# Central Oregon Community College Nursing Program

## Nursing Program Entrance Policies

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Policies for Entrance into the Nursing Program

**Title:** Immunizations / TB Screening / CPR

**Policy:** In order to enter, reenter, or advance place into the Nursing Program, all of the following documentation must be on record with the Nursing Department Administrative Assistant. Deadlines for turning in this documentation for entering students are found in the *Welcome To First Year* letter. For annual requirements, student must show completion prior to the beginning of Fall term, and that will be valid through the end of the academic year. **Any student not turning in the required documentation by the deadline will forfeit his/her seat in the program.** The student will have to re-apply for admission. **NO EXCEPTIONS.** Please come and see the Program Director or Nursing Department Administrative Assistant for help and questions before the deadline passes.

**Procedure**

Vaccines are required in accordance with OSHA Standards and Healthcare Personnel Vaccination Recommendations of the Immunization Action Coalition. **Students seeking medical or religious exemption:** If you have had a life-threatening allergic reaction to a vaccine or any component of the vaccine you must provide documentation, on letterhead, from your health care provider. See the Nursing Department Administrative Assistant for documentation for immunization exemption for medical or religious reasons.

**Hepatitis B Vaccine:**

- Official documentation must be provided to the Nursing Department Administrative Assistant of three dose series of Hepatitis B vaccines, or vaccine series in progress (dose #1 completed, #2 in one month, #3 approximately 5 months after #2) **and** anti-HB₅ serological testing showing immunity (taken 1-2 months after third immunization)

- **or** documentation of the 1st vaccine and documentation of dose #2 within first 4 weeks of the term (NUR 106, Advanced Placement students), and dose #3 within first 4 weeks of second term (NUR 106, Advanced Placement students), followed by serologic testing at the end of the first year of the nursing program.

- **or** medically exempt: People should not get hepatitis B vaccine if they have ever had a life-threatening allergic reaction to baker’s yeast (the kind used for making bread) or to a previous dose of hepatitis B vaccine.
MMR Vaccine:
- Official documentation of two Measles, Mumps, Rubella (MMR) vaccines, at least 4 weeks apart, or if born before 1957, one vaccine;
- or vaccine series in progress, with first dose prior to the date indicated in the Welcome to First Year letter and second dose at one month, which must be completed prior to beginning the clinical component of the course;
- or laboratory evidence of measles, mumps and rubella immunity ["indeterminate" or "equivocal" level of immunity upon testing is considered non-immune];
- or if medically exempt (Retrieved from the Centers for Disease Control website on 04-24-12. http://www.cdc.gov/vaccines/vpd-vac/should-not-vacc.htm#mmr):
  - People should not get MMR vaccine who have ever had a life-threatening allergic reaction to gelatin, the antibiotic neomycin, or to a previous dose of MMR vaccine.
  - People who are moderately or severely ill at the time the shot is scheduled should usually wait until they recover before getting MMR vaccine.
  - Pregnant women should wait to get MMR vaccine until after they have given birth. Women should avoid getting pregnant for 4 weeks after getting MMR vaccine.
  - Some people should check with their doctor about whether they should get MMR vaccine, including anyone who:
    - Has HIV/AIDS, or another disease that affects the immune system. Is being treated with drugs that affect the immune system, such as steroids, for 2 weeks or longer. Has any kind of cancer. Is taking cancer treatment with x-rays or drugs. Has ever had a low patient count (a blood disorder). People who recently had a transfusion or were given other blood products should ask their doctor when they may get MMR vaccine.

Varicella (chickenpox):
- Official documentation of 2 doses varicella vaccine, 4 weeks apart;
- or serological evidence of immunity (titer) to varicella;
- or documentation of the 1st vaccine and documentation of the second dose within first 4 weeks of the term.

Tetanus, diphtheria, pertussis: Documentation of a one-time dose of Tdap as an adult.

Flu Shot: Students will be required to have an influenza immunization in the Fall and this will be provided to students during clinical at St Charles.
Tuberculosis skin test:
A negative tuberculosis skin test (PPD) is required annually and must be completed, read, and any follow up care completed between June 1st and September 1st. When the PPD is done, the test must be read in 48 hours to determine if it is positive or negative. The test is to be read by the institution that administered the PPD. If the test was positive, students are required to have a chest x-ray to determine state of health. If a student has had a positive T.B. test in the past, students are required to provide documentation of the positive TB test and a baseline chest x-ray completed within the last 5 years. If a chest x-ray has not been done, this must be completed before the deadline.

Students may opt for the two-step TB test that will provide coverage for the two years of the nursing program. This test must be completed, read, and any follow up care completed between June 1st and September 1st. We cannot accept previous two-step tests.

Directions for the Two-Step TB Test:

- Administer the mantoux: an injection of 0.1 ml of tuberculin purified protein derivative (PPD) into the inner surface of the forearm. A pale elevation of the skin at the injection spot appears (wheel) and indicates a correct intradermal injection.
- Return 48 to 72 hours after initial tuberculin injection to have the test read.
- Return for a second tuberculin injection at the seventh day after the initial TB Test. This subsequent testing allows for a boosted reaction from a previous infection to read positive.
- Return to your health care provider within 48 to 72 hours from the second TB Test and get a test reading. A negative two-step TB test indicates no current or previous TB infection. A positive two-step test indicates infection and additional evaluation to rule out current TB infection is performed.

- Healthcare Provider Level CPR: Students must hold a current American Heart Association Healthcare Provider CPR/AED card or American Red Cross AED/CPR for the Professional Rescuer card. These are the only approved trainers per Oregon State Board of Nursing rules, no other cards will be accepted. The CPR card must be valid through the end of the academic year.
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<th>Title</th>
<th>Criminal History Checks</th>
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**COCO College Policy:**

**Purpose:**

Criminal history checks are a crucial piece to a student’s successful completion in a program that requires a clinical setting, State licensure or National certification, or before a student enters a facility that provides services to vulnerable people. Consistent with this principle, criminal background checks will be performed according to the following guidelines.

**Guidelines:**

1. Each Program Director will notify the student in advising and in printed material, i.e. college catalog, program shells, etc., that a criminal background check may be required in the beginning of his/her first term.
2. Each student will be required to sign a letter of agreement provided by the Program Director signifying a background check resulting in criminal convictions may result in non-certification and/or non-completion of the designated program.
3. Completion of and payment for criminal background checks will be the responsibility of each COCC student during his/her first term of the matriculated program.
4. Central Oregon Community College recognizes Verified Credentials, Inc. as the third party agency for background checks. Students will be provided directions on completing the background check during advising and in printed material.
5. Criminal background checks will be sent directly to the Program Director and a copy may be sent to the student if requested.
6. When the background check results in a positive result, the Program Director will notify the program’s Dean. The Program Director will then notify the student and request a confidential face-to-face meeting to clarify the findings and discuss future options for the student. Students will have due process through the Student Code of Rights & Responsibilities.
7. Program Directors will not disclose student information concerning criminal background checks except as noted above and student privacy will be protected.
8. All criminal background check results will be kept confidential and student records will be kept in a locked file in the Program Director’s office. The student record will be shredded upon graduation or exit from the program unless other regulations apply. Students reentering the program will be required to complete an additional background check.

**Procedure:**

Verified Credentials

Students must initiate a criminal history check on or before the deadline date with Verified Credentials. **This is the only criminal history check accepted at COCC.**
To access QualifiedFirst go to: http://scholar.verifiedcredentials.com/cocc

- Enter code for the program you will be attending located above the “Get Started!” button on the right side of the page: **WWYCB-99224**
- Create an account
- Enter all required information
- Provide supporting documentation
- Track your progress
- Information will automatically be shared with the Nursing Program Director
- If you have any questions, the Client Services Team will assist you: 800-

- **Students failing to initiate a criminal history check by the deadline will forfeit his/her seat in the course.** (for deadline date, see “Welcome To First Year” letter)

- Students registering for NUR 106 that completed the COCC designated Criminal History Check for NUR 095 or 096 within the last six months can **ask** the Program Director for an exception.

- Students registering for NUR 106 that have been certified by the Oregon State Board of Nursing as Nursing Assistants within the last 6 months can **ask** the Program Director for an exception.

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**TITLE: Conditions That May Affect Admission, Clinical Placement, and/or Continuation in the Nursing Program**

**Nursing Program Policy**

The Nursing Program is required to conduct a national criminal background check on all entering students through a college designated law enforcement data system that must be initiated prior to beginning, re-entering or advance placing in the Nursing Program, and no sooner than six months prior to enrollment in the nursing courses. Students that have not initiated this process by the deadline will be denied admission to the course per Oregon State Board of nursing regulations. For students failing the record check, admission into or continuation in the nursing course will not be possible. (See next section: **Permanently Disqualifying Crimes**)

The Nursing Program has the right to deny admission or progression in the course to any student whose background poses a threat to an individual, the college, the nursing profession, and/or the community, or to any student that is in violation of the Oregon Nurse Practice Act. (Oregon Administrative Rules, 851-021-0055 Standards for Approval: Students, (6) Students are required to submit to a criminal background check to identify criminal convictions that may: (a) Pose a risk to public safety; (b) Preclude the ability to complete required clinical practicum; or (c) Result in Notice to Deny Licensure on application for initial licensure in Oregon.)
Please see the following Oregon Administrative Rules for details: State and Nationwide Criminal Records Checks, Fitness Determinations, OAR 851-031-0007; Conduct Derogatory to the Standards of Nursing Defined, OAR 851-045-0070; Criminal Conviction History/ Falsification of Application - Denial of Licensure; Revocation of Licensure, OAR 851-045-0080; and will follow all rules regarding Mandatory Reporting OAR 851-045-0090; as well as Oregon House Bill 2442, Section 6; and the Department of Human Services, Chapter 407, Division 7: Criminal Record and Abuse Check.


When admitted to the program, the student must disclose immediately any warrants, arrests, charges, or convictions that arise from the time the check was initiated and through the end of the program. Failure to disclose or concealing a crime is grounds for denial of admission to the program or for immediate dismissal from the program. The Nursing Program reserves the right to require additional criminal background checks at the cost of the student. Students with new arrests or charges will be reviewed for progression in the nursing program. Progression will be reviewed by the Program Director and the appropriate College administrators, and may be reviewed with the appropriate clinical facility administrator. One outcome is the student may be required to withdraw immediately from a nursing course. A student may apply for re-entry into the program when charges have been cleared.

If a CNA certificate, or a Practical Nursing license held by a student is encumbered or suspended, then he/she must immediately notify the Program Director. Progression in the course will be reviewed by the Program Director and appropriate College administrators.

Any student acting in the role of a nursing student will be evaluated for progression according to Mandatory Reporting Defined, OAR 851-045-0020. As licensed practitioners, Nursing Faculty are legally required to report any student whose behavior or practice fails to meet standards, or threatens public health, safety, and welfare to the Nursing Program Director and Department Chair. The Nursing Program Director is bound to report any certified or licensed student to the OSBN, as well as nursing students demonstrating dishonest acts. For non-certified/licensed students, his/her progression in the nursing course will be evaluated by the Nursing Faculty, Nursing Program Director, Department Chair, and appropriate College representatives.
TITLE: Disqualification Based on Background Checks

POLICY: All applicants whose background checks reveal potentially disqualifying information will be reviewed individually by the Nursing Program Director and Department Chair as well as appropriate College Administrators as necessary. Potentially disqualifying information includes, but is not limited to:

- Permanently Disqualifying Crimes
- Potentially Disqualifying Crimes
  - Seriousness of the crime
  - Applicability of the crime to the practice of nursing
  - Elapsed time since the date of conviction
- Arrests that have not resulted in convictions
  - Alleged behavior is job-related
  - When the criminal matter is pending adjudication
- Other potentially disqualifying background information
  - Intentional failure to disclose requested or relevant background information.
  - History of conduct contrary to generally accepted codes of conduct and behavior pertinent to nursing practice.
TITLE: Criminal Background Check: Permanently Disqualifying Crimes

POLICY: A conviction for any of the following crimes permanently disqualifies an individual from being admitted to the Central Oregon Community College Nursing/Practical Nursing Programs or Nursing Assistant courses. This list is mandated by HB2332/Oregon Law 837, effective January 2010, and is inclusive of the crimes listed in Oregon State Board of Nursing (OSBN) regulations (851-045-0080), and Oregon Revised Statute ORS 443.004. Please Note: A student charged with any of these crimes will not be allowed admission or progression in the course until charges have been cleared.

Community college nursing, practical nursing, and nursing assistant education is publicly funded. Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of home health, in-home care or support services or a resident of a residential facility or an adult foster home, who has the following convictions, or of an attempt, conspiracy, or solicitation to commit a crime on the permanently disqualifying crimes list:
ORS 163.095, 163.115, 163.118, 163.125, 163.145, 163.149, 163.165, 163.175, 163.185, 163.187, 163.200, 163.205, 163.225, 163.235, 163.263, 163.264, 163.266, 163.275, 163.355, 163.365, 163.375, 163.385, 163.395, 163.405, 163.408, 163.411, 163.433, 163.435, 163.425, 163.427, 163.445, 163.465, 163.467, 163.535, 163.537, 163.670, 163.689, 163.700, 163.684, 163.686, 163.687, 163.688, 164.055, 164.057, 164.098, 164.125 (5)(c) or (d), 164.215, 164.225, 164.325, 164.377 (2) or (3), 164.405, 164.415, 165.022, 165.032, 165.800, 165.803, 167.012, 167.017, 167.054, or 167.057; of a crime listed in ORS 181.594; in the last 10 years, of a crime involving the delivery or manufacture of a controlled substance; of an attempt, conspiracy or solicitation to commit a crime described above; of a crime in another jurisdiction that is substantially equivalent, as defined by rule, to a crime described above. Also, any individual who applies for admission who has a history of arrests and convictions over an extended period of time.

The Oregon State Board of Nursing regulations require nursing education programs to match the criminal history background check requirements of their clinical affiliates. In addition to the permanently disqualifying crimes listed above: ORS 164.377, 165.022, 165.032, 165.800, and 165.803.
All other applicants with conviction histories, other than those listed above, including crimes which are drug and alcohol related, will be considered on an individual basis. Crimes will be reviewed by the Program Director, and as necessary, with the appropriate College Administrators, and possibly clinical facility administrator.

If you have been arrested, charged or convicted of a crime, you must check the ORS number on your court documents against the crimes listed on the DHS crimes list at http://www.oregon.gov/DHS/chc/docs/crimelist.xls and for the full documents from the Oregon State Board of Nursing go to www.state.or.us and search for Oregon Revised Statutes and Oregon Administrative Rules.
### Conditions That Might Affect Certification/Licensure

If a student can answer yes to any of the OSBN questions listed below, the student should contact the Nursing Program Director immediately to discuss progression in the nursing program. It is vital that the student voluntarily disclose any mitigating information in writing relevant to his or her background to the Nursing Program Director. This includes at the time of entrance and at any time while enrolled in a Nursing course.

All applicants for certification/licensing exams are required by the Oregon State Board of Nursing to answer the following questions:

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<th>Yes</th>
<th>No</th>
<th>OSBN Question</th>
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<td>1. Do you have a physical, mental or emotional condition that in any way impairs or may impair your ability to practice nursing or perform nursing assistant duties with reasonable skill and safety?</td>
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In answering the following questions, please note that if you were arrested or cited for a criminal offense, even if no charges were subsequently filed with a court, you should answer “yes” and provide a detailed explanation.

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<th>Yes</th>
<th>No</th>
<th>OSBN Question</th>
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<td>☐</td>
<td>2(a). Have you ever been arrested or cited in lieu of arrest, charged with, entered a plea of guilty or no contest, or convicted of any felony criminal offense?</td>
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<td>2(b). In the previous 10 years were you arrested or cited in lieu of arrest, charged with, entered a plea of guilty or no contest, or convicted of any misdemeanor criminal offense, including driving under the influence?</td>
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<td>2(c). Have you ever been arrested or cited in lieu of arrest, charged with, entered a plea of guilty or no contest, or convicted of any misdemeanor criminal offense involving sexual misconduct?</td>
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<td>3. Are you being investigated currently (regardless of whether the investigation was substantiated), for any type of abuse or mistreatment in any state?</td>
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<td>4. Have you been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care professional?</td>
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<td>5. Are there any disciplinary actions or judgments pending or have any actions been taken against your license/certificate in any state or US jurisdiction? This includes any civil judgment for incompetence, negligence or malpractice concerning the practice as a health care professional.</td>
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<td>6. Do you use, or have you used chemical substance(s) in any way, which impairs or limits your ability to practice nursing or perform as a nursing assistant with reasonable skill and safety? (“Chemical Substance” include alcohol and drugs).</td>
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<td>7. Are you currently engaged in the unlawful use of controlled substance(s)? Unlawful use of controlled substances means: a) the use of controlled substances obtained illegally (For example, marijuana, meth, heroin, cocaine) as well as; b) the use of legally obtained controlled substances (For example, prescription narcotics or medical marijuana), not taken in accordance with the directions of a licensed health care provider.</td>
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<td>8. Have you been found in any civil, administrative or criminal proceeding to have possessed, used, prescribed for use, or distributed controlled substances or prescription drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or prescription drugs, violated any drug law or prescribed controlled substances for yourself?</td>
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9. Have you been found in any civil, administrative or criminal proceeding to have committed any act involving dishonesty or corruption, or have you been found to have violated any state or federal law or rule regulating the practice of a health care profession?

10. Have you had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state, federal, foreign authority or facility, or have you ever surrendered such credential in connection with or to avoid action by such authority or have you ever been denied a license or certificate, or have you ever withdrawn and application for certification or licensure in another state?

11. Have you had privileges to practice in a credentialed facility or participation in a federally qualified insurance program (such as Medicaid or Medicare) denied, restricted, suspended, revoked or terminated?

Adapted from the OSBN Website: www.oregon.gov/OSBN

Please note: falsifying an application, supplying misleading information or withholding information is grounds for denial or revocation of licensure/certification. The Oregon State Board of Nursing conducts criminal records checks on all applications through Law Enforcement Data System.

If a student can answer YES to any of the above questions, the Oregon State Board of Nursing may deny licensure/certification. If concerned, contact the Oregon State Board of Nursing (971) 673-0685 or www.oregon.gov/OSBN.
Department of Human Services (DHS) Background Check Rules

For the full documents go to: www.state.or.us and search for Oregon Revised Statues, and Oregon Administrative Rules

Disqualifying Crimes under ORS 443.007

Conviction of any of the following crimes is disqualifying.

163.095, 163.115, 163.118, 163.125, 163.145, 163.149, 163.165, 163.175, 163.185, 163.187, 163.200, 163.205, 163.225, 163.235, 163.263, 163.264, 163.266, 163.275, 163.355, 163.365, 163.375, 163.385, 163.395, 163.405, 163.408, 163.411, 163.415, 163.425, 163.427, 163.432, 163.433, 163.435, 163.445, 163.465, 163.467, 163.537, 163.670, 163.684, 163.686, 163.687, 163.688, 163.689, 163.700, 164.055, 164.057, 164.098, 164.125 (5)(c) or (d), 164.215, 164.225, 164.325, 164.377 (2) or (3), 164.405, 164.415, 165.022, 165.032, 165.800, 165.803, 167.012, 167.017, 167.054, or 167.057.

Of an attempt, conspiracy, or solicitation to commit a crime described in the above section of this rule.

Of a crime in another jurisdiction that is substantially equivalent to a crime described in this section of rule.

Potentially Disqualifying Crimes and Conditions

A conviction of any of the following crimes is potentially disqualifying. The list includes offenses that are crimes and are not intended to include offenses that are classified or treated as violations (See ORS 161.505 through 161.565).

Permanent Review. The crimes listed in this section are crimes which require that a fitness determination be completed regardless of date of conviction.


- Any federal crime.
• Any U.S. military crime,
• Any unclassified felony defined in Oregon Revised Statutes not listed elsewhere in this rule.
• Any other felony in Oregon Revised Statutes not listed elsewhere in this rule that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the authorized designee. Any felony in a jurisdiction outside Oregon that is not the substantial equivalent of any of the Oregon crimes listed in this section but that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD.

Any crime of attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405, 161.435, or 161.450, including any crime based on criminal liability for conduct of another pursuant to ORS 161.155.

Any crime in any other jurisdiction that is the substantial equivalent of any of the Oregon crimes listed in this section (section (1)) as determined by the AD.

Any crime that is no longer codified in Oregon or other jurisdiction but that is the substantial equivalent of any of the crimes listed in this section (section (1)) as determined by the AD.

Ten-Year Review. The crimes listed in this section are crimes that require that a fitness determination be completed if the date of conviction is within ten years of the date the DHS Criminal History Request form was signed or the date the Department conducted a criminal history check due to imminent risk.


• Any unclassified misdemeanor defined in Oregon Revised Statutes not listed elsewhere in this rule.
• Any other misdemeanor in Oregon Revised Statutes not listed elsewhere in this rule that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD.

Any misdemeanor in a jurisdiction outside Oregon that is not the substantial equivalent of any of the Oregon crimes listed in this section (2) but that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD. If a misdemeanor in a jurisdiction outside Oregon is similar to a violation in Oregon, then it cannot be considered potentially disqualifying under this section.

Any crime of attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405, 161.435 or 161.450, including any crime based on criminal liability for conduct of another pursuant to ORS 161.155.

Any crime in any other jurisdiction which is the substantial equivalent of any of the Oregon crimes listed in this section (2) as determined by the AD.

Any crime which is no longer codified in Oregon, or other jurisdiction, but which is the substantial equivalent of any of the crimes listed in this section (2) as determined by the AD.
**Five-Year Review.** The crimes listed in this section are crimes which require that a fitness determination be completed if the date of conviction is within five years of the date the DHS Criminal History Request form was signed or the date the Department conducted a criminal history check due to imminent risk.

ORS 162.085, 162.235, 164.245, 164.335, 164.345, 165.555, 165.813, 166.075, 166.095, 811.182, 813.010, 830.315, 830.325, 830.730,

- Any conviction for attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405 or 161.435, including any conviction based on criminal liability for conduct of another pursuant to ORS 161.155.
- Any crime in any other jurisdiction which is the substantial equivalent of any of the Oregon crimes listed in this section (3) as determined by the A D.
- Any crime which is no longer codified in Oregon, or other jurisdiction, but which is the substantial equivalent of any of the crimes listed in this section (3) as determined by the A D.

**Other Potentially Disqualifying Conditions**

407-007-0290

The following are potentially disqualifying conditions:
(1) False Statement.
(2) Sex Offender.
(3) Warrants.
(4) Deferred Sentence, Diversion Program
(5) Probation or Parole, or Post-Prison Supervision
(6) Parole or Probation Violation.
(7) Unresolved Arrests, Charges or Indictments.
(8) Fugitive
(9) Juvenile Adjudication
(10) Guilty except for insanity
(11) Abuse

Stat. Auth.: ORS 181.537, 409.050
Stats. Implemented: ORS 181.534, 181.537, 409.010

*Effective 11/1/2011*

**Evaluation Based on Oregon Laws.** Evaluations of crimes shall be based on Oregon laws and laws in other jurisdictions in effect at the time of the fitness determination, regardless of the jurisdiction in which the conviction occurred.

**Juvenile Record.** Under no circumstances shall a subject individual be denied under these rules because of the existence or contents of a juvenile record that has been expunged pursuant to ORS 419A.260 through 419A.262.

**Adult Records.** Under no circumstances shall a subject individual be denied under these rules due to the existence or contents of an adult record that has been set aside pursuant to ORS 137.225.

Stat. Auth.: ORS 181.537, 409.050
Stats. Implemented: ORS 181.534, 181.537, 409.010

*Effective 11/1/2011*
TITLE: Technical Standards

PURPOSE: Clear academic and technical standards assure that decisions concerning entrance for all students are based upon nondiscriminatory criteria. Federal law requires the provision of reasonable accommodations to persons with disabilities who possess “the academic and technical [nonacademic] standards” for admission or participation in the Nursing program and courses. In courses where enrollment is limited and based on selective criteria, having clearly spelled out academic and technical standards assures the absence of discrimination against qualified persons with disabilities who could have succeeded with reasonable accommodations. Having technical standards available also assists potential applicants with or without disabilities to assess their ability to succeed in the program/courses and the Nursing profession. Technical Standards for admission are all nonacademic criteria that are essential to participate in the Nursing program/courses. These technical standards include personal and professional attributes, skills, knowledge, physical, medical, safety, and other requirements that an individual must meet in order to be eligible for admission to and retention in the Nursing program/courses.

POLICY: In order to be admitted and to progress in the Nursing Program/Course one must possess a functional level of ability to perform the duties required of a nurse. At admission, the individual must sign a statement confirming that he/she is able to perform all of the technical standards with or without reasonable accommodations. Admission or progression will be denied if a student is unable to demonstrate the technical standards. If an individual experiences a change during the program/course, so that the technical standards cannot be met with or without reasonable accommodations, the student will be withdrawn from the Nursing program/course. The Nursing faculty reserves the right at any time to require an assessment by a qualified healthcare provider at the student’s expense in order to assist with the evaluation of the student’s ability to perform the technical standards.

Disclosure of a Disability. Students with documented disabilities who may need accommodations or who have any emergency medical information the instructor should know of, should make an appointment with the Team Coordinator as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disabilities Services Office in Boyle Education Center. Individuals will be asked to provide
documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the Program/Course or provide accommodations that inflict an undue burden on the respective College. Students who disclose a disability and request accommodation after the educational program/course begins may experience a delay in Program/Course progression, although all efforts will be made to promptly accommodate the student.

PROCEDURE:

Central Oregon Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program(s). These standards are not a requirement of admission into the program(s). Individuals interested in applying for admission to the program(s) should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the program.

Students admitted to the Nursing Program/Courses are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care. Progression in the Program/Course may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Central Oregon Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and/or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.
Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine patient/client needs.
- Develop and implement a nursing plan of care for patients/clients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing patient/client data to members of the healthcare team.
- Read and comprehend medical orders and patient/client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.

Physical:

Motor:

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 7-12 hours.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient/client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) patients/clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the patient/client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (7-12 hour shifts, days, evenings, or nights).
Sensory:
1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

*Examples of learning activities found in the nursing curriculum and related to industry standards:*
- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the patient/client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients/clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in patient/client care.
- Communicate with patient/client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in patient/client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel vibrations such as an arterial pulse.

Behavioral:
1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one’s own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.

*Examples of learning activities found in the nursing curriculum and related to industry standards:*
- Exercise judgment, meet acceptable timeframes for patient/client care delivery (acceptable timeframes are reflected by ability to carry out the usual patient/client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing patient/client care environments.
- Accept accountability for actions that resulted in patient/client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

*Technical standards were determined by the Oregon Counsel of Associate and Practical Nursing Programs, Spring 2009.*
Pregnancy

**Please Note:** Pregnancy may pose special problems for women students. While the student’s continuation in the Program/Course during pregnancy is encouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the Team Coordinator/Program Director. The student will be required to obtain a signed statement from the primary health care provider verifying that the student may safely participate in the Program/Course, including meeting relevant technical standards. Changes in condition must be reported and further documentation may be required. A student who is less than six weeks post partum must also have written documentation from her primary health care provider that states the student can meet the technical standards of the Nursing Program/Course in order to return to clinical practice.

Acute Injury

**Please Note:** A student who suffers an injury, or has a surgical procedure during the Nursing Program/Course, will be required to provide written documentation from their healthcare provider that states the student can meet the technical standards of the Nursing Program/Course in order to return to the Learning Resource Center and clinical practice.
Nursing Program- Letter of Agreement

This Letter of Agreement is to be read and signed by every student upon entering the Nursing Program or upon enrollment in a Nursing (NUR) course at Central Oregon Community College.

Student Name: ___________________________________________________________

Please Print Clearly

Student ID Number: ____________________

My signature confirms the following: that I have been provided with a copy of the Nursing Program Student Entrance and Technical Standards handbook, and have read and understand its content, and that I agree to abide by the policies detailed therein. Furthermore, I understand that failure to abide by the policies will result in a review of my progression in the Nursing Program/Course and will result in a progression Communication Record or a Probationary Record as determined by the Nursing Faculty; or could result in immediate dismissal from the Nursing Program/Course as determined by the Nursing Faculty, Nursing Program Director and Department Chair and appropriate College Administrator representatives. I understand that this signed Letter of Agreement will be placed in my student file and that I am to retain the student copy for my personal files.

Date: ____________________________

Student’s Signature

Date: ____________________________

Nursing Program Director
Nursing Program - Letter of Agreement

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Date: ________________

Student’s Signature

Date: ________________

Nursing Program Director