



OREGON COAST  
COMMUNITY COLLEGE

**Nursing Program  
Application  
2020**

**Applications due by March 30, 2020 @ 5pm**

**Application will only be accepted by electronic submission  
through the college website**

Thank you for your interest in Oregon Coast Community College's (OCCC) Nursing Program. OCCC offers an Associate of Applied Science Degree in Nursing. The following is a list of important dates, timelines and steps when considering the OCCC Nursing Program at OCCC

### **Important Dates, Timelines, and Steps**

1. **On the Nursing website read the Frequently Asked Questions and Nursing Application. Both are located under the "more details" tab. <https://www.oregoncoastcc.org/associate-of-applied-science-nursing/>**
2. **Complete the online application to Oregon Coast Community College at <https://www.oregoncoastcc.org/apply/>**
3. **Make an Academic Advising Appointment with an Advisor who specializes in Nursing and Allied Health at <https://www.oregoncoastcc.org/advising/> Advising appointments are mandatory.**  
**-If you are not in the Central Coast area, your initial appointment can occur over the phone. Be sure to state this on the appointment page.**  
  
**Bring all unofficial transcripts to the advising appointment. If this is a phone appointment, send transcripts via email to the Academic Advisor before the appointment.**
4. **Attend the Fall Term Nursing Information Session. Check the Nursing website for date. <https://www.oregoncoastcc.org/associate-of-applied-science-nursing/>**
5. **If you plan to apply to the Nursing Program submit OFFICIAL college transcripts from each school that you attended, following the procedure below. Please know that there are two colleges that work together to process your transcripts: Oregon Coast Community College and Portland Community College. You will need to log into your PCC account (MyPCC at <https://www.pcc.edu/resources/mypcc.html> ) to track the evaluation process.**
  - a. **Submit your official transcript (s) in a sealed envelope to Oregon Coast Community College: Student Services, Oregon Coast Community College, 400 SE College Way, Newport, OR 97366. Make sure that your college is sending the actual print copy, **not an electronic version.****
  - b. **Track PCC's receipt of your transcript by logging into my.pcc.edu and clicking on the "Transfer Credit Evaluation" link from the Home tab ("Don't wait in Line" channel).**
  - c. **Once your transcript (s) is received it will display in this link, click "Submit" to request the evaluation. Evaluations are processed in the order that the requests are received. Once your request is submitted, your transcript will disappear from this link; this means that PCC has received your request. *Evaluations take between two to four weeks to complete.***
  - d. **When your transfer credit evaluation is complete, you will be sent an email via MyPCC. You can review your transfer credit on your unofficial transcript by clicking the "Transcripts" link from the MyPCC Home tab. You can also look on your GRAD Plan to see how your transfer credits count towards your degree or certificate.**
  - e. **Email your OCCC Academic Advisor when your evaluation is complete, and the courses appear on your Grad (Graduation) Plan.**

THE OFFICIAL TRANSCRIPT EVALUATION PROCESS MUST BE COMPLETED BY: **March 2, 2020**

Your transcript(s) should include any winter term courses in progress that are relevant to the nursing application.

You will have to submit official transcripts again, once grades are completed for Winter and Spring terms.

The DEADLINE to apply to Nursing program is **March 30, 2020**

**Please indicate one of the following:**

<input type="checkbox"/> I am applying for the _____ Tillamook cohort only	<input type="checkbox"/> I am applying for the _____ Lincoln County cohort only	<b><u>YOU MUST SELECT ONE OF THESE OPTIONS.</u></b>
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**Prior to applying you must have completed the following pre-requisites courses by March 30, 2020 at 5pm.** All prerequisite courses must be completed with a grade of “C or higher”. **There are no exceptions.**

- BI 231 Anatomy and Physiology I
- BI 232 Anatomy and Physiology II
- MP111 Medical Terminology
- MTH 95 Intermediate Algebra (or higher) this requirement **cannot** be waived by a placement test score.
- PSY 201 or PSY 201A Introduction to Psychology – Biological Emphasis
- PSY 215 Human Development
- WR 121 English Composition
- WR 122 English Composition or
- WR 123 English Composition or
- WR 227 Technical Report Writing

**Please Note:**

**Science and math courses must have been completed after March 31, 2013. If the math is older than 7 years, you can take the placement test and must score into Math 111 or higher within one year prior to applying to meet the math requirement.**

The following general education courses are required for your Associate of Applied Science Degree at OCCC but do not have to be completed prior to application, though it is strongly recommended that courses be completed prior to application.

If accepted into the nursing program these courses will need to be completed by the following:

- **Arts and Letters Elective: will need to be completed by the start of Fall Term of 2021**
  - **please consult with an academic advisor for eligible courses for this category**
- **Fundamentals of Nutrition (FN 225): will need to be completed by the start of Fall Term of 2020**
- **Science courses (BI 233 and BI 234): will need to be completed by the start of Spring Term of 2021**

**Courses that are Points Eligible:** these courses must be completed with a **“B” or better** to be eligible for points. Please refer to the **point sheet** at the end of the application as this has been revised.

**Only the following courses are point eligible:**

- Anatomy and Physiology sequence (BI231, 232, and 233)
- Microbiology (BI234)
- Nutrition (FN 225)
- Social science elective
- Arts & letters elective

All students will be required to take the Health Science Reasoning Test (HSRT) entrance exam which assesses critical thinking. The HSRT exam will be offered on **April 10, 2020 from 0830-1000 or 1030-1200 in room 70 at OCCC**. Applicants will be required to sign-up for their preferred test time when they submit their application. Please stop by the office or call 541-867-8548 to sign up for the HSRT entrance exam. The Nursing Office is located on the second floor of the Newport Campus, Room 250  
\*\*\*Please see the college website-nursing for more information about the HSRT AD exam.

Nurses at all levels need to be caring and relate well to people of different backgrounds and cultures. As a nurse, you need to be able to adapt to change, think critically, and respond during crises. Personal integrity and ethical behavior are essential for nurses. The nursing program is academically and physically rigorous. As a nursing student, you need to be able to grasp scientific concepts, set up and solve basic math and algebra problems, and communicate well verbally and in writing. You need to be able to remain on your feet for extended periods, lift up to 40 pounds, hear heart and breath sounds and use a telephone, read fine print, and identify skin tones such as pale, ashen, grey, or bluish.

Carefully review the attached **Technical Standards** to see if you can perform these functions. Should you find that you have any limitations, contact the Nursing Department for further clarification.

Upon successful completion of this Associate Degree program you will receive an Associate of Applied Science Degree in Nursing. You may then apply to the Oregon State Board of Nursing (OSBN) to take the nursing license examination. Upon passing this exam and receiving your license, you will be licensed as a registered nurse and can provide care according to the Oregon Nurse Practice Act (Division 45).

If you would like to pursue a nursing career, please complete and submit the application and supporting documents to the Oregon Coast Community College Nursing Education Program by March 30, 2020.

Sincerely,

Linda Mollino,  
Director of CTE Programs: Health and Human Services

It is the policy of Oregon Coast Community College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Questions or complaints should be directed to the Affirmative Action/Gender Equity Officer at 541-867-8515.

## Nursing Application Checklist

Please be sure all the following documents (signed where indicated) are complete:

- \_\_\_\_\_ Nursing Application Form
- \_\_\_\_\_ Background Information Form
- \_\_\_\_\_ Work Verification form (if applicable) and **official job description from employer**
- \_\_\_\_\_ Statement of Conditions Affecting Licensure Form
- \_\_\_\_\_ Statement on Technical Standards for the Nursing Program
- \_\_\_\_\_ Results of Transcript Evaluation or Official Transcripts from all college-level coursework (All college transcripts must bear the school seal and signature and be presented in an officially sealed envelope. Opened transcripts and faxed copies are not accepted.) Submit all official transcripts or transcript evaluations to OCCC, Registrar's Office. Refer to the document titled **IMPORTANT DATES, TIMELINES, AND STEPS.**
- \_\_\_\_\_ Current unofficial Oregon Coast Community College and/or Portland Community College transcript(s), applicable PCC Graduation Plan showing all the required courses that you have taken, and transcript analysis of these courses
- \_\_\_\_\_ Nursing Education Prerequisite Score Sheet
- \_\_\_\_\_ Nursing Education Score Sheet
- \_\_\_\_\_ Non-refundable \$200 application fee paid to Student Services
- \_\_\_\_\_ Reserve one of the following times for the April 10, 2020 HSRT exam: 0830-1000 or 1030-1200. Sign-up with the administrative assistant for your preferred test time when you submit your application.
- \_\_\_\_\_ OCCC online admissions form if you are not a current student or have not taken classes within the last year
- \_\_\_\_\_ FAFSA application for the coming year

**All Materials must be submitted by March 30, 2020 by 5pm**

I certify that all the items required have been included with this Nursing application and understand that only complete applications will be accepted and that there are no exceptions to this rule.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Oregon Coast Community College Nursing Application Admissions Form

Name: \_\_\_\_\_  
                    Last  First  MI

Mailing Address: \_\_\_\_\_  
  Street or PO Box

\_\_\_\_\_ City  State  Zip

Phone: \_\_\_\_\_  
                    Day                    Evening                    OCCC Student ID                    PCC G #

OCCC Email\* \_\_\_\_\_

PCC Email\* \_\_\_\_\_

**\*The OCCC email address will be our primary way of communicating with you throughout the application process. Please check your email periodically to receive updates from us. Make sure that emails from the college are not going to your spam folder.**

Birth Date: \_\_\_\_\_ Gender:   \_\_\_ Male    \_\_\_ Female

Social Security Number \_\_\_\_\_

Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the public. If you choose not to provide your social security number, you will not be denied any rights as a student. Once accepted, you will need to provide your social security number for a criminal background check for submission to the Oregon State Board of Nursing.

Oregon Resident for the past 90 days?     \_\_\_ Yes     \_\_\_ No

OCCC is committed to serving a diverse population. We appreciate your response to the following (choose all that apply):

- |                           |                                      |             |
|---------------------------|--------------------------------------|-------------|
| _____ White, non-Hispanic | _____ Pacific Islander               |             |
| _____ Hispanic            | _____ American Indian/Alaskan Native |             |
| _____ African American    | _____ Asian                          | _____ Other |

**I certify that all statements on this application that are completed are true.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Nursing Application

This following addresses some conditions for admission into the Nursing Program and for continued participation in it. Persons applying for admission are referred to as "applicants." Persons admitted to the Program are referred to as "students."

- A. The Nursing Program is a fall term entry, limited enrollment program. Academic prerequisites for admission are outlined on the "Application Requirements" checklist. Admission to the Program is based on a point system, with those applicants having the highest number of points being accepted into the Program. (See Score Sheet.)
- B. Applicants and students must demonstrate a personal history compatible with obtaining a license to practice Nursing in Oregon. Admission to and graduation from the Nursing Program does not assure eligibility for licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for licensure. The OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely. Applicants or students with questions about licensing regulations may want to call OSBN at 971-673-0685. All applicants are required to check the Disqualifying Crimes and Potentially Disqualifying Crimes lists available on the OCCC website at current students – nursing – disqualifying crimes.
  - a. Every Nursing Program applicant and student must answer questions to determine if there is personal history of:
    - i. conviction for a criminal offense or
    - ii. Failure to provide truthful and complete answers to these questions **will** result in denial of admission for applicants and dismissal for students.
    - iii. If the college becomes aware of criminal or unethical behavior on the part of the applicant, admission **will** be denied.
  - b. An applicant may be denied Program admission if the Director of CTE Programs: Health and Human Services concludes that the applicant's criminal history would make it unlikely for the applicant to obtain licensure in Oregon. Applicants with criminal records may want to contact the Oregon State Police to determine if their records might be expunged and, if so, how to accomplish expungement of their records.
  - c. Before the first day of a mandatory orientation in September 2020, all students admitted to the Program will be required to pass a criminal background check and drug screen which fulfill the requirements of the clinical sites.
    - i. Several clinical sites used for student experiences in the Program reserve the right to deny placements for students with a record of certain criminal offenses. If a student is denied clinical placement, continuation in the program will not be possible.
    - ii. If a student is arrested during the time he/she is enrolled in the Nursing Program, he/she must notify the Director of CTE Programs, of the arrest.

- iii. The student's status in the Program will be reviewed by the Nursing Director. A possible outcome of the review may be the student's inability to continue in the Program.
- d. Students with chronic or recurring performance limitations (physical or mental) that restrict ability to meet Program requirements, including the consistent delivery of safe Nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/student's abilities per the technical standards, to perform procedures and make decisions required of LPNs or RNs. Any performance limitations that cannot be accommodated while maintaining standards of competent and safe Nursing care will interfere with admission to and progression in the Nursing Program. (See documentation related to OCCC's Nursing Program Technical Standards.)
- e. Failure to provide information requested to carry out the above policies may result in an applicant being denied admission to or a student's dismissal from the Program.

My signature indicates I have read and understand the following:

**Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at:**

[https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID\\_OARD=6uvulRyE8-Q0Gt\\_fu8WfXjAVrSEu1VO9nmOBGvtT1FD8etvcSQFr!-1969788327?selectedDivision=1626;specifically, OAR 407-007-0200 to 407-007-0640](https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=6uvulRyE8-Q0Gt_fu8WfXjAVrSEu1VO9nmOBGvtT1FD8etvcSQFr!-1969788327?selectedDivision=1626;specifically_OAR_407-007-0200_to_407-007-0640) .

**Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at**

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=215762>.”

My signature below further indicates that I have read the following questions that I will respond to when completing my application for the OSBN licensure as a Registered Nurse. At the end of the program, if there are any questions that I have responded “Yes” to, I have included a written explanation on a separate sheet of paper with this enrollment agreement. Answering “Yes” to any of the following statements does not automatically disqualify an applicant. Any questions or concerns should be directed to the CTE Director: Health and Human Services Careers.

1.	Have you ever been arrested, charged with, entered a plea of guilty, no contest, convicted of or been sentenced for any criminal offense either misdemeanor or felony, including driving under the influence, in any state?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO
2.	Have you ever been investigated for any type of abuse in any state?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO
3.	Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO
4.	Are any disciplinary actions <u>pending</u> against your CNA certificate or nursing license in any state or US jurisdiction?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> No
5.	Have any disciplinary <u>actions been taken</u> against your CNA certificate or nursing license in any state or US jurisdiction?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO
6.	Have you ever suffered any civil judgment for incompetence, negligence or malpractice concerning the practice of a health care professional?	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO
7.	Do you use, or have you used in the last five years, chemical substance(s) in any way, which impairs or limits your ability to perform as a nursing assistant with reasonable skill and safety? “Chemical Substance” includes alcohol and drugs.	<input type="checkbox"/> YES <b>Explain</b>	<input type="checkbox"/> NO



8.	Are you currently engaged in the illegal use of controlled substances? (Illegal use of controlled substances means the use of controlled substances obtained illegally (e.g. heroin, cocaine) as well as the use of legally obtained controlled substances, not taken in accordance with the directions of a licensed health care provider).		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Explain</b>	<input type="checkbox"/> <b>NO</b>
9.	Have you ever been found in any civil, administrative or criminal proceeding to have: a) Possessed, used, prescribed for use or distributed controlled substances or prescription drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or prescription drugs, violated any drug law or prescribed controlled substances for yourself? b) Committed any act involving dishonesty or corruption? c) Violated any state or federal law or rule regulating the practice of a health care profession?	a)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Explain</b>	<input type="checkbox"/> <b>NO</b>
		b)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Explain</b>	<input type="checkbox"/> <b>NO</b>
		c)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Explain</b>	<input type="checkbox"/> <b>NO</b>
10	Have you ever had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state, federal or foreign authority or have you ever surrendered such credential to avoid or in connection with action by such authority?		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Explain</b>	<input type="checkbox"/> <b>NO</b>

- C. A student admitted to the Program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per the OCCC Nursing Program policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the Program Director. The student's status in the program will be reviewed by the nursing faculty and the director. Any required testing and counseling shall be at the student's expense. Failure to follow a counselor-prescribed treatment plan will result in dismissal from the Program.
- D. Any applicant or student whose nursing assistant certificate or nursing license at any level in any state has been suspended or revoked may be denied admission to or dismissed from the Program.
- E. In compliance with The Family Educational Rights and Privacy Act, Oregon Coast Community College releases only very limited information regarding students. All Nursing students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information will be posted/shared.
- a. Information includes posting of student name with physical location of campus and clinical assignments, and reporting: criminal background and drug screen clearance, immunization, TB testing, and CPR certification to contracted clinical sites through the format of a Clearance Letter indicating the student has met stated clinical requirements
  - b. Students' social security numbers will be shared with the Oregon State Board of Nursing when providing them information regarding eligibility for testing and licensure. Access to confidential information about students is limited by federal law.
  - c. Students' social security numbers will be shared with the Oregon State Board of Nursing when providing them information regarding eligibility for testing and licensure and to complete the criminal background check and drug screening. Access to confidential information about students is limited by federal law.
  - d. For more information regarding Non-Disclosure of Student Information, please contact Cindy Carlson, Dean of Students at 541-867-8511.

e. Applicants offered admission to the program are required to submit the following information prior to the first day of a mandatory orientation in September 2020:

1. The results of a current TB screening test
2. Documentation of immunity to and /or immunization for chickenpox (varicella), measles, mumps, and rubella (MMR), diphtheria, tetanus, pertussis, and hepatitis B
3. Criminal Background and drug screening
4. CPR (American Heart Association (AHA) BLS Healthcare Provider Level) certification. CPR card cannot expire during the time students are in the nursing program.
5. Students who do not submit all the reports by the due dates will be dropped from the program.

F. It is important to know that as a part of the educational process in the nursing program, students are assigned to local hospitals, clinics, and other health care facilities. These health care facilities have expressed a “zero tolerance” policy regarding drug use including cannabis. Students are required to undergo drug testing prior to beginning the clinical courses in the first term of the first year of the program. Students may be tested at random at any point during the program if the student’s behavior at the clinic sites or on campus raises the suspicion of drug use. Failure to pass a drug screen will result in dismissal from the program. This includes utilizing substances such as artificial/synthetic urine to mask drug use and pass a drug screen.

G. Canvas is an integral part of all nursing courses and computer access (at home or on campus) will be required daily. Required quizzes and assignments completed outside the classroom typically utilize the various tools of Canvas, therefore computer access is a must.

H. Continuation in the Program requires successful completion of all required courses with a grade of at least a "C." Students must complete all first year required courses before progressing to second year. Students aiming to progress into second year who have not completed the first -year non-nursing courses prior to the start of fall term of second year, will not be allowed to continue in the nursing program.

I. Required clinical experiences in a variety of healthcare settings are assigned during day, evening, and night shifts. Students must have a dependable means of transportation to meet this requirement and may need to adjust family and work responsibilities to be available for clinical assignments. Time to travel to clinical sites is in addition to the required hours of patient care. In spring term of the second year of the Program, students are in a preceptorship experience that requires working 36 – 40 hours a week for four to six weeks, with work schedules matched to assigned preceptors. Students must be prepared to organize any employment or family obligations around the requirements of the preceptorship experience.

J. Nursing Instructors assign clinical experiences for students based on course requirements and individual students' learning needs. Students are expected to accept patient assignments.

K. Students are required to demonstrate competency in many skills in Skills Lab before performing these skills in the clinical environment. For some skills, it is necessary for students to have a partner for check-offs. This includes check-offs for injections. It is expected that all students will serve in the partner role

during skills check-off. Some check-offs require partners to expose their upper body and/or lower extremities. Appropriate screening and draping are used to protect personal privacy during check-offs.

My signature indicates I have read, understand and agree to comply with the information pertaining to admission and participation in the nursing program.

**Student Name (please print)** \_\_\_\_\_

**Date** \_\_\_\_\_

Oregon Coast Community College  
**Nursing Application Background Information**

I have one of the following health care certifications (must be certified by OSBN):  
CNA (Certified Nursing Assistant); CMA (Certified Medication Aide); or LPN (Licensed Practical Nurse).  
Provide copy; must be valid.

I have worked **1040** hours or longer in the past 3 years as a NA Level1, CNA2 or LPN according to regulations set forth by the Oregon State Board of Nursing (OSBN). (Include completed work verification form in a sealed envelope from your employer and a current copy of your certification or license from the OSBN.) or (10 points)

I have worked 1040 hours or longer in the past three years as a Certified Medical Assistant and my national certification is valid (include proof of certification). (10 points)

I have earned an Associate Degree or non-Science Bachelor's Degree (5 points)  
(provide official transcripts and Indicate college or university that awarded the degree)  
or

I have earned a bachelor's degree in the Life Sciences or Health Related Topics  
(provide official transcripts and Indicate college or university that awarded the degree) (10 points)

I have taken the following courses at TBCCC or OCCC (Please list the courses  
– two points will be awarded for every course verified) (Up to 16 points)

Please submit **OFFICIAL** transcripts from all college-level coursework. **Send transcripts to the attention of the Registrar's Office.** Please list the schools that are sending transcripts directly to OCCC: Unofficial transcripts from Oregon Coast Community College (OCCC), Portland Community College (PCC) or Tillamook Community College (TBCC) are allowed. Please refer to the document entitled: **Important Dates, Timelines, and Steps**

Please list any winter term 2020 courses you are taking, where you are taking them, and please make sure **OFFICIAL** transcripts reflecting this coursework are sent to us as well at the end of Winter Term 2020.

Please complete the OCCC online admissions form if you are not a current student or have not taken classes within the last year of this application. Also, if you have not completed a FAFSA for the coming year, please make sure this a priority.

**I certify that the above information is thorough and accurate to the best of my knowledge.**

**Printed Name:** \_\_\_\_\_

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

**Oregon Coast Community College  
Nursing Application**

**Work Verification Form  
Applicant  
Page 1**

Applicants to the Nursing program at Oregon Coast Community College can gain additional points toward their application from prior or current employment involving **patient care as regulated by the Oregon State Board of Nursing for the following:**

- **Certified Nursing Assistant (Level 1 or Level 2)**
  - **Certified Medication Aide (CMA)**
  - **Licensed Practical Nurse (LPN) scope of practice**
- or
- **Certified Medical Assistants (CMAs)** also can gain additional points as long as the applicant holds a National Certification

The application process requires verification of paid work experience involving direct patient care. Employers (either Supervisor or Human Resources representative) are asked to verify the applicant's description of job duties and number of hours of patient care using this form.

**Instructions:**

1. The **applicant** completes the page **one** of the forms before sending it to the employer/agency. Copy this form for additional employers.
2. The **employer/agency** completes **page two** and returns form to applicant in a **sealed envelope**.
3. The applicant submits this form as part of the completed application (deadline 3/30/2020).

**Applicant** (complete the following information – please print)

Applicant Name: \_\_\_\_\_ Position & Job Title: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Length of employment: from \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Prior Name if applicable \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Have you worked in this position more than 1040 hours in the last 3 years?    \_\_\_ yes    \_\_\_ no

I give Oregon Coast Community College permission to verify this information. I acknowledge that any false information I provide will jeopardize my admission to the Nursing Program at OCCC.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Work Verification Form  
EMPLOYER**

Page 2

**To be completed by employer (either Supervisor or Human Resources representative).**

Your employee is requesting verification from you that he or she has been working as a Certified Nursing Assistant (CNA), Level 1 or Level 2, a Certified Medication Aide (CMA), Licensed Practical Nurse (LPN) or a Certified Medical Assistant (CMA)

Please complete the following and in doing so verify that this employee has completed 1040 hours within the past three years as per the Oregon State Board of Nursing (OSBN) regulations or through a regulatory body for Certification as a Medical Assistant.

**Please return the completed form** to the applicant IN A SEALED ENVELOPE to the employee who will be submitting it with their complete application by: \_\_\_\_\_ (date) (applicant to fill in date).

**Please include a copy of a current job description to which this employee is working or has worked under.**

I certify that \_\_\_\_\_ (employee), has worked \_\_\_\_\_ hours over the past \_\_\_\_\_ year(s) as a \_\_\_\_\_ CNA \_\_\_\_\_ LPN \_\_\_\_\_ CMA

**Supervisor:** must be an LPN, RN or MD

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**(Printed name):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor License Number:** \_\_\_\_\_

*I verify the information provided by the applicant to be accurate and true to the best of my knowledge. If applicant added additional detail to description of job duties, I have signed that addendum.*

**Human Resources Representative:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Printed name):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*I verify the information provided by the applicant to be accurate and true to the best of my knowledge. If applicant added additional detail to description of job duties, I have signed that addendum.*

## Oregon Coast Community College Nursing Application

### Statement of Conditions Affecting Licensure

Applicant: Please provide answers to the following questions (attach additional pages if needed). These questions pertain to obtaining licensure through the Oregon State Board of Nursing.

- 1) Are you currently or have you ever been licensed/certified as an LPN, RN, CNA (Certified Nurse's Assistant), or CMA (Certified Medication Aide), or CMA (Certified Medical Assistant) in Oregon or another state?
- 2) If yes, were you ever the subject of a disciplinary action by the state/national agency in charge of licensure/certification? What was the outcome?
- 3) Have you ever been convicted of any criminal offense other than minor traffic violations? If yes, please explain. **Please note all nursing students are required to have a national criminal background check before registering for the nursing program courses. The student will be responsible for the cost of the criminal background check.**

I hereby state that I:

1. Have asked program staff to clarify any questions about the application packet and understand its content and provisions.
2. Have read the Crimes and Potentially Disqualifying Crimes lists on the OCCC website under current students – nursing- disqualifying crimes.
3. Have read and have a copy of the Nursing Program “Statement on Admission and Participation in the Nursing Program” and agree to comply with the procedures and requirements stated therein. I also agree to the disclosure of student information on a need-to-know basis as described in the Statement.
4. Understand that I must pass a criminal background check and drug screen prior to the first day of a mandatory orientation in **September 1, 2020**.
5. Assume responsibility for the timely submission of my application packet and that the materials included in my packet are accurate and complete as of **March 30, 2020**.
6. Understand that the College has met its responsibility to notify applicants using the mailing address provided with my application packet and that there will be no attempts to re-send mail that has been returned to the College. Mailings from the College may include deadlines for response. Deadlines will not be extended due to failure to provide a reliable mailing address. In the event that a mailed notification of an offer of admission to the Program is returned to the College, the applicant will be passed over and the opening offered to the next student on the list of ranked applicants.
7. Understand that the College reserves the right to modify the criteria and process for selection on an annual basis.

## Oregon Coast Community College Nursing Application

### ***Statement on Technical Standards for Nursing Program at OCCC***

#### Technical Standards \*

The Oregon Coast Community College Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical judgment, broadly based knowledge and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program.

The Technical Standards document is provided in order to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

#### **TECHNICAL STANDARDS**

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to the Nursing Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.



## **Cognitive:**

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

### ***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine client needs.
- Develop and implement a nursing plan of care for clients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

## **Physical:**

### **Motor:**

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 7-12 hours.

### ***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.

- Complete assigned periods of clinical practice (7-12-hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

**Sensory:**

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care
- Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel vibrations such as an arterial pulse.

**Behavioral:**

1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into own performance.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

(\*revisions approved by Oregon Council of Associate Degree and Practical Nursing Programs 4-24-15)

**I certify that I have read and understand the Technical Standards required to meet the competencies of the OCCC Nursing Program.**

**Applicant Signature:\_\_\_\_\_ Date:\_\_\_\_\_**

## Nursing Education Pre-Requisite Sheet 2020

Below is the pre-requisite sheet that is used to assess your 2020 nursing application materials. Completing this score document is a mandatory component to your application. Your final points will be determined by the admissions committee. **All required courses have to be completed with a "C" or better.**

**Please Note:** Science and math courses must have been completed after March 31, 2013. If the math is older than 7 years, you can take the placement test and must score into Math 111 or higher within one year prior to applying to meet the math requirement.

Pre-requisites	Course Number and Name	Course Number or Name if Different	College or University	Term and Year Course Completed	Credits Earned	C- to C+	B- to B+	A- to A+
BI 231	Anatomy and Physiology, I							
BI 232	Anatomy and Physiology II							
MP 111	Medical Terminology							
MTH 95 or Higher	Intermediate Algebra							
PSY 201 or PSY 201A	Introduction to Psychology Part I (Biological Emphasis)							
PSY 215	Human Development							
WR 121	English Composition							
WR 122	English Composition <u>OR</u>							
WR 123	English Composition <u>OR</u>							
WR 227	Technical Writing							

### Disclosure and Release of Information

I certify that the above information is thorough and accurate to the best of my knowledge.

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

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

**PLEASE INDICATE ALL COURSES THAT YOU ARE ENROLLED IN FOR WINTER TERM 2021**

**Nursing Education Point Score Sheet 2020**

Below is the score sheet used to assess your 2020 nursing application materials. Completing this score sheet is a mandatory component to your application. Your final points will be determined by the admissions committee.

**All required courses must be completed with a “B” or better to be eligible for points**

**Please Note: Science and math courses must have been completed after March 31, 2013. If the math is older than 7 years, you can take the placement test and must score into Math 111 or higher within one year prior to applying to meet the math requirement.**

Science and Science-based Course	College or University	Term and Year Course Completed	Course Number and Name	Credits Earned	C- to C+ (0 points)	B- to B+ (15 points)	A- to A+ (20 points)	Science and Science Related Course Points Total Possible: 100
BI 231 Human Anatomy & Physiology 1								
BI 232 Human Anatomy & Physiology 2								
BI 233 Human Anatomy & Physiology 3								
BI 234 Microbiology								
FN 225 Fundamentals of Nutrition								
General Education Courses					C- to C+ (0 points)	B- to B+ (5 points)	A- to A+ (7 points)	General Education Total Points Possible: 14
Social Science Elective (please consult with academic advisor for eligible courses for this category). Your PSY201 and/or PSY 215 can be used here								

Arts and Letters Elective (please consult with academic advisor for eligible courses for this category)								
<b>Skills and Experiences</b>								<b>Skills and Experiences Total Points Possible: 36</b>
Current CNA or LPN license through the Oregon State Board of Nursing and have worked 1040 hours in the past 3 years as a CNA, CNA 2, or LPN and included Work Verification form. OR Certification as a Certified Medical Assistant (CMA) <b>(10 points)</b> and have worked <b>1040 hours in the past three years and included Work Verification Form</b> <b>Points will not be considered without employer verification sheet and official job description and valid certifications</b>								
Associate Degree or non-Science Bachelor's Degree– <b>5 points</b> OR Bachelor's Degree in the Life Sciences or Related Topics: <b>10 points</b>								
Courses taken at OCCC or TBCC only <b>(2 points per required course - up to 16 points)</b> . (Points will only be given for required courses for an OCCC Associate of Applied Science in Nursing Degree). Courses include WR121, WR122, WR227, PSY201, PSY215, MP111, BI231, BI232, BI234, FN225, MTH95 or higher, Social Science elective, Arts/Letters elective								
<b>*Total Points in First Round (Maximum of 150 points)</b>								
<b>*Total Points Entrance Exam (HSRT/AD) 20 points (if benchmark is achieved)</b>								
<b>* Total Application Maximum Points Possible: 170</b>								

**Semester Points:** are calculated as follows: First and Second semester points are added together and divided by two which indicate points received for the third quarter

**Disclosure and Release of Information:** I certify that the above information is thorough and accurate to the best of my knowledge.

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

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