



**MARICOPANURSING**

Chandler-Gilbert | Estrella Mountain  
GateWay | Glendale | Mesa  
Paradise Valley | Phoenix | Scottsdale

# **ADVANCED PLACEMENT**

## **INFORMATION & APPLICATION PACKET**

### **LPN and Transfer Applicants**

Effective for Admissions  
July 1, 2011 - June 30, 2012

Chandler-Gilbert Community College  
Estrella Mountain Community College  
GateWay Community College  
Glendale Community College  
Mesa Community College/Banner Boswell  
Paradise Valley Community College  
Phoenix College  
Scottsdale Community College



**MaricopaNursing Program Locations**

**Chandler-Gilbert Community College**

7360 E. Tahoe Avenue, Mesa, AZ 85212-0908  
480.732.7000

<http://www.cgc.maricopa.edu/>

**Estrella Mountain Community College**

3000 N. Dysart Road, Avondale, AZ 85392  
623.935.8000

<http://www.estrellamountain.edu/>

**GateWay Community College**

108 North 40th Street, Phoenix, AZ 85034-8000  
602.286.8000

<http://www.gatewaycc.edu/>

**Glendale Community College**

6000 West Olive Avenue, Glendale, AZ 85302-3090  
623.845.3000

<http://www.gc.maricopa.edu/>

**Mesa Community College**

1833 West Southern Avenue, Mesa, AZ 85202-4866  
480.461.7000

<http://www.mesacc.edu/>

**Mesa Community College-Banner Boswell**

10484 W. Thunderbird Blvd., Sun City, AZ 85351  
623.974.7835

<http://www.mesacc.edu/dept/d31/nursing/>

**Paradise Valley Comm College/John C. Lincoln**

18401 North 32nd Street, Phoenix, AZ 85032-1210  
602.787.6500

<http://www.pvc.maricopa.edu/>

**Phoenix College**

1202 West Thomas Road, Phoenix, AZ 85013-4234  
602.285.7500

<http://www.pc.maricopa.edu/>

**Scottsdale Community College**

9000 East Chaparral Road, Scottsdale, AZ 85256-2626  
480.423.6000

<http://www.sc.maricopa.edu/>

**NURSING PROGRAM OPTIONS**

A detailed and current list of all program options and program partnerships with special admission processes is available at <http://nursing.maricopa.edu/pdfdocs/ProgramOptions.pdf>. In all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may occur during the day hours, evening hours, or weekend hours and may include 8, 10, and/or 12-hour shifts.

**Four Semester Traditional Option:**

Classes are offered primarily during daytime hours during traditional Fall and Spring semesters for two years (four semesters).

**Evening/Alternative Schedule Options:**

The GateWay Evening option schedules classes in the evenings after 5:30 p.m. and clinical assignments can include a Friday, Saturday, and/or Sunday as a choice. The Glendale Community College **Weekend Day Option and the GateWay Community College Evening Program both** schedule classes and clinical experiences on Fridays and/or Saturdays. The length of these options is approximately 24 months. Clinical schedules are not guaranteed and occasional weekday clinicals are required.

**Accelerated Degree Option:**

Classes are offered primarily during daytime class hours and continue during the summer months (16-18 months total).

**Educational Service Partnerships:**

Programs offering financial support or educational assistance are offered in partnership with selected health care corporations and/or agencies.

**Distance Learning Option:** There is currently no completely online program delivery option for the MaricopaNursing Programs.



**I. MaricopaNursing Program Information:**

The Maricopa Community College District Nursing Program admitted the first class under one program in August 1999. Before 1999, colleges offering nursing programs were independent entities. Currently, nursing programs are available at eight of the Maricopa Community Colleges which comprise the MaricopaNursing consortium. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing.

The Nursing Programs are approved by the Arizona State Board of Nursing, 4747 N. 7<sup>th</sup> St. Suite 200, Phoenix, AZ 85014, 602.771.7800 and accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, and 404.975.5000.

**II. Occupational Information:**

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (R.N.). The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The R.N. may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The degree provides the graduate with an educational foundation for articulation into the University setting.

**III. Cost Estimate for a MaricopaNursing Program\***

Nursing Courses: Tuition (35 credits x \$76.00 + fees; Maricopa County Resident)		\$3175.00
Textbook Estimate	Cost will Vary	1,100.00
Level One Fingerprint Clearance Card	Cost will Vary	65.00
Nursing Pin/Optional	Cost will Vary	60.00
Uniform and Clinical Supplies	Cost will Vary	200.00
Immunizations/Background Check/Urine Drug Screen	Cost will Vary	400.00
<b>Total Estimated Cost a MaricopaNursing Program</b>		<b><u>\$5,000.00</u></b>

**IV. Eligibility for Licensure:**

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses through the AZBN. Licensing fees and requirements are determined by and are the sole responsibility of the AZBN. Approximate cost of application fees, testing fees, and fingerprinting is approximately \$456.00. Contact: Arizona State Board of Nursing at <http://www.azbn.gov> or 602-771.7800.

**Effective January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality.** Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

\*Cost estimate is for the total number of credits for the nursing courses in Advanced Placement at Block 3. Total credits will depend upon the Block of placement. Fees are subject to change by the Governing Board of the Maricopa County Community College District.



**MaricopaNursing Contact Information**

Web Page: [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu)

E-mail for general questions: [nursing@domain.maricopa.edu](mailto:nursing@domain.maricopa.edu)

Hot line for general questions: 480.731.8264

**Advisement:** Following review of the Information and Application Packet, see an Advisor/Admissions Officer at the **college of first choice**.

College	Advisor/Admission Officers	Phone Number/Email
Chandler-Gilbert Community College	Maria De la Torre	480-988-8880 <a href="mailto:chuy.delatorre@cgcmail.maricopa.edu">chuy.delatorre@cgcmail.maricopa.edu</a>
	Suzanne Kenna Chesney	480-988-8134 <a href="mailto:kenna.chesney@cgcmail.maricopa.edu">kenna.chesney@cgcmail.maricopa.edu</a>
Estrella Mountain Community College	Clarissa Ruiz	623-935-8957 <a href="mailto:Clarissa.Ruiz@estrellamountain.edu">Clarissa.Ruiz@estrellamountain.edu</a>
GateWay Community College	Betty Cleveland	602-286-8178 <a href="mailto:cleveland@gatewaycc.edu">cleveland@gatewaycc.edu</a>
	Andrea Romo	602-286-8184 <a href="mailto:romo@gatewaycc.edu">romo@gatewaycc.edu</a>
Glendale Community College	April Orr	623-845-3921 <a href="mailto:april.orr@gcmail.maricopa.edu">april.orr@gcmail.maricopa.edu</a>
Mesa Community College	Carol Johnson	480-461-7239 <a href="mailto:carol.e.johnson@mcmmail.maricopa.edu">carol.e.johnson@mcmmail.maricopa.edu</a>
	Tuesdee Pfeiff	480-461-7208 <a href="mailto:tuesdee.pfeiff@mcmmail.maricopa.edu">tuesdee.pfeiff@mcmmail.maricopa.edu</a>
Mesa Community College-Boswell	Debbie Talley	623-974-7835 <a href="mailto:Debra.Talley@bannerhealth.com">Debra.Talley@bannerhealth.com</a>
Paradise Valley CC	Chris Hunt	602-787-7060 <a href="mailto:chris.hunt@pvmail.maricopa.edu">chris.hunt@pvmail.maricopa.edu</a>
Phoenix College	Jerry Grucky	602-285-7712 <a href="mailto:jerry.grucky@pcmail.maricopa.edu">jerry.grucky@pcmail.maricopa.edu</a>
	Ted Bland	602-285-7792 <a href="mailto:ted.bland@pcmail.maricopa.edu">ted.bland@pcmail.maricopa.edu</a>
Scottsdale Community College	Carole Teel	480-423-6135 <a href="mailto:carole.teel@sccmail.maricopa.edu">carole.teel@sccmail.maricopa.edu</a>

College	Nursing Director	Phone Number/Email
MaricopaNursing	District Office	480-731-8923
Chandler-Gilbert Community College	Jill Anderson	480-988-8882 <a href="mailto:jill.anderson@cgcmail.maricopa.edu">jill.anderson@cgcmail.maricopa.edu</a>
Estrella Mountain Community College	Sandy Maas	623-935-8621 <a href="mailto:sandra.maas@emcmail.maricopa.edu">sandra.maas@emcmail.maricopa.edu</a>
GateWay Community College	Margi Schultz	602-286-8530 <a href="mailto:schultz@gatewaycc.edu">schultz@gatewaycc.edu</a>
Glendale Community College	Susan Mayer	623-845-3849 <a href="mailto:Susan.mayer@gcmail.maricopa.edu">Susan.mayer@gcmail.maricopa.edu</a>
Mesa Community College	Deb Bitter	480-461-7262 <a href="mailto:Debra.bitter@mcmmail.maricopa.edu">Debra.bitter@mcmmail.maricopa.edu</a>
Mesa Community College-Boswell	Paulette Compton	623-974-7837 <a href="mailto:Paulette.compton@bannerhealth.com">Paulette.compton@bannerhealth.com</a>
Paradise Valley CC/John C Lincoln	Rose Dermody	602-787-7192 <a href="mailto:Rose.dermody@pvmail.maricopa.edu">Rose.dermody@pvmail.maricopa.edu</a>
Phoenix College	Matilda Chavez	602-285-7132 <a href="mailto:Matilda.chavez@pcmail.maricopa.edu">Matilda.chavez@pcmail.maricopa.edu</a>
Scottsdale Community College	Nick DeFalco	480-423-6235 <a href="mailto:Nick.defalco@sccmail.maricopa.edu">Nick.defalco@sccmail.maricopa.edu</a>



## **REQUIREMENTS FOR ADMISSION**

1. **Advisement:** Applicants seeking admission to the Nursing Program must see an Advisor/Admission Officer for assistance in completing the application process. The official Nursing Program Newsletter is published each January and July and contains information necessary for applicants to register for required classes.
2. **Student Information Form:** Complete this form at the college of first choice if you are a new student to the campus. This information is necessary for your transcript evaluation and registration for courses.
3. **High School graduation or GED** is required for the Associate in Applied Science degree in nursing. Applicants must signify they meet this requirement by signing the statement of High School graduation or on the application for the nursing program included in this packet.
4. **Transcripts:** Request that all official colleges/universities transcripts be sent to the Admissions Office at the **college of first choice**. See an Advisor/Admission Officer to review transcript evaluation and to determine if **Credit by Evaluation** is required for vocational or non-credit courses or courses taken at non-accredited institutions. An Advisor/Admission Officer must sign the Admission Checklist before applicant meets with Nursing Director.
5. **Fingerprint Requirement:** Present your current **unrestricted** Fingerprint Clearance Card (FCC) to the nursing advisor/admission officer. A copy will be obtained by the advisor and you will receive the original card back in your possession. See an advisor/admission officer or see <http://www.nursing.maricopa.edu/> for information and application packet to apply for the card. Allow 4 to 8 weeks to receive the FCC.
6. **Advanced Placement and Transfer applicants** for Block 3 and Block 4 must take the HESI Admission Assessment (HESI A2) in order to be considered for placement.

Effective 02.01.10 the current admission assessment is the HESI Admission Assessment (HESI A2), a score of 75% or higher\* in the English language composite score and a 75% in math\* must be completed within 24 months of application. The student fee for the HESI A2 is approximately \$35.00. Applicants may take the HESI A2 test up to 24 months prior to application. If you are unable to achieve the minimum score, you should obtain remediation before repeating the test. Applicants may retest after a 60 day period for a maximum of 3 times per 12-month period. Information on test preparation, test fee, and the guidelines for taking the test are available at <http://www.nursing.maricopa.edu/> web site under Prospective Students. The nursing director may deny acceptance of an application if an applicant violates the guidelines for taking the exam.

*\*NOTE – these scores are subject to change in the next advanced placement packet.*

**The HESI A2 Study Guide is available in selected college bookstores and libraries. These materials will assist you in preparing for the exam by reviewing math and reading skills.**

In addition to the admission examination, all applicants must achieve a score of 850 or higher\* on the **HESI PN Exit Exam** to qualify for placement into Block 3 or Block 4.



**7. Placement into Block 3 or Block 4:**

- **HESI PN Exam:** Applicants may register for the HESI PN Exam at GateWay Community College and Glendale Community College (see <http://www.nursing.maricopa.edu/>). The cost of the test is approximately \$46.00. Applicants *must* achieve a score of 850 or higher to enter Block 3 or 4. Applicants scoring less than the required score may apply for Block 2. HESI test scores are accepted only if taken within the last six (6) months.
- **Pharmacology Requirement:** Applicants must successfully complete a pharmacology course within 12 months of application. Applicants may complete NUR187 Pharmacology and Medication Administration or NCE170 Pharmacology for Nurses to fulfill this requirement. Pharmacology courses are offered at selected sites.

**8. Important Information Regarding Registration for Nursing Courses:**

During the admission and registration process, all students are required to submit to a background check to verify identity, social security number, and that names do not appear on the List of Excluded Individuals/Entities (LEIE) database. Once admitted, any student who becomes sanctioned or excluded while enrolled in the program is required to disclose this information to the Nursing Director and will not be permitted to continue. The web site for additional information is: <http://oig.hhs.gov/fraud/exclusions.html>.

In addition, students will be required to submit a urine drug screen sample at some point during the orientation/admission process. Faculty will instruct the students in this process and students should NOT submit their own urine drug screen as it will not be accepted. Students will receive specific instructions on completing the background check and urine drug screen during the registration process.



### **ADDITIONAL REQUIREMENTS FOR ADVANCED PLACEMENT BY CLASSIFICATION:**

All Applicants must complete all Nursing Program prerequisite and co-requisites courses up to the Block of entry prior to acceptance.

#### **Advanced Placement Admission Requirements for Graduates of Practical Nursing Programs within the Maricopa Community Colleges:**

- Submit transcript showing completion of the Practical Nursing Program.
- Graduates of the Maricopa Skill Center, the GWCC Fast Track Practical Nursing, and the Southwest Skill Center Practical Nurse Program may enter the MaricopaNursing Programs at Block 3 within eight (8) months of PN program completion. When the PN graduate enters after 8 months of program completion, the applicant is considered Advanced Placement and must apply under the requirements of the LPN applicant meeting all current requirements.

#### **Advanced Placement Admission Requirements for LPN Applicants:**

- Provide verification of a **valid, current and unrestricted** practical nurse license within the US.
- Supply a copy of the PN curriculum documenting intravenous and venipuncture competencies or a certificate of completion for an approved continuing education course in IV therapy.
- Applicants licensed as Vocational Nurses (LVN) must be eligible for licensure as an LPN. If unable to obtain a license as an LPN in Arizona, applicant may be eligible for entry into Block 2 or equivalent at the discretion of the Nursing Director at each college.

#### **Advanced Placement Admission Requirements for External Transfer Applicants:**

- An applicant who has successfully completed nursing courses in a nursing program outside of the Maricopa Community Colleges is eligible to apply for evaluation of courses for advanced placement.
- The applicant must submit course descriptions and syllabi for each nursing course successfully completed. The Nursing Director will determine appropriate placement and notify the student. Nursing courses may be accepted for transfer equivalency if applicant has been enrolled in a program within the last eight months.
- Advanced placement admission to MaricopaNursing is not guaranteed and all advanced placement admissions are at the discretion of the Nursing Director at each college.
- All applicants requesting transfer must request a letter from the Director of Nursing at the college that you are transferring from explaining the reasons for withdrawal or dismissal. **Address the letter to the Nursing Director at the college where you submit your advanced placement application.** The Nursing Director reserves the right to deny acceptance of an application if applicant was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, and/or two (2) or more failures from any nursing program. The application is complete only when all materials have been received and reason(s) for exit identified. A letter is not required from other MaricopaNursing Directors when transferring within MaricopaNursing colleges.
- The Nursing Director will determine placement based on HESI score, course syllabi from previous nursing programs, and general education course completion. The Director will determine nursing course equivalency and transferability depending on date of completion and course competencies.
- Applicants completing a program in the military will enter as a new student into Block 1. Exceptions may be made when the military program is approved by the State Board of Nursing and the applicant meets the requirements for licensure as a practical nurse in Arizona.



## **APPLICATION PROCESS**

### **1. Applicants will need to:**

- Have all transcripts evaluated by the Admissions and Records department at the college of first choice and have all official transcripts for the general education courses sent from previous colleges and universities directly to the Admissions and Records department at the college of first choice.
- Applicants may be required to pay for credit by evaluation which can be the equivalent cost of the credits for one or two semesters of the program of study. The Admissions and Records department will notify the student if this is necessary.
- Complete a student information form in the Admissions and Records department at the college of first choice prior to having your transcripts sent. (See college web site or apply in person).
- Complete the HESI Admission Assessment (HESI A2) and HESI PN Test (for entry into Block 3 and 4), and obtain an unrestricted Fingerprint Clearance Card. Applicants requesting placement into Block 2 are not to complete the HESI PN Test.
- Have the advisor/admission officer verify completion of the admission requirements specific to the requested Block. General Education requirements are found in this packet.
- Complete only one (1) application for advanced placement admission. The application is entered into a district-wide data base, if a current application exists, the newer application will become void.

### **2. Where to Apply:** Submit the Nursing Program Application to the **college of first choice** to Admissions or to the nursing program advisor. If admission to another college is acceptable, email the Director and/or advisor of the college to let them know that an application for advanced placement has been placed in the database. Applicants who have identified Mesa/Boswell as their first choice are required to submit their application at the Boswell location, not at Mesa Community College.

### **3. When to Apply:**

- When all admission requirements have been met and the Advisor/Director have signed off on the application, the application will be accepted. Applicants meeting all admission requirements may apply at any time.
- **Positions in all Blocks are limited and no admission or readmission is guaranteed.**
- Applicants will not be registered for any nursing courses until all requirements are met.
- No Provisional Application will be accepted.

### **4. Notification of Admissions Status:**

- Once your application is accepted, the advisor/admission officer will enter your application into the advanced placement data base. Incomplete applications will be returned.
- Pending space availability, the applicant may be offered placement at the college of first choice. If no space is available, other campuses will have access to the application information via the advanced placement database and will offer placements depending on space availability. Campuses will notify the student by e-mail, phone, or mail.
- Applicants accepting placement within the specified time frame will receive notification from the college. The class schedule, date of the nursing orientation, registration information, and directions for completing the Health and Safety documentation will be provided to the student.



## **ESSENTIAL INFORMATION FOR NURSING APPLICANTS**

- **ZERO TOLERANCE POLICY:** The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

- Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.
- Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

- **HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.
- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.
- **DUTY TO REPORT:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.
- **BACKGROUND CLEARANCES:** The Level One Fingerprint Clearance Card must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.
- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.  
Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. **Effective January 1, 2008** applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.



**Essential Skills and Functional Abilities for Nursing Students**

Individuals enrolled in the MCCDNP must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program must determine, on an individual basis, whether a reasonable accommodation can be made.

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples Of Required Activities</b>
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> <li>• Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</li> <li>• Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc).</li> <li>• Tactile ability to feel pulses, temperature, palpate veins, etc.</li> <li>• Olfactory ability to detect smoke or noxious odor, etc.</li> </ul>
Behavioral/Interpersonal/Emotional	<ul style="list-style-type: none"> <li>• Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination.</li> <li>• Capacity for development of mature, sensitive and effective therapeutic relationships.</li> <li>• Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>• Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>• Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and colleagues.</li> <li>• Work with teams and workgroups.</li> <li>• Emotional skills sufficient to remain calm in an emergency situation.</li> <li>• Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</li> <li>• Adapt rapidly to environmental changes and multiple task demands.</li> <li>• Maintain behavioral decorum in stressful situations.</li> </ul>
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> <li>• Ability to accurately identify patients.</li> <li>• Ability to effectively communicate with other caregivers.</li> <li>• Ability to administer medications safely and accurately.</li> <li>• Ability to operate equipment safely in the clinical area.</li> <li>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritizes tasks to ensure patient safety and standard of care.</li> <li>• Maintains adequate concentration and attention in patient care settings.</li> <li>• Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>• Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</li> </ul>

**Essential Skills and Functional Abilities for Nursing Students (Cont)**



<p>Communication</p>	<ul style="list-style-type: none"> <li>• Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>• Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</li> <li>• Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</li> </ul>	<ul style="list-style-type: none"> <li>• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</li> <li>• Elicits and records information about health history, current health state and responses to treatment from patients or family members.</li> <li>• Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>• Establishes and maintain effective working relations with patients and co-workers.</li> <li>• Recognizes and reports critical patient information to other caregivers.</li> </ul>
<p>Cognitive/          Conceptual/          Quantitative          Abilities</p>	<ul style="list-style-type: none"> <li>• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> <li>• Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</li> <li>• Ability to comprehend three-dimensional and spatial relationships.</li> <li>• Ability to react effectively in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Calculates appropriate medication dosage given specific patient parameters.</li> <li>• Analyzes and synthesize data and develop an appropriate plan of care.</li> <li>• Collects data, prioritize needs and anticipate reactions.</li> <li>• Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>• Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</li> <li>• Transfers knowledge from one situation to another.</li> <li>• Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</li> </ul>
<p>Punctuality/          work habits</p>	<ul style="list-style-type: none"> <li>• Ability to adhere to MaricopaNursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</li> <li>• Ability to complete classroom and clinical assignments and submit assignments at the required time.</li> <li>• Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends class and clinical assignments punctually.</li> <li>• Reads, understands and adheres to all policies related to classroom and clinical experiences.</li> <li>• Contact instructor in advance of any absence or late arrival.</li> <li>• Understand and complete classroom and clinical assignments by due date and time.</li> </ul>





**College selections: Please indicate**

<b>Print Name:</b>	<b>Student ID:</b>	<b>Date:</b>
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**Demographic Survey:** The nursing program is required to report the following demographic data to the accrediting agency. Please provide this data for accurate reporting of numbers only. Place an "X" in the box next to the correct response.

<b>GENDER</b>	Female		<b>ETHNICITY</b>	American Indian	
	Male			Asian or Pacific Islander	
<b>HIGHEST DEGREE CURRENTLY HELD</b>	Associate degree			Black, Non-Hispanic	
	Baccalaureate degree			Hispanic	
	Master's degree			White, Non-Hispanic	
	Doctoral degree			Other/Unknown	

**Fingerprint Clearance Card      Date of Expiration:**  
*Visual Inspection of the Original **unrestricted** FCC- both sides must be copied by advisor to include with application.*

**HESI Admission Assessment (HESI A2):** *Attach Copy of Score Advisor will verify before accepting application.*

<b>Date:</b> <i>Valid for 24 months</i>	<b>Location of HESI A2 Test:</b>	<b>Math Score:</b> <i>Required 75% or higher</i>	<b>English Language Composite Score:</b> <i>Required 75% or higher</i>
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**HESI-PN Exam (Block 3)** *Attach Copy of Test Advisor will verify before accepting application.. Note: HESI scores from outside the Maricopa Community Colleges must include verification of scores.*

<b>Test Date:</b> <i>Valid for 6 months</i>	<b>Location of HESI-PN:</b>	<b>Score:</b> <i>Required 850 or higher</i>
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<b>Prerequisites for Entry into Block 2</b>		<b>Credits</b>	<b>College</b>	<b>Date</b>	<b>Grade</b>
Minimum grade required is a "C" or 2.0 in the following courses:					
CHM130+130LL	Fundamental Chemistry or one year HS chem. with lab	0 - 4			
BIO201	Human Anatomy and Physiology I	4			
MAT120 or higher	Mathematics	3			
PSY101	Introduction to Psychology	3			
<b>Additional Prerequisites for Entry into Block 3</b>					
BIO202	Human Anatomy and Physiology II	4			
BIO205	Microbiology	4			
NUR187 or NCE170	Pharmacology & Med Administration II or equivalent within 12 months of application	1.5			
<b>Co-requisites Required for Graduation</b>					
HUM	Humanities Elective (Degree requirement)	2			
ENG101	First-Year Composition (Degree requirement)	3			
ENG102	First Year Composition	3			
CRE101	Critical and Evaluative Reading or Test Exempt	0 - 3			

**Additional Requirements for LPN Applicants**

Evidence of IV content in PN program curriculum or course in IV Therapy and Venipuncture	
Credit by Evaluation for Vocational/Non-accredited/Non-credit PN Program	
<b>Advisor Signature:</b>	<b>Date:</b>
<b>Nursing Director Signature:</b>	<b>Date:</b>

**NO ADMISSION IS GUARANTEED**



**Allied Health and Nursing Programs**  
**Maricopa County Community College District**  
**Summary of Criminal Background Check Requirements effective September 1, 2011**

*(Student Copy)*

### **Overview of the Requirements**

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs") beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.
- Once a student has actually been placed within a nursing or allied health program they will be given information on how to complete the MCCCD supplemental background check with MCCCD's authorized vendor Certified Background. Once placed in a program to be able to remain and enroll in the program the student must provide documentation demonstrating that the student has achieved a "Pass" status on the MCCCD supplemental background check. Students are required to pay the cost of obtaining the background check. Students whose background checks on the date of actual admission to a Program that are more than 6 months old or students who have been in a Program for more than 12 months may be requested to obtain an updated background check. The addition of this criminal background check is due to the fact that some of MCCCD's largest clinical experience partners have established standards that are more stringent than those for obtaining a Card.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

### **Implementation of the Requirements**

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
  - Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



**ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS  
APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING PROGRAMS ON OR  
AFTER SEPTEMBER 1, 2011  
Maricopa County Community College District**

In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCDC authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCDC supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCDC authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCDC supplemental criminal background check.
2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
3. I understand that I must submit to and pay any costs required to obtain an MCCCDC supplemental background check.
4. I understand that failure to obtain a “pass” as a result of the MCCCDC supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
5. I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCDC, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
7. I understand that the both the MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
8. By virtue of the MCCCDC supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant any state



- Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non-consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

9. I understand that I must disclose on all background check data collection forms (DPS, MCCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.
10. I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.
11. I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.
12. I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program

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Signature

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Date

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Printed Name

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Desired Health Care Program