**Checklist for Application to VN Program**

\_\_\_\_\_ Drivers License (Identification)

\_\_\_\_\_ Disclosure Statement

\_\_\_\_\_ HESI A2 Test – passed

\_\_\_\_\_ Criminal Background policy signed

\_\_\_\_\_ Immunization Statement of Understanding

\_\_\_\_\_ Copy of High School transcript or GED

\_\_\_\_\_ Other College Transcripts

\_\_\_\_\_ PreCheck (background check) receipt

\_\_\_\_\_ Proof of Bacterial Meningitis vaccination **(Students under 22 years of age)**

\_\_\_\_\_ Proof of Tetanus/diphtheria (Td) within the last 10 yrs.

\_\_\_\_\_ Hepatitis B #1 Immunization\_\_\_\_\_\_\_#2\_\_\_\_\_\_\_\_#3\_\_\_\_\_ **(3rd dose completed prior to beginning clinical)**

\_\_\_\_\_ Proof of 2 (two) MMR immunizations

\_\_\_\_\_Board of Nursing Background Policy

**Other items that will be needed BEFORE starting clinical rotations**

\_\_\_\_\_ TB Immunization (yearly) \_\_\_\_\_\_ Influenza vaccination

\_\_\_\_\_ Varicella Immunizations or waiver signed

\_\_\_\_\_ CPR Certification (Healthcare Provider)

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**LVN Office – 354-6015**

**AMARILLO COLLEGE**

**VOCATIONAL NURSING PROGRAM**

**V.N. PROGRAM**

Vocational Nursing (VN) is a one-year Certificate of Completion program. Completion of the program qualifies students to take the NCLEX-PN examination for licensure as a Licensed Vocational Nurse (LVN). The graduates can function as beginning practitioners in many different health care agencies including hospitals, clinics, and physician offices.

Amarillo College is a fully accredited two-year college. The Vocational Nursing program is approved by the Texas Board of Nursing (BON).

When considering Vocational Nursing as a major, please be aware of the following information:

* *Texas Board of Nursing (BON) may refuse to issue a license or certificate of registration to any individual with lack of fitness to practice by reason of mental or physical health or intemperate use of alcohol or drugs that could result in injury to patients or to the public. The BON may also refuse to grant licensure to any individual with a history of a criminal conviction. An individual enrolled or planning to enroll in a basic nursing program who has reason to believe that he/she is ineligible for licensure may petition the BON for a declaratory order of eligibility. Refer to the BON website at www.bon.texas.gov or contact the BON at 512-305-6838 for additional information.*
* *Students enrolling in this program must be a high school graduate or provide proof of GED.*
* *Pre-requisite courses (BIOL 2401 and HITT 1305) are offered during the fall, spring and summer sessions. Vocational Nursing courses are offered only during fall and spring semesters.*
* *Level I and Level II clinicals, classes, and labs are 8 hours per day, 40 hours per week, (Monday-Friday).*

**ADMISSIONS PROCEDURES**

**1. Apply for admission to Amarillo College (AC)**

* Applications are available on the AC web site (www.actx.edu), in the AskAC Centers on the Washington Street Campus and the West Campus, or by contacting the AskAC at 371-5000.
* Declare Vocational Nursing as your major.

**2. Complete placement testing**

* All VN majors are required to take all parts of the TSI Assessment prior to enrollment.
* Schedule testing at the Amarillo College Testing Center (Washington St. campus, 371-5445).
* Contact the Nursing Department Advisor, **Susan Holstun McClure** at **356-3603, WCJH 258**, **WSC Student Services #116**, to obtain information regarding testing results and pre-requisites.

**3. Schedule an advising appt. with the VN Program Director, LaVon Barrett, MSN, RN, CNE,**

**at the West Campus at 354-6015.**

* Advising appointments are available every semester, Fall, Spring and Summer.

**4. Apply for acceptance to the VN program.**

1. Apply for admission to the VN program:

* 1. Students apply for admission to the VN program after completing pre-requisite courses (or may apply during the semester they are taking the pre-requisite courses).
  2. The application packet for admission to the VN program will be available on the Nursing Website. [www.actx.edu](http://www.actx.edu). ***Students may print the packet and bring to the Advising Session.***
  3. Students are encouraged to purchase the HESI Study Manual for the HESI Admission Assessment Exam Review, 3rd Edition, and remediate prior to testing on ***math*** and ***reading and vocabulary***. A Study guide may be purchased at the West Campus Bookstore.
  4. Students will schedule to take the HESI A2 test following attendance of an Advising Session. Students will take the ***math, reading, and vocabulary*** portion of the exam. The fee for the A2 is 36.00 dollars.
  5. Students will be allowed to take the HESI A2 exam one time in one admission period.
  6. Students will create an Evolve Account and pay for the exam online.
  7. Students will schedule the HESI A2 exam through the VN office.
  8. Allow 3 hours for testing.
  9. The completed application must be submitted to the Nursing Division – submission deadlines will be announced in the Advising Session.

1. Selection of students for the VN program is determined on the basis of available spaces and the following point system:

Grade point average (GPA)—Must have overall GPA of 2.0

in general education requirements for the VN program of study 2.0 - 4 pts.

Admission Assessment Exam – Overall Exam Average

90 – 100 5 pts.

80 – 89 4 pts.

70 - 79 3 pts.

Pass BIOL 2401 on first attempt 3 pts.

Pass HITT 1305 on first attempt 1 pt.

I

**Total Possible Points 13**

Accepted 5/08

Revised 3/11

Revised 10/11

Revised 09/13

Revised 02/14

Revised 02/15

**5. Immunization/Background Requirements.**

* All students enrolled in health-related courses, including nursing students, which will involve direct patient contact must meet the following Texas Department of State Health Service (DSHS) immunization requirements:
  1. One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.
  2. Students who were born on or after January 1, 1957, must show prior to patient contact, acceptable evidence of vaccination of **two** doses of measles-containing vaccine administered since January 1, 1968.
  3. Students must show prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
  4. Students born on or after January 1, 1957, must show prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
  5. Students shall receive a complete series (3 doses) of hepatitis B vaccine **prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus**.
  6. Students shall receive two doses of varicella (chickenpox) vaccine unless the first dose was received prior to 13 years of age.

7. Polio vaccine is not required, but students enrolled in health-related courses

are encouraged to ascertain that they are immune to poliomyelitis.

8. Proof of inoculation against Bacterial Meningitis (See white sheet attached)

9. Annual Flu vaccination required.

(Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.67; effective April 1, 2004)

**6. Criminal Background Checks**

* All students must submit to a criminal background check (CBC) as part of the acceptance process into the Vocational Nursing Program. This policy is based on a standard of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is a student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vendor designated by the Nursing Division. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.
* Students must submit to an FBI criminal background check at the beginning of their first semester of nursing courses at AC. The Texas Board of Nursing (BON) will do the CBC through the DPS and the FBI based on a set of fingerprints that students submit to Morpho Trust, which is a company that provides fingerprinting services for licensing purposes. Please refer to the Criminal Background Policy for more information.
* Students must present a copy of the front and back of the blue card, copy of the Operations Outcome Letter, Enforcement Outcome Letter or an Eligibility Order postcard to the Program Director’s Assistant.
* Students who do not provide proof of the completed CBC and eligibility for licensure in the State of Texas will not be allowed to attend clinical and will be required to withdraw from the clinical course in which they are enrolled as well as the companion course. For example VNSG 1260 is the clinical course and VNSG 1400 is the companion course.

**7. TB Skin Test**

* All students must present documentation of a negative tuberculin skin test (PPD) administered within one year of beginning clinical activities involving direct patient care. If the TB skin test is positive the student must present evidence of a negative chest x-ray for tuberculosis. Tuberculin skin tests must be repeated yearly while students are enrolled in the nursing program.

**Additional Information**

* All students must also be certified at a basic life support level in cardiopulmonary resuscitation (CPR) throughout program enrollment.
* An acceptance letter will be provided for students who have been accepted in the VN Level I classes.
* Registration will be done by the Vocational Nursing Department during the Registration period.
* Any student not entering Level I classes the semester after applying must re-apply and re-take the HESI A2 test.
* Acceptance is pending passing criminal background checks required by healthcare agencies.
* Students will be required to take and pass the Nursing Jurisprudence Exam given by the BON. Students must pass the exam prior to licensure by the BON.

Updated 9/14

**COST ESTIMATE - VOCATIONAL NURSING PROGRAM \***

**Tuition & Fees Books Totals**

**Semester 1: Pre-Requisites (7 hrs)**

In District 889.00 350.00 1239.00

Out of District 1141.00 350.00 1491.00

**Semester 2: Level I (19 hrs)**

In District 2083.25 1000.00 3083.25

Out of District 2797.25 1000.00 3797.25

**Semester 3: Level II (18 hrs)**

In District 1955.50 500.00 2455.50

Out of District 2661.50 500.00 3161.50

**Total Cost of Program (Tuition, Fees, Books, 44 hrs)**

In District 6777.75

Out of District 8449.75

**ADDITIONAL COSTS OF THE PROGRAM**

Nursing Student Skills Kit ….. .. …….………………approx $70

Current Immunizations …..…………………….variable

(Hepatitis B Vaccine - series of 3) …………………..approx $180

CPR Certification …….………………………approx $55

Watch (with second hand) …….…………………………..variable

Stethoscope variable $15 up

**By 6th week of Level I:**

Uniforms variable

Student Lab Jacket …………………………………………….………………..approx $25

All White Leather Shoes....................................................................................variable

**Graduation Costs:**

State Board Application Fee (during first 6 weeks of Level 2 $125

Fingerprints and Background Check………………………………………… approx.$45

NCLEX Exam Fee (during first 6 weeks of Level II) $200

Graduation Fee - (Amarillo College cap & gown) approx $35

Vocational Nursing Pin ……………………………..approx $65

PLEASE NOTE:

\*This is only an estimate and not a guarantee of expenses. Please see current academic schedule/catalog for current tuition/fees.

Revised 10/2011

Revised 02/14

***Vocational Nursing***

**One-year Program**

**Curriculum - Program of Study**

**PRE-REQUISITES** **Semester Hrs**

BIOL 2401 Human Anatomy & Physiology 4

HITT 1305 Medical Terminology 3

**Pre-requisite Semester Hours** 7

**APPLY FOR ADMISSION TO VN PROGRAM** during the semester you are enrolled in these courses.

**LEVEL I (40 hrs/week)**

VNSG 1423 Basic Nursing Skills 4

VNSG 1136 Mental Health 1

VNSG 1138 Mental Illness 1

VNSG 1304 Foundations of Nursing 3

VNSG 1231 Pharmacology 2

VNSG 1227 Medication Administration 2

VNSG 1400 Nursing in Health & Illness I 4

VNSG 1260 Clinical: Nursing in Health & Illness I 2

**Level I Semester Hours**  19

**LEVEL II (40 hrs/week)**

VNSG 1230 Maternal-Neonatal Nursing 2

VNSG 2160 Clinical: Maternal-Neonatal Nursing 1

VNSG 1234 Pediatrics 2

VNSG 2161 Clinical: Pediatrics 1

VNSG 1409 Nursing in Health & Illness II 4

VNSG 1361 Clinical: Nursing in Health & Illness II 3

VNSG 1410 Nursing in Health & Illness III 4

VNSG 2163 Clinical: Nursing in Health & Illness III 1

**Level II Semester Hours**  18

**Total Semester Hours** 44

AMARILLO COLLEGE DEPARTMENT OF NURSING

VOCATIONAL NURSING

STUDENT DISCLOSURE STATEMENT

The undersigned, a student who has made application for admission to the Amarillo College Vocational Nursing Program, hereby represents and acknowledges the following:

* I have received a copy of and read the procedure for admission for the Vocational Nursing program at Amarillo College. Approved criteria and limitations for enrollment in specific courses may prevent me from:
* establishing my own enrollment schedule, and
* enrolling in specific courses for specific semesters
* I must accept all nursing client/patient assignments regardless of diagnosis and the assigned clinical hours or I may be expelled from the program.
* I must use Standard Precautions at all times in dealing with clients/patients while enrolled in the nursing program. I have received a copy of these Standard Precautions and am familiar with same.
* I must abide by policies in the Nursing Department at Amarillo College and in the agencies where I may be assigned for clinical experience. All agency affiliation agreements with Amarillo College are available for my review in the Nursing Department Office.
* Copies of all Student Contracts that I must sign are available for my review in the Vocational Nursing Student Handbook.

By execution thereof, the undersigned acknowledges that he/she has read and will comply with the above and foregoing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student’s Signature

SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved 11/21/91

Revised 4/10/92, 6/26/92, 4/24/00, 9/22/03, 1/24/05

Revised 9/2008

Revised 10/2011

STATEMENT OF UNDERSTANDING AND AGREEMENT

I have been informed and I understand that I will **not** be able to participate in direct patient care activities in any clinical course unless I have met the following immunization requirements specified by the Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64. I also understand that if I am unable to participate in clinical activities, I cannot pass the clinical nursing course(s), and if I cannot successfully complete the clinical course(s), I cannot progress in the nursing program.

I agree to furnish to the Vocational Nursing (L.V.N) Program Staff Assistant documentation of the following immunizations in a timely manner or prior to registration in Level I (as applicable).

* One dose of tetanus-diphtheria toxoid (Td) within the last ten years.
* Two doses of measles-containing vaccine administered since January 1, 1968 (if born on or after January 1, 1957).
* One dose of rubella vaccine.
* One dose of mumps vaccine (if born on or after January 1, 1957).
* A complete series of hepatitis B vaccine or show serologic confirmation of immunity to hepatitis B virus. (The series of three doses of vaccine can be completed in 16 weeks or 4 months. The second dose can be administered 4 weeks after the first dose, and the third dose can be administered 12 weeks after the second dose.)
* Two doses of varicella (chickenpox) vaccine unless the first dose was received prior to 13 years of age. (The two doses of varicella can be administered 4 weeks apart. A positive titer for varicella will be accepted in lieu of varicella immunization. In the situation of a known history of varicella, a notarized, sworn statement of such will be acceptable.)
* Proof of inoculation against bacterial meningitis (Students under 22 years of age)
* Proof of annual Flu vaccine

I also understand that in addition to the immunizations required by the Texas Department of State Health Services (DSHS) for students in health-related courses, **the Nursing Department and affiliated healthcare organizations require students to present results of a negative tuberculin skin test yearly while enrolled in the program (or documentation of a negative chest x-ray must be produced as indicated if the tuberculin skin test is positive) and be certified in Cardiopulmonary Resuscitation (CPR) for Healthcare Providers in accordance with the standards set by the American Heart Association.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**AMARILLO COLLEGE**

**VOCATIONAL NURSING PROGRAM**

**LICENSURE ELIGIBILITY NOTIFICATION FORM**

I hereby verify that I have received verbal and written information regarding conditions that may disqualify graduates of vocational nursing programs from licensure as vocational nurses in the State of Texas. I further verify that I have been provided verbal and written information about the right to petition the Texas Board of Nursing (BON) for a Declaratory Order of Eligibility. This eligibility information included:

1) Texas Occupations Code §§301.252, §301.257, and §§301.452 – 301.469 of the Nursing Practice Act.

2) Sections 213.27 - 213.30 of the Texas Administrative Code, Title 22, Part 11, Chapter 213*.*

3) Instructions and Petition for the Declaratory Order of Eligibility.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student I.D. #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date signed

**INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK**

**FOR VOCATIONAL NURSING PROGRAM**

**Amarillo College**

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

**Go to** [**www.PreCheck.com**](http://www.PreCheck.com) **and click on the StudentCheck link and then click the Student button.**

Complete all required fields and hit Continue to enter your payment information. The payment of $52.50 (plus state tax for students living in Texas) can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. You will be provided an order confirmation number and instructions on how to check the status on the completion of your report by email.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

**FREQUENTLY ASKED QUESTIONS:**

* How long does the report take to complete? Most reports are completed within 3 business weekdays.
* Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
* Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
* I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
* I have a criminal record. What should I do? Disclose the crime on your application.

**Immunizations and Tests**

**Required by Texas State Department of Health Services/Clinical Facilities**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Measles (Rubeola)\*:**

A. **Two** doses of measles-containing vaccine

**o**n or afterJanuary 1, 1968 and at least Date#1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30 days apart **OR** (mm/dd/yy) (mm/dd/yy)

B. Serologic test positive for measles antibody\*\* Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yy)

**Mumps**\*:

A. Onedose of mumps vaccine on or after

January 1, 1957 **OR** Date#1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yy) (mm/dd/yy)

B. Serologic test positive for mumps antibody\*\* Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yy)

**Rubella\*:**

A. **One** dose of rubella vaccine on or after

the first birthday **OR** Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yy)

B. Serologic test positive for rubella antibody\*\* Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yy)

**\*Combined MMR Vaccine is vaccine of choice if recipients are likely to be susceptible**

**\*\*Must include date of test collection**

**Hepatitis B: (3 doses)**

A. The minimum interval between the first two

doses is 4 weeks, and the minimum Date #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

interval between the second and third (mm/dd/yy)

doses is 8 weeks. However, the first and Date #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

third doses should be separated by no less (mm/dd/yy)

than 16 weeks. It is not necessary to restart Date #3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the series or add doses because of an (mm/dd/yy)

extended interval between doses. **OR**

B. Serologic test positive for Hepatitis B antibody Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Must include date of test collection** (mm/dd/yy)

**Note: An accelerated dosing schedule with Twinrix vaccine (Hepatitis A and Hepatitis B recombinant) may be an option to meet Texas DSHS requirements for Hepatitis B immunization.**

**Amarillo College Vocational Nursing Program Immunizations and Tests Page 2**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Varicella:**

A. **Two** doses of varicella vaccine **if first dose**

administered on or before the 13th birthday.\*\* Date#1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doses must be at least 30 days apart. **OR** (mm/dd/yy) (mm/dd/yy)

B. Serologic test positive for varicella antibody

**OR** Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Must include date of test collection** (mm/dd/yy)

C. Physician documented history of diagnosis Date Disease Diagnosed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of varicella (mm/dd/yy)

**Documented history after September 1, 1991 must have a month, day and year**

***\*\**Only one dose of varicella vaccine is needed if the first dose was received before the age of thirteen (13).**

**Td/Tdap:**

**One** dose of a tetanus-diptheria (Td) is required within the Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

last ten (10) years. The booster dose may be in the form (mm/dd/yy)

of a tetanus-diptheria-pertussis containing vaccine (Tdap).

**Physician or Approved Licensed Health Professional Information:**

Printed Name

Address

Signature of Primary Care Provider Date

**Signature validates all information on this form. Date of signature must be after last immunization or additional immunizations must be signed and dated separately.**

**Note: All vaccines administered after September 1, 1991 shall include the MM/DD/YY that each vaccine was given.**

**AMARILLO COLLEGE**

**NURSING PROGRAMS**

**STATEMENT OF UNDERSTANDING AND AGREEMENT****:**

**CLINICAL AGENCY AND FBI-LEVEL CRIMINAL BACKGROUND CHECKS**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and fully understand the Associate Degree Nursing Program and Vocational Nursing Program policies and procedures about two required Criminal Background Checks: (1) A Criminal Background Check through an external vendor at the time of program application by clinical agencies and (2) An FBI-Level Criminal Background Check in all newly accepted students as mandated by the Texas Board of Nursing.

Clinical Agencies Criminal Background Check (CBC):

My signature below provides consent for the results of my criminal background history to be released to the ADN or VN Program at Amarillo College and to affiliated JCAHO-accredited healthcare organizations or other affiliated clinical agencies for determination of my eligibility to participate in clinical activities. I acknowledge that if my criminal background history would prohibit me from participating in clinical activities at these affiliated healthcare organizations or agencies, I will not be offered program admission to either the ADN Program or the VN Program. I am fully aware that the cost of the criminal background check is my responsibility.

Further, I acknowledge that a clear or successful criminal background check does not guarantee registered nurse (RN) or licensed vocational nurse (LVN) licensure or employment after program graduation nor does it substitute for the FBI criminal background check that is required by the Texas Board of Nursing for initial licensure.

I acknowledge that in the event that I am convicted of a criminal offense while enrolled in either the ADN Program or the VN Program, I may be required to repeat the criminal background check with the designated external vendor. I am aware that this repeat criminal background check will be made available to affiliated healthcare organizations or agencies for a determination of my eligibility for continued clinical privileges.

I am also fully aware that denial of clinical privileges by any affiliated healthcare organization or agency based on the repeat criminal background check will prohibit my participation in clinical courses and therefore progression in and completion of either nursing program.

FBI-Level Criminal Background Check (CBC):

My signature below indicates that I fully understand that I must present a blue postcard, declaratory outcomes letter or eligibility order to attend clinical rotations in the hospital or other clinical settings.

I fully understand that I will have to withdrawal from any clinical course(s) in which I am enrolled. I also fully understand that I will have to petition to the Admission and Progression Committee to obtain permission to re-enroll in a subsequent semester after I have been cleared by the Texas BON to attend clinical rotations in the hospital.

I am fully aware that the cost of the criminal background check is my responsibility.

I have received a copy of the ADN/VN Program Policy for Criminal Background Checks, and I have had the opportunity to ask questions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Required TB Skin Testing, CPR Agreement & Flu Vaccine**

**The Following TB Skin Testing & CPR Certification Must Be Completed prior to the first day of a student’s clinical rotations.**

**TB SKIN TEST**

All students must present documentation of a negative tuberculin skin test (PPD) administered within one year of beginning clinical activities involving direct patient care or present evidence of a negative chest x-ray for tuberculosis (TB) obtained within one year of beginning clinical activities, if the TB skin test is positive. Tuberculosis skin tests must be repeated yearly while students are enrolled in the nursing program.

**CPR Certification**

All students in the VN Program must be certified throughout program in Cardiopulmonary Resuscitation (CPR) for Healthcare Providers in accordance with standards set by the American Heart Association.

*\****I understand that all TB skin testing and CPR certification listed above must be completed by the first day of clinical rotations each semester.**

**Please Print Name Signature Date**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Flu Vaccine**

All students in the VN Program will be required to obtain an influenza vaccination each flu season in order to participate in direct patient care in affiliated healthcare agencies. The influenza vaccination must be completed by October 1, of the current year.

*\****I understand that the influenza vaccination listed above must be completed by October 1, of the current year.**

**Please Print Name Signature Date**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

HESI ADMISSION ASSESSMENT EXAM INFORMATION SHEET

Background

A strategy for increasing program graduates is to utilize a standardized admission assessment examination. Standardized admission assessment exams also provide valuable information to programs of nursing about those students who may require additional academic support to be successful in a nursing curriculum and/or who may require particular support services to achieve maximum potential for program success.

The Assessment Exam

The Vocational Nursing (VN) Program at Amarillo College (AC) has selected the HESI Admission Assessment (A2) Exam as the standardized exam to be utilized for program admission. The specific content exams selected for inclusion in the admission assessment exam administered to all prospective program candidates include: 1) Math, 2) Reading Comprehension, and 3) Vocabulary and General Knowledge. In addition, candidates will complete a Learning Styles Inventory and a Personality Profile.

* The Math Exam provides a measure of a candidate’s basic math skills at the eighth and ninth grade levels. The exam contains problems in addition, subtraction, multiplication, division, decimals, fractions, and household measures. The exam focuses on the math skills needed for calculations for medication administration.
* The Reading Comprehension Exam indicates basic reading and comprehension skills at the eighth and ninth grade levels. The reading scenarios presented in the exam are health-related.
* The Vocabulary and General Knowledge Exam is designed to assess a candidate’s vocabulary skills, general knowledge, and critical thinking skills. Vocabulary commonly used in the health care fields is contained in the exam.
* The Learning Styles Inventory and Personality Profile provide information about the candidate’s study habits, learning preferences and dispositions related to academic achievement. These exams are not academically oriented. These exams focus on personal readiness for higher education in nursing.

A total exam score is provided for each of the academic content exams administered, as well as sub-scores on any specific subject area categories on the exam. A composite score is also calculated for the three academic content exams administered, which is the calculated average of these academic exams. The scores on the Learning Styles Inventory and Personality Profile will not be included in the overall exam average or composite score from the three academically-oriented content exams.

**The HESI Admission Assessment Exam for the VN Program at AC is a three-hour computerized exam, which must be scheduled and taken in the West Campus Computing Center. The cost of the assessment exam is $34.00.** This is a non-waiverable, non-transferable, non-refundable cost to the applicant.

The HESI Admission Assessment Exam average composite score will be utilized in the points system to select applicants for admission to the VN Program. **However, a score of 70 or greater must be achieved on each of these three content exams during a single test administration for a student to be eligible to apply for program admission.** Selection of students for the VN Program will be determined on the basis of available spaces and the points system in the table that follows.

HESI ADMISSION ASSESSMENT EXAM INFORMATION SHEET

Grade point average (GPA)—Must have overall GPA of 2.0

in general education requirements for the VN program of study 2.5 - 4 pts.

Admission Assessment Exam – Overall Exam Average

90 – 100 5 pts.

80 – 89 4 pts.

70 - 79 3 pts.

Pass BIOL 2401 on first attempt 3 pts.

Pass HITT 1305 on first attempt 1 pt.

I

**Total Possible Points 13**

**\*\*note Spring 2015 is a Pilot for the HESI so points may be waived for this admission period.**

Process

* All prospective applicants must have attended a Vocational Nursing Program Advising Session prior to scheduling and taking the HESI Admission Assessment Exam.
* **Prospective applicants may take the HESI Admission Assessment Exam one time during each admission period** to the Vocational Nursing Program at Amarillo College.
* The HESI Admission Assessment Exam must be scheduled and taken in the West Campus Computing Center on a specified date and time during the specific admission period each semester. Admission assessment exams taken at any other location cannot be accepted for inclusion in the admission points system for the Vocational Nursing Program at Amarillo College.
* Multiple times and dates (testing blocks) will be identified each semester for applicants to take the HESI Admission Assessment Exam in a proctored environment. Testing blocks will be filled on a first come, first served basis.
* HESI Admission Assessment Exam scores are valid for the **admission period only**.

A study guide, Evolve Reach Admission Assessment Exam Review; third edition, for the HESI Admission Assessment Exam is available for purchase at http://www.us.elsevierhealth.com/product.jsp?isbn=9781416056355 or through various on-line book vendors, such as [www.amazon.com](http://www.amazon.com). This review book is also available in the West Campus Bookstore. The current cost of the exam review book is $40.00 plus tax.

HESI ADMISSION ASSESSMENT EXAM INFORMATION SHEET

Procedure

1. Pay $37.00 for the HESI Admission Assessment Exam online. See attached flyer in your advising packet with instructions.
2. Once payment has been made, call the Nursing Office at 806.354.6010 to schedule the HESI Admission Assessment Exam.
3. Report to the West Campus Computing Center in West Campus Building D at least 15 minutes prior to the scheduled date and time for the admission assessment exam. The admission assessment exam will begin promptly at the scheduled times. **Applicants will not be admitted to the testing room after the exam begins.** Applicants must provide photo identification in the form of a student identification card or a driver’s license. No personal belongings including purses, cell phones, books, etc. are allowed in the testing rooms. Also,no food or drinks and no children or pets are permitted in the testing rooms.
4. Bring the HESI Admission Assessment Exam score sheet to the Nursing Office with your completed application to prior to the Application deadline.

**Create an Evolve Account**

Create a student account so you can register for the HESI exam.

1. Go to <http://evolve.elservier.com> and click on I’m a student.
2. Click the HESI Exams icon, then select *Register for HESI*
3. *Select HESI Assessment – Student Access - Payments*
4. Click Register to place this in your cart, and then *Redeem/Checkout* from the cart screen.
5. If you are a returning user, enter your Evolve username and password and click login.
6. If you are new to Evolve, enter your name, email, desired password, institution information, and click continue.
7. Once you have registered, the HESI Assessment – Student Access link will appear under the MY EVOLVE section in your Evolve account.

**HESI Exam Online Code for VN program Spring 2017 (All students VN and RN are using RN code)**

Elsevier HESI Assessment and your school have partnered to bring you the best, most reliable testing products available. This is to advise that you must make the following payment in order to sit for your upcoming HESI exam.

To make your payment, login to Evolve using the link below and then click on the "Student Access" link where you will be instructed to complete the required payment information.

Students please make your payment using the information below from **02/06/2017-02/07/2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Order ID** | **Payment ID** | **Description** | **Price** |
| 147186 | 9348 | RN Admission Assessment (A2) - 1st Time Tester | $39.00 |
|  |  |  |  |

<https://hesistudentaccess.elsevier.com/payments.html?PaymentID=8329>

If you have any questions or are having trouble making the payment please visit [Evolve Support](http://evolvesupport.elsevier.com/ics/support/KBList.asp?folderID=620&asection=student)

You have made a big investment in your education. Continue that investment by taking control with HESI to get the desired results!

AMARILLO COLLEGE NURSING DIVISION

GUIDELINES FOR TUTORING

1. PURPOSE: The purpose of these guidelines is to provide instructions for students and faculty about tutoring as an academic support resource in the Nursing Division that promotes student success.
2. WHAT IS TUTORING?
3. Tutoring is an organized learning experience in which one person serves as a teacher and a student is the learner. Tutors help students become more confident in their critical thinking and clinical reasoning skills in the classroom, clinical setting and on examinations.
4. Tutoring may include a one-to-one relationship between tutor and one tutee or between a tutor and small groups of students who have similar learning needs. Small group tutoring sessions help students to learn from and support each other while being guided by a tutor.
5. WHAT DO TUTORS DO?
6. Tutors will help ensure that students are following the directions and/or assignments correctly.
7. Tutors will reinforce the content and concepts taught by an instructor.
8. Tutors will explain the content and concepts that students are having problems with or have specific questions about, so that they are able to continue their studies with confidence.
9. Tutors will help students to reach the answer to a problem or concept themselves with their guidance.
10. Tutors will use a variety of teaching strategies to help students understand, apply, and analyze patient-centered data

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1. Tutors will not correct, grade, or check assignments or papers.
2. Tutors will provide students with constructive feedback and encouragement.
3. Tutors will provide students with study tips and other self-help resources.
4. Tutors will work closely with the instructor to apprise them of a student’s progress
5. WHAT MUST STUDENTS DO PRIOR TO MEETING WITH A TUTOR?
6. Students are required to complete their assigned reading and bring with them the class textbook, syllabus and their notes.
7. Students should begin their assignment as much as they can.
8. Students should bring with them a positive attitude and be ready for a learning experience that will help them be the best nurses possible!
9. Students will also read and sign the Tutoring Contract for each nursing course.
10. WHEN SHOULD A STUDENT SEEK TUTORING?
11. The West Campus Tutoring Outreach Center is open to all nursing students. Any student may schedule an appointment at the center regardless of their academic progress in a course.
12. Students who do not achieve a minimum passing score of at least 75% on a unit and/or module exam are **required** to meet with the instructor and tutor prior to the next scheduled exam. The purpose of this requirement is to help students improve in their critical thinking and clinical reasoning skills and in test-taking techniques. The course syllabus and course student contract include this requirement. Students who do not complete required tutoring may have a 5 point deduction on the next exam in the course. Students who do not receive tutoring prior by assigned date (determined by instructor) on more than one occasion may receive a grade of 0 on the next exam.
13. The classroom instructor will issue a Required Tutoring Prescription to a student when they do not achieve a minimum score of at least 75% on a unit/or module exam. The Prescription will be given to the student who will then meet with a tutor. The Prescription is in duplicate form. The original is maintained by the instructor and the duplicate (yellow copy) is given to the student. The tutor will sign the yellow copy when tutoring is completed and give to the student. The student will give this copy to the instructor.
14. WEST CAMPUS TUTORING OUTREACH CENTER:
15. The West Campus Tutoring Center is located in Building D next to the Bookstore. The center is open Monday through Friday from 8:30 a.m. until 8:00 p.m. The telephone number is:

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Written: July 2015rp, updated 1/16

AMARILLO COLLEGE NURSING DIVISION

REQUIRED TUTORING POLICY

To meet course requirements, students who do not achieve the minimum passing score of 75% on a Module Exam are required to:

* Meet with the course instructor to receive a prescription for tutoring at the Nursing Outreach Center.
* Make an appointment for a tutoring session with a Nursing Division Tutor.
* Attend the prescribed tutoring session with a Nursing Division Tutor at the Nursing Outreach Center prior to the course’s next Module Exam.
* Return the completed prescription, verified by the tutor’s signature, to the ordering faculty member.

Required tutoring will be prescribed each time a student does not achieve the minimum passing score of 75% on a Module Exam.

Students who do not complete the required tutoring will not be allowed to take the course’s next Module Exam.

Students who do not complete required tutoring may have a 5 point deduction on the next exam in the course. Students who do not receive tutoring prior by assigned date (determined by instructor) on more than one occasion may receive a grade of 0 on the next exam.

I have read and understand the above nursing policy. I agree to abide by all classroom policies of Amarillo College.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_INSTRUCTOR SIGNATURE DATE

Written: July 2015dh, updated 1/16

STUDENT ACKNOWLEDGEMENT OF UNDERSTANDING

Medical Insurance Coverage

As of January 2015, the Affordable Care Act (ACA) requires all United States citizens and legal residents to have medical insurance coverage. Students should have a primary insurance source.

If accidental injury occurs, students are required to file a claim with their personal insurance company.

The Hartford Insurance Policy, currently in place at Amarillo College is an accident policy that provides coverage over and above any other valid and collectible insurance that students have.

“My signature below indicates an understanding that if I am injured during the classroom, clinical or laboratory experience, I should follow the appropriate network procedures for my personal accident policy”.

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Student Signature and Date

**NURSING APPLICATION AND NCLEX REQUIRED FEE’S**

During Level II you will be required to make the following payments.

BON Application Fee…………………………………………………………………………………………………………..$125

NCLEX Exam Fee………………………………………………………………………………………………………………….$200

Photograph Fee……………………………………………………………………………………………………………………$20

Finger Prints for BON………………………………………………………………………………………approximately$50

Please be aware that these fees are required and are not included in tuition and fee’s costs.

They are required and due at various times during Level II.

Graduation Cap and Gown…………………………………………………………………………………………approx$32

Vocational Nursing Pin………………………………………………………………………………………………approx$40