



Davidson Campus

P.O. Box 1287 • Lexington, NC 27293 • Phone: 336.249.8186 • Fax: 336.249.0088

Davie Campus

1205 Sallsbury Road • Mocksville, NC 27028 • Phone: 336.751.2885 • Fax: 336.751.6192

Uptown Lexington Education Center

20 East First Street • Lexington, NC 27292 • Phone: 336.238.0969 • Fax: 336.238.3272

Thomasville Education Center

305 Randolph Street • Thomasville, NC 27360 • Phone: 336.476.7891 • Fax: 336.476.7891

September 7, 2010

Dear LPN to ADN Option Applicant:

Congratulations on making the decision to continue your education. We know it will be a challenge as you continue your current work and home life. However, with organization and dedication, in one year you may be functioning as a Registered Nurse.

This packet outlines the steps that you must take to complete the application process. Please note the details required to process your application. Some early planning must begin now in order to facilitate your clinical experiences since they may begin in just a few short months.

Use the enclosed list and forms to prepare your application so that you can submit all components to the DCCC Admissions Office by January 28, 2011. Notification of acceptance to the program will be made by May 2, 2011.

If you have questions about the process, please contact Ronda Corriher in the Admissions Office at DCCC, (336) 249-8186, x. 6205, or by e-mail at rncorrih@davidsonccc.edu. We look forward to receiving your application.

Sincerely,

Ronda N. Corriher

Ronda N. Corriher
LPN to ADN Admissions Counselor

DAVIDSON COUNTY COMMUNITY COLLEGE

Fall 2011
LPN to ADN Option

Admission
Policies and Procedures

The following items must be on file in Admissions by Monday, January 28, 2011:

LPN TO ADN OPTION ADMISSIONS REQUIREMENTS:

- a. Fall 2011 **LPN to ADN Option Intent Form** completed and signed and an updated application if necessary. (Available September 7, 2010 through January 28, 2011)
- b. Final **high school transcript or GED or Adult High School transcript.** (if applicable)
- AND**
- OFFICIAL **college transcripts** from every college attended. (May be mailed directly from the college or hand delivered by the applicant in an envelope sealed by the submitting college's records office)
- c. Hold a current unrestricted **LPN license in N.C. (or a compact state)**
All clinicals must be performed in NC and licensure must be verified
- d. **Have 18 months full-time practice within the scope of an LPN in an acute care (hospital, urgent care, surgical) or long term care (nursing home, rehabilitation) within the last 4 years.** (Verification of Practice Form is attached and due by 1/28/11 deadline)
- AND**
- e. Currently **employed in a LPN position in an acute care or long term care facility.** (Verification of Practice Form will also be used to document current LPN position.)
- f. **Completion of ALL ADN support courses below, earning a grade of 'C' or higher, by the end of Spring Semester 2011.** Students registered in classes for Spring 2011 are required to submit a copy of registration form before the 1/28/11 deadline. All classes are prerequisites for entry via this option and courses must contain the same number of semester hours credit required.
- BIO 165 (A&P I) 4 cr.hrs. PSY 150 (General Psychology) 3 cr.hrs ENG 111 (Expository Writing) 3 cr.hrs.**
BIO 166 (A&P II) 4 cr.hrs PSY 241 (Devel. Psy) 3 cr.hrs ENG 112, 113 or 114 - 3 cr.hrs
HUMANITIES (HUM, MUS, REL) Elective 3 cr.hrs. COM (Communications) Elective, 3 cr. hrs
(Applicants without college credits in English and/or Algebra will be required to complete a placement assessment prior to acceptance.)
- g. Completion of the **SAMS Challenge computer Skills Assessment OR** proof of a college-level curriculum computer course within the last five years.

NOTE: Applicants should begin investigating potential facilities for clinical experience in anticipation of program entry. Once accepted, the student along with the DCCC nursing faculty will work to set up contractual preceptor agreements.

Applicants not meeting these criteria may continue enrollment as Pre-LPN to ADN Option students while completing their prerequisite courses and may choose to complete an Intent Form for the Fall of 2012.

RANKING AND NOTIFICATION OF ACCEPTANCE:

- Applicants meeting all requirements by the deadline will be eligible to take the HESI examination. It will be a computerized comprehensive nursing exam measuring practical nursing knowledge. The testing fee is approximately \$35 (subject to change).
- Students may prepare for the exam by using an NCLEX-PN Review Book.
- DCCC will develop a schedule of testing dates on DCCC's Main Campus in Lexington, NC to provide to all qualified applicants after the initial application deadline.
- Applicants will be ranked based upon their entrance examination scores; however, in the event of a tie, date of application will be considered.
- Acceptance and alternate letters will be sent to applicants by May 2, 2011.

FOLLOW-UP REQUIREMENTS for those selected for the full fall option:

Final program entry will be contingent upon successful completion of the following items. Failure to follow through may result in cancellation of acceptance.

Date Required	FOLLOW UP REQUIRMENTS FOR PROGRAM PLACED STUDENTS
June 1, 2011	Proof of successful completion of any remaining prerequisite classes completed in the Spring of 2011 (official transcripts are required.)
June 1, 2011	Clinical Forms completed and returned to the Nursing Department Staff (Clinical Forms are included in the acceptance packets).
July 1, 2011	Health and CPR* forms completed and returned to the Nursing Department Staff (Health and will be included in acceptance packets).

***All accepted applicants must be certified in cardiopulmonary resuscitation with in 12 months of the 1st day of fall semester.** The course must include resuscitation of infants, children, and adults and both one- and two-rescuer techniques. The American Heart Association CPR for the Healthcare Providers is approved to meet this requirement.

Note: Community CPR does not meet requirement for entry into ADN Program.

LPN TO ADN OPTION FACTS:

- Students must possess effective computer skills, have an active e-mail address and access to a computer meeting the minimum standards for on-line education and be willing and able to purchase and install appropriate software. DCCC's hardware/software requirements can be found at <http://www.davidsonccc.edu/webhardware.htm>.
- This is a limited enrollment program for the 2-semester program.
- The option begins in the fall and is completed at the end of the spring term.
- Although primary instruction will be delivered via the Internet, students are required to return to campus for specified activities such as orientations and tests. (Generally campus days are limited to 3-4 days per semester.)
- Each of the courses requires 120 hours of clinical practice, UNPAID, and under the supervision of an RN. This may be arranged in the student's place of residence and possibly within the current place of work, but may not be within the same unit of employment. The nursing faculty must make final approval of facilities and preceptor.
- Applicants ranked but exceeding our enrollment capacity will be placed on an alternate list and will be admitted in order, should space become available, until the first day of fall semester.
- Applicants on the alternate list will not be carried over to a waiting list for the following year and must re-apply in the next LPN to ADN Option cycle.

The following information has been provided by the Nursing Department at DCCC.

Health Evaluation

Applicants should be aware that admission to Allied Health Programs is dependent upon physical and emotional health, compatible with the ability to provide safe patient care.

Accepted Allied Health students are provided a copy of the Student Medical Form to document evidence of satisfactory health. A physical examination is required within one year of entry into the program. Proof of childhood immunizations including Tetanus/Diphtheria/Pertussis (Td/Tdap), Measles, Mumps, Rubella (MMR), Chickenpox (Varicella) and polio are required. Proof of Tetanus booster, annual seasonal influenza vaccine, Hepatitis B (three-part) vaccine, and a two-step Tuberculin Skin Test are also required. The cost to obtain the physical examination and required vaccinations is the responsibility of the student and should be completed in a timely manner for program entry.

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

All health forms must be completed and returned to the Allied Health Program area (Briggs Technology-202) no later than Thursday, July 1, 2011. If these forms are not received or are received incomplete by that date, admission into the Allied Health Program will be canceled and the space will be offered to another applicant. Detailed information about the due dates for health records will be provided to accepted applicants.

CRIMINAL BACKGROUND CHECK & DRUG SCREENING

Clinical sites require a criminal background check and drug screening prior to participation in clinical site visits. Background checks are conducted through a contracted agency and include nation-wide criminal record and sexual predator checks. A 12-panel urine drug screen must be obtained from a DCCC-approved lab.

If any facility refuses to allow the student to participate in the clinical experience at that agency as a result of those findings, the student will not be able to progress in the program. Inability to progress will result in failure of the course and removal from the program.

SCHEDULING OF CLASSES

Enrollment in the LPN to ADN Option will require on-line attendance for classes and clinical experience at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies will be necessary. Students are responsible for their own transportation.

PERFORMANCE STANDARDS FOR STUDENTS IN THE ADN PROGRAM:

Purpose: In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of nursing.

The foundations for the Performance Standards for Nursing Students in the DCCC ADN program are:

- The faculty has authority for the course as described in the Faculty Handbook.
- The instructor is to be treated with respect and has the right and authority to direct the class in whatever manner he/she determines will best facilitate the student's learning based upon the instructor's education and experience.
- Mutual respect is an essential component to effective education. It is important that all positions of a discussion are treated with equal respect and courtesy.
- The instructor's obligation is to design a learning opportunity and present it effectively.
- It is the student's responsibility to attend all components of the course and take responsibility for his/her performance in the course.

These Performance Standards are to be used as a guide:

- For admission, retention and graduation policies
- For comprehensive evaluation of subjectively and objectively measured skills, behaviors and attributes
- To articulate a set of standards for students and faculty to refer to for identification, reflection upon and correction of unsatisfactory behavior
- To assist students to reflect on, understand and accept accountability for the overt and subtle aspects of their behavior and how it impacts the learning environment, clients, colleagues, and the academic and health care environments.
- To assess the reasonableness of requests for special accommodations that would allow the student to practice

the nursing profession following the standards of nursing practice without fundamentally altering the program of study

The Performance Standards are referenced in the following manner:

- Letter of Intent
- Information Session
- Clinical Progress Report
- Course Syllabus
- ADN Student Handbook
- DCCC General Catalog and Student Handbook

Process

The Student Handbook is distributed and reviewed with students at the onset of the program. Once a Variation in Performance Standards is initiated it will remain in effect throughout the student's continuous progress through the program. To communicate between semesters, probation status will be noted in the grade book.

The Performance Standards for Nursing Students in the DCCC ADN program are outlined below. These Performance Standards include but are not limited to the following:

I. Cognitive

- A. Ability to measure, calculate, reason, analyze, integrate and synthesize information.
1. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
 2. Example: Apply broad class concepts to unique client situations.
 3. Example: Concentrate to correctly perform dosage calculations and analyze information to make clinical decisions in the often distracting and noisy, clinical setting.
 4. Example: Make correct judgments on seeking consultation or supervision in a timely manner.
 5. Example: Respond appropriately to constructive feedback.

II. Communication

- A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family and other professionals.
1. Example: Establish and maintain a professional relationship with patients and colleagues.
 2. Example: Demonstrate appropriate impulse control and professional level of maturity.
- B. Effective communication with others, both verbally and in writing.
1. Example: Explain treatments and interventions, document nursing actions, record patient responses to treatment in a professional manner.
 3. Example: Convey information in a clear, professional and timely manner.
 4. Example: Listen and respond to others in an accepting and respectful manner.

III. Motor Skills

- A. Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
1. Example: Participate, within reasonable limits, to safely assist a patient in moving; for example, from a bed to a chair or from a chair to a commode.
 2. Example: Manipulate equipment to perform treatments including preparation and administration of injections, catheter insertion.
- B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
1. Example: Participate completely in classroom activities.
 2. Example: Participate fully in required activities in clinical setting including extended periods of standing, lifting equipment and walking briskly as is reflective of the general practice of nursing.

IV. Professional Conduct

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
1. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
 2. Example: Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
 3. Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.

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- B. *Incorporate professional standards of practice into all activities.*
 - 1. *Example: Engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults.*
 - 2. *Example: Work effectively with a team in an academic or health care setting.*
 - 3. *Example: Refrain from using improper grammar, profane or inappropriate communications.*
 - C. *Demonstrate integrity and accountability in clinical and academic setting.*
 - 1. *Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.*
 - 2. *Example: Respond appropriately to constructive feedback.*
 - 3. *Example: Take all nursing tests and final examinations as scheduled.*
 - D. *Present self in a professional manner in clinical and academic settings.*
 - 1. *Example: Attend clinical following uniform policy, including appropriate hygiene with no detectable scents or odors.*
 - 2. *Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.*
 - E. *Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.*
 - 1. *Example: Use blackboard to collect course information.*
 - 2. *Example: Utilize clinical computers to deliver safe patient care.*
 - 3. *Example: Utilize the internet to collect current information from appropriated sources to provide evidence-based nursing care.*
 - 4. *Example: Communicate via e-mail in a professional and ethical manner.*
- V. **Sensory**
- A. *Hearing sufficient to assess health needs.*
 - 1. *Example: Hear an alarm, accurately assess breath sounds, and hear a cry for help.*
 - B. *Vision sufficient for assessment necessary to deliver nursing care.*
 - 1. *Example: Observe a patient accurately, at a distance and close at hand.*
 - 2. *Example: Accurately interpret non-verbal communications.*

LEGAL REQUIREMENT FOR NURSE LICENSURE:

In the spring students will complete an application for licensure as a registered nurse by examination. The application for the examination in North Carolina contains a question as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is "yes" the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming registered as a nurse in North Carolina. Similar requirements exist in other states. Applicants for initial licensure in North Carolina must have a criminal background check. Also, a criminal background check and/or drug testing may be required by the clinical site prior to participation in the clinical component. Clinical placement is contingent upon acceptable results.

The Nursing Practice Act, Article 9A, Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

- (1) has given false information or has withheld material information from the board in procuring or attempting to procure a license to practice nursing;
- (2) has been convicted of or pleaded guilty or *nolo contendere* to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public;
- (3) has a mental or physical disability or used any drug to a degree that interferes with his or her fitness to practice nursing;
- (4) engages in conduct that endangers the public health;
- (5) is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established;
- (6) engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; or
- (7) has willfully violated any provision of the Article or of regulations enacted by the board.

If a student has any questions about his/her eligibility to take the licensing examination, he/she may wish to confer with an attorney or the N.C. Board of Nursing. The DCCC nursing faculty will provide upon request information regarding resources for further information relative to the legal requirements for licensure.

LPN to ADN Option Intent Form for Fall 2011

Due by January 28, 2011

PRINT YOUR NAME: _____ ID# _____

Contact numbers: H(____)_____ W(____)_____ C(____)_____

Mailing Address: _____

E-Mail: _____ LPN License #: _____
(required) (required)

By completing this Intent form, I am confirming the following:

- o I have a recent and complete application on file with DCCC;
- OR**
- o If I am currently a student at DCCC and have changes in my contact or transcript information, I must submit a new application along with this intent form.

If the LPN to ADN Option is not my current major, but I want it to be, I must submit a Change of Major Form. Once processed only then will my program and advisor to be changed to the pending status for the LPN to ADN transition option.

I have been provided with the Davidson County Community College Fall 2011 Admissions Policies and Procedures for the LPN to ADN Option handout and certify that I have received, read and understand this information.

Signature

Date

Self-Evaluation

This checklist is used by the Admissions Staff to evaluate Nursing Applications. Please take a few minutes after reading the Fall 2011 Admissions Policies and Procedures to review this self-evaluation so you can better understand your status as it relates to the LPN to ADN option selection process.

Y/N

- ___ I have completed an LPN to ADN Option Intent Form for the upcoming Fall Semester.
- ___ I have a current/updated application on file with DCCC.
- ___ I have submitted High School, GED, AHS transcript(s) to DCCC's Admissions Office.
- ___ I have submitted official College transcripts for all colleges I have attended.
- ___ I have submitted proof of 18 months of full-time practice in the role of an LPN in an acute or long term care facility within the last 4 years
- AND
- ___ I have submitted proof of my current employment as an LPN with direct patient care.
- ___ I have completed all ADN support courses with no grades below a "C".

Notes:

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Verification of Practice
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By my signature, I affirm that _____
(Print full name of LPN)

is working or has worked in the role of Licensed Practical Nurse
(Circle one)

full-time or part-time (average number of hours per week _____) from
(Circle one)

_____ to _____ within the last four years in a(n)
(Start Date) (End Date or "Still Employed")

acute care or long term care facility (Circle one)

Employers Verification Signature from Nursing or Human Resource Department Date

Printed Name AND Title

Printed name of Employing Agency/Facility (_____) Contact Phone Number

Applicants may duplicate this blank form if multiple copies are needed.

Deadline: January 28, 2011

Updated: August, 2010