Fall 2016 Admissions Policies and Procedures
Practical Nurse Education (PNE) Program

Date Completed

 Deadline Friday, January 29, 2016.

- Admissions policies and procedures are subject to change as necessary and without prior notice.
- The PNE Program is offered at the Davie Campus in Mocksville, NC.
- Program courses are offered in a hybrid format (a combination of on-line classes via the internet and traditional face-to-face in the classroom). Face-to-face classes are held evenings and weekends while lab and clinical experiences are scheduled for weeknight evenings and weekends.

ADMISSION PROCESS:

1. DCCC Application for Admission for those not currently enrolled at DCCC.
2. Intent Form* for Fall 2016 Practical Nurse Education submitted for current selection cycle. * A form is included with this packet.
3. Final high school transcript OR GED Score Report submitted;
4. Official college transcripts from colleges attended. All transcripts are not required, only those in which you plan to transfer credit must be submitted. College transcripts must arrive in original sealed envelopes. Faxed, copied, and on-line college transcripts are not acceptable;
5. Placement scores meeting PNE placement requirements (or approved equivalent) in the areas of computer skills, reading, writing, math and algebra;
6. Eligibility Review – After completing 1-5, you are responsible for completing an Eligibility Review with an Enrollment Specialist between October 1, 2015 – January 29, 2016. Your Specialist is assigned based upon the first letter of your last name. (please do not arrive during lunch times between 11:00 a.m. – 1:00 p.m.)
   A-G Danielle Cook, (336) 249-8186, ext. 6707
   H-O Donna Newhouse, (336) 249-8186, ext. 6418
   P – Z Keri Statham, (336) 249-8186, ext. 6710
   Davie Campus Please call for appointment (336)751-2885, Sandra Porter, ext. 4853 or Bonnie Jones, ext 6162

   During your review items 1-5 are reviewed for completion. Also, grades for any PNE support classes previously completed at DCCC are checked for a final grade of “C” or above for continued eligibility. Classes subject to review are: ENG 111, BIO 163, PSY 150 and PSY 241.

TEAS –Version V Scores-- The Test of Essential Academic Skills – Version V, a computerized test of reading comprehension, sentence skills, science, and math problem solving will be used in the scoring and ranking process.
- Testing will be conducted by appointment beginning December 2015 and should be completed by the January 29, 2016 deadline.
- Multiple dates and times will be available for the TEAS Test, however, you may take the test only once per PNE selection cycle. TEAS scores from another college must be approved by your Enrollment Specialist BEFORE the January 29th deadline. These scores must be less than 6 months old as of January 29.
- Eligible applicants should complete their eligibility review for a TEAS testing slip and make TEAS appointments online at www.atitesting.com
• Please note the test will be given on the Davidson and Davie campuses, but appointments MUST be made online and students are not able to test until they have completed their eligibility review.
• The test is $66 and study materials are available for an additional cost through DCCC’s Bookstore and also available on the ATI website at: http://www.atitesting.com/ati_store/TEAS-products.aspx
• TEAS workshops will be offered September 2015 – January 2016 in the Learning Commons on the Davidson campus – Additional information is available via the Learning Commons webpage under Workshops:  http://www.davidsonccc.edu/lc
• Completion of the TEAS test without also meeting all other eligibility requirements will not allow competition.

**Note: Completion of all items above does not guarantee acceptance into the program.**

Important Reminder about Nursing Assistant 1 (NA 1) Certification:
Nursing applicants are encouraged to complete an *approved* NA 1 training program as early as possible due to high demand and limited seats in each course. Proof of NA 1 training and listing on the State NA1 registry is required of nursing students prior to the first day of class. A listing of approved NA1 programs is located at: http://www.ncdhhs.gov/dhsr/hcpr/pdf/trainingprograms.pdf

<table>
<thead>
<tr>
<th>IMPORTANT DATES AND DEADLINES:</th>
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</thead>
<tbody>
<tr>
<td>Fall 2016 PNE Packet and Intent Form Available:</td>
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<tr>
<td>Completion of all preparatory courses</td>
</tr>
<tr>
<td>Application, transcripts, placement, Eligibility Review and TEAS DEADLINE</td>
</tr>
<tr>
<td>Acceptance/Alternate Letters mailed on or by</td>
</tr>
</tbody>
</table>

Placement Assessment and Educational Background Information: One criterion for each subject must be met to achieve program eligibility. Other placement tests or high school transcript exemptions are subject to approval by your Enrollment Specialist.

<table>
<thead>
<tr>
<th>COMPUTER SKILLS</th>
<th>Satisfactory completion of CTS 080 within the last 5 years.</th>
<th>Satisfactory completion (grade “C” or above) of an acceptable college-level (associate degree or higher) or high school computer course within the last 5 years or high school GPA exemption.</th>
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<tbody>
<tr>
<td>WRITING</td>
<td>ACCUPLACER Sentence Skills score of 86 or above or combined score of 166 with reading OR NC DAP DRE Composite score of 151 or higher within the last 5 years</td>
<td>Satisfactory completion of ENG 090 or ENG 095 or DRE 098 or DRE099</td>
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<tr>
<td>READING</td>
<td>ACCUPLACER Reading Comprehension score of 80 or above or combined score of 166 with sentence skills OR NC DAP DRE Composite score of 151 or higher within the last 5 years</td>
<td>Satisfactory completion of RED 090 or ENG 095 or DRE 098 or DRE 099</td>
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</tbody>
</table>
### MATH
- ACCUPLACER DMA 010 – 030 with a score of 7 or arithmetic skills score of 55 or above within the last 5 years
- Satisfactory completion of MAT 060 or DMA 010 – DMA 030
- Satisfactory completion (*"C" or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.

### ALGEBRA
- ACCUPLACER DMA 040 with a score of 7 or Algebra skills score of 55 or above within the last 5 years
- Satisfactory completion of MAT 070 or DMA 040
- Satisfactory completion (*"C" or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.

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**Ranking and Notification of Acceptance/Alternate Status:**

- The maximum number of points possible in the ranking process is sixteen (16).
  - **TEAS score** earns from 0 to 10 ranking points. *Students must score a 62 to be ranked.*
  - **BIO 163 or the combination of BIO165 and BIO166** completed at DCCC or transferred to DCCC earns 2 to 4 bonus points determined by the final grade (or current high school seniors with a completed HS lab science above general biology with a grade of ‘A’ or ‘B’ may earn 2 bonus points). Students substituting BIO165 & BIO166 must complete both at the same school by the deadline to earn points – the highest grade will earn points in this instance with a total of 2-4 points.
  - **College Level Math** (MAT 115 or higher) earns 1 bonus point.
  - **ACA 090 completed at DCCC** with a grade of SC or higher earns 1 bonus point.

- If applicants have identical total admission points, the following component scores will be used to further delineate candidates:
  1. TEAS Composite Score
  2. TEAS Reading Score
  3. TEAS Math Score
  4. BIO points
  5. ACA point

- Acceptance and alternate letters will be mailed on March 11, 2016.
- Applicants with the highest overall scores will be offered program acceptance and remaining students will be placed on an alternate list in ranked order. Alternates will be called by that order should space become available (until the first day of class for Fall 2016).
- Applicants who remain on the alternate list will **not be carried over to a waiting list** for the following year and must renew the intent process for consideration the following year.

**NOTE: DCCC students are permitted to compete for TWO selective programs**

**Accepted PNE Student Follow-Up:**

- Newly admitted PNE students must return a **Confirmation Form** to the Admissions Office to accept or decline the program seat by Friday, April 4, 2016.
- Newly admitted PNE students must attend the student success seminar held the summer prior to the August start date of fall classes. This date is provided in the acceptance packet.
- The following requirements are verified by the School of Health, Wellness and Public Safety **after acceptance:**
  - Satisfactory completion of an approved* **Nurse Aide I training** program. (See Page 2)
  - Current CPR certification within 12 months of the first day of Fall
2016 classes;
   i. Must include both one- and two-rescuers and both adult and child techniques.
   ii. Courses meeting criteria include: American Heart Association CPR for Health Care Providers.
   o Health & Clinical forms completed, signed and returned by July 15, 2016 to the Nursing Department Clinical Coordinator (Forms will be included in acceptance packets);
   o Maintain final grade(s) of “C” or higher in any PNE required course after being admitted and beginning the nursing courses in the program.
   ❖ Failure to meet these follow-up requirements will result in ACCEPTANCE BEING REVOKED.

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

HEALTH EVALUATION FOR ACCEPTED PNE STUDENTS:
Applicants should be aware that admission to the PNE Program is dependent upon physical and emotional health, compatible with the ability to provide safe patient care. To document evidence of satisfactory health, accepted PNE students may access a copy of the Student Health Forms, available on the website (http://davidsonccc.edu/conditionally-accepted-nursing-clinical-training-requirements).

A physical examination performed no more than one year prior to the prospective date of entry into the program is required. Proof of required immunizations 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 Practical Nursing Program (Briggs Technology-202A) no later than July 15, 2016. If these forms are not received or are received incomplete by that date, admission into the PNE Program will be revoked 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 FOR ACCEPTED PNE STUDENTS
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. Additional details can be obtained on the website: http://davidsonccc.edu/conditionally-accepted-nursing-clinical-training-requirements
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. Applicants for initial nursing licensure in North Carolina must have a criminal background check as well.

SCHEDULING OF CLASSES IN THE PNE PROGRAM:
Enrollment in the PNE Program will require attendance at class or clinical laboratories at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies as far away as Greensboro and Salisbury will be necessary. Students are responsible for their own transportation.

TECHNICAL STANDARDS FOR STUDENTS IN THE PNE PROGRAM:
Technical Standards are activities a student in the PNE Program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Director of the Nursing Program. These Technical Standards include but are not limited to the following:

Technical Standards:
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.
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.
   2. Example: Convey information in a clear, professional and timely manner.
   3. 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 drawing 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.
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.
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.

V. Sensory
A. Hearing sufficient to assess health needs.
   1. Example: Hear an alarm, accurately assess heart and 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. Accurately interpret non-verbal communications.

The examples given are representative of those activities required and are not all inclusive.

LEGAL REQUIREMENT FOR PRACTICAL NURSE LICENSURE:
During their final semester, students enrolled in the DCCC PNE Program complete an application for licensure as a practical 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.

The [Nursing Practice Act, Article 9A, Chapter 90](https://www.ncleg.gov/EnactedLegislation/ByYear/1995) 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/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.
Practical Nurse Education (PNE) Diploma Program
Fall 2016 Intent Form

by Friday, January 29, 2016

Must be received in the Admissions Office

PRINTED Name: ___________________________ Birth Date: ___________________________

Student ID (OR Last 4 of SS#) __________________________________________

Address __________________________________ City_________________________ State _____ Zip__________

DCCC E-Mail Address: __________________________________________

Home Phone ___________________ Cell ______________ Work __________________

<table>
<thead>
<tr>
<th>Question</th>
<th>NO</th>
<th>YES</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a high school senior this year?</td>
<td>NO</td>
<td>YES</td>
<td>If YES: Do you have a high school science above general biology with a lab?</td>
</tr>
<tr>
<td>Have you completed BIO 163 or BIO 165 and BIO 166 at DCCC?</td>
<td>NO</td>
<td>YES</td>
<td>If YES: FINAL BIO 163 grade ___ BIO 165 grade ___ FINAL BIO 166 grade ___</td>
</tr>
<tr>
<td>Have you transferred BIO 163 or BIO 165 and BIO166?</td>
<td>NO</td>
<td>YES</td>
<td>If YES: FINAL BIO 163 grade ___ BIO 165 grade ___ FINAL BIO 166 grade ___</td>
</tr>
<tr>
<td>Have you completed ACA 090 at DCCC?</td>
<td>NO</td>
<td>YES</td>
<td>If YES: What is your FINAL ACA grade?</td>
</tr>
<tr>
<td>Have you completed college level math</td>
<td>NO</td>
<td>YES</td>
<td>If YES: What is your final math grade?</td>
</tr>
<tr>
<td>Have you been admitted to the DCCC PNE Program in the past?</td>
<td>NO</td>
<td>YES</td>
<td>If Yes, when?</td>
</tr>
</tbody>
</table>

I have read the PNE packet including the technical standards. If I have any questions about the steps or deadlines it is my responsibility to contact the Admissions Office to follow up or obtain further information.

I am responsible for submitting and completing all of the steps outlined in the PNE packet and doing so in a reasonable time for review.

After completing all of the required items I am responsible for completing an eligibility review with an Enrollment Specialist to review my eligibility. I will be notified of my next steps at that time.

Submitting this Intent Form will not change my current major. I must complete the Change of Major process if I intend to do so.

This intent form is for the one year PNE Program offered at the Davie Campus in Mocksville, NC in a hybrid format (a combination of on-line classes via the internet and traditional face-to-face in the classroom and clinicals). All other nursing program options (ADN etc.) use a different form.

________________________________________________________________________
Signature                                                                 Date

Admissions Office Use Only:

Eligibility: ___YES; ___ NO  Reason________________________________________

ACA _________; BIO __________ (or HS Sci. ________); Math __________

Specialist: ___________________________ Review Date: __________________________