PRACTICAL NURSING

Program Information and Selection Process Booklet

SPRING 2021- Fall 2021
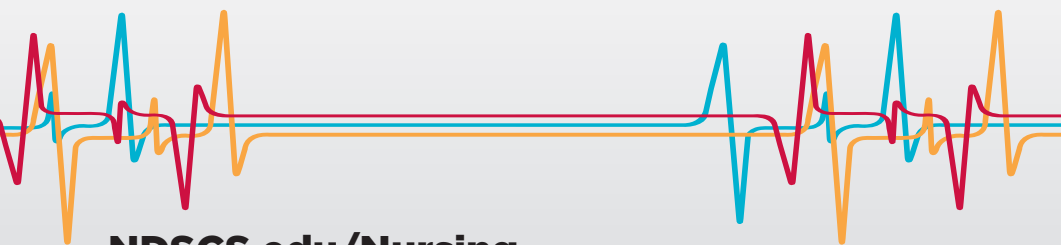
NDSCS
THE SCIENCE OF SUCCESS.
North Dakota State College of Science

NDSCS.edu/Nursing

INTRODUCTION

Dear Practical Nursing Applicant:

Thank you for your interest in our Practical Nursing (AAS) Program at **NDSCS-Wahpeton Campus.**

The Practical Nursing Program is a selective enrollment program and has *specific criteria for selection*. Points are awarded for each criterion with applicants being selected according to their total score.

Application deadlines are **October 15th** (beginning Spring Semester 2021) and **April 1st** (beginning Fall Semester 2021). The selection committee will notify the applicants of their admission status via email.

Applicants must ensure that all requirements are complete and on file with the Practical Nursing program by the selection deadline(s). Incomplete files will be disqualified from the selection process.

It is highly recommended that applicants contact the Practical Nursing Program to ensure that selection requirements have been received. Call 1-800-342-4325 ext. 32967 or 701-671-2967, or email us at sonja.fenske@ndscs.edu

Review this booklet and if you have any additional questions or concerns, please feel free to contact us.

Deb Smith, MSN, RNC
Chair, Department of Nursing

PROGRAM SELECTION DETAILS

Please review all sections of this booklet to familiarize yourself with the Practical Nursing selection process. It is the applicant's responsibility to ensure a complete selection file.

Program Selection Details

Steps for Selection – First Step/Second Step

Essential Functions for Nursing Students

English Language Learner's (ELL) Placement Requirements

Allied Health Selection Process Assessment

Additional Program Requirements (Accepted Students)

Frequently Asked Questions

Quick Resources

Selection Process Checklist

Required Forms

Additional Program Information

The NDSCS Practical Nursing Program has specific point-based selection criteria required for acceptance into the program. The program has limited enrollment and once program capacity has been reached, an alternate list will be established, also based on points.

Acceptance to the college does not constitute acceptance into the Practical Nursing Program.

A scheduled visit to the college and meeting with a Practical Nursing Program faculty member is encouraged. It is also highly recommended that the applicant checks in with the program to ensure that all selection requirements have been received prior to the deadline date(s). Incomplete files will not be considered for acceptance.

Applicants who apply after the deadline date(s) *(NDSCS Application is dated after October 15th or April 1st)* can complete the selection process and be placed on a waiting list. Selection could occur, if all alternates are accepted and an opening in the program occurs.

STEPS FOR SELECTION

1. Complete the NDSCS admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at www.ndscs.edu/apply		

High School Transcript (or GED)
The final *official (or in-progress) high school transcript or GED will need to be submitted to the Office of Admission.
College Transcript(s)
College transcripts must be *official and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. *Information about transfer of courses* can be obtained by emailing ndscs.studentrecords@ndscs.edu or www.ndscs.edu/tes

*Official transcripts are complete records of your educational background and must be sent to the Office of Admission directly from the high school and/or colleges you have attended. Transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from you.

2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
        * See English Language Learners (ELL) Placement Requirements in this booklet.

3. Complete the **Supplemental Program Application** for Practical Nursing-Wahpeton.

Supplemental Application	Format
The Supplemental Application is located at www.ndscs.edu/nursing click on Program Selection Process and indicate Practical Nursing Program.	Complete <u>after</u> submitting the Application for Admission to NDSCS

4. Submit a high school transcript/GED with a 2.0 GPA or higher. If an applicant fails to meet the high school/college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education courses from the nursing curriculum and achieve a final grade of "C" or higher to apply/begin the program. Submit official transcripts from all colleges attended.

    * See Step 1 for information about High School/College Transcript(s).

Complete and submit the **Self-Reporting Course Completion/Grade Reporting** form to the Practical Nursing Program

Self-Reporting Course Completion/Grade Reporting
Complete the form by indicating which courses have been completed, where they were completed and the final grade. *If they are in-progress, indicate IP. If courses are being transferred in as a different Course Prefix/Course Title; access the link available on the form to ensure that the course is accepted as a transfer course. All courses must be passed with a "C" or higher.

   *Form included in this booklet.

5. Submit official ACT and/or placement testing results to the Office of Admission. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program <u>OR</u> submit an official college transcript with ASC 93 (or higher level of Math) completed.

Higher level math courses would include MATH 102 Intermediate Algebra, MATH 103 College Algebra or MATH 210 Elementary Statistics. Final grade must be a "C" or higher.

6. Complete the selection process assessment examination and meet the program benchmark score of **45** or higher**.** Exam can be retaken once.

> *** See Allied Health Selection Process Assessment in this booklet.**

7. Review the Essential Functions for Practical Nursing Students (found in *Additional Program Information*) and submit the **Essential Functions Verification** form.

If you cannot meet an Essential Function, please schedule an appointment with the Nursing Department Chair <u>prior </u>to continuing the selection process.

> **Form included in this booklet.*

NDSCS ALLIED HEALTH
ENGLISH LANGUAGE LEARNERS (ELL)
PLACEMENT REQUIREMENTS

English proficiency is required for success as a student in the NDSCS Allied Health Programs, and as an employee in the healthcare field.

Applicants that have <u>not</u> completed **4 years of U.S. high school**, must take the English language proficiency exams (listed below) and **achieve the benchmark score(s)** to apply to these programs.

> MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)
> CaMLA (includes Pronunciation Assessment)

MELAB Benchmark Scores		
Michigan Score (MELAB)	**Writing (Essay) Score**	**Applicant Status**
Average Score (of both) 79 or below		Recommend completion of specific courses (ELL Program of Study) *Exams can be retaken once*
Average Score (of both) 80 or higher		Applicant can continue selection process to the program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses (ELL Program of Study) *Exam can be retaken once*
15 - Above		Applicant can continue selection process to the program

If the applicant has a GED and was not born in the United States, the MELAB/CaMLA will need to be taken and benchmarks met.

To schedule the English language proficiency assessments contact:

MELAB:	**CaMLA:**
Carol Bishop, Coordinator	Cindy Lee Deuser
Intensive English Language Program	Academic Services Center
North Dakota State University (NDSU)	North Dakota State College of Science
carol.bishop@ndsu.edu	cindy.deuser@ndscs.edu
Cost: $7.00	**Cost: No Charge**

Request your test results be sent to: alliedhealthcareers@ndscs.edu

Testing dates are <u>limited</u> for the MELAB (offered once a month), so it is highly recommended to begin this process as early as possible. CaMLA can be scheduled after completing the MELAB. Each exam can be <u>retaken once</u>.

Once <u>both</u> exams have been completed, the applicant will receive their scores.

If the applicant achieves the benchmark scores, the selection process to the program can continue. If the benchmark scores are <u>not</u> achieved, one retake is allowed for both exams.

If the benchmark scores are not achieved, it is recommended that the applicant complete the ELL Program of Study. Then <u>retest to meet the benchmark scores</u>. If the scores are met, the applicant can re-apply to the next available selection process to the program.

For assistance in registering for the ELL Program of Study, please contact:

> Cindy Lee Deuser
> Academic Services Center
> North Dakota State College of Science
> cindy.deuser@ndscs.edu

The TOEFL iBT can also be utilized to fulfill this requirement. *This assessment is <u>**not**</u> offered at NDSU or NDSCS.*

> Minimum Cumulative Score of:
>
> > **86 combined**
>
> <u>AND</u> Minimum individual Scores of:
>
> > | | |
> > |---|---|
> > | Speaking | **26** |
> > | Writing | **20** |
> > | Reading | **20** |
> > | Listening | **20** |
>
> An <u>official</u> transcript must be submitted to fulfill the ELL requirement. Scores are valid for **two years** from the test date.

If the applicant achieves the benchmark score(s), the selection process to the program can continue. If the benchmark scores are <u>not</u> achieved, one retake is allowed per exam. *The MELAB and CaMLA could be taken for the reapplication process if the TOEFL is not available.*

NDSCS ALLIED HEALTH SELECTION PROCESS ASSESSMENT

The program you are applying to requires a selection process assessment. The assessment currently being utilized is the **Test of Essential Academic Skills (TEAS)** by Assessment Technologies Institute (ATI).

The ATI TEAS is designed specifically to assess a student's preparedness for entering a health program. The ATI test is comprised of 170 questions set up in multiple choice format with four-option answers. Questions are designed to test the basic academic skills you will need to perform in class in the areas of Reading, Math, Science and English and Language Usage.

TEST DETAILS	READING	MATHEMATICS	SCIENCE	ENGLISH AND LANGUAGE USAGE
Number of Questions	53	36	53	28
Time Limit (Minutes)	64 minutes	54 minutes	64 minutes	28 minutes
Specific Content Covered	Key ideas & details, craft & structure, integration of knowledge & ideas, pre-test questions	Numbers & algebra, measurement & data, pre-test questions	Human anatomy & physiology, life & physical sciences, scientific reasoning, pre-test questions	Conventions of standard English, knowledge of language, vocabulary acquisition, pre-test questions

For information on preparing for your TEAS, visit www.atitesting.com

STEPS FOR SCHEDULING TEAS:

> **Schedule Assessment**

>> Complete the NDSCS College Application process to an Allied Health program. Testers must have a current NDSCS application on file to schedule a TEAS test at this site. **If you need to take a TEAS for a college selection process other than NDSCS, visit www.atitesting.com to find a testing site in your area.

Email: alliedhealthcareers@ndscs.edu (or the contact specifically listed for your programs selection process) for testing dates/times the test is being offered, and to schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month.

Testing Location: North Dakota State College of Science
                       Allied Health Center (GAHC)– 213A
                       800 6th Street North | Wahpeton, ND 58076

If you are <u>not able </u>to make your reserved testing date, or need to <u>change</u> dates, please contact the program, using the email above, as soon as possible.

Create an Account

Once you have scheduled your test date, you will receive <u>emailed </u>instructions for creating an account with ATI. Your account will need to be created PRIOR to your testing date. Bring your login and password with you the day of testing.

If you have a previous ATI account established, <u>do not</u> create another one. Bring your user id and password with you the day of testing.

DO NOT order your TEAS Assessment from the ATI website. ONLY create an account.

Day of Testing

Arrive 30 minutes prior to start time. Once testing has begun, late arrivals <u>will not</u> be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee's signature and permanent address. If the name and photograph does not match, the examinee <u>will not</u> be allowed to test.

Each tester will also sign the testing roster with their legal name and email address.

Test is payable via credit card by the applicant the day of testing. The current cost of the assessment is **$65.00** (subject to change-verify with program prior to testing).

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in prior to testing.

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

Food or drinks are <u>not </u>allowed in the testing room.

A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and <u>both</u> pieces of paper must be turned in at the end of testing for the examinee to receive their score.

The exam allows three hours for completion. Results are available immediately after testing.

Benchmarks

The benchmark for the TEAS test, for the program you are applying to, is listed on the Program Factsheet and is also listed in this booklet. Benchmarks are not the same for all programs.

Benchmark means you must meet this score (or above) to apply to the program.

TEAS Score

You will receive your TEAS score immediately after testing and will also receive a paper copy of your results. Staff will review your score, discuss possible retakes and review your selection file with you. If you wish to meet with a program advisor that day, please schedule the appointment prior to your testing day.

Retakes

<u>One</u> retake is allowed per selection process (maximum of two TEAS within a calendar year). It is highly recommended scheduling your assessment date well in advance of the application deadline to allow time for a retake, if needed.   There is a minimum of <u>two weeks </u>between testing dates for retakes.

Previous TEAS Results

If you have already completed a TEAS Assessment and met the benchmark for the program you are applying, you can use the score for this selection process. An official transcript must be ordered and sent to the program via ATI. Go to <u>www.atitesting.com</u> to order an official transcript. *If you completed this assessment at NDSCS for a different selection process, an official transcript <u>does not</u> need to be ordered. Contact the program to have the assessment moved into the current selection process.

Version of TEAS Assessment

The current version of the test is **ATI TEAS Test** *(Version 6).* If you have a previous TEAS test and it <u>is not</u> this version, you will need to <u>retake </u>the assessment. Please check with the program.

FREQENTLY ASKED QUESTIONS

When is the deadline to apply?

October 1st (beginning spring semester) and **April 1st** (beginning fall semester) for the Wahpeton Campus.

How do I apply to NDSCS and where do I find the Supplemental Application to the Nursing Program?

www.ndscs.edu/become-wildcat/apply

https://www.ndscs.edu/academics/academic-departments-programs/nursing/program-selection-process

How soon will I know if I've been selected to begin the program?

Acceptance letters are generally *emailed* within one to two weeks of the deadline date. It is the applicant's responsibility to ensure their correct email address is on file with the Practical Nursing Program.

When I receive my notification letter, what do the different status terms mean?

Accepted – File is complete with high overall admission score.

Conditional Acceptance – Missing documentation for admission file. Example would be final college transcript or waiting for final grades to be posted.

Alternate – Means that should an accepted applicant decline their position in the program, an alternate will be accepted in their place.

Non-Acceptance – Not accepted in this selection pool; could be for various reasons, including not meeting admission criteria, incomplete file or low overall admission score.

How many are selected for each class?

30 applicants are selected.

What is the selection assessment and how do I schedule a date/time?

The assessment to complete for the current selection process is: *Test of Essential Academic Skills (TEAS)*. Information about your testing process will be reviewed fall semester.

The exam is administered at the Wahpeton Campus. Check with the program to see what dates/times are available for testing.

Is there a benchmark that must be met for the selection process assessment to apply?

Yes, the benchmark score to apply to the program is **45**. The assessment can be retaken once within one calendar year.

Can I study prior to taking the TEAS?

Yes, you can visit the website www.atitesting.com and click on ATI Store for a practice exam. There are also study guides available on the Wahpeton and Fargo NDSCS Campuses (but cannot be checked out); please contact the program for more information. There is also a study preparation course available from ATI called TEAS SmartPrep. For more information, visit www.atitesting.info

If I have already taken the TEAS can I use that score for my selection process?

Yes, a previous TEAS score may be used if it is a current version. It must be submitted to the program via an official transcript order through the ATI website. Scores submitted by the applicant will not be accepted. Please contact the program if you will be using a completed TEAS for more information.

Who should I contact to make sure my application/selection file is complete?

Office of Admission (for campus application process)
ndscs.admissions@ndscs.edu | 701-671-2521

Practical Nursing Program (for program selection process)
Sonja Fenske | sonja.fenske@ndscs.edu | 701-671-2967

I am not sure which courses will transfer?

Email NDSCS Student Records at ndscs.studentrecords@ndscs.edu , call 701-671-2521; or visit https://www.ndscs.edu/become-wildcat/admission-information/transfer-ndscs/transfer-information-guide or click on www.ndscs.edu/tes to see which credits may transfer to NDSCS.

If I am not admitted can I re-apply?

Yes, you may re-apply, and your selection process will begin again. Contact the program to have your file rolled over to the next selection process. This can be done by contacting Sonja Fenske at 701-671-2967 or emailing: sonja.fenske@ndscs.edu

*Program selection is both fall and spring semesters at the NDSCS Wahpeton Campus. Selection at the NDSCS-Fargo site only occurs every two to three years, if approved.

If I have further questions, or want to schedule a visit who do I contact?

We encourage questions! Use the contact information listed in the Quick Resources chart on the next page to ensure that the question you have is being answered by the correct contact. We also strongly encourage interested individuals to schedule a visit to our campus. You can see our excellent facilities, talk to program staff and meet with a program faculty member. To schedule a visit, go to www.ndscs.edu/tour or call 701-231-6935.

QUICK RESOURCES

Quick Resources		
Application to NDSCS	**Website: www.ndscs.edu/apply**	**800-342-4325 ext. 32225 or 701-671-2225**
Schedule a Campus Visit	**Website: www.ndscs.edu/tour**	**800-342-4325 ext. 32521 or 701-671-2521**
Transcripts/Transfer Credits	**Email: ndscs.studentrecords@ndscs.edu** **Website: www.ndscs.edu/tes**	**800-342-4325 ext. 32521 or 701-671-2521**
Financial Aid	**Email: ndscs.fin.aid@ndscs.edu** **Website: www.ndscs.edu/paying-for-college**	**800-342-4325 ext. 2207 or 701-671-2207**
Program Selection Process	**Email: sonja.fenske@ndscs.edu**	**800-342-4325 ext. 32967 or 701-671-2967**
Schedule TEAS Assessment (Testing begins fall semester)	**Email: trese.saar@ndscs.edu**	**800-342-4325 ext. 32984 or 701-671-2984**
Information about Program/Career	**Email: jerri.christiansen@ndscs.edu**	**800-342-4325 ext. 32640 or 701-671-2640**
Program Advisement	**Email: jerri.christiansen@ndscs.edu**	**800-342-4325 ext. 32640 or 701-671-2640**

APPLICANT CHECKLIST

For Applicant Use Only

Use the checklist below to track your application requirements. Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection. This form does <u>not</u> need to be submitted and is for the applicant's use to track selection requirements.

College Admission Requirements - NDSCS Office of Admission

☐ **Submit NDSCS Application for Admission**

   Date Submitted _____   ☐ **Received acceptance letter to NDSCS**

☐ **Submit Official High School Transcript**   **Date Submitted** _____

☐ **Submit Official College Transcript(s)**   **Date Submitted** _____

☐ **Submit Official ACT Scores <u>or</u>**

   Complete Placement Testing   **Date Completed** _____

Program Selection Requirements – Practical Nursing

☐ **Submit Supplemental Application to Program**   **Date Completed** _____

☐ **Submit Self-Reporting Course Completion/Grade Reporting Form**
   Date Submitted _____

☐ **Submit Essential Functions Verification**   **Date Submitted** _____

☐ **Schedule Assessment Examination**

   Date/Time _____   **Score** _____

☐ **Schedule ELL Placement Assessments (*if applies*)**

   MELAB - Date/Time _____   **Score** _____

   CaMLA - Date/Time _____   **Score** _____

REQUIRED FORMS

Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions (included in this booklet), with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or need accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

Program Applying to _____

Print Name _____

Signature _____

Date _____ Email_____

Please verify:

☐ English is my first language ☐ English is not my first language (refer to ELL Policy)

This form must be signed and submitted to the program to complete the selection process requirements.

Submit the form by emailing alliedhealthcareers@ndscs.edu or faxing 701-671-3403

NDSCS
PRACTICAL NURSING

Self-Reporting Course Completion/Grade Reporting Form

Applicant _____

General Education Courses

Course Prefix	Course Title	Credits	College	Dual Credit Yes/No	Completed (indicate final grade)	*In-Progress (indicate IP)	Verified (Office Use ONLY)
BIOL 220	Anatomy and Physiology I	3					
BIOL 220L	Anatomy and Physiology I Lab	1					
BIOL 221	Anatomy and Physiology II	3					
BIOL 221L	Anatomy and Physiology II Lab	1					
ENGL 110	College Composition I	3					
ENGL 120	College Composition II	3					
MICR 202	Introduction Microbiology	3					
MICR 202L	Introduction Microbiology Lab	1					
NUTR 240	Principles of Nutrition	3					
PHIL 210	Ethics	3					
PSYC 250	Developmental Psychology	3					
SOC 110	Introduction to Sociology	3					

If any of the above courses have been completed as a **transfer course** and have a different course prefix/course title, please list below:

Course Prefix	Course Title	Credits	College	**NDSCS Equivalent Course Prefix	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use ONLY)

** Check to ensure the course transfers into NDSCS, and substitutes for a required course, access the Transfer Equivalency Site at:

www.ndscs.edu/tes

Submit by email to sonja.fenske@ndscs.edu or fax to 701-671-3410

ADDITIONAL PROGRAM INFORMATION

Please review the following information to familiarize yourself with the Practical Nursing program.

Essential Functions for Practical Nursing Students

Additional Program Requirements for Selected Students

Practical Nursing Program Fact Sheet

Suggested Sequence of Study

ESSENTIAL FUNCTIONS FOR PRACTICAL NURSING STUDENTS

Functional Ability/Activity-Attribute-Task

- **Emotional Stability**
  Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy)
  Provide client with appropriate psycho social support
  Deal with unexpected situations
  Maintain attention on task
  Perform multiple responsibilities concurrently
  Handle strong emotions (e.g. grief, anger)
  Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way
  Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
  Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site
  Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others
  Be willing and able to examine and change his or her behavior when it interferes with productive individual or team relationships

- **Analytical Thinking**
  Gather data
  Transfer knowledge from one situation to another
  Assess and respond to change in patient's condition
  Integrate information
  Evaluate outcomes (e.g. effectiveness of care)
  Problem solve
  Prioritize nursing care
  Utilize long term memory
  Utilize short term memory
  Organize tasks to completion

  Think critically
  Takes immediate action to meet patient requests or needs

- **Critical Thinking Skill**
  Identify cause-effect relationships
  Plan activities for others
  Synthesize knowledge and skills
  Complete tasks in a timely manner
  Model accountability for learning by sharing knowledge and learning from others

- **Interpersonal Skills**

  Manage conflict between persons
  Respect differences in clients/families/co-workers
  Establish and maintain rapport with clients/families/co-worker
  Treat others with respect
  Build effective working relationships

- **Communication Skills**
  Communicate information (e.g. teach patient, family, or groups)
  Explain procedures
  Give oral and written reports
  Interact with others (e.g. effective group participation)
  Use the telephone – communicate summary of data
  Advocate for patient
  Direct activities of others
  Convey information orally and in writing (e.g. charting, reports, papers)
  Use computer
  Employ therapeutic communication techniques
  Assess and respond to verbal and non-verbal communication

- **Gross Motor Skills**
  Move within confined space (e.g. around patient bed)
  Provide standing support to patient
  Manipulate equipment above shoulders (e.g. IV's)
  Reach below waist (e.g. plug(ins)
  Assist transfer of patient (e.g. bed to chair, bed to bed)
  Reach across patient bed
  Maintain patient / client safety at all times

- **Fine Motor Skills**
  Pick up objects (e.g. syringe)
  Grasp small objects (e.g. pills)
  Write
  Use a computer

Pinch/pick or otherwise work with fingers (e.g. syringe, gloving and small equipment)
Turn knobs with hands on door or equipment
Squeeze (e.g. eye dropper, IV tubing)
Put on caps, gown, gloves, and mask
Apply pressure (e.g. wounds)

- **Physical Endurance**
  Sustain repetitive movements (e.g. CPR, ambu bagging)
  Work entire day

- **Physical Strength**
  Push and pull 25 pounds (e.g. position clients, CPR, apply pressure to wound)
  Support 25 pounds of weight (e.g. ambulate client)
  Lift 25 pounds (e.g. transfer client)
  Move light objects up to 10 pounds
  Move heavy objects weighing from 10 to 45 pounds
  Defend self against combative client, restrain a client
  Carry equipment/supplies
  Use upper body strength (CPR)
  Squeeze (e.g. fire extinguisher)

- **Mobility**
  Rotate body to attend to patient and equipment simultaneously
  Move quickly to respond to emergencies/patient needs
  Transfer patient (e.g. chair to commode, clinical sites such as hospital or client's homes

- **Hearing**
  Hear normal speaking level sounds (e.g. to communicate with client)
  Hear faint voices (e.g. elderly, oxygen deprived)
  Hear faint body sounds (e.g. blood pressure, heart and lung sounds)
  Hear in situations not able to see lips (when using masks)
  Respond to alarms (high/low frequency)

- **Visual**
  Visualize objects up to 20 inches away
  Visualize objects up to 20 feet away
  Visualize objects more than 20 feet away
  Use depth perception (e.g. injections, access height or depth of wound)
  Use peripheral vision

Distinguish color (e.g. patient secretions, and color-coded records)
Distinguish color intensity (e.g. blue complexion, redness of blood)
Respond to alarms

- **Tactile**
Feel vibrations (e.g. pulses, nerve responses, tremor)
Detect temperature of room, skin
Feel differences in surface characteristics (e.g. skin texture)
Feel differences in sizes, shapes (e.g. palpate vein, perform assessment)

- **Smell**
Detect odors from patient
Detect smoke
Detect gases or noxious smells

- **Reading**
Read and understand written documents (i.e. patient charts, professional literature)
Use anatomical design/diagrams correctly
Display mathematic competence
Read and understand columns of writing (e.g. flow charts)
Read digital displays
Read graphic printouts (e.g. vital signs, numbers, EKG strips, fetal monitor strips)
Read analog and digital clock
Convert numbers to/from metric

Motor Functions
Measure time (e.g. duration)
Count rates (e.g. pulse)
Use measuring tools (e.g. thermometer)
Read Measurement marks (e.g. scales)
Add, subtract, multiply, divide
Computer fractions and medication dosages, IV rates, etc.
Use a calculator
Write numbers in records
Maintain client /patient records

PROGRAM REQUIREMENTS – IMMUNIZATIONS/VERFICIATIONS

Documentation (compliance check) of the following immunizations/verifications will be required. Students will not be allowed to participate in clinicals unless all requirements have been met. Immunizations, exams and certifications are at the students' expense. *Students accepted into the program will receive more information on how to create and pay for an account in the clearing house utilized by the program and how to upload the requirements prior to the program specific deadline date. DO NOT submit these requirements directly to the program.*

Health Record Requirements:
a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer. b. documentation of three Hepatitis B immunizations, positive titer or a waiver. c. documentation of Varicella (Chicken Pox) vaccinations or proof of a positive titer. d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years. e. documentation of a negative **two-step** TB Skin Test (Mantoux), QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year. This requirement will be a yearly renewal. f. *documentation of a flu shot administered during the current flu season. **This requirement will not be **due until October 1** to ensure administration of current vaccination and will be a yearly renewal.*
Certifications:
CPR Certification – American Heart Association BLS Provider **or** BLS for Healthcare Provider American Red Cross **ONLY**
Background Check/Fingerprinting/Drug Screen:
Criminal Background Check Minnesota Background Check Fingerprinting Drug screen Additional checks may be required (dependent on clinical site requirements)
Health Insurance:
Submit documentation of current Health Insurance.

Students will be required to stay current with the above requirements while in the program.

NDSCS

Practical Nursing – AAS

▶ **Contact Information**
Jeri Christiansen, PN program coordinator
jeri.christiansen@ndscs.edu
701-671-2640
Mayme Green Allied Health Center 213M

▶ **Delivery Methods**

Face-to-Face: Wahpeton
Face-to-Face: **Fargo
Combination

Course Code	Course Title	Credits
NURS 101	Introduction to Nursing	5
NURS 102	Introduction to Adult Nursing	6
NURS 231	Psychiatric Mental Health Nursing	2
NURS 232	Adult Nursing	5
NURS 233	Adult Nursing Clinical	5
NURS 245	Maternal Child Nursing	4
NURS 246	Maternal Child Nursing Clinical	2
NURS 250	Leadership in the Long-Term Care Setting	2
NURS 251	NCLEX-PN Review	1
PHRM 205	Pharmacology for Nursing	3

Related/General Education Courses

*BIOL 220	Anatomy and Physiology I	3
*BIOL 220L	Anatomy and Physiology I Lab	1
*BIOL 221	Anatomy and Physiology II	3
*BIOL 221L	Anatomy and Physiology II Lab	1
**ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
FYE 101	Science of Success	1
*MICR 202	Introductory Microbiology	3
*MICR 202L	Introductory Microbiology Lab	1
NUTR 240	Principles of Nutrition (and Diet Therapy)	3
PSYC 250	Developmental Psychology	3
SOC 110	Introduction to Sociology	3
Humanities Elective— PHIL 210 Ethics		3

Total Required Credits   **66**

*This course has an expiration date of completion when transferring into the program. Check with the program.

**A placement test may be required if you have not met the ENGL (110 or higher) requirement.

Practical Nursing (NURS) courses must be taken in sequence. Sequencing is available on the program website at www.ndscs.edu/nursing.

Equal opportunity policy
The NDSCS Department of Nursing adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog.*

This **two-year** program is available to high school graduates or transfer students who are interested in pursuing a career in nursing. The curriculum is five semesters and awards an Associate in Applied Science degree in Practical Nursing. The graduate has an excellent opportunity for immediate entry into the health profession and/or transfer to an associate or bachelor's program for nursing. All general education courses are transferable within the NDUS system. Application deadlines are April 1 (starting fall semester) and October 15 (starting spring semester). Practical nurses have excellent job opportunities, which include employment in hospitals, long-term care facilities, clinics, home health, hospice, schools, and industry.

The first two semesters of the program consist of classroom, laboratory, and clinical instruction at the college and local long-term care facilities. The final three semesters of the program include clinical affiliations in adult, maternal-child, psychiatric, long-term care, home health, and clinic nursing. Interactive Video Network (IVN) classroom course work is utilized in Wahpeton or Fargo. Tutoring is available at the Academic Services Center (ASC) for many general education and some nursing courses.

Criminal background checks will be required. A previous conviction may affect clinical rotations and a state board of nursing could deny an application for licensure as a Practical Nurse. If arrested, charged and/or convicted of any felony, the applicant is required to meet with the department chair. A federal criminal history background check will also be required to test for the NCLEX-PN.

The NDSCS Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, and has full approval from the North Dakota Board of Nursing, 919 South 7th Street, Suite 504, Bismarck, ND 58504, 701-328-9777.

This program requires access to a personal computer capable of completing the assignments required by the nursing program, with a current operating system and a webcam.

Admission/Selection Requirements*
Applicants will be admitted to the program following a selection process which needs to be completed prior to the deadline date(s) of **October 15 or April 1**. Applicants that apply after the deadline(s) can complete the selection requirements and be placed on a waiting list. If openings become available, they may be selected, based on points, until the first day of class.

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at www.ndscs.edu/admissions for details.
2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for the Practical Nursing Program.
4. Submit a high school transcript /GED with a 2.0 GPA or higher. If an applicant fails to meet the high school /college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education credits from the nursing curriculum and achieve a "C" or higher to apply to the program.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official transcript with ASC 93 completed with a "C" or higher.
6. Complete a program selection assessment examination and meet the program benchmark composite score of **45**. Exam can be retaken once.
7. Review Essential Functions for Practical Nursing Students and submit the Essential Functions Verification form.

Criteria for Selection
A point system is utilized based on the following criteria: High School GPA or GED, assessment scores, most current college GPA (12 credits or more), grades in college level BIOL 220/220L, 221/22lL and MICR 202/ 202L.

It is highly recommended the applicant contact the program periodically during the selection process to assure file completion. Incomplete files will not be considered for selection.

Selection process details contact information and forms are in the Practical Nursing-AAS Program Information and Selection Process Booklet available at www.ndscs.edu/nursing (click on Program Selection Process) or contact the program at alliedhealthcareers@ndscs.edu.

Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information

For accepted students, specific immunizations, background checks, CPR certification (American Heart Associate BLS Provider OR American Red Cross BLS for Healthcare Provider ONLY) are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements will be at the students' expense.

Award
Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Practical Nursing and be eligible for the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Suggested Sequence of Study (Standard)
(Students fully admitted into the program)

Please Note: *This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.*

Developmental Credits Needed:

Reading	_____ASC 82	_____ASC 84			
Writing	_____ASC 86	_____ASC 87	_____ASC 88		
Math	_____ASC 90	_____ASC 91	_____ASC 92	_____ASC 93	

Placement in Mathematics, Writing and English depends on placement from exam results.

If you are planning to transfer, please note: *ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.*

FIRST SEMESTER				
	Subject/Catalog	Course Title	Credits	Comments:
	BIOL 220	Anatomy and Physiology I	3	
	BIOL 220L	Anatomy and Physiology I Lab	1	
	NURS 101	Introduction to Nursing	5	
	PSYC 250	Developmental Psychology	3	
	PHIL 210	Ethics	3	
	FYE 101	Science of Success	1	
		Total Credits:	**16**	

SECOND SEMESTER				
	Subject/Catalog	Course Title	Credits	Comments:
	BIOL 221	Anatomy and Physiology II	3	
	BIOL 221L	Anatomy and Physiology II Lab	1	
	MICR 202	Introductory Microbiology	3	
	MICR 202L	Introductory Microbiology Lab	1	
	NURS 102	Introduction to Adult Nursing	6	
	PHRM 205	Pharmacology for Nursing	3	
		Total Credits:	**17**	

SUMMER SEMESTER				
	Subject/Catalog	Course Title	Credits	Comments:
	NURS 231	Psychiatric Mental Health Nursing	2	
		Total Credits:	**2**	

THIRD SEMESTER				
	Subject/Catalog	Course Title	Credits	Comments:
	ENGL 110	College Composition I	3	
	NUTR 240	Principles of Nutrition (and Diet Therapy)	3	
	NURS 232	Adult Nursing	5	
	NURS 233	Adult Nursing Clinical	5	
		Total Credits:	**16**	

FOURTH SEMESTER				
	Subject/Catalog	Course Title	Credits	Comments:
	ENGL 120	College Composition II	3	
	SOC 110	Introduction to Sociology	3	
	NURS 245	Maternal Child Nursing	4	
	NURS 246	Maternal Child Nursing Clinical	2	
	NURS 250	Leadership in the Long-Term Care Setting	2	
	NURS 251	NCLEX-PN Review	1	
		Total Credits:	**15**	

TOTAL REQUIRED CREDITS FOR DEGREE: 66

NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
  - Practical Nursing (AAS)
  - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant

- Emergency Medical Services (EMS)
  - Emergency Medical Technician (EMT)
  - Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
  - Nursing
  - Pharmacy
  - Social Work

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