



DEPARTMENT OF NURSING
Room S730

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
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PRACTICAL NURSE (PN) CERTIFICATE ADMISSION CHECKLIST

- Proposed entry point into the PN Certificate Program will be every semester beginning in spring of 2024. Students would be enrolled in prerequisite courses from summer and fall 2023.
- Students cannot repeat any prerequisite courses taken at BMCC to obtain a higher grade. The Nursing Department accepts CUNY's Policy in reference to the "F" and "C-" grade (policy adopted 9/1/90) for non-nursing courses. Effective Spring 1995, the "F" and "C-" policy does not apply to Nursing courses and the five required prerequisite courses (BIO 111, HED 110, ENG 101, MAT 104, and PSY 100). Source: CUNY "F" grade policy (revised 9/1/94). See BMCC "F" Forgiveness Policy <https://www.bmcc.cuny.edu/registrar/policies-and-procedures/grading-forgiveness-policy/>. Students are permitted to transfer credits of the 4 prerequisite courses (BIO 111, HED 110, ENG 101, PSY 100 or their equivalents) and are encouraged to transfer competitive grades. MAT 104 must be taken at BMCC. BIO 111 must be taken within 5 years prior to admission into the PN Program. BIO 425 taken within 5 years prior to admission will satisfy the requirement of BIO 111.
- Students who transfer credits for prerequisite courses **MUST** submit an unofficial copy of their transcript with this checklist. The transcript **MUST** show grades and the term/semester courses taken.
Note: Science course (BIO 111, BIO 425 or the equivalent transferable course) cannot be more than 5 years old at the time of application submission.
- Students **MUST** take the admission test at BMCC. Other test scores from other nursing schools will **NOT** be accepted. The admission test can be taken a maximum of two times but **NOT** in the same semester.
Note: Students will have to pay for the admission test fee (i.e., HESI A2 Exam fee).

HESI A2 Admission Test for Practical Nurse (PN) Applicants

HESI A2 Component	Recommended Satisfactory Score for PN Applicant	Items (Recommended Time)
General Biology	70% - 79%	30-Item Exam (30 min)
Math	70% - 79%	55-Item Exam (75 min)
Vocabulary & General Knowledge	70% - 79%	55-Item Exam (60 min)
Grammar	70% - 79%	55-Item Exam (60 min)

- Students are accepted into the PN Program based on the **competitive combined score** of the 5 prerequisite courses *PCI GPA (50%) and the admission test- **HESI A2 Nursing Admission Test (50%). The competitive combined score changes each semester.

For Example:

If an applicant of the initial PN cohort has the minimum PCI of 3.65 and the lowest HESI A2 Nursing Admission Test is 88.5 % then the minimum score is 89.875 to enter the program. See chart below for calculation.

*PCI GPA	**HESI A2 Test	Status of Student
3.65 GPA	Score of 88.5%	Competitive combined score
$3.65 \div 4 = 0.9125$	$88.5 \div 100 = 0.885$	
$0.9125 \times 50 = 45.625$	$0.885 \times 50 = 44.25$	
45.625 points	44.25 points	89.875 Total points

** To be eligible to take the admission test (i.e., HESI A2 Nursing Admission Test) and apply into the PN nursing program, students must provide documentation for one of the following categories:

- U.S. citizenship
- Permanent residency
- International student with FI status
- Granted asylum, refugee status, temporary protected status, withholding of removal, enforced departure or deferred action status by the U.S. government.

Note: CUNY Citizenship and Immigration Project will provide free counseling and assistance to all CUNY" students who need help with their immigration status. For more information visit: <https://www.bmcc.cuny.edu/student-affairs/arc/legal-services/>

- Students applying to the Practical Nursing Program must complete this checklist and submit it to the Nursing Academic Advisor prior to the deadline dates:
 - ❖ SPRING ADMISSION DEADLINE: **NOVEMBER 15th**
 - HESI A2 Nursing Admission Test in December
 - ❖ FALL ADMISSION DEADLINE: **MAY 1st**
 - HESI A2 Nursing Admission Test in May

Nursing Academic Advisor: Yvonne Padmore (Room S742), 212-220-8239,
ypadmore@bmcc.cuny.edu

PRACTICAL NURSE (PN) CERTIFICATE ADMISSION CHECKLIST
THIS IS NOT THE NURSING APPLICATION
(Please read & complete all information & list all letter grades) Please Print

STUDENT NAME: _____

CUNY First ID #: _____

MAJOR (if applicable): _____

PHONE # _____

MANDATORY BMCC EMAIL: _____ (active account)

First time applying to the Nursing Program: Yes No

PN GENERAL EDUCATION COURSES

Prerequisite Courses Index (PCI):

BIO 111: Human Biology*	(4 credits) _____
HED 110: Comprehensive Health Education	(3 credits) _____
ENG 101: English Composition*	(3 credits) _____
MAT 104: Mathematics for Health Sciences*	(3 credits) _____
PSY 100: Introduction to Psychology	(3 credits) _____

Nursing Academic Advisor (ONLY)

PCI Calculation: _____

Footnotes

- * Students who have successfully completed BIO 425 within 5 years of admission to the program can use that course as a substitute for BIO 111 requirement
- *ENG 100.5 will also satisfy this requirement
- *MAT 104.5 will also satisfy this requirement

NURSING ACADEMIC ADVISOR CHECKLIST RESPONSE:

- Student is eligible to apply into the Practical Nurse (PN) Certificate Program and will receive an email regarding the application process.
- Student is NOT eligible to apply into the PN program because:
 - NOT competitive PCI
 - NOT completion of PCI courses
 - Other _____

ADDITIONAL INFORMATION

BMCC Practical Nurse (PN) Certificate Program is a certificate and not a degree. Please check with a Financial Aid advisor how this will affect your financial status.

NURSING DEPARTMENT POLICY

COVID-19 Vaccination Mandatory Requirement

The hospitals and/or nursing facilities require all students to be fully COVID-19 vaccinated with booster to rotate in the clinical sites. Please see BMCC website for the most updated information regarding COVID vaccination requirements for CUNY students <https://www.bmcc.cuny.edu/reimagining-bmcc/>

Notice to Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at Borough of Manhattan Community College now requires criminal background check for all nursing students prior to clinical placement. The Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and many of these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the department determines that a student's participation in its clinical training program would not be in the best interest of the program, the nursing program may deny that student admission to the clinical training.

Please note that if the results of a criminal background check determines that you may not take part in the clinical training program, you will not be able to complete your course requirements. Therefore the student will not be able to continue in the nursing program. It is the student's responsibility to clear the case with the courts in order to be re-admitted back into the program. It is important for you to consider this before you enroll in the nursing program. Borough of Manhattan Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

BMCC Nursing Practice Competencies

Nursing practice requires core competencies, therefore all nursing students are required to meet the following technical standards for admission, progression, and graduation from BMCC Nursing Program. Students must have the ability to assess patients and their environments and to develop appropriate and accurate nursing care plans based on their knowledge and functional skills. Competencies include, but are not limited to the following:

- Must have the **Functional Abilities** to perform assessment skills in caring for patients.
- **Visual Acuity** must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Must be able to identify color changes in equipment, tests, or body fluids.

- **Hearing Ability** must be sufficient to hear patient reports of symptoms and auscultate breath and heart sounds.
- **Tactile Ability** must be sufficient to feel changes in skin temperature and texture.
- **Olfactory Ability** must be sufficient to smell variations in odors of body fluids.

Must have the **Strength and Mobility** to perform patient care activities in a safe and timely fashion according to institutional standards. This includes motor skills to perform the assigned tasks.

- Must be able to transfer patients safely, which requires lifting and pulling. Use of assistive devices (e.g., Prosthesis) cannot hinder clinical performance. Would need medical clearance to safely perform nursing tasks.
- Must have **Fine Motor Skills** to manipulate small objects in order to administer medications.

Must have the ability to **Communicate Effectively** to fulfill nursing tasks.

- Must have the ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication.
- Must have effective basic communication skills with patients and other members of the healthcare team.
- Must be able to document observations, interventions, and outcomes accurately and clearly in the patient record with or without reasonable accommodations.

Must have the **Cognitive Ability** to make clinical judgments and the necessary knowledge needed to perform the nursing skills.

- Must be able to learn the signs and patterns of illness
- Must be able to make appropriate decisions about reporting changes in patient status to instructors, physicians, and other nurses.
- Must be capable of engaging in self-evaluation and accept the critical judgment of others.

Must be able to cultivate and maintain **Professional Demeanor** and resources necessary to manage the stressors and responsibilities of the nursing practice.

- Must be able to assume the responsibility of caring for seriously ill patients.

In keeping with the College's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations should meet with the Director of the Office of Accessibility, Room N360, (212) 220-8180. The Director will conduct an interview and, if appropriate, will provide an academic accommodation letter to be brought to the nursing faculty. All conversations will be kept confidential. The nursing faculty will provide reasonable accommodation as required by law. All students, with or without reasonable accommodations, are expected to meet the program requirements for admission and progression within the nursing major. Students who fail to meet the program requirements will not be admitted or be able to continue in the nursing program.

Policy For Medical Clearance and Urine Drug Test from CastleBranch

Medical Clearance documents to be submitted to CastleBranch include:

- Initial History & Physical Exam with all supporting documentations. Subsequently a year later, students will need to submit an Annual History & Physical Exam. No student will be allowed in the clinical area without the medical clearance proof from CastleBranch.

- Annual TB Screening - This can be met with either a negative Tuberculin Skin Test (Mantoux) PPD or Quantiferon result. If there is a documented history of a positive result, then a negative chest x-ray is acceptable if done within 3 years.
- Lab results of **NUMERIC titers of sufficient immunity** for Measles, Mumps, Rubella and Varicella (statement from your health care provider is not sufficient).
- Tdap immunization (within 10 years– it must include pertussis).
- Annual Influenza Vaccine (see Influenza Vaccine Documentation).

(Note: Some vaccines, including the Flu vaccines and Tdap are available free of charge at the BMCC Health Services Office Room N-380)

Additional clinical clearance forms that need to be submitted to lead instructors include:

- a. Proof of Influenza Vaccination (Submit a copy to lead instructors in addition to uploading to CastleBranch).
- b. Proof of valid BLS for Health Care Providers.
- c. Proof of HIPAA Compliance.
- d. Comprehensive Health Insurance (optional).

Note: Students are required to keep their own personal copies of submitted documents and may be required to submit copies to the department.

Policy on Urine Drug Screening/Testing

For all affiliating clinical agencies that require nursing students to pass a urine drug screening test as a pre-requisite for clinical placement, all nursing students will have drug screening done by a designated provider appointed by the Nursing Department (i.e., CastleBranch Company) every semester. **Students MUST submit a proof of clearance from the company to their didactic professor within 30 days prior to start of clinical.** If a student is taking a prescribed drug that would be detected and result in a positive urine drug test, the student must obtain a written documentation from a qualified physician/health care provider PRIOR to having the urine drug screen test done. The document MUST state that the drug level is within prescribed therapeutic limits and that the drug level does not indicate abuse. The physician/health care provider MUST also state that the drug will not interfere with safe practice in the clinical area. Letters from the physician/health care provider will become part of the student's file. However, if a student is NOT under medical care and the student's urine drug test is found positive then the nursing department will require the student to submit another urine drug test. If the second urine drug screen test is negative, the student will be released from further action. However, if the second urine drug screen test is positive and the student is not under any medical care, then the student will be required to Withdraw for the semester. Pertinent documentation regarding positive urine drug screening results and dismissal from the program will be entered into the student's file.

Note: If a student suspects that the urine toxicology tests may be positive for certain substances due to taking prescribed medication, the student should take the prescription bottle to the lab on the day of the urine drug screen to let the lab know this before testing. If the student has been provided samples by their physician/health care provider, follow the above guidelines for written documentation.