

# VOCATIONAL NURSING PROGRAM



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Dear Prospective Student:

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

The Vocational Nursing Program is located at TSTC-HARLINGEN at 1902 N. Loop 499 in the Senator Eddie Lucio Health Science Technology Building. The program admits 34 students each year and is 12 months (three semesters) in length. Upon successful completion; graduates are eligible to apply to take the state licensing examination to become a Licensed Vocational Nurse.

It is required that you complete college placement exam testing, (THEA) requirements before applying to the program. Potential applicants must also take the TEAS (Test of Essential Academic Skills) to be considered eligible candidates. Applicants must have **completed the prerequisite courses** and all entrance requirements outlined in the information packet by the time of application. **The next application period will begin January 2, 2013 until the deadline, January 31, 2013.** Acceptance to the Vocational Nursing Program is by a very competitive selection process. This information packet details the procedure for program application. By submitting complete application materials, potential applicants are expected to be familiar with application requirements and procedures.

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

**Not all students who apply may be accepted.**

**ALL IMMUNIZATIONS MUST BE COMPLETE BY MAY 1, 2013**

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

We are looking forward to working with you!

Sincerely,

Susann East, R.N.

Director, Vocational Nursing Program

## TSTC-HARLINGEN VOCATIONAL NURSING PROGRAM

<u>Prerequisite Courses (MUST BE COMPLETE PRIOR TO APPLICATION)</u>		<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Contact Hours</u>	<u>Credit Hours</u>
<b>HPRS 1204</b>	<b>Basic Health Profession Skills †</b>	1	4	80	2
<b>HRPO 1311</b>	<b>Human Relations</b>	3	0	48	3
BIOL 2301 & 2101	*Anatomy & Physiology I LECTURE & LAB	3	3	96	4
BIOL 2302 & 2102	*Anatomy & Physiology II LECTURE & LAB	3	3	96	4
<b>ENGL 1301</b>	<b>Composition I † or FDNS 1341 Nutrition</b>	3	0	48	3
<b>HITT 1305</b>	<b>Medical Terminology †</b>	2	3	80	3
<b>PSYC 2314</b>	<b>Lifespan Growth &amp; Development *</b>	3	0	48	3
<b>HRPO 1311</b>	<b>Human Relations—May be substituted for PSYT 1313</b>	18	13	496	22
<b>VOCATIONAL NURSING PROGRAM</b>					
<i>(For selected applicants only)</i>					
<b>Semester 1</b>					
<b>RNSG 1301</b>	<b>Pharmacology</b>	3	1	64	3
<b>VNSG 1402</b>	<b>Applied Nursing Skills I</b>	3	3	96	4
<b>VNSG 1304</b>	<b>Foundations of Nursing</b>	3	0	48	3
<b>VNSG 1261</b>	<b>Introductory Clinical-Practical Nurse‡</b>	0	12	192	2
<b>Total Hours</b>		<b>9</b>	<b>16</b>	<b>400</b>	<b>12</b>
<b>Semester 2</b>					
<b>VNSG 1230</b>	<b>Maternal Newborn Nursing</b>	3	0	64	2
<b>VNSG 1329</b>	<b>Medical/ Surgical Nursing I</b>	3	1	64	3
<b>VNSG 2413</b>	<b>Applied Nursing Skills II</b>	3	2	80	4
<b>VNSG 1462</b>	<b>Intermediate Clinical-Practical Nurse‡</b>	0	20	320	4
<b>Total Hours</b>		<b>9</b>	<b>23</b>	<b>528</b>	<b>13</b>
<b>Semester 3</b>					
<b>VNSG 1119</b>	<b>Professional Development</b>	1	0	16	1
<b>VNSG 1334</b>	<b>Pediatric Nursing</b>	3	0	48	3
<b>VNSG 1432</b>	<b>Medical/ Surgical Nursing II °</b>	3	1	64	4
<b>VNSG 2463</b>	<b>Advanced Clinical Practical Nurse °‡</b>	0	20	320	4
<b>Total Hours</b>		<b>7</b>	<b>21</b>	<b>448</b>	<b>12</b>
<b>GRAND TOTAL</b>		<b>43</b>	<b>74</b>	<b>1872</b>	<b>59</b>

° This course has been designated as the capstone course

† Courses articulated with high schools

‡ Course with external learning experience

## Steps to Apply

1. Apply for general acceptance to TSTC Harlingen by submission of Admission Application. Applicants may apply via the TSTC website: [www.harlingen.tstc.edu](http://www.harlingen.tstc.edu). Request official sealed copy of your high school transcript or your GED diploma to the Admissions and Records Office. If you received your GED in Texas and need an official diploma, call the Texas Education Agency (TEA) at 512.463.9292 to obtain one.
2. Submit an official college transcript from all previously attended colleges to the New Student Admissions Office. The college transcript(s) must be an official transcript - imprinted with the college's seal and delivered in a sealed envelope.
3. **Application submission for the Vocational Nursing Program begins on January 2, 2013; Deadline for applications is JANUARY 31, 2013.**
4. Complete financial aid application. (We recommend that you apply at least four months prior to registration.) If you are applying for federal financial aid, complete the "Free Application for Federal Student Aid" (FAFSA) for the Pell Grant and other financial aid and submit it to the federal processor. Complete the TSTC Harlingen Financial Aid Office Application and return it to the Financial Aid Office. Contact the Financial Aid Office for more information on other grants, scholarships, student loans or sponsoring agencies such as WIA or DARS. Veterans wanting to use their VA benefits should contact their local VA Certification Officer on campus. The "Free Application for Federal Student Aid" can be found at [fafsa.ed.gov](http://fafsa.ed.gov)
5. Applicants for admission to the college are required to take a placement test (i.e. THEA, Compass, Accuplacer, etc.) unless otherwise exempted. For information about exemptions or testing contact the Admissions and Records Office (956.364.4319).
6. Applicants to the VN program must meet TSTC requirements of the Texas Success Initiatives (TSI) scores, meaning that **ALL remedial courses MUST be complete.**
7. **Prerequisite courses must be completed prior to program application:**
  - HPRS 1204-Basic Health Profession Skills
  - PSYC 2314 Lifespan Growth and Development
  - HRPO 1311-Human Relations
  - ENGL 1301-English Composition I or FDNS 1341 Nutrition
  - **HITT 1305-Medical Terminology**
  - **BIOL 2401-Anatomy and Physiology I or BIOL 2301/ BIOL 2101**
  - **BIOL 2402- Anatomy and Physiology II or BIOL 2302/ BIOL 2102**

**Grades of B or better are required in Anatomy & Physiology I & II and Medical Terminology**
8. Applicants to the VN Program must take the **TEAS (Test of Essential Academic Skills) Entrance Exam**, consisting of four sections; reading, math, science and English. Information about the TEAS Study Guide Version 5.0 can be found at [www.atitesting/onlinestore](http://www.atitesting/onlinestore) . The composite score will be used within the selection criteria with additional points for GPA and any previous achievements related to nursing education.

9. The TEAS is a computerized test available through the TSTC-HARLINGEN Testing Center. Register on-line by clicking on date link. The cost: \$50.00 = \$15.00 paid to the Business Office 3 days prior to test date and \$35.00 paid online at time of test. **You must have your receipt from the Business Office, a valid credit card to pay for the exam and a picture ID at the time of the test.**

Dates for testing will be posted on the website:

<http://www.harlingen.tstc.edu/vn/ApplicationProcess.aspx>

**\*Test can only be taken one time.**

**Seats are limited, registration is required!**

10. A typed essay which must include the following: explanation of desire to be a nurse; the steps taken to make sure the one-year commitment to the Vocational Nursing Program can be fulfilled; where this education will lead over the next 10 years. Also include academic record from high school and/or college; hobbies and volunteer work.
11. Courses to be considered for admission must be presented on a submitted official sealed college transcript. Courses which are not identical with the catalog listing of courses or equivalent in the common course numbering system require a request for substitution form to be filled out and submitted to Admissions with college application.
12. Submit **COMPLETE VN APPLICATION** packet to the Allied Health Department Secretary's Office. The logbook must be signed by applicant to record receipt of the application.
13. Applicants will be evaluated on an admission rating scale consisting of **TEAS score, GPA, health program certifications and patient-care employment experience.** The rankings will be submitted to the Admissions Committee for consideration as a component of the total admission criteria.
14. The selected applicants will be admitted pending proof of physical and mental health on a physical examination taken within 6 months prior to enrollment in the first nursing course. **Immunizations must be current and the Hepatitis A & B series must be completed by May 1, 2013.**
15. **Criminal background checks** are required for students involved directly with clients in clinical facilities and by the Texas Board of Nursing for licensure. To pass the nursing courses involved in this program you must complete clinical rotations at these sites. If you refuse or for any reason cannot complete this background check, or as a result of the information gathered in this check, you will be refused access to a clinical facility, thereby ineligible for clinical participation, you will be dismissed from the program due to inability to meet clinical objectives. **Information on the procedure for obtaining a CBC and fingerprinting will be given to the accepted students.**
16. **DO NOT COMPLETE A BACKGROUND CHECK PRIOR TO ADMISSION!**
17. Employment at many healthcare facilities and agencies require mandatory drug screening. Vocational Nursing students may be required to undergo a **random drug screen** prior to beginning clinical experiences and at any point during the program at the discretion of the

Program Director and/or Instructor. Failure to take or pass this drug test will result in inability to complete required clinical rotations.

18. Limited numbers of students are accepted to this program. The admission rating scale and application packet criteria will be used to determine acceptance. All candidates will be notified in writing regarding admission status.

19. ***\*\*Not all qualified candidates may be accepted.***

20. Some students not selected will be notified that they are alternates. Students on the alternate list may be admitted if space becomes available.

21. **Eligible applicants will be notified of the date to attend the MANDATORY orientation meeting. Those applicants not attending or arriving late to the orientation will automatically be dropped from consideration.**

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

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

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

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

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

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

**Deadline: JANUARY 31, 2013 12:00 NOON**

## Applicant Selection/Notification Process

### POINT SYSTEM FOR SELECTION

▲ Point system is based on the following criteria:

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Test of Essential Academic Skills / TEAS	Composite Score
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▲ Grade Point Average (G.P.A.) will be computed from your college transcript:

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

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A & P and Medical Terminology GPA CREDIT	Possible Points
GPA 3.6 – 4.0	3 pts
GPA 3.0 – 3.5	2 pts
GPA 2.5 – 2.9	1 pt

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

1. Completion of TSTC (or other THECB approved program) **CNA, MA, EMT-B** 1 pt
2. Completion of TSTC (or other THECB approved program ) **EMT-P** 2 pt
3. Current Texas certificate as **CNA, MA, or EMT-B** and 1 year full-time work experience (within the past 2 years).\* 3 pt
4. Current Texas certificate as **CNA, MA or EMT-B** and 6 months full-time work experience (within the past 2 years).\* 2 pt
5. Certification and 6 months full-time or 1-year part-time work experience **EMT-P** (within the past 2 years).\* 4 pt

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**TOTAL MAXIMUM POINTS POSSIBLE (one choice per each credit area) = 10 +  
Composite Score from TEAS**

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**Total Points = Selection Score**

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

#### STATEMENT OF EQUAL OPPORTUNITY

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

### HOW SELECTION IS MADE

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

### NOTIFICATION OF SELECTED APPLICANTS

- A. Selected applicants will be sent notification of their acceptance and asked to return written acceptance or non-acceptance of the position by a specified postmark date. Acceptance must be returned certified or by delivery confirmation through U.S. mail or hand delivered and signed receipt.
- B. **If the written acceptance of the position is not returned to the Nursing Director, on or before the specified postmark date, the applicant's name will be removed from the list and the applicant will have to re-apply to be considered for the next year.**
- C. The qualified applicants who were not selected will be placed on an alternate list if they accept their place on the alternate list.
- In the event of cancellations, eligible applicants will be moved up the list and these candidates will be notified.
  - The alternate list will be maintained until the program begins each semester. At that time, all applicants not selected can pick up their application packets at the nursing office.
  - **Applicants who are not selected and those who decline a position must re-apply the next year in order to be considered in the next selection process.**
- D. Students who are selected for the Vocational Nursing Program will be required to attend a mandatory orientation session prior to the beginning of the program.

### **\*\*Failure to attend will result in forfeiture of space in the program**

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

## Vocational Nursing Program Application Checklist

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

Item	Done
1. Apply to TSTC-Harlingen online by submission of <b>Admission Application</b> at <a href="http://www.harlingen.tstc.edu">www.harlingen.tstc.edu</a>	
2. Contact the Admission Advisor for TSI counseling, placement testing, etc and complete any developmental courses as may be prescribed from test scores. (THEA/Accuplacer/Compass) <b>All developmental courses MUST be COMPLETE.</b>	
3. Prerequisite courses must be complete with a grade of “C” or better. <b>A &amp; P I &amp; II, Medical Terminology courses must have a “B” or better.</b>	
4. Complete the TEAS entrance exam at TSTC testing center \$50.00	
<b>5. Provide copy of current driver’s license or state issued identification card</b>	
6. Complete typed essay	
7. Complete the Vocational Nursing Program application form.	
8. Sign the “Statement of Student Responsibility” form.	
9. Sign the “Statement of Understanding” form.	
10. Employment Verification Form ( for patient-care employment experience)	
11. All official transcripts from high school/GED and college/universities previously attended must be submitted to <b>Admissions</b> . Not in the packet!	
<b>12. Copy of official college transcripts must be included with application.</b>	
13. Copy of all immunizations required: Hepatitis B series (3), Hepatitis A series (2), Varicella, TDaP (within last 10 years), MMR (2), TB skin test (PPD) or chest x-ray report, Meningococcal Vaccine.	
<b>15. Official foreign transcript evaluation on all foreign transcripts, if the applicant has not attended a college or university in the United States. This must be completed with Admissions.</b>	

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





## Statement of Understanding

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

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

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

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

### Essential Function Standards: Physical Capacity Requirements

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

- Have a high school diploma or GED.
- Ability to communicate verbally and via telephone.
- Ability to lift, balance and carry up to 50 pounds.
- Ability to interpret written and oral forms of instructions.
- Ability to use good judgment and remain calm in high stress situations.
- Ability to work effectively throughout an entire work shift.
- Ability to read small print.
- Ability to read and understand English language manuals.
- Ability to interview/communicate with patients and family members.
- Ability to document legibly relevant information.
- Ability to converse in English with co-workers and hospital staff.
- Demonstrate good manual dexterity sufficient to perform all tasks as related to highest quality patient care.
- Ability to bend, stoop and crawl in confined spaces.
- Ability to tolerate being on your feet 8 – 12 hours a day.
- Ability to work in low light, confined spaces and other dangerous environments.
- Ability to pass a physical examination administered by a physician or nurse practitioner upon acceptance into the program.

- Provide record of current up to date immunization records before acceptance into the program.
- Successful completion of the American Heart Association Healthcare Provider CPR before acceptance into the program.
- Provide record of current medical, accident and liability insurance upon acceptance into the program.

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

\_\_\_\_\_  
Prospective Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Chair/Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_

## Statement of Student Responsibility

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

1. \_\_\_\_\_ I acknowledge that the information in this packet contains policies, regulations and procedures in existence at the time this publication went to press. I also acknowledge that TSTC reserves the right to make changes at any time to reflect current Texas Board of Nursing policies, administrative regulations and procedures, and applicable state and federal regulation.
2. \_\_\_\_\_ I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Texas State Technical College.
3. \_\_\_\_\_ By submitting an application for the Vocational Nursing Program, I agree to abide by the admission requirements of the nursing program.
4. \_\_\_\_\_ I accept full responsibility for submitting a complete application packet prior to or by the designated application filing deadline and I understand that I cannot be accepted into the program until I have completed all admission requirements.
5. \_\_\_\_\_ I understand and agree to undergo a criminal background check and mandatory drug screening prior to being allowed to attend a clinical rotation and should I be prevented from attending a clinical rotation at a clinical facility due to findings on my drug screen or criminal background check, I will be dismissed from the Vocational Nursing Program.
6. \_\_\_\_\_ I have not been convicted, adjudged guilty by a court, pled guilty or nolo contendere to any crime in any state, territory or country, whether sentence was imposed, including any pending criminal charges or unresolved arrest (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. (Note: DUI's, DWI's and PI's must be reported and are not considered minor traffic violations.)
7. \_\_\_\_\_ I understand that I am responsible for providing my own transportation to clinical sites to fulfill graduation requirements.
8. \_\_\_\_\_ I have no criminal charges pending including unresolved arrests.
9. \_\_\_\_\_ I have never had any licensing authority refuse to issue me a license or ever had a license revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held now or previously and have never been fined, censured, reprimanded or otherwise disciplined.
10. \_\_\_\_\_ Within the last 5 years, I have not been addicted to and/or treated for the use of alcohol or any other drug.
11. \_\_\_\_\_ Within the last 5 years I have not been diagnosed with, treated or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder.

12. \_\_\_\_\_ I understand that withholding or giving false information on this application will make me ineligible for admission to or continuation in the TSTC-Harlingen nursing program.
13. \_\_\_\_\_ I understand that I must receive a Letter of Acceptance from the Department of Nursing before I can register for nursing courses and I will be dropped from nursing courses if I register before receiving an acceptance letter.
14. \_\_\_\_\_ If accepted to the program, I agree to abide by the rules and regulations for the program as outlined in the TSTC-HARLINGEN Vocational Nursing student handbook.

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

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(Printed name)

(Date)

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(Signature)

**TSTC-HARLINGEN VOCATIONAL NURSING PROGRAM**  
**EMPLOYMENT VERIFICATION FORM**  
 (Related to Patient Care Employment)

Employee's Last Name	First Name <span style="float: right;">MI</span>
Job Title	Job Duties
Dates Employed From-To	
Average Weekly Hours Worked	Full or Part-time
Facility Name	Address
City	State <span style="float: right;">Zip</span>
Employer/Supervisor Name	Phone number

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Employer Signature Date

\*Please have employer complete form to verify patient-care experience, include with copies of certifications in Application Packet. May make copies if more than one place of employment is included.