## Policy#101 Admission and Selection Process Policy

Date written: 10-2020 Date reviewed: 09-2021 Date Revised:09-2021

**Policy Purpose:**

The purpose of this policy is to guide the Admission Committee in the selection of the most academically prepared student for the Accelerated Bachelor of Science in Nursing (ABSN) program. The committee must also consider the technical standards of nursing students (See Policy#117).

**Process:**

1. Any applicant seeking to complete their first bachelor's degree, whether first-time first-year student or transfer student, will submit a standard application for admission to the College. In the student’s Junior year, they will complete the ABSN admission application.

2. Applicants that have completed their first bachelor’s degree will complete the ABSN admission application.

3. Non-Westmont applicants must supply an official transcript to the Nursing Department conferring the degree of baccalaureate. Westmont applicants must demonstrate that their baccalaureate degree will be complete prior to the start of the program.

4. All prerequisite courses must be completed prior to entry into the program.

5. Core science courses (Anatomy, Physiology, and Microbiology with lab) must be taken within five years with a GPA of 3.0 or higher for each course.

6. English courses (principles of oral, written, and group communication) must have a GPA of 3.0 or higher in each course.

7. All students must take the Test of Essential Academic Skills (TEAS) version V exam and meet the national rank composite score and individual national rank sub-scores in Math, English and Language Usage, Science, and Reading.

8. Two letters of recommendation from the most recent employer, spiritual leader, or recent faculty are required. The letters must be on letterhead and include the length of time the individual has known the applicant, their opinion of the applicant entering a nursing program, and the contribution the applicant will make in nursing.

9. A statement of intent is also required. The statement of intent is a reflection on why the applicant has chosen nursing as a career and how the applicant believes they can impact the profession. It must also include the applicant’s understanding of the rigors of an accelerated program, their support system during this experience, and their understanding that employment during this accelerated program may be difficult.

10. Interview with Nursing Admission Committee.

11. Applicant’s acknowledgement and signature of the Community Life Statement.

12. Program Director’s admission decision: The Program Director has the final say on applicant admission when/if there are circumstances that present outside the criteria for admission.

**Procedure:**

Student applications will be reviewed by the Nursing Admission Committee. A cohort of 24 students will be selected with three students on the waitlist in case of any last minute drops or non-attendance at Orientation. Admitted students will receive a letter of admission into the ABSN program and will have to confirm their acceptance. Students will have until May 1 (day of national confirmation) for Fall admissions and until December 1 for Spring admissions. If confirmation of acceptance is not received by these dates the students on the waitlist will receive a letter of admission. The waitlist will be dissolved on the Friday after the first week of class.

After admission to the nursing program, the student will have to complete all health requirements, background check, and other required paperwork. Uniform and patch will be ordered at this time. This must be completed prior to Nursing Orientation.

All admitted students must attend Nursing Orientation to acclimate the student to the rigors of the programs, time management, work/life/school balance, documentation requirements, and general information for the start of their first nursing course. Nursing Lab Kit and uniforms/patch will be handed out at this meeting.

**Confirmed Admission into the ABSN Nursing Program**

The items listed below are required for re-entrance into the Nursing Program. Because items, such as health clearances, may take several weeks to complete, it is recommended that the student start this process early. It is the student’s responsibility to ensure completeness of all items by the re-entry date.

The Nursing Department requires each student to have the following:

(NOTE: Photocopies of each document **must** be provided to the Clinical Coordinator)

* Professional Liability insurance (malpractice insurance) – current; active
* Health insurance – current; active
* Automobile insurance – current; active
* Criminal background Check (**w/ in 30 days of start**) and written disclosure to FACILITY of any convictions
* Certification of BLS for Healthcare Providers – current; active. **MUST** be issued by American Heart Association
* Complete physical examination – performed by a licensed physician (MD, DO), certified nurse practitioner (NP), or physician’s assistant (PA), and accompanied by a Statement of Medical Clearance, attesting the student to be:
  + Free of disease
  + Not a health hazard to hospital patients, staff, volunteers, or guests
  + Physically and mentally healthy to participate in the ABSN Program
  + Able to perform all duties required by the Program (See Policy#117)
* Drug Screen, 10 Panel (**w/ in 30 days of start**), with negative results in all categories
* Immunization Records on file in nursing department:
  + Immunization (or immunity, when applicable) to rubella, rubeola, mumps, varicella, pertussis, Hepatitis B (or declination) and a current PPD or tuberculosis evaluation.
  + Proof of flu vaccination submitted to Employee Health & Safety (EH&S) (w/ in 30 days of start), which is in alignment with CDC guidelines. The date for Influenza Vaccination Policy compliance will be communicated annually by Administration based on the recommendation of the CDC defined flu season. EH&S, when provided proof of a flu vaccine in the defined flu season, will provide a visual cue on the name badge indicating that the intern has been vaccinated. If a student has not been vaccinated, they may utilize Cottage EH&S to obtain the required flu vaccination. Exceptions to flu vaccinations allowed only for Students who, due to medical restrictions, are unable to be vaccinated. Proof of medical restriction must be presented. Students who meet this exception shall be required to wear a surgical mask starting on a date to be designated annually. The mask must be worn at all times, except while eating or drinking.
* California driver’s license (or California identification card) – active; current.
* Online Orientation (Healthstream Module/completion).
* Acknowledgement regarding coronavirus pandemic.
* Clinical faculty will complete and sign Cottage Health’s Exhibit A, Compliance Certification for each student in clinical group. Form available in Canvas Faculty Portal.