

Registered Nursing

Program information and application for students that have completed pre-requisites.

**Please turn this packet in to the HCT office, #6202
During the week of
October 8th - October 12th, 2018 by 5 p.m.**



College of Eastern Idaho

Registered Nursing

ASSOCIATE DEGREE NURSING PROGRAM

Thank you for your interest in the CEI Associate Degree Nursing Program. Nursing is a demanding discipline. We urge you to recognize the commitment that is essential if one is to be successful in this program. Prior to submitting an application, **individuals should give careful consideration to the mental and physical demands of the program and the pressures involved in undertaking the responsibilities of being a nursing student.**

You must be admitted to College of Eastern Idaho as a certificate/degree seeking student prior to being eligible to submit the RN application packet. Completion of all admission requirements does not ensure acceptance into the professional program once application is submitted. A limited number of applicants are accepted into the program each year. Approximately 30 students will be admitted each fall and spring semester. All applications will be reviewed but only those meeting the minimum requirements will be considered for admission to the program.

The students accepted into the ADN program from a given application pool will be determined by the following process: 80 percent of the selected applicants will be determined based on the highest point score from the score sheet totals. The remaining 20 percent of the selected applicants will be determined from the remaining candidate pool after the applicants with the highest score totals are determined. Students will not be ranked by number or given scores.

All communication will be through your CEI email. If you are accepted into the program, you will receive an email notification through your CEI email. You will be required to send a confirmation email accepting the position by a certain date. Please read all emails carefully and thoroughly to make sure you don't miss any information. Students not selected for admission into the Nursing Program by the first day of class must initiate the application process the following semester before being reconsidered for a future class.

Program

CEI offers limited entry into the (RN.AAS) Registered Nursing Program. It is a competency based nursing program that combines nursing theory, evidence based practice, and clinical experiences to prepare the graduates to practice in today's dynamic healthcare environment. Upon completion of the program, graduates are eligible to take the national examination (NCLEX-RN) for licensure as a Registered Nurse.

Professional Program Entrance Application Deadlines & Requirements

Begin your application process as early as possible so that you have ample time to complete all of the requirements. Be sure to stay in contact with your advisor each semester, where questions can be answered and individual assistance can be provided. **Meeting the minimum criteria for admission does not guarantee admission into the programs.**

- RN packets will only be accepted during a one week period. **October 8-12 for spring 2019 semester and March 4-8, 2019 for fall 2019 semester.**
- There will be packet workshops in February and September to answer any questions you may have with the process. Please watch your email for the workshop days and times.
- Turn packets in to the Health Professions Division office, Room #6202.
- The following are required minimum requirements prior to applying to the Registered Nursing Program
 - Current CNA certification or LPN license
 - 2.5 or higher GPA in all prerequisite courses
 - TEAS score of 62 or higher
- Other items that must be turned in with packet include:
 - Background check done through Precheck
 - Video Interview
 - Two professional letters from either employer or faculty
 - Signed copy of Mental and Physical Eligibility Requirements
 - Verification of health care work experience (optional)

Registered Nursing

ADMISSION CRITERIA STEPS

Step 1. Submit CEI admission application to admissions office if not a current student. You must be a CEI student to apply for the CEI Nursing Program. It is the student's responsibility to request official transcripts of high school and college courses to be sent to CEI.

NOTE: Unofficial transcripts must be attached and submitted with Nursing Application.

- **Step 2.** Provide an unofficial copy of your transcripts along with the *Required Prerequisite Courses & Grades* form. Must have completed, or be currently enrolled, in all prerequisites with a C or higher prior to application. These include:

- ENG 101 English Composition 3 cr
- BIO 227 Anatomy & Physiology I 4 cr
- BIO 227L Anatomy & Physiology I lab 0 cr
- BIO 250 General Microbiology 3 cr
- BIO 250L General Microbiology Lab 1 cr
- MAT 143 College Algebra 3 cr
- or
- MAT 253 Elementary Statistics 3 cr

Step 3. Achieve a score on the TEAS test at or above 62%. Contact CEI testing center for details and scheduling at 208-535-5438. The test may be taken a maximum of two times with each application period. The score is acceptable for three years. A copy of your TEAS score must be submitted with application.

Step 4. Submit the Nursing Program Application and verification forms the week of **October 8-12, 2018**. Any forms or submissions after October 12th at 5 pm will not be considered. **Incomplete or late applications will not be considered.**

Step 5. Begin the immunization process. It is not necessary to submit the IRIS form with the application. However, you may want to begin the immunization process as soon as possible. The required immunizations can take up to eight months to complete. A copy of the IRIS report showing the required immunizations is necessary prior to final admission to the program. For the Spring 2019 semester, verification paperwork must be submitted by the December 3, 2018 deadline.

Step 6. **After** acceptance into the Nursing Program, proof of the following additional requirements must be submitted to the nursing office no later than **December 3, 2018 at 5 pm:**

- Proof of immunizations via IRIS report
- "Official" American Heart Association BLS for Healthcare Provider card
- TB (PPD) Skin Testing
- Flu vaccine due each fall by October 1.

Students are required to keep all certifications and immunizations current during their tenure in the program.

Registered Nursing

REQUIRED Prerequisite Courses & Grades *Attach unofficial transcript(s) to this page.*

Complete all prerequisite courses with a “C” or better.

Mandatory prerequisites for students under current catalog:	Semester	Grade	Transfer Equivalency:	*These courses must be completed before applying.
ENG 101				
BIO 227				
BIO 227L				
BIO 250				
MAT 253 or MAT 143				
Completed as prerequisites or during the program (may be completed prior to the program):	Semester	Grade	Transfer Equivalency:	
BIO 228				
BIO 228L				
PSY 101 OR SOC 101				
ENG 102				
COM 101				
ENG 110 or Humanities				

Registered Nursing

BACKGROUND CHECK INSTRUCTIONS

Criminal background checks are a requirement. Criminal background checks are necessary to meet clinical practicum site requirements during College of Eastern Idaho (CEI) Health Professions programs. The Background Checks may be double checked with an Idaho Repository. Background checks are required yearly.

Instructions to complete the background check are available on the CEI website – click Programs of Study, then Health Professions, choose RN program – look on the right side of screen for the *Student Background Check Instructions*.

Any student with a felony conviction within the past seven years will not be admitted to the nursing program. Convictions greater than seven years will be reviewed on a case by case basis in accordance with clinical site policy.

Individuals who have been convicted of a misdemeanor related to but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the nursing program. Any other misdemeanor convictions greater than three years will be evaluated on a case by case basis taking into consideration the type of misdemeanor and repetitive offenses. CEI Nursing program will utilize the Background Check, Idaho Repository and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the nursing program.

Enrolled students are **required** to disclose any new misdemeanor or felony convictions, other than minor traffic violations while in the nursing program. These new charges must be reported within five business days of occurrence to the Nursing Administrator and may result in dismissal from the program.

Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates **must report any/all felony and misdemeanor convictions that have ever occurred along with submission of fingerprints**. The Board of Registered Nursing may deny licensure based on prior convictions. They will not make that determination until receipt of nursing license application.

**** You will need to print out your official Background Report results and provide a copy with your completed application packet.**

Criminal background checks will be reviewed by applicable CEI nursing faculty and when necessary required clinical site(s).*

Registered Nursing

CNA CERTIFICATION OR LPN LICENSE

- Provide a copy of your current CNA certification from the Idaho CNA registry. For more information on how to obtain copies of your certification, please visit Idaho Department of Health and Welfare website.
- Provide a copy of your LPN State of Idaho license. Your license must be current and in good standing for admission to the program.

LETTERS OF RECOMMENDATION

- Submit two sealed letters of reference. Must utilize reference form located on CEI/Healthcare webpage.
- Letters must be from a current or previous employer or a current or previous college faculty member.

VIDEO INTERVIEW

- Complete a video interview that is 5 minutes or less in length answering the following questions:
 - Why do you want to be a nurse?
 - What plan do you have in place to be successful in this program?
 - Why should the selection committee choose you for this admission?
- Instructions for video interview and uploading of interview:
 - Create a YouTube video and E-mail the link to nursingapplications@cei.edu
 - Only YouTube links will be accepted. Directions to create a YouTube video and link are available online.
 - Applicant must be visible.

OPTIONAL WORK EXPERIENCE

- Completion of 1000 hours of direct patient care within 3 years of application deadline, verified on employer form, will earn applicant additional points toward admission.
- Examples of employment that meet direct patient care criteria include but are not limited to:
 - CNA/ LPN
 - Military Medic or Corpsman
 - EMT or Paramedic
 - Mental Health technician or specialist
 - Surgical Technician
 - Physical Therapist Assistant
 - Occupational Therapy Assistant
 - Clinical Medical Assistant
 - Patient Care Technician
 - Radiology Technician
 - Phlebotomist
 - Pharmacy Technician
 - Health Unit Coordinator
- Examples of employment that do not meet the direct patient care criteria include but are not limited to:
 - Patient Transporter
 - Lifeguard
 - Ski Patrol
 - Esthetician
 - Scribe
 - Admissions clerk/ Health Information Specialist/ Billing

Registered Nursing

College of Eastern Idaho
Associate Degree Nursing Program
VERIFICATION OF DIRECT PATIENT CARE EXPERIENCE (Optional)

To be completed by the student:

I hereby give permission for the release of information to the Associate Degree Nursing Program at College of Eastern Idaho:

Applicant Name (printed): _____

Signature: _____ Date: _____

To be completed by the employer:

Please complete the following information below in regard to this employee. After completion, please return this form to the employee.

Facility Name: _____

Position held by Applicant: _____

Unit worked/description of unit: _____

Dates of employment: _____

Total number of Hours worked in direct patient care at this facility in the preceding 3 years: _____

Name and Position of individual completing this form: _____

Signature: _____ Phone number: _____

Date: _____

Registered Nursing

PRE-ENTRANCE PHYSICAL EXAM FORM

Name: _____

1. (To be completed by examiner or examiner's staff).

Temperature _____ Pulse _____ Respirations _____ BP _____
Vision _____ Hearing Exam _____

2. Examination (To be completed by examiner)

Body System	Normal	Abnormal	Comments
EENT			
Neck			
Chest			
Heart			
Abdomen			
Extremities			
Back			

3. Is the applicant taking any medications that could result in a positive drug screen?
Yes ___ No ___

4. **In view of the rigorous requirements of a nursing program and the result of your physical examination, patient's current medications, and patient's mental and emotional stability, do you believe that this applicant is physically/emotionally able to safely complete a nursing program?**

___ Yes ___ No If No, please explain:

Licensed Health Care Provider (Physician, Nurse Practitioner, or Physician Assistant)

Printed Name: _____

Signature: _____

Date: _____

Registered Nursing

Application for Admission

Name _____
First Middle Last Former Name (if applicable)

Home Address _____
Street City State Zip Code

Permanent Address (if different from above) _____

CEI Student ID # _____ Home Phone _____ Cell Phone _____

Male _____ Female _____

In Case of Emergency, Notify:

Name _____ Phone _____

Street Address _____ City _____ State _____

Education

Official transcript(s) must be received by the office of admissions and records.

Name of School	Location of School	From Month/Year	To Month/Year	Diploma or degree rec'd?	Major/Minor
College					
College					

Professional Licenses or Certification

Type	Issued by Which State or Agency	License Number	Date

Follow Up Information

It is important that we follow up with our students after graduation to be sure they obtain appropriate employment. Please provide information about two people who will always know where to locate you.

Name	Mailing Address	Telephone

Registered Nursing

Current Employment

Employer _____ Phone _____ Ext _____
Address _____
Supervisor's Name _____ Title _____
Dates Employed: From _____ To _____ Job Duties _____

Previous Employment

Employer _____ Phone _____ Ext _____
Address _____
Supervisor's Name _____ Title _____
Dates Employed: From _____ To _____ Job Duties _____
Reason for Leaving: _____

For the purpose of Idaho Board of Nursing reporting, please indicate if you are an Idaho resident?

____ Yes ____ No

Please Carefully Read and Sign the Following

Student Commitment

Acknowledgement of Program Requirements for Personal Effort and Commitment

The nature of the College of Eastern Idaho nursing program, as with most nursing programs, requires a substantial time commitment to fulfill the intensive requirements of the program in the classroom, nursing clinical laboratory, and clinical settings. Student success in the nursing program is dependent upon the creation and maintenance of a collaborative, working partnership between students and faculty. The nursing program faculty recognizes its responsibility as facilitators of your learning and is committed to helping you succeed in the program.

However, it is important that you are aware of the responsibilities you will hold for your own learning while in the nursing program. As part of your application to the program, please read the following and sign below. Your signature is an acknowledgement of your understanding of the expectations of the program.

1. Due to the demands of the full-time Nursing Program, student employment and other college elective courses should be approached with caution. This personal decision should be based on individual performance in the classroom, clinical areas, and personal health. It is the desire of the nursing faculty that all students be successful in the program and that essential learning not be compromised. Students will not be excused from class or clinical assignments for personal work schedules or elective courses.
2. You will be exposed to in-depth, comprehensive nursing concepts and principles that may require more effort on your part to learn and understand. Therefore, classroom attendance is expected and accountability for knowledge and assignments is the student's responsibility. Skill labs are required to prove competency and are part of the required clinical experience. Failure to comply with attendance or assignments could result in dismissal from the program.
3. You are expected to be prepared for class, lab, and clinical. This may include extensive reading, completion of care plans, practice in the lab, and other assignments prior to your attendance. Fulfilling assignments on time are required unless other arrangements have been provided by instructor.
4. Most exams given in nursing courses are structured similarly to the nurse licensing exam. This means that most of the items on the exams are application, analysis, and synthesis type questions rather than simple knowledge and recall. These questions require a higher-order of thinking to answer correctly.
5. You may find the nursing program very different and more difficult than your past educational experiences. The nursing program is designed this way to facilitate the quality of the program, prepare you to pass your licensing exam, and ensure you become a safe and competent nurse.

Registered Nursing

Americans with Disabilities

Students with disabilities who think they may require accommodation in meeting the Technical Standards should contact Disability Resources. Students should seek accommodations advising prior to admission to the Nursing Program so that a plan can be in place at the beginning of the program. Applicants seeking admission into the program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Coordinator. Reasonable accommodations will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Disability accommodation letters must be turned into faculty prior to the beginning of the semester.

Statement on Essential Abilities for Nursing Programs at CEI

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patients/clients under the care of nurses who fail to demonstrate these abilities. Programs preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of students.

The practice of Nursing requires the following functional abilities with or without reasonable accommodations:

Visual acuity must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

Hearing ability must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team

Olfactory ability must be sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability must be sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
- Safely control fall of a patient, by slowly lowering the patient
- Turn and position patients as needed to prevent complications due to bed rest
- Hang intravenous bags at the appropriate level
- Accurately read the volumes in body fluid collection devices hung below bed level
- Perform cardiopulmonary resuscitation

Registered Nursing

Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Safely dispose of needles in sharps containers
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications

Physical endurance must be sufficient to complete assigned periods of clinical practice. (10 hour minimum clinical)

Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.

Emotional stability to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities. Students must possess the emotional health required to utilize their intellectual abilities fully exercise good judgment, complete all responsibilities, attend to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for other, interpersonal communication skills, interest and motivation are all personal qualities that will be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the CEI Nursing Program policies and procedures.

Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

PROGRESSION IN THE NURSING PROGRAM

To progress semester to semester in the Nursing Program, the student must:

- Maintain a minimum grade of "C" in every required general education and nursing course for each semester. Students must also maintain a minimum test average of 75% while in the nursing program.
- Take nursing courses in sequence.
- Take general education courses within or prior to the semester in which they are found, as outlined in the curriculum.
- Maintain acceptable background checks and drug screens.
- Follow all policies and procedures of Nursing Program.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misinterpretation or falsification of information is cause for denial of admission or expulsion from the college. I acknowledge that I have read and understand the above statements and if I am accepted into College of Eastern Idaho program, I agree to organize my time and personal affairs in order to meet the commitments necessary to succeed. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the nursing program. I understand that a felony conviction may prevent me from obtaining a nursing license.

Signature of Applicant

Date

Printed Name

Registered Nursing

Packet Check list for Applicants

Health Professions Program Packet checklist for applicants		
Late & Incomplete packets will NOT be considered.		
Student Name		
Required Form	Included	
Nursing Application for Admission		Include in packet. (Page 8-11)
Background Check-official & completed		Directions located on CEI/ Health Professions webpage. Attach official and complete background check.
LPN License # (if applicable)		Include in packet.
CNA Certificate copy		Include in packet.
Completed Physical Exam		Include in packet. (Page 7)
2 Sealed Envelopes with Reference Forms		Include in packet. Reference forms are located on the CEI/ Health Professions webpage.
Video Interview		YouTube link E-mailed to nursingapplications@cei.edu
Pre-requisite Course Sheet		Include in packet. (Page 3) Attach unofficial transcript.
Verification of Direct Patient Care		(Optional) Include in packet. (Page 6)
<u>There will be a packet workshop on Wednesday September 12, 2018 at 4 pm in room #6164 to answer any questions you may have with the process.</u> You must be in your final semester of prerequisites & complete all prerequisite courses with a "C" or better.		

Post-Acceptance Program Checklist

POST-ACCEPTANCE PROGRAM PAPERWORK REQUIREMENT			
<p>Paperwork submission deadline is Monday December 3, 2018 by 5 pm for the Spring19 semester. Late paperwork will not be accepted and may lead to dismissal from program.</p>			
Student Name			
Immunization or Titer	Date Given	Immunizations MUST BE finished before submitting IRIS report. IRIS report must include all vaccines or Titters.	
MMR #1		Include on IRIS report	
MMR #2		Include on IRIS report	
Or MMR Titer		*Include on IRIS report in lieu of vaccines	
Hep B #1		Include on IRIS report	
Hep B #2		Include on IRIS report	
Hep B #3		Include on IRIS report	
Or Hep B Titer		*Include on IRIS report in lieu of vaccines	
Varicella #1		Include on IRIS report	
Varicella #2		Include on IRIS report	
Or Varicella Titer		*Include on IRIS report in lieu of vaccines	
Tdap-Tetanus		Within 10 yrs prior to packet submission. Include on IRIS report.	
<u>Other Forms</u>	<u>Submitted</u>		
TB (PPD) Skin test results		Expires yearly from date of results.	
Copy of current American Heart Association BLS for Health Care Providers CARD		Expires every two years. This is the only CPR card and type accepted.	

Registered Nursing

Post-Acceptance RN Program Paperwork

CPR

Submit a current "Official" American Heart Association BLS for Healthcare Providers card. This is the only type of CPR card we accept. You need to maintain current certifications throughout the entire program

TB (PPD) Skin Testing

Submit negative skin test results from within the past year. This will need to be done yearly while in the nursing program. If you have a history of a positive TB (PPD) test you will need to submit a copy of the results of a chest x-ray taken within the last 12 months. If you have active TB, you will not be able to go to clinical. Therefore, you will be dropped from the program.

Drug & Alcohol Testing

Substances tested prior to placement at clinical are at minimum: **alcohol, amphetamines, barbiturates, benzodiazepines, opiates, marijuana, methadone, and cocaine.**

Students are required to undergo a random drug and alcohol test which will be done within the first semester of school at a cost of approximately \$50 per student. The fee is included in your tuition. Students can also be drug/alcohol tested randomly upon reasonable suspicion of use while in clinical, lab or the classroom. All positive results will be reviewed by appropriate CIE faculty and additional tests may be required at the students' expense. Positive results may result in dismissal from the program.

IMMUNIZATION RECORDS

The Influenza Vaccination will be due October 1st of each year. This is required by clinical sites.

You will need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS. Your records will be uploaded to the database. Once the records are complete, you may request a printout of your records. **A copy of your IRIS record must be received by the December 3rd deadline. (Immunization cards with not be accepted).**

You may drop off your records, along with the enrollment form, and a check for \$10.00 to:

**EIPH
1250 Hollipark Drive
Idaho Falls, Idaho 83401
533-3235**

Please identify yourself as a CEI student. **Do not wait until the last minute to do this. Eastern Idaho Public Health is not obligated to provide you with this information at your convenience.**

Note: Titers are now able to be filed on the IRIS form. You can have them drawn at Express lab or your family doctor and submit a copy of the results demonstrating immunity.

Express Lab
Washington Pkwy
Idaho Falls, ID 83404
(208) 529-8330