

## ADMISSION INSTRUCTIONS

The following describes the admission process for students who have been notified of acceptance into the Bachelor of Science in Nursing Completion Program for RNs. Admission to the Idaho State University (ISU) School of Nursing (SON) is competitive and meeting the application and admission criteria does not assure acceptance into the program. **Please read all information in this Admission Instructions packet carefully.**

This packet includes information and requirements for the B.S. Nursing Completion program for both the fall and spring admission cycles. For the **specific deadlines** for the required items, please *refer to the Application and Admission Checklist and your Acceptance Letter.*

## ADMISSION AGREEMENT FORM

### 1. Submission of the Bachelor of Science in Nursing Completion Program Admission Agreement Form

- a. The signed Admission Agreement Form must be submitted into the School of Nursing Application site in ISU Community Moodle (<https://elearn.isu.edu/community/course/view.php?id=60>).
  - i. Admission Agreement Form will be sent with an applicant's acceptance letter.
  - ii. If an applicant plans to decline their seat to the B.S. Nursing Completion program, they must fill out the declination portion of the form and submit the signed form into the School of Nursing Application site.
  - iii. Please allow up to 5 days for School of Nursing staff to process Admission Agreements.
- b. Once an Admission Agreement has been submitted in ISU Community Moodle and accepted by the School of Nursing to confirm acceptance of your seat, the applicant will be enrolled into the Homeroom for Undergraduate Nursing Studies in Moodle to submit their Admission Documents (See Admission Criteria below).
- c. *Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.*

## ADMISSION CRITERIA

If the applicant has accepted their seat in the Bachelor of Science in Nursing Completion Program for RNs, **the online admission process must be completed and all items submitted** into the Nursing Homeroom ([elearn.isu.edu/moodle/](https://elearn.isu.edu/moodle/)) **by the Admission Submissions Deadline** to finalize admission unless otherwise noted. *Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.*

The following criteria must be met to begin the Bachelor of Science (BS) in Nursing Completion Program for RNs:

### 1. Submission of the Individual Plan of Study Form

- a. The Plan of Study Form (on page 5) must be completed with the SON Academic Advisor and/or Faculty Advisor to document the anticipated degree plan for the student's nursing course work. The applicant must upload the completed form into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. The Plan of Study should document:
  - i. Completed or remaining requisite courses: each course must be completed with a grade of

“C” or higher,

- ii. Minimum 2.0 admission GPA maintained in completed prerequisites and associate degree in nursing (ADN) courses,
- iii. Completed or remaining ISU NURS courses, and
- iv. Any additional courses needed to satisfy General Education requirements and/or baccalaureate graduation requirements.

## 2. Submission of Criminal History Evaluation

- a. Students must complete the School of Nursing background investigation between the specified dates during the semester before enrolling in NURS 4200 & 4200C Population Health Nursing & Clinical.
  - i. For students enrolling in NURS 4200 & 4200C in fall: between May 1 and May 15
  - ii. For students enrolling in NURS 4200 & 4200C in spring: between November 15 and December 1
- b. The ISU-approved online vendor for criminal background checks is CastleBranch.com. *No other background investigation will be accepted.* Information on how you will order your background check will be sent to you separately at a later time.
- c. A copy of the **Order Confirmation** (one page) from CastleBranch must be uploaded into the Nursing Homeroom in Moodle. Do not submit the copy of your background check results; we only need the Order Confirmation.
- d. If an applicant has a question as to whether any past experience or information contained in the applicant’s background is of sufficient importance to bar them from licensure to practice as a professional nurse, the applicant should consult the State Board of Nursing of the state in which the applicant intends to practice. The Idaho Board of Nursing may be reached at (208)-577-2476.
  - i. Please be advised that any agency may prohibit/deny/restrict student clinical placement if there is a significant criminal background history. Any such prohibition consequently limits that applicant’s ability to successfully complete the SON clinical hours and graduation requirements for our Nursing program.
  - ii. The School of Nursing reserves the right to revoke admission based upon background check findings.

## 3. Submission of a copy of Registered Nurse (RN) license, or Proof of Enrollment in an ADN program

- a. For applicants who have graduated from an ADN program: the applicant must submit a copy of their current, unencumbered Idaho license as a Registered Nurse (RN) into the Nursing Homeroom in Moodle. If the applicant was in progress of their ADN program during the application, the applicant must also send official transcripts to the ISU Registrar’s Office to show completion of ADN degree.
- b. For applicants currently enrolled in an associate degree nursing program: the applicant must provide an unofficial transcript showing successful completion of the ADN semester that was in progress during the application. The applicant must also upload a copy of their RN license into the Nursing Homeroom in Moodle once they have earned their license and send official transcripts to the ISU Registrar’s Office to show completion of the ADN degree.

## 4. Completion of Physical Exam and Submission of Health Evaluation Form

- a. The Health Evaluation Form in the documents packet must be completed by a health care provider verifying the applicant’s physical, cognitive, and sensory capacity to meet the requirements of being an active and capable student in the nursing program. The applicant must upload the completed form into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. *The physical exam must be performed within one year prior to the Admission Submissions Deadline.*
- c. It is the ongoing responsibility of the student to inform the School of Nursing of any significant

changes in his/her health status. Academic action, up to and including removal from clinical, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise) on the Health Evaluation Form.

#### 5. Submission of Clinical Agency Consent and Release and Health Insurance Agreement Form

- a. The Clinical Agency Consent and Release and Health Insurance Agreement Form in the documents packet must be completed and signed by the applicant and uploaded into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. Verification of current Health Insurance coverage must also be provided to the School of Nursing (i.e. a proof of Health Insurance Policy and/or Card stating you are covered).

#### 6. Submission of Required Immunization Records

- a. Verification of screenings, immunizations, and/or titers identified in the table in the immunization packet must be submitted to the School of Nursing. The applicant must upload proof of each required immunization into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, *unless otherwise noted in the Admission Checklist and Acceptance Letter.*
- a. Verification records submitted to the School of Nursing must be official from your health care provider and/or include the signature or initials of your health care provider on the document. Verification records must also include the applicant's name on the document(s). *Submission of the checklist provided for your convenience in the immunization packet is NOT acceptable documentation for your immunization records.*

#### 7. Submission of Current Cardiopulmonary Resuscitation (CPR) Certification

- a. All applicants are required to provide proof of **CURRENT** American Heart Association (AHA) Basic Life Support (BLS) CPR certification. The School of Nursing accepts **ONLY** the American Heart Association Basic Life Support CPR Certification. (AHA HeartSaver certification is not accepted.) Note that advertising for CPR courses may include statements such as "follows AHA guidelines" but the language may not mean it is a formal AHA course.
- b. Certification must remain current throughout the duration of the nursing program, and students are responsible to provide documentation of current CPR certification. The applicant must upload proof of current certification into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, and upload proof during the program should their CPR certification need renewed.

**The required items for the admission process must be completed and submitted to the School of Nursing by the Admission Submissions Deadline in the Admission Checklist and your Acceptance Letter to be considered for admission (unless the specific requirement states otherwise). Please allow a minimum of 5 business days for the School of Nursing to process your Admission Submissions in Moodle.**

## PROGRAM ORIENTATION

There is no official program orientation for B.S. Nursing Completion students. We require you meet with the Academic Advisor in person or via phone to complete the Plan of Study and develop a plan for any remaining graduation items (NURS 4400 Experiential Learning Equivalency portfolio, General Education requirements, upper division graduation requirement, and/or other items as needed). Additional questions can be directed to either the Academic Advisor or your Faculty Advisor.

## CHANGE OF STATUS

*Please note that it is the ongoing responsibility of the student to **inform the School of Nursing of any changes** regarding health status, criminal history status, immunization status, CPR status, health insurance card/status, marital status, and/or name changes. Academic action, up to and including removal from the program, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise).*

## ALTERNATE STATUS

An alternate admission list is implemented when more applicants meeting the admission criteria have applied than there are available positions. If space becomes available to accommodate additional eligible applicants, the alternate list will be activated.

Applicants who were not accepted to the program may reapply the next semester and will be reviewed for admission with the new group of applicants. Applicants are encouraged to talk with the nursing adviser for feedback on their application.

**Applicant Name (please print):** \_\_\_\_\_

## Individual Plan of Study

Student ID#: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Date Established: \_\_\_\_\_

Target Graduation Date: \_\_\_\_\_

Required Requisite Courses	Credits	Planned Enrollment or Prior Completion Date
<b>BIOL 2229 or BIOL 3306</b> Introduction to Pathobiology	3 cr.	
<b>MATH 1153</b> Statistical Reasoning	3 cr.	

Admission GPA: 2.0 GPA in Requisites and Completed ADN courses maintained:      Yes      No

Required Nursing Courses	Credits	Planned Enrollment or Prior Completion Date
<b>NURS 3330 or DHS 4426</b> Evidence Based Practice and Research	3 cr.	
<b>NURS 4180</b> Foundations of Health Informatics for Nurses	2 cr.	
<b>NURS 4200/4200C</b> Population Health Nursing and Clinical	5 cr.	
<b>NURS 4220</b> Leadership and Management in Nursing	3 cr.	
<b>NURS 4410</b> Role of the BS Prepared Nurse in Current Society	2 cr.	
<b>NURS 4400</b> Experiential Learning Equivalency for BS Completion Students	1 - 30 cr.	

Additional courses planned to meet ISU baccalaureate graduation requirements (if applicable)	Credits	Planned Enrollment or Prior Completion Date

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Course Offerings for B.S. Nursing Completion Program for RNs

**\*\* [Course offerings in a given semester are subject to change.](#) \*\***

**DHS 4426 Evidence Based Research in Health Sciences** (3 credits) – Offered in Fall, Spring

*Study of the use of current research evidence in health care decision-making. Topics include critical analysis of health-related information, biostatistics, and application of evidence-based practice to health care. PREREQ: MATH 1153 or MGT 2216.*

**NURS 3330 Evidence-Based Nursing Practice** (3 credits) – Offered in Fall, Spring, Summer

*An introduction to nursing research and evidence based practice with emphasis on the critical evaluation of existing nursing literature for application to nursing practice and on the relationship among research, evidence based practice, and professional nursing practice. PREREQ: MATH 1153, and acceptance into BS with a major in Nursing program.*

**NURS 4180 Foundations of Health Informatics for Nurses** (2 credits) – Offered in Fall, Spring, Summer

*This course focuses on the use of health informatics principles with both consumers and health care professionals to transform data and information into knowledge and wisdom to assure the safe and effective use of health information and communication technologies that promote evidence-based, patient-centered health care. The course will highlight the nurses role using emerging informatics tools for practice, administration, research, education, quality improvement, and for rural and population health.*

**NURS 4200 Population Health Nursing Theory** (3 credits) – Offered in Fall, Spring, Summer

*The course provides theoretical and evidence-based strategies to improve the health and quality of life for populations in geopolitical and phenomenological communities. An understanding of epidemiology, community assessment, health education, environmental health and health policy and legislation as it relates to the professional nurses role is established. COREQ: NURS 4200C.*

**NURS 4200C Population Health Nursing Clinical** (2 credits) – Offered in Fall, Spring, Summer

*Application of the theoretical and evidence-based strategies to improve the health and quality of life for populations in geopolitical and phenomenological communities. COREQ: NURS 4200.*

**NURS 4220 Leadership and Management** (3 credits) – Offered in Fall, Spring, Summer

*Evidence-based knowledge of leadership and management theories and concepts to prepare professional nurses to function across a variety of health care settings. Includes emphasis on nursing leadership accountability and influence in organizational structure, quality improvement, patient outcomes, role transition, and personal career development principles. PREREQ: NURS 4180 or NURS 3105.*

**NURS 4400 Experiential Learning Equivalency for BS Completion Students** (1-30 credits) – Offered in Fall, Spring, Summer

*Completion of a portfolio to assess and verify experiential learning from opportunities offered through professional practice following licensure as a registered professional nurse (RN). No credit will be awarded for previous classwork leading to approval to take the registered nurse licensing exam or completed coursework also used to obtain a Bachelor's Degree in Nursing.*

**NURS 4410 Role of the BS Prepared Nurse in Current Society** (2 credits) – Offered in Fall, Spring, Summer

*Synthesize knowledge to provide competent evidence based care and facilitate the health of individuals, families, and society. Prepare to engage in baccalaureate nursing practice while respecting the uniqueness and complexity of care.*

**Additional Baccalaureate Graduation Requirements:** Please see [coursecat.isu.edu/undergraduate/degreetrequirements/](https://coursecat.isu.edu/undergraduate/degreetrequirements/) for more details on the graduation requirements for the baccalaureate degree and [coursecat.isu.edu/undergraduate/academicinformation/generaleducation/](https://coursecat.isu.edu/undergraduate/academicinformation/generaleducation/) for more details on the general education courses. I encourage students to complete the general education program and most of the additional credits needed (if applicable) prior to starting our program; please contact the SON Academic Advisor for questions or to discuss your plan of study.