



VOCATIONAL NURSING PROGRAM

Dear Prospective Student:

Thank you for your interest in the Vocational Nursing Program at Texas State Technical College Harlingen.

The Vocational Nursing Program is located at TSTC-HARLINGEN at 1902 N. Loop 499 in Building SS Nursing Education Center. The program admits **30** students each spring and fall and is 12 months (three semesters) in length. Upon successful completion; graduates are eligible to apply to take the state licensing examination to become a Licensed Vocational Nurse.

Potential applicants must take the TEAS V (Test of Essential Academic Skills) to be considered eligible candidates. Applicants must be TSI complete and have **completed the prerequisite courses with a c or better** and all entrance requirements outlined in the information packet by the time of application.

The two application periods each year: Fall and Spring of each year

Acceptance to the Vocational Nursing Program is by a very competitive selection process. This information packet details the procedure for program application. By submitting a **complete** application packet, potential applicants are expected to be familiar with application requirements and procedures.

There are often more applicants than available positions in the Vocational Nursing Program.

Not all students who apply may be accepted.

ALL IMMUNIZATIONS MUST BE COMPLETE BY 1st day of class at beginning of program.

The Vocational Nursing Program has received approval by the Texas Board of Nursing and is accredited by the Texas Higher Education Coordinating Board.

We are looking forward to working with you!

Sincerely,

Heather Saucedo RN

Director, Vocational Nursing Program

TSTC – HARLINGEN VOCATIONAL NURSING PROGRAM

Courses (<u>MUST BE COMPLETE PRIOR TO APPLICATION with a C or Better</u>)		<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
BIOL 2301 & 2101	*Anatomy & Physiology I LECTURE & LAB	3	3	96	4
BIOL 2302 & 2101	*Anatomy & Physiology II LECTURE & LAB	3	3	96	4
BIOL 1322	Nutrition	3	0	48	3
HITT 1305	Medical Terminology † *	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
		11	9	320	14

VOCATIONAL NURSING PROGRAM

(For selected applicants only)

Semester 1

VNSG 1331	Pharmacology	3	0	48	3
VNSG 1402	Applied Nursing Skills I	3	3	96	4
VNSG 1304	Foundations of Nursing	3	0	48	3
VNSG 1261	Introductory Clinical-Practical Nurse ‡	<u>0</u>	<u>12</u>	<u>192</u>	<u>2</u>
		9	15	384	12

Semester 2

VNSG 1230	Maternal Neonatal	2	0	32	2
VNSG 1329	Medical-Surgical Nursing I	3	0	48	3
VNSG 2413	Applied Nursing Skills II	3	2	80	4
VNSG 1462	Intermediate Clinical-Practical Nurse ‡	<u>0</u>	<u>18</u>	<u>288</u>	<u>4</u>
		8	20	448	13

Semester 3

VNSG 1119	Professional Development	1	0	16	1
VNSG 1334	Pediatric Nursing	3	0	48	3
VNSG 1432	Medical-Surgical Nursing II °	3	2	80	4
VNSG 2463	Advanced Clinical Practical Nurse ° ‡	<u>0</u>	<u>18</u>	<u>288</u>	<u>4</u>
		7	20	432	12

GRAND TOTAL

35 64 1584 51

° This course has been designated as the capstone course

† Course articulated with high schools

‡ Course with external learning experience

* **Note:** Substitution of HITT 1305 for HITT 1205

Steps to Apply

1. Apply for general acceptance to TSTC Harlingen by submission of Admission Application. Applicants may apply via the TSTC website:
<http://www.tstc.edu/harlingenadmissions/>
2. Request official sealed copy of your high school transcript or your GED diploma to the Admissions and Records Office. If you received your GED in Texas and need an official diploma, call the Texas Education Agency (TEA) at 512.463.9292 to obtain one.
3. Submit an official college transcript from all previously attended colleges to the New Student Admissions Office. The college transcript(s) must be an official transcript - imprinted with the college's seal and delivered in a sealed envelope.
4. Applications periods will be twice a year, in the fall and spring of each year. Students applying in the spring will start the program in the fall. Those applying in the fall will start the program in the spring.
5. Complete financial aid application. (We recommend that you apply at least four months prior to registration.) If you are applying for federal financial aid, complete the "Free Application for Federal Student Aid" (FAFSA) for the Pell Grant and other financial aid and submit it to the federal processor. Complete the TSTC Harlingen Financial Aid Office Application and return it to the Financial Aid Office. Contact the Financial Aid Office for more information on other grants, scholarships, student loans or sponsoring agencies such as WIA or DARS. Veterans wanting to use their VA benefits should contact their local VA Certification Officer on campus. The "Free Application for Federal Student Aid" can be found at fafsa.ed.gov
6. In the Fall 2013 semester, the Texas Success Initiative (TSI) Assessment established new college readiness standards for incoming students. The TSI Assessment is designed to help determine if students are ready for college-level coursework in the general areas of Reading, Writing and Math. If the student does not meet testing requirements, the assessment will also help with student placement in courses that will aid in the preparation of student skills for college-level classes. For questions please call 956-364-4997 or email advisement.center@harlingen.tstc.edu. Student must be TSI complete to apply to the program.
7. **Prerequisite courses must be completed with a C or better prior to program application:**
 - BIOL 1322-Nutrition
 - HITT 1305-Medical Terminology
 - BIOL 2301-Anatomy and Physiology I and BIOL 2101
 - BIOL 2302-Anatomy and Physiology II and BIOL 2102
8. Applicants to the VN Program must take the **TEAS V (Test of Essential Academic Skills) Entrance Exam**, consisting of four sections; reading, math, science and English. Information about the TEAS Study Guide Version 5.0 can be found

www.atitesting/onlinestore. The composite score will be used within the selection criteria with additional points for GPA and any previous achievements related to nursing education.

9. The TEAS is a computerized test available through the TSTC-HARLINGEN Testing Center. Register on-line by clicking on date link. The total cost: \$80.00; \$25.00 paid to the Business Office 3 days prior to test date and \$55.00 paid online at time of test. **You must have your receipt from the Business Office, a valid credit card to pay for the exam and a picture ID at the time of the test.**

*****The TEAS test must be taken at the TSTC campus as scores will not be accepted from NON-TSTC educational or testing institutions *****

Dates for testing will be posted on Ms. Tanya's office window, Dates are as follows: **DATES TO BE ANNOUNCED LATER**

Test can only be taken once per application Period.* Seats are limited.
Registration is required!

SCHEDULING FOR TEAS V TEST CAN BE DONE AT:

<https://booknow.appointment-plus.com/7s77zge2/>

10. A typed essay which must include the following: explanation of desire to be a nurse; the steps taken to make sure the one-year commitment to the Vocational Nursing Program can be fulfilled; where this education will lead over the next 10 years. Also include academic record from high school and/or college; hobbies and volunteer work.
11. Courses to be considered for admission must be presented on a submitted official sealed college transcript. **(All official transcripts from high school/GED and college/universities previously attended must be submitted to the TSTC Admissions office not in the packet.)** Courses which are not identical with the catalog listing of courses or equivalent in the common course numbering system require a request for substitution form to be filled out and submitted to Admissions with college application.
12. Submit **COMPLETED VN APPLICATION** packet to the Allied Health Department Secretary's Office. The logbook must be signed by applicant to record receipt of the application.
13. Applicants will be evaluated on an admission rating scale consisting of **TEAS score, GPA, and extra points accordingly.** The rankings will be submitted to the Admissions Committee for consideration as a component of the total admission criteria. (G.P.A. of 2.5 is required to be considered for the program.)
14. The selected applicants will be admitted pending proof of physical and mental health on a physical examination taken within 6 months prior to enrollment in the first nursing course.

Immunizations must be current and the Hepatitis B series (3 injections) must be completed by the beginning of the program. (Ask for the routine Hepatitis vaccine series. Do not get the Twinrix series, this series requires #4 vaccine after one year from the first injection to be completed.) The Hepatitis A vaccine is not required, but is highly recommended.

15. **Criminal background checks** are required for students involved directly with clients in clinical facilities and by the Texas Board of Nursing for licensure. To pass the nursing courses involved in this program you must complete clinical rotations at these sites. If you refuse or for any reason cannot complete this background check, or as a result of the information gathered in this check, you will be refused access to a clinical facility, thereby ineligible for clinical participation; you will be dismissed from the program due to inability to meet clinical objectives. **Information on the procedure for obtaining a CBC and fingerprinting will be given to the accepted students.**
16. **DO NOT COMPLETE A BACKGROUND CHECK PRIOR TO ADMISSION!**
17. Employment at many healthcare facilities and agencies require mandatory drug screening. Vocational Nursing students may be required to undergo a **random drug screen** prior to beginning clinical experiences and at any point during the program at the discretion of the Program Director and/or Instructor. Failure to take or pass this drug test will result in inability to complete required clinical rotations.
18. The admission rating scale and application packet criteria will be used to determine acceptance. All candidates will be notified in writing regarding admission status.
19. *****Not all qualified candidates may be accepted.***
20. Some students not selected will be notified that they are alternates. Students on the alternate list may be admitted if space becomes available.
21. **Eligible applicants will be notified of the date to attend the MANDATORY orientation meeting. Those applicants not attending or arriving late to the orientation will automatically be dropped from consideration.**
22. Non-Progression Policy: Grades- Students scoring less than 80 % (B) As a final course average on Nursing courses will not progress to the next level or graduate the program. Should a student fail a course, student will be required to reapply and repeat the program in FULL. If students fail more than one course with less than an 80% they will be dismissed from the program. Readmission to the TSTC VN program will not be allowed in this case.



23. Non-Progression Policy-Math Competency - A math medication dosage calculation competency must be passed, after being graded on a Pass/Fail, in order to progress to the next level. A math competency will be given in each level. The students will be given a maximum of three attempts in level one and two. And Level three will have a maximum attempt of five. Failure to pass math competencies within the maximum number of attempts will result in the student NOT being able to progress to the next semester. Should a student not pass a competency in math the student will not progress to the next semester and will be required to reapply and repeat the program in FULL. (refer to grading policy for readmission) NO Calculators are allowed for any of the math competencies.

24. Non Progression Policy- Attendance and Absences - TSTC VN Program Policy has a minimum numbers of hours that must be completed prior to completion of the VN Program. There are a maximum number of absences that a student can obtain.

Classroom: A total of nine (9) absences per program with no more than three (3) absences per semester.

Clinical: Clinical absences cannot exceed 12 hours in Semester 1, 18 hours in Semester II, and 18 Hours in Semester III or the student WILL be dropped from the Vocational Nursing Program and to reapply and repeat program in full.

Completed applications, forms, immunization records, and written documents must be submitted in the application packet folder to the following address:

Texas State Technical College Harlingen
Vocational Nursing Department
1902 N. Loop 499
Harlingen, TX 78550

****Applicants must submit a COMPLETE application packet to the Vocational Nursing Department, either in person or by certified mail on or before the application filing deadline. Incomplete packets will not be considered in the selection process. ****

The logbook must be signed by applicant to record receipt of the application.

Place all of above materials in 9x12 inch envelope for submission either in person or by mail during the designated filing period.

**** Incomplete packets will not be considered for selection! ****

Applicant Selection/Notification Process

POINT SYSTEM FOR SELECTION

▲ Point system is based on the following criteria:

Test of Essential Academic Skills / TEAS	Composite Score
---	------------------------

▲ Grade Point Average (G.P.A.) will be computed from your college transcript:
(G.P.A. of 2.5 is required to be considered for the program.)

CUMULATIVE GPA CREDIT: Based on all college courses	Possible Points
GPA 3.6 – 4.0	3 pts
GPA 3.0 – 3.5	2 pts
GPA 2.5 – 2.9	1 pt.

Prerequisite Courses		
Four total courses = additional points for your grades (Possible Points 8 -12)	A	3 pts
	B	2 pts

OTHER CREDIT: Only one of the following items may be added to the points earned in the above categories. Choose the one with the highest points and provide written documentation at the time you apply to the Vocational Nursing Program.

- Current Texas certificate as **CNA (submit copy of current Texas certificate in packet)** **5 points**
- OR
- Current Medical Assistant/Surgical Tech **3 points**
- US Military Service **1 point**
- US Military with Medical training **2 points**

**TOTAL MAXIMUM ADDITIONAL POINTS POSSIBLE = 26 +
Composite Score from TEAS**

Total Points = Selection Score



*** Submit copy of certification and proof of work experience at the time of application to the program.**

STATEMENT OF EQUAL OPPORTUNITY

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas State Technical College on the basis of race, color, national origin, religion, sex, age, Veteran status or disability



HOW SELECTION IS MADE

Applicants with the highest number of points will be selected for the program.

NOTIFICATION OF SELECTED APPLICANTS

- A. Selected applicants and alternates will be sent notification of their acceptance and asked to return written acceptance or non-acceptance of the position by a specified postmark date. Acceptance must be returned certified or by delivery confirmation through U.S. mail or hand delivered and signed receipt.
- B. **If the written acceptance of the position is not returned to the Nursing Director, on or before the specified postmark date, the applicant's name will be removed from the list and the applicant will have to re-apply to be considered in the next application process.**
- C. The qualified applicants who were not selected will be placed on an alternate list if they accept their place on the alternate list.

In the event of cancellations, eligible applicants will be moved up the list and these candidates will be notified.

Applicants who are not selected and those who decline a position must re-apply to be considered in the next selection process.

- D. Students who are selected for the Vocational Nursing Program will be required to attend two mandatory orientation sessions prior to the beginning of the program. (Alternates must attend mandatory orientation.)

****Failure to attend and arrive on time will result in forfeiture of space in the program****

- E. The selections procedure is subject to change to enhance the quality of the Vocational Nursing Program. TSTC-HARLINGEN Vocational Nursing Program has received approval of the Texas Higher Education Coordinating Board and approval from the Texas Board of Nursing.



Vocational Nursing Program Application Checklist

This checklist is provided to assist you in assuring that you have all the necessary items required to apply to the Vocational Nursing Program.

Item	Done
1. Apply to TSTC-Harlingen online by submission of Admission Application at www.harlingen.tstc.edu	
2. Contact the Admission Advisor for TSI counseling, placement testing, etc., and Complete any developmental courses as may be prescribed from test scores. Be TSI Complete. (G.P.A. of 2.5 is required to be considered for the program.)	
3. Prerequisite courses must be complete and all a C or better. Anatomy & Physiology I & II must have been completed within the last 5 years.	
4. Complete the TEAS V entrance exam at TSTC testing center \$80.00	
5. Provide copy of current driver's license or state issued identification card/Social security card.	
6. Complete typed essay.	
7. Complete the Vocational Nursing Program application form, page 9-14.	
8. Sign the "Statement of Student Responsibility" form.	
9. Sign the "Statement of Understanding" form.	
10. All official transcripts from high school/GED and college/universities previously attended must be submitted to Admissions. Please submit copies of these official transcripts in the application packet.	
11. Copy of all immunizations required: Hepatitis B series (3), Varicella, TD (within last 10 years), MMR (2), TB skin test (PPD) or chest x-ray report, Meningococcal vaccine (if under 30 years of age). Hepatitis A series (2) is not required, but is highly recommended.	
12. Official foreign transcript evaluation on all foreign transcripts, if the applicant has not attended a college or university in the United States. This must be completed with Admissions.	

Submit copy of any certification and proof of work experience with application to program



If you did not graduate from high school, include a copy of GED certificate to

Admissions. Have you ever attended a nursing program? Yes No

If YES, What Program and Where

Two horizontal lines for text entry.

EMPLOYMENT HISTORY:

Names and addresses of last three employers and approximate dates of employment:

Table with 3 columns: Employer, Address (City and State), Dates (From - To). Three empty rows.

PERSONAL REFERENCES:

Names and addresses of two references such as a current or former employer or person that can give a character and performance evaluation (NOT A RELATIVE OR A FRIEND). Please include area code with the telephone number.

Form with columns: Name, Address (City and State), Telephone Number. Three horizontal lines for text entry.

Student Signature _____ Date _____



Statement of Understanding

In accordance with the Texas Department of Health, Rule 97.63, section 2, all nursing applicants “shall show acceptable evidence of vaccination prior to entry, attendance, or transfer....to an institution of higher education.

I, _____ understand that as an applicant for the nursing program at Texas State Technical College Harlingen, I must have and show proof of, in addition to the childhood vaccinations, Varicella, MMR, Tetanus, Hepatitis A series, Hepatitis B series, TB skin test (PPD), Healthcare Provider CPR, by or on the date of the mandatory information meeting.

If selected for admission to this program I will at all times conduct myself in accordance with the rules and regulations of the College, Program and its clinical affiliates. I certify that the information in this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I certify that I can perform the essential eligibility requirements for participation in clinical nursing with or without reasonable modifications to rules, policies, or practices, the removal architectural, communication, or transportation barriers, or the provision of auxiliary aids and services as described in the information packet. I understand that I am responsible for providing my own transportation to clinical sites to fulfill graduation requirements. I hereby grant permission to TSTC-HARLINGEN to verify any and all information submitted/stated.

I understand that my acceptance to any nursing program is only conditional, until such time as I have cleared a criminal background/security clearance screening with the TEXAS Board of Nursing.

Essential Function Standards: Physical Capacity Requirements

I understand that as a Vocational Nursing student in the VN Program, I may be required to work under the following conditions/circumstances and I must possess the following abilities:
Have a high school diploma or GED

Ability to communicate verbally and via

telephone Ability to lift, balance and carry up to

50 pounds

Ability to interpret written and oral forms of instructions



Ability to use good judgment and remain calm in high stress situations Ability to work effectively throughout an entire work shift

Ability to read small print

Ability to read and understand English language manuals

Ability to interview/communicate with patients and family members Ability to document legibly relevant information

Ability to converse in English with co-workers and hospital staff

Demonstrate good manual dexterity sufficient to perform all tasks as related to highest quality patient care

Ability to bend, stoop and crawl in confined spaces

Ability to tolerate being on your feet for 8 – 12 hours a day

Ability to work in low light, confined spaces and other dangerous environments

Ability to pass a physical examination administered by a physician or nurse practitioner upon acceptance into the program. All Physicals are valid for one year upon turning it in and will need to be renewed at that time prior to attending clinical.

Provide record of current up to date immunization records before acceptance into the program.

Successful completion of the American Heart Association Healthcare Provider CPR upon acceptance into the program and status must remain valid throughout the entire year. .

Provide record of current accident, needle stick and liability insurance upon acceptance into the program.

I understand that the above physical standards are required for admission to these programs. I hereby certify that I possess these physical abilities. I understand that if I am later found to be limited in these areas of physical ability or if I have purposefully misrepresented my abilities to gain admission to a program, I may be dismissed from that program by decision of the Program Chair.

Prospective Student Signature

Date

Program Chair/Faculty

Date



Statement of Student Responsibility

(Read and initial all items as applicable and sign below)

1. _____ I acknowledge that the information in this packet contains policies, regulations and procedures in existence at the time this publication went to press. I also acknowledge that TSTC reserves the right to make changes at any time to reflect current Texas Board of Nursing policies, administrative regulations and procedures, and applicable state and federal regulation.
2. _____ I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Texas State Technical College.
3. _____ Submitting an application for the Vocational Nursing Program, I agree to abide by the admission requirements of the nursing program.
4. _____ I accept full responsibility for submitting a complete application packet prior to or by the designated application filing deadline and I understand that I cannot be accepted into the program until I have completed all admission requirements.
5. _____ I understand and agree to undergo a criminal background check and mandatory drug screening prior to being allowed to attend a clinical rotation and should I be prevented from attending a clinical rotation at a clinical facility due to findings on my drug screen or criminal background check, I will be dismissed from the Vocational Nursing Program.
6. _____ I have not been convicted, adjudged guilty by a court, pled guilty or nolo contendere to any crime in any state, territory or country, whether sentence was imposed, including any pending criminal charges or unresolved arrest (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. (Note: DUI's, DWI's and PI's must be reported and are not considered minor traffic violations.)
7. _____ I understand that I am responsible for providing my own transportation to clinical sites to fulfill graduation requirements.
8. _____ I have no criminal charges pending including unresolved arrests.



9. _____ I have never had any licensing authority refuse to issue me a license or ever had a license revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held now or previously and have never been fined, censured, reprimanded or otherwise disciplined.

10. _____ Within the last 5 years, I have not been addicted to and/or treated for the use of alcohol or any other drug.

11. _____ Within the last 5 years I have not been diagnosed with, treated or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder.

12. _____ I understand that withholding or giving false information on this application will make me ineligible for admission to or continuation in the TSTC-Harlingen nursing program.

13. _____ I understand that I must receive a Letter of Acceptance from the Department of Nursing before I can register for nursing courses and I will be dropped from nursing courses if I register before receiving an acceptance letter.

14. _____ If accepted to the program, I agree to abide by the rules and regulations for the program as outlined in the TSTC-HARLINGEN Vocational Nursing student handbook.

15. _____ I understand the Non-Progression Policy- Grades- Students scoring less than 80 % (B) As a final course average on all nursing courses will not progress to the next level or graduate the program. Should a student fail a course, student will be required to reapply and repeat the program in FULL. If students fail more than one course with less than an 80% they will be dismissed from the program. Readmission to the TSTC VN program will not be allowed in this case.

16. _____ I understand: Students who are selected for the Vocational Nursing Program will be required to attend two mandatory orientation sessions prior to the beginning of the program. (Alternates must attend mandatory orientation.)Dates on acceptance letter.
****Failure to attend and arrive on time will result in forfeiture of space in the program***Keep dates from acceptance letter for your reference.**



17._____ I understand that students are required to have Accident Insurance, Needle stick Insurance and Malpractice insurance and immunizations and Physical form up to date and valid throughout the entire program. Students will pay the Insurance fees each semester at the TSTC cashiers and bring proof prior to the first day of class each semester.

18._____ I understand the Non-Progression Policy- Math Competency
Non-Progression Policy-Math Competency - A math medication dosage calculation competency must be passed, after being graded on a Pass/Fail, in order to progress to the next level. A math competency will be given in each level. The students will be given a maximum of three attempts in level one and two. And Level three will have a maximum attempt of five. Failure to pass math competencies within the maximum number of attempts will result in the student NOT being able to progress to the next semester. Should a student no pass a competency in math the student will be not progress to the next semester and will be required to reapply and repeat the program in FULL. (also, refer to grading policy for readmission) NO Calculators are allowed for any of the math competencies.

19._____ I understand the Non-Progression Policy- Attendance and Absences.
Attendance and Absences - TSTC VN Program Policy has a minimum numbers of hours that must be completed prior to completion of the VN Program. There are a maximum number of absences that a student can obtain.
Classroom: A total of nine (9) absences per program with no more than three (3) absences per semester.
Clinical: Clinical absences cannot exceed 12 hours in Semester 1, 18 hours in Semester II, and 18 Hours in Semester III or the student WILL be dropped from the Vocational Nursing Program and to reapply and repeat program in full.

Please note that items # 8, 9, 10 and 11 are required by the Texas Board of Nursing to determine eligibility for licensure by examination. If applicant is unable to initial these items it is strongly encouraged that you submit a petition for “Declaratory Order” to the Texas Board of Nursing prior to submitting this application. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nursing at 512-305-7400 or go to the website www.bon.state.tx.us.

(Printed name)

(Date)

(Signature)