

NASHVILLE STATE COMMUNITY COLLEGE CENTRAL
PROCESSING TECHNOLOGY PROGRAM
APPLICATION PACKET



PART I: APPLICATION AND ADMISSION PROCEDURE, FALL 2019

Thank you for your interest in our program. We look forward to getting to know you as you make your way through our Application and Admission Procedure. This Packet will help guide you through this process.

To help you stay on track, we have outlined below the procedure you will need to follow to have the best chance of being admitted to and successfully completing the Central Processing Technology Program. You will want to put the following dates on your calendar so you do not miss any deadlines. If you miss a deadline, you may have to RESTART THIS PROCESS NEXT YEAR.

- **Application Deadline: June 14, 2019**
 - Your application must be turned in and complete by this date to be considered for the Fall 2019 Program. To be considered complete, you must submit:
 - A fully executed copy of this packet
 - A complete set of (unofficial) transcripts from any High School and college work you have completed.
 - If all eligibility criteria are met, you will be contacted to schedule an interview. ELIGIBILITY CRITERIA INCLUDE:
 - You have a High School diploma or passing GED score
 - You will be 18 years old by the time of enrollment in the Program
 - You have been fully admitted to NSCC
 - You are on track to successfully complete all Learning Support requirements (ENGL, and READ; MATH is **NOT** required) prior to enrolling in the Program
 - You are finished with any English as a second language (ESOL) requirements.
- **Program Admission Interview: Scheduled when your application is complete**
 - You may submit your application at any time.
 - Once your application is screened and you are determined to be eligible for selection, you will be contacted to schedule an interview.
 - There are a limited number of interview times; if you cannot accommodate one of those times, you cannot move forward with this process.
- **Within three weeks of your interview, you must complete or provide the following to be considered for selection:**
 - Successfully set up your profiles in MyRecordTracker and Truescreen (approximate cost: \$80)
 - Successfully upload the following documentation into your MyRecordTracker profile:
 - Background Check (from Truescreen)
 - Copy of Drug Screening (from Truescreen)
 - Proof of Health Insurance
 - Documentation of Immunization
 - MMR
 - Varicella
 - Tdap
 - Hep B (up to most current dose, but not less than first dose)
 - **ONCE YOU HAVE COMPLETED THE ABOVE ITEMS**, your Selection Score will be added to the pool of scores we will select from.

- **Selection Deadline: June 21, 2019**
 - Selection Notifications will be sent out by this date. *Follow the instructions in your notification.*
 - You will be notified in writing of your status:
 - **Accepted:** if you are accepted, you must meet the Submission Deadline below to retain your seat. If you do not meet this deadline, you will be replaced by an Alternate
 - **Alternate:** if you are offered the opportunity to be an Alternate, you must also meet the Submission Deadline below to be maintained as an Alternate
 - **Rejected:** you are not eligible for selection. You must submit a new application to be considered for any subsequent Program.
- **Submission Deadline: July 5 2019**
 - If you are Accepted and miss this deadline, you will be replaced by an Alternate
 - **If you are Accepted,** you must provide the following by this date to be enrolled in Program classes for fall semester:
 - Student supplies (scrubs, lab jacket, lab supplies, ID tag)
 - Signed copies of all Program Policies
 - Graduation analysis (which classes are needed to graduate)
 - Two step Tuberculosis Skin test result
 - Titer results (approximate cost varies, see a healthcare provider for estimate)
 - Measles titer
 - Mumps titer
 - Rubella titer
 - Varicella titer
 - Health screening form/physician statement
 - If you are an Alternate and miss this deadline, you will be removed from the Alternate list
 - **If you are an Alternate,** you must provide the following by this date to be remain on the Alternate list for fall semester:
 - Signed copies of all Program Policies
 - Graduation analysis (which classes are needed to graduate)
 - Two step Tuberculosis Skin test result
 - Titer results (approximate cost varies, see a healthcare provider for estimate)
 - Measles titer
 - Mumps titer
 - Rubella titer
 - Varicella titer
 - Health screening form (must be completed by a healthcare provider)
- **Enrollment Deadline: July 26 2019**
 - You must be fully enrolled and paid for all courses required for Program completion by this date
 - If you miss this deadline, you will be replaced by an Alternate
- **Clinical Placement Deadline: October 10 2019**
 - If you miss this deadline you will not be allowed to take your Mid Term Skills Evaluation and will not receive a Clinical Placement:
 - Proof of CPR certification (American Heart Assoc, Healthcare Provider)
 - Hepatitis B titer or declination form
 - Seasonal flu
 - Proof of System-wide orientation
 - TCPS General Orientation
 - Vanderbilt Student Placement orientation
 - Ascension orientation
 - Portfolio items
 - Intent to Graduate form
 - Clinical Preference form
 - Clinical Prerequisite/Readiness checklists

I have read and understand the Central Processing Technology Application and Admission Procedure

Signature: _____ Date: _____

Part II: NSCC Central Processing Technology Program TECHNICAL STANDARDS

<u>ESSENTIAL FUNCTIONS</u>	<u>REQUIREMENT</u>	<u>% OF TIME</u>
<u>Physical Mobility and Coordination:</u>		
Uniform requirements	Dress code enforced including proper standardized scrub attire worn at all times in lab and clinical settings (approved scrubs, lab jacket, head/face covering, goggles, gloves/gown); some tattoos and piercings may not be allowed.	100%
Walking, Standing	Must be mobile during laboratory and clinical activities; 8 hours/daily	90%
Sitting	Require 4-8 hours daily during class time; occasionally during clinical.	50%
Routine Lifting	Expected to lift at least 50 pounds alone utilizing appropriate body mechanics; assist in lifting at least 350 pounds with assistance.	50%
Twisting, Bending, Squatting, Kneeling	Frequent body movement required throughout performance of job	75%
Manual Dexterity	Frequent fine motor skills required	100%
Frequent, Safe Manipulation of Sharp Instruments, Supplies, and Equipment	Frequent handling of Instruments, Equipment, and Supplies designed to alter human tissues; universal guidelines provide for safe handling of instruments.	100%
<u>Vision:</u>		
Near Vision	Very accurate near vision (20/20); corrective lenses may be worn.	100%
Color Discrimination	Color discrimination requires red/green and blue/violet discrimination.	90%
Depth Perception	Accurate depth perception needed.	75%
Hearing	Requires hearing whispered voice at 8 feet (FAA Class II); corrective aid may be worn.	90%
<u>Hazardous Materials:</u>		
Infection	Frequent exposure to bacterial and viral infections through contact with human blood and body fluids; universal guidelines provide for safe handling of exposed instruments and tissue.	100%
Exposure to Toxic Substances	May be exposed to hi-level disinfecting solutions, soaps/cleaning agents, anesthetic agents (gases), and other hazardous materials as listed in manual in department.	75%
Mental Ability and Communication	Ability to read and follow directions accurately; progressing to independent anticipation of surgeon's needs in the surgical environment; effective interpersonal skills with all personnel (e.g., peers, patients, doctors).	90%
Working With Others	Close association with others is a major portion of job.	75%
Hours and Pace of Work	May have changing situation exposure requiring flexibility in job pace; may be required to be flexible and work alternative shift times for experience.	50%
Physical Mobility and Coordination	Occasional work on surfaces that are slippery.	30%
Exposure to Ionizing Radiation	Occasional exposure to radiation in a controlled setting (x-ray).	25%
Exposure to Latex Rubber	Varied exposure to items containing latex rubber in the clinical and skill lab environment.	Frequent

I, (print name) _____ have read the above Technical Standards and understand these standards represent standards that I must achieve with or without reasonable accommodation in order to be successful in the Central Processing Technology Program.

Signature: _____ Date: _____

PART III: FALL 2019
CENTRAL PROCESSING TECHNOLOGY PROGRAM
APPLICATION



Date: _____

Name: _____
First Middle Last

Address: _____
House /Apartment Number Street

City State Zip
Student ID (A#): _____ **APPLICATION MUST have A# to be processed.**

Preferred Contact Phone Number: (_____) _____

Alternate Phone Number: (_____) _____

Email Address: _____ Birthday: ____/____/____

Please note: Applicant must be 18 years of age at the time of enrollment in the program.

Have you been admitted to NSCC? yes no

Have you completed the ENGL and READ Learning Support classes you placed into? yes no

Have you completed all ESOL** classes you need? yes no

****All recommended ESOL classes must be completed prior to interview**

Have you attached to this application copies of High School or GED/College Transcripts and a current Degree Works report?

(You must attach them even if they have been sent to the NSCC Admissions office)
yes no

IF YOU ANSWERED 'YES' TO ALL OF THE ABOVE QUESTIONS, YOU ARE READY TO SUBMIT YOUR APPLICATION.

IF YOU ANSWERED 'NO' TO ANY OF THE ABOVE QUESTIONS **YOUR APPLICATION WILL NOT BE PROCESSED**

Please return completed application to:
Nashville State Community College
Central Processing Technology Program
Ellen Weed Building, Suite D 27
120 White Bridge Road
Nashville, TN 37209
Attn: Tammy Sullivan, Enrollment Coordinator
(615) 353-3622

Acceptance into the Program will be based on previous grade point average, interview score, successful completion of courses counting toward Central Processing Technology Program with a C (75) or higher, previous work in the medical field.**