LICENSED VOCATIONAL NURSING – CERTIFICATE l

(Meeting minimum requirements does not guarantee admission.) Application for this program is only accepted via

online: Apply Now

Term	Applications Accepted	Immunization/ CPR/ Health Insurance/ Physical Examination submission deadline to Conplio	Student Notified of Conditional Acceptance Status by	Drug Screening /BON Submission Deadline to Complio
Spring: January 2024	May 30, 2023- September 22, 2023	September 22, 2023 (Some immunizations can take 60 days, so don't procrastinate on getting your titers drawn.)	October 13, 2023	December 5, 2023
Fall: August 2024	Nov 6, 2023– April 1, 2024	April 1, 2024	May 10, 2024	July 12, 2024

Program Duration, Study Mode, and Class Schedule Information

Program Duration (Number of Semesters)		Study Mode
Full Time: 3 semesters	Part-Time: N/A	Classroom & Clinical Sites

- Courses may be online or in person. If online (or hybrid), you will log onto your computer at the specified course day/time. You are required to be in attendance, whether in person or online.
- Courses scheduled on campus will be held on the specified day/time. You are required to be in attendance.
- Program days and times may vary, but you should plan to attend classes 4-5 days a week.
- Classes typically run from 8 a.m. - 5 p.m. However, there are some clinicals or labs that may start earlier and end later. Additionally, there may be a small amount of evening times that are required, which range from 5 p.m. - 10 p.m. (with the most common ending by 9 p.m.). However, the bulk of class times will be between the hours of 8 a.m. – 5 p.m. for the Day cohort. Clinicals may be day, evening, or night.
- There is also an evening/weekend cohort. The typical hours are between 5 p.m. – 10 p.m. on 3-4 weekdays and all-day Saturday and/or Saturday (approximately 8 a.m. – 3 p.m.). The clinical portion for Level I students will be the only daytime required (as there are no clinic sites open in the evening) and is approximately 8 a.m. – 2 p.m, but there is an effort being made to secure sites for 3p – 9p. There are no guarantees of which time/site we will be accepted for.
- Clinical sites are located in the Medical Center and all of greater Houston's surrounding areas. Please note that we will attempt to get students closer to their homes or the Medical Center, but it is not guaranteed.
- **Students attend clinical**: It may be one to three times per week, depending on the semester (Level). Some clinicals are offered on Saturday or Sunday, depending on clinical availability. Please plan accordingly for transportation and other personal matters. Clinical is offered at various times/days depending on availability with clinical sites. Clinicals may be day, evening, or night.

Program Admissions Statistics

On average, approximately 150 students apply for admission each application period. Of these, approximately 50 - 80 applicants are typically accepted.

How Do I Submit an Application?

- If you are new to Houston Community College (HCC) or transferring to HCC, your first step is to become an HCC Eagle by submitting a **free admissions application to HCC.** Please create a profile and complete the application to obtain an HCC student ID: https://goapplytexas.org/. If you have filled out an HCC application at any point, or you already have an HCC student ID number, please do not submit another HCC application. Multiple HCC new student applications and/or ID numbers are not allowed and may impede you from progressing to the next steps of submitting a nursing program application**.** **Alert! In addition to this HCC online application, you must complete and submit the online application form for the Nursing program.**

- If you have not been enrolled for the past 3 semesters and are returning to HCC will need to reactivate your HCC student account: Returning Student Readmission | Houston Community College (HCC)

- Complete the Program Information Session via online registration.
  Please register to complete the online program session. You will be contacted by the program prior to the date and time of your registered session. If you have questions regarding the online delivery of program information sessions, please contact the program administrative assistant via email: co.lvnadmit@hccs.edu. Please note this is not mandatory but is highly recommended.

- **Meet with an HCC Coleman College Advisor:**
  Applicants must meet with an HCC Coleman College advisor at least once during the application acceptance period to ensure meeting all program application criteria. The advisor can use unofficial transcript(s) for initial advisement, and the meeting can be virtual or in person at a recruitment or program information event or on-campus visit. Applicant should refer to the Virtual Lobby webpage to learn about the most up-to-date links and service hours for advising: www.hccs.edu/virtual-lobby. **After the visit, the advisor will provide verification, which the applicant <u>must upload to their program application.</u> This verification can be a PS advisee visit note, email, or any other correspondence from HCC Coleman to the applicant.**

- Complete all academic prerequisites and scan all your unofficial transcripts in .pdf format. If you attended more than one college/university, please combine all files into one pdf file and attach it to the online application showing completion of prerequisite/corequisite courses. Please note all official transcripts must be emailed to admissions@hccs.edu. *If your prerequisites are from HCC, you do not need to submit an official transcript.*

- Submit *official, unopened (sealed) high school transcript(s)* or GED transcripts via email to admissions@hccs.edu. **We do not accept official copies that have been opened**. Please note this is a program accreditation requirement even though you may have completed a previous degree(s).
- For more information, please visit https://www.hccs.edu/applying-and-paying/.
- If you are an international student, please visit https://www.hccs.edu/support-services/international- students/.
- If you are a Veteran student, please visit https://www.hccs.edu/support-services/veteran-affairs/veterans-academy/**.**

- Complete Health Education Systems, Inc (HESI) – A2 Pre-entrance exam, download assessment results from the website https://www.elsevier.com/, save them in pdf format, and attach them to the online application. The

application will be incomplete if HESI exam results, including Critical Thinking and high school transcript/GED, are not attached to the online application by the application deadline.

- Once you have completed all of your academic prerequisite courses, the HESI exam, and the previously mentioned pdf file documents, you are ready to submit a Nursing program application form via online: http://www.hccs.edu/coleman-application using your HCC Student ID number.

- Applicants can submit one application per program for the application period. **Please note: After the application submission, the applicant will not be able to make further edits or upload supporting documents, including but not limited to HESI, unofficial transcripts, etc...** Therefore, we strongly encourage the applicant to complete all listed academic requirements, including HESI, check and verify all information on the application and submit completed supporting documents by the application deadline. If the applicant is planning to retake any HESI section/s, we encourage the applicant to wait to retake section(s) and then only submit the completed application with supporting documents by the deadline.

- Complete immunizations and other health requirements and upload proof of completion to the Complio website by specified deadlines. How to create a Complio account and instructions will be found in the section of Program Application: **Immunization & Other Health Requirements**.

Program Application: Academic Course Requirements

Course Description	Credit Hours
Student Success Course N/A	N/A
Prerequisite Courses GPA Minimum Prerequisite and overall GPA - 2.0 or higher	
Prerequisite Courses Completion of the following courses with a minimum grade of 'C' upon application deadline (students may be enrolled in the prerequisite course the semester prior to program entry – but the grade must be a C or higher, and the transcript for non-HCC students, must be emailed immediately upon grades being posted). The below courses must be completed within 5 years of the application deadline.	
VNSG 1216 – Nutrition (BIOL 1322 from other schools or from HCC will be substituted for this course)	2
VNSG 1320 – Anatomy and Physiology for Allied Health* OR both BIOL 2301 and BIOL 2101* (LEC/LAB) (formerly BIOL 2401) AND BIOL 2302 and BIOL 2102* (formerly BIOL 2402) (LEC/LAB)	3
Academic Courses N/A	
Recommended Courses Medical Terminology (such as MDCA 1313) and Introduction to Health Professions (HPRS 1201) are highly recommended but not required.	
Placement Test College-level reading and writing are required to take the academic prerequisite courses. If assessed below college-level Math and English, the applicant must show proof of completion of t h e below courses, with a grade of "C" or higher). • INRW 0420 - Integrated Reading and Writing • MATH 0332P - Introductory Algebra	
If you would like to determine your eligibility by calculating your cumulative points earned, please use our Admission Rubric. https://www.hccs.edu/programs/areas-of-study/health-sciences/licensed-vocational-nursing-lvn/forms/	

Program Application: HESI Pre-Entrance Exam

The HESI-A2 entrance exam is required to apply to Nursing programs at HCC Coleman. **The HESI-A2 Pre-Entrance Exam must be completed in person at HCC Coleman College Testing Center. No online proctoring will be available. The nursing program will not accept test scores from other colleges or proctoring services. Note: There are no exceptions or substitutions for this exam.**

Please contact HCC Coleman College Testing Center at 713-718-5170 or via email at coleman.testing@hccs.edu to schedule your HESI exam. **Please note there are no exceptions or substitutions for HESI-A2 Pre-Entrance Exam.**

Applicant must score 70% or higher on each of the following subject areas:
- Anatomy & Physiology
- Grammar
- Math
- Reading
- Learning Style – the Learning Style section is required but will not be used in determining admissions.
- A score of 700 or higher is required on the Critical Thinking section.
- Payment of $75.00 must be made by either credit or debit card.
- HESI-A2 Entrance Exam results must be taken between this period **(April 1, 2023, to April 1, 2024)** of the application deadline date – April 1, 2024.
- The applicant may retake the unsatisfactory section(s).
- The applicant is allowed *TWO ATTEMPTS to test per application period and must PAY for BOTH ATTEMPTS. If the applicant fails to get the required scores on BOTH ATTEMPTS, they must wait until the next application period opens and the New Admissions Guide is posted TO RETEST*. During the application period, it is recommended to wait at least 60 days before retesting.
- Please note that HESI official scores **must be downloaded directly from the Elsevier/Evolve website in a .pdf format** - No exceptions.
- HESI Remediation through Elsevier is FREE.

How to obtain your HESI exam scores, including Critical Thinking:
To find your HESIS exam scoring information on evolve.elsevier.com
- Go to the Students Welcome page.
- Log in to your Evolve Account, then click "HESI Assessment – Student access."
- Under the "My Exams" tab, locate your exam.
- Click "View Results."
- Click "Results Report."

The applicant must attach HESI-A2 exam scores to the HCC Coleman Nursing program online application. The application will be declined if the HESI-A2 pre-entrance exam scores are not submitted with the application by the application deadline.

Program Application: Immunizations and Other Health Requirements

Students must complete and upload the following documentation to http://houstoncccompliance.com/ by the specified deadline.

Proof of the following (Please note that titers are blood work that is drawn to determine your immunity status; a titer is NOT the vaccine):
- Hepatitis B Positive Titer (within five years)
- Measles, Mumps, Rubella (MMR), and Positive Titer for each (within five years)
- Varicella Positive Titer (within five years)
- Hepatitis C NEGATIVE Titer (within 5 years)

PLEASE NOTE: IF YOUR HEPATITIS B, VARICELLA, OR MMR TITERS ARE NEGATIVE, YOU HAVE TO RESTART THE SERIES (ONLY ACCEPT THE ACCELERATED SCHEDULE OR YOU WILL HAVE TO WAIT TILL THE NEXT SEMESTER TO START). THE SERIES CAN TAKE UP TO 60 DAYS TO COMPLETE AND THEN YOU HAVE TO GET ANOTHER TITER IN 30 DAYS…DON'T WAIT TO GET YOUR BLOOD WORK DONE, START AS SOON AS YOU COMPLETE YOUR APPLICATION. ***

PLEASE NOTE: If the Titer for Hepatitis B, MMR, or Varicella is negative, you must restart the ACCELERATED immunization series (HEPLISAV-B is a brand that you can complete in ONE MONTH! You may check out locations online by googling HEPLISAV-B) and get a 2nd Titer drawn. If a student has had TWO FULL SETS of the vaccines and the 2nd titer still shows negative for immunization, the student will be required to obtain a letter from their physician stating they have had 2 full sets but is a "non-converter." This document will be uploaded into Complio, and the Program Director will be notified as Complio will not accept this; however, the Program Director will review it once it has been uploaded.

- Tuberculosis (TB) skin test or blood test (TB test should be completed NO EARLIER than February 1st of the current year for Fall admission; no earlier than August 1st for Spring admission). If the results are positive, a chest x-ray (repeated every two years) is required. TB tests are only good for one year and will need to be repeated prior to the one-year expiration date and uploaded into Complio.

- Tetanus (Tdap) – within the past 5 years (whereas a TDaP is valid for 10 years; if there is an injury after 5 years, a booster will be immediately required. Therefore, it is strongly suggested to go ahead and get a booster if it's been over 5 years.)

- Influenza (seasonal flu shot) must be for the CURRENT season; therefore, it must be taken **no earlier than August 1st** but before the first day of Fall semester classes; for Spring admission, no later than the vaccine due date listed on the top bar of this document.

- Meningococcal Conjugate (MenACWY) vaccine (Meningitis) is required for students aged 22 or younger. For more information regarding the bacterial meningitis vaccination, please click here.

- Proof of health insurance: The student's name must be on the card. – Proof of personal health insurance: If you need to purchase health insurance, please visit https://www.hccs.edu/resourcesfor/current- students/student-health-insurance/ for a list of health care insurance providers that HCC has compiled as a courtesy to students who wish to contact a potential provider to meet their personal health insurance needs. Students are advised to contact more than one company and compare offerings. Please note Harris County Gold Card and Legacy

Health Clinic are not acceptable for this purpose.

- If you are an international student, a valid F-1 student visa must be uploaded.

- Current 2 year American Heart Association (AHA), Basic Life Support (BLS) CPR Card (course must follow AHA guidelines): Cards will not be accepted from any other source besides AHA:https://cpr.heart.org/en/course-catalog-search/purchase-options

- Physical Examination Form (found on Complio) completed and signed by the physician. A physical examination is required and must be within one year prior to the start of the term. Once the form is complete, please upload the form back to Complio. The form is found under Physical Exam category, click ENTER REQUIREMENT, then it will give instructions with the document.

- Payment of $32.00 must be made directly to Complio. Payment methods include MasterCard, Visa, debit card, electronic check, money order, and installment payment.

Instructions on How to Place Orders for Immunizations and other Health Requirements on the Complio website.

1. Go to http://houstonccompliance.com/ to create to your Complio account.
2. Once you create your account, you will receive an email with an activation link.
    a. Follow this link to login and activate your account.
3. Click on the Get Started button to begin!
   From the Program Drop Down Menu, Select LVN Program.
4. After you have selected your Program of Study, click on "Load Packages."
    a. **Under Immunization Packages, click: "Houston CC Tracking Package". This action will also automatically click the button for the next section, "26 months ($32.00)".**
5. Step 2 will ask you to confirm all details you entered when you created your account.
    a. This information will be used to run your criminal background check. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
    b. We encourage you to opt-in to receive Text notifications regarding your Complio account.
6. 10-Panel Drug Screening **($35.00) (Please Note: Await receipt of your Conditional Acceptance Letter. Complete the Letter of Intent online. Go to Complio and order your 10-panel drug test (code HCCDS); upload results to Complio by the due date listed on the Admissions Guide or on your Conditional Acceptance Letter.)**
    a. If you are ordering a drug screen through Complio, you will select your collection site during the ordering process. Please find a location nearest to your home, work, or school. If you are unable to find a location near you (within 99 miles) please contact American DataBank at 800 200 0853 for assistance.
       THE DRUG SCREEN CODE IS: HCCDS
7. Signing Forms:
    a. There will be several forms to sign. Review the document and scroll down the bottom of the page where you will check the box indicating you've read and
    agree to the documentation. Using your mouse or track pad, sign your name and

click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.

8. Order Review:

a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.

SEE COMPLIO INSTRUCTIONS PACKET FOR MORE DETAILS

From within your COMPLIO account, you will be able to:

- View your order results.
- Upload and store important documents and records.
- Manage requirements specific to your program.
- Place additional orders as needed.
- Complete tasks as directed to meet deadlines.

COMPLIO is a third-party organization. Make your payments directly by following payment instructions on their website. Your COMPLIO Service Desk is available to assist you via phone, chat, and email Monday-Friday 7 a.m.-6 p.m. and Saturday 10 a.m.- 5:00 p.m. EST 800-200-0853.

Students who are <u>re-applying</u> to the program must need to know the following:

- Contact Complio to update your profile for the current semester in which you are applying.
- Drug Screening will have to be repeated for the current semester in which you are applying.
- The Blue Card or Board of Nursing Clearance letter is only good for **One year**. If the Blue Card or clearance letter is beyond one year, you will need to contact TBON and request a new card or letter for the current semester in which you are applying.
- All immunizations must be up to date.
- Physical exams are only good for one year and must be good through the entire semester that you're applying.
- TB and the Flu shot are only good for one year and must be good through the entire semester that you're applying.
- CPR/BLS is only good for 2 years and must be good through the entire semester that you're applying.

Clinical Requirements for Program Progression & Completion

To provide students with the most robust clinical and educational experience and to ensure that students progress and graduate as scheduled, it is highly recommended that applicants weigh all of their options before agreeing to a conditional acceptance into their desired health science program. In order to facilitate this decision- making, students should understand all of the requirements of their program, including clinical education.

To be placed in a clinical educational experience, students must comply with the guidelines and requirements of HCC clinical sites, including health and wellness directives. Most clinical sites require background checks, health testing, drug screens, and immunizations, including proof of COVID-19 vaccination.

Students are required to provide HCC proof that students meet all clinical requirements, with the exception of their COVID-19 vaccination status. Consistent with state law, HCC does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their HCC Complio account.

However, most healthcare facilities do require the vaccine as a condition of employment, volunteering, or student clinical placement. If a student chooses not to disclose their COVID-19 vaccination status or is not vaccinated, HCC may not be able to place the student in clinical rotations. HCC will work to place such students into a clinical site that does not require the vaccine, provided such a site is available, and HCC has an active affiliation agreement in place that meets the necessary conditions to provide an appropriate learning opportunity for the student. However, HCC cannot guarantee that clinical sites that do not require the COVID-19 vaccine will be available at the time the student requires placement. At this time, many healthcare facilities are not accepting religious or medical exemptions for the COVID-19 vaccine for clinical students.

If a student chooses not to receive or to provide proof of COVID-19 vaccination and no clinical sites are available to accept the student who does not require the COVID-19 vaccination, the student's progression in the program and graduation will be delayed or stopped altogether. If a student cannot be timely placed in a qualifying clinical site, a student may not be able to complete the program. Our affiliate partners' expectations are the same for our students as they would be when our students ultimately become employees in their chosen fields.

Students with questions about clinical requirements and placement may contact the program director of their program of interest.

HB 1508 requires the following information be given to students:

If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state, or national licensing and certification authorities may issue additional guidelines related to criminal history.

Applicants should contact their respective licensing or certification authority for more details.

Most healthcare programs require all students admitted to the program to submit to a national background check, which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or Certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

Student ID:_____
Name:_____
Advisor Name:_____

Catalog: 2023-2024 HCC Catalog & Student Handbook Student
Award: Licensed Vocational Nursing, C1

Licensed Vocational Nursing, C1

The Vocational Nursing program prepares the graduate to perform specific nursing duties under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Responsibilities include direct patient care in acute-care settings, community health agencies, nursing homes, and other healthcare institutions.

🏛 Campus

Program CIP Code: 51.3901

Prerequisites

Prerequisite Semester

Course Name	Credits:	Term Taken	Grade	TX Core
VNSG 1216 - Nutrition	Credits: 2			
VNSG 1320 - Anatomy and Physiology for Allied Health	Credits: 3			

Semester Total: 5

First Year

First Semester - Fall

Course Name	Credits:	Term Taken	Grade	TX Core
VNSG 1122 - Vocational Nursing Concepts	Credits: 1			
VNSG 1227 - Essentials of Medication Administration	Credits: 2			
VNSG 1400 - Nursing in Health and Illness I	Credits: 4			
VNSG 1423 - Basic Nursing Skills	Credits: 4			
VNSG 1161 - Clinical-Licensed Practical / Vocational Nursing Training	Credits: 1			

Semester Total: 12

Second Semester - Spring

Course Name	Credits:	Term Taken	Grade	TX Core
VNSG 1330 - Maternal-Neonatal Nursing	Credits: 3			
VNSG 1162 - Clinical-Licensed Practical / Vocational Nursing Training	Credits: 1			
VNSG 1266 - Practicum (or Field Experience) - Licensed Practical / Vocational Nurse Training	Credits: 2			
VNSG 1409 - Nursing in Health and Illness II	Credits: 4			
VNSG 2331 - Advanced Nursing Skills	Credits: 3			
VNSG 1238 - Mental Illness	Credits: 2			

Semester Total: 15

Third Semester - Summer

Course Name	Credits:	Term Taken	Grade	TX Core
VNSG 1219 - Leadership and Professional Development	Credits: 2			
VNSG 1163 - Clinical-Licensed Practical / Vocational Nursing Training	Credits: 1			
VNSG 1334 - Pediatrics	Credits: 3			

VNSG 2410 - Nursing in Health and Illness III	Credits: 4			
VNSG 1267 - Practicum (or Field Experience) - Licensed Practical / Vocational Nurse Training (Capstone)	Credits: 2			

Semester Total: 12

Total Minimum Credits for the Level 1 Certificate: 44

Pre-Enrollment Process & Requirements

When the number of eligible applications exceeds program seat availability, selective criteria are used to determine which applicants are offered admission.

If you are offered conditional admission, you will need to complete the following pre-enrollment requirements by a specific due date to maintain eligible status:

- Complete the Letter of Intent form (online form) by the deadline stated in the Admission Acceptance Offer email that will be sent to your HCC student email address.

- Cleared criminal background from the TBON - Texas State Board of Nursing (you will be sent a blue Board of Nursing Clearance card or letter, which must be uploaded to Complio prior to the listed due date on your conditional acceptance letter).

- Please note that students DO NOT NEED TO DO ANYTHING TO REQUEST THIS. Your name is automatically submitted to the TBON by the LVN program at the same time you are sent the Conditional Acceptance Letter. Students need to take a picture of the FRONT and BACK of the card and upload it to Complio under the Board of Nursing Clearance Card link.

- Also note that the card (or letter) is only good for ONE year (the date is the postmark date on the front of the card). If a student has an older clearance card or letter, they will need to contact the TBON at https://www.bon.texas.gov/.

- For the Background Check question on Complio, answer NO, as TBON is the one conducting the check.

- Passing drug screen - Complete your 10 Panel Drug Screening through Complio using code **HCCDS** by the specified deadline. Payment of $35.00 must be made directly to Complio. Payment methods include MasterCard, Visa, debit card, electronic check, money order, and installment payment.

- If you miss the drug screen deadline, you will no longer be considered for the current application period and will need to reapply during the next application period.

- Attend the mandatory Program Virtual Final Requirements Overview Meeting and In-Person Orientation on the dates provided in your admission email. (Please clear your calendar so you are available to attend the mandatory orientations if you are offered admission as follows: Fall Term – plan to attend virtual final requirements overview meeting in June and in-person orientation in July; Spring Term – plan to attend final requirements overview meeting in October and in-person orientation in December or January).

- Influenza (seasonal). Flu shots must be taken after August 1 but before the first day of class for Fall and between August 1 – September 7 for Spring.

Estimated Costs

Tuition is estimated using the Texas resident rates. Out-of-district and out-of-state residents will have higher tuition fees. Please visit http://www.hccs.edu/applying-and-paying/tuition-calculator/ for more information. Tuition is for core coursework only. General education and support courses are not included. These are high estimates; actual costs will vary depending on health insurance coverage.

Due to increases/decreases in books and supplements, please check the bookstore website at https://hccs.bncollege.com/shop/hccs-central/home for updated cost information. Only required books are included in the estimate.

Estimated Costs per Semester for Licensed Vocational Nursing Courses – (In-District)

Pre-Entrance	Amount $
Criminal background/drug screening	60
Physical Exam - estimate	50
Immunization & Background Check - estimate	57
Medical insurance-estimate 12 months	Varies
Supplies + TBON	560
Subtotal	**727**
1st Semester (12 Semester Hours)	
Tuition	1,020
Books	430
Uniforms	425
Parking (4 months)	Varies
SUBTOTAL	**1,875**
2nd Semester (15 Semester Hours)	
Tuition	1270.50
Books	170
Parking (4 months)	Varies
SUBTOTAL	**1,440.5**
3rd Semester (12 Semester Hours)	
Tuition	1,020
Books	N/A
Parking (4months)	Varies
SUBTOTAL	**1,020**
TOTAL PROGRAM COST	**5,062.50**

Required Essential Functions

Required Essential Functions	Standards (Tasks)
Psychomotor Skills	
Gross Motor	Move within confined spaces (e.g., hang solution IV poles). Sit and maintain balance. Stand and maintain balance. Reach above shoulders and below waist (e.g., connect electrical appliance into wall outlet). Stoop and squat (e.g., assist patients/clients with daily living activities). Squeeze with hands (e.g., operate fire extinguisher).
Fine Motor	Squeeze with fingers (e.g., calibrate equipment). Pick up, grasp, and twist small objects (e.g., withdraw solution using a syringe). Use writing utensils (e.g., record numbers in records/charts; document clearly and correctly on patient/client medical records for legal documentation). Key/type and otherwise operate common desktop computer accessories.
Physical Strength & Endurance	Sustain repetitive movement (e.g., perform cardiopulmonary resuscitation and physical assessment). Complete an entire assigned shift (e.g., 8-12 hours). Push and pull a minimum of 50 pounds (e.g., positioning and transferring patients/clients). Lift a minimum of 25 pounds (e.g., providing physical assistance when ambulating patient/client).
Mobility	Maneuver in small spaces. Move independently. Respond rapidly to emergencies.
Cognitive Skills	
Critical & Analytical Thinking	Perform dosage calculations in a timely manner (e.g., 10-60 minutes in non-emergency; 2-3 minutes in an emergency). Convert numbers to and/or from the Metric System. Add, subtract, multiply, and/or divide whole numbers. Compute fractions (e.g., medication dosages) both manually and with a calculator. Transfer knowledge from one situation to another using long-term and short-term memory (e.g., assimilate and apply knowledge acquired from multiple learning experiences). Prioritize tasks and evaluate outcomes (e.g., handling multiple tasks and problem-solve simultaneously). Synthesize knowledge and skills (e.g., analyze assessment data in determining nursing diagnoses while participating in planning and modifying of nursing care plan). Sequence information and prioritize tasks (e.g., recall recent and remote information, including steps of a task/skill). Identify cause-and-effect type relationships (e.g., comprehend and apply abstract concepts). Utilize computer programs for electronic medical records and educational testing purposes (e.g., unit exams, quizzes, and standardized tests, including HESI, NLN, ATI, etc., are computer-based).

Safety	Perceive and appropriately respond to alarms and emergency signals (e.g., monitors, fire alarms, hospital codes, call bells, etc.). Abide by safety policies and procedures in classroom, laboratory, and clinical facility settings.
Sensory Skills	
Observation	Observe and recognize objects up to 20 inches away (e.g., access patient/client information on computer screens, recognize very fine print on medication labels, monitor strips, equipment calibrations, syringes, etc.). Perceive depth in the surrounding environment (e.g., prepare a correct quantity of medication). Peripheral color distinction (e.g., distinguish a change in skin integrity, breathing patterns, and color intensity, such as the ability to identify cyanosis; identify allergic responses such as skin rashes).
Perception	Perceive vibrations and differences in sizes, shapes, and surface characteristics (e.g., palpate pulses and veins, identify body landmarks, and check for drafts). Detect temperature changes (e.g., skin temperature). Recognize a range of tones (e.g., assess the placement of tubes, faint body sounds, patient/client reports, faint voices, blood pressure sounds). Recognize interpersonal communication in situations when faces are partially covered (e.g., lips are covered by face mask). Detect and distinguish odors from patient/client versus environment (e.g., detect foul smelling drainage, alcohol breath, etc. versus detection of smoke; detect gases or noxious smells).
Interpretation	Recognize and understand content printed in English (e.g., policies, protocols, standards of care). Recognize and understand measurement marks and graphs (e.g., measurement tapes, scales, thermometers, etc.). Interpret digital displays.
Social-Behavioral Skills	
Communication	Communicate with patients'/clients' family members and health care providers regarding the individual's plan of care. Teach, instruct, and explain procedures (e.g., patient/client/family about health care). Provide status reports (e.g., report on the condition of patient/client to others). Direct activities of others. Clarify the meaning of nonverbal communication. Convey information through writing using proper communication techniques (e.g., correct grammar, punctuation, and spelling) in printed and typed correspondence. Correspond via telephone using proper technique and etiquette. Influence people (e.g., use physical touch as a therapeutic nonverbal intervention).
Adaptability	Adapt effectively to changing environments and increasing tension levels in a variety of situations. Demonstrate flexibility and learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients/clients.
Emotional Stability	Establish therapeutic boundaries (e.g., provide patients/clients with emotional support; monitor and appropriately regulate own emotions without prompting from others). Carry out responsibilities that can often be taxing and stressful, and function effectively under stress (e.g., stressful issues can include human suffering, threats to personal safety, conflict, disagreements, and the need for collaboration and working as a member of the healthcare team). Focus sustained attention and concentration on tasks (e.g., perform multiple responsibilities concurrently). Recognize constructive criticism and performance feedback as avenues for improvement.

Interpersonal Skills	Negotiate interpersonal conflict (e.g., consult, negotiate, share, etc., as a member of an interdisciplinary team). Respect differences in patients/clients and peers (e.g., participate in partnered and group efforts in the classroom and clinical learning activities). Establish rapport with patients/clients and co-workers (e.g., practice in a manner that is non-judgmental and non-discriminatory). Demonstrate cultural sensitivity (e.g., interact with
	individuals, families, and groups from a variety of social, intellectual, and cultural backgrounds). Develop mature, sensitive, and effective relationships with healthcare team members and patients/clients.
Ethics & Professionalism	Seek supervision and consultation in a timely manner before performing any activity or procedure in which the provider feels unprepared or unsure. Present self to the public, coworkers, patients/clients, families, administration, faculty, and all others in a polite and respectful manner at all times. Protect patients'/clients' privacy and confidential information (e.g., adhere to HIPAA restrictions).