YAVAPAI COLLEGE

NURSING PROGRAM
ASSOCIATES IN APPLIED SCIENCE DEGREE

NURSING APPLICANT INFORMATION
GUIDE

Refer to the website for timeframes when applications are available.

Yavapai College School of Health & Wellness
1100 E. Sheldon Street
Prescott, Arizona 86301
928-776-2247
Rev. 2/5/2024

NURSING

Registered Nurses (RNs), regardless of specialty or work setting, treat patients, educate patients and the public about various medical conditions, and provide advice and emotional support to patients' family members. RNs record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation.

EMPLOYMENT OUTLOOK

According to the U.S. Department of Labor (DOL), Registered Nurses (RNs) will continue to be in demand, and job opportunities are expected to be favorable. There is a need to attract and retain qualified workers to replace those who will transfer to different occupations or retire over the coming decade. Employment of registered nurses is projected to grow six percent (6%) from 2022 to 2032, faster than the average for all occupations. Growth will occur for numerous reasons, including an increased emphasis on preventive care, growing rates of chronic conditions, such as diabetes and obesity; more admission to long-term care facilities and outpatient care centers; and a greater need for home healthcare. Growth is expected to be faster than average in outpatient care centers where patients do not stay overnight. In addition, because many older people prefer to be treated at home or in residential care facilities, registered nurses will be in demand in those settings. [1]

Students often receive offers for employment from the same health care organizations where they completed their clinical rotations. In Arizona, entry-level salaries range from about $24.00-$36.00 per hour or more, depending on the type of practice, benefits, and other considerations

[1] Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Registered Nurses, at https://www.bls.gov/ooh/healthcare/registered-nurses.htm (visited *April 12, 2023*).

MISSION STATEMENT

The mission of the Yavapai College School of Health & Wellness is to provide quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

In accordance with the Accreditation Commission for Education in Nursing, the mission statement is reviewed on a regular basis. Documentation is reflected in the Nursing Department meeting minutes and the minutes of various committee and faculty forums.

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Nursing is a 24-month program (four sequential semesters excluding summers) that prepares students for entry-level positions as registered nurses. The program starts twice per year: in the fall semester and again in the spring semester. Students must complete 28 credit hours of pre-requisite and co-requisite courses, and 40.5 credits of Nursing Program core courses.

Prior to program application, the applicant must have current Arizona certification as a CNA, current Arizona LNA license with expiration date, or have successfully completed AHS 114 (or equivalent) within the last three years of the application deadline. Current LPN licensure also meets this requirement. Approved equivalent courses are 120 hours or longer. A list of qualifying programs can be found on the AZBN website (https://www.azbn.gov/education/nursing-programs-lists). Applicants who have successfully completed equivalent training courses from other states will need to show documented proof of the number of hours of training completed.

Applicants are responsible for obtaining the most recent application policy and procedure information. Current requirements and procedures for application may be obtained online at the Nursing website: www.yc.edu/nursing. Please note that applicants should be at least 18 years of age by time of program start.

A. Applicants are responsible for notifying Yavapai College and the Nursing student records coordinator of changes in address, email, and telephone numbers (contact information updates for Yavapai College are completed by logging into www.yc.edu; accessing the **myYCPortal** and updating contact information under the **My Account** icon).

B. Students denied acceptance should meet with a Yavapai College advisor to discuss their educational plans and reapplication opportunities.

LOCATIONS

Locations Offered: Prescott and Verde Valley Campuses

Once a campus has been assigned to and accepted by a student, it should be assumed that there will be no transfer offered.

The lecture component of nursing classes is taught on campus, with the exception of NSG 280 Professional Nursing Concepts. NSG 280 combines classroom-based meetings and/or virtual classroom meetings with additional online activities. Students will need a computer with reliable Internet access, web camera and a microphone. Students may be required to travel to either of the Yavapai College Nursing Program campuses for selected experiences. All students are required to provide their own transportation to off-campus clinical activities.

The Nursing Department maintains a file for each applicant and student. The file contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding Student Record Disclosure and compliance with the Family Educational Rights and Privacy Act of 1974.

ACCREDITATION

The program is approved by Arizona State Board of Nursing with continuing accreditation by the Accreditation Commission for Education in Nursing:

Arizona State Board of Nursing
1740 W. Adams, Suite 2000
Phoenix, AZ 85007
(602) 771-7800
http://www.azbn.gov

Accreditation Commission for
Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The curriculum is designed in accordance with the accreditation standards set forth by the Accreditation Commission for Education in Nursing and the Arizona State Board of Nursing. The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as an independent practitioner upon graduation.

The Nursing Program is rigorous and involves a full-time commitment of 40 hours or more per week. In addition to classroom presentations, there are activities in campus nursing labs, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required. Students must maintain a minimum grade of 78% in all nursing courses and a minimum of 2.0 GPA in all General Education courses to remain in the program. Students must be prepared to meet the challenge and establish priorities prior to the start of classes.

Graduates of the program are eligible to:

1. Receive an AAS degree in Nursing
2. Sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN)
3. Apply for licensure to practice nursing (Registered Nurse)

ARTICULATION AND TRANSFER

Students who graduate from the Associate Degree Nursing Program at Yavapai College have the opportunity to transfer into the baccalaureate (Bachelors) program at many four-year colleges and universities, including Yavapai College's RN-BSN degree. Students should contact the Nursing Department and an advisor at the institution of higher learning for further information.

Students intending to transfer courses toward a baccalaureate degree in nursing should consult the catalog of the school to which they plan to transfer. If you would like assistance in selecting equivalent courses, please see an academic advisor. There may be additional courses required by the four-year institution prior to acceptance into a CEP or RN to BSN program of study.

LICENSURE

Graduation from the Yavapai College Associate Degree Nursing Program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from Yavapai College.

The Arizona State Board of Nursing will deny licensure if the applicant has one or more felony convictions that have not previously been disclosed to the Board and has not received an absolute discharge from the sentences for all felony convictions three or more years prior to the date of filing an application. If this information applies to you, your application will not be processed, and denial of your application will be instituted by the Board of Nursing.

ADVISING

Students seeking admission to the Nursing Program must see an academic advisor to confirm completion of all pre-entry courses, and to review all transcripts after they have been evaluated. Transcripts must be **official** transcripts sent directly from your previous institution(s) to the Yavapai College Registrar. You may contact Admission at 928-717-7777 or email ycadmission@yc.edu if you have any questions.

ASSOCIATE DEGREE IN NURSING (Curriculum Plan for 2023 - 2024)

Math and science course work *must be completed within the last ten years*. Course work transferred from other colleges must be evaluated for equivalency. Courses in each semester are prerequisite to the next semester. Deviation from this plan requires written advance approval by the Nursing Program Director. Pre-requisite courses must be completed or in progress to be eligible to apply for the next nursing cohort group. A student who does not successfully complete all the pre-requisite and co-requisite courses by the end of a program semester, as outlined below, will not be allowed to continue into the next nursing semester or course.

Please refer to the [Yavapai College Catalog](#) for the most recent progression plans for the appropriate catalog year.

	Pre-program entry requirement		
	Current Arizona certification as a CNA, LNA **OR** AHS 114 **or** equivalent within the last three years of the application deadline.		
	PRE-REQUISITES	**Pre-Requisites**	**Credits**
MAT 142	College Math OR higher	MAT 092 **OR** placement	3
ENG 101	College Composition I	ENG 095/100 **OR** placement	3
ENG 102	College Composition II	ENG 101 OR consent	3
BIO 156 BIO 181	Human Biology for Allied Health **OR** General Biology I		4
BIO 201	Human Anatomy & Physiology I	BIO 156 **OR** BIO 181	4
BIO 202	Human Anatomy & Physiology II	BIO 201	4
PHI 204 PSY 101	Medical Ethics **OR** Introduction to Psychology	ENG 101 or ENG 103	3
		Total Pre-Requisite Credits	**24**
Semester 1			
NSG 140	Nursing Theory I	Admission to nursing program	4
NSG 142	Application of Nursing Theory I (8 week course)	Admission to nursing program	2
NSG 143	Development of Nursing Practice I (8 week course)	Admission to nursing program	2
NSG 144	Mental Health Nursing Theory I (8 week course)	Admission to nursing program	1
NSG 145	Pharmacology for Nursing I (8 week course)	Admission to nursing program	1
		Total Semester Credits	**10**

Semester 2

NSG 150	Nursing Theory II	NSG 140, NSG 142, NSG 143, NSG 144, NSG 145	5
NSG 152	Application of Nursing Theory II (8 week course)	Same as above	2
NSG 153	Development of Nursing Practice II (8 week course)	Same as above	2
NSG 155	Pharmacology for Nursing II	Same as above	2
*BIO 205	Microbiology (*co-requisite course)	BIO 100 OR BIO 156 OR BIO 181	4
		Total Semester Credits	**15**

		Pre-requisite	Credit Hours
Semester 3			
NSG 240	Nursing Theory III	NSG 150, NSG 152, NSG 153, NSG 155, BIO 205	3
NSG 242	Application of Nursing Theory III	Same as above	3
NSG 250	Maternal/Child Nursing Theory	Same as above	2
NSG 260	Mental Health Nursing Theory II	Same as above	2
		Total Semester Credits	**10**

Semester 4			
NSG 270	Nursing Theory IV	NSG 240, NSG 242, NSG 250, NSG 260	3
NSG 272	Application of Nursing Theory IV (8 week course)	Same as above	4.5
NSG 280	Professional Nursing Concepts (8 week course)	Same as above	2
		Total Semester Credits	**9.5**

*Denotes a Program General Education Requirement – **it is recommended that you consider completing this course prior to admission to the Program.**

Estimated Cost for the Nursing Program for 2023-2024
(Based upon Arizona Resident Student Status)

Pre-Requisite & Co-Requisite Tuition cost includes pre-program entry AHS114		$3,800.00
Program Tuition		$6,804.00
Textbooks (eBook bundle) + APA and Drug Guide (printed texts & recommended materials for additional cost)	1st year 2nd year *Nurse Think included in price	*$490.00 *$525.00
Nursing Skills Totes Free to Students FA23 and SP24. Grant funding may or may not be available for AY 24-25.	Estimated to be $100-125	
OER resources will be utilized for various Nursing Program courses.		
Other Required Clinical Items myClinicalExchange $20 - $25 per semester		$75.00
Background Check, Drug Test, and Immunization Tracker (CastleBranch.com)		$143.50
Uniforms and shoes	Varies by vendor	$200.00
Physical Exam and Immunizations	Varies by provider	$350.00
CPR	Varies by provider	$58.00
Fingerprinting Fees (AZDPS)	Subject to change	$74.95
Transportation	Varies by clinical site/address	$750.00
Nursing Pin (at time of Program completion)	Gold Pin Silver Pin	$100.00 $70.00
RN licensure fees (due in the fourth semester)		$525.00

This information is provided to give students, parents and advisors an *approximate* cost of the program. The actual costs may be higher or lower. Tuition and other fees may change at the Governing Board's discretion while this document is in effect. In addition, the Nursing Department may have cause to increase fees. Please make sure that you take on the responsibility of knowing tuition and fee schedules as they pertain to you.

FINANCIAL AID

Financial aid may be available to you. Please contact the financial aid office to obtain more information: https://www.yc.edu/v6/financial-aid/ Email: financial.aid@yc.edu PH: 928-776-2152

ADMISSIONS

Enrollment is limited and the selective admission process is highly competitive. Students must meet the minimum admission requirements of the program and those required for admission to Yavapai College. Admission to the program is based on a point value system. Points are calculated by a formula related to the ATI TEAS pre-entrance exam, residency, and other criteria as listed on the **Yavapai College Nursing Program Selection Criteria** form. Achieving a high level of success in the pre-entry and co-requisite courses will improve a student's chance for admission to the program. All pre-entry and related courses **must** be completed, official transcripts evaluated by the registrar, and unofficial transcripts submitted with the application **prior** to receiving credit for points towards acceptance into the Nursing Program.

VANEEP SCHOLARSHIPS

VANEEP scholarship recipients who need notification of acceptance by a certain date, should apply to the Nursing Program one application cycle earlier than normal. A VANEEP deferral form should be included with the Nursing application as notification of early application submission due to VANEEP scholarship requirements. A deferral form can be obtained from Advising.

Applicants are advised to thoroughly review the current Nursing Program Applicant Information Guide for application requirements and forms. Nursing Program Resources can be accessed at www.yc.edu/nursing

YAVAPAI COLLEGE NURSING PROGRAM SELECTION CRITERIA

Admission to the program is based on a 1000-point system, utilizing the criteria listed below. Students will be required to provide proof of residency (tuition residency is defined by the Arizona State Legislature and is outlined in the Yavapai College catalog). Proof of course work and registration history at Yavapai College will be established by the records on file in the Registrar's office. Final selection and placement will be determined by the Program Admissions Committee.

Category	Ranking Criteria	Criteria Points Values	Possible Points
1	Overall GPA – 2.0 or higher to apply	GPA of pre and co-req. credits completed 2.0 or greater = _____ 50 Example: 2.0 x 50 = 100 points	200
2	ATI TEAS Pre-Entrance Cumulative Score 58.7% minimum is required for application submission	84.8-100% = 500 points 78.0-84.7% = 450 points 72.8-77.9% = 400 points 65.4-72.7% = 350 points 58.7-65.3% = 300 points Example: Cumulative Score of 60% = 300 points	500
3	Total General Education Credits Completed	28 pre and co-req credits = 100 points 3.5 points per credit hour completed- 2 additional points for all 28 credits complete at time of application	100
4	*Residency	Yavapai County = 100 points State of Arizona = 50 points *Min. 1 yr. at time of application submission	100
5	Current Yavapai College Student	Completed pre-program entry and program general education credits at Yavapai College 12 or more credits = 100 points 9-11 credits = 80 points 6-8 credits = 60 points 3-5 credits = 40 points	100

SELECTION CRITERIA SCORING – ATI TEAS

An application must be complete in order for the applicant to be considered for final selection and placement. Proof of attendance at a Pre-Nursing Workshop within the last 12 months of application submission is required.

Applicants are ranked using the Yavapai College Nursing Program Selection Criteria.

Applications that meet the minimum scores for admittance into the program will be evaluated and placed based on first campus location preference. All qualified applicants not offered a seat to their preferred campus through the ranking process will be considered if seats are still available with a campus cohort.

Applicants selecting Prescott Campus placement: The 40 highest-ranked applicants will be offered Prescott Campus seats based on space availability. The program has 24 seats available for the day cohort and 16 seats available for the evening cohort. The next 7 applicants on the ranking will be offered alternate status.

Applicants selecting Verde Campus preference: The 22 highest-ranked applicants will be offered Verde Campus seats. The next 4 applicants will be offered alternate status.

When several applicants have the same ranking score, the following criteria will determine tie breakers:
1. Overall GPA (Category 1)
2. ATI TEAS Cumulative Score (Category 2)
3. Number of times the following Pre-requisite courses were taken: BIO 201, MAT 142 (or higher) and ENG 101

As specified above, if there are seats available for a particular campus cohort (first location choice) then all qualified applicants will be considered to fill the available program seats.

All applicants will be notified by email after final determinations have been made.

Applicants are advised to thoroughly review the current Nursing Program Applicant Information Guide for application requirements and forms. Nursing Program Resources can be accessed at www.yc.edu/nursing

ZERO TOLERANCE GUIDELINES

The Yavapai College Nursing Program supports a Zero Tolerance Policy. Any Nursing Program student engaging in the following behaviors is subject to immediate dismissal from classes and disciplinary action as described in the Yavapai College Student Handbook, the Yavapai College Nursing Student Handbook, and the Yavapai College Code of Student Conduct.

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.

2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.

3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e., distribution, personal use) on campus, or YC dedicated learning spaces, or at a clinical site.

4. Any misconduct covered by the Yavapai College Code of Student Conduct.

Technical Standards of the Nursing Program at Yavapai College

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Nursing Program at Yavapai College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards include the Arizona Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing), and Core Components and Competencies of ADN graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the Nursing Program's performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Students with disabilities who may require accommodation in meeting the Technical Standards of the Nursing Program should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place

at the beginning of the program. Applicants seeking admission to the Nursing Program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Resources. Yavapai College will provide equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Resources is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student, with or without a disability.

TECHNICAL STANDARDS

The practice of nursing requires the following functional abilities with or without reasonable accommodations.

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	Strength and mobility sufficient to perform patient care activities and emergency procedures. Demonstrate fine motor skills sufficient for providing safe nursing care. Endurance sufficient to complete assigned periods of clinical practice	Mobility sufficient to perform patient care procedures such as assisting with ambulation of clients, transferring patients safely in and out of bed, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating room Position intravenous bags at the appropriate level Accurately read the volumes in body fluid collection devices hung below bed level Safely dispose of needles in sharps containers. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
		Manipulate small equipment and containers such as syringes, and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter

Observation/ Perceptual/ Sensory Ability	Sensory/Perceptual abilities to monitor and assess clients.	Detect changes in skin color, temperature, or condition
		Collect data from recording equipment and measurement devices used in patient care
		Detect smoke and/or fire in a patient area and initiate emergency action Draw up the correct quantity of medication into a syringe
		Detect sounds related to bodily functions using a stethoscope
		Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
		Communicate clearly in telephone conversations Communicate effectively with patients and with other members of the health care team
		Detect foul odors of bodily fluids or spoiled foods
		Detect unsafe temperature levels in heat producing devices used in patient care
		Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Emotional stability and endurance sufficient to function effectively under stress in acute health care situations. Ability to work as a part of a team and to respond appropriately to supervision, to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes	Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. Adapt rapidly to environmental changes and multiple tasks demands. Maintain behavioral decorum in stressful situations.

Safe environment for patients, families and co-workers	Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately. Ability to operate equipment safely in the clinical area. Ability to recognize and minimize hazards that could increase healthcare associated infections. Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls.	Prioritize tasks to ensure patient safety and standard of care. Maintains adequate concentration and attention in patient care settings. Seeks assistance when clinical situation requires a higher level of expertise/experience. Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.
Communication	Ability to communicate effectively in English using verbal, non-verbal, and written formats at a level that meets the need for accurate, clear, and effective communication. Ability to read and comprehend English, and to interpret without assistance. Ability to effectively communicate professionally and civilly to the healthcare team	Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. Elicit and record information about health history, current health state and responses to treatment from patients or family members. Convey information to clients and others to teach, direct and counsel individuals in an accurate, effective, and timely manner. Recognize and report critical patient information to other caregivers.

	including peers, instructors, and preceptors.	
Intellectual/ Conceptual/ Quantitative Abilities	Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgements and manage decisions that promote positive patient outcomes. Ability to comprehend three-dimensional and spatial relationships. Ability to react effectively in an emergency situation.	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collect data, prioritize needs, and anticipate reactions. Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers. Transfer knowledge from one situation to another. Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	Abilities sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet demands for timely performance of duties; to meet organizational requirements, and to perform these duties in a professional and competent manner.	Attend class and clinical assignments punctually. Read, understand, and adhere to all policies related to classroom and clinical experiences. Contact instructor in advance of any absence or late arrival.

		Understand and complete classroom and clinical assignments by due date and time.
Environment	Recognize the personal risk for exposure to health hazards. Use equipment in laboratory or clinical settings needed to provide patient care. Tolerate exposure to allergens (latex, chemical, etc.) Tolerate wearing protective equipment (e.g. mask, gown, gloves)	Take appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex. Use person protective equipment (PPE) appropriately.

HEALTH DECLARATION

It is essential that nursing students be able to perform a variety of patient care activities without restrictions in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, have physical capacity sufficient to complete assigned periods of clinical practice, and perform gross and fine motor skills essential to providing safe patient care. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency situation. Students will encounter situations requiring them to lift and manipulate weight greater than 50 pounds. It is advisable that students consult with their physicians prior to the start of this program and determine their ability to perform the necessary job requirements. Students who have medical impairments must be capable of implementing safe, direct patient care, while maintaining their current treatment plan or medication regimen.

The clinical experiences also place students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program.

A healthcare provider must sign the **Health Care Provider Signature Form** attached at the back of this document stating that these conditions can be met. The completed form is submitted upon conditional acceptance to the Nursing Program.

Health care providers who qualify to sign the declaration include a licensed physician (M.D., D. O., N.D.), nurse practitioner, or a physician's assistant. Their medical license number must be <u>included on the form along with date the physical examination was performed. The physical examination date must not exceed six months from conditional acceptance to the Nursing Program. Please also note that a doctor's release may be required to enter or continue in the program as illness or injuries occur.</u>

Immunizations and Documentation Required for the Nursing Program

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies is a requirement of the nursing program for all nursing students. Please be aware that some clinical agencies have a minimum age requirement of 18 for clinical participants. All student clinical placements are final.

Students are responsible for remaining in compliance with all mandated immunizations and must adhere to all deadline requirements. Copies of immunization records and updated immunization documentation must be <u>submitted to Castle Branch</u> (castlebranch.com) after admission to the Nursing Program for the student files as required by the Department in order to remain and continue in the program.

Students who have upcoming expirations for TB and CPR that will occur during the semester must <u>renew the requirement prior to program start</u>. It may be necessary to contact Castle Branch to request a re-set to the expiration date in order to upload renewal documentation.

The annual immunization for Influenza is due in the fall no later than October 1, or prior to clinical commencing for new incoming students beginning the program in a fall term. Students who begin the nursing program in spring, should already have the current flu season immunization completed upon conditional acceptance to the program.

In addition, beginning in the 2nd semester and continuing throughout the 4th semester, students will need to maintain compliance in myClinicalExchange to demonstrate health requirement compliance and documentation for our clinical agency partners.

COVID-19 Vaccination

Students participating at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions.

As part of our affiliation agreements with healthcare institutions, Yavapai College is required to

provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from Castle Branch and/or My Clinical Exchange.

It is important to understand that while Yavapai College does not require or mandate COVID-19 vaccinations or testing, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of COVID-19 vaccination and/or regular health screenings and testing as determined by the healthcare facility/agency.

HEALTH REQUIREMENTS

All immunization records <u>must</u> include your name, date, and name and signature of healthcare provider giving the immunization.

1. **MMR (Measles, Mumps, and Rubella)**: Adults entering health care professions must have documented proof of immunity **(positive titer) or proof of two MMR's**. A positive titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each- plan accordingly. Persons born prior to 1957 may be considered immune.

2. **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Nursing Program. If the student has had chickenpox, a <u>positive</u> titer is necessary to document immunity.

3. **Hepatitis B:** Documented evidence of completed vaccination series or positive titer. Complete documentation is submitted to Castle Branch upon conditional acceptance to the Program. *If beginning a 3-dose vaccination series, allow for six months prior to nursing application submission for completion.*

4. **Tdap** (**Tetanus, Diphtheria and Pertussis**)**:** A vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Nursing Program.

5. **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by October 1st each year. If allowed for and provided for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider or a religious exemption <u>per the clinical agency policies and requirements</u>.

6. **COVID-19 Vaccine:** Complete Vaccine series
   One of the following is required:
   a. Documentation of your COVID-19 vaccination(s). If you receive the 2-dose
    vaccine series, both doses must be submitted at the same time for approval.
    Documentation must include the vaccine manufacturer and date.

    Please note you are not considered fully vaccinated until 2 weeks after the second
    dose of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or 2 weeks after a single
    dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

    b. If allowed for and provided for by the clinical agency, you may submit a waiver for
    medical reasons signed by a healthcare physician/provider, or a religious exemption per
    the clinical agency policies and requirements.

    Covid Booster: Documentation may be submitted to Castle Branch once immunization is
    received.

    *Please be aware that in order for a clinical agency to accept students, the
    student must meet all requirements of the clinical agency. The requirements include
    providing proof of full vaccination against COVID-19. You should understand that as a
    student if you are not fully vaccinated by the time clinical begins, and/or the site does
    not accept a vaccination exemption, you will not successfully complete the required
    clinical hours and will not be able to progress in the program.*

    For more information regarding the COVID-19 Vaccine visit the CDC website.

7. **Tuberculosis: Incoming students** must provide one of the following: an initial 2 step TB
   Skin Test, or a T-spot or QuantiFERON Gold Blood test. If results are positive, a chest x-ray
   with an annual statement signed by a health professional that student does not have
   active tuberculosis must be provided. A one step TB Skin Test will be acceptable for
   renewal documentation only.
    TB Renewal: Negative skin test or blood test (annually) or chest x-ray (valid for two years)
   with an annual statement signed by a health professional that student does not have
   active tuberculosis. It is the responsibility of the student to maintain annual screenings.
   Documentation is to be renewed prior to semester start if the expiration date occurs
   while a semester is in progress.

8. **Health Insurance:** Nursing students are now required to provide proof of health insurance before starting clinical at their site locations. The purpose of this requirement is to provide insurance protection in the event of accident or injury. If a student is unable to secure health insurance coverage prior to their clinical experience, they will be unable to attend clinical, which will delay or disrupt degree progression.

Upload the front and back of your health insurance card to your Castle Branch account.

- If you have health coverage under a parent or spouse and your name does not appear on the insurance card, you **must submit proof of coverage by either a letter or document showing that you are covered**.

Items on the document that must be present:

- primary policy holder,
- name of insurance with number
- name of student that is covered.

Military: the military ID is <u>not</u> accepted as verification of health insurance coverage. You must submit documentation from the carrier from which you have insurance coverage.

If you do not have health insurance coverage you may be able to apply through the Health Insurance Marketplace. You may visit https://www.healthcare.gov/ to see cost of individual and family plans. You may also work with a licensed agent/broker in Arizona by going to: www.coveraz.org or calling (800) 377-3536.

Local help is available to find a plan; as a student, you may meet the income requirements for Medicaid (AHCCCS) coverage. If you need to apply for Medicaid, please do so as soon as possible; processing time can be a minimum of 2 weeks or more. Students may contact YC's Strong Foundations Office to receive application assistance for AHCCCS. To schedule an in-person or virtual appointment with the Strong Foundations.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION REQUIREMENT

9. BLS (Basic Life Support) certification for Health Care Providers must be current for the entire Nursing Program. CPR certification status is reported annually while students are enrolled in the program. <u>The Nursing Program will only accept BLS Provider certification (CPR & AED) through American Heart Association (AHA).</u> An in-person course or a course with an in-person check-off is required. A student without current documented BLS Provider certification (CPR & AED) will be dismissed from their clinical rotation and/or the Nursing Program. It is the responsibility of the student to maintain current certification and submit renewal documentation to Castle Branch according to Nursing Program

guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of Nursing Program enrollment and/or graduation. To remain in Nursing Program theory and clinical courses, all required documentation needs to be entered and current in Castle Branch in addition to being approved by the clinical agency, clinical coordinator and/or course instructor two weeks prior to the start date. If the student is not compliant with these policies, the student will not be able to attend clinical and will be administratively withdrawn from their current nursing course(s) by the Director of Nursing.

Incoming students are required to meet the program compliance dates provided in the Nursing Program acceptance packet. If a student does not meet the deadlines as identified on the forms provided in the acceptance packet, the student's Nursing Program acceptance will be administratively withdrawn by the Nursing Program Director.

FINGERPRINT CLEARANCE

The Level I Fingerprint Clearance Card is a requirement of the Nursing Program application process and must remain valid for the duration of all nursing courses. Federal law and agency accreditation rules require a DPS Fingerprint Clearance Card for nursing students. Please visit https://www.azdps.gov/services/public/fingerprint to determine how to obtain or renew an Arizona DPS Level I Fingerprint Clearance Card.

Fingerprint processing services are available through Thales: Gemalto Cogent (a third-party vendor contracted with AZDPS). Students may access the online application through the website above and may need to contact the fingerprinting location by phone to process their fingerprint application for AZDPS.

Applicants should check for an available fingerprinting location site and verify hours of operation prior to registration. Online registration is required on the DPS website before scheduling and processing payment for the fingerprint location. Applicants must bring their registration number along with a government-issued photo ID and a secondary form of identification (as needed) to the location site. Processing may take 1-4 weeks from the date Arizona DPS receives the completed application packet. For those individuals who do have a criminal record, the process may take 6 -13 weeks.

A copy of the front and back of the student's current Arizona Level I Fingerprint Clearance Card is required as part of the initial application submission for the Nursing Program and is kept as part of the student file. A full copy of the card is included in Castle Branch as a compliance document. The student is responsible for completing this Castle Branch requirement upon conditional acceptance to the program, and for submitting renewal documentation prior to the card expiration date as needed.

If there is a positive criminal history, the Level I Fingerprint Clearance may be denied which will result in removal from the Nursing Program.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Nursing Program and will not be allowed to progress until a Level I Fingerprint Clearance Card is obtained. If the time-period for clearance progresses past one year of removal from the Nursing Program, the student will need to re-apply to the Nursing Program and repeat any courses already taken.

ATI TEAS PRE-ADMISSION TESTING

Applicants seeking admission to the Nursing Program must complete ATI TEAS pre-admission testing through Yavapai College Testing Services and submit the test results with their application. Test results are good for two consecutive application cycles (current and last application cycle). Applicants who take the ATI TEAS within the current and last consecutive application cycle, may submit the report with the highest cumulative score.

The ATI TEAS cumulative report results are to include student name, testing location, the cumulative score and scores from each of the following categories: Reading, English and Language usage, Math and Science. A minimum cumulative score of 58.7% is required for application submission. *Failure to provide complete* *score data will result in an incomplete application.*

Registration for Nursing Program pre-admission testing is completed through the Yavapai College Testing Services website at www.yc.edu/tesing. The payment receipt or order confirmation number is needed to schedule an ATI TEAS test date appointment. Both the payment and appointment must be completed within the semi-annual registration period listed on the Testing Services website.

STEPS TO APPLY FOR ADMISSION

Students must apply to and be admitted to Yavapai College if not currently enrolled as a student, prior to applying to the Nursing Program. Please go to www.yc.edu and complete the Yavapai College admission procedure.

Transcripts from other institutions: Official college transcripts of pre-entry and General Education courses must be received and evaluated in the Yavapai Registrar's office. Official transcripts must be unopened and possess the official seal of the college registrar. Official transcripts are mailed directly to the Yavapai College Registrar at the time of admission. Hand carried transcripts are not official transcripts and will not be accepted.

Applications for admissions must include the following:

1) Nursing Program Application for Admission form – is available on the Yavapai College website at www.yc.edu/nursing; Nursing Forms and Guides.

2) Copy of your ATI TEAS Pre-Admission Test results cumulative report. Results must be current (current and last application cycle) to be valid. Failure to provide complete score data will result in an incomplete application.

3) Pre-Nursing Workshop attendance certificate- expiration is 12 months from workshop date.

4) Completed Advisor Pre-Entry Check Sheet Form for the Nursing Program signed and dated by Advisor <u>and</u> Applicant. You will receive a check sheet at your appointment with your advisor. The overall GPA requirement is 2.0 or higher to apply to the Nursing Program. To receive credit for classes taken at other colleges, courses must be evaluated to appear on your YC transcript. Please call 928-776-2106 (Prescott) or 928-634-6510 (Verde) to reach the Advising Department with questions or concerns.

   a) One unofficial Yavapai College transcript with Nursing Program Application. Unofficial transcripts can be printed from the student's myYC Portal.

   b) One unofficial transcript from every college attended submitted with Nursing Program Application. To obtain credit on the **Yavapai College Nursing Program Selection Criteria** point system for pre-requisite completion, please provide all unofficial transcripts with your application.

5) Copy of current Arizona CNA certificate or LNA license, OR proof of successful completion of AHS 114 (or equivalent course) within the last 3 years of the application deadline date.

6) Printout of your current semester residency information from your myYC Portal: **General Student Record** page (see Application Checklist Coversheet). For assistance, call 928-717-7777. Include a copy of your Arizona Driver's License. If the issue date on your license is less than a year old, and you want points for Yavapai County Residency, also attach a copy of expired Arizona Driver's License **or** utility bills in your name, **or** other documentation as appropriate to **support one year's county residency** at time of application submission.

7) Arizona Level I Fingerprint Clearance Card. A copy of the front side and of the back side of the Level I Fingerprint Clearance Card are required as part of the application.

8) For VANEEP scholarship recipients only: Deferral form from advising.

Refer to the website for timeframes when applications are available.

Applications must be submitted electronically by the deadline. A confirmation email will be sent back to you from the nursing program once the application has been received and reviewed.

All required documentation must be submitted with the application by the due date deadline. **There are no exceptions.**

ADDITIONAL ADMISSION REQUIREMENTS <u>AFTER</u> CONDITIONAL ACCEPTANCE

1. Drug testing, Criminal Background Check, and Immunization Tracker (One all-inclusive package through Castle Branch): a fee of $143.50 is payable to Castle Branch after a conditional acceptance letter is received. An additional fee may be required if you have had multiple addresses in past years. Payment for Castle Branch accounts must be completed timely to allow adequate time for background check processing and program compliance.
2. The completed **Health Care Provider Signature Form** submitted to Castle Branch as part of the Immunization Tracker documentation.
3. Yavapai College Picture ID – due the first day of classes - email onecard@yc.edu to obtain a physical ID card. Refer to: https://www.yc.edu/v6/enrollment-services/onecard.html for more information.

BACKGROUND CHECK

All students are required to obtain a background check. Information regarding how to obtain the background check will be provided to the student upon provisional acceptance to the program. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program, on a case-by-case basis by the Nursing Department and the Nursing Program Director.

DRUG TESTING

Random drug testing is a standard procedure throughout the Nursing Program. The first drug test will be at the student's expense. Any subsequent drug testing will be done at the program's expense. When a student is informed that they are a subject of random drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

NOTIFICATION OF ACCEPTANCE

Letters of Acceptance will be sent to the student scholar email account within four weeks of the application deadline**.** *If an applicant does **not** have a scholar email account, the letter will be sent by postal mail to the mailing address provided by the applicant on the Application for Admission.* **Please refrain from contacting the Nursing Department if you have not received a letter within 30 days of the deadline date.** It is your responsibility to make sure that your scholar email account and mailing address are current, and up to date with the department at all times. You can do this by emailing nursing@yc.edu with your new address or phone number AND changing contact information in your myYC portal account so that it may be verified.

> If you are not accepted to the program you will receive a letter stating so. Alternates are also identified at this time and notified. Initial notification is **not** made over the phone or in person. If a letter has not been received after 30 days of the application deadline, please contact the Nursing Department at nursing@yc.edu

For optional concurrent enrollment program (CEP) applicants, a separate application will need to be sent by the applicant to the partnering university. Notification of acceptance into a CEP is sent by the university to which you are applying. Please check with your advisor for more details on this process.

.