



# TEXAS HEALTH SCHOOL

*Caring for Others*

## Vocational Nursing Program

Information

And

Application Instructions

Applicant Name: \_\_\_\_\_

Application Deadline: May 2, 2019

Orientation Date: May 8, 2019

Class Start Date: May 9, 2019

Dear Applicant

Thank you for your interest in Texas Health School's Vocational Nursing Program. The Vocational Nursing Program at Texas Health School is a one year certificate program, which offers classroom, skill laboratory and clinical instruction.

Texas Health School does not discriminate on the basis of sex, disability, race, color or national origin, as required by the Title IX, Section 504 and Title IV.

## ADMISSION AND SELECTION PROCESS

### Admission Process

Texas Health School (THS) requires all Vocational Nursing (VN) Program applicants to go through a multi-step admissions process as outlined below.

Applicants who have previously attended a vocational nursing program must submit a letter of good standing with Program Director's or designee's signature on program letterhead.

#### Step I

1. Complete the THS Application Form.
2. Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17. If the applicant does not satisfactorily complete the test on the first opportunity, a substantially different test may be administered the same day. An applicant must wait five calendar days prior to retaking the same entrance test. The applicant will be permitted three (3) attempts to achieve a passing score on the Wonderlic Scholastic Level Exam.
3. Submit proof of an Official high school transcript with date of graduation or a General Education Development (GED) equivalency. Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U. S high school diploma by an accredited evaluation service.

THS will accept the following documents:

- a. Official high school transcript indicating the date of high school graduation.
- b. GED certificate or official notification that a GED has been earned.
- c. College transcript indicating the date of high school graduation.
- d. Foreign transcript evaluation.

**Note: An official high school transcript or official GED scores must be submitted to the THS if the student is accepted into the VN Education Program on or before the scheduled VN Student Orientation Session.**

4. An applicant **MUST** be able to read, write, speak, and communicate effectively in English.
5. Complete an initial criminal background check through TDPS. This background check will be conducted by the school.

The applicant must successfully complete all items in Step I before applying to the VN Education Program (Step II).

## **Step II**

1. Complete the THS VN Program Application Form.
2. Attend a mandatory VN Program Information Session with an admissions representative (**CHILDREN ARE NOT ALLOWED TO ATTEND**).
3. Pass the TEAS VI® test\* (either before or after the VN Program Information Session) as defined by achieving:
  - a. An minimum overall individual score of 58% **AND**
  - b. The following minimum percentages (%) in the sub-sections:
    - i. Math 60%
    - ii. Reading 64%

(\*No more than three test attempts within a twelve month period)

The TEAS VI® test is a multiple choice exam testing the following four (4) subject areas

- i. **Reading** – paragraph comprehension, passage comprehension, and inferences/conclusions.
- ii. **Math** – whole numbers, metric conversions, fractions, decimals, algebraic equations, percentages, and ratio/proportion.
- iii. **Science** – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles, and general science.
- iv. **English and Language Usage** – punctuation, grammar, sentence structure, contextual words, and spelling.

The TEAS VI® test is a web-based, proctored test. For a schedule and registration information, please contact the receptionist at (713) 932-9333.

You can find more information about TEAS VI® at:

[www.atitesting.com/global/student/student-roadmap.aspx](http://www.atitesting.com/global/student/student-roadmap.aspx)

4. Submit **two (2)** Student Recommendation Forms from an employer(s) and/or teacher. *Please see instructions for submissions on the VY Student Recommendation Form.*
5. Submit a **one (1)** page legible, handwritten essay answering the question, "Why I Want to be a Nurse".
6. Submit a current resume.
7. Submit immunization records showing the completion of the following:
  - a. Hepatitis B
  - b. MMR
  - c. Tdap
  - d. TB
  - e. Varicella
  - f. Meningitis
  - g. Influenza
8. Meet with the Financial Aid Department to learn about the financial assistance programs offered.
9. Complete an Enrollment Agreement and submit with the non-refundable registration/application fee.

### Step III

Applicants are required to:

1. Complete an interview with the Nursing Selection Committee. The Nursing Selection Committee includes the Program Director and the Education Coordinator (or her/his designee).

Within six (6) weeks after submitting the completed VN application and required supporting documents, you will be emailed a decision as either conditionally accepted, on the waiting list, or denied acceptance. All documents are a permanent part of the file and will not be returned. It is your responsibility to keep your email address(es) current with THS, and make sure your email filters accept THS emails to your inbox (vs. spam).

### **Final Acceptance**

After the VN applicant has received an offer of conditional acceptance, the applicant must submit the following documents for final acceptance.

On or before the first day of class:

1. Official high school transcript or official GED scores.
2. Completed history and physical exam form signed by the health care provider.
3. A satisfactorily completed drug screen conducted by a THS designated agency.
4. Submit evidence of current Health Insurance (i.e. copy of insurance card).
5. Submit a copy of current BLS HealthCare Provider CPR Card.
6. Submit proof of all completed immunization records.

Before the first day of the third semester:

1. An original Blue Card from the TBON or an original declaratory order outcome letter from the TBON, stating that the student is eligible to take the NCLEX-PN® Exam at a future date **must be submitted to the program Director PRIOR TO THE FIRST DAY OF THE THIRD SEMESTER (NO EXCEPTIONS).**

Please see Background Checks page 7 for more information.

## **SELECTION PROCESS**

Admission to the VN Program is selective. Students will be ranked for acceptance in the program based on the following criteria:

1. TEAS VI® Exam Score.
2. Selection Committee interview evaluation form.
3. Eligible previous academic grades.
4. Previous Certification, Degree, and/or diploma history.
5. Wonderlic ® Exam Score.
6. Letters of Recommendation Forms.
7. Short Essay Question.

Applicants not accepted into the program may reapply. All applicants who are accepted are required to attend the VN Student Orientation at the school. Meeting all of the admissions requirements does NOT guarantee acceptance into the program.

## **BACKGROUND CHECKS**

Background checks are used to:

1. Satisfy clinical facilities' requirements of a background check prior to allowing a student to care for the clients under his or her responsibility.
2. Identify students who may have difficulty in meeting TX Board of Nursing (BON) eligibility for licensure and thereby allow such students early submission of petition for declaratory order from the TBON.
3. Protect and promote client/patient safety.

Two criminal background checks will be conducted on ALL students, as a condition for progression in the admission process.

The first criminal background checks will be conducted by a school approved vendor as a condition of progression to step II of the admission process. Please note: acceptance of this background check does not guarantee eligibility for licensure.

The second background check will be conducted by the BON approved vendor, which is currently the DPS/FBI. If the student has a satisfactory outcome with the BON-mandated background check, the BON will mail a "Blue Card" to the student stating this.

If a positive criminal history is revealed during the BON mandated (DPS/FBI) background check, the BON will send the student a letter requesting a "Petition for Declaratory Order" from the student. For more information on submitting a "Petition for Declaratory Order", see below.

***A REQUIREMENT OF CONTINUATION AND GRADUATION FROM THE VN EDUCATION PROGRAM IS AN ORIGINAL BLUE CARD FROM THE BON OR AN ORIGINAL DECLARATORY ORDER OUTCOME LETTER FROM THE BON, STATING THE STUDENT IS ELIGIBLE TO TAKE THE NCLEX-PN® EXAM AT A FUTURE DATE, PRIOR TO THE FIRST DAY OF THIRD SEMESTER; OTHERWISE THE STUDENT WILL BE TERMINATED FROM THE PROGRAM. NO EXCEPTIONS.***

#### **Board of Nursing Petition for Declaratory Order**

A student who has any criminal offense other than a very minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse (i.e. the answer is "yes" to any of questions on the next page), may be eligible for admission into the VN Education Program **ONLY** if the student has:

1. Submitted a Petition for Declaratory Order to the Texas BON requesting the BON to further investigate their situation.



The form and instructions are online at:

[http://www.bne.state.tx.us/pdfs/forms\\_pdfs/initial\\_licensure\\_recognition\\_pdfs/declaratoryorder\\_pdfs/DOAPP2014.pdf](http://www.bne.state.tx.us/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/declaratoryorder_pdfs/DOAPP2014.pdf)

**AND** the student has:

2. Received a written response to the Petition for Declaratory Order from the BON stating the student is eligible to take the NCLEX-PN® exam in the future.

Depending on the complexity of the student's situation/background and the BON's workload, it may take a minimum of 6 months to 2 years for the BON to process the student's Petition for Declaratory Order. The BON determines eligibility for future licensure on a case-by-case basis. For criminal incidents, the BON considers the severity of the offense, how long ago the offense was committed, and the behavior of the individual since the incident.

**If you have a criminal record, IT IS STRONGLY ADVISED THAT YOU BEGIN THE DECLARATORY ORDER PROCESS NOW.**

**Applicants to the VN Program must possess:**

1. **Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect changes in skin color or condition.
- b. Collect data from recording equipment and measurement devices used in patient care.
- c. Detect a fire in a patient area and initiate emergency action.
- d. Draw up the correct quantity of medication into a syringe.
- e. Students must be able to read fine print for medication administration purposes.

2. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect sounds related to bodily functions using a stethoscope.
- b. Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
- c. Communicate clearly in telephone conversations.
- d. Communicate effectively with patients and with other members of the health care team.

3. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

- a. Detect foul or unusual odors of bodily fluids or spoiled foods.
- b. Detect smoke from burning materials.

4. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect changes in skin temperature.
- b. Detect unsafe temperature levels in heat-producing devices used in patient care.
- c. Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid.

5. **Strength and mobility** sufficient to perform patient care activities and emergency procedures.

Examples of relevant activities:

- a. Safely transfer patients in and out of bed.
- b. Turn and position patients as needed to prevent complications due to bed rest.
- c. Hang intravenous bags at the appropriate level.

- d. Accurately read the volumes in body fluid collection devices hung below bed level.
  - e. Perform cardiopulmonary resuscitation.
  - f. Ability to lift 50 pounds repetitively unaided.
  - g. Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, and to administer medications.
6. **Physical endurance** sufficient to complete assigned periods of clinical practice. Students will be standing on their feet for at least eight hours each clinical day.
7. **Have the ability to speak, comprehend, read, and write in English** at a level that meets the need for accurate, clear, and effective communication.
8. **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities.
9. **Cognitive ability** is required to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

**VN students are eligible to apply to test for Certified Nursing Aide Test through the Texas Nurse Aide Registry following successful completion of first semester VNSG courses.**