



## NORTH SHORE COMMUNITY COLLEGE

Danvers • Lynn • Beverly

**We are no longer accepting applications to this program for Fall 2010. This packet is for informational purposes only.**

### **NURSE EDUCATION PROGRAM (LPN-to-RN Option) APPLICATION PACKET**

**FALL 2010**

Thank you for your interest in the Nurse Education Program (LPN-to-RN Option) Program for Fall 2010. This application packet contains important information about admission requirements, the admission process, and program requirements.

**Here are the Steps that must be followed to successfully apply to the program:**

#### STEP 1: READ THE INFORMATION IN THIS PACKET

Please read all of the information in this packet carefully and follow all instructions. Admission to the Nurse Education Program (LPN-to-RN Option) is highly competitive and has a selective admission process. It is **your responsibility** to assure that you accurately understand the information in this packet and follow it accordingly.

#### STEP 2: COMPLETE ALL ADMISSION CHECKLIST REQUIREMENTS

The Admission Requirements Checklist in this packet details admission requirements and other important information. You must complete all checklist items for your application to be considered complete and ready for review. Please note that it is the applicant's responsibility for assuring that the application is complete and received. **If any of the required items are incomplete/missing when you submit your application material, your application will not be processed (i.e. reviewed). We will mail it back to you.**

#### STEP 3: SUBMIT YOUR COMPLETED APPLICATION

**We will begin taking completed applications on September 28, 2009. All completed applications received by close of business on February 8, 2010 will be reviewed for potential acceptance to the program.** While completed applications may be considered under the same procedure after this date because space remains available in the program or waitlist, there is no guarantee of such consideration. Applicants who submit completed applications between September 28, 2009 and February 8, 2010 will receive written notification of an **admission decision in a letter postmarked by April 2, 2010.** If offered admission, a non-refundable \$100.00 deposit will be required to secure your acceptance to this Program.

- **Walk-in Submission**

**We strongly recommend that you submit your items in person** so that we can review them with you to make sure that your application items are complete.

- **Mail-in Submission**

As stated above, it is the applicant's responsibility for assuring that the application is complete and received. You can mail the items to us (see the NSCC application form for address). However, if any of the required items are incomplete/missing when you submit your application material, then your application will not be processed. We will mail it back to you.



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**ADMISSION REQUIREMENTS CHECKLIST  
NURSE EDUCATION PROGRAM (LPN-to-RN Option)**

**INSTRUCTIONS (Page 1 of 2):** The last Column of this form is to be completed by the applicant. It identifies the admission requirements for this program.

<b>Admission Requirements Checklist</b>		
<b>Checklist Item</b>	<b>Important Information</b>	<b>Applicant: initial below when complete ( NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)</b>
Algebra	Course can be <b>High School or College level</b> ; must have a final grade of C or higher	Initial:
Chemistry	Course can be <b>High School or College level</b> ; must have a final grade of C or higher	Initial:
Course Requirements Form:	Complete the Course Requirements Form included in this packet. On this form, <b>you will need to provide details on the successful completion (final grade of C or higher) of <u>ALL</u> of the following college-level courses, which are required for admission to this Program Option:</b> <ul style="list-style-type: none"><li>• Anatomy and Physiology 1 (see “<u>Additional Important Information</u>” for details on time limits)</li><li>• Anatomy and Physiology 2 (see “<u>Additional Important Information</u>” for details on time limits)</li><li>• Composition 1*</li><li>• Composition 2 Elective*</li><li>• Introduction to General Psychology*</li><li>• Human Growth and Development* - must cover life span from birth to death</li></ul> * You may get credit for these courses by passing certain examinations. For further information, visit <a href="http://www.northshore.edu/spotlight/cas/by_exam.html">http://www.northshore.edu/spotlight/cas/by_exam.html</a>	Initial:
Questionnaire	A word-processed questionnaire (included in this packet) must be submitted for the year in which you are applying.	Initial:
Communications and Math Proficiency	There are many ways to demonstrate this, including but not limited to: placement testing, by course work here or at another College, SAT scores, and some Entrance Exams. For details visit <a href="http://www.northshore.edu/includes/programs/basic.html">http://www.northshore.edu/includes/programs/basic.html</a>	Initial:
NSCC Application for Admission	This form must be completed for the year in which you are applying; regardless of whether you are a new or current student. (a previously submitted application does not count).	Initial:
Self Assessment of Clinical Skills	Submit a completed Self Assessment of Clinical Skills Form (included in this packet). The LPN applicant completes this form.	
LPN License	Submit a copy of a valid license as an LPN from the Commonwealth of Massachusetts	

## Admission Requirements Checklist

Checklist Item	Important Information	<b>Applicant: <u>initial below when complete</u></b> (NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)
High school transcript or GED score report	Submit an official copy of the high school transcript or GED score report. If you previously submitted the transcript or score report and attended classes within the past 5 years, then Enrollment likely has it on file.	Initial <b>and</b> check: ____ submitted now with packet of application material. ____ previously submitted
Official transcripts from <b>all</b> Colleges/ Universities previously attended	Submit official transcripts from <b>all</b> Colleges/ Universities previously attended, including an official transcript with proof of graduation <b>from a practical/vocational school approved by the Massachusetts State Board of Nursing</b> . If the College/University will give an official transcript directly to you, then have them do so. This is the <u>most efficient way for you to ensure that receipt of transcripts do not hold up your application</u> . If you have previously submitted transcripts and have since completed courses or are currently registered for courses, then you need to <u>submit an updated transcript</u> .  <b>NOTE: LPNs who have not graduated from a school approved by the Massachusetts State Board of Nursing</b> will be evaluated on a case-by-case basis and are required to take the Excelsior College tests in Fundamentals of Nursing and Maternal-Child Health Nursing. This is in addition to other Colleges/Universities that you may have attended.	Initial <b>and</b> check the option(s) that apply : Initial:  ____ submitted with this packet of application material.  ____ mailed directly to NSCC  ____ previously submitted (no new courses). <b>NOTE:</b> The sooner you start the transfer request process the better. It has been the College's experience that it can take on average 1-2 months for transcript requests to be processed and sent to us from other colleges.
Employment as an LPN	Must submit proof of at least 6 months employment as an LPN within 1 year prior to this application	
Employer Reference Form	Submit a completed LPN Employer Reference Form (included in this packet). The LPN's employer completes this form.	
Mandatory Information Session Form	Applicants must attend a Mandatory Information Session. Upcoming dates are included in this packet. <b>At the session, applicants will be given an Attendance Form to submit.</b>	Initial:
Student Handbook	Read the Student Handbook in its entirety. The <b>Student Handbook</b> can be accessed in the Library on the Lynn or Danvers campus visit <a href="http://www.northshore.edu/departments">http://www.northshore.edu/departments</a> (select this program and scroll down to the Announcement section)	Initial:

### Evaluation Information

Admission decisions are based on careful evaluation of all admission requirements detailed in the checklist. All submitted transcripts will be evaluated for overall academic performance/history and course work in specific subjects (including but not limited to science, English, behavioral sciences, health courses and math). Questionnaire evaluation includes but is not limited to the following: correct grammar/spelling, overall content and quality of answer (e.g. accuracy, thoroughness, and relevance to the question asked).

### Confirmation Statement

**When you can initial every checklist item (on this page and the previous pages) as complete, then sign the confirmation statement and submit** your application to the Enrollment Center in Lynn or Danvers (submit in person if possible, but you can mail it to the address on the NSCC application form):

I acknowledge that I have read all of the information in this admission application packet and the Nurse Education Program's Student Handbook in its entirety. I acknowledge that it is my responsibility that I understand all of the information contained in these items by seeking further information/clarification from an Academic Advisor and/or other appropriate College personnel. Furthermore, I agree to comply with all College policies including but not limited to Program policies should I be granted admission to this program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Additional Important Information

1. **If you are accepted** you **MUST** attend a **Mandatory Orientation/Registration** day scheduled for **Thursday, May 20, 2010**.
2. The Nurse Education Program anticipates accepting approximately 60 students for Fall 2010. This includes students who enter the Nurse Education Program as freshmen and those who enter as sophomores. LPN applicants will be admitted for sophomore status based on space availability which is limited. The decision in response to your completed application will be: accepted to Nurse Education LPN-to-RN Option; accepted conditionally to Nurse Education -to-RN Option; or wait list for Nurse Education -to-RN Option; or denied admission to Nurse Education -to-RN Option.
3. **Anatomy and Physiology 1 & 2 AND Microbiology** courses must be completed with a C or better within 10 years of the date of entry into the Nurse Education Program (this is required of Anatomy and Physiology 1 & 2 for admission to the Program and Microbiology to graduate from the program). If these courses were completed more than ten years from the date of entry into the Nurse Education Program, then the student must also pass the Excelsior College Examination with a cut off score equivalent to a "C" or better at NSCC ([www.excelsior.edu](http://www.excelsior.edu) or 888-647-2388) or take the course(s) again so that they are completed by before the application is submitted.
4. Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or which includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a **Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check(s)**. Depending on the contents of student's CORI(s) or SORI(s), participation in clinical, internship, or field placement course(s) may impact a student's ability to complete program requirements.
5. **In order to practice Nursing in Massachusetts, individuals must obtain a license**, which according to law requires that individuals graduate from an approved program of Nurse Education, apply to the Board of Registration in Nursing, be of good moral character, pass a licensure examination, and pay the appropriate fee. The license application requires individuals to answer specific questions about disciplinary actions (if any), other licenses (if any), and felony/ misdemeanor convictions (if any). Individuals may need to submit documentation in accordance with the Board's *Good Moral Character Licensure Requirement Information Sheet*. After reviewing information submitted by an applicant, the Board will determine whether the applicant meets the statutory requirement of "good moral character." For additional information, refer to the Board's web site at: [www.state.ma.us/reg/board/rn](http://www.state.ma.us/reg/board/rn).
6. **Working as a Nurse is physically, mentally, and emotionally demanding**. Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). A list of the essential tasks is in this packet under the section entitled, "Technical Standards for The Nurse Education Program".
7. **All students must document immunity** to measles, mumps, rubella, varicella and Hepatitis B via immunization or titer; document inoculation against diphtheria and tetanus within the last 10 years; and to provide evidence of a negative TST (Tuberculin Skin Test) within 6 months or one negative chest x-ray per OSHA/CDC requirements following a positive TST. Require students to be in compliance with the current OSHA requirements and standard precaution training. **If you are accepted** a Health Packet will be mailed to you and must be thoroughly completed by your health care provider **AS SOON AS POSSIBLE**, but **no later than July 8, 2010**. Additionally, if accepted, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process).
8. During the program, **students are responsible for their own transportation** to a variety of clinical facilities (which may or may not be accessible by public transportation).
9. Prior to beginning clinical placements, students must subscribe to **Student Liability Insurance**.
10. Prior to beginning clinical placements, students must document that they have American Heart Association **CPR certification** at the health provider level.



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## NURSE EDUCATION (LPN-to-RN Option) COURSE REQUIREMENTS FORM

**INSTRUCTIONS:** Applicants must complete the second and third columns of the following table. Please note that the data you provide here must also be evident on the official transcripts that you submit from all previously attended College/Universities (or official score reports for examinations):

Required course (NSCC course code)	College/University where course was completed	Provide the date of completion with a final grade of C or higher
e.g. Composition 1	NSCC	completed: <u>Fall 2001</u>
e.g. Anatomy and Physiology 1	College X	completed: <u>5/15/09</u>
e.g. Introduction to Psychology	NSCC	completed: <u>CLEP exam on 5/14/09</u>
Composition 1 (CMP101)		completed: _____
Composition 2 Elective (CMP104-CMP150)		completed: _____
*Anatomy and Physiology 1 (BIO103)		*completed: _____
*Anatomy and Physiology 2 (BIO104)		*completed: _____
Introduction to General Psychology (PSY102)		completed: _____
Human Growth and Development (PSY118)	( if taken at another college, the course(s) must cover the life span from birth to death)	completed: _____

**\*NOTE:** – These courses must be completed within 10 years of the date of entry into the Program (e.g. September 2000 for entry in September 2010). If these courses were completed more than ten years from the date of entry into the Program, then the student must also pass the Excelsior College Examination with a cut off score equivalent to a "C" or better at NSCC ([www.excelsior.edu](http://www.excelsior.edu)) or take the course(s) again so that they are completed before the application is submitted.



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## TECHNICAL STANDARDS FOR LPN TO RN

To the student: As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Nurse Education Program at (978) 762-4156, if you require more specific information about the physical and mental/attitudinal requirements of the program.

**General Job Description:** Assess patients using critical thinking in decision-making. Provide physical and emotional care to clients. Apply principles of therapeutic communication and teaching appropriately.

PHYSICAL		Freq*
LIFT:	clients, equipment	F
CARRY:	equipment, objects	F
KNEEL:	to perform CPR, work with clients, assist clients who fall	O
STOOP/BEND/ TWIST	assist in ADL; perform transfers, operate low level equipment	F
BALANCE:	safely maintain while assisting clients in ambulation, and transfer.	C
CROUCH:	to locate and plug in equipment.	O
REACH:	to adjust equipment, to guard patient, to reach supplies	F
HANDLE:	equipment such as syringes, Bp cuffs, IV infusions	F
DEXTERITY:	to perform gross motor skills, manipulate and fine tune knobs, dials, blood pressure cuffs, equipment, scales and stretchers	F
PUSH/PULL:	wheelchairs, stretchers, patients, Hoyer lifts	F
WALK:	for extended periods of time and distances over a normal work day	C
STAND:	for extended periods of time	C

<b>TACTILE</b>		<b>Freq*</b>
PALPATE:	pulses, skin texture, bony landmarks,	C
DIFFERENTIATE:	between temperature and pressure variations	F
<b>VISUAL</b>		<b>Freq*</b>
READ:	numbers, letters, cursive writing in fine and other print in varying light levels	C
DETECT:	changes in skin color, client's facial expressions, swelling, atrophy, forms of non-verbal communication (gestures)	F
OBSERVE	client and environment in order to assess conditions or needs.	C
SEE	BP manometer, small print on vials, syringes, dials, gauges and computer screens.	C
<b>COMMUNICATION</b>		<b>Freq*</b>
SPEAK:	in English language in clear, concise manner; to communicate with clients, families, significant others and the health care team	C
RESPOND:	to client with communication disorders (aphasia, hearing loss), or those who use ESL	C
COMPREHEND:	oral and written language, including health care terminology in order to communicate with clients, families, significant others, health care providers, and community	C
WRITE/WORD PROCESS:	in English, clearly, legibly; for charts, computer input of data	C
<b>AUDITORY</b>		<b>Freq*</b>
HEAR:	heart sounds, breath sounds, client distress sounds, machine timer bells and alarms; verbal directions and requests from health care team and clients	C

MENTAL/COGNITIVE	Freq*
Function safely, effectively, and calmly under stressful situations.	F
Remain alert to surroundings, potential emergencies; respond to client situations, i.e. falls, burns, pain, change in physical status.	F
Integrate information, and make decisions based on pertinent data, in a collaborative manner.	C
Interact effectively and appropriately with clients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, discretion.	C
Communicate an understanding of basic principles of supervision, ethics, confidentiality.	C
Display basic interpersonal skills necessary to interact in situations requiring close, personal contact.	C
Display attitudes/actions consistent with the ethical standards of the profession.	C
Maintain personal hygiene consistent with close personal contact associated with client care	C
Maintain composure while managing multiple tasks simultaneously	C
Prioritize multiple tasks	C

\*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

\* Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). **For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 8, 2010.**





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## NURSE EDUCATION PROGRAM ADMISSIONS QUESTIONNAIRE - FALL 2010 (Continued)

**Instructions page two:** Please answer all of the following questions. Evaluation of the answers includes but is not limited to grammar, spelling, as well as overall content and quality of the answers (e.g., accuracy, thoroughness, and relevance to the question asked). Handwritten applications will not be accepted. Make sure your name is on each of the pages submitted.

- 1. How do you plan to manage your academic commitments and your other commitments while enrolled in the Program?** *How are you planning to balance your life and academic responsibilities so as to optimize your chances to be successful in this rigorous Program.*
- 2. What is your view of the role of the Nurse in healthcare?** *Please provide examples of the duties and responsibilities of a nurse.*
- 3. Describe how your life experiences have enhanced your knowledge of yourself and nursing?** *Describe how your life/work experiences and extracurricular, and/or volunteer activities contributed to choosing the nursing profession.*
- 4. What are your academic and professional goals?** *What are the educational requirements to become a Nurse? What are the career opportunities for advancement within the Nursing profession and what are the educational requirements for such advancements? How does this relate to your personal values and goals?*
- 5. Describe a challenging personal or work situation.** *How did you manage the situation? What did you learn from the situation?*

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## **MANDATORY INFORMATION SESSIONS FOR LPN-RN APPLICANTS TO THE NURSE EDUCATION PROGRAM**

LPN-RN applicants to the Nurse Education Program are required to attend an information session to learn more about the admissions process and the program. Please come prepared to ask questions. This information should enable you to make a more informed decision about the Nurse Education Program.

Information Sessions are held in The Health Professions and Science Building on the Danvers Campus. The application packet can be obtained in the Enrollment Center in Danvers or Lynn or on the website on the Nurse Education Program's web page, which can be accessed at <http://www.northshore.edu/departments/index.php> Select Nurse Education and then click on the Nurse Education Application Packet link.

### **ALL SESSIONS HELD AT DANVERS CAMPUS HEALTH PROFESSIONS BUILDING**

**Room 110 DH**

**Thursday, October 8, 2009 3:15 p.m. – 4:15 p.m.**  
**Wednesday, November 4, 2009 3:15 p.m. – 4:15 p.m.**  
**Thursday, December 10, 2009 3:15 p.m. – 4:15 p.m.**



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## NURSE EDUCATION PROGRAM

### LPN Employer Reference Form

Date: \_\_\_\_\_

LPN Employee Name: \_\_\_\_\_

Employer/Facility: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held: \_\_\_\_\_

Number of Hours/Week: \_\_\_\_\_

	Excellent	Good	Fair	Poor
1. Reliability				
2. Clinical Knowledge				
3. Communication Skills				
4. Motivation				
5. Potential for Program Success				

#### **OPTIONAL**

Additional Comments:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



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## LPN to RN Option Self-Assessment of Skills (to determine Preparedness for Advanced Standing)

The following section is to be completed by the applicant.

### Clinical Skills

Competent performance with:	Skilled	Skills Need Update	Unfamiliar with Skill
Basic assessment			
Vital signs			
Basic lung sounds			
Bowel sounds			
Peripheral pulses			
Intake & Output			
Administration of PO meds			
Administration of SC, IM and ID medications			
Administration of IV fluids			
Calculation of IV flow rates			
Calculation of divided doses			

### Communication Skills

Competent performance with:	Skilled	Skills Need Update	Unfamiliar with Skill
Communicate therapeutically with clients at all levels of development			
Use clear concise pertinent and correctly written communication			
Document information according to legal and agency standards			

**LPN to RN Option Self-Assessment of Skills  
(to determine Preparedness for Advanced Standing)...continued**

**Nursing Process:**

<b>Competent performance with:</b>	<b>Skilled</b>	<b>Skills Need Update</b>	<b>Unfamiliar with Skill</b>
Identify nursing diagnosis on the basis of assessment			
Develop a nursing care plan			
Organize a nursing care plan			
Evaluate nursing care			

**Theoretical Basis of Practice**

<b>Understands the Current Foundations of Nursing Principles including:</b>	<b>Skilled</b>	<b>Skills Need Update</b>	<b>Unfamiliar with Skill</b>
Medical Asepsis			
Surgical Asepsis			
Standard Precautions			
Body Mechanics			
Hazards of Immobility			
Principles of Rest and Sleep			
Chain of Infection			
Principles of Elimination			
Principles of Care for the Surgical Client			
Principles of Fluid Balance			

**\* Students who took Maternal Child Nursing greater than seven years ago and do not have current skills in the care of clients in the maternal child setting are encouraged to take Maternal Child Nursing (MCN 102) or a similar review course.**

I acknowledge that I answered the above questions truthfully and to the best of my ability.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_