisite coursework in order to qualify for the RN Program.
- C. Valid LVN License at the time of application.
- D. Submission of all required application materials to the Admissions and Records Office.

Application Procedure

- A. 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.
- B. Submit the RN Program Application online (the application link is posted to our website during the established application dates)
- C. International student transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Students must select an approved member of NACES (National Association of Credential Evaluation Services) by visiting www.naces.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.
- D. Submit official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the Los Medanos College Admissions and Records Office by the application deadline. Students may view the receipt of official transcripts using the Grades – Transcripts tile on InSite. Transcripts received after the application deadline will not be considered.

Selection Process

- A. Refer to pages 18-19 for information about the selection process.

Selection Priority for LVN to RN Applicant Pool:

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

1. Los Medanos College Nursing students applying for Advanced Placement
2. Qualified LVN to RN Transition Students
3. Transfer Students
4. Qualified Non-Degree applicants

LVN to RN TRANSITION 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. Spend a minimum of three hours/week in the simulated lab (RNURS 33 & 38).
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 assigned clinical facilities' requirements for employees/volunteers. Clinical facilities have the 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.

LVN-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 of lab on campus, and 18.5 hours of clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice is on Thursdays and Fridays on the day or the evening shift.

Policy Guidelines for Military Personnel Nursing Admission

Military Personnel and Veterans may be eligible for enrollment into Los Medanos Associate Degree Nursing Program based on the following requirements:

*Military students who were not successful in a previous Nursing Program are not eligible to apply for admission to the Nursing Program as an Advanced Placement Student.

1. Verifiable education and experience within the last five years prior to application. (Competency may be verified for each course per program policy.)
2. Education and experience meet the requirements of the LMC ADN Program guidelines.

The following pathways are established to assist with obtaining nursing credit for previous military education and experience.

Pathway I- Military Health Care providers who receive a formal training and have appropriate practical experience may apply for admission **as an Advanced Placement student into the second semester** of the Nursing Program. Individuals included: Air Force Basic Medical Technician, Army Medic, Health Specialist, other Medical Healthcare Providers with relevant training and experience.

- a) Review Official Joint Services Transcripts to determine course credits. Core classes may be evaluated by the college for challenge availability
- b) Evaluate transcripts for prerequisite courses such as Anatomy, Physiology, Microbiology, Communication, English, and natural and social sciences coursework
- c) The LMC Nursing Department may evaluate an individual candidate's knowledge and skills levels in a formal test and/or exam, in addition to evaluation of his or her training and experience
 - Skill evaluation will include a formal skills testing of any minimum of four, not to exceed eight skills covered in the academic terms preceding the term the candidate is being admitted to

Pathway II- Including but not limited to (Navy Hospital Corpsman) or USAF, Independent Medical Duty Technician, (IDMT 4N0X1), Basic Medical Service Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN, LPN program.

- a) Admission credit will be given to applicants as an LVN to RN candidate per LMC ADN admission policies. The LVN-RN Advanced Placement students will be placed in the third semester of the RN program
- b) Admission to the program is on a space available basis as any LVN to RN Advanced Placement student
- c) All ADN prerequisites must be completed prior to application to the program
- d) Associate degree may require additional coursework per college policy
- e) Admission requirements will be the same or similar for all students

Note: Military records and transcripts must be reviewed by college admissions/records and the applicant must have an official DD214 showing service/discharge under honorable conditions. Applicant must also have evaluation reports (EPR's/CCR's) showing completion of military coursework/experience, and patient bedside care.

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

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 Advanced Placement
- 2. Qualified LVN to RN Transition Students
- 3. 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	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

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

1. Los Medanos College Nursing students applying for Advanced Placement
2. Qualified LVN to RN Transition Students (if applicable)
3. Transfer Students
4. Qualified Non-Degree applicants

Application procedures for transfer/advanced placement are as follows:

1. Meet the minimum requirements for the RN program (pg. 9).
2. Complete courses equivalent to those required in the curriculum prior to semester of application (see ADN Program Curriculum pg. 11)
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 Fall Semester 2024 admission, apply between January 3, 2024 and February 3, 2024**
 - **For Spring Semester 2025 apply between September 13, 2024 and October 11, 2024**
5. Have official copies of all college transcripts sent from previous college(s) to the Los Medanos College Admissions and Records Office by the established deadline. Foreign student transcripts **must** be officially evaluated by an approved foreign transcript evaluation service. Foreign evaluation service must be an approved member of the National Association of Credential Evaluation Services (NACES) www.naces.org.
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** may 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. **Confirmation of Application Submission:** Once the online application is submitted, the webpage will immediately direct to confirmation of submission. The applicant will also receive an email confirming their application was successfully submitted.

Conditional Acceptance into the Nursing Program,

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

Eligibility for admission – Four Step Process:

- | | |
|---------------|---|
| Step 1 | Phase II form is received in the Nursing Department by the deadline date. |
| Step 2 | For Transfer Applicants Only – Within two weeks of receiving the Phase II form, the Nursing Department will e-mail the following information to the applicant: <ul style="list-style-type: none">• ATI TEAS Test Version VII information and due date• <u>Do not take the test repeatedly</u>. Only the score from the first exam, regardless of where or when it is taken, is considered for eligibility. |
| Step 3 | Upon completion of the ATI TEAS Test Version VII the applicant will be notified of conditional acceptance into the program. Conditional Acceptance form must be returned by the established deadline to secure position in program. |

GENERAL INFORMATION FOR ALL NURSING APPLICANTS

Estimated Costs:

	RN 4 Semesters Estimated Cost*
Enrollment Fee (\$46 per unit although subject to change)	2,162.00
Physical examination, lab fees, and immunizations** (**Immunizations are mandatory for clinical experience).	300.00
Uniforms, shoes, lab coat, patch	250.00
Stethoscope and watch with secondhand	150.00
Learning Resources: Includes eBooks, NGN NCLEX Prep, HESI Exams, NCELX Live Review, etc. (\$620 per semester)	2,480.00
Annual Mask Fit Testing (\$40 per year)	80.00
Lab Kits (\$150 per year)	300.00
Background Check, Drug Screening, and Immunization Compliance Tracking	150.00
CPR Certification	120.00
Clinical site parking	80.00
On Campus Parking (\$48 per semester)	192.00
Licensure expenses (after completion of program)	600.00
Total Estimated Cost \$6,864.00	
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).	
* Estimated costs are subject to increase without notice	

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. 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 healthcare facilities, faculty, and students. The advisory committee assists the nursing faculty in planning and evaluating the curriculum to ensure the 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/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 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 the 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 two (2) years. Therefore, the applicant needs to be prepared to enter within two (2) years as a readmitted student (see Additional Information #1).

Procedure

1. Prior to the first day of class, 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 online during the next two (2) application periods.
4. The applicant must comply with any additional admission requirements listed in the Nursing Applicant 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 additional readmission.**
2. **Upon returning, the applicant will be required to complete a background check and drug screening.**
3. **If the applicant does not submit the nursing application within the two (2) year timeframe or is unable to begin the program within the timeframe, 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

FORMS:

- **FIRST GENERATION COLLEGE STUDENT ESSAY**
- **DIFFICULT PERSONAL AND FAMILY SITUATION/CIRCUMSTANCES FORM**
- **LANGUAGE PROFICIENCY DOCUMENTATION**

INFORMATION:

- **ESSENTIAL FUNCTIONS**
- **BACKGROUND CHECK INFORMATION**
- **DRUG SCREEN POLICY**

Applicant Name: _____

LMC Student IDN: _____

**Los Medanos College Nursing Program
Documentation Form**

Difficult Personal or Family Situations or Circumstances

Please describe in detail your difficult personal or family situation/circumstances: _____

Los Medanos College Nursing Program

Foreign Language Documentation Form

Applicant: If you are proficient in a language other than English and wish to apply for Multi-criteria points in this area please complete and submit this documentation form use this form to certify proficiency. The completed form should be submitted with your application packet.

SECTION 1 – Student completes this section

Applicant's Name: _____ Student I.D. # _____
Last Name First Name

SECTION 2 – Please have someone who can verify that you are proficient in a language other than English complete this form. The person completing this proficiency certification must:

1. be fluent in the identified foreign language and
2. have known the applicant and observed his/her language skills in the past year and
3. not be a close family member or friend.

Certification of proficiency in the language of _____

Contact information:

Name:	Title:
Organization:	Phone:
Address:	Email:
City, State, Zip:	

1. How long have you known the applicant and in what capacity?

2. How often have you observed the applicant conversing/translating in this language?

☐ Daily ☐ 2+ days per week ☐ 1 day a week ☐ Other: _____

Please answer the following questions:

	Yes	No
Is the applicant able to translate using this language in a medical emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant proficient in writing this language?	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant proficient in speaking this language?	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge, by my signature below, that the information on this form is true and correct.

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 & Behavioral 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. Students need to demonstrate courtesy and professional consideration in all interactions with faculty, peers, nurses, staff, and administrators in the campus and clinical area. Students must be considerate in all their dealings as students represent as ambassadors for the college and the nursing profession in all their contacts. Behavior exhibited must never compromise safety of self and others.

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), clinical reasoning and clinical judgment at a level that allows processing and understanding of materials and information presented either verbally, digitally, 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. Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.
3. **Fine Motor Movements:** Required to manipulate syringes and IV's; to assist clients with feeding and hygiene needs; to write/compose documentation 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 written format so that students can communicate nursing actions, interpret client responses, initiate health teaching, and document observations, interactions, interventions, and nursing care. Document and understand nursing activities, and interact with clients, families, staff, and faculty.
6. **Vision/Visual Acuity:** Sufficient visualization to make physical & observational assessments of client health status and to accurately (skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness/disorders, health improvement and/or deterioration, etc.), and safely use and apply client medications and equipment.
7. **Hearing:** Sufficient to accurately hear patients, monitor signs and symptoms, detect patient speech and voice; hear call lights; hear messages and orders on the telephone; be able to hear through a stethoscope to discriminate sounds; hear cries for help, to hear alarms on equipment and emergency signals and various overhead pages.
8. **Touch/Tactile Sensation:** Ability to palpate both superficially and deeply to discriminate tactile sensations and temperatures.
9. **Fine Motor Skills:** Sufficient motor skills of all fingers and ability to grasp and control medical equipment, and to perform precise procedures such as sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports or syringes for the accurate and proper administration of medications.
10. **Depth Perception:** Required for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), and nasogastric insertions.
11. **Smell:** One must have a normal sense of smell to detect odors not only for ensuring proper hygiene to maintain and uphold patient dignity, but to detect odors indicating unsafe conditions or changes in patient health status.

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

ACTIVITY	RARELY (1-10%)	OCCASIONALLY (11-33%)	FREQUENTLY (34-90%)
Bend/Stoop			X
Squat			X
Reach above shoulder level			X
Kneel			X
Push/pull			X
Walk			X
Stand			X
Sit		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

If you do not meet all these requirements, please contact DSP&S. By applying to Los Medanos College's nursing program, you agree that you have read this information and that you meet all the above requirements.

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 the 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)