

# Prospective Student Handout



## Associate Degree Nursing Program



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**The Nursing Program's website is**  
<https://pmi.edu/on-campus-programs/associate/nursing/>

# 2026

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# Welcome

Dear Nursing Program Candidate,

Thank you for your interest in the Associate Degree Nursing Program (ADN) at Pima Medical Institute (PMI). Nursing is a rewarding career in the healthcare field. According to the U.S. Bureau of Labor Statistics, the need for registered nurses is expected to grow. Nurses provide care, educate patients on health concerns and provide advice and support to patients and their families. Careers in nursing offer flexibility and job security. A variety of shifts are available to fit the busiest of lifestyles. Nurses also have the opportunity to work in diverse patient care areas such as labor and delivery, pediatrics, geriatrics, surgery, trauma and more.

Your decision to invest you and your family's time, energy, and commitment to becoming a Registered Nurse is commendable. The faculty and staff at Pima Medical Institute are here to help you achieve that goal. We are confident that you have the study habits, family support, flexibility, and emotional stability to complete the rigorous coursework in this program. You will experience a sense of pride and value like no other. Being a nurse is a privilege that must be earned through hard work, long hours, and a commitment to being the best.

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-financial-aid/academic-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,

Kristen Robertson, MSN, BSN, RN  
Nursing Program Director  
krobertson@pmi.edu

# 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 23 on the Wonderlic ® exam\*
- A minimum of 80% (24 out of 30 points) on the Math test\*

*\*An average is calculated for multiple attempts in 12-month period for cut score calculations*

- A minimum pre-entrance exam scores of Kaplan Nursing Admissions Test (KNAT)\*\* in the following categories:

Overall: 54%

Reading: 63%

*\*\*There is a \$50 fee for KNAT for up to two attempts. The student will pay for the test through <https://www.kaptest.com/nclex/partner-pima>. Kaplan Nursing Entrance Exam scores are finalized by Kaplan 48 hours post-testing.*

Once the candidate has met the initial requirements, the candidate will need to schedule an interview with the program director through their Admissions Representative. 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 ([Appendix A](#))
- 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, Kaplan, 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, come prepared and research the profession
- Demonstrate good personal hygiene and dress appropriately (if you are not sure what appropriate attire is, ask your Admissions Representative)

**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 Admissions Representative. 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 50 years. PMI has programs on sixteen campuses across seven 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)  
6116 Executive Blvd., Suite 730,  
North Bethesda, MD 20852  
P: 301.291.7550  
E: [info@abhes.org](mailto:info@abhes.org)  
W: [www.abhes.org](http://www.abhes.org)

# About the Profession

## Profession Description:

Nurses are at the core of the medical team with direct patient care in various settings. They work directly with patients handling a wide range of responsibilities. Nurses can work in diverse patient care areas, such as labor and delivery, pediatrics, geriatrics, surgery, trauma and more. Their days are equally diverse as their patient's needs vary greatly.

## Licensure/Certification:

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

| Meets Licensure Requirements | Does Not Meet Licensure Requirements | Undetermined   | Notes   |
|------------------------------|--------------------------------------|--|---|
| Arizona*                     | Alabama, Alaska, Illinois            | Arkansas, California, Colorado, 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 Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands | <p>*This is an on-ground program available to residents of Arizona and is approved for licensure by the Arizona State Board of Nursing.</p> <p>After licensure is obtained in AZ, transfer of state 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 <a href="#">HERE</a>.</p> |

# About the Program

## Program Description:

The Nursing program assists students develop the personal traits and professional skills needed to perform as competent entry-level 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.

Upon successful completion of the program, the graduate will receive an Associate of Applied Science Degree. Graduates are eligible to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN), administered by the State Board of Nursing. Those who pass the NCLEX-RN are qualified to apply for state licensure or registration to practice nursing.

## Program Mission Statement:

The Mission of the Nursing Program is to improve the quality of people's lives through the integration of state-of-the art academics and technology, with personal attention, in order to guide each student to graduate at a competent entry-level of practice as a registered nurse in the contemporary healthcare system.

## Program Philosophy:

As educators of the PMI ADN Program, we believe in offering quality nursing education that nurtures competent, compassionate, service oriented and critical reasoning nursing professionals, who take the lead in developing a better healthcare environment for consumers, an evidence-based professional practice and an enriched society at large.

## Program Goals and Learning Outcomes:

The ADN at PMI Mesa Campus Program Goals are as follows:

1. Educate students in a student-centered learning environment who will be prepared to practice as entry-level registered nurses at the associate degree level
2. Educate students who will strive for excellence in nursing as critical thinkers, communicators, inquisitors of knowledge, skills, and attitudes and provide safe, quality, holistic, patient-centered nursing care that is guided by evidence-based research
3. Educate students, utilizing systematic assessments to evaluate competent safe, quality, evidence-based, patient-centered nursing care that demonstrates nursing judgements, therapeutic and professional communication, recognition of diversity, promotion of human flourishing, who will exit the academic experience with a sense of confidence and a certainty in the adequacy of their nursing education to extend themselves to their best as a graduate at the novice level of nursing practice
4. Graduate students prepared to promote the best evidence-based patient outcomes, improve the quality of patient's lives when possible, or provide for death with dignity

The graduates of the ADN program at PMI will:

1. Formulate safe, quality nursing judgments by exercising critical thinking and clinical judgment which blends the learned knowledge, skills and attitudes essential for evidence-based practice
2. Organize safe, quality, holistic patient-centered nursing care that integrates each element of the Nursing process, evidence-based research, and collaboration with multidisciplinary team members to positively impact outcomes for patients and family members
3. Use effective and accurate therapeutic and professional communication techniques
4. Provide culturally competent patient-centered nursing care for a variety of individuals and families within all communities
5. Adapt patient-centered nursing care to the context, environment, and current situation of the patient through integrating all aspects of learned knowledge, skills, and attitudes
6. Advocate for patients and family members whose health status on the illness-wellness continuum requires a new pathway in life by addressing them holistically, instilling hope, maintaining dignity, providing for freedom, and utilizing the uniqueness and diversity of the individual(s) for whom the quality of one's life is to be improved
7. Demonstrate one's evolving professional identity by living and modeling the professional values and roles expected of the nursing culture and recognized as integral to the art and science of nursing
8. Create, review, and revise a personal plan to commit to a life-long process of learning through a spirit of inquiry, supported by reading, researching, questioning, and reflection on personal and professional growth
9. Value nursing practice performed within an ethical and legal framework of the nursing profession
10. Utilize information technology products within the healthcare systems to store, retrieve, and transmit data, and also to acquire data to determine and defend best practices

#### **Program Accreditation:**

The Associate Degree Nursing program at Pima Medical Institute Mesa Campus has been granted full approval for a Nursing Program by the Arizona Board of Nursing. Graduates of Pima Medical Institute's Associate Degree Nursing program are eligible to take the NCLEX-RN Exam.

#### **ABHES Retention Rate, Exam Pass Rate, Employment/Placement Rate:**

- Retention Rate for (2024-2025): 89%
- Exam Pass Rate for (2024-2025): 95%
- Placement Rate for (2024-2025): 92%

# Curriculum

The Nursing program is presented over a period of 80 weeks. LPN students enter the program in Semester III. The curriculum is divided into five (5) 16-week semesters (three semesters\*) consisting of 1,084 (560\*) clock hours spent in the classroom and laboratories. Clinical Practicum experiences consist of 600 (432\*) clock hours spent in clinical facilities at 40 hours per week.

\*LPN students only

## Course Descriptions:

Please refer to the [Academic Catalog and Catalog Addendum](#) for the course descriptions

### Program Outline and Delivery Method for Each Course:

| Course #                  | Course  | Theory     | Lab        | Clinical   | Credits     | Delivery Method |
|---------------------------|---|------------|------------|------------|-------------|-----------------|
|                           |   |            |            |            |             | G: On-ground    |
| ENG 137                   | Composition and Communication                     | 48         |            |            | 3.0         | <b>G</b>        |
| BIO 147                   | Human Anatomy and Physiology                      | 48         | 32         |            | 4.0         | <b>G</b>        |
| MTH 155                   | Applied Mathematics and Drug Calculations         | 48         |            |            | 3.0         | <b>G</b>        |
| HSC 125                   | Introduction to Healthcare                        | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 106                   | Nursing Foundations Lab                           |            | 32         |            | 1.0         | <b>G</b>        |
| PHI 116                   | Foundations of Human Potential                    | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 103                   | Strategies for RN Success                         | 20         | 0          |            | 1.0         | <b>G</b>        |
| <b>Semester I Total</b>   |   | <b>228</b> | <b>64</b>  |            | <b>16.0</b> | -               |
| Course #                  | Course  | Theory     | Lab        | Clinical   | Credits     | Delivery Method |
|                           |   |            |            |            |             | G: On-ground    |
| PSY 160                   | Human Development                                 | 32         |            |            | 2.0         | <b>G</b>        |
| BIO 175                   | Pathophysiology                                   | 48         |            |            | 3.0         | <b>G</b>        |
| PHA 109                   | Pharmacology                                      | 24         |            |            | 1.5         | <b>G</b>        |
| NUR 111                   | Pharmacology for Health Promotion and Maintenance |            | 16         |            | 0.5         | <b>G</b>        |
| NUR 126                   | Nursing's Role in Health Promotion                | 48         | 64         | 96         | 7.0         | <b>G</b>        |
| <b>Semester II Total</b>  |   | <b>152</b> | <b>80</b>  | <b>96</b>  | <b>14.0</b> | -               |
| Course #                  | Course  | Theory     | Lab        | Clinical   | Credits     | Delivery Method |
|                           |   |            |            |            |             | G: On-ground    |
| BIO 185                   | Nutrition   | 16         |            |            | 1.0         | <b>G</b>        |
| PSY 225                   | Family Centered Care Across the Lifespan          | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 234                   | Acute Care Nursing Across the Lifespan            | 48         | 48         | 144        | 8.0         | <b>G</b>        |
| NUR 256                   | Mastery of Integrated Nursing Concepts            | 48         |            |            | 3.0         | <b>G</b>        |
| <b>Semester III Total</b> |   | <b>144</b> | <b>48</b>  | <b>144</b> | <b>14.0</b> | -               |
| Course #                  | Course  | Theory     | Lab        | Clinical   | Credits     | Delivery Method |
|                           |   |            |            |            |             | G: On-ground    |
| SOC 245                   | Sociology of Health                               | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 209                   | Pharmacology for the Complex Patient              | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 276                   | Nursing Care for the Complex Patient              | 48         | 64         | 144        | 8.5         | <b>G</b>        |
| <b>Semester IV Total</b>  |   | <b>112</b> | <b>64</b>  | <b>144</b> | <b>12.5</b> | -               |
| Course #                  | Course  | Theory     | Lab        | Clinical   | Credits     | Delivery Method |
|                           |   |            |            |            |             | G: On-ground    |
| HSC 280                   | Health Care Informatics                           | 32         |            |            | 2.0         | <b>G</b>        |
| NUR 286                   | Nursing Care in Challenging Situations            | 48         | 64         | 144        | 8.5         | <b>G</b>        |
| NUR 296                   | Role Development of the Graduate Nurse            | 48         |            |            | 3.0         | <b>G</b>        |
| <b>Semester V Total</b>   |   | <b>128</b> | <b>64</b>  | <b>144</b> | <b>13.5</b> | -               |
| <b>Program Totals</b>     |   | <b>764</b> | <b>320</b> | <b>528</b> | <b>70.0</b> | -               |

### Skills Competencies and Lab Completion:

The program requires students to pass skill competencies in order to progress through 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. Courses with skill competency testing must be passed with a score of 77% or greater. 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 program skill competencies listed but not limited to the following:

| Competency  | Semester | Course  |
|---|----------|---------|
| Handwashing/Vital Signs                           | 1        | NUR 106 |
| Basic Head to Toe Assessment                      | 1        | NUR 106 |
| Personal Protective Equipment                     | 1        | NUR 106 |
| Intramuscular/Subcutaneous Injection              | 2        | NUR 111 |
| Oral Medications                                  | 2        | NUR 111 |
| Foley Insertion                                   | 2        | NUR 126 |
| Nasogastric Tube Insertion                        | 2        | NUR 126 |
| PIV Insertion/Discontinue/IV Push/Primary IV/IVPB | 3        | NUR 234 |
| Newborn Assessment                                | 3        | NUR 234 |
| Postpartum Assessment                             | 3        | NUR 234 |
| Blood Transfusion                                 | 4        | NUR 276 |
| CVAD Blood Draw                                   | 4        | NUR 276 |
| CVAD Dressing Change                              | 4        | NUR 276 |

### Clinical 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 clinical experiences with a minimum of 528 clock hours spent in the clinical facilities.

Clinical rotations are in Semester II (96 hours), Semester III (144 hours), Semester IV (144 hours), and Semester V (144 hours). The clinical rotations are usually one day per week and usually a 12-hour shift. Certain semesters may have two clinical days per week. 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. The student is responsible for transportation and housing costs associated with long distance clinical practicum assignments.

### **Professional Performance Standards:**

Professional Performance Standards (PPS) is a required component of the course grade for all courses in on-ground or hybrid programs. PPS is used to simulate standard expectations in preparation for clinical practicums 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 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, prior to proceeding to the requisite courses and clinical externships.

### **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:**
**ADN**

| Dates               | Semester Begin    | Semester End      |
|---------------------|-------------------|-------------------|
| <b>Semester I</b>   | January 7, 2026   | April 28, 2026    |
| <b>Semester II</b>  | May 6, 2026       | August 25, 2026   |
| <b>Semester III</b> | September 2, 2026 | December 22, 2026 |
| <b>Semester IV</b>  | January 6, 2027   | April 27, 2027    |
| <b>Semester V</b>   | May 5, 2027       | August 24, 2027   |

**ADN**

| Dates               | Semester Begin    | Semester End      |
|---------------------|-------------------|-------------------|
| <b>Semester I</b>   | May 7, 2026       | August 25, 2026   |
| <b>Semester II</b>  | September 2, 2026 | December 22, 2026 |
| <b>Semester III</b> | January 6, 2027   | April 27, 2027    |
| <b>Semester IV</b>  | May 5, 2027       | August 24, 2027   |
| <b>Semester V</b>   | September 1, 2027 | December 21, 2027 |

**ADN**

| Dates               | Semester Begin    | Semester End      |
|---------------------|-------------------|-------------------|
| <b>Semester I</b>   | September 2, 2026 | December 22, 2026 |
| <b>Semester II</b>  | January 6, 2027   | April 27, 2027    |
| <b>Semester III</b> | May 5, 2027       | August 24, 2027   |
| <b>Semester IV</b>  | September 1, 2027 | December 21, 2027 |
| <b>Semester V</b>   | January 5, 2028   | April 25, 2028    |

**LPN to RN**

| Dates               | Semester Begin    | Semester End      |
|---------------------|-------------------|-------------------|
| <b>Semester III</b> | January 7, 2026   | April 28, 2026    |
| <b>Semester IV</b>  | May 6, 2026       | August 25, 2026   |
| <b>Semester V</b>   | September 2, 2026 | December 22, 2026 |

**LPN to RN**

| Dates               | Semester Begin    | Semester End      |
|---------------------|-------------------|-------------------|
| <b>Semester III</b> | September 2, 2026 | December 22, 2026 |
| <b>Semester IV</b>  | January 6, 2027   | April 27, 2027    |
| <b>Semester V</b>   | May 5, 2027       | August 24, 2027   |

### Projected Costs:

Finances are often a large concern of students. For the most current LPN and ADN 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.

\*Additional Out of pocket fees may include, but are not limited to:

| <b>Approximate Student Costs (Not covered by Financial Aid or Total Cost Above)</b>  |  |
|--|--|
| Pre-Entrance Kaplan Admissions Exam Review Guide   | A Study Guide may be purchased by a student independently. Variable; \$15-40 |
| 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                                       |
| NCLEX-RN® Exam and Licensure   | Variable; minimum \$550.00   |
| Background Check and Fingerprint Clearance Card  | Variable; minimum \$75.00  |
| Drug Screen  | Variable; \$37.00  |
| My Clinical Exchange   | \$39.50 for a year; an additional \$20 for time period beyond a year         |
| Additional Equipment and school supplies:<br>-Scrub Jacket with PMI logo embroidered<br>-closed toed non-porous shoes<br>-stethoscope, pen light, hemostat, gait belt<br>- school supplies: paper, binders, pencils, etc.<br>- Laptop/Tablet | Variable   |

### 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.

### Clinical Expenses:

Students are responsible for all associated costs to clinical practicum 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:**

Each state has established independent requirements and fees for Nurses to practice. Graduates from an approved nursing program are qualified to take the National Council Licensure Examination (NCLEX) and apply for state licensure or registration to practice nursing on [www.azbn.gov](http://www.azbn.gov). This process cannot occur until sixty (60) days prior to the date of graduation. The average cost to complete the licensure/certification process to become a Registered Nurse in the state of Arizona is approximately \$550. Costs are inclusive of \$300 (AZBN Application), \$200 (NCLEX examination), and \$50 (Arizona State Board of Nursing Fingerprint Fee). These costs are not included in the cost of the program. The student is responsible for paying the fees associated with testing and licensure.

**Financial Aid:**

The Financial Aid 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.

# Professionalism

## 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, clinical settings, volunteer activities, and PMI-affiliated field trips. If a student does not, it may result in the student being sent home to change. For more information on the dress code refer to your program director.

The program requires the students to purchase a PMI scrub jacket and at least one pair of OSHA compliant footwear (non-porous shoes with no-slip grip soles).

## Academic Integrity:

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 "Academic Integrity" 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.

In the State of Arizona, the Department of Public Safety (DPS) fingerprint clearance card is required to obtain your license to practice as a Registered Nurse. The applicant must obtain the DPS Fingerprint Clearance Card prior to acceptance in the nursing program. This process takes 6-8 weeks at minimum. The cost is approximately \$75 as a Student/Volunteer – Clinical Science Student & Clinical Assistant (ARS 15-1881) Payable by the student/applicant directly to the Arizona Department of Public Safety.

## 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.

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 2-step 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 may limit placement).
- Diphtheria/tetanus within previous 10 years
- Varicella (chickenpox)
- Influenza vaccine (if applicable)
- COVID-19 Vaccinations are strongly encouraged but not required for entrance

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.

## Universal Precautions/Bloodborne Pathogens:

Students will receive instructions with regard to universal 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 in cardiopulmonary resuscitation (CPR) at the healthcare provider level. The program offers the CPR course for all active students. A copy of current CPR certification must be in the student's file prior to participation in the first clinical affiliation. CPR certification must be current during all clinical practicums.

### **Technical Standards:**

Successful completion of the Nursing program at Pima Medical Institute requires that the graduate demonstrate 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 registered nurse.

### **Essential Skills for the Registered Nurse<sup>1</sup>**

From "[29-1141.00 - Registered Nurses](#)" by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the [CC BY 4.0](#) license.

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

- Ability to communicate information (speaking and writing) so others will understand
- Ability to listen and understand information and ideas presented through spoken words / written sentences
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form

#### **Observational** (near and far vision, visualization, perception, attention to detail)

- Ability to see detail at close range and at a distance
- Observe patients, charting and reporting changes in patient's conditions, such as adverse reactions to medication or treatment, and taking any necessary action

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<sup>1</sup> National Center for O\*NET Development. 29-1141.00 - Registered Nurses. O\*NET OnLine. Retrieved April 8, 2024, from <https://www.onetonline.org/link/summary/29-1141.00>

- Ability to attend to details and be thorough when completing work task
- Being aware of others' reactions and understanding why they react the way they do

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

- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble object
- Ability to make precisely coordinated movement of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Adjusting actions in relation to others' actions

**Mental Demands/Psychosocial Skills** (complex problem solving, selective attention, critical thinking, time management, problem sensitivity, monitoring, active listening)

- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Identify complex problems and review related information to develop and evaluate options and implement solutions
- Managing one's time and the time of others
- Ability to tell when something is wrong or is likely to go wrong
- 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
- Ability to concentrate on a task over a period of time without being distracted

It is the responsibility of the student to contact the Student Services Coordinator if they require 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

## Calendar for Success:

Directions: You are to create a Calendar for Success for two different phases of the Practical Nursing program- one for the classwork portion and the other for the clinical rotation portion. This calendar should outline your life while in practical nursing school.

**Each calendar should fit on one page.** (I.e. portrait or landscape view is acceptable). There are templates provided in the following pages. **Do not submit a handwritten calendar.**

**Note-** this document must be submitted to the Program Director within 72 hours of the scheduled interview. Please include your name on your submission.

### **Calendar 1- The calendar must cover one week of a typical semester.**

- a. The schedule assumes an 8AM-5 PM schedule, depending on cohort and campus (see Schedule section in the prospective student handout for more details)

### **Calendar 2- The calendar must cover one week of the clinical phase of the program:**

- a. The schedule assumes an 8AM-5PM schedule 4 days a week and an 8-12 hour day 1 day/week. Class hours can vary; depending on cohort and campus (see the Schedule section in the prospective student handout for specific details.)

#### **Schedule items to include in your calendar:**

- **Commuting**
  - Ex. driving to/from campus for class and clinic
- **Study time**
  - Ex. includes homework, skill practice, etc.
- **Open Lab times**
  - Ex. note the times you plan to be in lab outside of class time
- **Work time**
  - Ex. if you are planning to work, add your anticipated work schedule
- **Sleep hours**
  - Ex. when you get up/go to sleep
- **Meal times**
  - Ex. be sure your total time includes time for shopping, meal prep, eating, and clean up
- **Personal/family time**
  - Ex. personal hygiene, parenting-related activities, etc.
- **Household chores**
  - Ex. Cleaning, dishes, errands, etc.
- **Class hours**
  - Ex. As indicated on the example schedule provided
- **Other down time tasks**
  - Ex. exercise, dating, visiting with family and friends, etc.

**Note-** You do not need to include each of the items listed. Please just use the bold general topics, not the specifics or examples when creating your calendar. If there is an item not captured in the list above, you may add it.

**See schedule template on next page. These schedules provide the days and times class and clinical rotations are typically held.**

**Calendar 1 – 8am – 5pm Monday to Friday**

|                 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------|--------|---------|-----------|----------|--------|----------|--------|
| <b>5:00 AM</b>  |        |         |           |          |        |          |        |
| <b>5:30 AM</b>  |        |         |           |          |        |          |        |
| <b>6:00 AM</b>  |        |         |           |          |        |          |        |
| <b>6:30 AM</b>  |        |         |           |          |        |          |        |
| <b>7:00 AM</b>  |        |         |           |          |        |          |        |
| <b>7:30 AM</b>  |        |         |           |          |        |          |        |
| <b>8:00 AM</b>  |        |         |           |          |        |          |        |
| <b>8:30 AM</b>  |        |         |           |          |        |          |        |
| <b>9:00 AM</b>  |        |         |           |          |        |          |        |
| <b>9:30 AM</b>  |        |         |           |          |        |          |        |
| <b>10:00 AM</b> |        |         |           |          |        |          |        |
| <b>10:30 AM</b> |        |         |           |          |        |          |        |
| <b>11:00 AM</b> |        |         |           |          |        |          |        |
| <b>11:30 AM</b> |        |         |           |          |        |          |        |
| <b>12:00 PM</b> |        |         |           |          |        |          |        |
| <b>12:30 PM</b> |        |         |           |          |        |          |        |
| <b>1:00 PM</b>  |        |         |           |          |        |          |        |
| <b>1:30 PM</b>  |        |         |           |          |        |          |        |
| <b>2:00 PM</b>  |        |         |           |          |        |          |        |
| <b>2:30 PM</b>  |        |         |           |          |        |          |        |
| <b>3:00 PM</b>  |        |         |           |          |        |          |        |
| <b>4:00 PM</b>  |        |         |           |          |        |          |        |
| <b>4:30 PM</b>  |        |         |           |          |        |          |        |
| <b>5:00 PM</b>  |        |         |           |          |        |          |        |
| <b>5:30 PM</b>  |        |         |           |          |        |          |        |
| <b>6:00 PM</b>  |        |         |           |          |        |          |        |
| <b>6:30 PM</b>  |        |         |           |          |        |          |        |
| <b>7:00 PM</b>  |        |         |           |          |        |          |        |
| <b>7:30 PM</b>  |        |         |           |          |        |          |        |
| <b>8:00 PM</b>  |        |         |           |          |        |          |        |
| <b>8:30 PM</b>  |        |         |           |          |        |          |        |
| <b>9:00 PM</b>  |        |         |           |          |        |          |        |

**Calendar 2 – 8am – 5pm Monday to Thursday and 8-12 hour work shift Friday**

|                 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------|--------|---------|-----------|----------|--------|----------|--------|
| <b>5:00 AM</b>  |        |         |           |          |        |          |        |
| <b>5:30 AM</b>  |        |         |           |          |        |          |        |
| <b>6:00 AM</b>  |        |         |           |          |        |          |        |
| <b>6:30 AM</b>  |        |         |           |          |        |          |        |
| <b>7:00 AM</b>  |        |         |           |          |        |          |        |
| <b>7:30 AM</b>  |        |         |           |          |        |          |        |
| <b>8:00 AM</b>  |        |         |           |          |        |          |        |
| <b>8:30 AM</b>  |        |         |           |          |        |          |        |
| <b>9:00 AM</b>  |        |         |           |          |        |          |        |
| <b>9:30 AM</b>  |        |         |           |          |        |          |        |
| <b>10:00 AM</b> |        |         |           |          |        |          |        |
| <b>10:30 AM</b> |        |         |           |          |        |          |        |
| <b>11:00 AM</b> |        |         |           |          |        |          |        |
| <b>11:30 AM</b> |        |         |           |          |        |          |        |
| <b>12:00 PM</b> |        |         |           |          |        |          |        |
| <b>12:30 PM</b> |        |         |           |          |        |          |        |
| <b>1:00 PM</b>  |        |         |           |          |        |          |        |
| <b>1:30 PM</b>  |        |         |           |          |        |          |        |
| <b>2:00 PM</b>  |        |         |           |          |        |          |        |
| <b>2:30 PM</b>  |        |         |           |          |        |          |        |
| <b>3:00 PM</b>  |        |         |           |          |        |          |        |
| <b>4:00 PM</b>  |        |         |           |          |        |          |        |
| <b>4:30 PM</b>  |        |         |           |          |        |          |        |
| <b>5:00 PM</b>  |        |         |           |          |        |          |        |
| <b>5:30 PM</b>  |        |         |           |          |        |          |        |
| <b>6:00 PM</b>  |        |         |           |          |        |          |        |
| <b>6:30 PM</b>  |        |         |           |          |        |          |        |
| <b>7:00 PM</b>  |        |         |           |          |        |          |        |
| <b>7:30 PM</b>  |        |         |           |          |        |          |        |
| <b>8:00 PM</b>  |        |         |           |          |        |          |        |
| <b>8:30 PM</b>  |        |         |           |          |        |          |        |
| <b>9:00 PM</b>  |        |         |           |          |        |          |        |

# Appendix B

## Frequently Asked Questions

**1. How many students are admitted into the program?**

Pima Medical Institute currently accepts about 40 students into each class in the Nursing Program. The program will accept the top 40 applicants based upon knowledge, skills, and attitudes.

**2. Is there a deadline to complete the admission process?**

Yes, prospective applicants must have a completed file in the Nursing Office by the application deadline.

**3. What content is on the Pre-Entrance Examination?**

The Pre-Entrance Examination is 165 minutes long. Potential students will be tested on Math, Writing, Reading, and Science. This Pre-Entrance Examination also calculates a Critical Thinking score based on the answers given on the aforementioned sections. This score will be considered for admission to the Nursing Program. Purchase of the Kaplan Pre-Entrance Examination Study Guide is strongly suggested in order to prepare properly for this examination.

**4. How many times can I take the Pre-Entrance examination and how long are the scores usable?**

The Kaplan Pre-Entrance examination can be taken a maximum of 2 times in a rolling year from the 1<sup>st</sup> attempt. The examination scores are only good for one (1) year.

**5. Can you use a calculator on the Pre-Entrance examination?**

The software that slows administration of the Pre-Entrance examination produces a calculator for the math portion.

**6. What is the alternate list?**

All individuals who qualify to be considered for acceptance into the Nursing Program and have a completed applicant file will be enrolled in an alternate status for the upcoming start date.

**7. Is the program accredited?**

The Nursing Program has full approval for operation by the Arizona State Board of Nursing.

**8. What is the schedule look like?**

The schedule of classes is between 8:00am to 5:00pm Monday through Friday in Semester I. In Semesters II-V, students will be in the classroom 8:00am to 5:00pm three

to four days a week and in clinical one or two days per week. Clinical hours will be in shifts of 6 to 14 hours a day. Those hours may occur at anytime between 6:00am and 10:00pm. Please note that this is stating a clinical may begin as early as 6pm (arrival time is 5:30am). Clinical days may occur during the weekend. However, a student will never attend the program more than five days a week. Students are expected to have arrangements made for childcare and work schedules to accommodate any of these possible assignments. All schedules will be announced at least two weeks prior to the start of the next semester. No student should expect the Nursing Program to arrange the clinical and/or clinical schedule around the student's personal schedule.

**9. Will my previous college credits transfer?**

Previous college credits may transfer based on the criteria and approval of the Nursing Program Director. Please ask for the Transfer Credit Request Form.

**10. Will my credits from Pima Medical Institute transfer to another institution?**

PMI does not guarantee the transfer of credit to any other institution. The college and/or university to which a student applies determines the transfer of credits. Credits from the PMI ADN program may transfer to an online or on-ground degree program based on an articulation agreement. You can view the list of schools via the [Articulation Agreement Guide](#).