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Delaware Technical Community College has an open admission policy. However, the open admission policy does not mean an open curriculum. Some programs within the College have a competitive application process. The Nursing Program is an oversubscribed program; therefore, is selective in the admission of students.

Programs with limited seats and specific admission criteria may afford preference to residents of the State of Delaware. Delaware residency is determined in accordance with the requirements contained in the College’s Residency policy.

Applicants to the Nursing Program are responsible for the information described in the Admission Handbook. Please read this Admission Handbook carefully.

The College, along with the Nursing Department, reserves the right to modify, change or delete any or all of the guidelines and procedures in whole or in part with or without notice. The College and the Nursing Department further reserve the right to change without notice any academic or other requirements, course offerings or course content.

All Delaware Technical Community College students are subject to the rules and regulations in the current College Catalog/Student Handbook (https://dtcc.smartcatalogiq.com/Current/Catalog), the Nursing Program Admissions Handbook, and the Nursing Department Associate Degree, or Practical Nurse Student Handbook. This manual is not intended to be a complete statement of all guidelines, procedures, rules or regulations. As a student, it is your responsibility to be familiar with the contents of the above listed catalogs and handbooks.

The Associate Degree Nursing Program website for all Delaware Tech campuses can be viewed at: https://www.dtcc.edu/academics/programs-study/nursing

The Licensed Practical Nursing Program website for the Dover and Georgetown campuses can be viewed at: https://www.dtcc.edu/academics/programs-study/practical-nursing-studies
WELCOME

The Nursing faculty would like to take this opportunity to welcome you to the Delaware Technical Community College Associate Degree and Practical Nursing Program!

At the time of your admission into the College as a pre-clinical nursing student, you will be assigned to an Academic Counselor and a Program Advisor who will assist you in the selection of your courses. It is recommended that you communicate with these advisors every semester to facilitate a seamless transition into the Nursing Program. It is strongly recommended that you regularly review all handbooks to remain familiar with the policies that govern your education.

Accreditation Statement

The College and its campuses are accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition, several curricula have earned program-based accreditation by various professional organizations.

Accreditation Commission for Education in Nursing (ACEN)

The Accreditation Commission for Education in Nursing (ACEN) is responsible for the specialized accreditation of nursing education programs. The Nursing Program at Delaware Technical Community College is accredited by the ACEN. For further information, contact:

3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000 http://www.acenursing.org/
ADMISSION POLICY

ADMISSION TO THE COLLEGE

All students interested in a Nursing Program must first complete the admission and placement requirements for the College. After completion of these requirements, applicants will be classified as SCIAOSSCI students.

To apply to the College, students should:

1. Complete an application (online or in person) to the College.
2. Request an official high school transcript or GED sent immediately to the home Admissions Office.
3. Request official copies of any college transcripts sent immediately to the home Admissions/Registrar's Office for transfer credit consideration.
4. Contact the Advisement Center to meet with an Academic Counselor.
5. All students declaring interest in the nursing program will be admitted to the Associate of Science Degree program – Nursing Interest (PN or ADN), until accepted to the Nursing Program. Information about this program can be found at https://www.dtcc.edu/academics/programs-study/nursing. Placement scores will be reviewed and a Student Education Plan (SEP) will be initiated and documented in the Student Information System (SIS).
6. The Nursing Program has specific requirements and limited seats to offer to qualified students through a competitive admission process. In the competitive admission process, qualified students are ranked on the basis of their performance measures and completing admission requirements. Performance measures include but are not limited to grades, course pass attempts and scores on national examinations. Ranking is conducted each time Program admission is open therefore a student’s chance of admission changes in relationship to the performance of other student applicants. In this process, Program admission is not guaranteed to any student.

For further information, please visit the Admissions Office or the College website: https://www.dtcc.edu

<table>
<thead>
<tr>
<th>DOVER CAMPUS STUDENT SERVICES</th>
<th>GEORGETOWN CAMPUS STUDENT SERVICES</th>
<th>STANTON CAMPUS STUDENT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(302) 857-1020</td>
<td>(302) 259-6053</td>
<td>(302) 454-3954</td>
</tr>
</tbody>
</table>

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All transcripts with potential transfer credits to be applied to the competitive admission process must be submitted to the Admissions Office and evaluated prior to application to the Nursing Program.

**LPN/PARAMEDIC TO RN (ADVANCED PLACEMENT) EXPERIENTIAL CREDITS**

Licensed Practical Nurses (LPNs) and nationally certified paramedics (NREMT-P) may apply for Advanced Placement status. Upon submission of proof of current, active, unencumbered licensure, and acceptance to the program, advanced placement students receive advanced credit for NUR 199 – Nursing Advanced Credit (13 credits).

**INTERNATIONAL STUDENTS**

International students must have foreign high school and college transcripts evaluated for equivalent U.S. credits by a certified agency in order to receive transfer credit. Please contact Admissions or the International Students Academic Counselor on each campus. Prior to application to the Nursing Program, this evaluation must be completed and proof of high school equivalency submitted for consideration.

**LEGAL STATUS**

Students who are permanent or temporary resident aliens are eligible to apply to the nursing program. Students who do not have documentation of citizenship or legal status to be in the United States may not be able to have a background check completed, and therefore may not be able to attend clinical. Additionally, individuals without documentation of citizenship or legal status may not be eligible to take the NCLEX licensure exam upon completion of the program.
TECHNICAL FUNCTIONS FOR NURSING STUDENTS

<table>
<thead>
<tr>
<th>Technical Function</th>
<th>Student Performance Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability to use senses</strong></td>
<td>Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in clients; to read fine print/writing on physician’s orders, monitors equipment calibrations; to measure medications in syringes, IV’s, etc.</td>
</tr>
<tr>
<td></td>
<td>Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung, and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker’s face.</td>
</tr>
<tr>
<td></td>
<td>Tactile ability to feel differences in skin temperature; to perform physical assessment and technical skills.</td>
</tr>
<tr>
<td><strong>Motor Ability</strong></td>
<td>Physical ability to walk long distances; to stand for prolonged periods; to lift, move, and transfer clients and equipment of at least 35 lbs.; to maneuver in limited space; to perform CPR and provide routine and emergency care; to have manual dexterity to insert tubes, prepare medications, and perform technical skills.</td>
</tr>
<tr>
<td><strong>Ability to Communicate</strong></td>
<td>Ability to communicate effectively in verbal and written form through interaction with clients, family, and healthcare members; to write clearly and correctly on the client’s record for legal documentation.</td>
</tr>
<tr>
<td><strong>Ability to Problem Solve</strong></td>
<td>Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing, and synthesizing data.</td>
</tr>
<tr>
<td><strong>Emotional Stability</strong></td>
<td>Ability to function safely under stress and adapt to changing clinical and client situations.</td>
</tr>
</tbody>
</table>

Students with concerns about their ability to meet the Technical Requirements for the Nursing Program should refer to the College web page [https://www.dtcc.edu/student-resources/learning-support/disability-services](https://www.dtcc.edu/student-resources/learning-support/disability-services) for information about the College commitment and compliance to the Americans with Disabilities Act of 1992. Students must be able to meet the technical requirements of the nursing program with or without accommodation. Concerns about reasonable accommodations should be directed to the ADA Counselor.
ACADEMIC PROGRESSION POLICY NURSING PROGRAM

The nursing program has two categories of courses that apply to the academic progression policy, designated related courses and clinical nursing courses. This policy applies to all Delaware Tech students interested in applying to the nursing program regardless of campus or major of origin and this policy may not be appealed.

For the purpose of academic progression in designated related courses, unofficial withdrawal grades (U) and withdrawal (W) are treated as failing grades (F). Any student who receives two (2) failing grades (F), (W) or (U), or a combination, in designated related courses will not be admitted to or permitted to progress in the nursing program at Delaware Tech. This includes courses that students repeat in an attempt to improve a prior grade. A higher grade will be considered for ranking purposes, but a failing grade in a repeated course will be counted towards academic progression.

**Designated Related Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110</td>
<td>Essentials of Anatomy and Physiology * Practical Nursing (PN)</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Anatomy and Physiology II</td>
</tr>
</tbody>
</table>

In these circumstances, if the two unsuccessful grades in the designated related courses occur within a four-year time frame, the student must wait two (2) years from the date of the most recent “W”, “U” or “F” before making application for admission to the ADN. The courses with either failing grades or withdrawal grades that resulted in denial of admission or academic withdrawal from a nursing course must be successfully completed before the student may reapply for admission to a Delaware Tech nursing program.

A student who is admitted into the nursing program but is subsequently unsuccessful twice in a related course that is also a prerequisite course for progression (ex. BIO 121 for NUR 180/181), will be unable to continue in the nursing program. The student must then wait two (2) years from the date of the most recent “W”, “U” or “F” before making application for admission to the nursing program.

*BIO 110 is not a requirement of the ADN program and is not counted in academic progression for application to the ADN program. However, it is a requirement of the PN program and is therefore counted in the academic progression for the purposes of the PN program. Students who leave the ADN program and apply to the PN program for any reason, and received any two U, W, or F grades in BIO 110 within a four-year time frame of application to the PN program will fall under the academic progression policy and will not be able to apply to the PN program for two years.

**Nursing (NUR) Courses**

For purposes of academic progression in nursing courses, unofficial withdrawal grades (U) and official withdrawal grades (W) are treated as a failing grade (F). Any student who receives two (2) failing grades F, U, or W or a combination, in nursing courses will not be permitted to...
progress in the nursing program. The student must wait two years before application for readmission to the nursing program and will be ranked with all other applicants. At the time of reapplication, the student’s GPA must be 2.5 or higher for ADN and 2.0 for the PN program. With reacceptance into any Delaware Tech nursing program, all nursing courses must be repeated.

Please note that prior unsuccessful attempts at designated related courses taken prior to admission to the nursing program will not be carried forward in the progression policy. This policy applies to all Delaware Tech students interested in applying to the nursing program regardless of campus or major of origin and this policy may not be appealed.

Students must pass both theory and clinical components of a nursing course. If a student is unsuccessful in either component, they must retake the entire course and pass both components.

Program enrollment and completion timeframe

- Students must maintain continuous enrollment in the nursing program.
- Students who fail one (1) NUR course and wish to continue in the nursing program must meet with the student success coordinator, instructional coordinator and/or the instructional director either concurrently or separately to develop an academic plan to support the student’s success. The student will be permitted to repeat the course based upon space availability.
- Students with a documented hardship withdrawal or hold may return on a seat available basis.
- Course of study for the ADN program shall be completed within four (4) consecutive academic years from entrance into the first clinical course of the program.
- Course of study for the advanced placement – ADN shall be completed within three (3) consecutive years from the beginning of the first nursing second level course.
- Failure to complete a course of study within the designated time frame will result in the need to repeat all nursing courses.

ASSOCIATE DEGREE PROGRAM (ADN) TO PRACTICAL NURSING (PN) PROGRAM PATHWAY

A student has the option of moving from the Associate Degree Nursing (ADN) Program to Practical Nursing (PN) Program. Students that are not successful in the ADN program do not need to wait two years to apply to the PN program. Students are required to contact the Nursing Department Instructional Director at their current/home campus to discuss their specific situation and to request to transition to the PN program.

Advanced Credit Matrix

<table>
<thead>
<tr>
<th>Successful completion of NUR 170</th>
<th>Advanced Credit for NUR 131</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of NUR 181</td>
<td>Advanced Credit for NUR 134</td>
</tr>
<tr>
<td>Successful completion of NUR 201</td>
<td>Advanced Credit for NUR 135</td>
</tr>
</tbody>
</table>

All students will take NUR 132 and NUR 133, or NUR 139. If a student changes to the PN program
following unsuccessful progression in the ADN program, he/she has only one (1) attempt to be successful in the remaining NUR courses required to complete the PN program. If a student that has changed to the PN program fails one PN NUR course, they must wait two years to re-apply for admission into a nursing program using the current ranking criteria. Transition to the PN program from the ADN program is on a seat available basis.

**ELIGIBILITY AND SELECTION PROCESS**

**MINIMUM CUMULATIVE GPA**

In an effort to promote student success in the Associate Degree Nursing (ADN) Program, the minimum cumulative GPA required for application to the Nursing Program is 2.5. The Practical Nurse Program (PN) minimum cumulative GPA required for application is 2.0. Evidence supports that a student’s GPA is a significant indicator of success in a nursing program.

**ATI-TEAS PRE-ADMISSION EXAMINATION RESULTS**

The Practical and Associate Degree Programs use the TEAS exam as the nursing entrance exam. Information regarding scoring and ranking is published on the Program Requirement Sheets in this handbook. The nursing program uses the ATI TEAS exam total score for ranking purposes.

The ATI TEAS exam will be offered by the Division of Workforce Development at all three campuses. ATI TEAS scores are good for three years. Once a student has first taken the TEAS, they can retest as often as every four (4) months. It is the student’s responsibility to ensure that the TEAS test transcripts are received at the correct DTCC campus. You may request a copy of your TEAS transcripts be sent through ATI-testing.com to the location you wish to apply for a small fee.

**COMPETITIVE APPLICATION PROCESS**

Any student planning to be included in a competitive admission process to the Associate Degree Nursing Program must complete an application online and/or in person. Students for the Practical Nurse Program must complete an application and submit online and/or in person. It is suggested to make a screenshot of your on-line application or print out and keep the page confirming submission. **Previously submitted applications will not be considered.** A ranking system is used to determine admission to the Nursing Program. Students who complete the application process and meet the eligibility requirements will be included in the competitive admission process.

Eligible students must complete and submit the required admission documents by the stated deadline in order to be considered for Program admission. Please refer to the “Requirements for Application” pages, located at the end of this handbook for specific Program deadlines.
STUDENT ADVISORY STATEMENT

The following student advisory statement will be disseminated to students for signature upon being offered a clinical seat:

I am accepting a clinical seat offered to me by the Associate Degree or Practical Nursing Program at Delaware Technical Community College with the knowledge that an affiliating clinical site/healthcare facility may deny my participation in a required clinical experience because of the following:

- my criminal history
- urine drug screen results
- prior termination from an affiliating clinical agency
- undocumented status in the U.S.

I further understand that an affiliating clinical site/healthcare facility may also deny my participation in a required clinical experience for reasons not listed above.

If I am denied participation in a required clinical experience by an affiliating clinical site/healthcare facility because of any of the above reasons, or for any reason, I understand that I will not be able to meet the clinical objectives of the nursing course, which may result in a failed grade for that course and a possible withdrawal from the Nursing Program.

I also acknowledge that prior criminal convictions (even those expunged or pardoned) or future criminal activity may prevent my ability to be approved to sit for the NCLEX RN or PN exams as regulated by the Board of Nursing in the State I choose to test.

I further understand that my participation and successful completion of the Associate Degree or Practical Nursing Program at Delaware Technical Community College does not guarantee employment placement or licensure.

By signing this advisory statement, I am giving permission for Delaware Technical Community College to release my criminal history to any institution that may request it in order to determine whether I may participate in a clinical experience at that institution.

My signature indicates that I have read the Nursing Program Admission Policy and am choosing to accept a clinical seat in the Associate Degree or Practical Nursing Program.
NURSING PROGRAM ADMISSION GUIDELINES

Most nursing courses in the Nursing Program have a clinical component that requires all students to participate in prearranged clinical experiences at selected healthcare facilities. In order to participate in the clinical experience, students must meet specific requirements established by the healthcare facilities. All applicants to the Nursing Program must be able to meet these clinical requirements in order to be granted admission and to continue coursework in the Nursing Program. The clinical requirements include but are not limited to the following:

1. Background Inquiry
   - State and federal criminal background checks
   - Child and adult abuse registry inquiry
   - Drug test/random drug testing

2. Current CPR Certification
   - American Heart Association – BLS Provider
   - American Red Cross – BLS for Healthcare Providers

3. Health History
   - Current immunizations and tuberculosis screening
   - Physical examination demonstrating ability to perform technical functions of a nursing student

The above information will be requested by the Nursing Department and/or clinical agencies as part of the student’s file to ensure clinical readiness.

CRIMINAL BACKGROUND INQUIRY

A student with a criminal history may be denied admission into the Nursing Program, licensure by the Board of Nursing or be denied admission to or employment by a healthcare facility. Acceptance into the Nursing Program or permission to participate in the clinical experience by a healthcare facility does not guarantee eligibility for licensure.

CHILD AND ADULT ABUSE REGISTRY

Adult and child abuse registry inquiries will be required by healthcare facilities at a later date after admission to the Nursing Program. These inquiries must be obtained just prior to the student’s attendance for clinical rotations at the requiring healthcare facility. The facility will make the determination regarding each student’s ability to participate in clinical experiences at that particular facility based upon the results of the inquiry results. Students must meet the requirements of the healthcare facilities regarding the registry inquiries in order to participate in the Nursing Program. Students whose inquiries do not meet the facility’s requirements will not be able to participate in clinical experiences. Therefore, the student may be unable to meet the clinical objectives of the nursing course.

DRUG POLICY

Pre-admission / Pre-clinical Screening:

Students granted initial admission to any allied health or nursing program at Delaware Technical Community College will be provided information regarding drug screenings and will be expected to adhere to the substance abuse policy of the College. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by the laboratory facility and College representatives. Costs related to initial and random drug testing will be the responsibility of the student. Students who fail to complete drug screening as required will be prohibited from participation in and completion of required courses in the program. Students who test positive on an initial drug screening for program acceptance, without medical clearance will forfeit his/her program seat.

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Re-application:
Students who test positive on an initial drug screen or are dismissed from an allied health or nursing program due to a positive drug screen may reapply in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students. Following readmission, a second positive drug screen, without medical clearance, will result in program dismissal and terminate all eligibility for readmission into an allied health or nursing program.

Dilute Results:
Dilution is the process of reducing the concentration of the urine sample. Dilution may occur when an individual consumes large quantities of water prior to testing, alters the sample after collection, or may be caused by certain medical conditions. Dilute results will require a repeat screening within 24 hours. Failure to produce negative results after the repeat screening will result in immediate dismissal from the program or preclude initial admission. Costs incurred for dilute screenings will be the responsibility of the student.

Positive Screens:
No student drug-screening sample will be reported as positive before a Certified Medical Review Officer from the screening agency has reviewed the results. Upon receipt of a positive drug screen notification, the College designee will advise the student of consequences and impact on program completion. Delaware Technical Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student. With exception of legal actions that require access to test results, all records will be secured with access limited only to designated college officials.

Additional Screenings or Reasonable-Suspicion Screening During Clinical Experience:
Once a student enters an allied health/nursing program, he/she will be expected to comply with the clinical sites’ specific policies and procedures as required for his/her clinical experience. Clinical facilities may require additional drug screening, criminal background checks, fingerprinting, immunizations, may prohibit medical marijuana use, etc. Failure to comply with the required processes and produce negative results for any additional drug screenings will jeopardize the student's ability to complete the enrolled program. Students who do not meet the clinical facilities' drug and alcohol policies will not be able to participate in clinical experiences. Students are responsible for any costs incurred for screenings and will be required to self-disclose results to designated program faculty. A positive drug screen, without medical clearance, will result in immediate dismissal from the program and the student will be assigned an “F” grade on the academic transcript. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows: direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

Negative drug screen results do not guarantee continuance in the clinical experience at assigned sites, as final determination for continuance in the clinical experience is at the discretion of the clinical facility in accordance with clinical agency requirements. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

Adapted: Wallace Community College (Dothan, AL) Student Guidelines

The College’s Substance Abuse Policy can be found at

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CPR REQUIREMENT

All nursing students are required to have current Basic Cardiac Life Support (BCLS) for Healthcare Provider certification prior to enrollment in the Nursing Program. **Current CPR certification is validated each semester.**

The following CPR cards will be accepted:

- American Heart Association – BLS Provider
- American Red Cross – BLS for Healthcare Providers

If an online version of the above provider CPR course is available, it must include demonstration of skills at a facility offering basic cardiac life support. It is the responsibility of students admitted to the Nursing Program to maintain current CPR certification throughout the length of the Program. **Nursing students will not be allowed in the clinical setting if their CPR certification has expired.** Clinical absences place nursing students at risk for not meeting the clinical objectives of the course.

PHYSICAL EXAMINATION

Once offered a clinical seat in the Nursing Program, a student must complete a Delaware Technical Community College Nursing Department History and Physical Examination form. This includes separate documentation of immunizations completed by their healthcare provider. **The student should refer to the performance requirements listed under “Technical Functions for Nursing Students.”**

When, in the judgment of the Nursing Department faculty, a concern arises for a student’s physical or emotional well-being, or for patient/client safety, the faculty reserves the right to prohibit the student from participating in any clinical activity until written documentation is provided from the student’s healthcare provider or mental health professional stating that the student may continue to participate in the clinical setting **without restrictions.** All documentation must be on the healthcare provider’s letterhead and include a telephone number.

IMMUNIZATIONS

Immunizations must be documented on the History and Physical Examination form.

MMR--Immunizations for MMR (Measles, Mumps, and Rubella) must meet the Delaware State Law requirements.

Tetanus, diphtheria, and pertussis Vaccine (Tdap) – Documentation of tetanus, diphtheria, and pertussis immunization within the last ten (10) years.

Varicella (chickenpox; herpes zoster) – Documentation of immunization, or titer, or documentation from healthcare provider of disease (month and year).

Tuberculosis – Students in the Nursing Program are required to have a yearly tuberculosis screening. Screenings could include an annual or 2-step Mantoux Tuberculin Skin Test (TST) (formerly called PPD), T-SPOT.TB, and/or Quantiferon Gold. Results of the test must be submitted to the office of the Nursing Department. If the TST (Mantoux) testing is positive, the following protocol will be used.

1. Obtain a chest x-ray and submit a copy of the report results to the Nursing Department.
2. **If chest x-ray results are negative:** Obtain a statement from your healthcare provider that includes the following information:
   a. The student is currently without symptoms of tuberculosis.
   b. The student is cleared to participate in the Nursing Program.
   c. Bring the statement from the healthcare provider to the Department.

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d. **Annually**, obtain a statement from the healthcare provider that states the student is without TB symptoms and may participate in the Nursing Program. A chest x-ray is not required annually.

3. **If chest x-ray results are positive**: The student will not be allowed in the clinical setting until a negative chest x-ray and written permission to participate in the Nursing Program from a physician is obtained.

4. **It is the student’s responsibility to seek medical evaluation at any time that TB symptoms appear.** The Nursing Instructional/Clinical Coordinator must be notified if symptoms develop.

5. If a student has received the BCG they are exempt from TST. The student must obtain a chest x-ray and submit a copy of the report to the nursing department along with a written statement from their Healthcare Provider that they have no symptoms of TB.

**Hepatitis B** – The series of three (3) Hepatitis B immunizations is strongly recommended for students participating in the Nursing Program. Students should provide documentation of all three (3) Hepatitis B immunizations or sign a waiver.

**Flu** – Students will be required to receive an annual flu vaccine. Students who decline must sign the declination form and follow the agency flu vaccine policy. Some agencies do not accept the waiver, and that may preclude a student from meeting clinical objectives.

Students may be required to have additional immunizations or titers based on clinical agency requirements. It is the responsibility of students admitted to the Nursing Program to maintain current immunizations. Nursing students will not be allowed in the clinical setting if their immunizations have expired. Clinical absences may place nursing students at risk for not meeting the clinical objectives of the course.

**DELAWARE STATE BOARD OF HEALTH – IMMUNIZATION REQUIREMENTS**

All full-time students of post-secondary educational institutions and all full and part-time students in such educational institutions, if engaged in patient-care related curriculums, shall be required to show evidence of immunity to measles, mumps, rubella (MMR), and varicella as listed in the link to the Delaware Public Health Code below.


**COVID Revised Statement for Nursing/Allied Health Handbooks 4/24/23:**

All students in nursing and allied health programs, both competitive and open admissions, must be immunized against COVID-19 prior to registering for the first program-specific course (e.g., NUR, OTA,...). Nursing and allied health students must also obtain any boosters required by the clinical site(s) to which they have been assigned to continue in their program. The College will not coordinate clinical placements based on vaccination status.

Many facilities that offer internships, observations, and allied health and nursing clinicals require faculty and students to be vaccinated against COVID-19. These off-campus experiential learning experiences are a required component of nursing and allied health program curricula as required by program accrediting agencies and state licensing authorities, so all must be successfully completed by a student in order for them to graduate. In fulfilling the requirements by accrediting bodies and state licensing authorities, students must attend clinical rotations throughout several facilities to gain experience in the field and have opportunities to achieve clinical competency in various settings with exposure to a variety of patient populations.

Although the College will consider religious and medical exemptions as a reasonable accommodation under the ADA and Section 504 of the Rehabilitation Act, off-site facilities that require COVID-19 vaccination may not provide accommodations for religious or medical exemptions. Students requesting an exemption from these
healthcare facilities or clinical sites must obtain exemptions from every site where the student may be placed prior to registering for their first program-specific courses.

CHANGE IN HEALTH STATUS

A student whose health status changes while in the Nursing Program (i.e., pregnancy, injury, major acute/chronic illness) must notify the Nursing Department and provide documentation from a healthcare provider stating the student may participate in theory/lab/clinical activities without restrictions. All documentation must be on the healthcare provider’s letterhead and contain a telephone number. If injury or illness results in the student having to delay returning or registering for the next semester in the nursing program course sequence, the student must notify the Nursing Department, must be able to return to the program with medical clearance stating the student can participate in the program without restrictions, and must be able to complete the Associate Degree Program in a four year timeframe, the Advanced Placement Program in a three-year timeframe, or the Practical Nurse Program in a two-year timeframe, from the time of beginning the first nursing course.
INFECTIONOUS DISEASES

The Nursing Department provides training and education on the use of standard precautions when providing care to patients. Students are required to use standard precautions when providing nursing care.

Students with infections who would likely transmit that infection to others will not be permitted in the lab/clinical setting. Nursing faculty reserve the right to remove a student with an infectious condition from the lab/clinical setting.

LATEX SENSITIVITY/ALLERGY

It is the student’s responsibility to notify the Nursing Department of a latex sensitivity/allergy. Students with a latex sensitivity/allergy must provide to the campus ADA contact in the Division of Student Services documentation of the specific sensitivity/allergy with suggested safety guidelines from the healthcare provider in order to request a reasonable accommodation. Students will also be required to sign a release of information regarding the latex sensitivity/allergy that will be shared each semester with the clinical agency where the student has clinical experiences.

Students with concerns about their ability to meet the Technical Functions for Nursing Students should refer to the College web page https://www.dtcc.edu/student-resources/learning-support/disability-services for information about the College commitment and compliance to the Americans with Disabilities Act of 1992. Students must be able to meet the Technical Functions for Nursing Students with or without accommodation. Concerns about reasonable accommodations should be directed to the campus ADA contact.

LEGAL LIMITATIONS FOR LICENSURE

To be eligible to sit for the National Council Licensure Examination (NCLEX), the Delaware Board of Nursing outlines in its rules and regulations the following licensure requirements http://delcode.delaware.gov/title24/c019/.

APPLICATION TO THE NURSING PROGRAM

To apply to a Nursing Program, please refer to the checklists that follow to assure all requirements have been met prior to submission of an application. Applications may only be submitted at one campus per application period and must be at the student’s home campus.

- For the Practical Nursing programs, please submit the application via the following: http://go.dtcc.edu/pnapp.
- For the Associate Degree Nursing and Advanced Placement Programs, please submit the application via the following: http://go.dtcc.edu/ADPApp.

All applications are reviewed and points are totaled to determine admission. Applicants are ranked using a point system. Please refer to the section Program Requirements in this handbook for a description of scoring. If there is a tie at the cutoff point for admission, meaning two (2) students have the same number of points, the ATI TEAS total score will be used as the measure to break the tie in points. If there is also a tie in the ATI TEAS score, the TEAS verbal score is used to determine selection for the seat in the program.

Once accepted to the nursing program, students are expected to make continual progress toward graduation. If a student does not return or register for their next expected course for any reason, they must meet with the Instructional Director and/or the Instructional Coordinator to discuss the circumstances.

SELECTION PROCESS FOR THE ACCELERATED OPTION

Students may request the accelerated summer option at the time of application to the Nursing Program. The number of accelerated seats at each campus is limited. Students requesting this option will be selected according to the same ranking process used to determine admission to the Nursing Program. Please refer to this handbook under “Requirements for the Associate Degree Nursing Program” for admission criteria. Students who request an accelerated seat will be notified at the time of acceptance whether they have been granted their request.
PROCESS FOR STUDENTS TO REQUEST RAPID SEQUENCE APPLICATION

A rapid sequence option is available for individuals who are admitted to the College and are identified as first-time full-time students or having priority of service (POS) status. Rapid sequence students would be required to complete the Associate Degree Nursing (ADN) program following the five-semester course sequence sheet, allowing them to apply to the Nursing Program in their first semester at the College. Students must declare their intent to follow this pathway by meeting with their academic advisor and the Nursing Instructional Director at the student’s campus of choice, signing an agreement of intent, and submitting a paper application. The completed, signed agreement and application must be submitted no later than March 15 for an August start or August 15 for a January start.

In order to be eligible for this admission pathway a student must meet/agree to the following criteria:

- Transfer credits that meet requisite requirements (transfer students only)
- Register for semester one ADN course sequence designated courses, unless exempt.

Acceptance into a clinical seat is contingent on:

- Official high school transcript/GED/US Equivalency Letter for high school is on file at the college
- Proof of current valid CNA certificate at time of application or completion of HLH 123 with a C or better prior to the start of NUR courses. OR Proof that you have successfully completed a CNA, HHA, Medical Assistant, or Patient Care Tech Course, regardless of certification. OR Letter from Employer that you currently work as a HHA, Medical Assistant, or Patient Care Tech and have done so for at least six months.
- Successful completion of BIO 120 and MAT 152 or equivalent College level math with a C or better prior to start of NUR courses.
- A minimum composite score of 58.7 on the ATI TEAS prior to application.

A student who meets the criteria will be included in the competitive application process for the March 15 or August 15 deadline, depending on the time they make an application. Students selecting this pathway must meet all of the eligibility requirements for application to the Associate Degree Nursing Program published in the handbook to be considered for a clinical seat.

Paper applications can be obtained from the Nursing department secretary or administrative assistants. If you select the rapid sequence option, you agree to complete the Nursing Program in the 5-semester sequence. Your application will be ranked and evaluated for admission when the acceptance requirements are completed at the end of the student’s first semester at DTCC. Students must meet with their Nursing Instructional Director to sign the intent form. If accepted to the program after ranking, a seat in the Nursing Program will be available.

Rapid Sequence Intent Form
REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM

Students applying to the Practical Nursing Program at Delaware Technical Community College – Owens or Terry Campus, must meet the following requirements.

REQUIRED FOR PROGRAM APPLICATION

OFFICIAL HIGH SCHOOL TRANSCRIPT/GED/EQUIVALENCY

- Official high school transcript/GED/US equivalency letter for high school is on file at the College.

GRADE POINT AVERAGE

- Achieve an academic standing minimum of 2.0 GPA

PRE-ADMISSION EXAM*

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MATH COURSE (MAT 152)

- Quantitative Reasoning is the recommended math course for nursing majors; however, any Delaware Tech college-level math course other than MAT 125, 172, 173, 211, 212, 213, or 274 will meet the application requirement.

□ DELAWARE RESIDENCE

- Delaware residents will receive two (2) points towards their point ranking. * Program Admission Points

ESSENTIALS – ANATOMY AND PHYSIOLOGY (BIO 110)

- Completion with a C or better at Delaware Tech or
- Approved transfer equivalent course to Delaware Tech (points based score) or
- Credit by Exam (points based on exam score)

Nursing Department | Delaware Technical Community College Reviewed and accepted 6/8/22
Nursing
Delaware
http://www.acenursing.org/

*Program Admission Points:  
A = 4 points: ______ B = 3 points: ______ C = 2 points: ______

*Students may opt to take Anatomy & Physiology I (BIO 120) and Anatomy & Physiology II (BIO 121) in place of Essentials-Anatomy and Physiology (BIO 110) in preparation for Advanced Placement status. To use for Program ranking, both courses must be completed prior to application.

*Program Admission Points:  
Anatomy & Physiology I (BIO120)  
- Completion with a C or better at Delaware Tech or  
- Approved transfer equivalent course to Delaware Tech (points based on course score) or  
- Credit by Exam (points based on exam score)

A = 4 points: ______ B = 3 points: ______ C = 2 points: ______

*Program Admission Points:  
Anatomy & Physiology II (BIO121)  
- Completion with a C or better at Delaware Tech or  
- Approved transfer equivalent course to Delaware Tech (points based on course score) or  
- Credit by Exam (points based on exam score)

A = 4 points: ______ B = 3 points: ______ C = 2 points: ______

☐ PRIORITY OF SERVICE (POS)
- Delaware Technical Community College’s Allied Health and Nursing competitive admission processes will provide legally required Priority of Service in program admission for eligible veterans or eligible spouses. If you believe you are eligible for Priority of Service and have not already officially notified the College, you must self-identify and provide any required documentation to the campus Veterans Affairs Academic Counselor prior to the application deadline. If you are unsure of your eligibility, please contact your campus’ Veteran Services Academic Counselor for more information.

☐ ADDITIONAL REQUIREMENTS FOR DIPLOMA COMPLETION

Upon acceptance to the Program, the following information will be requested:
- Criminal Background, Adult/Child Abuse Registry Inquiry, Drug Screen, Proof of Immunizations, and Physical Exam

Applications for admission to the PN Nursing Program are accepted once a year on or before May 15th for an August seat in the full-time evening program at the Owens campus, and August 15th for a January seat for the full-time day program at the Terry Campus.

*Program Admission Points are totaled to determine point ranking, and subsequently, selection of seats.

The PN Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326
404-975-5000 http://www.acenursing.org/

For additional information, please visit your Program Advisor or log in to:
https://www.dtcc.edu/academics/programs-study/nursing

Nursing Department | Delaware Technical Community College Reviewed and accepted 6/8/22
REQUIREMENTS FOR THE ADVANCED PLACEMENT ASSOCIATE DEGREE NURSING PROGRAM

Students who currently hold an active LPN license or a NREMT-P certification may pursue an Associate Degree by bridging to the second level of the ADN Nursing Program. Students applying to the Advanced Placement Associate Degree Nursing Program at Delaware Technical Community College - Owens, Stanton, or Terry Campus, must meet the following requirements.

The requirements below are for admission to a clinical seat only and do not constitute the complete requirements to graduate. See the Course Sequence Sheet for all program requirements.

REQUIRED FOR PROGRAM APPLICATION

OFFICIAL HIGH SCHOOL TRANSCRIPT/GED/EQUIVALENCY

- Official high school transcript/GED/US equivalency letter for high school is on file at the College.

OFFICIAL LPN OR PARAMEDIC TRANSCRIPT

- Official transcript from an LPN or Paramedic Program is on file at the College.

COPY OF CURRENT LPN LICENSE OR NREMT-P CERTIFICATION/LICENSE

ANATOMY & PHYSIOLOGY I (BIO 120) **REQUIRED FOR PROGRAM APPLICATION

- Completion with a C or better at Delaware Tech or
- Approved transfer equivalent course to Delaware Tech (points based on course score) or
- Credit by Exam (points based on exam score)

* Program Admission Points: A = 4 points: _______ B = 3 points: _______ C = 2 points: _______

ANATOMY & PHYSIOLOGY II (BIO 121) **REQUIRED FOR PROGRAM APPLICATION

- Completion with a C or better at Delaware Tech or
- Approved transfer equivalent course to Delaware Tech (points based on course score) or
- Credit by Exam (points based on exam score)

* Program Admission Points: A = 4 points: _______ B = 3 points: _______ C = 2 points: _______

MAT 152 **REQUIRED FOR PROGRAM APPLICATION

- Quantitative Reasoning is the recommended math course for nursing majors; however, any Delaware Tech college-level math course other than MAT 125, 172, 173, 211, 212, 213, or 274 will meet the application requirement.

GRADE POINT AVERAGE ** REQUIRED FOR PROGRAM APPLICATION

- Achieve an academic standing minimum of 2.5 GPA

PRE-ADMISSION EXAM (RN)* ** REQUIRED FOR PROGRAM APPLICATION
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Minimum Score is a 58.7%

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**DELAWARE RESIDENCE**
* Program Admission Points:__________

- Delaware residents will receive two (2) points towards their point ranking.

**PRIORITY OF SERVICE (POS)**

- Delaware Technical Community College’s Allied Health and Nursing competitive admission processes will provide legally required Priority of Service in program admission for eligible veterans or eligible spouses. If you believe you are eligible for Priority of Service and have not already officially notified the College, you must self-identify and provide any required documentation to the campus Veterans Affairs Academic Counselor prior to the application deadline. If you are unsure of your eligibility, please contact your campus’ Veteran Services Academic Counselor for more information.

**ADDITIONAL REQUIREMENTS FOR DEGREE COMPLETION**

Upon acceptance to the Program, the following information will be requested:
- Criminal Background, Adult/Child Abuse Registry Inquiry, Drug Screen, Proof of Immunizations, and a Physical Exam

Applications for admission to the ADN Advanced Placement Nursing Program are accepted twice a year on or before March 15th for an August seat, and August 15th for a January seat at Stanton and Terry Campuses. The Owens campus will accept applications once a year by August 15th for a January seat.

*Program Admission Points are totaled to determine point ranking, and subsequently, selection of seats.
The ADN Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326
404-975-5000  http://www.acenursing.org/

For additional information, please visit your Program Advisor or log in to:https://www.dtcc.edu/academics/programs-study/nursing
Requirements for the Associate Degree Nursing Program

Students interested in the ADN Nursing Program can pursue their degree through an accelerated or traditional format. Students applying to the Associate Degree Nursing Program at Delaware Technical Community College – Owens, Stanton, or Terry Campus, must meet the following requirements.

The requirements below are for admission to a clinical seat only and does not constitute the complete requirements to graduate. See the Course Sequence Sheet for all program requirements.

Required for Program Application

Official High School Transcript/GED/Equivalency

- Official high school transcript/GED/US equivalency letter for high school is on file at the College.

Anatomy & Physiology (Bio 120)

- Completion with a C or better at Delaware Tech or
- Approved transfer equivalent course to Delaware Tech (points based on course score) or
- Credit by Exam (points based on exam score)

* Program Admission Points: A = 4 points: _____ B = 3 points: _____ C = 2 points: _____

Pre-Admission Exam (RN)*

Program Admission Points:______

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CONCEPTS OF PATIENT CARE ** REQUIRED FOR PROGRAM APPLICATION
- Proof of completion of a CNA, HHA, PCT, or Medical Assistant program may earn advanced credit for this course.
- Completion of HLH130 (Nurse Assistant Course) with a C grade or better.
- Completion of HLH123 (Concepts of Patient Care) with a C grade or better prior to application for a clinical seat

MAT 152 ** REQUIRED FOR PROGRAM APPLICATION
- Quantitative Reasoning is the recommended math course for nursing majors; however, any Delaware Tech college-level math course other than MAT 125, 172, 173, 211, 212, 213, or 274 will meet the application requirement.

GRADE POINT AVERAGE ** REQUIRED FOR PROGRAM APPLICATION
- Achieve an academic standing minimum of 2.5 GPA

☐ DELAWARE RESIDENCE * Program Admission Points: _____________
- Delaware residents will receive two (2) points towards their point ranking.

☐ PRIORITY OF SERVICE (POS)
- Delaware Technical Community College's Allied Health and Nursing competitive admission processes will provide legally required Priority of Service in program admission for eligible veterans or eligible spouses. If you believe you are eligible for Priority of Service and have not already officially notified the College, you must self-identify and provide any required documentation to the campus Veterans Affairs Academic Counselor prior to the application deadline. If you are unsure of your eligibility, please contact your campus' Veteran Services Academic Counselor for more information.

☐ ADDITIONAL REQUIREMENTS FOR DEGREE COMPLETION

See Associate Degree Nursing Program Course Sequence Sheet for additional program courses.

Upon acceptance to the Program, the following information will be requested:
- Criminal Background, Adult/Child Abuse Registry Inquiry, Drug Screen, Proof of Immunizations, and Physical Exam

Applications for admission to the ADN Nursing Program are accepted twice a year on or before March 15th for an August seat, and August 15th for a January seat at the Owens, Stanton and Terry Campuses.

*Program Admission Points are totaled to determine point ranking, and subsequently, selection of seats, maximum points = 16 points.

The ADN Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326
404-975-5000  http://www.acenursing.org/
For additional information, please visit your Program Advisor or log in to:
https://www.dtcc.edu/academics/programs-study/nursing
GENERAL INFORMATION

EMPLOYMENT

The Nursing Program is challenging and fast paced. Clinical courses require extensive hours on campus and in preparation to meet course requirements. Full time employment while taking clinical courses is strongly discouraged. Students, who must work in addition to taking classes, will be expected to meet all course requirements.

STUDENT NURSES ASSOCIATION

The Student Nurses Association (SNA) is a College-supported organization that promotes communication between students, students and faculty, other student organizations, and the College community. The purpose of the Student Nurses Association is to promote the profession of nursing, support students and activities in the Nursing Program, and encourage participation in health promotional activities within the community.

All nursing pool students interested in the Nursing Program may attend Student Nurses Association meetings. Dates of the meetings are posted on the SNA bulletin board and on the SNA website at the beginning of each semester. Programs are designed to provide information on current topics of interest. Dues collected are used to defray the cost of chapter activities.

Members of the Student Nurses Association may join the National Student Nurses Association (NSNA), which affords membership in the Delaware Student Nurses Association. NSNA offers opportunities to develop leadership skills, apply for scholarships/grants, and to meet and work with nursing student leaders from other schools and states.

The faculties of Delaware Technical Community College Nursing Program look forward to welcoming you and assisting you in any way. Please call campus specific contacts with any remaining questions.

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<tr>
<th>Dover</th>
<th>Georgetown</th>
<th>Stanton</th>
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<td>302-857-1000</td>
<td>302-259-6000</td>
<td>302-454-3900</td>
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This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

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