



***Informational Packet for
Admissions Applicants***

**Nursing
Bachelor of Science**

NURSING Bachelor of Science Degree Program 60 Semester Credits

The intent of this rigorous curriculum is designed to prepare students for professional practice as a licensed registered professional nurse in the state of New York. The curriculum is based in the fundamental knowledge necessary to practice in a variety of settings with the overall goal of providing safe and quality patient care based on evidence-based practice.

The Plaza College Nursing curriculum includes 16 months of full-time instruction at the postsecondary college level, delivered in a linear model over four (4) traditional 15-week semesters. Students must achieve a minimum score of 78% in all nursing core courses to successfully complete curriculum requirements.

Students are prepared in a state-of-the-art simulation center that mirrors the hospital setting as well as on site clinical facilities. Students will learn various nursing skills in the simulation center with master's prepared and licensed nursing faculty which will translate into the onsite clinical setting at affiliated hospitals and medical centers. The Plaza College nursing graduate will be instilled with a deep sense of community involvement and professional social responsibility, culminating in a capstone seminar prior to graduation.

The Plaza College Nursing Program graduate, given successful curriculum and competency completion will be qualified to take the NCLEX licensure exam.

THE ADMISSIONS PROCESS

Admission of students into the Nursing program is based on specific written criteria, procedures and policies. The following are requirements for application:

- Complete an application for admission
- Provide documentation of a high school diploma or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the State of New York
- Provide college transcripts for any courses the student is requesting transfer credit
- Complete financial aid forms
- Take the Wonderlic SLE exam
- Take the HESI A2 exam
- Provide proof of citizenship that meets current licensure requirements

To ensure that the College is selecting students who have the potential for successfully completing the program, the following process is followed:

- An applicant must achieve a minimum score of 18 on the Wonderlic SLE exam.

- An applicant must achieve a minimum overall score of 80 on the HESI A2 exam, with designated minimums on the following subtests:
 - Reading Comprehension (minimum score of 80)
 - Vocabulary and General Knowledge (minimum score of 80)
 - Grammar (minimum score of 80)
 - Math (minimum score of 80)
 - A&P (minimum score of 80)
- All applicants who meet minimum scores will be required to submit a writing assignment, a personal statement detailing why they want to enter the nursing profession. A standardized rubric will be utilized to score candidates on the writing assignment.
- An applicant must provide two letters of recommendation, as well as a professional resume detailing their work experience.
- All applicants that meet minimum scores will be offered an interview with the Nursing Admissions Committee. The Committee will be composed of the Director of Admissions, Director of Enrollment Management, the Dean of Nursing, and a Nursing faculty member. Other members may include a General Education/Liberal Arts and Sciences faculty member or a member of the administration. A standardized rubric will be utilized to score candidates on the interview.

Specific general education prerequisites for admission into the nursing program include:

- An earned bachelor or associate degree (or a minimum of 60 earned credits)
- Within the 60 credit requirement, students must have successfully taken the following prerequisite courses:
 - Anatomy and Physiology I with Lab (4 credits)*
 - Anatomy and Physiology II with Lab (4 credits)*
 - Microbiology with Lab (3 credits)*
 - General Chemistry (3 credits)*
 - Biochemistry and/or Organic Chemistry with Lab (3 credits)*
 - Statistics (3 credits)
 - Social Sciences (6 credits)
 - English and Composition, including one course at the 300 or 400 level that the required students to conduct a research paper (9 credits)
- Prerequisite credit hours listed with an asterisks* above must be completed within five years of the date of the applicants completed application
- By the date of the submitted application to the Plaza College Nursing program leading to the Bachelor of Science degree, at least five of the seven prerequisite courses listed above must be completed, and the remaining must be in progress and must be completed prior to the initiation of the nursing program.
- Have a minimum grade of C in all prerequisite courses listed above, with a minimum of a B in both Anatomy and Physiology courses (Anatomy and Physiology I and II).
- Have an overall minimum cumulative GPA of 3.0.

Applicants who have previously attended another nursing school must present a letter from the prior institution that includes a statement regarding the student's standing or provide an official transcript reflecting successful completion. An applicant who has been dismissed previously from a program or is not in good standing will not be considered for admission.

The Nursing Program at Plaza College has a limited number of seats, making acceptance extremely competitive. The Faculty and Administration are aware of how important gaining admission into this program is to each of its applicants. Therefore, the admissions team works to ensure each applicant is fully prepared for the application, testing, interview, and documentation process.

Each registration cycle has a defined recruitment period and an application deadline for the new class of entering nursing students ("cohorts"). Once all applications for a given cohort are reviewed, the pool of applicants are sorted by weighted score from highest to lowest and conditional letters of acceptance are mailed to those who garner the highest marks. Depending on demand, a waitlist may exist for a given cohort.

Applicants who receive letters of acceptance must successfully complete a number of additional steps by the defined cohort deadline in order to successfully start in the program, which include, but are not limited to:

- **Clear Background Check** – Applicants must pass a background check. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical and experiential requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
- **Negative Urine Toxicology Screening** – Applicants must pass an alcohol and drug screening test. Inconclusive test results (such as dilute sample and/or an insufficient sample) will require the applicant to be retested at the applicant's expense.
- **MMR:** Submit one of the following requirements: a) Vaccination series: two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for mumps/rubeola; measles and rubella
- **Varicella (Chicken Pox):** Submit one of the following requirements: a) vaccination series: two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for varicella.
- **Tetanus, Diphtheria & Pertussis (TDaP):** submit one of the following requirements: a) documentation of a TDaP booster within the past ten years OR; b) evidence of one dose of TDaP and a TD booster within the past ten years

- **TB Skin Test:** Students are required to submit proof of the absence of active Tuberculosis (TB).

Students with newly converted positive PPD's, regardless of BCG status, must have a follow-up chest x-ray and submit the radiology report. Students must be on documented prophylaxis drug treatment, as required by the Department of Health, in order to attend clinical. Repeat chest x-ray for positive PPD is required every 5 years.

- **Hepatitis B:** Submit one of the following requirements: a) documentation of Immunization: a series of three vaccines over six months followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given; or b) Hepatitis B Declination Waiver: Although not recommended, students may have the option to decline Hepatitis B.
- **COVID-19:** Students are required to submit proof of immunization. **There are no exemptions.** Masks must be worn at all times during class, lab, clinical, and simulation. Each student will be fit tested with a N-95 mask prior to the start of clinical and in compliance with the clinical site.
- **Certification of Medical Examination and Medication Disclosure** – Applicants must provide evidence of current medical examination within six (6) months of matriculation via the **Certification of Medical Examination** provided. The student must have all immunizations up to date as directed by the program director, along with disclosing any debilitating diseases or conditions that may affect the educational experience of the student while participating in the Plaza College Nursing Program, or affect their professional life upon graduation.

Further, the student must disclose any and all medications that are taken at the time of application, and if any current prescription medications indicate change or if there are any additions/subtractions they are mandated to alert the admissions committee immediately.

- **Financial Counseling** – Applicants must meet with the Financial Aid Department to complete financial counseling. Each student's financial situation is unique and the financial aid they qualify for is different. Plaza College participates in a number of financial assistance options to help you fund your education, including state and federal grants, federal loans, non-federal alternative loans, and payment plans.
- **Orientation Exercises** – The nursing program has a number of **mandatory** activities that will happen during the week before and after classes begin. These include, but are not limited to: (i) orientation, (ii) CPR training, and (iii) course assignments and deliverables (iv) N-95 fit testing. Student participation in these activities is **mandatory**.

In addition, as consistent attendance is expected during the entirety of the program, *any absence during the first two weeks of class may result in the rescinding of the student's acceptance into the program.*

PROGRAM MISSION, PURPOSE, AND PHILOSOPHY

The mission, goals, and expected program outcomes of Plaza College's Nursing Program leading to the Bachelor of Science degree are congruent with those of the institution, reflect professional nursing standards and guidelines, and consider the needs and expectations of the institution's communities of interest. The mission, goals and expected outcomes of the nursing program have a clear connection and focus on critical areas that the Plaza College community has defined as important:

- Expanding the breadth and scope of its academic offerings.
- Preparing health professions leaders and meeting the healthcare needs of diverse populations.
- Personal growth, professional education, and opportunity.

Program Mission

Plaza College's Bachelor of Science degree program in Nursing prepares its students to meet the academic requirements for licensure as a registered nurse in the State of New York. With a focus on collaborative, compassionate, and continuous patient care of the individual, families, and the community, the program empowers students to commit themselves to lifelong learning through a dynamic and interactive nursing process using evidence-based practice.

Program Philosophy

The Plaza College NUR program carries a philosophy consistent with the Institute of Medicine (IOM, 2011) Future of Nursing Report:

“Nurses must be prepared to meet diverse patients’ needs; function as leaders; and advance science that benefits patients and the capacity of health professionals to deliver safe, quality patient-centered care.”

The College supports and guides its framework based on the American Association of Colleges of Nursing (AACN) essentials and offers a program that includes content and experiences across the lifespan, from birth to death. The NUR generalist program focuses on practice models that include both direct and indirect care for patients, including individuals, families, groups, communities, and populations; with nursing practice built on nursing knowledge, theory, and research.

Program Goals

The program goals for the Bachelor of Science degree in Nursing are consistent with the College's institutional mission and vision, as well as current professional nursing standards.

Upon completion of the program, graduates will be able to:

1. Successfully graduate within their cohort time frame, successfully pass NCLEX licensure examination and obtain employment in the nursing profession.
2. Provide patient-centered care that demonstrates competency in a nursing process that is considerate, holistic, and effective in treating patients as unique individuals with distinctive needs.
3. Apply the principles of leadership, organizational, and management theories to nursing practice for delivery of interdisciplinary and collaborative quality care.
4. Integrate all information technologies into best practices, clinical judgment, critical thinking, and sound decision-making to plan, implement, and evaluate outcomes of care.
5. Analyze current nursing and healthcare trends and issues in the workplace, city, state, nation, and international medical community to deliver evidence-based care.
6. Advocate for social justice by providing population-focused care while striving to eliminate health care disparities and improving the quality of care for all patients.
7. Exhibit the utmost professionalism consistent with the ethical and legal framework of nursing through all actions and behaviors.

Program Learning Outcomes

Given the critical importance of establishing program learning outcomes, the College and Nursing leadership has defined undergraduate learning outcomes that are linked with program and course-level outcomes and experiences in the program. These provide clear measures of success.

Students will:

1. Become proficient at critical thinking, demonstrate problem-solving skills, and implement sound clinical reasoning using knowledge acquired during liberal arts education combined with professional nursing curriculum.
2. Provide high-quality nursing care, coordinate healthcare teams, and oversee and account for care delivery in a variety of settings with leadership concepts, skills, and decisions.
3. Plan, implement, and evaluate patient care using evidence, clinical judgment, and interprofessional perspectives.
4. Utilize patient care technologies, information systems, and communication devices that enhance safe, effective nursing care.
5. Explore the impact of sociocultural, economic, legal, and political factors influencing patient care quality, workplace safety, and the scope of nursing and other health professionals' practice.
6. Integrate nursing perspective into interprofessional teams to optimize patient outcomes through effective communication.
7. Prepare an assessment and intervention plan that takes determinants of health into consideration, as well as available resources to promote clinical prevention and population health in consultation with members of the interprofessional team.
8. Take responsibility for demonstrating the nursing standards of moral, ethical, and legal conduct in all professional and personal interactions.
9. Apply safe and holistic patient-centered care, using an evidenced-based approach, across the lifespan in all healthcare settings.

The Bachelor of Science degree in Nursing requires **full-time** study of 13-17 credits per semester. The distribution of courses and credits to be earned sequentially are as follows:

	Course Code	Course Title	Credits	
Semester One	NUR300	Fundamentals of Nursing Practice	6	16 credits
	NUR301	Health Assessment and Promotion	4	
	NUR302	Pathophysiology	3	
	NUR303	Contemporary Issues and Trends	3	
Semester Two	NUR304	Pharmacology & Medication Administration	4	17 credits
	NUR305	Medical Surgical Nursing I	6	
	NUR306	Evidence Based Nursing	3	
	NUR307	Mental Health Nursing	4	
Semester Three	NUR401	Medical Surgical Nursing II	5	14 credits
	NUR402	Maternal/Child Nursing	6	
	NUR403	Health Information System Technology	3	
Semester Four	NUR404	Leadership and Management	3	13 credits
	NUR405	Introduction to Population Health	5	
	NUR406	Transitions to Professional Practice	5	
Total Credits			60	

Grade/Progression Requirements

In order to graduate, students must complete all didactic, laboratory, and clinical competency evaluations, requirements, and seminar assignments successfully with a minimum grade of 78% (C+). Failure of any portion of the course (didactic, lab, or clinical) will result in failure of the entire course. Due to prerequisite requirements from future courses, all courses must be successfully passed in order to progress toward graduation.

If a student fails a course at any time, it will result in a discontinuation of the student status within the Nursing program. The student will be notified by the Dean, in writing, regarding their removal from their cohort and would be given the option to petition to the Dean of Nursing to re-enter the program in a subsequent cohort if a spot is available and retake the course in a later semester.

Readmission after failure of a course: Should a student receive a final failing grade in a single nursing core course, they will be permitted to petition to the Dean of Nursing to retake the course in a later semester. Students that wish to petition for re-admission must be in compliance with all other facets of the program and have no violations of the student code of conduct. Petitions consist

of a written letter explaining why the student feels s/he failed the course, what they will do differently if granted the permission to re-enter, and any other information pertinent to understanding the nature of the student's situation. All petitions must be received by no later than 5 days from receiving notice of discontinuation. If granted, the Dean will make the necessary arrangements to accommodate the student, including if necessary, communicating to the Admissions Department that a seat is formally reserved for the petitioning student to retake the class. Due to the cohort-based structure of the program, timing will be based on the availability of seats in the active cohorts and/or enrolling cohorts. ***Students will be permitted only one failure of a core course during their enrollment in the Nursing program. A grade of B (82%) or higher must be earned in the repeated course in order to progress in the program. If a student fails the repeated course, their enrollment in the program will be terminated.***

Graduation Requirements

Students are responsible for following the required course sequence by referring to the College Catalog or Student Handbook for Nursing, B.S. for an outline of all courses required for successful completion of the program. The program has a total of 120 credits. The Liberal Arts and Sciences requirement of a minimum of 60 credits for the B.S. degree will be fulfilled by transfer credits from the A.S. in Allied Health Sciences or a program from an appropriately accredited institution. The additional 60 credits will be fulfilled in the Nursing program at Plaza College, and all courses in the program are core nursing courses. Included in these credits is the completion of 720 hours of clinical rotations, not including additional laboratory, observation, and simulation experiences. At the conclusion of the program, students are prepared for and entitled to take the National Council Licensing Examination (NCLEX-RN) to obtain licensure.

In order to be legally employed as a graduate of a program leading to RN licensure in New York State, a practice permit is required during the interim between graduation and the issuance of a license. A nursing graduate is eligible to file an application to take the National Council Licensing Examination (NCLEX-RN) before the actual graduation ceremony as long as program requirements have been met. Upon successful completion of the NCLEX-RN*, the graduate will receive a license to practice as a Registered Professional Nurse.

** Students are cautioned that graduation from the school does not assure licensure. The decision to grant licensure lies with the Office of Professional Discipline and occurs after the candidate passes the NCLEX-RN. A record of a felony conviction may disallow licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation*

Clinical Placement Sites

Clinical site placements and assignments are not negotiable. Students are obligated to adhere to applicable policies and procedures of the clinical agencies they are assigned. Students are required to know and comply with all policies and procedures.

The clinical coordinator is responsible for arranging clinical placements for students. Students may be required to travel up to 50 miles each way for a clinical site. *Plaza College Nursing Program students who decline to proceed to an assigned clinical rotation site will be deemed to have voluntarily withdrawn from the program.*

Students are not permitted to contact a clinical site or a preceptor about a clinical placement.

Students are permitted to begin a clinical placement after the Clinical Coordinator ensures that the student has successfully completed the health clearance process, required background checks, mandatory training, and passed the clinical calculation examination by the stated deadline. Students will not be considered for a clinical placement until they have satisfied all prerequisites. If a student does not submit all requisite documents required for a clinical placement by the deadline, the clinical placement may not be granted.

Simulation Center

Plaza College's Nursing Simulation Center features a large nursing skills lab, three state-of-the-art, fully simulated hospital rooms, as well as a separate room for private debriefing. The simulation lab is a student-centered environment. The lab provides a safe, realistic and life-like clinical environment for students to practice nursing skills, techniques and procedures (e.g., handwashing, injections, health assessment, and physical exams) previously covered in nursing coursework without the risk of harm to actual patients. Once learned, these skills can be utilized in actual clinical settings to optimize safe, knowledgeable and effective nursing care. The simulated hospital rooms will serve as trauma, critical care, or acute care rooms and can also be transformed into home care settings. One room is a fully equipped OB/birthing room that can also be converted into a mental health room. Each room will be equipped with wall mounted monitors and rolling computer stations for barcode medication administration and electronic documentation at the point of care. Simulation scenarios used will progress from simple to complex in order to provide hands-on experience to prepare nursing students for clinical practice. The simulation lab provides an interactive environment and the simulation scenarios provide an opportunity for active, hands-on learning, which are used as a method to assess and evaluate skill acquisition. Learning in the simulation lab eases the transition to clinical nursing practice. Simulations mimic various clinical settings and help students develop problem solving and decision-making skills for standardized clinical situations. Procedures and techniques may vary in simulation scenarios thus students are shown different approaches to performing a skill correctly, while adhering to basic concepts. Faculty may present different methods of performing a skill however, the theoretical basis is the same. Additionally, these simulation rooms will be set up to stream video and audio to any classroom in the building so students can view a simulation in progress. The Simulation Center will be managed by a full-time simulation coordinator and assisted by the full-time faculty.

SCOPE OF PRACTICE AND EMPLOYMENT OPPORTUNITIES

SCOPE OF PRACTICE

Nursing scope of practice in the United States of America is specific to the governance of the applicable state nursing board. The New York State Education Department Nursing Professions Education Law details the scope of practice for nurses and can be accessed at <http://www.op.nysed.gov/prof/nurse/article139.htm>

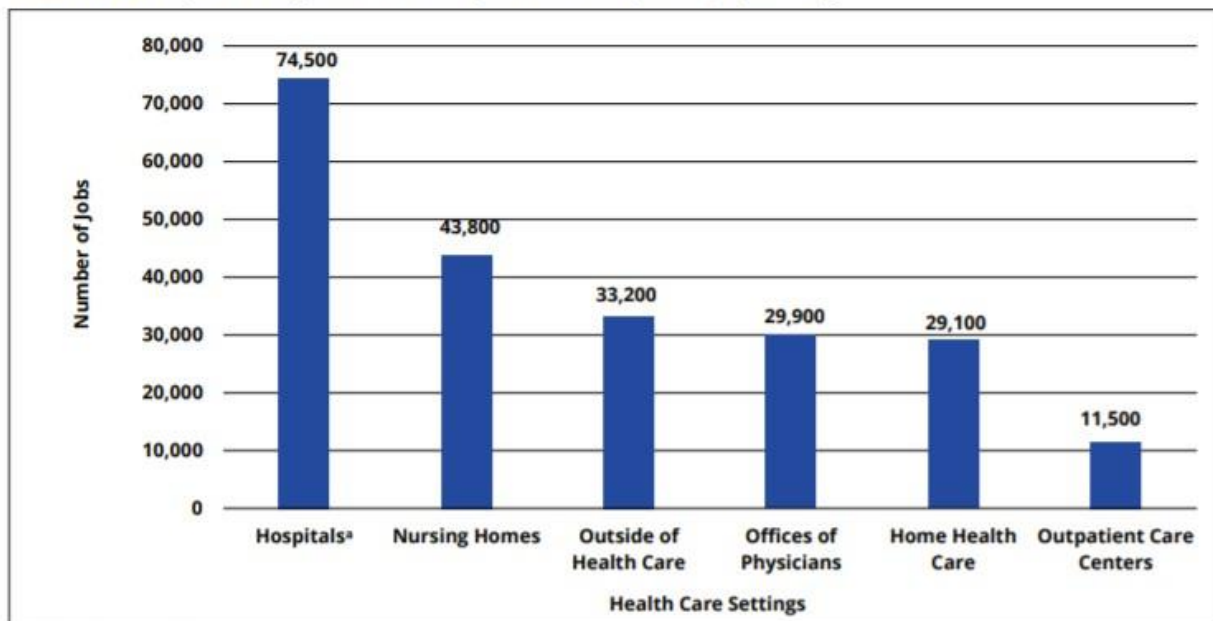
EMPLOYMENT OPPORTUNITIES

The 2010 Health Care Employment Projections, issued by the Center for Health Workforce Studies School of Public Health, University at Albany¹ indicated that between 2019 and 2029, over half of the 30 occupations in the U.S. that are projected to grow the fastest are health occupations: Registered Nurses (7.2%).

The 2020 Healthcare Employment Projections illustrated the employment projections health care growth occupations:

Occupation	Number Increase	% Increase
Registered nurses	221,900	7.2%

FIGURE 13. Projected Registered Nurse Job Growth by 2029, by Setting²⁴



^a Excludes RNs working in federal hospitals.

¹ The Center for Health Workforce Studies School of Public Health, University at Albany; “Health Care Employment Projections: An Analysis of Bureau of Labor Statistics Occupational Projections, 2019-2029”; August 2021

EMPLOYMENT BACKGROUND CHECKS

Potential employers may conduct a criminal and/or personal background check. Institutions that accept our students for potential employment may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by employers following completion of the program. Some employers may require candidates to submit to a drug test. Employment decisions are outside the control of Plaza College.

UNIFORM

- Plaza College-issued scrubs and student ID are to be worn at all times above the waist while on campus. You may not wear any other clothing in place of your uniform scrubs. A thin, white, solid long or short sleeved shirt underneath your scrubs may be worn under your scrub top. No additional colors or patterns other than white are permitted. You will be issued a uniform for on campus activities and a different uniform for clinical. *Students are responsible to wear the correct uniform to campus and their clinical site.* Uniforms must be clean, free from wrinkles, and properly maintained.
- Only white leather sneakers or shoes are permitted without any lines or emblems, clean and properly maintained. No cloth, mesh, or rubber plastic footwear is permitted.
- While at a clinical site, students must comply with the dress code of the clinical setting.
- Jewelry should be kept to a minimum (watch with a second hand, wedding band, and one pair of post earrings per ear are allowed. No dangling earrings are permitted). No additional rings, earrings, necklaces or bracelets are permitted. If you arrive at clinical with more than the minimum requirements, you will be required to remove it at your own risk.

Personal Hygiene

- All students are expected to be well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable. Vaping is not permitted.
- Piercings (unless nose piercing is part of your culture) must be removed.
- All hair and facial hair should be neat, clean and trimmed. Shoulder length hair should be tied up off the collar and pulled back from the face. ***Hair must be a natural shade. Please note: Facial hair may interfere with proper fit of the n-95 respirator mask which is a requirement for clinical rotations.***
- Fingernails must be well groomed, short (not longer than the fingertips), and clean. Only clear nail polish may be worn. No artificial nails, tips, gels, or extensions are permitted.
- Make-up should be minimal. No lipstick, gloss or tinted lip balm is permitted.
- All visible tattoos must be covered.
- False eyelashes are not permitted.
- Hats, headscarves, and bandanas are not permitted except for religious head coverings.

Drug/Alcohol Policy

All students are expected to perform all classroom activities safely and efficiently, without the use of drugs, alcohol, or prescription medications. Plaza College is a drug-free campus and is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. Any student found to be non-compliant with the standards outlined in the Plaza College Student Handbook may face disciplinary action.

ADDITIONAL MEDICAL POLICIES

CPR REQUIREMENT

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the Plaza College Nursing program. The College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

MEDICAL INSURANCE

Students will be working in a clinical environment and may be exposed to infectious and communicable diseases. Students will also be handling sharp instruments and be exposed to biohazardous materials. **Students are required to carry their own Health Insurance coverage in the event of needing medical care during their clinical practice.** In the event of becoming ill or contracting an infectious disease including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS), the student is responsible for all medical costs associated with treatment and recovery from the condition.

Acknowledgement of Receipt and Understanding

By signing below, I acknowledge receipt of a copy of the current *Informational Packet for Admissions Applicants* for the Plaza College Nursing, Bachelor in Science degree program.

This packet describes the admissions procedures including background check and urine drug screening; program mission, purpose, philosophy, and goals; program sequence of content; scope of practice and employment opportunities; appearance and dress code; CPR requirement; and medical insurance.

By signing below, I also acknowledge that I understand and accept all of the information provided in the document.

Student Signature

Print Name

Date

Original signature copy will be retained in the student's program file.



NURSING STUDENT SCRUB ORDER FORM

Student Name

Last 4 Digits SS #

ON-CAMPUS SCRUBS

Cherokee Workwear: To be worn while on campus in didactic and laboratory courses. You will receive two pairs and additional pairs may be purchased in the Campus Store.

These scrubs are unisex.

TOPS: XXS XS S M L XL XXL

BOTTOMS: XXS XS S M L XL XXL

Regular pant inseam length is 31". Short inseams (29") are available in sizes XS-XL. Long inseams (34") are available in sizes S-XL. Please indicate short or long (34") length, if needed: _____

CLINICAL SCRUBS

Cherokee Revolution Tech: To be worn while on site at clinical rotations only. You will receive one pair and additional pairs may be ordered through the Campus Store. You may also purchase an optional scrub jacket in the Campus Store.

These scrubs come in men's and women's fits.

Please indicate: Men's Women's

TOPS: XXS XS S M L XL XXL

BOTTOMS: XXS XS S M L XL XXL

Regular pant inseam length is 31-32” for the men’s fit and 30-31” for the women’s fit. Men’s fit pants also come in short (29-30”), Tall (34-35”), and Ultra Tall (36”). Women’s fit pants also come in Petite (27 ½ - 29 ½”) and Tall (32-34”). Please indicate other than regular length, if needed: _____

These scrubs will be embroidered with your first name and last initial (ex.: Jane A.). If you’d like to request your first name to appear differently than your legal given name, please indicate it below:

Your signature below indicates that you accept your scrubs order as indicated above and acknowledge that exchanges will only be authorized on an “as-available” basis. All sizes are not guaranteed to be available for exchange. All scrub sales are final and may not be returned.

Student Signature

Date

Textbook Format Request

The textbooks you will receive as part of your program are available in both e-book and printed versions. The e-book version has been included in your tuition and fees as outlined. You may opt to purchase printed versions for additional cost through the Campus Store.

Please indicate below the textbook version you would like to receive:

I would like to receive e-books.

I would like to purchase printed textbooks.

By signing below, I confirm the above request and acknowledge that I am responsible for any additional charges for printed textbooks. I also acknowledge that, should I wish to change the version in which I receive my textbooks, I must notify the Nursing Program Director no later than 4 weeks prior to the start of the next semester.

Student Signature

Print Name

Date



School of Nursing – Clinical Clearance Summary

Use this as a checklist for all requirements for medical clearance and preparing for clinical courses in the BSN program.

	<i>Item to be completed</i>	<i>Completed</i>
1.	<p>Create a Castlebranch account and maintain all of your medical documents.</p> <p>Visit www.Castlebranch.com and enter the package code</p> <p>Code for Plaza Nursing STUDENT BSN program: ZA04</p> <p>Code for Plaza Nursing FACULTY BSN program: ZA04IM</p>	
2.	<p>Background Check – Castlebranch will run a background check and results will be posted to the student account. This is a one time requirement unless otherwise mandated by assigned clinical facility.</p>	
3.	<p>Drug Test – Order a Chain of Custody drug test through Castlebranch ONLY. Make sure students bring a printed confirmation page with the barcode to the appointment at LabCorp.</p>	
4.	<p>Physical Exam – Students must have an annual Physical Exam done for every year in the program. The health care provider should complete and sign the program Physical form. This form will then be uploaded onto Castlebranch by the student..</p>	
5.	<p>Titers (Bloodwork, not Vaccines!) – Students must have recent titers done for the below. Outdated bloodwork will not be accepted.</p> <ul style="list-style-type: none"> ● Measles ● Mumps ● Rubella ● Varicella ● Hep B (Antibody and Antigens) ● Hep C Antibody <p>These titers will then be uploaded onto Castlebranch by the student.</p>	

	<i>Item to be completed</i>	<i>Completed</i>
6.	<p>Immunizations – Students must have immunization records for the below:</p> <ul style="list-style-type: none"> ● Measles ● Mumps ● Rubella ● Varicella ● Hep B Vaccine Series or declination ● TDAP – valid for ten years ● PPD or Quantiferon Gold ● Flu – completed seasonally <p>These vaccine records will then be uploaded onto Castlebranch by the student.</p>	
7.	<p>COVID -19 Vaccinations – Students are required to have completed COVID-19 vaccination series in accordance with all CDC guidelines.</p> <p>COVID Vaccine cards will need to be uploaded on Castlebranch and copies must be accessible for facilities.</p>	
8.	<p>N95 Fit Test and BLS/CPR– Students are required to be annually Fit Tested and have current BLS and CPR. Certificates and BLS proof must be uploaded onto Castlebranch by the student. BLS AND CPR MUST BE AHA.</p>	
9.	<p>Student has reviewed their Castlebranch account and has met the above requirements.</p>	

Common Castlebranch Questions:

Castlebranch rejected an item of mine, why?

Castlebranch will indicate why something has been rejected, reasons included image clarity, wrong item uploaded, missing dates or results or etc. Please review your account messages as to why it has been rejected and then rectify.

What happens if my titers show I have low immunity and no immunity?

If your titers indicate you have low immunity, you will need to receive a booster shot. If you are receiving a booster shot, please have your provider write a letter stating you are receiving the booster series and are expected to complete it by the indicated date. This will be uploaded on Castlebranch for the time being. If your titers show you have no immunity after a repeat vaccination, you must have a letter from your provider indicating this and have a meeting with the Director of Nursing and Clinical Coordinator.

My physical is being rejected, I do not know why.

Ensure you have uploaded both pages of your physical exam and that your provider has signed and stamped the form.

How do I upload Castlebranch items?

You can scan items and upload them directly into your Castlebranch account or you may use the Castlebranch app on your phone.

I have a religious or medical exemption for vaccinations, how do I proceed?

The college will review religious or medical exemptions for certain vaccinations like COVID-19 on a case by case basis with proper documentation **however clinical facilities will not honor either religious or medical exemptions**, therefore to attend clinical, you must have all the required medical clearance requested.

I am having a medical issue or am still struggling with Castlebranch, what do I do?

You immediately email the Clinical Coordinator and set up an appointment to meet so you can review Castlebranch together.

What happens if I do not have a compliant Castlebranch account throughout the program?

You are administratively withdrawn from the course and will not continue for the semester.