Prospective Student Handout

PIMA MEDICAL INSTITUTE

Practical Nursing Program







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The Practical Nursing Program website page is on 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 R. Vigil, MSN, RN
Practical Nursing Program Director
tvigil@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)
    - The Pre-Entrance (HESI) Exam must be taken at a designated PMI campus. Please note that all of the following sections of the HESI must be completed: Math, Reading, Grammar, Critical Thinking, and Vocabulary
    - A maximum of two attempts are allotted within a 12-month time frame

Note: An average is calculated for multiple attempts in a 12-month period for cut score calculations

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 (Appendix A)
- Professional Resume
- College transcripts OR proof of post-secondary degree completion OR relevant military training (if applicable)

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 (150+ points on Interview, Wonderlic, Math, and HESI 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 may be invited back to perform an additional learning activity to determine eligibility (141-149 points on Interview, Wonderlic, Math, and HESI combined)
- Denied: did not meet the cut score OR qualify for the additional learning activity (<141 points on Interview, Wonderlic, Math, and HESI 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 50 years. PMI has programs on sixteen campuses and online 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
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, detention centers, hospitals 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:

16.12.15.9 LICENSURE REQUIREMENTS FOR LICENSED 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 LPNs by examination in New Mexico. 16.12.15 NMAC 2

(1) Completion of and eligible for graduation from a board approved course of study for the preparation of 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 and for candidates enrolled in RN programs with LPN programs embedded include: (i) minimum of 500 total program hours, 250 didactic, 250 clinical hours (clinical and simulation) 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 behavioral health – a combination of didactic and clinical for 60 total contact hours; (ii) LPN transition course approved by the board and who have completed minimum of 500 hours, 250 didactic, 250 clinical hours (clinical and simulation) 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 behavioral health - a combination of didactic and clinical for 60 total contact hours;
(b) request to New Mexico board of nursing for LPN licensure examination by acceptable level of education from an approved program of nursing that does not offer a PN program must include: (i) transcripts with a minimum of 500 hours in nursing education and proof of successful completion of a 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 an LPN track will need to include: (i) transcripts with a minimum of 500 hours in nursing education and a 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 an 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, Washington D.C., West Virginia,	*The Aurora program is an on-ground program available to residents of Colorado. The Aurora program is approved for licensure by the Colorado State Board of Nursing. 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. State professional licensing board contact information can be found HERE.

		Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	

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 and Philosophy:

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 diverse student population and take pride in their personal and professional growth.

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 eligible graduates will secure employment within 1 year of program completion.

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: https://www.bon.nm.gov/

The Pima Medical Institute Practical Nursing program at the Albuquerque, NM campus is on probationary status by the National League for Nursing Commission for Nursing Education Accreditation, 2600 Virginia Avenue, NW, Washington, DC 20037, 202-909-2487.

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

- Retention Rate for ABHES 2025-2026: 78.57%
- First Time Exam Pass Rate for calendar year 2025: 100%
- Job Placement Rate for ABHES 2025-2026: 100%

Curriculum

The PN program is presented over a period of 48 weeks. This period is divided into six (6) sequences consisting of 736 clock hours spent in the classroom and laboratories. Clinical Practicum experiences consist of 405 clock hours spent in clinical facilities at 8 - 12 hours per week.

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	Extern	Credits	Delivery Method **G:** On-ground **H:** Hybrid **O:** Online
MATH 1001	*Fundamentals of Math*	*16*	-	-	*1.0*	***G***
MEDT 1000	*Medical Terminology*	*16*	-	-	*1.0*	***G***
NUTR 1000	*Nutrition*	*16*	-	-	*1.0*	***G***
BIOL 1001	*Anatomy and Physiology I*	*32*	*16*	-	*2.5*	***G***
COM 1115	*Communication and Composition*	*48*	-	-	*3.0*	***G***
NURS 1001	Strategies for PN Success	16	-	-	1.0	**G**
Sequence I Total		**144**	**16**	**-**	**9.5**	**-**

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method **G:** On-ground **H:** Hybrid **O:** Online
BIOL 1002	*Anatomy and Physiology II*	*32*	*16*	-	*2.5*	***G***
NURS 1101	Medication Administration Math I for Nurses	16	-	-	1.0	**G**
NURS 1110	Introduction to Nursing	32	40	-	3.0	**G**
PHAR 1110	Introduction to Pharmacology	32	-	-	2.0	**G**
PSYC 1200	*Human Development Across the Life Span*	*32*	-	-	*2.0*	***G***
Sequence II Total		**144**	**56**	**-**	**10.5**	**-**

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method **G:** On-ground **H:** Hybrid **O:** Online
BIOL 1003	*Pathophysiology*	*40*	*16*	-	*3.0*	**G**
NURS 1102	Medication Administration Math II for Nurses	16	-	-	1.0	**G**
NURS 1200	Medical-Surgical Nursing I	48	16	-	3.5	**G**
NURS 1201	Clinical Foundations of Nursing I	-	-	95	2.0	**-**
Sequence III Total		**104**	**32**	**95**	**9.5**	**-**

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method **G:** On-ground **H:** Hybrid **O:** Online
NURS 1210	*Pharmacology – Intravenous Therapy*	*24*	*16*	-	*2.0*	**G**

NURS 1300	Medical-Surgical Nursing II	48	16	-	3.5	**G**
NURS 1301	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
NURS 1400	Maternal Child Nursing Theory	48	16	-	3.5	**G**
NURS 1401	Clinical Foundations of Nursing III	-	-	95	2.0	**G**
Sequence V Total		**48**	**16**	**95**	**5.5**	**-**

Course #	Course	Theory	Lab	Extern	Credits	Delivery Method **G:** On-ground **H:** Hybrid **O:** Online
NURS 1510	Community and Mental Health	24	16	-	2.0	**G**
NURS 1500	Role Transition	32	-	-	2.0	
NURS 1501	Clinical Foundations of Nursing IV	-	-	120	2.5	**G**
Semester VI Total		**56**	**16**	**120**	**6.5**	**-**
Program Totals		**568**	**168**	**405**	**49.0**	**-**

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

Skills and Lab Competencies:

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. Students must pass the courses 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.

Practical Nursing Program Skills
Glucose Monitoring
Wound Care Dressing
Medication Administration
Newborn Assessment
IV Therapy
Phlebotomy

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 practicum experiences are generally 8-12 hours per shift; schedules may vary according to the clinical site. Students are expected to attend all scheduled hours; absences may prevent the student from progressing through the program or will require the student to make up that time prior to the end of the sequence (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 beyond 60 miles from the campus. 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 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 (excluding skill-based audit courses). 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; dosage calculation exam will be administered in NUR 151 Clinical Foundations of Nursing I in sequence III and in every clinical course through sequence VI. 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:

Start Date: December 2, 2026

Sequence	Start Date	End Date	Class Days	Class Times	Clinical Days*	Clinical Times*
Sequence I	12/2/2026	2/9/2027	Mon-Fri	8:00a-1:00p	N/A	N/A
Sequence II	2/10/2027	4/6/2027	Mon-Fri	8:00a-1:00p	N/A	N/A
Sequence III	4/7/2027	6/1/2027	Mon-Wed	8:00a-1:00p	Th & Fri	6:30a-3:00p
Sequence IV	6/2/2027	7/27/2027	Mon-Wed	8:00a-1:00p	Th & Fri	6:30a-3:00p
Sequence V	7/28/2027	9/21/2027	Mon-Wed	8:00a-1:00p	Th & Fri	6:30a-3:00p
Sequence VI	9/22/2027	11/16/2027	Mon-Wed	8:00a-1:00p	Th & Fri	6:30a-3:00p

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

Projected Costs

Projected Costs:

Finances are 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 Out of Pocket Costs

Pre-Entrance HESI Exam	Approximately $61 due at the time of testing; Study guide price may vary
Immunizations: • COVID-19 Vaccine (Card) • MMR Vaccine or Positive Titer • Varicella Vaccine or Positive Titer • TDAP Vaccine within the last 10 years • Hepatitis B series or Positive Titer • Annual Influenza Vaccine	Varies depending on insurance coverage
CPR Certification	$50-200 in community; free on campus once enrolled
TB Screen-Annual Quantiferon TB-Gold Test	Varies depending on insurance coverage
Background Check and Drug Screen	Varies; minimum $165.80
Additional Equipment and School Supplies *stethoscope, penlight, gait belt *closed toed non-porous shoes *school supplies: paper, binders, pencils and printing costs *navy blue scrub jacket	Pricing Varies
NCLEX-PN Exam and Licensure	Varies; 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 and/or one stud nose 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 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:

Graduates of the 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: 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. For more information on the dress code refer to your program director.

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 "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 may be required to complete a background check prior to starting the program or prior to the first clinical experience.

! 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 must 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 president. 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). 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.

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 via American Heart Association. The CPR course will be available to all active students with no additional fee. A copy of current CPR/BLS certification must be in the student's file prior to participation in the first clinical affiliation. CPR/BLS certification must be current during all clinical practicums.

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 Nurse[1]

(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

Observational (near vision, 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

[1] National Center for O*NET Development. 29-2061.00 - Licensed Practical and Licensed Vocational Nurses. O*NET OnLine. Retrieved July 12, 2023, from https://www.onetonline.org/link/summary/29-2061.00

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

- 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 (selective attention, memorization, critical thinking, selective attention)

- 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
- Remember information including words, numbers, pictures, and procedures
- 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

Calendar for Success:

Directions: You are to create a Calendar for Success for two different phases of the Practical Nursing Program – one for the class work 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). **Do not submit a hand-written 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 - 1PM or 12:00PM - 530PM, depending on cohort and campus (see schedule section in the prospective student hand out for more details).

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

a. The schedule assumes an 8AM - 1PM or 1200PM - 530PM schedule 3 days a week and an 8-hour clinical day 2 days per 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:

a. **Commuting**
   Ex. Driving to/from campus for class and clinic
b. **Study Time**
   Ex. Include homework, skill practice, etc.
c. **Open Lab Times**
   Ex. Note the times you plan to be in lab outside of class time
d. **Worktime**
   Ex. If you are planning to work, add your anticipated work schedule
e. **Sleep Hours**
   Ex. When you get up/go to sleep
f. **Meal Times**
   Ex. Be sure to total time includes time for shopping, meal prep, eating, and cleanup
g. **Personal/Family Time**
   Ex. Personal hygiene, parenting-related activities, etc.
h. **House Hold Chores**
   Ex. Cleaning, dishes, errands, etc.
i. **Class Hours**
   Ex. As indicated on the example schedule provided
j. **Other Downtime 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 rotation will be held.

Calendar Template:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00am							
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
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8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

Appendix B

Supporting Information:

Frequently Asked Questions

1. **How many students are admitted into the program?**
   The practical nursing program accepts 22 new students three times per year.

2. **Will credits from Pima Medical Institute transfer to another institution?**
   Pima Medical Institute (PMI) offers two associate degree registered nurse programs in Arizona and an online RN to BSN program. In addition, PMI has an articulation agreement 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 Practical 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?

The National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) Board of Commissioners met on June 9-11, 2026, and placed the Practical/Vocational Nursing Program with Pre-licensure Track at Pima Medical Institute, Albuquerque, NM, on probationary status for a period of 18 months (June 2026 – December 2027). Full information regarding the probationary status is provided on the NLN CNEA website under June 2026 Board of Commissioners actions: https://cnea.nln.org/boardof-commissioner-actions.

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?

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 https://pmi.edu/on-campus-programs/certificate/practical-nursing/