APPLICATION GUIDE

Traditional Prelicensure Clinical Nursing Program (TPCNP)

COMPLETE APPLICATION MATERIALS DUE BY:

Friday, February 1, 2019 by 11:59 PM

Revised October 2018
# Table of Contents

**INTRODUCTION AND OVERVIEW** ........................................................................................................... 3

Required Coursework ................................................................................................................................. 4

**ADVANCEMENT PATHWAYS** .................................................................................................................. 4

Direct Admission ........................................................................................................................................ 4

Continuing Eligibility Criteria .................................................................................................................. 4

Test of Essential Academic Skills (TEAS) – Direct Admission Students .................................................. 5

Competitive Applicants .............................................................................................................................. 5

Select GPA and Prerequisite GPA ............................................................................................................ 5

Test of Essential Academic Skills (TEAS) – Competitive Applicants ..................................................... 6

Advancement Score Calculation .................................................................................................................. 6

**ADMISSION TO ASU AND TRANSFER COURSEWORK** ..................................................................... 7

Overview .................................................................................................................................................... 7

Applying to Arizona State University ........................................................................................................ 7

In-Progress Coursework for Spring 2019 .................................................................................................... 7

**SUBMITTING YOUR NURSING APPLICATION** ....................................................................................... 9

**COMMUNICATION TIMELINE FOR APPLICANTS** .................................................................................. 9

**PROVISIONAL ADVANCEMENT** ............................................................................................................ 10

Prelicensure Welcome Meeting ................................................................................................................ 10

Health and Safety Requirements ............................................................................................................... 11

Measles (Rubeola), Mumps, and Rubella (MMR) .................................................................................... 12

Varicella (Chicken Pox) .............................................................................................................................. 12

Tetanus, Diphtheria, Pertussis (Tdap or Dtap) ........................................................................................... 13

Tuberculin Test (TB) .................................................................................................................................... 13

Hepatitis B .................................................................................................................................................. 13

Hepatitis A .................................................................................................................................................. 14

Cardiopulmonary Resuscitation (CPR) ...................................................................................................... 14

Arizona Level 1 Fingerprint Clearance Card .............................................................................................. 14

Health Insurance Coverage ....................................................................................................................... 15

Statement of Health Clearance ................................................................................................................. 15

Drug, Alcohol, and Nicotine Screening ..................................................................................................... 15

Background Check ..................................................................................................................................... 15

Consent to Verify Personal Information to Clinical Agencies .................................................................. 16

Statement of Disclosure .............................................................................................................................. 16

Successful Completion of Spring 2019 courses ......................................................................................... 16

**APPENDIX A: Traditional Pre-Licensure Clinical Nursing Course Information Worksheet Example** .... 17

**APPENDIX B: Fingerprint Clearance, Lawful Presence, and Legal Limitations for Nurse Licensure** .... 19

**APPENDIX C: Drug Screening Requirement** ........................................................................................ 20

**APPENDIX D: Criminal Background Clearance Requirements** .......................................................... 21

**APPENDIX E: Academic Responsibility and Advancement Disclaimer** .............................................. 23

**APPENDIX F: Functional Expectations and Equal Access of the Undergraduate Nursing Student** .......... 24
INTRODUCTION AND OVERVIEW

This application guide is designed to help prospective applicants through the application process into Arizona State University’s Traditional Pre-Licensure Clinical Nursing Program (TPCNP). Following the successful completion of this program, a student will earn a Bachelor of Science in Nursing (BSN) and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The upper division Traditional Prelicensure Clinical Nursing Program requires completion of 15-16 credit hours per semester. Students enroll in theoretical coursework and clinical practice each semester. Students are encouraged to treat participation in this program track as equivalent to the demands of full time employment.

There are many settings in which nursing students gain experience—hospitals, nursing homes, public health and community agencies, private homes, school settings, and clinics—and students are responsible for providing their own transportation to clinical locations. Clinical and classroom experiences may be scheduled during the daytime, evening, or on weekends seven days a week, and may be for as long as 12-hour time periods. Students can expect their clinical schedules to vary from semester to semester, and even within semesters. Additionally, because clinical placement isn’t determined until each semester begins, it is not possible for faculty or staff to inform students of their clinical schedule in advance. Due to the high demand for and limited supply of clinical practice experiences, we require flexibility in scheduling these learning experiences.

In addition to tuition and fees set by the university, students in all TPCNP clinical nursing programs are subject to programmatic fees of $1,750 per semester. Students may estimate tuition and fees at the following link: https://students.asu.edu/tuition

This cycle, applicants have two cohort options:

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Program Type</th>
<th>Program Completion</th>
<th>Campus Location</th>
<th>Clinical Locations</th>
<th>Spaces Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019 Downtown Phoenix campus TPCNP</td>
<td>16 months with no summer breaks (year-round)</td>
<td>August 2020</td>
<td>550 N. 3rd St. Phoenix, AZ 85004</td>
<td>Assigned throughout the Phoenix Metropolitan area</td>
<td>64</td>
</tr>
<tr>
<td>Fall 2019 Downtown Phoenix campus</td>
<td>24 months (Academic Year)</td>
<td>May 2021</td>
<td>550 N. 3rd St. Phoenix, AZ 85004</td>
<td>Assigned throughout the Phoenix Metropolitan area</td>
<td>64</td>
</tr>
</tbody>
</table>
Required Coursework
There are 17 critical courses that students must complete to be eligible for consideration. All transfer coursework must be evaluated and approved by the Transfer Credit Guide prior to the application deadline. If a transfer course is not deemed equivalent, students are expected to meet with an academic advisor to discuss additional options.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>Human Anatomy &amp; Physiology I/Lab (SG)</td>
<td></td>
</tr>
<tr>
<td>BIO 202</td>
<td>Human Anatomy &amp; Physiology II/Lab</td>
<td></td>
</tr>
<tr>
<td>CDE 232</td>
<td>Human Development (SB)</td>
<td></td>
</tr>
<tr>
<td>CHM 101</td>
<td>Introductory Chemistry/Lab (SQ)</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>First Year Composition</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>First Year Composition</td>
<td></td>
</tr>
<tr>
<td>HCR 210</td>
<td>Clinical Health Care Ethics (HU)</td>
<td></td>
</tr>
<tr>
<td>HCR 220</td>
<td>Introduction to Nursing &amp; Healthcare Systems (H)</td>
<td></td>
</tr>
<tr>
<td>HCR 230</td>
<td>Culture &amp; Health (C,G)</td>
<td></td>
</tr>
<tr>
<td>HCR 240</td>
<td>Human Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>Humanities/ Fine Arts (HU) or Social Behavioral Science (SB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 142</td>
<td>College Mathematics or higher (MA)</td>
<td></td>
</tr>
<tr>
<td>MIC 205 + 206</td>
<td>Microbiology with Lab (SG)</td>
<td></td>
</tr>
<tr>
<td>NTR 241</td>
<td>Human Nutrition</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology (SB)</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>(CS)</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3-credit course</td>
<td></td>
</tr>
</tbody>
</table>

ADVANCEMENT PATHWAYS
Students earn advancement into the TPCNP two ways: through Direct Admission or through the Competitive Application Process (CAP). Students who are directly admitted into the nursing major must meet specific standards each semester to maintain guaranteed advancement into the TPCNP. Remaining spaces, or those spaces not filled by Direct Admission students, are earned though the Competitive Application Process. There is no guarantee that there will be remaining spaces available through the Competitive Application Process.

Direct Admission
Some applicants have earned “Direct Admission” status upon entering ASU as a freshman nursing major. These students must meet the Continuing Eligibility Criteria each semester to maintain this status. If direct admission is retained throughout the advancement process, these students are guaranteed placement into the clinical nursing program. Advancement of qualified Direct Admission students will take place within one year of the semester where all 17 critical courses are completed. Direct Admission students are not guaranteed their first preference. In the event where more Direct Admission students request placement in a specific cohort than spaces are available, placement will be determined by random selection.

Continuing Eligibility Criteria
- Full time (12 or more credits per semester) and continuous enrollment in accordance with Major Map
- Maintain “On Track” status for terms 1-4
- 3.50 minimum semester ASU GPA in terms 1-4 (includes +/- in computation)
- Complete remaining 4 or fewer prerequisites in Term 4
- Successful completion of all screening items
- Grades of C or better in critical (prerequisite) courses
- Completion of all non-academic requirements
Test of Essential Academic Skills (TEAS) – Direct Admission Students

While Direct Admission students are not required to take the TEAS, opting to complete the examination can provide a safeguard if a student is concerned about meeting the 3.50 semester GPA requirement by the end of spring 2019. By opting to take the TEAS, a Direct Admission student may still be considered a competitive applicant should their GPA drop below a 3.50 semester GPA in spring 2019. One can review additional TEAS information under the Competitive Applicants section. If a student loses Direct Admission and opted to take the TEAS, they can be considered a competitive applicant using the Advancement Score Calculation. If the calculated Advancement Score is not higher than the lowest score advanced, however, the student will forfeit their space.

Competitive Applicants

After Direct Admission students are placed into the program, any remaining spaces will be offered to competitive applicants with the highest Advancement Scores. The Advancement Score is 50% based on a Select GPA and 50% based on the Test of Essential Academic Skills (TEAS) score. At this time, no other academic, professional, or philanthropic items are considered. Competitive applicants must be in good academic standing at Arizona State University to apply. There is no guarantee that there will be remaining spaces available through the Competitive Application Process.

Competitive applicants who have applied for advancement in an earlier cycle and now wish to be considered in a new cycle are not given preference in the advancement process. There is no limit on the number of times students can apply for advancement to the clinical nursing program, but students who are reapplying should meet with an academic advisor in the college to discuss academic options.

Select GPA and Prerequisite GPA

Grade eligibility for advancement is measured in two ways: the first is called the “Select GPA,” and the second is called the “Prerequisite GPA.” Both GPA’s must meet or exceed 3.25 for eligibility, though typically applicants who advance have much higher GPA’s. Plus (+) and minus (-) grades will not be used in either computation (e.g. a “B+” grade becomes a “B,” an “A-” grade becomes an “A,” etc.). Grades earned at ASU and at other colleges are given the same weight. Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

1. The Select GPA must meet or exceed 3.25 and is calculated from 13 of the 17 critical course grades. A student may have up to four of the remaining 17 critical courses in progress while an applicant is being considered, though only completed courses on file with ASU may be used in the Select GPA. Each applicant identifies which courses to use in the Select GPA on the Traditional Pre-Licensure Clinical Nursing Course Information Worksheet. Please review APPENDIX A for an example of how to fill out Traditional Pre-Licensure Clinical Nursing Course Information Worksheet. The 13 critical courses used to compute the Select GPA must include:
   - First-Year Composition courses—ENG 101 and ENG 102 or approved equivalent courses.
   - Three of the four required laboratory science courses (BIO 201, BIO 202, CHM 101 and MIC 205/206 or approved equivalent courses). Science courses must have been taken within 7 years of the semester in which the TPCNP will start (i.e., fall 2012 or thereafter).
   - Eight (8) additional critical courses.

2. After all 17 courses are completed in spring 2019 a Prerequisite GPA is calculated and must meet or exceed 3.25 to retain a space in the program. All 17 critical courses are included in this GPA calculation which occurs in May 6, 2019.
Test of Essential Academic Skills (TEAS) – Competitive Applicants

All competitive applicants must take the TEAS test by January 31, 2019. It is strongly recommended that applicants take the exam through ASU’s University Office of Evaluation and Educational Effectiveness. For tests taken outside of ASU, applicants must contact ATI Testing to request that an official transcript is sent to the Student Academic Services Office, and received no later than January 31, 2019.

The TEAS measures essential skills in reading, mathematics, science, and English language and usage. Applicants are allowed one attempt at the TEAS per application cycle, unless a failing score below 58.7% is earned. If a student earns less than 58.7% one retest is permitted, but the student must wait a minimum of 30 days between tests, and the second attempt must be on or before January 31, 2019. For example, if a student takes the TEAS test on December 21, 2018 and earns a 48.9%, the TEAS test could be attempted a second time on any testing date starting January 20, 2019, but no later than January 31, 2019. Scores are valid up to one year from when a student took the test. Students must confirm with their academic advisor whether a TEAS score will be valid for a second application cycle.

Application cycles are defined as:
- February 1 – August 31 (for September 1 deadline)
- September 1 – January 31 (for February 1 deadline)

Registering for the TEAS at ASU

1. Registration, information regarding cost, special accommodations, parking, and more can be found through the following website: https://uoeee.asu.edu/exam/TEAS
2. Prior to arriving to take the exam, students need to create an account with ATI. Please go to www.atitesting.com and click on “Create an Account.” It takes about five minutes to complete this process. Under the institution section, please also note that Arizona State University is listed as “AZ State U” when selecting an institution. Remember the login ID and password, as students will need to enter this information the day of the examination.

Preparing for the TEAS

Students should adequately prepare for the TEAS prior to their testing date. Preparation materials can be found through the testing publisher, ATI Testing, at https://atitesting.com.

Advancement Score Calculation

**Part One:** Select GPA. Identify which eligible 13 courses will be used in the “Select GPA,” and calculate a GPA from those courses. The Select GPA is converted to a 1-point scale by dividing by 4.00. The Select GPA must fall within a range of 0.8125 to 1.000. For example, a Select GPA of 3.832 will be divided by 4.000, to be converted to 0.958 out of a possible 1.000. Only courses completed and on file with ASU by 2/1/19 can be considered.

**Part Two:** TEAS Score. To calculate the score, divide the TEAS score by 100 for the point value. Direct Admission students will be given a TEAS score of 100% in lieu of taking the test. A passing TEAS score can range from 58.7% to 100%, which is converted to 0.587 or 1.000, respectively. For example, if a student earned an 87.3% on the TEAS, that student will earn 0.873 points out of a possible 1.000.

The maximum advancement score a student can earn is 2.000, which would be a 4.000 Select GPA and 100% on the TEAS. All applicants requesting advancement are ranked from the highest to the lowest Advancement Score. Students are then assigned spaces based on their ranking until all vacant spaces are filled. In the event of an Advancement Score tie, admission will be determined by random selection.

<table>
<thead>
<tr>
<th>Converted Select GPA</th>
<th>+</th>
<th>TEAS</th>
<th>=</th>
<th>Advancement Score</th>
</tr>
</thead>
</table>
ADMISSION TO ASU AND TRANSFER COURSEWORK

Overview
Advancement into the clinical nursing program is a two-step process:

1. Earn admission into Arizona State University (ASU) as an undergraduate degree-seeking student, preferably a Community Health major.
2. Earn advancement into the clinical nursing program through this application process.

Applying to Arizona State University
Applicants must be admitted to ASU for the summer/fall 2019 enrollment term by the February 1, 2019 application deadline. It is critical for all applicants to confirm that their admission is valid for spring 2019. Accordingly, it is recommended to apply to ASU 2-3 months before the February 1, 2019 application deadline. The application for ASU is conveniently located online:

1. Complete an application to the university: https://students.asu.edu/apply
2. Send official transcripts from all colleges and universities attended directly to Admission Services. This should be done well in advance of the application deadline to account for processing time.
3. Students who have completed Advanced Placement credit (AP) or CLEP credit must contact Collegeboard.org for AP and CLEP scores, and International Baccalaureate (IB) scores can be sent directly to ASU via ibo.org.
4. ASU requires official transcripts from all previous institutions in order to process your admission application. Please contact the registrar's office at your college or university and request for official transcripts to be sent directly to Admission Services. If your college or university uses Parchment, eSCRIP, or National Clearinghouse to send electronic transcripts, please request that your institution sends us your official transcripts by choosing Arizona State University on the request form. Mailed transcripts can be sent to the address on the Admission Services website (see Application Steps).

In-Progress Coursework for Spring 2019
Students who are taking their final courses during the spring 2019 semester must disclose on the application where they are taking the coursework. If any of the remaining coursework is being completed outside of ASU in spring 2019, the following guidelines must be followed:

1. After spring 2019 grades have posted, request that official transcripts are sent to Admissions Services (link above).
2. Verify that the final transfer course grades have posted at ASU no later than May 6, 2019 to retain eligibility.

IMPORTANT NOTE: Some spring 2019 courses taught through the Maricopa County Community College District do not end until May 10th, which will not allow enough time to process the grade and get the official transcript sent to ASU by May 6, 2019. If any of the final critical courses are taken outside of ASU, students should look for courses with an end date that allows for at least a couple of weeks of processing time prior to the May 6, 2019 deadline.
Confused if you need to apply to ASU? Follow the chart below.

<table>
<thead>
<tr>
<th>Current Student Status</th>
<th>Admitted for Summer/Fall 2019 Enrollment Term</th>
<th>Apply for Summer/Fall 2019 Enrollment Term</th>
<th>Steps to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in ASU coursework during spring 2019 semester as an undergraduate degree seeking student</td>
<td>✅</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Not currently enrolled in coursework at ASU, but completed ASU coursework fall 2018 (and did not graduate) as an undergraduate degree seeking student</td>
<td>✅</td>
<td></td>
<td>Confirm eligibility for quick re-entry with Admission Services at (480) 965-7788.</td>
</tr>
<tr>
<td>Admitted to ASU as an undergraduate degree seeking student for spring 2019 but did not take any coursework</td>
<td>✅</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Have not been enrolled in ASU courses for over two semesters</td>
<td></td>
<td>✅</td>
<td>Student must reapply as a degree seeking student for summer/fall 2019.</td>
</tr>
<tr>
<td>Graduate of ASU spring 2019 or earlier</td>
<td></td>
<td>✅</td>
<td>Student must reapply as a degree seeking student for summer/fall 2019.</td>
</tr>
<tr>
<td>Never admitted to ASU, or currently admitted as a graduate/non-degree seeking student</td>
<td></td>
<td>✅</td>
<td>Student must apply as a degree seeking student for summer/fall 2019.</td>
</tr>
</tbody>
</table>
SUBMITTING YOUR NURSING APPLICATION

The TPCNP Clinical Nursing Advancement Application must be submitted electronically by February 1, 2019 by 11:59 pm AZ time. Applications are time stamped to confirm on time submission. Applications received after the deadline will not be considered. The online application will be available early January 2019 at the following link: Clinical Nursing Advancement Application

Before beginning the electronic application, students must have the following items completed:

1. Admitted to ASU for summer/fall 2019 as a degree seeking undergraduate student. Confirm with Admission Services at 480-965-7788.
2. All official transcripts for completed coursework have been posted to your student file at ASU. Students may check their transfer coursework by using the Transfer Credit Report located in the MyASU portal: (MyASU>Grades & Transcripts>Transcripts & Test Scores>Transfer Credit Report).
3. Valid TEAS score on file with ASU.
4. Completed and saved the Traditional Pre-Licensure Clinical Nursing Course Information Worksheet (see example in APPENDIX A).

Once steps one through four are complete:

5. Fill out and submit the online application located at the following link: Clinical Nursing Advancement Application (available early January 2019).

It is strongly recommended that you have reviewed your application items with an advisor prior to submittal. If you would like to utilize this resource, please call the front desk at (602) 496-0888, option 3, to see when appointments or walk-in advising hours are available.

COMMUNICATION TIMELINE FOR APPLICANTS

Communication with students through the advancement process will be done via ASU email. It is the applicant’s responsibility to ensure proper access to their ASU e-mail account, and that is accessed, read, and acted upon in a timely manner. It is the applicant’s responsibility to seek assistance from the academic advising office if communication is not received.

Notification of Advancement Status Email: by mid-March 2019

Notification of advancement will be sent via email to ASU email addresses. Students will receive one of four notifications:

- **Provisional Advancement Status**: given to students with all eligibility items satisfied and an Advancement Score above the cut-off. There are additional requirements to be fulfilled before students are fully qualified for advancement. For all purposes, this student has been selected to the program.
- **Alternate Status**: given to approximately 10 students with an Advancement Score just below the cut-off. If students higher on the advancement list decline or forfeit their spaces, alternates will advance in order of highest Advancement Score. If a student does not advance off the alternate list, they will have to reapply to be considered for a future application cycle. The college does not disclose a student’s position on the alternate list. Students who are identified as alternates will be prompted to complete the Health and Safety Requirements to preserve consideration.
- **Denied Advancement**: given to students who are below the cut-off score; are not on the alternate list; and/or did not meet advancement criteria.
- **Withdrawn from Consideration**: given to students who do not meet all of the application requirements.
PROVISIONAL ADVANCEMENT

Students who earn provisional advancement have a space secured in the clinical nursing program, pending the following items being successfully fulfilled. Information on how and when to complete these requirements is provided by Student Academic Services after selections have been made. If a student is unable to complete the required documentation, unable to earn grades “C” or better in final courses, unable to meet Continuing Eligibility Criteria, unable to meet the minimum GPA requirements, unable to complete the Health and Safety requirements, unable to pass the background check, unable to provide health clearance, or does not pass the drug and alcohol screening, provisional advancement status is forfeited for that advancement cycle.

Prelicensure Welcome Meeting

When: April 2019

Provisionally advanced students are required to attend a Prelicensure Welcome Meeting prior to their program start date. The welcome will provide an overview of the prelicensure program, clinical dress code, uniform and equipment requirements, and necessary textbooks.
Health and Safety Requirements

**When: April 9, 2019**

After notification of Provisional Advancement or Alternate Status, students must provide documentation of the following items. Students are required to keep these requirements current throughout the advancement process and while enrolled in the clinical nursing program. Students must begin collecting the necessary documentation as early as possible. While CONHI strives to give students as much notice as possible regarding changes to health and safety standards, these requirements are subject to change to ensure compliance with our clinical partners. **Students who do not meet immunization/immunity and health information requirements by April 9, 2019 will forfeit their space in the program.**

All Health and Safety Requirements will be submitted and verified online through CastleBranch, a background screening and compliance tracker. Information collected is secure, tamper proof, and confidential. This service costs $30 and is a one-time fee to students. As an added benefit, the company keeps track of records and notifies a user if a requirement is approaching its expiration date to ensure compliance with program and professional requirements. Students will be asked to create this account after they have been selected to provisionally advance. Students are responsible for making sure that all documents have been uploaded and approved by CastleBranch by the specified deadline.

<table>
<thead>
<tr>
<th>Required Titer</th>
<th>Vaccinations or Positive Titer</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Rubeola (MMR) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details in Application Guide)</td>
<td>Hepatitis B (3 Vaccinations or positive titer)</td>
<td>Arizona Level One Fingerprint Clearance Card (unrestricted and unexpired)</td>
</tr>
<tr>
<td>Mumps (MMR) (lab report required) (if negative, nonreactive, or equivocal, Immunization series required - See details in Application Guide)</td>
<td>Influenza (Flu) Vaccination</td>
<td>CPR Basic Life Support (BLS) for the Healthcare Professional from American Heart Association (current within last 2 years)</td>
</tr>
</tbody>
</table>
| Rubella (MMR) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details in Application Guide) | Tdap or DTap Vaccination (current within last 10 years)        | Tuberculin Test
  1. Negative IGRA blood test (lab report required). or
  2. Negative two-step TST test (10 mm and baby). Note that the two-step TST skin test requires four separate visits. or
  3. If positive results, Annual ASU TB Screening Questionnaire signed by a licensed healthcare provider. (current within last 12 months) |
| Vancelia (Chicken Pox) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details in Application Guide) |                                                                       |                                                          |

**Renewal:**

If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within January 1 - April 30, students must renew prior to December 20th.
If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within May 1 - July 31, students must renew prior to April 20th.
If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within August 1 - December 31, students must renew prior to July 20th.
**Vaccinations vs. Titers**

A vaccination is the act of introducing a vaccine into the body to produce immunity to a specific disease. A titer is a blood test used to check the level of antibodies in the blood and measures the strength of a person’s immunity to a disease. Most can have a titer drawn from a primary care provider.

**Measles (Rubeola), Mumps, and Rubella (MMR)**

Students are required to submit titers for Measles (Rubeola), Mumps, and Rubella. The requirement for MMR may be met through one of the following:

1. If you have positive antibody titers for Measles, Mumps, and Rubella:
   a. Provide proof of titer lab results.

   **OR**

2. If any of the titers are negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age and administered at least 28 days prior to the titer draw:
   a. Provide proof of titer lab results, proof of 2 MMR vaccinations, and Potential Exposure to MMR form.

   **OR**

3. If any of the titers are negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of MMR at least 28 days apart.
   b. Have titer(s) redrawn no sooner than 28 days after the 2nd MMR vaccination.
      i. If the second titer(s) is positive, provide proof of titer lab results.
      ii. If any of the second titers are still negative, nonreactive, or equivocal, provide proof of titer lab results, proof of 2 MMR vaccinations, and Potential Exposure to MMR form.

**Varicella (Chicken Pox)**

Students are required to submit a titer for Varicella. History of chicken pox (Varicella) does not constitute immunity. The requirement for Varicella may be met through one of the following:

1. If you have a positive antibody titer for Varicella:
   a. Provide proof of titer lab results.

   **OR**

2. If the titer is negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination administered at least 28 days apart after the first year of age and administered at least 28 days prior to the titer draw:
   a. Provide proof of titer lab results, proof of 2 Varicella vaccinations, and Potential Exposure to Varicella form.

   **OR**

3. If the titer is negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of Varicella at least 28 days apart.
   b. Have titer redrawn no sooner than 28 days after the 2nd Varicella vaccination.
      i. If the second titer is positive, provide proof of titer lab results.
      ii. If the second titer is still negative, nonreactive, or equivocal, provide proof of titer lab results, proof of 2 Varicella vaccinations, and Potential Exposure to Varicella form.
Tetanus, Diphtheria, Pertussis (Tdap or Dtap)

1. Students are required to provide proof of a tetanus, diphtheria, pertussis vaccination administered within the last ten years. A titer is not acceptable to fulfill this requirement. Students are required to keep this immunization current throughout the advancement process and while enrolled in the clinical nursing program.

Tuberculin Test (TB)

Students are required to provide proof of negative Tuberculosis within the past 12 months. Students are required to keep this current throughout the advancement process and while enrolled in the clinical nursing program. The requirement for Tuberculosis may be met through one of the following:

1. Negative IGRA blood test (lab report required).

2. Documentation of a negative two-step TB Skin Test (10 mm and below) within the past 12 months. The two-step TB skin test requires four separate visits. It is imperative that the timeline is strictly followed, and that you maintain documentation for all visits.
   a. Visit 1, Day 1: PPD antigen is applied under the skin.
   b. Visit 2, 48-72 hours after visit 1: PPD test is read (within 48-72 hours of placement). If negative, proceed to next step. If positive, please see option #3 below (Annual ASU TB Screening Questionnaire).
   c. Visit 3, Day 7-21: PPD antigen is applied under the skin a second time (for those whose first test was negative).
   d. Visit 4, 48-72 hours after visit 3: The second PPD test is read. If positive, please see option #3 below (Annual ASU TB Screening Questionnaire).

3. If you have had a previous positive TB result (over 10 mm):
   a. A licensed healthcare provider must sign the Annual ASU TB Screening Questionnaire.

Hepatitis B

Students are required to provide proof of Hepatitis B through one of the following:

1. Documentation of three Hepatitis B vaccinations (Engerix-B or Recombivax HB) that meets the minimum durations listed below.
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1
   c. Dose 3 – At least 8 weeks (56 days) between Doses 2 and 3 and at least 16 weeks (112 days) between Doses 1 and 3

2. Documentation of two Heplisav-B vaccinations that meets the minimum duration below.
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1

3. Positive antibody titer for Hepatitis B.

Influenza (Flu) Vaccine

**When: September 20, 2019**

1. Students will be required to provide proof of an influenza vaccine given within the 2019-2020 influenza season no later than September 20, 2019 (must be administered after August 1, 2019). Students are required to keep this vaccination current throughout while enrolled in the clinical nursing program. This is the only Health and Safety Requirement that will be due at a later date.
Hepatitis A
For enhanced safety during clinical experiences, we recommend that students obtain a Hepatitis A immunization, but at this time it is not a requirement for the clinical nursing program.

Cardiopulmonary Resuscitation (CPR): BLS Provider
When: April 9, 2019
Students are required to provide, and keep current, proof of a current American Heart Association Healthcare Professional BLS Provider. The course must include in-person skills verification. Online CPR certification will not be accepted. Only CPR certification from American Heart Association will be accepted. Please use the link below to search for local training center in your area.

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of CPR Certification Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Heart Association</td>
<td>BLS Provider</td>
</tr>
</tbody>
</table>

Arizona Level 1 Fingerprint Clearance Card
When: April 9, 2019
All ASU nursing students must possess a valid, unrestricted Arizona Level One Fingerprint Clearance card from the State of Arizona to be advanced to and maintain enrollment in ASU’s clinical nursing programs. Students are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program. This requirement may take up to 10 weeks to complete. We recommend you start this process as soon as possible.

Steps for obtaining Arizona Level One Fingerprint Clearance Card
In-state applicants

1. Begin the online fingerprint application process located at the following link by clicking on “Schedule an Appointment”: [http://fieldprintarizona.com/](http://fieldprintarizona.com/)
2. Reason why you need to be fingerprinted: Regular Application – Volunteer or Student
3. Sponsors: Check Health Science Students & Clinical Assistants (ARS §15-1881)
4. Personal Information: Enter the information for the person being fingerprinted.
5. Demographics: Enter demographic values for the person being fingerprinted.
6. Employer:
   Employer Name: College of Nursing and Health Innovation
   Address 1: Dr. Therese Speer
   Address 2: 500 N. 3rd St. - HLTHN
   City: Phoenix
   State: AZ
   Zip: 85004
   Phone: 602-496-2244
7. Release: Authorize Fieldprint Fingerprinting to release information to Arizona Department of Public Safety
8. Privacy: Agree to FBI Privacy Statement
9. Schedule your visit
10. Make Payment
11. Confirm
Out-of-state applicants
For students outside of Arizona, please contact Arizona Department of Public Safety for a paper application and fingerprint processing details: [https://www.azdps.gov/services/public/fingerprint](https://www.azdps.gov/services/public/fingerprint)

If you already have an active Arizona Level One Fingerprint Clearance Card
If you have already obtained an Arizona Level One Fingerprint Clearance Card using an institution other than Arizona State University, please contact Arizona Department of Public Safety at 602-223-2279 to request a change to the academic sponsor using the information located in the “Employer” section above.

Health Insurance Coverage
When: April 9, 2019
Students will be prompted to provide proof of health insurance coverage to CastleBranch within a designated time period. Clinical sites require nursing students have health insurance coverage. Students can purchase private health insurance, or enroll in ASU student health insurance. If there are changes to a student's health insurance coverage while in the clinical nursing program, students must notify the Student Academic Services Office within 10 business days with the new information. The cost of health insurance is the student’s responsibility. Please visit the following link for additional information on ASU student health insurance: [https://eoss.asu.edu/healthcoverageoptions](https://eoss.asu.edu/healthcoverageoptions).

Statement of Health Clearance
When: April 2019 for Summer admits; July 2019 for Fall admits
The Statement of Health Clearance will be e-mailed to students within a designated time period. Students must have a healthcare professional sign the form verifying that they meet the requirements to perform the functions of a nursing student. Students will have approximately a two-week period in which to return the form. The cost of the service to obtain a healthcare provider’s clearance is the student’s responsibility.

Drug, Alcohol, and Nicotine Screening
When: April 2019 for Summer admits; July 2019 for Fall admits
Students will be prompted to order a drug, alcohol, and nicotine screen through CastleBranch within a designated time period. With the exception of the nicotine screen, all results must come back negative. The nicotine screen can be positive, though students with a positive nicotine screen will not be allowed to complete clinical rotations in “nicotine free” clinical sites. Students will have approximately a two-week period in which to provide their specimen. The cost of the drug, alcohol, and nicotine screen is the student’s responsibility.

Students who are currently on approved prescription or over-the-counter drugs that can result in a positive drug screen will need to work with the Medical Officer from CastleBranch if a test is failed. This allows a student to provide sufficient documentation for legal prescriptions.

See [APPENDIX C](#) for additional details on which substances are screened during this process.

Background Check
When: April 2019 for Summer admits; July 2019 for Fall admits
Students will be prompted to order a background check through CastleBranch within a designated time period. Students participating in clinical experiences must pass an extensive background check in addition to possessing a valid, unrestricted fingerprint clearance card. The cost of the background check is the student’s responsibility. For more information on the background check, please see [APPENDIX D](#).
Consent to Verify Personal Information to Clinical Agencies

When: April 9, 2019

Students will be asked to authorize the college to release health, immunization, and other information kept in their file or on CastleBranch to clinical placement agencies in order for students to participate in a clinical experience. While enrolled in the clinical nursing program, students must make sure all non-academic items stay current. Students may need to submit non-academic information and documentation directly to clinical placement agencies before they are eligible to participate in any college clinical experiences or practice related to course work. The college will provide students plenty of notice when applicable. Inaccurate, incomplete and/or outdated information regarding health status, immunizations, TB skin test, or CPR training may prohibit any student from participating in required clinical experiences.

Statement of Disclosure

When: April 9, 2019

The College of Nursing and Health Innovation is committed to providing students with clinical learning environments that are conducive to their needs. In this form, students acknowledge that they may be at risk to known or unknown exposure to devices, equipment, or treatments that may be potentially harmful. The College of Nursing and the Disability Resource Center are committed to working collaboratively with students to find appropriate clinical learning sites that minimize risk. However, due to the unpredictable environment in clinical agencies, it is not possible to guarantee no exposure to devices, equipment, or treatments that may be potentially harmful to students.

Successful Completion of Spring 2019 courses

When: May 6, 2019

Students must successfully complete all spring 2019 classes with a grade of a C or better. Direct Admission students must also meet the 3.50 ASU Semester GPA for spring 2019. Competitive students must meet the 3.25 Prerequisite GPA for all 17 nursing prerequisite courses. If enrolled in any of the final four classes outside of ASU, ASU must have your official transcripts no later than May 6, 2019. It is the student’s responsibility to verify that Admission Services has received the official transcripts. Failure to have transcripts to ASU by the deadline will result in a forfeiture of space in the TPCNP.
## APPENDIX A: Traditional Pre-Licensure Clinical Nursing Course Information Worksheet Example

Form located at the following link: [Course Information Worksheet](##)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number Taken</th>
<th>Final Grade (for AP, will not be included)</th>
<th>College or University</th>
<th>Points</th>
<th>Credit Hours in DARS</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FNS 101 or 105</td>
<td>FNS 101</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>2</td>
<td>FNS 102</td>
<td>FNS 102</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>3</td>
<td>CHM 151</td>
<td>CHM 151</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>4</td>
<td>BIO 201</td>
<td>BIO 201</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>5</td>
<td>BIO 202</td>
<td>BIO 202</td>
<td>NA</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>6</td>
<td>CMR 232</td>
<td>CMR 232</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>7</td>
<td>HCR 220</td>
<td>HCR 220</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>8</td>
<td>HUM 150</td>
<td>HUM 150</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>9</td>
<td>MATH 112</td>
<td>MATH 112</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>10</td>
<td>PSY 101</td>
<td>PSY 101</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>11</td>
<td>SOC 102</td>
<td>SOC 102</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>春 2018</td>
</tr>
<tr>
<td>12</td>
<td>STAT 222</td>
<td>STAT 222</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>13</td>
<td>MCV 205 + 206</td>
<td>MCV 205</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Fall 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>NUR 241</td>
<td>NUR 241</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>15</td>
<td>HCR 240</td>
<td>HCR 240</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>16</td>
<td>HCR 240</td>
<td>HCR 240</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>17</td>
<td>HCR 240</td>
<td>HCR 240</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Spring 2019</td>
</tr>
</tbody>
</table>

Select remaining 6 prerequisite courses not included in the Select GPA from the drop-down menu below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number Taken</th>
<th>Final Grade (for AP, will not be included)</th>
<th>College or University</th>
<th>Points</th>
<th>Credit Hours in DARS</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
</table>

Enter your TEAS score here: 1000

Quality Points (Letter Grade * Credit Hours): 360

Total Credit Hours: 10

Select GPA (Quality Points/Total Hours): 36.0

Converted Select GPA (Select GPA/4): 9.0

Advancement Score: 1.99275
APPENDIX A: Traditional Pre-Licensure Clinical Nursing Course Information Worksheet
Example (continued)

Spring 2019 courses cannot be used in calculating the Select GPA as these courses would still be in progress when decisions for advancement are made. Only courses completed and on file with ASU by 2/1/19 can be considered in the Select GPA.

Applications will NOT be considered for students who fail to have official transfer transcripts sent to ASU Admission Services or to verify that the transcripts have been posted by the respective deadlines (February 1, 2019 and May 6, 2019).

Completing the Traditional Pre-Licensure Clinical Nursing Course Information Worksheet

When filling out the application, students must provide the following information on all 17 critical courses:

**Course Prefix & Number**—Please list the course and prefix of the course taken to fulfill an ASU requirement, regardless of where the course was taken. For example, if FON 241 was taken for NTR 241, then write “FON 241” in this column. If CHM 151 and 151L were taken for CHM 101, write CHM 151 and CHM 151L in the respective spaces.

Students who took a replacement course should write the course prefix and number in the “Course Prefix & # Taken” column. For example, if ENG 217 was taken to replace the grade for ENG 101, then type “ENG 217” in the “Course Prefix & Number Taken” cell for ENG 101.

**Final Grade**—Do not include plusses (+) or minuses (-), only whole grades. Only list earned grades—do not write in expected grades.

**College/University**—Please type the institution where each course was taken.

**Credit Hours**—Students must provide the number of credit hours for each course. For transferred science with lab courses, be sure to indicate the lecture and lab credits. For example, chemistry taken at Mesa Community College, would be listed as “CHM 130”, for 3 credits, and “CHM 130LL” for 1 credit and the grade listed for each. Science with lab courses taken at a college where the lecture and lab were all rolled into 4 credits will be reported with the grade for the course on the top line and leave blank the credit-hour box next to the lab.

Courses limited to 3 credit hours: CDE 232, ENG 101, ENG 102, HCR 210, HCR 220, HCR 230, HU/SB course, Math, NTR 241, PSY 101, Elective, and Statistics.

Courses limited to 4 credit hours: BIO 201, BIO 202, CHM 101, MIC 205 + 206, and HCR 240.

Courses that exceed the credit hour limit will be adjusted to reflect the apportioned hours.

**Course Completion**—Please list the semester and year the course was completed. If any of the remaining four or fewer critical courses are in progress, please type “Spring 2019” in the Course Completion column.
APPENDIX B: Fingerprint Clearance, Lawful Presence, and Legal Limitations for Nurse Licensure

Lawful Presence

The College follows the Arizona State Board of Nursing policy regarding lawful presence in the United States. “On January 2, 2008, ARS 1-504 (HB2467) was implemented by the Board requiring ALL applicants to provide the Board with satisfactory documentation demonstrating the applicants’ citizenship, alien status, legal residency or lawful presence in the United States.”


Legal Limitations for Nursing Licensure

Legislation regarding the Board of Nursing (SB 1096) became law, and was effective August 21, 1998. The law prohibits an individual convicted of a felony from applying for licensure or certification until five years after the date of absolute discharge of sentence. This means that all court-ordered terms of probation or parole must be completed at least five years prior to the date of application. If five years has not elapsed since the date of absolute discharge, the individual is not eligible to apply for licensure or certification and the application, if submitted, will be returned to the applicant. If five years or more has elapsed, the individual can apply for licensure or certification, however, each case will be considered by the Board on its own merits. The elapse of more than five years does not guarantee licensure or certification; it simply permits the submission and Board consideration of an application.

In addition, the Arizona State Board of Nursing can deny anyone for a license if the applicant has committed any acts of unprofessional conduct, such as those listed below. Contact the Arizona State Board of Nursing at 602-771-7800 with questions concerning licensure.

A. Committing fraud or deceit in obtaining, attempting to obtain, or renewing a license.
B. Aiding or abetting in a criminal abortion or attempted, agreed, or offered to procure or assist in a criminal abortion.
C. Any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public.
D. Addiction to alcohol or other drugs.
E. Mentally incompetent or physically unsafe to a degree that is or might be harmful or dangerous to the health of a patient or the public.
F. Having a license to practice practical or professional nursing denied, suspended, or revoked in another jurisdiction and not reinstated by that jurisdiction.
G. Willfully or repeatedly violating a provision of this charter or a rule adopted pursuant to this chapter.
H. Committing fraud or deceit in obtaining or attempting to obtain a registered nurse practitioner certificate.
I. Committing an act that deceives, frauds, or harms the public.
J. Failing to comply with a stipulated agreement, consent agreement, or Board order.
K. Violating a rule adopted by the Board which relates to the practice of nursing.

Visit the Arizona State Board of Nursing website at http://www.azbn.gov/
APPENDIX C: Drug Screening Requirement

Students selected for the clinical nursing program must provide evidence of a negative drug, alcohol, and nicotine screen during the period identified by the Student Academic Services Office. Students are allowed a two-week period in which to provide their specimen.

Students who refuse to comply with this requirement will forfeit their advancement status.

Students whose drug screen results are positive, and who do not submit data about prescription drugs that can result in a positive drug screen will forfeit their placement status to the clinical nursing program. Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine and will require retesting at the student’s expense. Two dilute specimens will be considered a positive drug screen and will result in forfeiture of the student’s placement status.

Students whose nicotine screening results are positive will not forfeit their placement status to the TPCNP but will not be placed in a “smoke free” facility for clinicals.

Cost of the Drug Screen is approximately $75.00, and the cost is the responsibility of the student. Payment must be made to CastleBranch. If a second drug screen is required, the cost of this second drug screen is also the student’s responsibility.

Additional laboratory test, and/or immunizations, or documentation can be required for clinical experiences by certain health care agencies.

The Drug Screen will include the following 29 substances:

1. Alcohol
2. Amphetamine
3. Barbiturate
4. Benzodiazepine
5. Buprenorphine &/or metabolite
6. Butorphanol
7. Cocaine metabolites
8. Cotinine ** Nicotine
9. Creatinine
10. Dextromethorphan
11. Fentanyl
12. Ketamine
13. Ketamine metabolites
14. Marijuana metabolites
15. Meperidine
16. Meprobamate
17. Methadone
18. Methaqualone
19. Nalbuphine
20. Naltrexone
21. Naltrexone metabolites
22. Opiates
23. Oxycodone
24. Pentazocine
25. pH
26. Phencyclidine
27. Propoxyphene
28. Tramadol &/or metabolite
29. Zolpidem
APPENDIX D: Criminal Background Clearance Requirements

Students who are selected for advancement into the Clinical Nursing program are required to complete a Criminal Background Clearance in order to enroll in the TPCNP. The requirements for the Clearance are:

- Students must pass the required background clearance obtained from ASU’s authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed within two months prior to enrollment in a clinical or research program.
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

During the Background Clearance process students have a duty to provide updated information as requested by the background clearance vendor promptly. The following information may be requested by the background clearance vendor:

- Legal name, maiden name, and other names used
- Social Security number
- Date of birth
- All places of residence
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized ASU background clearance vendor will determine pass or fail status for each student based on the standards of Arizona State University and the College of Nursing & Health Innovation.

The sole recourse of any student who fails the background clearance and believes that failure may have been in error is with the background clearance vendor and not ASU or the College of Nursing & Health Innovation.

Students must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.

Failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.

Students will not be able to complete a clinical or research program, if a clinical or research agency to which they have been assigned does not accept them based on the results of my background clearance.

Arizona State University and the College of Nursing & Health Innovation reserves the authority to determine eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice.

Students have a duty to report to the Program Director within 3 business days, any arrests, convictions, or placement on exclusion databases.
APPENDIX D: Continued

The following databases will be searched for the required background clearance. Searchable information may include but is not limited to the following:

- Social Security verification
- Searches of all names and aliases
- Searches of all counties of residence
- Criminal history search including local state and county and nation
- National and local sex offender database search
- Motor vehicle records
- Professional licenses
- Government watch list
- FACIS
- Nationwide Federal Healthcare Fraud and Abuse Databases
- Health care sanction history (exclusions, termination of license, debarments)
  - Health and Human Services/Office of Inspector General (HHS/OIG)
  - List of Excluded Individuals/Entities (LEIE)
  - General Services Administration List of Contractors Excluded from Federal Procurement and Non Procurement Programs (GSA)
  - Excluded Parties List System (EPLS)
  - U.S. Food and Drug Administration Debarment List and Disqualified/Totally Restricted List for Clinical Investigators (FDA)
  - Drug Enforcement Administration (DEA)
  - Tri-Care (Military Health System)
  - Public Health Services (PHS)

Homeland Security Search - 47 different National, International Terrorists and Fugitive Lists including
- Office of Foreign Assets Control (OFAC) Specially Designated Nationals/Terrorist List
- Specially Designated Nationals
- U.S. Bureau of Industry and Security Denied Persons
- Postal Inspection Service
- Most Wanted Fugitives by U.S. Secret Service
- U.S Immigration and Customs Enforcement (ICE)
- Bureau of Alcohol, Tobacco and Firearms (ATF)
- FBI
- DEA

The criminal offenses for disqualification may include but are not limited to any or all of the following:
- Social Security Search - Social Security number does not belong to applicant.
- Any inclusion on any registered sex offender database.
- Any inclusion on any of the Federal exclusion lists or Homeland Security watch list.
- Any conviction of felony no matter what the age of the conviction.
- Any warrant in any state.
- Any misdemeanor conviction for the following - No matter age of crime
  - Violent crimes
  - Murder, attempted murder
  - Abduction
  - Extortion
  - Pandering
  - Fraud
  - Aggravated DUI
  - Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - Sex crime of any kind including non-consensual sexual crimes and sexual assault
  - Any misdemeanor controlled substance conviction within last 7 years.
  - Any other misdemeanor convictions within last 3 years.
  - Exceptions: Any misdemeanor traffic (DUI is not considered traffic)
APPENDIX E: Academic Responsibility and Advancement

Disclaimer

Students that are selected for the program will be asked to sign a Statement of Understanding regarding academic advising and graduation from the nursing program. In the statement students will agree to the following terms:

- The academic advisement they receive from the ASU College of Nursing & Health Innovation Student Academic Services Office is to assist students in their endeavors to obtain a college education. It is the student’s responsibility to seek academic advisement for degree completion.

- It is the student’s responsibility to complete their college education and not the responsibility of academic advisors or members of the faculty.

- Admission to the College of Nursing & Health Innovation does not guarantee graduation from the College with a BSN.

- Graduation from the College is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.).

- Students must satisfy requirements independently of completion of any requirements for graduation from the College in order to practice as a nurse.
APPENDIX F: Functional Expectations and Equal Access of the Undergraduate Nursing Student

As part of the advancement process, students are asked to read the “Functional Expectations of the Undergraduate Nursing Student”. Once you are accepted into the program you will be asked to sign a copy of this statement indicating that you can and will perform the functions expected of you in the program.

Functional Expectations of Students

In collaboration with other health team members, nursing students work toward the goal of lifting the burden of physical and emotional pain of those assigned to their care. In order to assist others in regaining health, students must attain and maintain their own level of wellness.

Nursing students must have the ability to direct client care, engage in therapeutic communication and counseling, and function effectively in stressful situations. They must be able to communicate with faculty, clients and their families, healthcare professionals, and others. Therefore, they must demonstrate English speaking and writing skills as well as reading and listening comprehension before consideration for advancement to the Upper Division Nursing program.

Clinical Experiences and Requirements

There are many settings in which nursing students gain experience—hospitals, nursing homes, public health and community agencies, private homes, school settings, and clinics—and students are responsible for providing their own transportation to clinical locations. The terrain at the clinical sites will vary and students must be able to walk long distances and stand for many hours. In addition, clinical nursing experiences are active and complex and require that nursing students have the ability to simultaneously keep track of a large number of activities. Clinical experiences may be scheduled during the daytime, evening, nights, or on weekends and may be for as long as 12-hour time periods.

Essential functions for clinical experiences include the use of all of the senses to gather information—the ability to see color changes in skin, the ability to hear heart and lung sounds through a stethoscope, and to feel pulses and the temperature of skin. During clinical experiences nursing students administer medication and direct client care so the needs of the clients must be placed first, over the nursing students' own needs. Client care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. Nursing students must be focused and alert to maintain client safety and must be prepared to respond appropriately to medical emergencies.

Nursing students are expected to respect and care for persons whose appearance, condition, behaviors, and values may be in conflict with their own. Quality nursing care is to be provided regardless of the race, ethnicity, age, gender, religion, sexual orientation, or diagnosis of clients. Nursing students may be asked to participate in procedures which conflict with their own personal beliefs and values. They must conduct themselves in a composed, respectful manner in all situations and with all persons.

Nursing students will be responsible for client assessment and evaluation; planning client care and performing nursing care; reviewing client charts; developing individual nursing plans; implementing physicians' orders; assessing the physical-psycho-social-cognitive-spiritual aspects of the client and client's family; and communicating verbally, in writing and with a computer, with healthcare professionals, faculty, peers, and others.

Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate the feedback they receive into practice.
Client care will include:

a) Assisting clients with meals  
b) Moving and positioning clients in bed  
c) Assisting clients with walking, with and without mechanical devices  
d) Lifting, transferring, and transporting clients using wheelchairs and stretchers  
e) Administering medications  
f) Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, other care  
g) Educating clients and their families  
h) Responding to emergencies  
i) Supervising others in community based and clinical settings

Nursing Students must be able to:

<table>
<thead>
<tr>
<th>See</th>
<th>Hear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch</td>
<td>Smell</td>
</tr>
<tr>
<td>Stoop/Bend</td>
<td>Squat</td>
</tr>
<tr>
<td>Climb</td>
<td>Kneel</td>
</tr>
<tr>
<td>Push</td>
<td>Pull</td>
</tr>
<tr>
<td>Lift</td>
<td>Grasp/handle</td>
</tr>
</tbody>
</table>

Reach: over shoulders, at waist level, and below waist level; stand, lift and walk for the duration of assigned clinical hours; physically negotiate around tables and chairs in clients' rooms; stoop/bend/reach to retrieve supplies from storage areas; push and pull to operate medical equipment, administer medications, and manage other items for client care; lift clients with and without mechanical devices; and, use their senses to assess clients and changes in their conditions.

Nursing students use many different kinds of equipment and supplies including computers, stethoscopes, blood pressure cuffs, IV poles, tubing and pumps, portable monitoring units, clamps and scissors, needles and syringes, client support bars, hospital beds, wheelchairs, stretchers, bed scales, and traction units.

Equal Access of Students

The ASU College of Nursing and Health Innovation is committed to making learning experiences accessible and inclusive for all students including those with an identified disability or disabling condition.

In compliance with the ASU policy on Students with Disabilities SSM 701-02, http://www.asu.edu/aad/manuals/ssm/ssm701-02.html, every effort will be made to accommodate students with special needs, to find cost effective methods to address the identified student condition, and serve the needs of the patients. These accommodations can include resources and assistive aids for those students with cognitive and perceptual disabilities, specialized equipment for hearing or vision deficits, and modifications to the physical environment or clinical hours.

Students with disabilities are required to document their condition with the Disability Resource Center upon admission to the college, and to be key participants in identifying their needs. The College will provide reasonable and appropriate accommodations for all students who have documented a disability or disabling health condition.

Please contact the Disability Resource Center, Arizona State University, (602) 496-4321 (voice) or e-mail DRCDownTown@asu.edu to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student's responsibility to request accommodation in a timely manner and to provide appropriate documentation to verify eligibility for support services. https://eoss.asu.edu/drc