



WASHINGTON

ADVENTIST UNIVERSITY

Edyth T. James Department of Nursing

Application Packet



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PROGRAM OVERVIEW

Director, Department of Nursing

Tijuana Griffin, PhD, MSN, MS, RN, CNOR

Associate Director of Nursing

Dhaya Nandipamu, DNP, MSN, APRN, FNP-C, CCRN, CNE

Full Time Faculty

Rachel Francis MSN, RN

Basava Jitta, PhD, MSN, RN

Nellie McKenzie, PharmD, RPh, RN

Jercilla Murmu, DNP, MSN, RN

Dhaya Nandipamu, DNP, MSN, APRN, FNP-C, CCRN, CNE

Oluwakemi (Kemi) Opanubi, PhD, MSN, MBA, RN

Helen J. Wilson, DNP, MSN, APRN, FNP-C, CCRN, CNE

Nursing Skills Laboratory Coordinator

Oluwakemi (Kemi) Opanubi, PhD, MSN, MBA, RN

Nursing Simulation Coordinator

Jercilla Murmu, DNP, MSN, RN

Clinical Coordinator

Evelyn Khandagale, MA, BSN, RN, FCN, CM/DN, IBCLC

Office Manager

Nicole Mattox

INTRODUCTION

The Edyth T. James Department of Nursing at Washington Adventist University is among the first nursing programs established in the state of Maryland, dating back to 1909. The university now offers a Bachelor of Science in Nursing degree, which is a four-year program and is truly committed to providing quality Christian nursing education. The Nursing program maintains rigorous standards and is accredited by the Commission on Collegiate Nursing Education, and is approved by the Maryland Board of Nursing.

The curriculum of the nursing program is designed to develop professional competence in the scholarly practice of nursing. The program of study offers interrelated theoretical and clinical learning experiences, and multiple agencies are utilized for clinical experiences including Adventist Healthcare White Oak Medical Center, Shady Grove Medical Center, Children's National Medical Center, MedStar Washington Hospital Center, Washington DC VA Medical Center, St. Elizabeth Hospital and other various skilled nursing facilities. The didactic and clinical experiences in the program enrich student learning and enable integration of theory and practice of professional nursing within the healthcare system in a multicultural society. Employment opportunities extend beyond hospitals and nursing homes to community health agencies, health maintenance organizations, private industry, educational institutions, mission and foreign services.

BACCALAUREATE DEGREE PROGRAM IN NURSING

ADMISSION PROCESS

Two Step Admission Process

1. Applicant accepted to Washington Adventist University (WAU) with submission of Official or Unofficial transcripts.
2. Acceptance into the Nursing Program
 - Overall GPA 3.0 and higher (based on official or unofficial transcripts).
 - Science GPA 2.75
 - TEAS scores as outlined on page ____

Based on the admission criteria, an applicant will receive a letter within a week of the acceptance status “accepted” or “accepted pending.”

Acceptance Status

- Fully Accepted – Met all admission criteria
- Pay deposit
- Register for classes

Accepted Pending

This status means a person is missing a criterion, for example, a required course or TEAS results.

- Pay deposit
- Register for classes

Official Evaluation of Transcript

Admissions to WAU and the Nursing Program can be based on unofficial transcripts. Thus, the University needs official transcripts before the Add/Drop period of the semester. The Official Military and WES transcripts are needed to make the decision about acceptance into the nursing program.

3. Upon acceptance to Washington Adventist University (WAU) and payment of the admission confirmation fee, previous college credits (if applicable) will be evaluated by the Registrar’s Office. (Note: Official transcripts must be submitted to the admissions office in order for the official evaluation to be completed). This process may take up to eight weeks and must be completed before applying to the nursing program. International transfer students wishing to transfer credits must submit official international transcripts, as well as an official WES transcript.
4. After the student has been accepted into Washington Adventist University and the official transcript evaluation has been completed, the applicant is eligible to apply to the Nursing Program. Please note: Acceptance to the University (even as a “pre” nursing major) does not guarantee acceptance into the Nursing Program.
5. As part of the application process, the applicant should make an appointment with the Nursing Admissions & Progression Coordinator via email kedmond@wau.edu

Please refer to the nursing section of the Academic Bulletin for more information on how students are selected for the program. Notification of admission status will be emailed. It is the responsibility of each applicant to be familiar with the nursing admission and progression policies outlined here as well as in the Academic Bulletin.

Admissions Support:

Karlens Edmond Admissions & Progressions Coordinator (301) 891-4546 (O) (301) 891- 4191 (F) Email - kedmond@wau.edu HS Building 7, Room 205B	Evelyn Khandagale Nursing Education Clinical Coordinator (301) 891-4182 (O) (301) 891-4191 (F) Email - ekhandag@wau.edu HS Building 7, Room 205A
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SPECIFICS OF ADMISSION PROCESS AND DEADLINES FOR FALL AND SPRING SEMESTERS

Spring (January) & Fall (August) Admission:

- **Application to Nursing Program**
 - Submit nursing application
 - May 15: Fall admission (August)**
 - October 1: Spring Admission (January)**
 - Complete TEAS exam and submit scores
 - Proficient overall score: >58.7%;
 - Reading: >70%;
 - Science: >66%;
 - Math score of 70%
- **Complete Background Check and Drug Test**
 - Background & Drug test needs to be validated for one academic year
 - Fall applicants - Between May 15 and July 15.
 - Spring applicants before November 1
 - Fourteen prerequisites completed or in progress
 - Submit PDF results via email to the Nursing Admissions Coordinator
 - Documents in the package must be submitted as one document to be considered
- Notification of acceptance to program

NURSING APPLICANT CHECKLIST

***This checklist is for student use. It is the student's responsibility to ensure that all admission requirements are met. Please keep this form for signatures/initials and to help with registration.**

	Process to Register	Initial	Date
1.	Submit the Nursing Application (pgs. 7-12) from the Nursing Admission Packet to the Nursing Department		
2.	Open Castle Branch account online and purchase the package code CB22 for Criminal Background Check and Urine Drug Test (\$125.00) (https://portal.castlebranch.com/cb22)		
3.	Complete the Background Check (clear) and Drug Test (negative) and then submit to Clinical Coordinator at ekhandag@wau.edu and nursing@wau.edu		
4.	Receive application status within four weeks via email by the Nursing Admissions Coordinator		
5.	Purchase CB22im (Medical Document Manager) (\$33.00) (https://portal.castlebranch.com/cb22im)		
6.	Upload (Scan/Fax) all the required clinical documents to your Castlebranch profile https://www.castlebranch.com according to the criteria for acceptance (If an item is rejected, please follow instructions and resubmit. If any item is pending for review, please call Castlebranch help desk at 1.888. 723.4263)		
7.	For issues not resolved with Castlebranch: Make an appointment to see the Clinical Coordinator to review Castlebranch requirements		
8.	Present the original physical exam form on nursing orientation day		
9.	For courses In Progress (IP) only: Request the Official Transcript to be sent to WAU Records Office at records@wau.edu		
10.	Make an appointment to see the Nursing Admissions and Progressions Coordinator to register for nursing courses		
11.	Attend the New Nursing Student Mandatory Orientation to complete academic matriculation into the Nursing Program		



ADMISSIONS APPLICATION – NURSING PROGRAM

(This form is to be completed AFTER you have been accepted as a student of WAU)

Print clearly, in ink; please complete pages 7-12 and return it to the Department of Nursing, along with supportive documentation.

DATE: _____ **APPLYING FOR:** ☐ Fall Term ☐ Spring Term of 20__

NAME: - Last: _____ First: _____ Middle: _____

WAU ID#: _____ **BIRTH DATE:** _____

GENDER: ☐ Male ☐ Female **U.S. CITIZEN** ☐ Yes ☐ No

CURRENT MAILING ADDRESS:

CELL PHONE: _____ **HOME PHONE:** _____

EMAIL: _____

EMERGENCY CONTACT: Last Name _____ First Name _____

Relationship _____ Phone _____ Email _____

ETHNICITY: ☐ American Indian/Alaska Native ☐ Asian ☐ Black, African American
☐ Native Hawaiian or Other Pacific Islander
☐ Other Black (Dominican, Ethiopian, etc.)
☐ Hispanic/Latino ☐ White, Non-Hispanic ☐ Unknown/Multiple Category

OTHER COLLEGES ATTENDED:

DEGREE(S) EARNED: _____ **CUMULATIVE GPA:** _____

ADMISSION AND REGISTRATION REQUIREMENTS

ADMISSION REQUIREMENTS	REGISTRATION REQUIREMENTS
○ Acceptance into Washington Adventist University ○ Completion of prerequisite courses with a C or better ○ Submission of cumulative college GPA 3.0 or higher ○ Science composite GPA of 2.75 or higher ○ Sciences less than 5 years include Computers & Math ○ TEAS VI scores ○ Writing proficiency essay ○ Two recommendation forms completed ○ Criminal Background Check ○ Urine Drug Test	○ Immunizations ○ Physical Exam ○ CPR Card (American Heart Association Basic Life Support for <u>Healthcare Providers only</u>)

PREREQUISITES

Course Number	Title	Credits	Grade Received	Repeat ? (Y/N)	Repeat Grade	Currently Taking
Course must be completed before entering nursing program						
ENGL 101	Composition					
ENGL 102	Research & Literature					
CPTR 105	Introduction to Computers					
COMM 105	Introduction to Oral Communication					
PSYC 105	Introduction to Psychology					
PSYC 210	Psychology of Development & Learning					
BIOL 201	Anatomy & Physiology I					
BIOL 202	Anatomy & Physiology II					
BIOL 140	The Human Body in Health and Disease OR any biology elective					
BIOL 150	Microbiology					
CHEM 114	Fundamentals of General, Organic and Biochemistry					

NUTR 260	Nutrition					
SOCI 105	General Sociology					
MATH 110	Probability & Statistics					

I understand that all of the above prerequisites must be completed before admission into the nursing program.

ADMISSION EVALUATION

At WAU we care about each student. Our Admissions and Progressions Committee carefully reads each application. We believe that there are many indicators of your potential for success academically, professionally, and as a positive contributor to our community of students and to our global society.

We determine your potential for success by completing a holistic evaluation of your application package. Students who apply for admission to the nursing program will be evaluated in the following areas:

- Acceptance into Washington Adventist University
- Completion of prerequisite courses with a C or better
- Submission of cumulative college GPA 3.0 or higher
- Science composite GPA of 2.75 or higher
- Writing proficiency essay
- Two recommendation forms completed
- Pledge to limit work schedule to 20 hours per week
- All science courses taken in less than five years (Includes CPTR 105 & Math 110)

While at WAU, complete the following:

- * TEAS VI scores
- * Completion and upload of all CastleBranch requirement
- * Criminal Background Check
- * Urine Drug Test

Please carefully read the following information. Initial each statement and sign below:

- ___ I am applying for entry into the WAU BSN Program. I fully realize that until all of the above requirements are met, I cannot be admitted into the nursing program.
- ___ I understand that meeting the minimum requirements for admission into the nursing program does not guarantee acceptance, as admission into nursing is a competitive process.
- ___ I have read over the nursing admission requirements.
- ___ I understand and accept that ***I am responsible for updating and maintaining all of the above clinical requirements for the duration of my enrollment*** in the Washington Adventist University nursing program.
- ___ I understand and accept that I may be required to attend classes and/or Clinical on Sunday and in the evenings. Lab and clinical schedules are subject to change.
- ___ I understand that lab equipment fees, ATI testing fees, and clinical faculty fees are included each semester as a part of my tuition expenses.
- ___ I will utilize the ATI resources and complete a focus review post any assessments.
- ___ I understand that working beyond 24 hours per week can potentially lead to failure in the nursing program.

Signature: _____

Date: _____

ABOUT THE TEAS TEST

The Test of Essential Academic Skills (TEAS) is a multiple-choice assessment of basic academic knowledge in reading, mathematics, science and English and language usage. The objectives assessed on the TEAS exam are those which nurse educators deemed most appropriate and relevant to measure entry level skills and abilities for nursing students. The purpose of the TEAS is to ensure that you are academically prepared to be successful in a health science program. Required scores of PROFICIENT* or above are predictors of success for our nursing program.

***Proficient overall score: >58.7%;**

- Reading: >70%;
- Science: >66%;
- Math score of 70%

PREPARATION FOR THE TEAS VI EXAM

In order to prepare for the TEAS exam, it is recommended that you study the ATI Test of Essential Academic Skills Manual, which can be purchased in the online store at www.atitesting.com

The TEAS exam is a required entrance examination that must be completed and submitted with the nursing application. Students may only take the test twice during a twelve-month period. Students can retake the TEAS an additional time if students enroll in the TEAS prep course with appropriate documentation and are approved by the Nursing Admissions and Progressions Coordinator.

Find the available testing dates for Washington Adventist University at www.atitesting.com

Register for the exam in advance to ensure the application deadline is met for both spring and fall admissions. There are only 30 seats available for each test date, please plan accordingly.

HOW TO REGISTER FOR THE TEAS

1. Visit www.atitesting.com website
2. Click on “Online Store” in upper right
3. Select TEAS under the “Register For” column on the left hand side of the page
4. Select City & State (Takoma Park, MD) to reveal the TEAS registration dates (if it is an option, select WAU tab)
5. Follow final check out steps

TEAS TEST DAY REMINDERS

Location: Washington Adventist University Edyth T. James Department of Nursing 7600 Flower Avenue Takoma Park, MD 20912 2 nd floor Room # 209	Reminders: 1. Calculators are NOT allowed 2. Bring 2 or more # 2 pencils 3. scratch paper will be provided 4. Schedule 4 hours to take the test
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Test Start Time

The exam will start at 1:00 pm and end at 5:00 pm. Please arrive 15 minutes early to the testing site. Those arriving late will not be allowed to test. Individuals must present a valid photo ID to the exam proctor before creating their ATI username and password.

Clinical Medical Requirements

Washington Adventist University has a formal contract with health care agencies that must be followed by all parties. Students must meet all requirements by July 15 in order to begin classes and attend clinical. The clinical requirements must cover the entire academic year, until April 30 of the same year for students admitted in the spring (Jan) and until May 1 of the following year for students admitted in the fall (Aug). Once accepted into the program, clinical requirements must be renewed annually between May 1 and July 15.

There are three package codes that students must purchase from Castle Branch

1. CB22 (\$125.00) Criminal Background check and Drug Test
2. CB22im (\$33.00) Medical Document Manager (Compliance Tracker)
3. CB22pat (\$45.00) CB Bridges Pro Adv Tracker Review

Please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com for any problems or concerns.

CB22 CRIMINAL BACKGROUND CHECK AND DRUG TEST REQUIREMENT

All applicants must submit a completed criminal Background Check and urine Drug Test through Castle Branch only.

Create a Castle Branch account online <https://portal.castlebranch.com/cb22re> and place order code

CB22 (\$125.00) if this is your 1st time or CB22re (\$110.00) if this is your 2nd time

The Background Check is completed online and will take about two weeks to receive the full report.

Background Check: The records must indicate that the student has never been convicted of any of the following offenses:

- Murder
- Arson
- Assault, battery, assault and battery, assault with a dangerous weapon, mayhem or threats to do bodily harm
- Burglary
- Robbery
- Kidnapping
- Theft, fraud, forgery, extortion or blackmail
- Illegal use or possession of a firearm
- Rape, sexual assault, sexual battery, or sexual abuse
- Child abuse or cruelty to children
- Unlawful distribution, or possession with intent to distribute, a controlled substance



Drug Test: Substances tested in a 10-Panel Urine Test

1. Amphetamines
2. Barbiturate
3. Benzodiazepine
4. Cannabinoids
5. Cocaine
6. Methadone
7. Methaqualone
8. Opiates
9. Phencyclidine
10. Propoxyphene

You must print the requisition from the Castle Branch link for a urine Drug Test and take it to the designated lab that you chose in Castle Branch. If your Castle Branch Drug Test is listed as registered without any results, usually that means you have purchased the Drug Test but have NOT provided a urine specimen in the designated lab.

It takes 3-5 business days from the time the sample is provided for to receive the results . However, if the test is positive this will take longer because results go to the Castle Branch Medical Review Officer (MRO). Students might need to provide a prescription to the MRO.

Students with a positive drug test will not be accepted into the nursing program and will not be allowed to progress if they test positive while in the nursing program.

To be placed in clinical sites, all applicants must complete their Immunization and other Health requirements. Once accepted into the program, clinical requirements must be renewed annually between May 1 and July 15.

Requirements are subject to change to abide by the hospital/clinical requirements.

CB22im COMPLIANCE TRACKER

Create a Castle Branch account online <https://mycb.castlebranch.com> and place order **CB22im** for **\$33.00**.

You will need to upload all your clinical requirements documents online to the CB22im (Medical Document Manager) in the correct categories.

All documents must be legible, and have your name and the date on them.

Please call Castle Branch at 1.888.723.4263 if you have any problems or questions.

The following are the clinical medical requirements:

- 1. **CPR Certification** (Valid until May 1 of the following year)

Upload a copy of your CPR card from the American Heart Association Basic Life Support for Healthcare Provider course.



Only American Heart Association BLS will be accepted. Paper cards must be signed. Computer printouts are acceptable.

NOT accepted: American Red Cross or any other CPR provider OR online CPR without in person skills.

CPR resource:

https://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&_ga=2.77016981.1244589617.1621608020-1669976860.1621608020 for a location close to your home OR cpraedtraining@comcast.net before paying it will ask for a code

for BLS the code is AGENCY (\$25 off)

for First Aid the code is 5off (\$5 off)

- 2. **First Aid Certification** (Valid until May of the following year)

Upload a copy of your First Aid card from the American Heart Association course. Only American Heart Association First Aid will be accepted. American Red Cross or others will NOT be accepted. Paper cards must be signed. Computer printouts are acceptable.

<https://atlas.heart.org/home/class-list-search-browse?pageNumber=1&courses=Heartsaver%2F,First%20Aid&languages=EN&defaultLanguage=true&sort=startDateTime&sortOrder=asc>

then click on Heartsaver and select First Aid.

- 3. **Health Insurance** (Mandatory yearly and valid at least until May 1 of the following year)

Upload a copy of both the front and the back of your current health insurance card or proof of coverage. The card must include the student's official name or a written letter of verification of coverage from the insurance provider is required.

Washington Adventist University does not provide or sponsor health insurance for students. In the event that a student sustains an injury while on campus or in clinical, it is the responsibility of the student to utilize their own health insurance plan to cover the cost of treatment and/or follow up care.

- 4. **Influenza** (Completed between September 1 and September 30 of the current year)

Upload documentation of a flu shot administered between September 1 and September 30 of the current year

- 5. **Physical Examination** (completed after May 1 of the current year and valid at least until May 1 of the following year: If you completed it before May 1 of the current year, you will still need to redo this and this can be done as a work physical at any urgent care)

Download, print, complete after May 1, and upload all three (3) pages of the WAU Annual Physical Examination form.

The physical exam must be completed by a Licensed Health Care provider and documented on the forms provided. The Provider must sign and date the appropriate pages

- **6. Tuberculosis screening:** Upload documentation of only ONE form of Tuberculosis testing yearly either with a Blood test (completed after May 1 of the current year and valid at least until May 1 of the following year) OR a clear Chest Xray (within the last 5 years)

If you received BCG vaccine in the past or had a positive PPD, you may choose to submit a blood test (yearly) or Chest x-ray report (every five years) with the yearly TB questionnaire included in the WAU Annual Physical Examination form (page 2).

- Blood test: QuantiFERON Gold/IGRA/T-Spot (completed after May 1 of the following year)

Upload documentation of a blood test within the last year.

- Clear Chest Xray (within five years)

Upload documentation of the clear Chest Xray within the last five years

7. Immunizations: If you cannot take any of the vaccines below for medical reasons, please complete the vaccine exemption form for each vaccine.

*Immunization Titers are blood tests with:

- quantitative results (with numbers and ranges) preferred but
- qualitative results (with words like negative or positive, immune or non-immune, reactive or non-reactive) accepted

- **Covid-19**

Upload documentation of mandatory Covid-19 vaccine/vaccines. Covid titer is NOT acceptable.

- Pfizer – A series of 2 vaccinations
- Moderna – A series of 2 vaccinations
- Johnson and Johnson – 1 vaccine

- **Covid-19 boosters** (recommended but not required. You will be notified if any clinical site requires it.)

Upload documentation of boosters if available.

- **Hepatitis B** (titer within the last 5 years, completed after May 1 of 5 years before)

Upload documentation of one of the following:

- Hepatitis B Surface Antibody Quantitative Serum Titer (lab report required) OR
- If your titer is negative/non-immune/non-reactive, upload documentation of your first series of 3 vaccinations, start the second series and upload the documentation as applicable (see attached form)

- **Polio**

Upload documentation of one of the following:

- Polio titer (lab report required) OR
- If the titer is negative/non-immune or non-reactive, repeat the series and upload the documentation as applicable (see attached form)
- ○ **Measles (Rubeola) ***

Upload documentation of one of the following:

- IgG EIA Measles Antibody titer (lab report required) OR
- If the titer is negative/non-immune or non-reactive, repeat the series and upload the documentation as applicable (see attached form)

- **Mumps ***

Upload documentation of one of the following:

- IgG EIA Mumps Antibody titer (lab report required) OR
- If the titer is negative/non-immune or non-reactive, repeat the series and upload the documentation as applicable (see attached form)

- **Rubella ***

Upload documentation of one of the following:

- IgG EIA Rubella Antibody titer (lab report required) OR
- If the titer is negative/non-immune or non-reactive, repeat the series and upload the documentation as applicable (see attached form)

*May be grouped together as MMR (Measles, Mumps, Rubella)

- **Varicella (Chicken Pox)**

Upload documentation of one of the following:

- IgG EIA Varicella Antibody Quantitative antibody titer (lab report required) OR
- If the titer is negative/non-immune or non-reactive, repeat the series and upload the documentation as applicable (see attached form)



- **Tetanus, Diphtheria & Pertussis (Tdap)** (within the past 10 years)

Upload documentation of a Tdap (NOT Td or DTaP) booster. Tdap Titer is NOT acceptable.

- **Covid-19 Test** may be required for the Fall and you will need to be tested before the University opens. Please pay attention to any notifications from me by email.

CB22pat CB BRIDGES PROADVANTAGE TRACKER

Students must purchase the CB Bridges ProAdvantage Tracker - <https://mycb.castlebranch.com>

and place order Code CB22pat for \$45.00. Students need to upload specific hospital required documents so that those hospitals using ProAdvantage Tracker can view the documents themselves.

