

COLLEGE OF THE DESERT  
PALM DESERT, CALIFORNIA

# VOCATIONAL NURSING PROGRAM

*Approved Program with California Bureau of Vocational Nursing & Psychiatric Technicians*

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## GENERAL INFORMATION

Nursing is an exciting and challenging profession of responsibility, integrity, and personal growth. Nursing provides an essential service to others, involving the care of people, sick and well. As career professionals, nurses are dedicated individuals who have committed themselves to improving the quality of health care for others.

Licensed Vocational Nurses (LVNs) are the second largest group of healthcare providers in the United States. As an important member of the health care team, the LVN cares for individuals in structured settings under the supervision of a registered nurse or licensed physician. LVNs are employed in every area of the healthcare field. They work in long-term care facilities, ambulatory care clinics, assisted living facilities, physician's offices, acute care facilities, and health agencies. The typical salary range for an LVN is \$14-\$24 per hour or \$26,880 - \$46,080 per year (data from BVNPT website).

Becoming an LVN requires physical strength and stamina; self-confidence; good judgment and decision making skills; but most of all a great deal of compassion for others. Successful nurses and nursing students have the following characteristics.

Match yourself with the following:

- Responsibility* – A nurse/nursing student must respect confidentiality, use dependable judgment and be accountable for all actions, legally and morally.
- Willingness to Learn* – a nurse/nursing student is motivated to learn and keep up with the trends in the profession.
- Likes People* – A nurse/nursing student is unbiased, compassionate, considerate and interested in others, accepting and respecting the rights of people of all ages and walks of life.
- Common Sense* – A nurse/nursing student develops the ability to handle catastrophe and crisis, along with every day frustrations, in a confident and efficient way.
- Determination* – A nurse/nursing student needs good mental and physical health and plenty of stamina and endurance.
- Academic Ability* – A nurse/nursing student is willing to be a serious student with a desire to learn and study at an intense level.

The Vocational Nursing Program at College of the Desert (COD) provides the comprehensive theory knowledge and hands on clinical experiences needed to become a Licensed Vocational Nurse. COD's Vocational Nursing Program is approved by the California Bureau of Vocational Nursing and Psychiatric Technicians. Upon completion of the program, the student must pass a comprehensive, mandated exam (NCLEX-PN) to receive a license as a vocational nurse.

Students completing the program receive a certificate of completion. Students may also choose to complete additional College requirements and receive an Associate of Science degree. Classes are held Monday Friday on both the COD campus and in local health care facilities such as long term care facilities and hospitals. The program begins each June and ends the following May. The program requires full-time attendance

The Vocational Nursing Program is a three semester, full-time, intensive program totaling 1,566 hours. Students receive 594 hours of classroom instruction and 972 hours of clinical practice.

Are you interested in becoming a Licensed Vocational Nurse? If so, here's what to do to get started...

|    |   |
|----|---|
| 1) | <b>Read this information flyer thoroughly.</b>  |
| 2) | Visit <a href="http://www.collegeofthedesert.edu/students/ss/ap/healthsciences/Pages/VocationalNurseVN.aspx">http://www.collegeofthedesert.edu/students/ss/ap/healthsciences/Pages/VocationalNurseVN.aspx</a> to view detailed program information.   |
| 3) | If you have questions you may call the Health Sciences/ECE (HS/ECE) Division at 760-773-2579 or 760-568-3093 to schedule an appointment to meet with a vocational nursing (VN) faculty advisor ( <i>accessibility of advisor contingent upon faculty availability</i> ).  |
| 4) | Be admitted to College of the Desert, if not already a current student.   |
| 5) | Take College of the Desert's Math and English assessment tests. Call the Assessment Center at 760-776-7413 to make an appointment to take the tests.  |
| 6) | Attend a vocational nursing information session. A one-hour session is held monthly every fall semester. Students are strongly encouraged to attend at least one session.   |
| 7) | At the beginning of the spring semester schedule an appointment with a VN advisor to complete initial application paperwork. Bring your math and English assessment scores, official high school transcript/diploma or GED certificate, and official college transcripts in sealed envelope(s) from all colleges attended (except COD) to this appointment. |

# APPLICATION REQUIREMENTS

## **Student Qualifications for the Vocational Nursing Program:**

- a) You must be at least 17 years of age.
- b) You must have a high school diploma or equivalent preparation. Foreign education reported via high school transcript or diploma must be evaluated by an international transcript evaluation agency and the official transcript report available for viewing at time of application.
- c) You must be physically and mentally capable of meeting the program objectives (See the Core Performance Standards on page 10).
- d) You must have a 2.0 cumulative grade point average (GPA) or higher from all college level work attempted.

## **Program Prerequisites – A grade of “C” or better is required in each of these courses:**

### ***Entrance Prerequisites:***

- a) English 051 Introduction to Expository Writing (or an assessment score greater than 99).
- b) Math 057 College Arithmetic (or an assessment score greater than 65).
- c) HS 062 Your Living Body (or equivalent course) completed within the past five (5) years.
- d) HEC 013 General Nutrition (or equivalent course) completed within the past five (5) years.

### ***Required for Program Completion:***

- e) HS 067 Introduction to Med Dosage Calculations. (Completed prior to VN002.) Completed within the past five (5) years.
- f) PSY 001 General Psychology (or equivalent course). (Completed prior to VN003.) Completed within the past five (5) years.

## Program Requirements (continued from previous page):

### **Additional Recommendations:**

- g) Not required but highly recommended are the courses Introduction to Health Sciences (HS 070), Medical Terminology (HS 061), Nurse Assistant (HS 064), Success in Nursing (HS 071), and Introduction to Scholarships (STDV 62). These courses are very helpful to any student interested in a health career.
- h) It is strongly recommended that students complete all entrance prerequisites and courses required for program completion prior to the start of the VN program.

## APPLICATION PROCESS

- a) In fall semester prospective student attends an informational session on the VN application process.
- b) At the beginning of each spring semester, prospective VN students call or visit the division to set an appointment with a VN advisor to complete a "Status Approval Form". At this meeting transcript/s will be evaluated for prerequisite course completion. Student is to bring official transcripts from all colleges attended (except COD) and evidence of high school completion (this must be either an official transcript, actual diploma, or foreign transcript evaluation report) to the meeting.
- c) Once determined that a student has all prerequisites and criteria completed, he/she is eligible to have his/her name placed on the acceptance list. To be placed on the acceptance list, you must meet with the Programs Admission Specialist, bringing the yellow Status Approval Form.
- d) A student determined to be in the progress of completion of all remaining prerequisites or criteria by the end of the spring semester is eligible for the stand-by list. To be placed on the standby list, the student must bring the yellow copy of the completed Status Approval Form to the mandatory orientation in the spring semester to present to the Assistant Director.
- e) A mandatory orientation for the VN program is held every spring semester. This orientation is for invited students only. Any student not attending the orientation is dropped from the acceptance or stand-by list.
- f) ***It is the student's responsibility to obtain all information and complete the application process in a timely manner.***

## SELECTION PROCESS

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- a) At the mandatory orientation meeting, a stand-by list will be created through a lottery of the Status Approval Forms of students in progress with one or more courses.
- b) If there are not enough names on the acceptance list to fill the upcoming class, names from the stand-by list will be added to the acceptance list. This will be done at the end of the orientation meeting.
- c) A maximum of 45 students are accepted to the Vocational Nursing Program each year.

## APPLICATION PARTICULARS

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- a) Entrance to the program is on a yearly basis. Applications are not carried over to the next year.
- b) Student names are placed on the acceptance list on a first-come, first-served basis. Plan ahead and schedule your meeting with the VN Advisor early in the spring.
- c) A copy of the signed yellow Status Approval Form is required for students to participate in the lottery stand-by list process.
- d) Students not attending the mandatory orientation held in late April/early May will be dropped from the list and their place given to the next student on the list (applicant or stand-by).
- e) Students accepted to the program receive a letter from the Health Sciences/ECE Division with detailed information about the program, registration, orientation date, and other requirements.
- f) Application criteria, program eligibility, and selection processes are subject to change. Prospective students are encouraged to check the division website periodically to remain updated.

# RE-ENTRY/TRANSFER/ADVANCED PLACEMENT APPLICANTS

- a) Students who wish to re-enter the VN program must make an appointment with the Programs Admission Specialist the semester prior to desired re-entry to be placed on the acceptance list.
- b) Students seeking transfer from another program must meet with the Director of Nursing for evaluation of eligibility to transfer. Transfer to the program is on a space-available basis. Transfer students must satisfy all criteria and prerequisites.

c) **Credit for Previous Experience and Advanced Placement**

The Bureau of Vocational Nursing & Psychiatric Technicians allows programs to grant credit for previous coursework or employment experiences. This is done on an individual basis.

**Transfer credit will be given for related previous education completed within the last five years. This includes the following courses:**

- 1) Accredited vocational or practical nursing courses;
- 2) Accredited registered nursing courses;
- 3) Other courses determined by the school program to be equivalent to courses in COD's program.

**Upon acceptance into the Vocational Nursing Program, the student must complete the following prior to the start of the first semester:**

- ▶ Physical examination (form will be in the acceptance letter you get from the Division)
- ▶ A negative Tuberculosis skin test or chest x-ray. Initial TB skin test must be a 2-step test.
- ▶ Immunizations – MMR, Hepatitis B, DT. This requirement is written in the acceptance letter.
- ▶ Current CPR certification. This must be an American Heart Association HealthCare Provider certification – no other levels or card types will be accepted.
- ▶ Criminal background check.



## ADDITIONAL IMPORTANT INFORMATION:

While Social Security Numbers are not required to take Nursing coursework, the facilities used for clinical instruction do require them. Social Security Numbers are also required for Board examinations at the completion of the various healthcare programs. If you do not have a Social Security Number please contact the HS/ECE Division office for further instruction.

Upon completion of the three semester program, students may apply for licensure to the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). The BVNPT has the responsibility and authority to review previous convictions of all applicants and withhold licensure should it be deemed necessary to protect public safety.

**Prospective students with questions regarding previous criminal history should contact the BVNPT at 916-263-7800 before applying to the program.**

Additional information can be accessed via the internet at <http://www.bvnpt.ca.gov/>.

### HS/ECE DIVISION STAFF AND CONTACT PERSONS FOR THE VOCATIONAL NURSING PROGRAM:

Division Dean .....Leslie Young  
Director, Nursing Programs & Allied Health .....Cindy Lund Hay, MSN, RN, CNRN  
Programs Admission Specialist.....Margaret Foat-Koenig  
Division Secretaries .....Mark Demry (760) 568-3093  
Jo Ann Wilson (760) 773-2579  
Administrative Assistant.....Tanna Panek (760) 568-3092  
Main Office Directory .....(760) 773-2578

Office hours: Monday-Thursday 8:00 a.m. to 5:00 p.m.; Friday 8:00 a.m. to 2:00 p.m.  
Closed Saturdays and Sundays. Please consult current academic calendar for listing of holiday and other scheduled campus closure dates.

Health Sciences/ECE Division vocational nursing information web address:

<http://www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth.asp?id=283> (To access information via the internet.)

# ESTIMATED PROGRAM COSTS

## SUMMER SESSION

- Enrollment fees (9 units @ \$20.25/unit) ..... \$ 182.25
- Mandatory Health Service Fee ..... \$ 11.00
- Nursing Malpractice Insurance ..... \$ 10.00
- Background Check Fee..... \$ 48.00
- Parking Fee..... \$ 5.00
- Physical Exam (estimate) ..... \$ 60.00
- Books (estimate)..... \$ 375.00
- Uniforms, School Emblem, Name Tag (estimate) ..... \$ 225.00
- Skills Lab Kit..... \$ 60.00
- Watch with second hand (estimate) ..... \$ 30.00
- Equipment (stethoscope, goggles, scissors, etc.)..... \$ 45.00
- CPR Class ..... \$ 45.00

**Summer Total.....\$1,096.25**

## FALL SESSION

- Enrollment fees (16 units @ \$20.25/unit)..... \$ 324.00
- Mandatory Health Service Fee ..... \$ 14.00
- Student ID Card..... \$ 10.00
- Mandatory Student Rep Fee ..... \$ 1.00
- Nursing Malpractice Insurance ..... \$ 10.00
- Parking Fee..... \$ 20.00

**Fall Total.....\$ 389.00**

## SPRING SESSION

- Enrollment fees (16 units @ \$20.25/unit)..... \$ 324.00
- Mandatory Health Service Fee ..... \$ 14.00
- Mandatory Student Rep Fee ..... \$ 1.00
- Parking Fee..... \$ 20.00
- Books (estimate) ..... \$ 100.00
- Licensing examination costs ..... \$ 275.00
- Initial License fee ..... \$ 125.00
- Interim Permit (optional)..... \$ 40.00
- Pinning Ceremony Costs (estimate)..... \$ 150.00

**Spring Total .....\$1,049.00**

**PROGRAM TOTAL .....\$2,534.25\***

**Students are to provide their own transportation to and from school and clinical areas and provide childcare as needed.**

\*Cost estimate only. Subject to change.

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**PROGRAM CURRICULUM**

**SUMMER SEMESTER (Semester I)**

**VN 1** – Theory, 5 units

- **Fundamentals**  
*Basic skills & Nursing Concepts*
- **Medical-Surgical Nursing**  
*Geriatrics*  
*Pharmacology*  
*Growth & Development*  
*Musculoskeletal*

**VN 1L** – Clinical, 4 units

- **Skills Laboratory**
- **Long Term Care Facilities**

**FALL SEMESTER (Semester 2)**

**VN 2** – Theory, 9 units

- **Medical-Surgical Nursing**  
*Cardiovascular      Urinary*  
*Respiratory          Surgery*  
*Gastrointestinal    Reproductive*  
*Endocrine            Loss & Death*  
*Nervous System*

**VN 2L** – Clinical, 7 units

- **Acute Care Facilities**
- **Ambulatory Care Facilities**
- **Operating Room/PACU**  
**GI Lab**

**SPRING SEMESTER (Semester 3)**

**VN 3** – Theory, 9 units

- **Leadership/Supervision**
- **Maternity Nursing**
- **Pediatric Nursing**
- **Medical-Surgical Nursing**

**VN 3L** – Clinical, 7 units

- **Acute Care Facilities**
- **Dialysis Unit**
- **Child Development**  
**Facilities**

## HEALTH SCIENCES/ECE DIVISION

### CORE PERFORMANCE STANDARDS

**In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Health Sciences/ECE Division faculty adopted the following core performance standards:**

#### **Physical Demands – The student must be able to:**

- Be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- Lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- Lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- Physically apply up to ten pounds of pressure to bleeding sites or to the chest in the performance of CPR using hands, wrists and arms;
- Maneuver in small spaces quickly and with ease;
- Perform fine motor skills that require hand/eye coordination in the use of small instruments, equipment and syringes;
- Feel and compress tissues to assess for size, shape texture and temperature

#### **Senses – The student must be able to:**

- Visually read calibrated scales in increments of one-hundredth of an inch in not more than a three inch space;
- Perform close and distinct visual acuities involving persons and paperwork;
- Visually discriminate depth and color perceptions;
- Identify and distinguish odors that are pungent, such as the products of infection or metabolic imbalance (e.g., ketones);
- Respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- Perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches)

#### **Attitudes/Aptitudes - Must be able to:**

- Learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- Learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology.
- Work and make competent/safe decisions in stressful environment.

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the Program.

#### **Igualdad De Oportunidades Y Titulo IX**

En el "Desert Community College District" (DCCD) reconocemos que la diversidad en el ambiente académico promueve la interacción cultural, el entendimiento, el respeto, la armonía y la creatividad. Para lograr este objetivo, en este distrito nos hemos comprometido a implementar las reglas y pólizas al proveer las mismas oportunidades a todos y prohibir la discriminación basada en la raza, el sexo, el color, la religión, la edad, (más de 40), el origen nacional, la invalidez, el estado civil, la veterania de la Guerra del Vietnam, la orientación sexual, la descendencia y prohíbe el hostiga-miento. Este compromiso envuelve todas las facetas de las reglas y pólizas para el empleo, el desarrollo, la promoción y el trato de los empleados, de los estudiantes y del público en general. En este distrito creemos que para cumplir con las reglas federales y estatales, la mesa directiva, la administración, el cuerpo docente y el personal deben reconocer que la oportunidad igual de empleo es la responsabilidad de todos, y cada cual es responsable de implementarla en su correspondiente area. Con los esfuerzos de todos, el DCCD impartirá justicia e igualdad. Continuaremos nuestros esfuerzos para asegurarnos que los procesos de enlistamiento, selección, contratos y promociones cumplan con las reglas de igualdad en las oportunidades y la diversidad del personal. En el DCCD también nos comprometemos a no discriminar en el proceso de admisiones, el financiamiento de estudios, las actividades para estudiantes y el empleo, sin importar la raza, la religión, el género, la edad, la invalidez, o el origen nacional. La coordinadora del programa de anti-hostigamiento, igualdad de oportunidad, Titulo IX y la acta de los Estadounidenses inválidos es el vice-presidente de personal y representante de relaciones personales. Su oficina se encuentra en el edificio al sur de la librería. También se le puede llamar al (760) 773-2529. **La habilidad en inglés no será impedimento para matricularse en un programa vocacional.**

# COLLEGE OF THE DESERT Health Sciences/ECE Division

## LETTER OF APPLICATION VOCATIONAL NURSING PROGRAM

DATE: \_\_\_\_\_

I, (circle one and PRINT NAME) Ms. Mrs. Mr. \_\_\_\_\_ wish to be considered for the Vocational Nursing class which will begin summer 20XX. I assume responsibility for providing the following information to the Health Sciences/ECE Division. I understand that failure to complete this process automatically disqualifies me.

SUBMITTED

1. Official High School Transcript or copy of GED Certificate \_\_\_\_\_

2. Official Transcripts and grades of all college work completed.  
(This need not include work completed at College of the Desert, as we can access that information by computer.) \_\_\_\_\_

- ENG 51 - English 51 (or an assessment score greater than 99)
- MATH 57 - Math 57 (or an assessment score greater than 65)
- HS 62 - Your Living Body
- HS 67 - Intro to Med/Dosage Calculations
- PSY 1 - General Psychology
- HEC 13 - Nutrition

### PLEASE PROVIDE THE FOLLOWING INFORMATION:

Do you wish to challenge or be given advance placement on the basis of previous course work or experience? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you made formal application for admission to College of the Desert? Yes \_\_\_\_\_ No \_\_\_\_\_

Are we maintaining a current file for you in our department? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a CNA? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a 2.0 cumulative GPA? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Signature):

\_\_\_\_\_  
Student I.D. Number

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_  
(Area Code)

Any other names under which transcripts may be issued?  
\_\_\_\_\_

Date received in Dept:  
\_\_\_\_\_