

Timelines for Fall 2012 Nursing Application

Thank you for your interest in the Nursing Program at Chemeketa Community College. The application period for fall 2011 has closed. Please note the following timelines in relation to the application period for entry fall of 2012.

Attention Transfer Students – January 17, 2012 Deadline to submit transcripts – See Below

May 12, 2011

Application information for fall 2012 will be posted on Chemeketa's website at <http://www.chemeketa.edu/programs/nursing/index.html>.

Sessions providing opportunity for students to receive information regarding completing their application for the Nursing Program will be held on:

Thursday, December 1, 2011, Salem Campus, Building 3, Room 118, 10:00 - 11:30 a.m.

Tuesday, December 6, 2011, Salem Campus. Building 3, Room 118, 6:00 – 7:30 p.m.

February 6th to 10th, 2012

Application period is open. Applications will be accepted between the hours of 8 a.m. - 5:00 p.m. in the Enrollment Center in Building 2/201 on Chemeketa's Salem campus. **The non-refundable \$50 application fee must accompany each application submitted.**

Please note that the Enrollment Center will not review your application for completeness. For questions and/or help in putting together an application packet, we encourage applicants attend one of the information sessions listed above and/or meet with a counselor or advising specialist in the Counseling and Career Services Center in Building 2 on main campus at 4000 Lancaster Drive NE, Salem OR 97309-7070. Appointments can be scheduled by calling 503.399.5120.

Essay Exams:

Applicants will be assigned a date (included in the complete packet letters from Enrollment Services) on **April 7 or April 14, 2012** to complete the essay exam. **Do save these dates!**

Notification of Admission:

It is anticipated that all applicants will be notified by late June 2012 of their status (admit, alternate, regret) for the fall 2012 Nursing Program.

For students transferring coursework from another college or university:

January 17, 2012

Submit official transcripts of courses completed through fall 2011 from other colleges and/or universities along with the "[Request for Evaluation and Transfer of Previous Credit](#)." These must be received by Chemeketa's Admissions Office by **January 17, 2012**, in order to allow adequate time to review and mail the result to the applicant for submission with the application packet. If not currently enrolled at Chemeketa Community College, applicants must also submit the "[Admissions Application](#)" form.

Any transcripts for courses completed through fall 2011 received after January 17, 2012 will not be eligible for review for the fall 2012 application period.

February 6th – 10th, 2012

Please note: If transcripts from another college or university have previously been evaluated by Chemeketa's Admissions Office, a copy of the complete results of that evaluation **must be submitted with** your application in order for these courses to be evaluated for points. If you had transcripts previously evaluated for a Chemeketa program other than Nursing, you must request another evaluation for the Nursing program.

April 16, 2012

If students are enrolled in another college or university during winter term 2012 and want these courses to be evaluated for points, they must submit a **second official** transcript with the "Request for Evaluation and Transfer of Previous Credit" form by April 16, 2012.

Note:

Students who have completed all coursework at Chemeketa need only submit one unofficial transcript with their application packet.

Fall 2012 Nursing Education Selection Procedure

For fall, 2012, applications for the Nursing Education Program for Salem will be accepted February 6th – 10th, 2012, between the hours of 8:00 - 5:00 p.m. in the Enrollment Center, Building 2/201 at the Salem campus.

Nursing Education staff members and Admissions personnel will review all complete applications as a part of the overall assessment of the applicant's qualifications. Included in that review will be a verification of residency and an:

- Assessment of nursing curriculum general education courses completed with a "C" or better grade and transcribed on official college transcripts (PSY201, PSY237, WR121, SOC elective, 3 hours of Humanities and 3 hours of Social Science electives, 3 hours of computer science [see curriculum] and 3 hours of general education electives).

This is the last year that 3 credits in Writing 121, Psychology 201 and Psychology 237 classes will meet the program requirements.

- Assessment of nursing curriculum biology courses completed during fall term 2005, or later with a "C" or better grade and transcribed on official college transcripts. (BI231, BI232, BI233, BI234.)

It has been the experience of the Admissions Office that many students who score high in the overall assessment of their application have completed most, if not all, of the general education and biology courses. Each applicant is, therefore, encouraged to complete as many of these courses as possible. Note that for purposes of scoring the application, any courses completed by the end of winter term 2012 with a "C" grade or better will be scored. Applicants submitting transcripts for scoring from another college or university must follow the timelines and processes as outlined in the "Timelines for Fall 2012" document. Acceptance of any credit is limited to schools accredited by one of the seven regional accrediting associations.

After assessment and determination of total points, the highest-ranking individuals will be offered admission to the fall 2012 Nursing Education Program. Although the exact number of openings has not been determined as yet, we anticipate that we will offer admission to 48 - 56 applicants. Approximately 20 alternates will be selected from the remaining applicants. Each alternate will be ranked and assigned an alternate number based upon total points earned.

In case of tie scores among applicants, preference will be given in the order listed below:

Step 1

1) BI231 applicants with an "A" or "B" will be given first priority and applicants with a "C" will be given next priority.

If Step 1 fails to break a tie, then:

2) Resident of Chemeketa Community College district. The district includes Marion, Polk, most of Yamhill, and part of Linn County.

If Step 2 fails to break a tie, then:

3) Random selection will be used.

Note: Chemeketa Community College reserves the right to modify the criteria and process for selection on an annual basis.

The Nursing Education Program is approved by the Oregon State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). NLNAC may be contacted for information about the program's accreditation status, tuition, fees and length. The address for NLNAC is: 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Their telephone number is: 404 975.5000. Their website is: www.nlnac.org.

Statement on Admission and Participation in the Nursing Program

1. This statement addresses some conditions for admission into the Nursing Program and for continued participation in it. Persons applying for admission are referred to as "applicants." Persons admitted to the program are referred to as "students."
2. The Nursing Program is a fall term entry, limited enrollment program. Academic prerequisites for admission are outlined on the "Application Requirements" checklist. Admission to the program is based on a point system, with those applicants having the highest number of points being accepted into the program. (See Score Sheet.)
3. Students admitted to the program are also admitted to Linfield College. Students may take one class per term/semester at Linfield while enrolled in Chemeketa's Nursing program. Upon completion of the AAS degree and successful licensure as an RN, students will enroll in the RN to BSN online program through Linfield.
4. It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Nursing Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.
5. Applicants and students must demonstrate a personal history compatible with obtaining a license to practice nursing in Oregon. Admission to and graduation from the Nursing Program does not assure eligibility for licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for licensure. OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely. Applicants or students with questions about licensing regulations may want to call OSBN at 971.673.0685.
 - a. Every Nursing Program applicant and student must answer questions to determine if there is a personal history of a.) conviction for a criminal offense or b.) physical or mental health problems that might interfere with the requirements of nursing practice. Failure to provide truthful and complete answers to these questions may result in denial of admission for applicants and dismissal for students.
 - b. An applicant may be denied program admission if the Dean of Health Sciences concludes that the applicant's criminal history would make it unlikely for the applicant to obtain licensure in Oregon. Applicants with criminal records may want to contact the Oregon State Police to determine if their records might be expunged and, if so, to accomplish expungement of their records.
 - c. Before the first day of fall term, all students admitted to the program will be required to pass criminal background checks which fulfill the requirements of the clinical sites. Several clinical sites used for student experiences in the program reserve the right to deny placements for

students with a record of certain criminal offenses. If a student is denied placement and if an alternative placement is not available for required student experiences, continuation in the program will not be possible. If a student is arrested during the time he/she is enrolled in the Nursing Program, he/she must notify the Dean of Health Sciences of the arrest. The student's status in the program will be reviewed by the Dean of Health Sciences. A possible outcome of the review may be the student's inability to continue in the program.

- d. Students should be aware that they may be required to undergo random drug testing before placement in a clinical facility. If a student tests positive, continuation in the program will not be possible. The Dean of Health Sciences will make a determination whether the student may continue in the program on a case by cases basis.
 - e. Students with chronic or recurring performance limitations (physical or mental) that restrict ability to meet Program requirements, including the consistent delivery of safe Nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/student's abilities to perform procedures and make decisions required of an LPN or RN. Any performance limitations that cannot be accommodated while maintaining standards of competent and safe Nursing care will interfere with admission to and progression in the Nursing Program. (See attached statement of [Nursing Program Technical Standards](#).)
 - f. Failure to provide information requested to carry out the above policies may result in the applicant being denied admission to or student's dismissal from the program.
6. A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse according to College policy #2250. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs will be placed on probation if not dismissed from the program. Any occurrence of this kind that does not result in dismissal may require the student to undergo substance tests to detect the presence of alcohol or other drugs.

Testing required by the nursing program to corroborate or refute a suspicion of substance use will be arranged for and paid by the program. Payment for any subsequent testing will be the responsibility of the student. The test results will be reported directly to the Dean of Health Sciences by the testing facility. A positive result will require that the student undergo evaluation by a qualified counselor. Counseling shall be at the student's expense. Failure to follow a counselor-prescribed treatment plan will result in dismissal from the program.

Refusal to provide specimens of body fluids for testing or failure to provide the necessary consents to implement this policy, including consent for direct reporting of test results to the Dean of Health Sciences, will be interpreted as an implied admission of substance use and grounds for dismissal.

7. Applicants who hold a practice certificate or license issued by a State Board of Nursing other than Oregon must submit a copy of their certificate/license to the Dean of Health Sciences on request. Any applicant or student whose nursing assistant certificate or license to practice nursing, at any level in any state, has been suspended or revoked may be denied admission to or dismissed from the Program. Furthermore, if a student certified or licensed by the Oregon State Board of Nursing (OSBN) engages in behavior defined by OSBN as "Conduct Derogatory to the Standards of Nursing," even if she/he does so as a student, the situation may need to be reported to OSBN. As registered nurses, the Nursing faculty and the Dean of Health Sciences are responsible for the mandatory reporting requirements in OSBN regulations.

8. Before a final decision is rendered concerning an applicant's admission to the nursing program or the dismissal of a student from the program, the person shall be notified of the reasons for that decision and she or he shall be given an opportunity to respond. The appeal process for decisions made under this statement shall be the College Appeals Process outlined in the College Catalog.
9. In compliance with The Family Educational Rights and Privacy Act, Chemeketa Community College releases only very limited information regarding students. All nursing students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be posted/shared. Information includes posting of student name with physical location of campus and clinical assignments, and reporting immunization, TB testing, criminal background and/or drug testing clearance, and CPR certification to some contracted clinical sites. The purpose of posting is for scheduling laboratory times and patient assignments. Posting of information occurs on campus in the nursing area of Building 8 and in the nursing units at clinical sites. Students' social security numbers may be shared with the Oregon State Board of Nursing when providing them information regarding eligibility for testing and licensure. Also, student transcripts are provided to the Oregon State Board of Nursing as part of the process of documenting for them that all requirements have been met and students are eligible for licensure. Every effort is made to limit access to confidential information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, please contact Minna Gelder, Registrar, at 503.589-7870.
10. Applicants offered admission to the program are required to submit copies of the following as a packet by the assigned date: a.) a report of a physical exam, if requested; b.) the results of a current TB screening test; c.) documentation of immunity to chickenpox (varicella), measles, mumps, and rubella (MMR), diphtheria, pertussis, tetanus (Tdap), and hepatitis B; and d.) documentation of current CPR (American Heart Association "Healthcare Provider Level" or American Red Cross "CPR for the Professional Rescuer") certification. TB and CPR reports are current if they are dated after July 1 of the year of admission. Students who do not submit all of the reports by the due dates will be dropped from the program. Immunization requirements may be waived for medical or religious reasons. Documentation of reasons for a waiver request is required.
11. Students enrolled in NUR106 who withdraw or do not complete the objectives will be required to re-apply to the Nursing Program if they wish to re-enter NUR106. Students who have completed NUR106 and fail to meet objectives for a subsequent term may qualify for placement on a waiting list to re-enter the program on a space available basis. All nursing courses must be completed in sequence. Each nursing course is offered only one time each academic year. Re-entering students must meet program requirements in effect at the time of re-entry and any individual requirements specified by faculty. Continuation in the Program requires successful completion of all required courses with a grade of at least a "C." Students must complete all first year courses before progressing to second year. Students aiming to progress into second year who have not completed the first year non-nursing courses by the end of spring term may be placed on the waiting list for NUR206 after they complete the first year requirements.
12. Required clinical experiences (in healthcare settings in Benton, Linn, Marion, Polk, and Yamhill counties) are assigned during day, evening, and night shifts and could be any day of the week. Students must have a dependable means of transportation to meet this requirement and may

need to adjust family and work responsibilities to be available for clinical assignments. Time to travel to clinical sites is in addition to the required hours of patient care. In spring term of the second year of the program, students are in a preceptorship experience that requires working 36 - 40 hours a week for four consecutive weeks, with work schedules matched to assigned preceptors. Students must be prepared to organize any employment or family obligations around the requirements of the clinical experiences.

13. Nursing instructors assign clinical experiences for students based on course requirements and individual students' learning needs. Students are expected to accept patient assignments.
14. Students are required to demonstrate competency in a number of skills in Skills Lab checkoffs before performing these skills on patients. For some skills, it is necessary for students to have a partner for checkoffs. This includes checkoffs for injections. It is expected that all students will serve in the partner role during skills checkoff. Some checkoffs require partners to expose their upper body and/or lower extremities. Appropriate screening and draping are used to protect personal privacy during checkoffs.



Nursing Application Requirement Checklist

Name _____

K# _____

For all applicants: Prior to submitting packet (Even if you are a current Chemeketa Community College student), complete the Chemeketa web admission application at applyonline.chemeketa.edu. This will ensure the most current contact information for notification.

Program application requirements must be presented, **AS ONE COMPLETE PACKET**. A complete Nursing Education Application Packet consists of this checklist and the items listed below. **The application period is open February 6 – 10, 2012.** Applications will be accepted between the hours of 8 a.m. - 5 p.m. in the Enrollment Center in Building 2, Room 201 on Chemeketa's main campus. **A non-refundable \$50 application fee must accompany each application submitted.**

Academic prerequisites and requirements for admission are outlined below. Admission to the Program is based on a point system, with those applicants having the highest number of points being accepted into the Program. (See Selection Procedure and Score Sheet for details.)

Please do not assume that any requirements will be counted from a previously submitted packet.

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Completed Nursing Application Checklist form. (This form) |
| <input type="checkbox"/> | 2. | Signed "Statement of Conditions Affecting Licensure," including answers to questions 1 – 11. |
| <input type="checkbox"/> | 3. | Non-refundable application fee \$50. Cash, credit cards, or checks (made payable to Chemeketa Community College) will be accepted. |
| <input type="checkbox"/> | 4. | A current unofficial Chemeketa transcript with name and K number. (Print out your transcript online at my.chemeketa.edu . Students may print at any of the open computer labs on campus.) An official Chemeketa transcript will be generated by the Chemeketa Registrar's Office after winter term 2012 grades are posted for purposes of scoring your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and transcribed to be included in the point assessment. |
| <input type="checkbox"/> | 5. | Copy of the "Chemeketa Transfer Equivalency Packet" (which includes the Transfer Equivalency Worksheet and attached transcripts) for each regionally accredited college or university (other than Chemeketa Community College) that you have attended. Please refer to "Fall 2012 Timelines" for details. If you are enrolled at a college or university other than Chemeketa during winter term 2012, you must submit a second official transcript and a "Request for Evaluation and Transfer of Previous Credit" form by April 15, 2012, in order for these points to be awarded. |

Proof of either current enrollment or completion of the two prerequisites listed below. **All prerequisites courses must be completed by the end of winter term 2012.** (If you are enrolled at another college or university during winter term 2012 in one of the following three prerequisite courses, please submit documentation showing proof of enrollment.) Course numbers refer to Chemeketa courses. Acceptance of equivalent courses will be determined by the Chemeketa Admissions Office via the transcript evaluation process. (Step 5)

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|--------------------------|----|--|
| <input type="checkbox"/> | 6. | BI231 with a "C" grade or better within the last seven years (fall 2005 or later). Check the Chemeketa Catalog to ensure you fulfill prerequisite requirements for enrolling in BI231. |
| <input type="checkbox"/> | 7. | MTH095 or higher with a "C" grade or better. This requirement cannot be waived by a placement test score. |

I understand that it is my responsibility to ensure that this checklist along with items 1 – 7 above are accurate, complete and are submitted AS ONE COMPLETE PACKET within the application timelines noted above. I have asked program staff to clarify any questions about this application packet. Furthermore, I have read and do understand the admission requirements and procedures for this application.

Printed Name_____

Signature_____



NURSING APPLICATION
Statement of Conditions Affecting Licensure

If you answer YES to any of the questions below, provide a written explanation on a separate sheet.		YES Explain	NO
1	Do you have a physical, mental or emotional condition that in any way impairs your ability to perform nursing duties with reasonable skill and safety?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you ever been arrested, charged with, entered a plea of guilty, no contest, convicted of or been sentenced for any criminal offense either misdemeanor or felony, including driving under the influence, in any state? (The fact that a conviction has been pardoned, expunged, dismissed or that your civil rights have been restored does not mean that you answer this question "NO"; You would answer "YES" and give details on the charge.	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you ever been investigated for any type of abuse in any state?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are any disciplinary actions <u>pending</u> against your nursing license/certificate in any state or US jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have any disciplinary <u>actions been taken</u> against your nursing license/certificate in any state or US jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have you ever suffered any civil judgment for incompetence, negligence or malpractice concerning the practice of a health care professional?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you use, or have you used in the last five years, chemical substance(s) in any way which impairs or limits your ability to perform as a nurse with reasonable skill and safety? "Criminal Substance" includes alcohol and drugs.	<input type="checkbox"/>	<input type="checkbox"/>
9	Are you currently engaged in the illegal use of controlled substances? Illegal use of controlled substances means the use of controlled substances obtained illegally (e.g. heroin, cocaine) as well as the use of legally obtained controlled substances, not taken in accordance with the directions of a licensed health care provider.	<input type="checkbox"/>	<input type="checkbox"/>
10	Have you ever been found in any civil, administrative or criminal proceeding to have: a) Possessed, used, prescribed for use or distributed controlled substances or prescription drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or prescription drugs, violated any drug law or prescribed controlled substances for yourself? b) Committed any act involving dishonesty or corruption? c) Violated any state or federal law or rule regulating the practice of a health care profession?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Have you ever had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state, federal or foreign authority or have you ever surrendered such credential to avoid or in connection with action by such authority?	<input type="checkbox"/>	<input type="checkbox"/>

Note: Refusal to provide a Social Security Number (SSN) may result in denial of license/certification issuance or renewal by the Oregon State Board of Nursing (OSBN). This record of your SSN will be used by OSBN for child support enforcement, tax administration purposes (including identification) and criminal background checks only, unless you authorize other use.

Statement of Understanding of Student Responsibility

I hereby state that I:

- understand that providing untruthful answers or withholding information can be cause for non-acceptance or dismissal from the program.
- have read and have a copy of the Nursing Program “Statement on Admission and Participation in the Nursing Program” and agree to comply with the procedures and requirements stated therein. I also agree to the disclosure of student information on a need-to-know basis as described in the Statement, including the sharing of my social security number.
- understand that I must pass a criminal background check prior to the first day of fall term classes.
- understand that I may be required to pass a drug test prior to placement in a clinical site.
- assume responsibility for the timely submission of my application packet and that the materials included in my packet are accurate and complete.
- understand that the College has met its responsibility to notify applicants using your MyChemeketa email and address of record at Chemeketa. Deadlines will not be extended due to not checking your email. Failure to respond by deadline dates will result in your place being filled by an alternate.
- understand that the College reserves the right to modify the criteria and process for selection on an annual basis. If I re-apply to the program at a future date, I must follow the application procedure and requirements in effect at that time.

Print Name _____ Student ID/K# _____

Signature _____ Date _____

Fall 2012 Nursing Education Score Sheet

Below is a sample of the score sheet used to assess your 2012 nursing application materials. This sheet is informational only. Your points will be determined by the Admissions Office, and you will be notified of your scores by the end of May.

Applicant's Name _____ DOB _____ SSN/K # _____

Residency	Out of State/International	Oregon Resident	Residency Total (10)*	
Subject to Verification	0 points	10 points		
Biology Courses	C- to C+ (40 points)	B- to A+ (50 points)	Biology Courses Total (150)*	
BI232				
BI233				
BI234				
General Education Courses	C- to C+ (15 points)	B- to B+ (16.875 points)	A- to A+ (18.75 points)	General Education Total (150)*
PSY201				
PSY237				
WR121				
CIS101 or CIS120				
GEN ED - 3 CR				
HUM ELEC - 3 CR				
SOC ELEC - 3 CR				
SS ELEC - 3 CR				

Essay	A score out of 50 possible points	50
Any course with a "P" (Pass) grade will receive points equivalent to a "C" grade.		
Alternate Points: Five additional points will be awarded for identified alternates if applicants subsequently apply at the next opportunity. If an alternate is offered a position and chooses not to accept, they will lose both their spot on the alternate list and their five alternate points.		Alternate Total (5)*
*Maximum points for each category	Total Points (365 = Maximum)	

Curriculum deviations will not be used in the point assessment if the required program course (above) has been taken, regardless of approval by Associate Deans. Courses must be graded and transcribed on official transcripts submitted by the application deadline to be included in the point assessment.

