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INFORMATION FOR APPLYING TO THE REGISTERED NURSING PROGRAM

- Application dates for Fall 2011 are Jan 4th – March 4th 2011 – 4 PM. Any applications received before or after these dates will be returned.

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

- To qualify for the applicant pool, the applicant must have:
  - all prerequisites completed before applying to the program
  - an overall 3.0 GPA on the prerequisite courses

- To schedule an appointment with a counselor regarding your nursing career please call (925) 439-2181 ext. 3334

- The Registered Nursing Program admits students only once per year (fall semester).

- Applications and transcripts are mailed directly to the Admissions and Records Office and NOT the Nursing Department. Any questions regarding transcripts or the nursing application should be directed to the Admission and Records Office.

- The nursing department does not evaluate transcripts. All transcripts are evaluated by the Admissions and Records Office.

- Only those applicants selected and who are conditionally accepted (See pages 20-21) for the Registered Nursing program are required to begin the acceptance process which includes: background check clearance, drug testing, and the ATI TEAS Test.

- Registered Nursing Program prerequisites are listed on Page 17 of this handbook.

- The Registered Nursing Program requires 2 years beyond the prerequisites. An average weekly schedule includes: 5 hours of lecture, 3 hours lab on campus and 17.5 hours clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice on Thursdays and Fridays on the day or the evening shift.

Please be aware that due to the increased demand for clinical placement by nursing schools, clinical practice may also be scheduled on another day during the week or on weekends. Students may be expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical practice will be provided in a variety of local healthcare facilities and specialty areas. Students provide their own transportation.
INFORMATION FOR APPLYING TO THE VOCATIONAL NURSING PROGRAM

- Application dates are Aug. 2\textsuperscript{nd} - Oct. 1\textsuperscript{st} 2010 - 3 PM. Any applications received before or after these dates will be returned.

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

- To qualify for the applicant pool, the applicant must have:
  - all prerequisites completed before applying to the program
  - an overall 2.5 GPA on the prerequisite courses

- Program planning, advising, and career counseling are provided by the counseling department. Schedule an appointment as early as possible with a counselor to discuss your nursing career at (925) 439-2181 ext. 3334

- The Vocational Nursing Program admits students once every three semesters. Next class begins Spring 2011.

- Applications and transcripts are mailed directly to the Admissions and Records Office and NOT the Nursing Department. Any questions regarding transcripts or the nursing application should be directed to the Admissions and Records Office.

- The nursing department does not evaluate transcripts. All transcripts are evaluated by the Admissions and Records Office.

- Vocational Nursing Program prerequisites are on page 6 of this handbook.

- The Vocational Nursing Program requires 3 semesters beyond the prerequisites. An average weekly schedule includes: 7 hours of lecture, 3 hours lab on campus and 17.5 hours clinical experience every week. Hours vary slightly each semester. Lectures are typically on Mondays and Tuesdays and clinical practice on Thursdays and Fridays during the day.

  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. Clinical practice will be provided in a variety of local healthcare facilities and specialty areas. Students provide their own transportation.

BEGINNING WITH THE Fall 2012 VN APPLICATIONS: All applicants, new and those who previously have applied to the Los Medanos Vocational Nursing program, will have their name entered only once in the random selection process regardless of the number of times the applicant has applied.

If a qualified applicant has already been admitted once to the program but declined acceptance or withdrew after accepting, then that applicant's name will not be entered more than once in a future random selection process.
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.*

**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 completing 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 completing 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).

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

**IF YOU ARE INTERESTED IN A CAREER IN NURSING PLEASE:**

1. Register for the Nursing Career Seminar – RNURS 1
   This is a one-day class that will give you information about nursing in general 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 Registered Nursing Program.

   - **Nursing Career Seminar – RNURS 1** – *is a required 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.

3. If you have further questions about the Nursing Programs at LMC, you are welcome to call the Nursing Department at (925) 439-2181, ext. 3286.

4. Visit the nursing website at [www.losmedanos.edu](http://www.losmedanos.edu)
   - Click the tab: Classes and Programs
   - Click Department Listing (a-z)
   - Then click “N” for Nursing
GENERAL INFORMATION
RN and LVN Applicants

1. This handbook applies to requirements for admission into the Registered Nursing Program, Fall 2011 and for admission into the Vocational Nursing Program, Spring 2011.

2. The application, selection, and admission processes for the nursing programs are coordinated by the Admissions and Records Office and any inquiries regarding applications should be directed to this office. Application forms are found at the back of this handbook. Please note application deadline dates.

3. Program planning, advising, and career counseling are provided by the counseling department. Appointments for counseling may be made in Room 414 or by telephoning (925) 439-2181, ext. 3334. For specific questions regarding the Nursing Programs, please contact the Nursing Department at (925) 439-2181, ext. 3286.

4. The Los Medanos College Catalog contains the Mission Statement and information about academic policies and course descriptions. It should be read in conjunction with the Nursing Applicant Handbook. The catalog is available for purchase at the Los Medanos College Bookstore.

5. The Nursing Applicant Handbook is revised annually and is designed to provide information that will assist the nursing applicant in becoming better acquainted with the policies and procedures governing entry into the nursing programs. **ALL APPLICANTS ARE RESPONSIBLE FOR DETERMINING HOW THE REVISIONS AND CHANGES, IF ANY, WILL AFFECT THEIR APPLICATION.**

The Nursing Applicant Handbook can be found on the nursing department webpage: www.losmedanos.edu
Click the tab: Classes and Programs
Click Department Listing (a-z)
Then click “N” for Nursing

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

PROGRAM DESCRIPTION

The Vocational Nursing Program requires three semesters of academic work and clinical experience in order to meet the basic curriculum guidelines set forth in Section 2533, 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.

PHILOSOPHY

The Vocational Nursing program functions within the general policies of Contra Costa Community College District and is congruent with the mission statement of Los Medanos College. Additionally, the philosophy reflects the beliefs of the vocational nursing faculty with an emphasis on health, environment, society, the individual, nursing, vocational nursing, teaching and learning, nursing education, and education as a lifelong process.
# Vocational Nursing Program Curriculum

(Refer to the LMC Catalog for course descriptions)

<table>
<thead>
<tr>
<th>Advisory Course</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 20</td>
<td>3</td>
<td>54</td>
</tr>
</tbody>
</table>

## Prerequisites Courses:

The following courses are part of the VN curriculum and are **required** for the Certificate of Achievement in Vocational Nursing. **All prerequisite courses must be completed by the end of Spring 2010 with an overall accumulated GPA of 2.5 or greater in the prerequisite courses.**

Prerequisite course grades of “D” or less are not accepted.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Units</th>
<th>Total Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1</td>
<td>.3</td>
<td>6</td>
</tr>
<tr>
<td>BIOSC 30*</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>MATH 18 or Math 30 or higher</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>Com Sc 49</td>
<td>1.5</td>
<td>27</td>
</tr>
<tr>
<td>ENGLISH 90</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>NUTRI 55</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>VONUR 8</td>
<td>1 (or 3)</td>
<td>18 (or 54)</td>
</tr>
<tr>
<td></td>
<td>17.8 or 19.8</td>
<td>309 or 345</td>
</tr>
</tbody>
</table>

* Satisfactory course completion shall be no more than five years prior to acceptance into the program.

Math and Computer Science Literacy are requirements for certification and graduation at Los Medanos College. Proficiency for Math and Computer Science can be satisfied by a proficiency test. The English requirement can be met by assessing into English 100 or by successfully completing English 90.

**If you plan to apply to the LVN Program and want to complete the LVN program with a Certificate of Achievement, you must take:** Math 18 – Mathematics for Health Sciences (4 units) or higher.

**If you plan to receive an Associate Degree or to eventually qualify for the Associate Degree Registered Nursing Program, it will be necessary for you to satisfy the new math requirement (Math 30).**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 6</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 7</td>
<td>1</td>
<td>13.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 11</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>VONUR 12</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>11.5</td>
<td>25</td>
</tr>
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</table>
### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 15</td>
<td>Advanced Concepts in Clinical Pharmacology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 16</td>
<td>Family Centered Nursing</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 17</td>
<td>Family Centered Nursing Practice</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 18</td>
<td>Interpersonal Relationships</td>
<td>1</td>
<td>13.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

**BEGINNING WITH THE Fall 2012 VN APPLICATIONS:** All applicants, new and those who previously have applied to the Los Medanos Vocational Nursing program, will have their name entered only once in the random selection process regardless of the number of times the applicant has applied.

If a qualified applicant has already been admitted once to the program but declined acceptance or withdrew after accepting, then that applicant’s name will not be entered more than once in a future random selection process.
REQUIREMENTS TO QUALIFY FOR THE VN APPLICANT POOL

1. Prerequisite courses must be completed by end of Spring semester 2010. “In progress” classes will not be accepted.

2. An overall cumulative GPA of 2.5 in prerequisite courses is required to qualify for the VN candidate pool. Prerequisite course grades of “D” or less are not accepted.

3. 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 or other ORIGINAL DOCUMENTS which verify completion of this requirement.

4. Foreign high school graduation and/or other course work MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions and Records Office and at the Counseling Desk or go to apiie.org. Please check with the Admissions and Records Office for specific information that needs to be included in this evaluation.

5. All supporting documentation, including transcripts from other colleges, evidence of completion of twelfth grade or GED must be submitted by the application deadline. (Incomplete applications OR late applications WILL NOT be considered for the applicant pool).

Application Procedure

<table>
<thead>
<tr>
<th>1. Submit the VN application form (See Appendices) and the Los Medanos College Application between:</th>
<th>Aug 2nd, 2010 and Oct 1st, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Arrange to have an official copy of high school transcript or equivalent sent directly to the Admissions and Records Office by: Attn: VN Application</td>
<td>Oct 1st, 2010</td>
</tr>
</tbody>
</table>

Selection Policies

For the class entering Spring 2011, selection will be made through a computerized random selection process:

- Qualified applicants who apply for the second time and have not been previously selected will be given additional consideration in the randomized selection process by having their name entered twice.

- Qualified applicants who have applied three or more times and have not been previously selected, will be have their name entered four times. Four is the maximum number of times the applicant’s name will be entered.

If a qualified applicant has already been admitted once to the program, but declined acceptance or withdrew after accepting, that applicant’s name will not be entered more than once in a future random selection process.
SELECTION PROCESS – VOCATIONAL NURSING PROGRAM

1. Applicants will be chosen by a computerized random selection process.
   - It is the responsibility of the applicant to notify the Admissions and Records Office nursing applicant evaluator of any changes in home address, phone number, or email address.

2. Notification Process: Conditional Acceptance or Non-Acceptance Form
   - Notification of applicant’s conditional acceptance or non-acceptance into the VN Program will be mailed one week after the computerized random selection process is completed (by mid December 2010).

   Please do not call the Admissions and Records Office or the Nursing Department regarding the date of mailing or your status, as the volume of phone calls delays timely notification.

   - **Conditional acceptance** into the program is confirmed only after the applicant submits the Conditional Acceptance form by the deadline date. If the Conditional Acceptance form is not received by the deadline date, then the applicant forfeits the conditional acceptance into the program and will need to reapply in a subsequent year.

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

   **Step 1**  
   Conditional Acceptance form is received by the Admissions and Records Office by the deadline date.

   **Step 2**  
   Within two weeks of receiving the Conditional Acceptance form, the nursing department will mail a packet to the applicant that contains,

   - Background check information and due date
   - Drug testing information and due date

   **Step 3**  
   The student successfully completes the requirements in the packet by the due date (no exceptions). Failure to complete the background check and drug testing by the due date will automatically remove the applicant from the Conditional Acceptance list.

   **Step 4**  
   Background check clear and drug test negative by due date.

   ![Diagram]

   **BACKGROUND CHECK - CLEAR** by due date
   
   **DRUG TEST - NEGATIVE** by due date

   **Eligible for admission into the VN Program**
SELECTION PROCESS – VOCATIONAL NURSING PROGRAM (con’t)

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
     - See Nursing Handbook
       - Background Check Criteria

   - **DRUG TEST**
     - Not cleared by due date
     - See Nursing Handbook
       - Drug Test Information

5. If “Not eligible”, please refer to the Nursing Application 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 some evenings and/or weekends.

2. Visit the hospital the day or evening prior to scheduled clinical experience for client selection and/or assessment.

3. Pass a physical exam, including evidence of a negative 2 step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray, rubeola, rubella, varicella titers and/or proof of recent immunization, and polio immunity. Each student is also required to obtain Hepatitis B immunization and 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 Appendices.

Clinical agencies may require additional physical requirements such as flu shots on an annual basis or other mandates.

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’ 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. Veteran’s Administration requires fingerprinting prior to the start of the clinical experience at this facility. This is in addition to the background check. A negative fingerprint result is required. If the fingerprint result is positive and reasonable attempts by the nursing faculty to place the student in another appropriate clinical facility are unsuccessful, then that student will be unable to meet the stated clinical objectives and will be terminated/withdrawn from the program.

9. Comply with the Essential Functions for nursing students listed in the Appendices.
ADVANCED PLACEMENT ADMISSION PROCEDURES
VOCATIONAL NURSING PROGRAM

Advanced placement applies only to entrance into the second and/or third semester of the VN program.

Advanced placement procedures apply to applicants who have completed equivalent Vocational Nursing education and experience beyond the first semester in an educational facility other than 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 or equivalent as listed in the curriculum prior to semester of requested advanced placement. Biological Science 30 or equivalent must have been completed within the past five years with a minimum of a “C” grade or better.

3. Comply with the Essential Functions for nursing students listed in the Appendices.

4. Complete the LMC admissions application and the nursing advanced placement application form (Appendices) and return completed forms to the Admissions and Records Office between the following dates:

   January 4th to March 5th — for Fall Semester
   August 2nd to October 1st — for Spring Semester

5. Arrange to have an official copy of high school transcript or equivalent and any college transcripts sent directly to the Admissions and Records Office, Attn: Advanced Placement LVN (during the dates listed above).

Advanced Placement Assessment and Evaluation

1. 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:

- Accredited Vocational or Practical nursing courses
- Accredited Registered Nursing courses
- Accredited Psychiatric Technician courses
- Armed Services nursing courses
- Certified Nurse Assistant courses
- Other relevant courses

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Competency shall be determined by written and/or practical examinations.

Note: Authority cited: Section 2854 Business and Professions Code. Reference: Section 2881.1, Business and Professions Code

For more information regarding transfer credit, see the Director of the Vocational Nursing Program.
ASSOCIATE DEGREE NURSING (ADN) PROGRAM
REGISTERED NURSING

Program Description

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

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

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

1443.5 Standards of Competent Performance.

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

(1) Formulates a nursing diagnosis through observation of the client’s physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

(2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client’s safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

(3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client’s health needs.

(4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

(5) Evaluates the effectiveness of the care plan through observation of the client’s physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.

(6) Acts as the client’s advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

Los Medanos College
Nursing Applicant Handbook

Associate Degree Nursing (ADN) Program (con’t)

Philosophy
The ADN faculty believe 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” program that admits Licensed Vocational Nurses who meet our admissions criteria into the second year of the Registered Nursing program. We recognize the interrelationship of all knowledge and accordingly place a strong emphasis on general education. The LMC graduate Registered Nurse is educated for full participation in the life of the community, both as a citizen and a professional member.

Prerequisite Information

- Prerequisite courses must be completed by end of Fall semester 2010. **“In progress” classes will not be accepted.**
- Overall GPA must be 3.0 in prerequisite courses to qualify for the RN candidate pool.
- Note that a grade of “C” or better must be earned in each course.

Prerequisite Courses (See Page 17)

- **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

**Oral Communications (3 units)** is required by the Board of Registered Nursing. Speech 40 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 nursing programs at Los Medanos College. A panel of current students share their experiences and answer questions about the nursing programs at LMC.

Registered Nursing Program Courses (See Page 17)
**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 transcripts from another college or university, please have an official copy sent to the Admission and Records Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed college courses at another college but have not earned a Bachelor’s Degree or higher will need to satisfy Los Medanos College’s General Education and Graduation requirements.
**ASSOCIATE DEGREE NURSING (ADN)**

**REGISTERED NURSING PROGRAM CURRICULUM**

**Prerequisite Courses:** These courses must be completed by end of Fall semester 2010. A 3.0 grade point average is needed in the prerequisite courses to qualify for the applicant pool. Prerequisite course grades of less than 2.0 or “C” are not accepted.

**Oral Communications (3 units)** is required by the Board of Registered Nursing. Speech 40 satisfies this requirement. This is not a part of the prerequisite courses.

**RNURS 001-Nursing Career Seminar** (Advisory Course: Not required but strongly recommended)

<table>
<thead>
<tr>
<th>Prerequisite Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>3</td>
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<tr>
<td>MATH 30# or higher</td>
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<tr>
<td>BIOSC 40</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 45</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 10 or 11</td>
<td>3</td>
</tr>
</tbody>
</table>

For the 2011 Applicants:

- *BIOSC 40, 45 & 50 courses will not have a recency requirement.
- #Microbiology has a Chemistry prerequisite.

If you have been continuously enrolled student at LMC prior to and including Spring 2009 you may take Math 18 or higher to satisfy the Associate Degree requirement.

# As of Fall 2009, new students entering LMC must take Math 30 to satisfy the Associate Degree requirement.

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

**REGISTERED NURSING PROGRAM CURRICULUM**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 22</td>
<td>9.5</td>
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<td>RNURS 23</td>
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<td>RNURS 24</td>
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<table>
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<td>RNURS 27</td>
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<td>RNURS 28</td>
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<table>
<thead>
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<td>RNURS 33</td>
<td>1</td>
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<tr>
<td>RNURS 34</td>
<td>1</td>
</tr>
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<table>
<thead>
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<th>Units</th>
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<tbody>
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<td>RNURS 36</td>
<td>9.5</td>
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<tr>
<td>RNURS 38</td>
<td>1</td>
</tr>
<tr>
<td>RNURS 39</td>
<td>1</td>
</tr>
</tbody>
</table>
SELECTION POLICIES

Applicants are selected for the Los Medanos College Registered Nursing Program from among qualified applicants. Meeting minimum requirements will not guarantee admission. For the entering class of Fall 2011, final selection will be made by a computerized random selection process.

- Beginning with the Fall 2011 applications, all new applicants will have their name entered only once in the random selection process. The applicant’s name will continue to be entered only once in all future random selection processes.

Applicants who applied and qualified to the Los Medanos Registered Nursing Program prior to Fall 2011 will continue the random selection process outlined prior to Fall 2011 for this current application year.

- Qualified applicants who apply for the second time and have not been previously selected will be given additional consideration in the randomized selection process by having their name entered twice.
- Qualified applicants who have applied three or more times and have not been previously selected, will be have their name entered four times. Four is the maximum number of times the applicant’s name will be entered.

BEGINNING WITH THE 2012 APPLICATIONS: All applicants, new and those who previously have applied to the Los Medanos Registered Nursing program, will have their name entered only once in the random selection process regardless of the number of times the applicant has applied.

If a qualified applicant has already been admitted once to the program but declined acceptance or withdrew after accepting, then that applicant’s name will not be entered more than once in a future random selection process.

Minimum requirements for qualification for the RN Applicant Pool

A. A grade of “C” or better must be earned in each prerequisite course. Equivalent course work is evaluated by the Admission and Records Office.

B. All prerequisite courses must be completed by end of Fall semester 2010.

C. Overall GPA must be 3.0 in prerequisite courses.

D. Successful completion of Los Medanos College proficiency examination in math if required math course has not been successfully completed.

E. Submission of all required application materials to the Admissions and Records Office together with the admission application. For the LVN to RN transition applicants please include documentation of the applicant’s LVN license.
Selection Policies (con’t)

Application Procedure

A. Submit the RN program application form (See Appendices) and the Los Medanos College Admissions Form to the Admissions and Records Office between January 4th and March 4th, 2011 by 4 PM.

B. Submit official copies of all college transcripts to Los Medanos College Admission and Records Office by March 4th (addressed: ATTN: Admissions and Records Office - RN Application). International student transcripts MUST be officially evaluated by an approved international transcript evaluation service. Application forms for this service are available in the Admission and Records Office, the Counseling Desk, or at apie.org. Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.

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

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

1. Applicants are chosen by the computerized random selection process.
   - It is the responsibility of the applicant to notify the Admissions and Records Office nursing applicant evaluator of any changes in home address, phone number, or e-mail address.

2. Notification Process: Conditional Acceptance or Non-Acceptance Form
   - Conditional Acceptance or Non-Acceptance form will be mailed to applicants within one week after the computerized is completed (by mid May 2011).
   - **Conditional acceptance** into the program is confirmed only after the applicant submits the Conditional Acceptance form by the deadline date. If the Conditional Acceptance form is not received by the deadline date, then the applicant forfeits the conditional acceptance into the program and will need to reapply the following year.

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

   **Step 1**  Conditional Acceptance form is received in the Admissions and Records Office by the deadline date.

   **Step 2**  Within two weeks of receiving the Conditional Acceptance form, the nursing department will mail a packet to the applicant that contains:

   - Background check information and due date
   - Drug testing information and due date
   - ATI TEAS Test information and due date

   **Step 3**  The student successfully completes the requirements in the packet by the due date (no exceptions). Failure to complete the Background check, Drug testing, and ATI Testing by the due date will automatically remove the applicant from the Conditional Acceptance list.

   **Step 4**  Successful completion of background check clear, ATI Test, and drug test by due date.

   ![Diagram](image_url)

   Eligible for admission into the RN Program
Selection Process – Registered Nursing Program (con’t)

4. **Not Eligible** for admission into the nursing programs (RN) if any one of the following is present:

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

   - **BACKGROUND CHECK**
     - Not cleared by due date
     - See Nursing Handbook
       - Background Check Criteria

   - **DRUG TEST**
     - Not cleared by due date
     - See Nursing Handbook
       - Drug Test Information

   - **ATI TEAS TEST CUT SCORE**
     - Not achieved
     - See #5 below
       - Remediation Process for ATI

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


   - **Cut score not achieved**
     - Meet with TEAS Project Coordinator to develop the 1 year remediation plan
       - Successful completion of the 1 year remediation plan
         - Considered eligible for admission into the Registered Nursing Program the next academic year pending
           - Clear Background Check
           - Negative drug testing
           - Achieving the cut score on ATI TEAS Test
       - Unsuccessful in completing the 1 year remediation plan
         - Not eligible for admission (See process for reapplying)
REGISTERED NURSING PROGRAM
INFORMATION

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

1. Accept clinical schedules, including some evenings and/or weekends. Typical hours are either 0700-1500 or 1500-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Based on the clinical agencies, some Monday clinical experiences may be required.

2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.

3. Spend a minimum of three hours/week in simulated lab (RNURS 23, 27, 33 & 38).

4. Pass a physical exam, including evidence of a negative 2-step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray, rubeola, rubella, varicella titers and/or proof of recent immunization, and polio immunity. Each student is also required to obtain Hepatitis B immunization and 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 Appendices.

Clinical agencies may require additional physical requirements such as flu shots on an annual basis or other mandates.

5. Submit yearly evidence of a negative TB test or a normal chest x-ray prior to progression to the second year of the program.

6. Submit proof of current CPR certification prior to the start of the program and annually.

7. Meet assigned clinical facilities’ requirement for employees/volunteers. Clinical facilities have a right to decline the acceptance of any student who does NOT meet the clinical facility’s requirements. Veteran’s Administration requires fingerprinting prior to the start of the clinical experience at this facility. This is in addition to the background check. A negative fingerprint result is required. If the fingerprint result is positive and reasonable attempts by the nursing faculty to place the student in another appropriate clinical facility are unsuccessful, then that student will be unable to meet the stated clinical objectives and will be dismissed/withdrawn from the program.

8. Must provide own transportation to and from clinical facilities throughout Contra Costa and Alameda counties.

9. Comply with the Essential Functions for nursing students listed in the Appendices.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

See www.rn.ca.gov Nurse Practice Act TITLE 16, CALIFORNIA CODE OF REGULATIONS; BUSINESS AND PROFESSIONS CODE.
LICENSED VOCATIONAL NURSING
TO REGISTERED NURSING TRANSITION PROGRAM
(LVN to RN TRANSITION)

General Information

The LVN to RN Transition Program provides an opportunity for LVN nurses 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 stated RN Program prerequisites. A valid California Vocational Nursing License is required.

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

Prerequisite Information

Prerequisite courses must be completed by end of Fall semester 2010. “in progress” classes will not be accepted.

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

Prerequisites (See Page 25)

- 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 nursing programs at LMC. A panel of current students share their experiences and answer questions about the nursing programs at LMC.

- 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.

- Complete 6 units of general graduation requirements. These six units are not used to calculate the qualifying grade point average. See college counselor for general education and graduation requirements.

- Speech - Oral Communication is required by the Board of Registered Nursing.

LVN WORK EXPERIENCE

It is highly recommended that LVN to RN Transition applicants have recent work experience in an acute care facility (hospital) in order to be successful in meeting clinical objectives in the second year of the program. Second year nursing students are given a multi-client assignment. Students are expected to demonstrate the ability to perform accurate physical assessments, to organize and prioritize, and to competently perform required nursing skills.
GENERAL EDUCATION and GRADUATION DEGREE REQUIREMENTS
LOS MEDANOS COLLEGE

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

If you have an Associate or Bachelor’s degree from another college or university, request that official transcripts be sent to the Admission 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 degree will need to satisfy Los Medanos College’s General Education and Graduation requirements.
LVN TO RN TRANSITION PROGRAM CURRICULUM

Prerequisite Courses: These courses must be completed prior to applying to the Nursing Program. A 3.0 grade point average for the following prerequisite courses is needed to qualify for the applicant pool: Eng 100, Math 18 or higher, Biosc 40, 45, 50, and Psych 10 or 11. This is the same requirement needed to qualify to enter the first year of the program. Complete 6 units of general education graduation requirements. These six units are not used to calculate the qualifying grade point average.

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>ENGL 100</td>
<td>3</td>
</tr>
<tr>
<td>MATH 30 or higher</td>
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<tr>
<td>*BIOSC 40</td>
<td>4</td>
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<tr>
<td>* BIOSC 45</td>
<td>5</td>
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<tr>
<td>* BIOSC 50</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 10 or 11</td>
<td>3</td>
</tr>
<tr>
<td>General Education Courses (2 courses - See college counselor)</td>
<td>6</td>
</tr>
</tbody>
</table>

For the 2011 Applicants:
* BIOSC 40, 45 & 50 courses will not have a recency requirement.
#Microbiology has a chemistry prerequisite.

Oral Communication (3) is required by the Board of Registered Nursing. Speech 40 satisfies this requirement.

New students entering LMC must take Math 30 to satisfy the Associate Degree requirement.

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

REGISTERED NURSING PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>RNURS 20 Transition to the RN Program (1 wk)</td>
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3rd Semester
<table>
<thead>
<tr>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RNURS 31 Nursing in Health &amp; Illness II</td>
</tr>
<tr>
<td>RNURS 33 Nursing Skills Simulation III</td>
</tr>
<tr>
<td>RNURS 34 Pharmacology for RN Program III</td>
</tr>
</tbody>
</table>

4th Semester
<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 30 Leadership/Management</td>
</tr>
<tr>
<td>RNURS 36 Nursing in Health &amp; Illness III</td>
</tr>
<tr>
<td>RNURS 38 Nursing Skills Simulation IV</td>
</tr>
<tr>
<td>RNURS 39 Pharmacology for RN Program IV</td>
</tr>
</tbody>
</table>
SELECTION POLICIES

Applicants are selected for the Los Medanos College LVN to RN Transition Program from among qualified applicants. Meeting minimum requirements will not guarantee admission. For the entering class of Fall 2011, selection will be made by a computerized random selection process.

- Beginning with the Fall 2011 applications, all new applicants will have their name entered only once in the random selection process. The applicant’s name will continue to be entered only once in all future random selection processes.

Applicants who applied and qualified to the Los Medanos Registered Nursing Program prior to Fall 2011 will continue the random selection process outlined prior to Fall 2011 for this current application year.

- Qualified applicants who apply for the second time and have not been previously selected will be given additional consideration in the randomized selection process by having their name entered twice.
- Qualified applicants who have applied three or more times and have not been previously selected, will be have their name entered four times. Four is the maximum number of times the applicant’s name will be entered.

BEGINNING WITH THE 2012 APPLICATIONS: All applicants, new and those who previously have applied to the Los Medanos Registered Nursing program, will have their name entered only once in the random selection process regardless of the number of times the applicant has applied.

If a qualified applicant has already been admitted once to the program but declined acceptance or withdrew after accepting, then that applicant will not be eligible to be entered more than once a future random selection process.

Minimum requirements for qualification for the LVN to RN Transition Program

A. A grade of “C” or better must be earned in each prerequisite course. Equivalent course work is evaluated by the Admission and Records Office.

B. All prerequisite courses must be completed by end of Fall semester 2010.

C. Overall GPA must be 3.0 in prerequisite courses.

D. Successful completion of Los Medanos College proficiency examination in math if required math course has not been successfully completed.

E. Submission of all required application materials to the Admissions and Records Office together with the admission application. Please include a copy of the LVN license. (See Appendices)
Selection Policies - RN – LVN Transition Program

Application Procedure

A. Submit the LVN to RN Transition Program Application (see Appendices) and the LMC Admissions form to the Admissions and Records Office between January 4th and March 4th, 2011 by 4 PM.

B. Official copies of all college transcripts (addressed: ATTN: Admissions and Records Office – LVN to RN Transition Application). International student transcripts MUST be officially evaluated by an approved international transcript evaluation service. Application forms for this service are available in the Admissions and Records Office and at the Counseling Desk or at apie.org.
SELECTION PROCESS - LVN to RN TRANSITION PROGRAM

1. **Selection Process:** Applicants are chosen by a computerized random selection process.
   - It is the responsibility of the applicant to notify the Admissions and Records Office nursing applicant evaluator of any changes in their home address, phone number, or e-mail address.

2. **Notification Process:** Conditional Acceptance or Non-Acceptance Form
   - Notification of applicant’s conditional acceptance or non-acceptance form into the RN Program will be mailed one week after the computerized random selection process is completed (by mid May 2011).

Please do not call the Admissions and Records Office or the Nursing Department regarding the date of mailing or your status as the volume of phone calls delays timely notification.

- **Conditional acceptance** into the program will depend on communication from the applicant that he/she accepts admission into the nursing program. If the communication from the applicant is not received by the deadline date, then the applicant forfeits the conditional acceptance into the program and will need to reapply the following year.

3. **Eligibility for admission – Four Step Process:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Conditional Acceptance form is received by the Admissions and Records Office by the deadline date.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Within two weeks of receiving the Conditional Acceptance form, the nursing department will mail a packet to the applicant that contains:</td>
</tr>
<tr>
<td></td>
<td>• Background check information and due date</td>
</tr>
<tr>
<td></td>
<td>• Drug testing information and due date</td>
</tr>
<tr>
<td></td>
<td>• ATI Test information and due date</td>
</tr>
</tbody>
</table>

| Step 3 | The student successfully completes the requirements in the packet by the due date (no exceptions). Failure to complete the background check, drug testing, and ATI Testing by the due date will automatically remove the applicant from the Conditional Acceptance list. |

| Step 4 | Successful completion of background check, ATI TEAS Test, and drug test by due date. |

- **BACKGROUND CHECK - CLEAR**
  - * ATI TEAS TEST - Cut score (67%) achieved
  - **DRUG TEST - NEGATIVE**
  - Eligible for admission into the LVN to RN Transition Program
Selection Process - LVN to RN TRANSITION PROGRAM (con’t)

4. Not eligible for admission into the LVN to RN Transition Program if any one of the following is present:

<table>
<thead>
<tr>
<th>CONDITIONAL ACCEPTANCE FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not submitted by due date</td>
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</table>

<table>
<thead>
<tr>
<th>BACKGROUND CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not cleared by due date</td>
</tr>
<tr>
<td>See Nursing Handbook</td>
</tr>
<tr>
<td>- Background Check Criteria</td>
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</table>

<table>
<thead>
<tr>
<th>DRUG TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not cleared by due date</td>
</tr>
<tr>
<td>See Nursing Handbook</td>
</tr>
<tr>
<td>- Drug Test Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATI TEAS TEST CUT SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not achieved</td>
</tr>
<tr>
<td>See #5 below</td>
</tr>
<tr>
<td>- Remediation Process for ATI</td>
</tr>
</tbody>
</table>

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


- Cut score not achieved
  - Meet with TEAS Project Coordinator to develop the 1 year remediation plan
    - Successful completion of the 1 year remediation plan
      - Considered eligible for admission into the Registered Nursing Program pending
        - Clear Background check
        - Negative drug testing
        - Achieving the cut score on the ATI TEAS Test
    - Unsuccessful in completing the 1 year remediation plan
      - Not eligible for admission (See process for reapplying)
LVN to RN TRANSITION PROGRAM
INFORMATION

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

1. Work days or evening shifts in scheduled clinical facilities. Typical hours are either 0700-1500 or 1500-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Mondays and/or weekend shifts may be required due to clinical site availability.

2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.

3. Spend a minimum of three hours/week in simulated lab (RNURS 33 & 38).

4. Pass a physical exam, including evidence of a negative 2-step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray, rubeola, rubella, varicella titers and/or proof of recent immunization, and polio immunity. Each student is also required to obtain Hepatitis B immunization and 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 Appendices.

   Clinical agencies may require additional physical requirements such as flu shots on an annual basis or other mandates.

5. Submit proof of current CPR certification prior to the start of the program and annually.

6. Meet assigned clinical facilities’ 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. Veteran’s Administration requires fingerprinting prior to the start of the clinical rotation at this facility. A negative fingerprint result is required. If the fingerprint result is positive and reasonable attempts by the program to place the student in an appropriate clinical facility are unsuccessful, then that student will be unable to meet the stated clinical objectives and will be terminated from the program.

7. Comply with the Essential Functions for nursing students listed in the Appendices.

LVN To RN Transition Nursing Courses

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

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 provide their own transportation.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

See www.rn.ca.gov Nurse Practice Act TITLE 16, CALIFORNIA CODE OF REGULATIONS; BUSINESS AND PROFESSIONS CODE
REGISTERED NURSING NON-DEGREE PROGRAM

Board of Registered Nursing Policy (Section 1429)

California licensed vocational nurses may apply for the non-degree program. This program 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 California 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. Submit verification of a valid California LVN license.
B. Submit the Non-Degree RN Program Application Form and the Los Medanos College Admissions Application Form to the Admissions and Records Office between January 4th and March 4th, 2011 by 4 PM.

Policy Regarding Non-Degree Application Selection (30-Unit Option)
30-unit option candidates will be considered for admission to the third semester under the following circumstances:
A. Competition for any available space(s) will be according to the following priorities:
   1. Los Medanos College students apply for readmission into the nursing program
   2. Qualified LVN to RN degree applicants beyond those accepted in the regular transition spaces
   3. Advanced placement students
   4. Qualified non-degree applicants

Course Curriculum
This program requires successful completion of the following courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50</td>
<td>Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RNURS 31</td>
<td>Nursing in Health and Illness II</td>
<td>9.5</td>
</tr>
<tr>
<td>RNURS 34</td>
<td>Pharmacology for RN Program III</td>
<td>1</td>
</tr>
<tr>
<td>RNURS 36</td>
<td>Nursing in Health and Illness III</td>
<td>9.5</td>
</tr>
<tr>
<td>RNURS 39</td>
<td>Pharmacology for RN Program IV</td>
<td>1</td>
</tr>
</tbody>
</table>

Nursing courses must be completed with a GPA of 2.0 or better 30

The 30 Unit Option Registered Nursing Non-Degree Program does not lead to an Associate in Science Degree in Registered Nursing. Upon successful completion, it entitles the applicant to sit for the examination for licensure for registered nurse.
RN PROGRAM ASSOCIATE DEGREE
ADVANCED PLACEMENT ADMISSIONS PROCEDURES

Qualified applicants may apply for advanced placement in the RN program. Advanced placement is defined as entering the Nursing Program at a level beyond the first semester.

Applicants will be admitted on a space-available basis only.

Applicants who may qualify for this selection include students with previous experience in a registered nursing program. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection (pg 18).

2. Complete courses equivalent to those required in the curriculum prior to semester of application (see ADN Program Curriculum pg.17)

3. Complete the Los Medanos College Admissions Application and the Nursing Advanced Placement Application forms and return completed forms to the Admissions and Records Office during the following dates:

   - Fall Semester.............January 4th to March 4th
   - Spring Semester............August 2nd to October 3rd

4. Have official copies of all college transcripts sent from previous college(s) to the Los Medanos College Admissions and Records Office along with the advanced placement application during the dates specified (addressed: ATTN: RN Program—Advanced Placement).

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

5. Submit course outlines syllabi or other materials giving evidence of content to the Nursing Department office. The applicant will be required to pass theory exams, drug dosage calculation exam, and skills performance tests, encompassing previously learned nursing content with a minimum of “C” grade on each test.

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

Conditional Acceptance into the Nursing Program,
- The applicant is required to comply with the Eligibility for Admission Process – Four Step Process outlined on page 20 - #3.
- Complete all requirements for the Associate in Science Degree in Registered Nursing.
- Successfully pass theory exams, skills performance tests, and a drug dosage calculation exam.

PLEASE DO NOT CALL the Admissions and Records Office for verification of receipt. A receipt will be sent to you by the Admissions and Records Office once the documents are received.
# GENERAL INFORMATION FOR ALL NURSING APPLICANTS

## Estimated Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>LVN 3 Semesters</th>
<th>RN 4 Semesters</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Fee ($26 per unit although subject to change)</td>
<td></td>
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</tr>
<tr>
<td>Physical examination, lab fees, and immunizations**</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>(**Immunizations are mandatory for clinical experience).</td>
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<tr>
<td>Uniforms, shoes, stethoscope, lab coat, watch with second hand</td>
<td>200.00</td>
<td>250.00</td>
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<tr>
<td>Books</td>
<td>600.00</td>
<td>900.00</td>
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<tr>
<td>Lab Kits</td>
<td>70.00</td>
<td>60.00-150.00</td>
</tr>
<tr>
<td>Background check/drug testing varies depending on counties searched</td>
<td>41.00-90.00</td>
<td>90.00</td>
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<tr>
<td>HealthStream Orientation</td>
<td>20.00 – 24.00</td>
<td>20.00 – 24.00</td>
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<tr>
<td>Licensure expenses (at completion of program)</td>
<td>250.00</td>
<td>475.00</td>
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<tr>
<td>Parking per semester</td>
<td>40.00</td>
<td>40.00</td>
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<tr>
<td><strong>Total Estimated Cost</strong></td>
<td>+$1,550.00</td>
<td>+$2,284.00</td>
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</table>

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).

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

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

## Advisory Committee
The nursing programs are served by a Nursing Advisory Committee composed of representatives from local health care facilities, faculty and students. The advisory committee assists the nursing faculty in planning and evaluating the curriculum to ensure currency of content and practice.
GENERAL INFORMATION FOR ALL NURSING APPLICANTS (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 to student with identified disabilities. To arrange for an appointment contact the DSP&S Administrative Assistant by calling (925) 439-2181, ext. 3133 or visit the DSP&S Office adjacent to the Counseling Center.

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

Financial Aid: Financial aid is available to students in the form of loans, grants, enrollment fee waivers and employment. For information, contact the Financial Aid Office at Los Medanos College, (925) 439-2181; Concord area: (925) 798-3500, ext. 3291.

Counseling Services: The College provides a staff of professional instructors and counselors. You are encouraged to make use of the counseling services. To do so, please contact the receptionist at the Counseling Center (room 413) for information and/or make an appointment with the counselor of your choice. Telephone number: (925) 439-2181, ext. 3334.
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 Registered Nursing Program or 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 be for only 1 year. Therefore, the applicant needs to be prepared to enter the following year as a readmitted student (see Additional Information #1).

Procedure

1. The applicant must write a letter explaining the situation to the Director of the Nursing Program. Medical documentation indicating the applicant’s inability to participate in clinical practice must accompany the deferment request letter.

2. The Director of the Nursing Program will review and discuss with the course faculty team the applicant’s request and medical documentation. The Director will notify the applicant in writing of the decision of the faculty team.

3. The applicant must submit a new Nursing Application to the Admissions and Records Office by the deadline date for the next entering class.

4. The applicant must comply with any additional admission requirements listed in the Nursing Application Handbook for the current year of application.

Additional Information

1. “A student may be readmitted to the nursing program one time only.” Therefore, the applicant, upon returning from deferment the following year, is considered to be readmitted and is no longer eligible for an additional readmission.

2. Upon returning the following year, the applicant will be required to redo the background check and the drug testing.

3. If the applicant does not submit the nursing application by the deadline date or is unable to begin the program the following year,
   - the granted deferment will be terminated
   - the applicant’s name will be entered only once in any future random selections.
APPENDICES

APPLICATIONS:

- VOCATIONAL NURSING PROGRAM
- REGISTERED NURSING PROGRAM
- LVN to RN TRANSITION NURSING PROGRAM
- ADVANCED PLACEMENT APPLICATION

INFORMATION:

- COURSE COMPARISON CHART
- ESSENTIAL FUNCTIONS
- BACKGROUND CHECK INFORMATION
- DRUG SCREEN POLICY
LOS MEDANOS COLLEGE
VOCATIONAL NURSING PROGRAM

SPRING SEMESTER 2011
APPLICATION
APPLICATION DATES: Aug. 2\textsuperscript{nd} - Oct. 1\textsuperscript{st}, 2010 - 3 PM

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

APPLICATION PROCESS:

- Complete and return the attached form and a Los Medanos College Admissions application to the Los Medanos College Admissions and Records Office.**

- Complete prerequisite courses by Spring 2010.

Submit \textit{official transcripts in a sealed envelope} for all prerequisite course work completed at another college to the Los Medanos College Admissions and Records Office.**

**All 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

Oct. 1\textsuperscript{st}, 2010 - 3 PM
LOS MEDANOS COLLEGE
VOCATIONAL NURSING APPLICATION

Complete and return to LMC Admissions and Records Office no later than:

Oct 1st, 2010 – 3 PM

NAME: _____________________________________________

LAST ___ FIRST ___ MIDDLE ___ Student ID# / SSN

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

Address: ____________________________________________ Phone: ____________________________

City: ____________________________ Zip: ____________________________________________

E-Mail Address: ____________________________ Cell Phone: ____________________________

Have you previously applied to the LMC Vocational Nursing Program? YES (    ) NO (    )

I have read the CURRENT Nursing Applicant Handbook and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

SIGNATURE: ____________________________________________ Date: ____________________________

Return this form to:
Los Medanos College
Admissions and Records Office
Attn: Vocational Nursing Application
2700 East Leland Road
Pittsburg, CA 94656

Prerequisites: High School Graduation (or U.S. 12th grade equivalency) YES (    ) NO (    )
(Proof of documentation must be submitted with application)

Course completion:

<table>
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<tr>
<th>COMPLETION</th>
<th>Course Name (if at other college)</th>
<th>COLLEGE</th>
<th>SEM/YR</th>
<th>GRADE</th>
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<td>Biosc 120</td>
<td>DVC</td>
<td>FA08</td>
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<td>RNUR5 1 Seminar</td>
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<td>BIOSC 30**</td>
<td>ENGL 90</td>
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<td>NUTRI 55</td>
<td>VONUR 8 (Medical Term)</td>
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<td>MATH 18 or higher #</td>
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<td>COMP LIT.</td>
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</table>

** Must be completed within 5 years prior to acceptance into program.

# “C” or better for proficiency

You must receive a “C” or better in all classes to qualify for applicant pool.
LOS MEDANOS COLLEGE
REGISTERED NURSING PROGRAM

FALL SEMESTER 2011
APPLICATION
APPLICATION TO
THE REGISTERED NURSING PROGRAM
LOS MEDANOS COLLEGE

NAME: ____________________________________________________________

LAST FIRST MIDDLE Student ID#/SSN
Maiden or other name(s) pertaining to scholastic records: ____________________________________________________________

Address: ____________________________________________ Phone: _________________________
City: _________________________ Zip: ___________________________
E-Mail Address: ________________________________________ Cell Phone: _________________________

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Course Name (if at other college)</th>
<th>COLLEGE</th>
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<th>GRADE</th>
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<tr>
<td>MATH 30 or higher</td>
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<tr>
<td>PSYCH 11 or 10</td>
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</table>

Official transcripts for course work completed outside the Contra Costa Community College District must be received by the Admissions and Records Office by March 4th, 2011 – 4 PM

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

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

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

Signature: ____________________________________________ Date: _________________________

Return this form by 4 PM March 4th to: Los Medanos College
Admissions and Records Office
Attn: RN Application
2700 E. Leland Rd.
Pittsburg, CA  94565

PLEASE DO NOT CALL the Admissions and Records Office for verification of receipt. A receipt will be mailed to you by the Admissions and Records Office once the documents are received.
LOS MEDANOS COLLEGE
LVN to RN TRANSITION NURSING PROGRAM

FALL SEMESTER 2011
APPLICATION
APPLICATION TO
THE LVN to RN TRANSITION NURSING PROGRAM
LOS MEDANOS COLLEGE

NAME: __________________________________________________________

LAST FIRST MIDDLE Student ID# / SSN

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

VN License # __________________________

Address __________________________________ Phone: ____________________

City: ____________________________ Zip: ______________________________

E-Mail Address: ________________________ Cell Phone: ____________________

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Course Name (if at other college)</th>
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</table>

Official transcripts for course work completed outside the Contra Costa Community College District must be received by the Admissions and Records Office by March 4th, 2011 – 4 PM

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

Have you previously applied to the LMC RN Program? ( ) Yes ( ) No

Have you attended other RN Programs? ( ) Yes ( ) No

Reason for not completing: ____________________________________________

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

Signature: ____________________________ Date: ____________________

Return this form by 4 PM March 4th to: Los Medanos College
Admissions and Records Office
Attn: LVN to RN Transition Program
2700 E. Leland Rd.
Pittsburg, CA 94565

43
ADVANCED PLACEMENT APPLICATION FORM

PREVIOUS APPLICANT?
(    ) YES          (    ) NO

Name: ___________________________________________________________  Student ID#/SSN

LAST       FIRST

Maiden or Other Last Name________________________________________

Mailing Address: __________________________________________________________

Street No.       City       Zip

Email address ____________________________    Phone____________________________

I have read the CURRENT Nursing Applicant Handbook and understand my responsibilities. I attest to the accuracy of the information on this application form.

_________________________________________    ____________
Signature    Date

Category for which you are applying:
Advanced placement to Vocational Nursing Program (    )
Advanced placement to Registered Nursing Program (    )
Readmit VN – previous LMC student (    )
Readmit RN – previous LMC student (    )

Date/Year of withdrawal from previous nursing program ______________________

Current LVN License (if applicable): ________________________________________

Proof of US High School Graduation for LVN Program: ______________________

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

Do Not Write Below This Line:

Math Requirement _____________________________________________
Computer Reqmt _____________________________________________
English Reqmt _____________________________________________
PSYCH 11 _____________________________________________
SPCH 40 _____________________________________________
Nutrition
Anatomy/Physiology
Microbiology
Anatomy
Physiology

Los Medanos College Graduation Requirements:

POLSC 005 – American Institutions
Creative Arts Area
Ethnic Studies Area
Social Science Area
Physical Education – 2 units

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

Previous Degree:  (Yes)  (No)  College: __________________________
Evaluator: __________________________  Date: __________________

Nursing Department Recommendations:

Nursing Department Signature: __________________________  Date: ___________
<table>
<thead>
<tr>
<th>Courses Acceptable For</th>
<th>Biol 15</th>
<th>Biol 25</th>
<th>Mat 55</th>
<th>Psych 115</th>
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Essential Functions
Registered Nursing and 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 considered on a case-by-case basis and in consultation with the Disabled Students Program and the clinical agencies as appropriate.

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

**Emotional Requirements:**

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

**Cognitive Requirements:**

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

**Physical Requirements:**

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

The following physical requirements are necessary for the nursing program:

1. **Strength:** sufficient strength to lift, move, and transfer most clients, to restrain and carry children, to move and carry equipment, and to perform CPR according to the American Heart Association guidelines.

2. **Mobility:** sufficient mobility to bend, stoop, 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:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RARELY (1-10%)</th>
<th>OCCASIONALLY (11-33%)</th>
<th>FREQUENTLY (34-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend/Stoop</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Squat</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reach above shoulder</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneel</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Push/pull</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Weight Requirements**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Occasionally-49 Lbs.</th>
<th>Frequently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting</td>
<td>F</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Carrying</td>
<td>F</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Push/pull</td>
<td>F</td>
<td>F</td>
<td>O</td>
</tr>
</tbody>
</table>

Hearing Acuity – Sharp with correction
Visual Acuity – Precise with correction
Manual Dexterity – Required
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 must pick up the lab form for urine drug testing from the nursing department.

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)