



# APPLICATION

For

**Associate of Applied Science Degree in  
Nursing Union and Rolla**

**Class Beginning August 2024**

**Graduating May 2026**

**Deadline to apply: December 1, 2023**

***\*\*NOTE: A new application must be submitted each year.***

**NOTICE OF NON-DISCRIMINATION:**

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, genetic information, age, disability, veteran status, or any other characteristic protected by law. Inquiries related to employment practices may be directed to Wendy Hartmann, Human Resources Director, 005 DSSC, telephone number 636-584-6712, or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice-President of Student Development, 131 Buescher Hall, 636-584-6565, or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu). Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.



## ASSOCIATE DEGREE NURSING PROGRAM UNION AND ROLLA

**Thank you for your interest in our Associate Degree Nursing Program.** Enclosed is the application packet. This packet includes information you will need to read and forms you will need to complete and return if you would like to begin the application process.

The East Central College Associate Degree Nursing Program is fully approved by the Missouri State Board of Nursing. As identified in the packet, it is a **72 credit hour** program (including pre-requisites) that encompasses on-campus classroom and laboratory hours as well as clinical experience in a variety of local hospitals and facilities. Once selected for admission into the program, students should complete the full-time nursing program in two years. General education courses may be completed on a full- or part-time basis prior to entering the program. Upon graduation, students receive an Associate of Applied Science Degree in Nursing (ADN) and are eligible to apply to sit for the national exam (NCLEX-RN) to obtain a Registered Nurse (RN) license. A LPN to RN Bridge program is available for qualified LPNs (a different application must be obtained).

An Associate of Applied Science Degree in Nursing is the first step in professional nursing. This degree prepares you to begin further studies (through University Programs) to progress in the profession for a Bachelor of Science Degree in Nursing, a Master's Degree in Nursing, or a Doctoral Degree, if you choose to do so.

To be considered for admission into East Central College's Associate Degree Nursing (ADN) program you must have completed high school, or equivalent, and be admitted as an East Central College student (separate application). *Applicants desiring admission into the RN program, who have failed to achieve a "C" or better in **ANY** two ECC nursing courses or in **ANY** two RN nursing courses/programs attended, will not be considered for admission. In addition, students who have been admitted two times to **ANY** RN program(s) are not eligible for admission. **To apply to the nursing program, return the attached application to East Central College, Nursing and Allied Health, 1964 Prairie Dell Road, Union, MO 63084-4344, with a receipt from the Business Office at the Union campus or the ECC office located on the Rolla Technical Center campus (500 Forum Drive, Rolla) showing payment of the \$25.00 application fee. Applications must be submitted on an annual basis and are only good for one admission cycle.***

**APPLICATION DEADLINE:** The ECC Nursing Program is approved to accept students into the program each Fall semester. *The deadline for application is **December 1<sup>st</sup>** of the year before your desired entrance into the Nursing Program and **all transcripts must be on file by January 31<sup>st</sup>.***

Class selection is based on academic performance. A point system is used to determine an applicant's rank in the selection process. Your academic advisor is glad to review your standing and provide suggestions on how you may achieve the best candidacy possible.

**For consideration, applicants must meet the following minimum criteria:**

- 1. Minimum cumulative GPA of a 2.75 or greater on a minimum of 12 credit hours of college credit.** (A GPA of 3.0 or higher is suggested.)
- 2. HESI RN-A2 Admission Test Score of 75% or greater in the last two years.**  
*It is your responsibility to provide our office with a copy of your HESI RN-A2 results.* The HESI RN-A2 Test is designed to assess a student's academic and personal readiness for higher education

in a healthcare related field, such as nursing. The test is an internet-based, timed (plan for 4-1/2 hours), multiple-choice test evaluating your knowledge in the following categories: English language, grammar, vocabulary, math, biology, and critical thinking. Tests are not individually timed during testing. You will have 4-1/2 hours to complete the test so pacing yourself is very important. ***You may schedule your exam in the Learning Center located on the Union Campus or at ECC Rolla Main at 500 Forum Drive.*** The ECC HESI RN-A2 Fact Sheet has more information about the Admission Test requirement and dates given. The HESI RN-A2 Fact Sheet and the Nursing Admission Test Registration information may be found on our website at <http://www.eastcentral.edu/nursing/nursing/>.

3. **Pre-requisite coursework completed with a “C” or better.** Pre-requisite coursework ***must be completed by the end of the Summer semester (August) before*** Fall admission into the program. See curriculum page in this application packet for more detail.
4. **Complete a minimum of 8 hours observation** with a RN at a skilled nursing/long term care facility or hospital.
5. **Three (3) appropriate references on file.** (See application for guidelines regarding references).
6. **Official transcripts received and evaluated for program, as well as proof of enrollment, if coursework is taken at another institution.** Applications will not be considered if official transcripts have not been evaluated by January 31<sup>st</sup>. It is the applicant’s responsibility to check their E-Central account to determine status of their ECC transcript.
7. **Must be in a state of physical and mental health compatible with the responsibilities of a nursing career.** A physical examination, including selected diagnostic tests and immunizations, is required after acceptance into the program (a form is provided in acceptance packet).
8. **Admission is contingent upon a successful criminal background check and a satisfactory drug screening.** The procedures are completed after the nursing acceptance packet has been received.

**It is the applicant’s responsibility to verify with the Nursing and Allied Health office that the application file is complete. Incomplete application files will not be considered for admission.**

**All college coursework, pertinent to the nursing program, MUST be completed with a grade of “C” or better.** All science courses must be no older than 5 years at the time of acceptance.

**All applicants will be notified, *in writing*, of their admission status during the first two weeks of March each year.**

If you have any questions, please contact the Nursing and Allied Health (Union) at (636) 584-6616 or via e-mail at [nursing@eastcentral.edu](mailto:nursing@eastcentral.edu). Nursing program information is also available on our website at <http://www.eastcentral.edu/nursing/nursing/>.

**Best of luck with your educational endeavors and please let us know if we can be of assistance.**

***Nancy J. Mitchell, MSN, RN  
Director of Nursing  
Dean of Health Sciences***

**EAST CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING CURRICULUM  
UNION AND ROLLA**

**PREREQUISITE COURSES/GENERAL EDUCATION**

- \*COL 101 Falcon Seminar
- \*MTH 110 Intermediate Algebra, MTH 140 Contemporary Math, MTH 150 Statistics, or higher
- \*ENG 101 English Composition I
- \* PSY 101 General Psychology
- \*BIO 206 Anatomy & Physiology I Lecture and Lab
- \*BIO 207 Anatomy & Physiology II Lecture and Lab

**CO-REQUISITE COURSES**

- \*\*ENG 102 English Composition II
- \*\*BIO 205 Microbiology for Allied Health Lecture & Lab
- \*\*PSC 102 American Gov't *or* HST 101, HST 102 *or* HST 103 Am History
- PSC CIVICS WEB Civics Achievement Exam
- \*\*SOC 101 General Sociology

Two years high school Biology with lab with a “C” grade or higher within the last five years **OR**

**BIO 111** General Biology I Lecture and Lab

One-year high school Chemistry with lab with a “C” grade or higher within the last five years **OR**

**CHM 106** Chemistry for Health Sciences Lecture and Lab **OR** **CHM 105** Introduction to Chemistry Lecture and Lab

**\*Nursing Program Pre-requisites**

**\*\*Co-requisite courses must be completed as detailed below.**

**\*\*\*You may apply before pre-requisites are completed; however, coursework must be completed by the end of the Summer semester (August) before Fall admission to nursing. Proof of enrollment, a waiver, or proof of completion (official transcript submitted to Registrar’s office) must be on file by January 31<sup>st</sup> for the next Fall’s admission cycle.\*\***

**NURSING PROGRAM COURSES**

**FALL**

NUR 101/102 Fundamentals of Nursing Lecture and Lab	9
ENG 102 English Comp II	3

**SPRING**

NUR 131/132 Nursing of Adults and Children I Lecture and Lab	10
PSC 102 American Gov’t <i>or</i> HST 101, HST 102 <i>or</i> HST 103 Am History	3
PSC CIVICS WEB Civics Achievement Exam	0

**FALL**

NUR 201/202 Nursing of Adults and Children II Lecture and Lab	10
BIO 205 Microbiology for Allied Health	4

**SPRING**

NUR 231/232 Nursing of Adults and Children III Lecture and Lab	10
NUR 291 Nursing Trends	1
SOC 101 General Sociology	3

**\*\*For second year students: ACLS and PALS courses are optional and recommended during the final Spring semester.**

**TOTAL HOURS (including prerequisites): 72 (Nursing 40/General Education 32)**

**NOTE:** In order to achieve success in the nursing program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include practicing skills in the clinical lab, preparing for clinical assignments, studying for exam, preparing for class, developing written assignments, and developing presentations (not an inclusive list). Student can expect to spend 2-3 contact hours per credit hour for clinical lab courses.

Reviewed/Updated: 11/2020
Reviewed: 2/2023

## EAST CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

### \*\*Estimated Itemized Expenses

**PREREQUISITES:** In-District @ \$125.00/hr. (15 credit hours) = \$1,875.00  
Out-of-District @ \$174.00/hr. (15 credit hours) = \$2,610.00

A <b>non-refundable</b> application fee of \$25.00 is due when applying. <i>When accepted</i> , a <b>non-refundable</b> admission packet fee of \$150.00 is due.	<b>IN-DISTRICT</b>	<b>OUT-OF-DISTRICT</b>
<b>FALL, First semester: 9 credit hours</b>		
Tuition	\$ 1,359.00	\$ 1,899.00
Support Services/Student Activity/Tech/Facilities/Security Fees	333.00	333.00
Special Lab/Assessment Fee***	750.00	750.00
Books and Syllabi plus clinical kit (approximate)	1,700.00	1,700.00
Watch w/2nd hand, sleeve emblem, uniforms (2), lab coat, stethoscope, etc.	400.00	400.00
<b>TOTAL FALL SEMESTER</b>	<b>\$ 4,542.00</b>	<b>\$ 5,082.00</b>
<b>SPRING, Second semester: 10 credit hours</b>		
Tuition	\$ 1,510.00	\$ 2,110.00
Support Services/Student Activity/Tech/Facilities/Security Fees	370.00	370.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	50.00	50.00
<b>TOTAL SPRING SEMESTER</b>	<b>\$ 2,305.00</b>	<b>\$ 2,905.00</b>
<b>FALL, Third semester: 10 credit hours</b>		
Tuition	\$ 1,510.00	\$ 2,110.00
Support Services/Student Activity/Tech/Facilities/Security Fees	370.00	370.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	250.00	250.00
<b>TOTAL FALL SEMESTER</b>	<b>\$ 2,505.00</b>	<b>\$ 3,105.00</b>
<b>SPRING, Fourth Semester: 11 credit hours</b>		
Tuition	\$ 1,661.00	\$ 2,321.00
Support Services/Student Activity/Tech/Facilities/Security Fees	370.00	370.00
Special Lab/Assessment Fee	425.00	425.00
Books and Syllabi (approximate)	100.00	100.00
State Board of Nursing Fingerprint/Background Fee (approximate cost)	60.00	60.00
NCLEX RN National Exam (approximate cost)	200.00	200.00
NCLEX RN Review Course ( <i>Student's responsibility</i> )	400.00	400.00
<b>TOTAL SPRING SEMESTER</b>	<b>\$ 3,216.00</b>	<b>\$ 3,876.00</b>

<b>Total <i>without</i> *Prerequisites &amp; Co-requisites:</b>	<b>\$ 12,568.00</b>	<b>\$ 14,968.00</b>
<b>Tuition for *Prerequisites &amp; Co-requisites only:</b>	<b><u>4,000.00</u></b>	<b><u>5,568.00</u></b>
<b>TOTAL <i>with</i> *Prerequisites:</b>	<b>\$16,568 .00</b>	<b>\$ 20,536.00</b>

**PLEASE NOTE:** Nursing courses have the Tier 2 differential tuition rate. Tier 2 tuition: In-District - \$151.00/ch; Out-of-District - \$211.00/ch.

\*The cost of prerequisites includes **tuition only**.

\*\***ALL** costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the degree. You pay only for credit hours taken in a given semester.

\*\*\*The semester fees include Assessment/Remediation/Exam costs.



**Associate Degree Nursing  
Program Admission Ranking**

**RANKING FOR ADMISSION**

<b>Coursework Completed</b>	<b>HESI EXAM</b>	<b>GPA</b>	<b>RN Observations</b>
<p><i>Grade from Microbiology completed by December 31<sup>st</sup> with a "C" or better. **</i></p> <p style="text-align: center;">3 = A 2 = B 1 = C</p> <p><i>**No points will be given for courses that have been retaken due to course failure.</i></p>	<p style="text-align: center;"><b>Individual Composite Score</b></p> <p style="text-align: center;">75 = 0 76-79 = 2 80-85 = 4 86-90 = 6 91-94 = 8 95-100 = 10</p>	<p style="text-align: center;"><b>Accumulated college GPA of a minimum of 12 credit hours of college credit</b></p> <p style="text-align: center;">2.75 = 0 2.76 – 2.9 = 2 3.0 – 3.5 = 4 3.6 – 4.0 = 6</p>	<p style="text-align: center;">8 hours = 0 points 16 hours = 1 point 24 hours = 2 points</p> <p><b>NOTE: A minimum of 8 hours RN observation at a skilled nursing/long-term care facility or hospital is required. Other clinical facilities can be utilized after the minimum requirement is met.</b></p>

**\*\*NOTE:** Admission criteria is subject to change; however, all applicants will be notified of changes should they occur.

# **East Central College**

## **Associate Degree Nursing Program**

### **Summary of ECC Nursing Drug Screening, Immunization and Physical Examination Policies**

#### ***Criminal History***

As a requirement of the application process for the East Central College Nursing Program, in response to RSMo 660.317b and 660.315, students accepted into the program will be required to consent to release of their criminal history records (RSMo 43.450) for the sole purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the Nursing program. Any student who is found to have a criminal history for a felony conviction, as defined by state law, or is found to be on one of the governmental sanction lists, will not be accepted nor allowed to continue enrollment in the ECC Nursing Program. Acceptance into and completion of the program does not guarantee licensure. In addition, any conviction may affect a student's ability to be placed in a clinical site and a graduate's ability to sit for the NCLEX RN Examination or attain State Licensure. ***Students currently serving probation are ineligible for admission and may be ineligible for admission if the criminal offense is recent in nature.***

#### ***Drug Screening***

The purpose of the ECC Nursing Program Drug Testing Policy is to ensure that students entering the Program are drug- and alcohol-free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989. Offers of acceptance to the Nursing Program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not receive a final offer of admission. A current Nursing student who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not be allowed to continue in the Nursing program. A positive drug screen during the professional years may disqualify a student from participating in required coursework involving client interaction and will affect the student's ability to complete the program.

#### ***Immunizations and Physical Examination***

The purpose of the ECC Nursing Program Immunizations and Physical Examination Policy is to ensure that students entering the Program are in a state of physical and mental health compatible with the responsibilities of a career in nursing and in general, working with individuals in a healthcare or other provider environment. Upon acceptance to the program, all incoming nursing students are required to have a physical examination and certain immunizations (forms will be provided) to comply with ECC and clinical site-specific policies. Record of childhood immunizations are sufficient; however, if not available or insufficient, proof of immunity/re-immunization is required at the student's expense. Applicants may be denied admittance if they are not in a state of physical and mental health compatible with the responsibilities of a career as a registered nurse and/or if they do not receive the proper immunizations.

#### ***Graduate Learning Outcomes***

Upon completion of the ECC Nursing Program, the graduate will be eligible to sit for the NCLEX RN licensure exam. Upon passing the exam, graduates will be licensed as a registered nurse in the State of Missouri. See Performance Standards for more information.

**EAST CENTRAL COLLEGE - ASSOCIATE DEGREE NURSING CORE  
PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

SOURCE: National Council of State Boards of Nursing

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
<b>Critical Thinking</b>	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop nursing care plans</li> <li>• Make rapid decisions under pressure</li> <li>• Handle multiple priorities in stressful situations</li> <li>• Assist with problem solving</li> </ul>
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and colleagues</li> <li>• Cope effectively with high levels of stress</li> <li>• Cope with anger/fear/hostility of others in a calm manner</li> <li>• Cope with confrontation</li> <li>• Demonstrate high degree of patience</li> </ul>
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>• Explain treatment procedures</li> <li>• Initiate client education</li> <li>• Document and interpret nursing actions and patient/client responses</li> </ul>
<b>Mobility</b>	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> <li>• Move around in patient rooms, workspaces, and treatment areas</li> <li>• Administer cardio-pulmonary resuscitation procedures</li> <li>• Walk the equivalent of 5 miles per day</li> <li>• Remain on one's feet in upright position at a workstation without moving about</li> <li>• Climb stairs</li> <li>• Remain in seated position</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> <li>• Calibrate and use equipment</li> <li>• Position patients/clients</li> <li>• Perform repetitive tasks</li> <li>• Able to grip</li> <li>• Bend at knee and squat</li> <li>• Reach above shoulder level</li> <li>• Lift and carry 25 pounds</li> <li>• Exert 20-50 pounds of force (pushing/pulling)</li> </ul>
<b>Hearing</b>	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>• Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help</li> <li>• Hear tape recorded transcriptions</li> <li>• Hear telephone interactions</li> </ul>
<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> <li>• Observe patient/client responses</li> <li>• Identify and distinguish colors</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to shift work</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> </ul>

**EAST CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
NURSE PRACTICE ACT**

*Completion of the East Central College Associate Degree Nursing Program does not guarantee eligibility to write the NCLEX. Therefore, it is our responsibility to inform students who will be applying to write the Missouri State Board Test Pool Examination for licensure as registered nurses of the following portion of the Nurse Practice Act of Missouri:*

**335.66. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures.**

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter\* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to

335.096. A blood alcohol content of .08 shall create a presumption of impairment;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter\*. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

- (g) Being listed on any state or federal sexual offender registry;
  - (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
  - (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
  - (j) Failure to timely pay license renewal fees specified in this chapter;
  - (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
  - (l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
  - (m) Any other conduct that is unethical or unprofessional involving a minor;
  - (n) A departure from or failure to conform to nursing standards;
  - (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
  - (p) Violating the confidentiality or privacy rights of the patient, resident, or client;
  - (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
  - (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
  - (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding Nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
  - (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
  - (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
  - (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
  - (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
  - (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
  - (13) Violation of any professional trust or confidence;
  - (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
  - (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
  - (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
  - (17) Failure to successfully complete the intervention or alternative program for substance use disorder;
  - (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
  - (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
  - (20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
  - (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
  - (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
  - (23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
  - (24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
  - (25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

- (26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
- (27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
- (28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259\*\* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

- (1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
- (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
- (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
- (4) Use of a controlled substance without a valid prescription;
- (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
- (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
- (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
- (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board

intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11.
  - (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
  - (2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
  - (3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.
15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.
16.
  - (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
    - (a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
    - (b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
    - (c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.
  - (2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.
  - (3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

\*Words “chapter 335” appear in original rolls.

## **CHECKLIST FOR ADMISSION TO THE ASSOCIATE DEGREE IN NURSING**

**NOTE:** *Students who have ever been admitted to any Nursing Program previously must produce a Letter of Recommendation from the previous Nursing Dean/Director.* A student who has failed to achieve a “C” or better in ANY two core nursing courses, in any RN nursing program(s) attended, will not be considered for admission. Students who have had two (2) attempts to ANY RN program are not eligible for admission.

**To INITIATE the application process, the student MUST complete the following requirements:**

- \_\_\_\_\_ 1. **APPLY FOR GENERAL ADMISSION TO THE COLLEGE (Declare Major: Pre-Nursing)**. To apply, visit the East Central College website: <https://admissions.eastcentral.edu>. If you have questions regarding the college application, please contact Admissions at 636-584-6588.
- \_\_\_\_\_ 2. **COMPLETE THE APPLICATION FOR NURSING**. Submit the completed Application with the paid application fee receipt of \$25.00 to the Nursing and Allied Health Division Office, Health Science Building Suite 105 or to Rolla Main Building at 500 Forum Drive. **The receipt for the application fee (obtained at the ECC Business Office Union or Rolla Main) must accompany your application.**
- \_\_\_\_\_ 3. **PROVIDE OFFICIAL HIGH SCHOOL, TECHNICAL SCHOOL & COLLEGE TRANSCRIPTS**. Applicant must request that official transcripts from high school or GED (scores required) **and all** colleges attended be sent to **ECC Student Services** for evaluation. Evaluating transcripts can be time consuming so please allow ample time for processing. Failure to request your transcripts in a timely manner may result in an incomplete application file.
- \_\_\_\_\_ 4. **HESI RN-A2 ADMISSION TEST**. Applicants must successfully complete the HESI RN-A2 Pre-Admission Test for RN programs ***prior to December 1<sup>st</sup> application deadline***. The HESI RN-A2 may be taken no more than twice in an application cycle. **A minimum score of seventy-five percent (75%) composite is required**. It is comprised of exams that are academically oriented, consisting of English language, grammar, vocabulary, math, biology, and critical thinking. Included in this packet is information on the exam and how to apply for the exam. ***It is your responsibility to provide the office with a copy of your examination results.***  
**Register at:** <https://www.eastcentral.edu/learning-center/testing-center/hesi/>
- \_\_\_\_\_ 5. **Complete a minimum of 8 hours observation** with a RN at a skilled nursing/long term care facility or hospital.
- \_\_\_\_\_ 6. **SUCCESSFUL COMPLETION OF ALL PRE-REQUISITE COURSEWORK** with a grade of “C” or better. Pre-requisite coursework must be completed by the end of the Summer semester (July) before Fall admission into the program.
- \_\_\_\_\_ 7. **CUMULATIVE COLLEGE GRADE POINT AVERAGE (GPA) OF 2.75 (MINIMUM) on a minimum of 12 credit hours of college credit, (a GPA of 3.0 or higher is suggested).**
- \_\_\_\_\_ 8. **THREE (3) COMPLETED APPROPRIATE REFERENCES** (*see nursing application and reference form for criteria*); *the applicant is responsible for distributing references. It is the applicant’s responsibility to check with the Nursing Office to make sure that the references have been received by the December 1<sup>st</sup> deadline.* Applicants who have had prior admission into any nursing program must have a letter of reference from the Dean or Director of Nursing from that program accompanying their application.
- \_\_\_\_\_ 9. **SIGNED TECHNOLOGY ACKNOWLEDGEMENT FORM.**
- \_\_\_\_\_ 10. **SIGNED PERFORMANCE STANDARDS ACKNOWLEDGEMENT FORM.**

**AFTER ACCEPTANCE INTO THE NURSING PROGRAM THE FOLLOWING WILL BE REQUIRED:**

1. **DRUG SCREENING** (site determined by ECC).
2. **MEDICAL EXAMINATION** - with Satisfactory Results (*Departmental form provided*). **Must be in a state of physical and mental health compatible with the responsibilities of a nursing career.** A physical examination including selected diagnostic tests and immunizations, is required after acceptance at your cost (the form is provided in the acceptance packet).
3. **SATISFACTORY FINGERPRINT/CRIMINAL BACKGROUND CHECK.**
4. **CURRENT CPR CARD** - From either American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support), or the American Red Cross CP for The Professional Rescuer.

**NOTE TO ALL STUDENTS:** It is the **RESPONSIBILITY of the STUDENT** to maintain communication with the Nursing and Health Science office to ensure that the application folder is complete and up-to-date with current admission requirements. You may call (636) 584-6616 or e-mail [julie.beck@eastcentral.edu](mailto:julie.beck@eastcentral.edu) or [nursing@eastcentral.edu](mailto:nursing@eastcentral.edu). Admission to the program is **competitive in nature** and **is not guaranteed**. A selection committee ranks all applications and admission is granted to the most qualified applicants. Applicants can improve their chances of admission by maintaining a high GPA, completing pre- and co-requisite courses and scoring high on the nursing entrance exam. ***It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***

Successful completion of the nursing program **DOES NOT** guarantee eligibility to take the licensure examination. Since one of the functions of the Missouri State Board of Nursing is to protect the public, the Board may refuse licensure to applicants who may jeopardize the well-being of Missouri citizens. The Missouri State Board of Nursing may also refuse to grant the student permission to take licensing exams or refuse to issue any certificate of registration of authority, permit, or license for the cause(s) outlined in the Missouri State Nurse Practice Act Chapter 335.066 RSMO, as amended.

Nursing students should be aware that there are reasons for refusal to issue a registered nurse license as defined by the State Statute 335.066 as quoted from the April 2014 Missouri Nurse Practice Act included in this handbook.

*The Associate Degree Nursing program at East Central College meets the state education requirements for a registered nursing license in the state of Missouri. East Central College graduates sit for the National Council of State Boards of Nursing NCLEX-RN. Individual state boards of nursing may have individual education level requirements. East Central College has not determined if the Associate Degree Nursing program at East Central College meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.*

**APPLICATION DEADLINES:** The nursing application is due by **December 1<sup>st</sup>** prior to the year for which you are applying. ***Transcripts are due January 31<sup>st</sup>. Applications will not be reviewed if incomplete on January 31<sup>st</sup>.***

# APPLICATION FOR ADMISSION FALL 2024

<b>OFFICE USE ONLY</b>
Receipt # _____
Received by: _____
Date Rec'd: _____

**RETURN APPLICATION** by December 1, 2023  
with receipt for \$25.00 application fee,  
**TO: EAST CENTRAL COLLEGE**

Department of Nursing & Allied Health  
ADN Program  
1964 Prairie Dell Road  
Union, MO 63084-4344  
Telephone: (636) 584-6616

\*\*\* Deadline for all Pre-licensure applications: **December 1, 2023**  
Transcripts must be on file by **January 31, 2024**

*Completion of this application does not constitute admission to the program of study.*

Please indicate preference by putting a '1' by 1<sup>st</sup> choice and a "2" by your 2<sup>nd</sup> choice. If only one location desired, mark only one choice:

\_\_\_\_\_ **Union Campus** \_\_\_\_\_ **Rolla Campus**

NAME: \_\_\_\_\_  
*Last*
*First*
*MI*
*Previous or Other Names*
*Student ID Number*

ADDRESS: \_\_\_\_\_  
(Mailing) *Street*
*City*
*State*
*Zip Code*
*County*

Home Phone: \_\_\_\_\_ Work/School Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
(Falcon e-mail address)

**Person to be notified in case of emergency:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**EDUCATION:**

High School Attended: \_\_\_\_\_ Year Graduated \_\_\_\_\_

OR, Earned GED: State: \_\_\_\_\_ Date Received: \_\_\_\_\_

**COLLEGE/PROFESSIONAL SCHOOL(S) ATTENDED:**

NAME: \_\_\_\_\_ Dates Attended \_\_\_\_\_ Degree \_\_\_\_\_

NAME: \_\_\_\_\_ Dates Attended \_\_\_\_\_ Degree \_\_\_\_\_

NAME: \_\_\_\_\_ Dates Attended \_\_\_\_\_ Degree \_\_\_\_\_

If you are currently attending college, list the courses being taken: \_\_\_\_\_

**PROFESSIONAL REFERENCE INSTRUCTIONS:** Please fill in the following information. **Three (3) references are required by December 1<sup>st</sup> for a completed application file.** **Please note:** It is your responsibility to contact references and distribute the enclosed reference form to those individuals, with a stamped envelope addressed with the ECC Nursing address above. **Your references should be by a professional, no friends/relatives, who can attest to your character and work ethic; preferably a healthcare professional.** \*\*\*Students that have been previously enrolled in a nursing program, or are requesting nursing transfer, must supply one reference from the Dean/Director of that program.

NAME (First and Last) PLEASE PRINT LEGIBLY	STREET/BOX ADDRESS/CITY/STATE/ZIP (Must have <b>complete</b> addresses. If business address, please include name of business.)	TITLE/ POSITION	RELATIONSHIP (No friends/relatives)

**WORK HISTORY:** List employment beginning with the *most recent* position.

NAME OF EMPLOYER	ADDRESS	POSITION HELD	DATES	
			From	To

<b>**If yes, explain fully, in a separate notarized statement, and provide certified copies of court documents (i.e. docket sheet, complaint, and final disposition).</b>			
YES	NO		Have you ever been convicted, adjudged guilty by a court, pled guilty, pled nolo contendere or entered an Alford plea to any crime, whether or not sentence was imposed excluding traffic violations? (This includes any crime where the disposition was a suspended imposition of sentence (SIS), or a suspended execution of sentence (SES), or if you pled guilty but were placed in an alternative or diversion court, including drug or DWI court.)
YES	NO		Have you ever been convicted, adjudged guilty by a court, pled guilty, pled nolo contendere or entered an Alford plea to any traffic offense resulting from or related to the use of drugs or alcohol, whether or not sentence was imposed? (This includes a disposition of a suspended imposition of sentence (SIS), suspended execution of sentence (SES), or placement in a post-plea alternative or diversion court and includes municipal charges of driving while intoxicated, driving under the influence and/or driving with excessive blood alcohol content.)
YES	NO		Do you have any condition or impairment, including a history of alcohol or substance abuse that currently interferes, or if left untreated may interfere, with your ability to practice in a competent and professional manner? <b>If yes, explain fully in a separate notarized statement.</b>
YES	NO		Are you now being treated, or have you been treated within the past five years, through a drug or alcohol rehabilitation program? <b>If yes, explain fully in a separate notarized statement and provide the discharge summary or other official documentation that shows your diagnosis, prognosis, and treatment plan.</b>
YES	NO		Are you listed on any state or federal sexual offender registry? <b>If yes, explain fully on a separate notarized statement.</b>
YES	NO		Have you ever been placed on an employee disqualification list or other related restriction of finding pertaining to employment within a health-related profession issued by any state or federal government or agency? <b>If yes, explain fully on a separate notarized statement.</b>

Any student who is found to have a criminal history for a class A or class B felony, as defined by state law, or is found to be on one of the governmental sanction lists, will not be able to continue enrollment in the East Central College Nursing program. **Acceptance into, and completion of the program, does not guarantee licensure by the Missouri State Board of Nursing. If criminal history prohibits placement in the clinical setting, you will not be able to complete the nursing program at East Central College.**

*Admission is contingent upon a successful criminal background check and a satisfactory drug screening. The procedures are completed after the initial acceptance letter is sent.*

*I understand that all information contained in this application, high school, college or university transcripts, together with the information received from references, will be presented to an admissions committee for review. I hereby grant permission to have my records reviewed.*

*In applying for admission to a nursing program at East Central College, I hereby \_\_\_\_\_waive my right of access or, I hereby **do not waive** my right of access, to confidential letters and statements of recommendation submitted by references on my behalf as provided by Federal Law, PL93-380.*

*List all states in which you have resided in the past 10 years. \_\_\_\_\_*

***By signing this application, I understand that it is my responsibility to check the completion status of my application file no later than January 31<sup>st</sup> before the year of desired program entrance. The file must be complete for consideration. I also understand that any falsification of this application will result in ineligibility for admission.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Reviewed & Updated: 2/2023
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**EAST CENTRAL COLLEGE**  
**Associate Degree Nursing Program**  
**Professional Reference Form**

**Please mail by Dec. 1<sup>st</sup> to:**  
 East Central College  
 Attn: Nursing Department  
 1964 Prairie Dell Road  
 Union, MO 63084

**Section A: Applicant Instructions:**

Please complete this section and then present this form to the person giving the reference, along with *a stamped envelope addressed to East Central College Nursing Program (the address is in top right corner)*. As an alternative, the reference form may be returned to you *in a sealed envelope* for you to submit with your application packet. Forms should be completed by a professional, other than a friend or relative, who can attest to your character and work ethic, preferably a healthcare professional.

**PLEASE NOTE: Applicant files close December 1st.**

*Applications will not be reviewed unless references are on file by the deadline.*

**Name:** \_\_\_\_\_  

*Last*
*Maiden (if applicable)*
*First*
*Middle Initial*

**WAIVER OPTION:** In applying for admission to the nursing program at East Central College, this student agrees to waive their Right of Access, as provided by Federal Law, PL93-380, to confidential letters and statements of recommendation submitted by references on their behalf as constituted by their signature below. ***If no signature is given***, the student will have the right to read this reference.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section B: Person Completing Reference Form:**

The above individual has applied to the East Central College Associate Degree Nursing Program. Graduates of the ECC ADN Program are expected to pursue careers in the nursing field. Your assessment of their potential is essential in the process used for selection of final candidates.

Relationship to applicant? \_\_\_\_\_ How long have you known this applicant? \_\_\_\_\_

Please carefully assess the applicant in the following areas, comparing this applicant to others you have known who have similar levels of experience or education.

Criteria	Excellent	Above Average	Average	Below Average	Unable to Judge
<b>Communication Skills:</b> <i>(Command of oral and written language, use of appropriate body language)</i>					
<b>Reliability/Integrity:</b> <i>(Honest; trustworthy; conscientious)</i>					
<b>Motivation:</b> <i>(Committed based on mature values; realistic view of profession)</i>					
<b>Maturity:</b> <i>(Self-control, unselfish, realistic self-appraisal)</i>					
<b>Perseverance:</b> <i>(Steadfast in purpose; disciplined work habits; stamina/endurance)</i>					
<b>Interpersonal Relations:</b> <i>(Effective response/sensitivity to feelings/needs of others)</i>					
<b>Emotional Stability:</b> <i>(Performance under pressure; absence of tension symptoms; mood stability)</i>					
<b>Intellectual Ability:</b> <i>(Capable of understanding new ideas and concepts)</i>					
<b>Resourcefulness:</b> <i>(Adaptable in new situations; effective use of resources)</i>					
<b>Judgment:</b> <i>(Ability to analyze a situation and make appropriate decisions)</i>					

Please share any ***additional strengths, weaknesses or concerns*** that the selection committee should consider for this candidate (please use back of page for additional space):

Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*Thank you for taking the time to provide a reference for this potential nursing student.*

Reviewed: 2/2023





# EAST CENTRAL COLLEGE

## ASSOCIATE DEGREE NURSING PROGRAM

### Registered Nurse Observation Guidelines

Complete a minimum of 8 hours observation with an RN at a skilled nursing/long term care facility or hospital. The optional, but recommended, additional hours may be completed at a clinical site of your choosing. Review and complete the enclosed Observation Form (copy as needed). A separate form should be used for each facility, and the RN must sign the form for verification.

Students considering a career in a health science field generally, and nursing specifically, can make a more informed educational decision choice based on personal experience or observation. While at any clinical site, ***students must maintain the highest level of professional decorum to include appropriate dress, limited jewelry, and a professional appearance. Specifically, no jeans, t-shirts or sweatshirts, no tennis shoes or open-toed shoes are to be worn, tattoos should not be visible, and jewelry is limited to one earring per ear lobe. Overall appearance must be neat and clean and inspire confidence in the patient-provider interaction.***

Types of facilities that employ registered nurses include hospitals, long-term care facilities, outpatient clinics, school systems, and mental health facilities. These requests are made quite frequently and you will find most facilities accommodating. Be prepared to discuss your reason for the request and your availability. **Students should begin this process at least 3-4 months before the application is due as some facilities will not be able to accommodate your request on a short timeframe.** If the student is employed at a facility where observation took place, a maximum of 8 hours observation at that site may be counted.

**It is recommended that you observe more than 8 hours and in multiple RN settings to gain an understanding of the diversity of the profession.** Points are earned in the RN application review process for clinical observation. Applicants who complete more than the minimum and in more than one clinical RN setting will earn more points than applicants who complete only the minimum required observation hours.

# East Central College Associate Degree Nursing Program

## Applicant Observation Form

Please mail by Dec. 1<sup>st</sup> to:  
East Central College  
Attn: Nursing Department  
1964 Prairie Dell Road  
Union, MO 63084

**To the applicant:** Observe a minimum of 8 hours with a registered nurse in a skilled nursing/long-term care facility or hospital and use a new form for each site (make copies of this form as necessary). It is recommended that students observe more than 8 hours and in more than one clinical RN setting. Students should contact the site in advance and schedule the observation while a registered nurse is scheduled to work. Take this form with you and obtain the clinician's signature to verify your observation hours. Return this completed and signed form with your application packet. If student is employed at this facility, a maximum of 8 hours observation at this site may be counted.

Student Name (please print) \_\_\_\_\_

Facility Name/Clinical RN Site \_\_\_\_\_

City/State \_\_\_\_\_

Date(s) of Observation \_\_\_\_\_

Total number of Hours Observed \_\_\_\_\_

**To the clinician:** As an admission requirement to the East Central College, Associate Degree Nursing Program, applicants are required to observe a Registered Nurse for a *minimum* of 8 hours in one or more clinical settings. If the information listed above for the prospective student is correct for today's observation, please complete the section below, sign the form and return it to the student.

Type of setting(s) that the student observed at this facility on the above date(s). Please specify exact type of observation (i.e. Pediatrics: In-Pt.; Adult – Acute Care; Adult – In-Patient; etc.). **Please be specific.**

Observation Setting (please print legibly) \_\_\_\_\_

Type of Unit/Department: \_\_\_\_\_

Printed Name of Observed RN: \_\_\_\_\_

Signature and Credentials: \_\_\_\_\_

Did the student present him/herself in a professional manner? \_\_\_\_\_ Yes \_\_\_\_\_ No

**THANK YOU** for sharing your time and expertise. Please complete the comment box below or contact our office if you have further comments regarding this applicant.

### For more information about the program:

Nancy J. Mitchell, MSN, RN  
Director of Nursing  
Dean of Health Sciences  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084  
Office: 636-584-6616  
[nancy.mitchell@eastcentral.edu](mailto:nancy.mitchell@eastcentral.edu)

Additional comments about this applicant:

# East Central College Associate Degree Nursing Program

## Performance Standards for Associate Degree Nursing Students

***To the applicant:*** Review and sign this page to indicate you understand the performance standards listed on the next page. Return the signed page with your application materials by the December 1<sup>st</sup> deadline.

### **Student Responsibilities:**

Registered nurses (RN's) promote health, prevent disease, and help patients and families cope with illness. They have a unique scope of practice, yet work collaboratively with all members of the healthcare team. Nurses are hands-on professionals who provide focused and highly personalized care. Registered nurses assess a patient's health, help perform diagnostic tests and analyze results; operate medical equipment; administer a variety of treatments and medications; and assist with patient follow-up and rehabilitation. They develop and manage a nursing plan of care and instruct patients and families on issues of health promotion, disease prevention, and disease management. Nurses also serve as advocates for patients, families, and communities.

A majority of registered nurses practice in hospitals, though a growing number are employed in long-term care settings, community-based facilities such as outpatient surgery centers and rehabilitation centers. Others work in community health, industrial or school nursing, clinics, and physician offices. The field has a wide range of opportunities ranging from entry-level practitioner to doctoral-level researcher/practitioner. During your academic experience, you will be exposed to learning environments, which are challenging and reflective of job demands typical of future practice as a Registered Nurse. Your education also includes clinical work at varying facilities, which will involve direct client contact and involvement with community professionals. Compliance and demonstration of performance skills related to physical as well as professional standards of practice are a requirement for successful completion of the ECC Nursing Program.

Students are expected to follow professional standards set by the ECC Nursing Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, community professionals and clients, equipment, and supplies.

### **Performance Standards for Successful Completion of the Nursing Program:**

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be a Registered Nurse. It is the policy of East Central College to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the Access Office at (636) 584-6581, prior to applying to the ECC nursing program.

### **Progression Policy:**

Students in the final semester of the program are required to take a standardized RN Exit Exam. Achievement of an acceptable score is required for successful completion of the program. Details are published in the Student Nursing Handbook (obtained after acceptance and available on the nursing website).

Upon completion of the Associate of Applied Science degree in Nursing, the graduate will be able to meet the standards outlined in this application.

*I acknowledge receiving, reading, understanding, and meet the Nursing Performance Standards and the Missouri State Board of Nursing licensure requirements. I realize that these Performance Standards must be met for successful completion of the ECC Nursing Program. I further understand that completion of the ECC Nursing Program does not guarantee licensure with Missouri State Board of Nursing (MSBN).*

**Student Name (printed legibly):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Students who do not meet Performance Standards or MSBN requirements may not be eligible for the ECC Nursing Program. Any applicant who is concerned about being eligible for licensure may discuss this matter with the Nursing Program Director by contacting the Health Science office at (636) 584-6616 for an appointment.

**East Central College  
Associate Degree Nursing Program**

**Acknowledgement of Technology Requirements Form**

***To the applicant:*** Review this form to indicate you understand the technology requirements of the Nursing Program. ***Sign and return the form with your nursing application by the December 1<sup>st</sup> deadline.***

The East Central College Nursing Program utilizes e-technologies to deliver a portion of course content and as a means of communication with program students, faculty and staff. Through a combination of didactic coursework, classroom/laboratory practice, and clinical experiences, students will learn the profession of nursing. Aspects of all of these learning environments will require familiarity with internet-based technologies. In addition to internet based technologies, interactive television will also be utilized to convey course content for some course content between the Union Campus and Rolla location. Specialty topics may have a significant portion delivered with this technology. This allows students to experience the highest level of nursing expertise for instructional purposes.

Offers of acceptance to the ECC Nursing Program are made as conditional offers. In addition, to the satisfactory completion of pre-requisite courses, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test, applicants are required to acknowledge the integral use of technology in the delivery of this program. Technologies include, but are not limited to; internet, e-mail, Moodle, interactive television (ITV), online database searching, web-based lecture capture, internet streaming video review, and other e-technologies as assigned as integral components of the Nursing Program. While many of these technologies are accessible through any computer with access to the internet, students may be required to travel to the Union campus or Rolla location to attain consistent, high-speed access compatible with viewing of content-specific materials. Students are also required to attend classes on campus delivered through the ITV format.

Students are NOT required to have a personally owned computer or home-based high-speed internet access as these materials and services are made readily available at either the Union or Rolla location. However, current nursing students report that personally owned laptop computers and access to high speed internet connections in their homes leads to increased satisfaction and a more convenient and accessible learning environment.

I have read and understand the above technology requirements related to the ECC Nursing Program and hereby acknowledge that in order to successfully complete the program I will need to utilize said technologies for communication with program faculty and staff, access to course content, assignment submission, and dialogue with fellow classmates and colleagues in these virtual environments.

**Student Name (printed legibly):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_