

Prospective Student Handout



Practical Nursing Program - Albuquerque



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Practical Nursing Program page on
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<https://pmi.edu/programs/certificate/practical-nursing>

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Welcome

Dear Practical Nursing Candidate,

Thank you for your interest in the Practical Nursing Program at Pima Medical Institute (PMI). At Pima Medical Institute, students will study a wide variety of healthcare topics, including how the cardiovascular, lymphatic, immune and respiratory systems function. Students learn how to identify normal from abnormal and how to document and report that information. They also learn how to care for patients with a variety of health conditions, from acute to chronic. Students learn about life choices versus heredity and how each impacts the disease process.

The licensed practical nurse (LPN) works under the direction of registered nurses and doctors. The LPN is a valuable part of the healthcare team who provides input regarding patient care. They are responsible for providing direct care to patients, monitoring patients' blood pressure, changing bandages and inserting catheters, reporting the health status of patients to nurses and doctors, and managing medical records.

As a prospective student we would like to provide you with some information regarding the program. The institutional academic catalog and addendum provide general PMI information and may be accessed electronically through the PMI website:

<https://pmi.edu/admissions/catalog>. However, this guide includes information specific to the program, including program goals/objectives, admission requirements, licensing information, program outcomes, clinical affiliations and clinical related requirements, and the anticipated schedule.

We are pleased with your interest in the program and look forward to working with you to meet your future career goals. Please review the information provided in this guide and contact us if you have any questions.

Sincerely,

Theresa Lovato-Vigil MSN, RN

Theresa Lovato-Vigil MSN, RN
Practical Nursing Program Director
tlovatovigil@pmi.edu 505-881-1234 ext. 29113

Admissions Requirements

Admissions Overview:

Prospective students must satisfy the admissions requirements outlined in the catalog (e.g., proof of high school graduation or equivalent) and meet the program's entrance exam requirements (see below). For general admission requirements, refer to the academic catalog.

- A minimum score of 20 on the Wonderlic[®] exam
- A minimum of 80% (24 out of 30 points) on the math test
- HESI Assessment Exam (70% minimum)

Once the candidate has met the initial requirements, the candidate will need to schedule an interview with the program director through their medical career specialist. The following items are not required but are awarded points as part of the interview. These documents should be submitted prior to the interview.

- Calendar for Success (sent prior to interview via email to Program Director, tlovatovigil@pmi.edu)
- Professional Resume
- College transcripts OR proof of post-secondary degree completion OR relevant military training

Following the interview, the program director will combine the Wonderlic, Math, HESI, and Interview scores to determine eligibility. Based on the candidate's total score, one of the following statuses will be identified:

- Accepted: meets the cut score (90+ points on interview, Wonderlic and Math combined)
- Accepted-Waitlist: meets the cut score, but there are no seats available in the next program start date
- Unconfirmed: did not meet the initial cut score, but will be invited back to perform an additional learning activity to determine eligibility (75-89 points on interview, Wonderlic and Math combined)
- Denied: did not meet the cut score OR qualify for the additional learning activity (<75 points on interview, Wonderlic and Math combined)

Areas Evaluated During Interview:

- Basic observations (e.g., punctuality, attire, etc.).
- Preparation and knowledge of the profession (e.g., personal research on the profession different from what is communicated at admissions).
- Preparation for meeting the demands of the program (e.g., considerations for time commitment, study time, clinical expectations, etc.).

Interview Hints:

- Be on time
- Demonstrate good personal hygiene and dress appropriately (if you are not sure what appropriate attire is, ask your Medical Career Specialist)
- Come prepared and research the profession



Transfer Credits:

Students may be eligible to receive transfer credit for successfully completed equivalent coursework or life experience. A credit transfer request should be submitted prior to starting the program, but no later than the end of the first week of the program. An electronic form may be requested from the program director or medical career specialist. For more information, please refer to the transfer credit policy in the catalog for eligibility requirements.

Technology Requirements:

For technology requirements, please refer to the catalog.

About Pima Medical Institute

PMI Mission Statement:

“Our mission is to improve the quality of people’s lives by providing the best value in medical career education.”

Why Pima Medical Institute?

Pima Medical Institute (PMI) has been providing quality education and support for the success of our students for over 40 years. PMI has programs on seventeen campuses across eight states. Here, students learn and grow in a safe environment while obtaining real life experience for their successful future careers. Our staff and faculty work diligently to ensure each student has the resources they need to have a successful career. Our student’s success is our top priority.

Student Support:

Pima Medical Institute supports the students in their education, but also in their personal lives. The Career Services department assists students with professional development throughout their program, job search, resume writing, and interview techniques. The Financial Services department provides resources to address student questions regarding available funding sources, options to finance school expenses, and guide students through the application process for funding sources. The Student Services department assists students with guidance to be successful and provides various campus and community resources. For more information on these departments, please refer to the catalog.

Institutional Accreditation:

Pima Medical Institute is accredited through the Accrediting Bureau of Health Education Schools (ABHES). ABHES contact information is listed below:

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike,

Suite 314 North

Falls Church, Virginia 22043

P: 703.917.9503

F: 703.917.4109

E: info@abhes.org

W: www.abhes.org

About the Profession

Profession Description:

The licensed practical nurse (LPN) has a variety of duties. They work under the direction of registered nurses, nurse practitioners and doctors. The LPN provides direct hands-on patient care including:

- monitoring patients' health, measuring blood pressure and other vitals
- administering basic patient care, including changing dressings and inserting catheters
- providing for the basic comfort of patients, such as helping them with daily activities
- discussing the patients' care and documenting patient concerns
- charting patient care services including patients' health concerns and communicate information to interdisciplinary health team physicians

The LPN career is patient-focused, so it is important that they possess compassion and empathy, be detail oriented, and have interpersonal skills, patients, physical stamina, and effective communication skills. Graduating students will be able to work in long-term care and rehabilitation facilities, assisted living centers, medical offices, clinics and home healthcare agencies. After graduating, students must sit for a licensing exam to work as a licensed practical nurse.

Profession Requirements:

The LPN career is completely patient-focused, so it is important that they possess compassion and empathy, be detail oriented, and have interpersonal skills, patients, physical stamina, and effective communication skills.

State Requirements:

16.12.2.10 LICENSURE REQUIREMENTS FOR REGISTERED AND PRACTICAL NURSES:

Licensure with the New Mexico board of nursing is mandatory and is the responsibility of the individual nurse, pursuant to the Nursing Practice Act.

For states who are a part of the nurse licensure compact, licensure in New Mexico can only be issued to applicants who declare New Mexico as their primary state of residence.

A. Prerequisites for licensure of RNs and LPNs by examination in New Mexico.

(1) Completion of and eligible for graduation from a board approved course of study for the preparation of registered nurses or practical nurses, or an acceptable level of education as determined by the board or graduation from a program which is equivalent to an approved program of nursing in the United States:

(a) Minimum acceptable level of education for LPN licensure by examination for candidates enrolled in RN programs with LPN programs embedded include:

- (i) Minimum of 500 hours, 250 didactic, 250 (clinical and lab) which includes the minimum as follows; OB/Peds - 30 hours didactic/40 hours

- clinical; medical-surgical - 60 hours didactic/ 90 hours clinical;
 pharmacology - 45 hours didactic; and psych - 60 contact hours;
- (ii) LPN transition course approved by the New Mexico board of nursing. (b) Request to New Mexico board of nursing for LPN licensure examination by acceptable level of education from an approved program of nursing should include:
- (i) Transcripts with minimum of 500 hours in nursing education and proof of successful completion of board approved LPN transition course;
- (ii) Written communication from the director of the approved nursing program requesting permission for nursing students to test for LPN licensure.
- (c) Certification of eligibility for LPN licensure examination by students enrolled in a nursing program with a LPN track will need to include: 16.12.2 NMAC 6
- (i) Transcripts with minimum of 500 hours in nursing education and board approved LPN transition course passed successfully on completion of board approved LPN transition course;
- (ii) Written communication from the director of the approved nursing program requesting permission for nursing students to test for LPN licensure

Licensure/Certification:

Each state has established independent requirements and fees for a LPN to practice.

Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Colorado, New Mexico	Alabama, Alaska, Illinois	Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	<p>*this is a hybrid program available to residents of Colorado and New Mexico. The Aurora program is approved for licensure by the Colorado State Board of Nursing. The Albuquerque program is approved by the New Mexico Board of Nursing. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education.</p> <p>After licensure is obtained in the state (CO or NM), transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine requirements before enrolling in a program.</p> <p>State professional licensing board contact information can be found HERE.</p>

About the Program

Program Description:

The Practical Nursing program assists students develop in students the personal traits and professional skills needed to perform as competent entry-level practical nurses. The program provides students with knowledge of anatomy and physiology, growth and development, pharmacology, nursing theory, and skills for patient care across the life span.

Students will study a wide variety of healthcare topics, including how the cardiovascular, lymphatic, immune and respiratory systems function. They learn how to identify normal from abnormal and how to document and report that information. Students also learn how to care for patients with a variety of health conditions, from acute to chronic. They learn about life choices versus heredity and how each impacts the disease process.

Upon successful completion of the program, the graduate will receive a certificate in practical nursing. Graduates from an approved nursing program can apply to take the National Council Licensure Examination (NCLEX-PN). For more information on the national exam, refer to the following link: <http://www.ncsbn.org/>.

Program Mission Statement:

The mission of the Pima Medical Institute – Albuquerque Practical Nursing Program is to provide an optimal nursing education. Our students will develop competency, proficiency, and compassion to promote excellence in patient-centered quality care. We welcome and support a diverse student population and take pride in their personal and professional growth.

Program Philosophy:

The Practical Nursing Program at PMI prepares graduates to be healthcare team members within the discipline of nursing in a variety of structured health care settings. The elements and applications of nursing theory are integrated throughout this curriculum and are organized by domains:

- **Person:** An individual whose natural defenses are influenced by a healthy or unhealthy environment. Course content includes body systems, anatomy structure and function, child, child-bearing, adult, and older adults.
- **Health:** A state in which the environment is optimal for the natural body processes to achieve reparative outcomes. Course content includes health assessment, functional health patterns, health promotion, and health maintenance.
- **Environment:** All the external conditions capable of preventing, suppressing, or contributing to disease or death. Course content includes nutrition, psychology, pharmacology, safety, stressors, and community resources.

- **Nursing:** Putting the client in the best condition for nature to act. Course content includes care and comfort techniques, reduction of risk potential, nursing skills, nursing process, fundamentals of procedures, and scope of nursing practice.

- **Practice:** Adult patients will be the focus in the clinical arena. Limited exposure to pediatric populations and the obstetrical triad will be made available. Up to 25% of the required clinical hours in any given course may be substituted with simulated activities/experiences.

- **Clinical strategies include:**
 - Information/data collection to contribute to the assessment and care plan
 - Identify patient teaching needs and reinforce patient/family education
 - Safely conduct assigned treatments
 - Document and/or report observations of patient response to the treatment
 - Assign tasks and supervise LPN's and CNA's within LPN/CNA scope of practice
 - Accept nursing tasks delegated by an RN provided these tasks can be performed with reasonable skill and safety within accepted practice standards
 - Administer medications

Program Goals:

1. Performance on Licensure Exam - The licensure exam pass rate will be at or above the national mean for first time writers.
2. Program Completion - At least 75% of the students admitted will graduate within 150% of the stated program length.
3. Student Program Satisfaction - At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
4. Employer Satisfaction - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the entry-level capabilities of our graduates.
5. Job Placement - At least 80% of the graduates seeking employment

Student Learning Outcomes:

The graduate of Pima Medical Institute – Albuquerque Practical Nursing Program will be able to:

1. Assume the role of a competent, caring practical nurse in a variety of structured health care settings within the scope of practice.
2. Use the nursing theory to determine and modify unhealthy aspects of the environment for the client, consider ethical issues and legal limitations, and contribute to the nursing process while providing safe and effective nursing care to individuals, families, and communities.
3. Identify opportunities to teach and reinforce health concepts to persons in need of learning more about their environment or health concerns.



4. Communicate effectively and professionally with patients and all members of the interdisciplinary healthcare team.
5. Demonstrate accountability of practice with adherence to ethical and legal standards of the profession of a practical nurse.
6. Demonstrate self-direction and responsibility for maintaining nursing competence by pursuing personal and professional development in lifelong learning.
7. Be eligible to sit for the NCLEX-PN® licensing exam.

Program Approval and Accreditation:

The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted full approval for a Nursing Program by the New Mexico Board of Nursing.

The New Mexico Board of Nursing

6301 Indian School Road NE, Suite 710

Albuquerque, NM 87110

P: 505.841.8340

W: <http://nmbon.sks.com>

Pima Medical Institute Practical Nursing program at the Albuquerque, NM campus is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037, 202-909-2526.

Graduation Rate, Exam Pass Rate, Employment/Placement Rate:

ABHES Reporting Year	Retention Rates	Placement Rates	First Time Pass Rates
2020-2021	83.6%	88%	56.3%
2019-2020	80%	71%	93%
2018-2019	82%	84%	100%

Curriculum

The PN program is presented over a period of 48 weeks. This period is divided into six (6) sequences consisting of 656 clock hours spent in the classroom and laboratories. Clinical experiences consist of 405 clock hours spent in clinical facilities at 12 - 24 hours per week.

Course Descriptions:

Please refer to the Academic Catalog and Catalog Addendum for the course descriptions:
 Academic Catalog/Catalog Addendum: <https://pmi.edu/admissions/catalog>

Program Outline and Delivery Method for Each Course:

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
MTH 127	Med Math	16	-	-	1.0	G
CMT 102	Medical Terminology	16	-	-	1.0	G
HUN 100	Nutrition	16	-	-	1.0	G
ENG 115	Communication and Composition	32	-	-	2.0	G
PSY 120	Human Development Across the Life Span	32	-	-	2.0	H
NUR 104	Strategies for PN Success	16	-	-	1.0	G
Sequence I Total		128	-	-	8.0	-

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
BIO 112	Anatomy and Physiology I	24	16	-	2.0	G
NUR 105	Introduction to Nursing and Pharmacology	48	40	-	4.0	G
Sequence II Total		72	56	-	6.0	-

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
BIO 113	Anatomy and Physiology II	24	16	-	2.0	G
NUR 150	Elder Care and Nursing Theory	64	16	-	4.5	G
NUR 151	Clinical Foundations of Nursing I	-	-	95	2.0	G
Sequence III Total		88	32	95	8.5	-

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
NUR 116	Anatomy and Physiology III	24	16	-	2.0	G
NUR 160	Adult Medical and Surgical Community Health Nursing Theory	48	16	-	3.5	G
NUR 161	Clinical Foundations of Nursing II	-	-	95	2.0	G
Sequence IV Total		72	32	95	7.5	-

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
BIO 117	Anatomy and Physiology IV	24	16	-	2.0	G
NUR 170	Maternal Child Nursing Theory	48	16	-	3.5	G
NUR 171	Clinical Foundations of Nursing III	-	-	95	2.0	G
Sequence V Total		72	32	95	7.5	-

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method
						G: On-ground H: Hybrid O: Online
NUR 180	Pharmacology – Intravenous Therapy	24	16	-	2.0	G
NUR 200	Role Transition	32	-	-	2.0	H
NUR 205	Clinical Foundations of Nursing IV	-	-	120	2.5	G
Semester VI Total		56	16	120	6.5	-
Program Totals		488	168	405	44	-

Note: Credit hours are rounded down to the nearest 0.5 credit per ABHES standards.

Skill Competencies and Lab Completion:

The program requires students to pass skill competencies in order to pass the course and continue in the program. These skill examinations adhere to accreditation guidelines that require students to display competence in the classroom prior to proceeding to their clinical externship. All Skill Competency Testing must be passed with a score of 77% or greater to move on to the next semester. The required skill competencies include but are not limited to the skills listed below. Please refer to the technical standards section for general physical and behavioral requirements.

At the completion of the curriculum, the student will have demonstrated competency (passed) all of the skill competencies listed in the table below:

Sequence II	Sequence III	Sequence IV	Sequence V	Sequence VI
<ul style="list-style-type: none"> • Introduction to Assessment* Cardiac Neurological Musculoskeletal Integumentary Respiratory GI GU • Aseptic Technique* Hand washing • Infection Control Infection Precautions • Glucose Monitoring* • Hygiene Bathing, Dressing, Grooming Feeding, Oral. Perineal • Body Mechanics Patient Positioning & Log Rolling Transferring* • Range of Motion • Bed making occupied, unoccupied • Therapeutic Communication • Intake and Output • Vital Signs* Temperature, Pulse, Respirations, Blood pressure Pain assessment, Pulse oximetry • Oxygen Therapy/Incentive Spirometry/Nebulizers/MDI • Specimen Collection Urine, Fecal, Sputum • Urinary Catheter Safe Care & Removal • Post-mortem care • Safety • Virtual Simulation 	<ul style="list-style-type: none"> • Colostomy Care • Wound Care Dressing* Packing • Documentation • Nasogastric Tube Placement* Removal • Tube Feedings • Medication Administration* Oral SQ/IM/Intradermal Injections Topical Rectal Eye/Ear • Urinary Catheter Insertion Female Indwelling* • Restraints • Virtual Simulation 	<ul style="list-style-type: none"> • Chest Tube Care Disposable Water-Seal System • EKG Placement 12-Lead Rhythm Interpretation • Preoperative care • Postoperative Care • Post-Operative Exercises • Surgical asepsis • Suture/Staple removal* • Tracheostomy Care/Suctioning an Airway* • Virtual Simulation 	<ul style="list-style-type: none"> • Assessment Prenatal Intrapartum Antepartum Postpartum* Newborn* Pediatric • Vaginal Medication • Virtual Simulation 	<ul style="list-style-type: none"> • Blood Monitoring • IV Insertion* • IV Therapy* Initiating Fluids Monitoring/Maintaining IV access Discontinuing fluids/access • Reconstitution of Powdered Medications • IVPB Initiating secondary infusion* Injection by "PUSH" • Phlebotomy* • Virtual Simulation

* Indicates a skill that is evaluated by check-off

Clinical/Externship Requirements:

Clinical experiences provide students the opportunity to apply the knowledge and skills learned in the program. In order to be eligible for graduation, students are expected to obtain a variety of experiences and have opportunities to achieve the required competencies and clinical course work. The program provides four clinical experiences: Sequence III (95 hours), Sequence IV (95 hours), Sequence V (95 hours) and Sequence VI (120 hours).

Clinical experiences are generally 12 - 24 hours per week; schedules may vary according to the clinical site and specific schedule of the clinical instructor. Students are expected to attend all scheduled hours; absences may prevent the student from progressing through the program or may require the student to make up that time prior to graduation (which could delay graduation).

Availability of sites during each clinical externship course may vary; although the program will do its best to accommodate student preferences, there is no guarantee that any one site will be available at the time of the externship. Students may be required to travel within a 100 mile radius of the Albuquerque metropolitan area. The student is responsible for transportation and housing costs associated with long distance clinical assignments.

Professional Performance Standards:

Professional Performance Standards (PPS) is a required component of the course grade for all courses in on-ground or hybrid program. PPS is used to simulate standard expectations in preparation for clinical experiences and future employment in the profession. Percentage points are subtracted from an initial 100% as incidences occur throughout the course. The PPS standards include but are not limited to the following: attendance, dependability, responsibility, professional dress, and professional attitude and communication.

Grades:

Course grades are recorded as letters and percentages. PMI does not award pass/fail grades as the final grade (excluding skill based audit courses) or award extra credit. Grades are posted in the PMI learning management system and students can view their grades at any time during their enrollment. Final grades are posted in the PMI Student Portal. Please refer to the Academic Catalog for additional grading policies and procedures.

Program Progression and Requirements:

Successful completion of courses, competencies, and examinations is required for progression through the program. All courses in the curriculum must be successfully completed (minimum of 77%) to qualify for graduation. Students must pass all required prerequisite courses, as specified in the catalog and student handbook, prior to proceeding to the requisite courses and clinical externships.



Dosage Calculation Exam:

Students are required to achieve a grade demonstrating 100% mastery on dosage calculation exams administered as part of the Practical Nursing Program; a dosage calculation exam will be administered in NUR105 Introduction to Nursing and Pharmacology in sequence II and in every clinical course in sequence III through V. A student may not pass medications in the clinical setting until they have passed the dosage calculation exam with 100%. Students have a maximum of 3 attempts per exam. Remediation and tutoring are offered prior to each exam.

PMI Recognized Holidays:

PMI observes the following holidays and campuses are usually closed. Refer to the Academic Catalog for additional information.

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (and the Friday after)
- Christmas Day

Anticipated Schedule:

March 9, 2022

Sequence	Sequence Start Date:	Sequence End Date	Class Days	Class Times:	Clinical Days*	Clinical times *
Sequence I	March 9, 2022	May 3, 2022	Mon-Thu	8:00a-12:30p	N/A	N/A
Sequence II	May 4, 2022	June 28, 2022	Mon-Thu	8:00a-12:30p	N/A	N/A
Sequence III	June 29, 2022	August 23, 2022	Mon-Wed	8:00a-12:30p	Th & Fri	6:30a-3:00p
Sequence IV	August 31, 2022	October 25, 2022	Mon-Wed	8:00a-12:30p	Th & Fri	6:30a-3:00p
Sequence V	October 26, 2022	December 20, 2022	Mon-Wed	8:00a-12:30p	Th & Fri	6:30a-3:00p
Sequence VI	January 4, 2023	February 28, 2023	Mon-Wed	8:00a-12:30p	Th & Fri	6:30a-3:00p

*Clinical days can vary from 8-12 hour days but are typically 6:30a-3:00p on Thursday & Friday based on need and availability of sites

Projected Costs

Projected Costs:

Finances is often a large concern of students. For the most current information on tuition costs, textbooks, uniforms, and other fees related to enrollment, refer to the campus catalog addenda. All prices are estimated and fees are subject to change without notice.

Potential Additional Fees:

The following are some potential additional fees associated with the program.

Approximate Student Costs (Not covered by Financial Aid or Total Cost Above):

- Pre-Entrance HESI and Study Guide Approximately \$54 for HESI Test due at time of testing; Study Guide price may vary

In the first 2 weeks of the program start:

- CPR Certification \$50-200 in community; \$10 on campus once enrolled
- TB Test Varies depending on insurance coverage
- Immunizations/Lab Clearance Varies depending on insurance coverage
- Background Check and Drug Screen Variable; minimum \$165.80
- Additional Equipment and school supplies; - stethoscope, pen light, gait belt - closed toed non-porous shoes - school supplies: paper, binders, pencils, etc. variable

After graduation fees not covered by Financial Aid or Total Cost Above:

- NCLEX-PN® exam and licensure Variable; minimum \$345

Uniforms:

All students are required to wear a PMI uniform. Students are provided uniforms at the start of the program and may purchase additional uniforms if needed. Properly fitting Pima Medical Institute uniforms and ID badges are to be worn at all times. Clean, nonporous, and presentable athletic or equivalent health care profession shoes must be worn (no Crocs with holes or backless shoes). Only natural hair colors and professional styles are acceptable. Men's facial hair is to be trimmed and neat/clean in appearance. Visible piercings, other than a single ear piercing, must be removed or concealed. Only wedding/engagement rings are acceptable. Fingernails must be neat, clean and free of polish, and short. Tattoos are permitted unless they; conflict with ability to perform responsibilities effectively, are inappropriate for academic or clinical environment, are regarded as offensive or harassing toward fellow students, employees, or others with whom Pima conducts business. If a Pima-affiliated clinical site determines a student's tattoos are not acceptable for their specific academic or clinical environment, then the student will be asked to comply by covering the tattoo(s). Please refer to the Practical Nursing Student Handbook for more information.



Clinical Expenses:

Students are responsible for all associated costs to clinical assignments. This may include: housing, transportation, background check, drug screen, immunizations, physical examinations, and orientation costs. Refer to Potential Additional Fees (above) for estimated costs.

Licensure/Certification Testing:

Graduates of an approved practical nursing program are eligible to sit for the national licensure examination for practical nursing administered by the National Council of State Boards of Nursing. More information regarding the national exam can be obtained from the following internet site: <http://www.ncsbn.org/>. After successful completion of the exam and the licensure process, the individual will be a licensed practical nurse. All states require a license to practice; however, state licenses are based on the results of the NCLEX-PN® Examination.

The cost of licensure is not included in the cost of the program. The cost is variable, minimum \$345

Financial Services:

The Financial Services department provides assistance with the financial aid process. A representative will meet with prospective and enrolled students on an individual basis to determine eligibility and assist with the application process. Information regarding financial assistance opportunities is located in the Academic Catalog.

Student Code of Conduct

Professional Behavior:

Students are expected to demonstrate professional behavior in the classroom, lab, and at clinical sites. Professional behavior includes, but not limited to:

- Using behavior and language that demonstrate respect for all persons, including other students, faculty, staff, patients, families, and co-workers.
- Treating all persons equally without regard to religion, race, sex, sexual preference, marital status, age, beliefs, disability, or cultural differences.
- Being prompt and ready for all learning experiences.
- Keeping all patient, clinical facility, and other student information confidential.
- Dressing appropriately.
- Taking care of school and facility property.
- Following all instructions and policies and procedures.
- Refraining from disorderly conduct, horseplay, and sexual harassment.
- Not accepting gifts from patients.
- Not engaging in any illegal or unethical acts.

Dress Code:

At Pima Medical Institute, students are required to adhere to PMI's universal dress code. These requirements apply to all students while in attendance at school, extern sites/clinical settings, volunteer activities, and PMI-affiliated field trips. If a student does not adhere to the policy, it may result in the student being sent home to change. Refer to your program director for more information on the dress code.

The PN program adheres to Pima Medical Institute's policy of a universal dress code and professionalism policy.

Academic Dishonesty:

Pima Medical Institute expects all enrolled students to demonstrate academic honesty in the performance of their academic work. Any violations could result in immediate termination.

Violations of the principles of "Academic Honesty" include, but are not limited to, the following:

- Plagiarizing (presenting as one's own the ideas, the data, and/or the works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized.
- Intentional misrepresentation (Attestations or signing of any document as it relates to the program, school or clinic. Verbal or written statements that are not accurate.)
- Misconduct that applies to communication, behavior, messages, online postings toward faculty, peers, other students, clinicians, patients, and/or anyone else connected with the program director and/or school.

Additional Policies

Background Check/Drug Screen:

As part of the enrollment process, every prospective student must sign a Criminal Background Disclosure and Advisement form. Enrolled students are required to complete a background check prior to starting the program.



Any misdemeanor or felony conviction may impact a student's ability to progress through the program, attend clinical rotations, graduate, and/or obtain employment in the field of study. Most clinical sites require a copy of the background prior to starting the externship or they may require students to obtain a separate background check. If a clinical site requires their own background check, it often runs through a different agency and may include expanded parameters, meaning information not shown in the background check used by PMI may appear on the alternate background check.

In addition to the background check, some clinical sites may require students to complete a drug screen. Students may need to complete a drug screen prior to their first clinical rotation. Any student who has concerns should speak with the program director.

The New Mexico Board of Nursing regulates the procedures and requirements of reporting felony convictions for those applying for Practical Nurse Licensure stating; "If the criminal background check reveals a felony or violation of the Nursing Practice Act, the applicant/licensee will be notified to submit copies of legal documents and other related information to the board that will make the determination if the applicant is eligible for licensure or if disciplinary action will be taken." The full Rules and Regulations regarding Felony Convictions can be found on the Rules and Regulations section of the New Mexico Board of Nursing website

Non-Discrimination:

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1974, it is the policy of Pima Medical Institute not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs and activities, its policies, practices and procedures.

Complaint Process and Grievance Policy:

Any student who has a concern should first address it within the program or through student services. If the concern is not addressed to the student's satisfaction, the student may submit a

formal written complaint to the campus director. Please refer the Grievances and Discrimination Complaint Procedure in the academic catalog for more information.

Pregnancy:

Students are informed of the potential health risks associated with participation in the program during pregnancy. Pregnant students are not required to report their pregnancy. Following a voluntary disclosure to a school official of a pregnancy, the student has the option to submit a written withdrawal of their declaration of pregnancy. Students who are pregnant should not participate in lab or clinical coursework/activities that:

- Involve the delivery of therapy or drugs that alter the course of pregnancy.
- Include pregnancy as a precaution or contraindication.
- Are contraindicated or restricted by the student's physician or other licensed healthcare provider, including but not limited to lifting restrictions, bed rest, etc.



Students who are pregnant and who are provided physician or other licensed healthcare restrictions that may contribute to or compromise the health of the student and fetus, may impact the student's ability to progress through the program. Pregnant students maintain the right to withdraw from the program. If extended time off is required due to pregnancy, the student may need to withdraw. In the case of withdrawal, the student has the right to re-enroll in the same program; however, reapplication and reenrollment policies still apply and degree programs may have different requirements.

Clinical sites have site specific policies that may prohibit pregnant students or require additional precautions. PMI will work to accommodate students if this occurs but cannot guarantee a reassignment. Students and program faculty are expected to follow all state regulations regarding pregnancy.

Health and Safety

Vaccinations/Immunizations:

Prior to participation in clinical experiences, students are required to show proof of vaccinations or immunization (i.e., titer). Religious or health exemptions may be accepted by the school, but PMI cannot guarantee clinical externship sites will accept students who do not have the required vaccinations. Required vaccinations may include, but are not limited to:

- Documentation of immune status to measles, mumps, and rubella. (MMR)
- Results of a TB skin test and/or chest x-ray indicating no active disease if the TB test results are positive.
- Hepatitis B (immunization is recommended, waiver available but will limit placement).
- Diphtheria/tetanus.
- Varicella (chickenpox)
- Titers



Clinical externship sites may also require students to obtain the COVID-19 vaccination in order to participate in the externship course. Refusals to obtain any vaccination may delay clinical placement, which may impact the student's ability to progress through the program. Students are expected to successfully complete clinical externships in order to be eligible for graduation from the program. Please contact the clinical director with any questions.

Students who have a qualified exclusion may be eligible to request an exemption; however, there is no guarantee that a clinical site will accept an exemption. If an exemption is accepted, the site might have additional requirements (e.g., wear a mask, frequent testing, etc.).

Health Insurance:

Pima Medical Institute strongly encourages students to seek their own medical and accident coverage from private or public sources. Personal health insurance is the responsibility of the student. Some clinical sites may require students to have medical coverage prior to beginning their clinical rotation. Affiliated agencies utilized for student clinical experiences are not responsible for health care costs of students who are injured while performing patient care services. Some states may also require the student to obtain health insurance before attending their clinical rotation. Absence of health insurance may limit the student's clinical placement and may delay progression through the program and/or graduation from the program. PMI provides liability insurance in case of injury or harm to others while out on clinical externship.

Standard Precautions/Bloodborne Pathogens:

Students will receive instructions with regard to standard precautions throughout the program. Students receive a formal OSHA training session prior to their first clinical affiliation. Information on Universal Precautions is also available in the Pima Medical Institute Bloodborne Pathogens Exposure Control Plan & Infection Control Manual, and the specific protocol in the event a student is exposed to blood or bodily fluids can be found in the Student Handbook. Students must demonstrate an understanding of, and utilize, universal precautions in all lab and clinical activities.

Infectious Disease:

Students who have been diagnosed with a communicable disease (i.e., mumps, chicken pox, hepatitis, measles, COVID-19, etc.) must notify the student services coordinator or designated campus official. Students may not attend classes, labs, or externship while contagious. Based on the infectious disease, clearance requirements for students to return to campus may vary. Students will be notified of what is expected for them to return to campus.

CPR Requirements:

Students are required to maintain current certification at the basic life support for healthcare providers (CPR/BLS) level. A copy of current CPR/BLS certification must be on file in the Clinical Director's office prior to participation in the first clinical affiliation. CPR/BLS certification must be current during all clinical experiences.

Technical Standards:

Successful completion of the Practical Nursing program at Pima Medical Institute requires that the graduate demonstrates the knowledge, skills, professionalism, work ethic, and other applicable skills and behaviors necessary to safely and competently deliver patient care. Accordingly, applicants and matriculating students must be aware that certain technical standards are required to fulfill the job duties of a practical nurse.

Essential Skills for the Practical Nurse¹

(From "29-2061.00 - Licensed Practical and Licensed Vocational Nurses" by the National Center for O*NET Development. Used under the CC BY 4.0 license.)

Communication (oral and written comprehension, expression, clarity, speech recognition)

- Ability to communicate information (speaking and writing) so others will understand
- Ability to listen and understand information and ideas presented through spoken words/sentences
- Understand written sentences and paragraphs

¹National Center for O*NET Development. 29-2061.00 - Licensed Practical and Licensed Vocational Nurses. O*NET OnLine. Retrieved April 22, 2020, from

<https://www.onetonline.org/link/summary/29-2061.00>

Observational (near vision, visual color discrimination, perception, problem sensitivity, information ordering)

- Observe patients, charting and reporting changes in patient's conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Ability to attend to details and be thorough when completing work task
- Able to tell when something is wrong or is likely to go wrong
- Being aware of others' reactions and understanding why they react as they do
- Ability to match or detect differences between colors

Physical Demands/Safeguards (coordination, arm-hand steadiness, reasoning, static and trunk strength, finger dexterity)

- Adjusting actions in relation to others' actions
- Measure and record patient's vital signs, such as height, weight, temperature, blood pressure, pulse or respiration
- Keep hand and arm steady while moving arm or while holding arm and hand in one position
- Exert maximum muscle force to lift, push, pull, or carry objects
- Use abdominal and lower back muscles to support part of the body repeatedly or continuously without being fatigued
- Ability to grasp, manipulate, or assemble small objects

Behavioral and Social Attributes (complex problem solving, selective attention, monitor, critical thinking, active listening)

- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Monitor self and others to make improvements or take corrective action
- Ability to give full attention to what others are saying, understand points being made, ask appropriate questions, and not interrupting at inappropriate times
- Concentrate on a single task without being distracted

It is the responsibility of the student to contact the Student Services Coordinator if they require a reasonable accommodation for one or more of the technical standards listed. Each PMI campus offers support services for students with documented physical or psychological disabilities.

Appendix A

Supporting Information: Frequently Asked Questions

1. How many students are admitted into the program?

The nursing program accepts 24 new students three times per year.

2. Will credits from Pima Medical Institute transfer to another institution?

Pima Medical Institute (PMI) offers 2 associate degree registered nurse programs in Arizona and an online RN to BSN program. In addition, PMI has articulation agreements with several institutions. Nursing program graduates can transfer some of the practical nursing credits into the PMI associate degree program. Pima Medical Institute cannot guarantee transfer of credit to any other college or university as it is up to the receiving institution to determine if credits toward a program will be accepted.

3. What credits can be transferred into the Practical Nursing program?

If a student has taken general education courses at another accredited institution, an official transcript must be submitted for analysis. If the course description matches the content of PMI's course, transfer credit may be awarded. All general education transfer credits must be at an equivalent division level, completed within the last seven (7) years, and completed with a "C" or better. Please refer to the PMI Catalog on p. 137 for more information on Pima Medical Institutes transfer credit policy. All practical nursing courses must be completed through PMI. There is no advanced placement option for this program beyond acceptance of general education course as described above.

4. What is the process if I want to attend the ADN Program through Pima Medical Institute?

Pima Medical Institute has two ADN Programs in Arizona (Mesa and Tucson campuses). LPN's may have an option to enter in to Semester III of this program through the Licensed Practical Nursing Advanced Placement option. There may be additional general education requirements that the student must complete prior to applying, in order to meet the necessary admissions requirements. Student will be required to go through the entire application process, including an interview with the Nursing faculty. Enrollment is contingent on seat availability. General enrollment information can be found on the school website here. Students should contact a Medical Care Specialist at



the campus of interest for more information, including specific admissions requirements.

5. Does Pima Medical Institute Albuquerque campus have institutional accreditation?

Pima Medical Institute is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

ABHES is located at 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043. Telephone (703) 917-9503; website: www.abhes.org.

6. Is the Nursing program at Pima Medical Institute Albuquerque campus approved by the New Mexico Board of Nursing?

The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted full approval by the New Mexico Board of Nursing.

7. Does the Nursing Program have national nursing accreditation?

Pima Medical Institute Albuquerque Practical Nursing program holds accreditation status from the National League for Nursing Commission for Nursing Education Accreditation.

The NLN CNEA is located at 2600 Virginia Avenue, NW, Washington, DC, 20037.

8. Are Pima Medical Institute's Practical Nursing Program's graduates eligible to take the NCLEX-PN® exam?

Yes, graduates are eligible to take the NCLEX-PN® Exam.

9. Will I receive an IV certification after completing this program?

A certificate is not required, as the information needed to complete IV-related skills are covered within the program. Therefore, as a graduate from the Pima Medical Institute-PN Program you will receive a Document of Completion that represents the IV-specific education you receive in the program. You will be required to receive facility specific training prior to completing IV-specific tasks as an LPN (contingent on graduation, passing NCLEX-PN®, and licensure). Note: Please refer to the NM Nurse Practice Act for further information.

10. What are the skills we can expect to do as an LPN?



Practical Nursing Program - Albuquerque

LPN's are able to do a wide-variety of patient care skills including contributing to a basic assessment, medication administration, and wound care. For more information, please refer to the NM Nurse Practice Act and clinical faculty policies and procedures.

11. Where can I find consumer information regarding the PMI Practical Nursing Program?

Please visit our website at pmi.edu