Nursing Program

INFORMATION PACKET

Application Period

March 18 – May 24, 2024

GENERAL INFORMATION

- **Read all instructions carefully as procedures may change between application cycles.**
- **Complete all applicable information.**

APPLICATION DEADLINE

To begin Nursing coursework in **Fall 2024 (September 2024), Deadline** to submit Nursing admission application:

Friday, May 24, 2024

(All prerequisites must be completed prior to this deadline)

NOTICE OF ADMISSION

Students will be notified via their WCCC email address of their admission status approximately 4 weeks after the deadline date.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

Nursing Program Letter of Greeting

Dear Prospective Nursing Student,

The faculty and staff of the Washington County Community College appreciate your interest in our Nursing Program. This packet will help guide you through the application process and provide you with information about our Admissions Criteria and Selection Process.

The nursing program at Washington County Community College has received Phase II approval by the Maine State Board of Nursing. It is a fast-paced two-year program that requires several prerequisites in science and general education courses. Individuals will complete academic and clinical courses to earn an Associate of Science in Nursing. Students who successfully graduate from the program are then eligible to apply to take the NCLEX-RN licensing exam; successful completion enables the graduate to seek licensure as a Registered Nurse (RN).

Admission into the program is competitive as the cohort capacity is 16 students. Applicants must meet the minimum requirements of Washington County Community College to be considered for admission to the Nursing program.

Your WCCC Admissions Application as well as the required online Selective Admissions Application and the documents listed within must be received on or before May 24, 2024 to be considered for admission into the Nursing program. Any exception to this date would be at the discretion of the Nursing Program Administrator or designee. Additionally, WCCC requires applicants to attend a nursing information session, as outlined in the admissions checklist.

Enclosed is information that is critical for a successful application—please read the entire packet carefully. We encourage you to attend a campus visit by scheduling online, for information about college admissions and the Nursing program. The college website at https://www.wccc.me.edu/academics/programs/programs-study/nursing/ also provides additional information.

Please review the contents of this packet to get an overview of the admission process. I encourage you to contact the admissions office at admissions@wccc.me.edu if you have questions.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Kayli Doten, MSN RN
Nursing Program Administrator

Tyler Stoldt
Dean of Enrollment Management & Student Services

Washington County Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ Affirmative Action Officer, One College Drive., Calais, ME 04619, 207.454.1000.

Admission Checklist
Nursing Program

Completed	Task to Complete
	APPLY TO WASHINGTON COUNTY COMMUNITY COLLEGE • Submit an online admissions application for the Health Occupations (Pre-Nursing) program to complete needed pre-requisite and general education courses and to receive academic advising and program application support. Applications can be completed online: APPLY NOW.
	SEND OFFICIAL TRANSCRIPTS • Send **Official** high school transcript or GED/HiSet transcript. Send **Official** transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated. *Official transcripts must be sent directly from the college where you took a course to Enrollment Services at WCCC. If the Institution has the capability, official transcripts can be sent via email, to collegetranscripts@wccc.me.edu . Please apply to the college before sending transcripts.*
	SCHEDULE AN APPOINTMENT WITH THE NEW STUDENT SUCCESS SPECIALIST OR YOUR FACULTY ADVISOR • A meeting with the New Student Success Specialist is required for new students to ensure that you understand the application process thoroughly and can be registered in any pre-requisite or general education courses. Additional meetings can be set up throughout the application process to answer any questions. To schedule a New Student Success Meeting book online. • If you are currently enrolled in the Health Occupations Certificate program, and are not entering as a new WCCC student, you should schedule a meeting with your faculty advisor using the contact information located in your MyWCCC student portal.
	COMPLETE PREREQUISITES (must attain a minimum grade of "C+") • Anatomy & Physiology 1 with lab, English Composition, Introduction to Psychology, and Statistics. Additional information can be found on page 4.
	ACQUIRE IMMUNIZATIONS & REVIEW NURSING ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES • MMR, Varicella, Tdap, Hepatitis B, Influenza, and Tb test has been completed and submitted to Enrollment Services. • Review the Nursing Essential Skills and Functional Abilities. Additional information can be found on page 5.
	SCHEDULE AND COMPLETE THE ATI TEAS ADMISSIONS EXAM - BY THE APPLICATION DEADLINE • **The TEAS exam will be offered at WCCC on April 18 & 25 and May 9 & 15.** For details and to schedule the exam, click here. Applicants will need to pay $87.00 when registering for an exam date. It is important to schedule the exam in advance to ensure a seat is available.
	COMPLETE BASIC LIFE SUPPORT (BLS) COURSE • Completion of the BLS Course through the American Heart Association is required at the time of application to the nursing program. You will need to upload proof of completion when completing the selective admission application in the last step of the application process.
	COMPLETE ONLINE SELECTIVE ADMISSION APPLICATION – SEPARATE FROM COLLEGE APPLICATION • Fill out and upload the appropriate information on the online application after completion of all requirements. ***Note: This form is online and completed only when all applicable materials are able to be uploaded and pre-requisites completed.***
All application materials must be received **BY THE APPLICATION DEADLINE** to be considered for that application cycle. Late or incomplete applications will be reviewed based upon program capacity and at the discretion of the Nursing Program Administrator and Dean of Enrollment Management and Student Services or Dean of Academic Affairs. This includes completion of the ATI TEAS Entrance Exam and prerequisites.	

It is the responsibility of the student to ensure that all required materials for application are received by the application deadline date. Reminder calls will not be made if something is missing or does not meet the criteria, and the application may be invalid. The responsibility for a complete and accurate application is the students. Any packets not meeting the above criteria will be reviewed at the discretion of the Nursing Program Administrator and Dean of Enrollment Management and Student Services or Dean of Academic Affairs and based upon program capacity.

Academic Criteria

To be considered for admission in the Nursing program, applicants must meet the following criteria and submit all requested credentials and documentation:

Prerequisite courses must be COMPLETED PRIOR TO THE APPLICATION DEADLINE to be considered for admission. Any exceptions are at the discretion of the Nursing Program Administrator in consultation with College Deans.

Course Number	Course Title	Credit Hours	Notes
BIO 225	Anatomy and Physiology I with Lab	4	Course has a prerequisite of Biology
ENG 101	English Composition	3	^ See Placement Information Below
PSY 101	Introduction to Psychology	3	
MAT 115	Statistics	3	^ See Placement Information Below
	Total Credit Hours	**10**	***Table # 1***

Applicants must have completed the prerequisite courses with a grade of "C+" or higher.

^College Placement testing may be required to determine where you place in Math and English. Consult your faculty advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.

The following criteria applies to **ALL** applicants:

- ✓ **Test of Essential Academic Skills (TEAS)**
  - The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within three (3) years of applying to the program. TEAS tests are limited to two attempts each academic year. The student cost is $87 to register for the TEAS and payment is required to register for an exam date. Learn more and register for the TEAS here.
    - Applicants **must score at least a fifty (50) in the math section** and have an **overall proficiency of at least basic**.
    - Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic ones are also available at bookstores. Look for Nursing Entrance Exams. Additionally, there are resources through WCCC's Teaching and Learning Center for Excellence.
    - Students who complete their TEAS test at WCCC will not have to provide results. The Office of Admissions will verify the TEAS test scores. **However, students who complete their TEAS test at another institution will have to follow ATI's process for ordering a TEAS transcript and have it sent to WCCC.**

Non-Academic Criteria

The following criteria applies to **ALL** applicants:

Immunizations

These requirements are in place for the health and safety of WCCC nursing students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must always meet requirements during a clinical course. **The requirements outlined below must be current to apply to the nursing program and participate in clinical hours.**

1) **Measles, Mumps, Rubella (MMR) Documentation**
    a. Two (2) doses or proof of immunity by titer

2) **Influenza Vaccination**
    a. One Dose Annually

3) **Varicella (Chickenpox)**
    a. Two (2) doses or proof of immunity by titer
    b. Will NOT ACCEPT HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.

4) **Tetanus, Diphtheria, and Pertussis (Tdap)**
    a. One (1) dose taken less than 10 years ago - Please ask your healthcare provider to give you the TDAP vaccine.

5) **Hepatitis B (Hep B)**
    a. Three (3) doses or proof of immunity by titer. If your titer is low or no immunity, you should get the vaccine. Paperwork for a low titer will not be accepted. It could take up to 6 months to complete the series as required.

6) **Tuberculosis (Pure Protein Derivative 2-Step)**
    a. Two-step testing process required of students in healthcare programs within 1 year of beginning clinical and annually while enrolled.

Immunization Exemptions at Clinical Locations

WCCC partners with multiple health systems and healthcare providers to provide clinical and programmatic experiences for our students; many of our clinical partners require all students to have received certain vaccinations before their on-site experiences and training may begin. As a result, unvaccinated students could be precluded from participating in these activities, potentially impacting their ability to complete all program requirements. Students may be required to acquire additional vaccinations throughout the program based on clinical placement needs. If a clinical site should require additional vaccinations, students assigned to the specific site will be required to meet the sites additional vaccine requirements. Students may seek a medical or religious exemption from a clinical partner's vaccination requirements. Approval for an exemption is dependent on the clinical site.

Nursing Essential Skills and Functional Abilities

Nursing Essential Skills and Functional Abilities are the essential functions every nursing student is expected to perform and are necessary for successful participation in the nursing program. This form will be completed online at the time the application is submitted. These are necessary to provide safe, ethical, and legal healthcare services. Students participating in the Nursing Program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The nursing program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the process for requesting student accommodations.

Non-Academic Criteria Continued

Travel to Clinical Locations

Students who enroll in the nursing program will be expected and required to travel to clinical location sites across the State of Maine for completion of required clinical hours. Please note that students are expected to have their own reliable transportation and should plan for regular travel up to 2.5 hours away from the WCCC Campus. Students will not be able to complete program requirements without reliable transportation and funding to support ongoing travel. While limited emergency funding is available through WCCC for students with unanticipated transportation expenses, ongoing funding is not available outside of federal financial assistance that students may qualify for through the Financial Aid Office.

Background Check – COMPLETED UPON ACCEPTANCE INTO THE NURSING PROGRAM

The completion of a criminal background check is one of the admission requirements to the Nursing program. The background check is required to ascertain:

1) The ability of students to eventually become licensed in the profession **AND**
2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. WCCC encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions; **AND**
2) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Interview and Acceptance Process

Admission to the WCCC Nursing program is determined through a competitive selection process. Submission of an application does not guarantee acceptance in the program. Refer to page seven (7) for the Nursing Admissions Scoring Rubric.

After the application deadline, completed files will be scored utilizing the Nursing admissions scoring rubric and approximately 24 applicants that completed an online selective admissions Nursing application will be invited to participate in an interview process with the Nursing Program Selection Committee. Applicants will be asked a variety of questions and scored on communication skills, professionalism, knowledge of nursing and healthcare, critical thinking and problem solving, motivation and commitment to learning. A total of 50 total points is possible based on the interviews and the rubric will be shared with all applicants invited to the interviews. Interviews will occur the week of June 3-7th.

After completion of the interviews, all applicants will be notified of their acceptance, alternate, or denied status. Students should make sure their WCCC email is working for application status. This is the official form of communication for the college. Applicants offered a seat in the program must complete an online letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification.

Notification will be emailed via WCCC email on the week of June 24, 2024.

Failure to respond by the July 1, 2024 deadline will result in forfeiture of a seat in the Nursing Program.

Reapplication

Applicants who are not selected for admission and are looking to reapply must complete a Nursing selective admissions Application Packet and submit it by the next application deadline. No documents submitted in previous application cycles are available for students and will need to be resubmitted. Those not selected for admission are encouraged to talk with their faculty advisor about how to increase their admissions scores and are required to submit a new packet.

Nursing Program
Admissions Scoring Rubric

Since the Nursing program is a selective admission program, the scoring rubric (located below) will be used to determine the applicants selected. The completion of the online application does not guarantee a position in the program. Any tiebreaker will be based upon the TEAS overall test score**. Additionally, students must score at least one point in Part A of the rubric below to be considered for admission into the program. N/A is not considered a valid score. If an applicant does not have a score in the Part A section, then the student does not qualify for admission.** Students who do not qualify for admission are encouraged to follow up with their faculty advisor to see what they can do to improve their scores.

Part A – Pre-Requisites and TEAS Score					
Points	**1**	**2**	**3**	**4**	**Scores**
Letter Grade for: • Anatomy and Physiology I with Lab	N/A	C+	B	A	
Letter Grade for: • English Composition	N/A	C+	B	A	
Letter Grade for: • Introduction to Psychology	N/A	C+	B	A	
Letter Grade for: • Statistics	N/A	C+	B	A	
TEAS Academic Preparedness Level	Basic	Proficient	Advanced	Exemplary	
TEAS Mathematics Adjusted Individual Score	50-69	70-79	80-89	90-100	
				Total of Section A	
Part B – Additional Points					
Points	**1**	**2**	**3**	**4**	**Scores**
Hold an Active Healthcare Related License or Certificate	Yes	N/A	N/A	N/A	
Resident of Washington County	Yes	N/A	N/A	N/A	
				Total of Section B	
				Total of Sections A and B	

Any transfer credit granted with a grade of "P" will be awarded "C+" (2 points).

Any applicant currently a Certified Nursing Assistant in the State of Maine will score a bonus point.

<u>Deadline:</u> Your WCCC Admissions Application <u>AS WELL AS</u> the required online Selective Admission Application and corresponding documents must be received on or before the application deadline to be considered for admission into the Nursing program.

Washington County Community College
Calais, Maine
Discover Choices • Create Success

Nursing Essential Skills and Functional Abilities

The essential skills and functional abilities outline reasonable expectations of a student in a professional nursing program for the performance of common functions. The student must be able to meet the following requirements to apply for admission and continuation in the WCCC nursing program.

Minimum abilities expected include, but are not limited to the following:

Essential Functions	Definitions	Examples
Observation	Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the Nursing program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observations and information usually require functional use of visual, auditory, and somatic sensations.	• Visually discriminating incremental readings on syringes and other various medical equipment • Visually discriminating between different colored objects • Discriminating between auditory stimuli • Perform a comprehensive assessment of patients
Communication	Ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, students, clients, families, and all members of the healthcare team. Ability to read English and interpret without assistance.	• Patient teaching • End of shift reports • Documentation in legal records/charts • Medication records • Transcribe doctor's orders from a chart, interpret, and implement • Collaborate with members of a healthcare team
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and/or emergency treatment.	• Standing for long periods of time (8-12 hrs./day) • Lifting up to 50 lbs. • Performing one person and/or two-person transfers • Turning, log rolling, and ambulating another person • Manipulating equipment • Performing patient care procedures with finger and manual dexterity (i.e., starting IVs, phlebotomy, dressing changes, catheterization)
Intellectual	Ability to collect, interpret, and integrate information and make decisions. Ability to read and interpret the English language without assistance.	• Transcribe orders from a chart, interpret the orders, and intervene • Display critical thinking abilities in planning patient care- analyze data, formulate a diagnosis, and prioritize care
Behavioral and Social Attributes	Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical/practicum settings with patients. Possess compassion, integrity, concern for others, and motivation. Possess the ability to demonstrate professional behaviors and a strong work ethic and respect professional boundaries.	• Utilize intellectual abilities • Exercise good judgment and complete tasks within required time limits • Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment • Show integrity, concern for others, interpersonal skills, interest, and motivation