

# University of Providence

## BSN Application

Application to the BSN program is a two-step process. If you are not already a University of Providence student, you must apply to the University at this link: <https://www.uprovidence.edu/explore-programs/undergraduate/apply-now/>

This is an accelerated (12 month) course of study designed for persons who: are not already licensed RNs; have completed at least 66 college credits including UP Core Curriculum and including nursing pre-requisites by December 15<sup>th</sup>; and who can dedicate themselves to full time study. University of Providence maintains clinical sites in Lewistown MT Anchorage, AK. Applicants should review the attached Nursing Program Health, Safety, and Communicable Disease Requirement information sheet specific to the site at which you wish to be placed.

Applicants are encouraged to read the BSN <https://www.uprovidence.edu/explore-programs/providence-bsn-tracks/student-handbook>

### The BSN placement decision is based upon available resources (clinical sites and faculty) and candidate qualifications, including:

- *Cumulative* GPA of at least 3.0
- All nursing pre-requisite course work completed with a “C” (GPA 2.0) or better with no more than a total of 2 *repeats* in pre-requisite courses (see page 3)
- Completion of pre-requisite courses including UP baccalaureate Core Curriculum by December 15<sup>th</sup>.
- A minimum of 66 college credits completed by December 15<sup>th</sup>
- Completion of urine drug screen and back ground check through CastleBranch® by September 15<sup>th</sup>
- Please note, accepted applicants will need to complete additional health, safety, and communicable disease requirements by December 15<sup>th</sup>
  - Accepted applicants will receive further information in their program acceptance letter.

### Other admission criteria which may be considered include:

- Relevant healthcare experience
- Providence St. Joseph Health employee/dependent status
- Clinical site community member (Lewistown, MT; Anchorage, AK)
- Diversity, including cross cultural experiences which contribute to a diverse workforce
- Previous baccalaureate degree
- Interview of qualified applicants

### TIMELINES

- **August 15<sup>th</sup> -September 15<sup>th</sup>:** Applications will be accepted. Official transcripts must be submitted for any courses completed at the time of university application.  
**Email** this completed nursing program application to [nursing@uprovidence.edu](mailto:nursing@uprovidence.edu) by deadline of Sept 15th
- **September 15<sup>th</sup> :** Background check and urine drug screen must be complete through CastleBranch®
- **September 15<sup>th</sup> - October 15<sup>th</sup>:** Review of applicants (*which may include an interview*)
- **October 22<sup>nd</sup>:** Notification of qualified applicants of placement offer
- **October 28<sup>th</sup>:** Candidates offered placement must confirm placement offer and verify progress in CastleBranch® clinical compliance tracking via the survey link in their offer letter
- **December 15<sup>th</sup> :** clinical compliance tracking must be complete (see your CastleBranch® account)
- **January 5<sup>th</sup>:** Deadline for receipt of official transcripts for any courses work in progress during fall semester
- **Please Note:** One-week prior to semester start, ***there is a required face to face program immersion.*** Applicants will receive further information in the placement offer letter
- **APPLICATION Deadline: September 15<sup>th</sup>**

**University of Providence**  
**BSN Application**

**CONTACT INFORMATION**

Name-Last, First and Middle Initial:

EMAIL:

PHONE:

**Permanent Mailing Address**

STREET/POB

CITY STATE

ZIP

**Current Mailing Address**

STREET/POB

CITY STATE

ZIP

**I have a previous Baccalaureate Degree**    YES    NO

**Required: list all colleges and universities attended**

NAME OF INSTITUTION	DATES OF ATTENDANCE	DEGREE EARNED (leave blank if N/A)

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TYPE/WRITE YOUR NAME HERE:

Nursing Pre-Requisites Completed

Directions:

Indicate the # of attempts you have taken to complete the course, including current enrollment this fall

- EXAMPLE: attempted API with a “D” at *University of Where-ever*; Retaking at UP this Fall. This would be 2 attempts (1 repeated)
- Place an X next to either “completed” or “in process this fall”; indicate the most recent grade earned
  - EXAMPLE: if you attempted a course previously and are in process of re-attempting this fall, you must enter the most recent grade posted to a transcript—even if that is a failing grade. Once your final grades are posted, the admissions committee will review
- **Science courses must have been taken within the last 10 years**

Course	# of attempts	Course is Completed d X	Institution Where Course Completed	Course in Process This Fall X	Institution Where Course is in Process	# of Credits	Grade Earned
Anatomy & Phys I							
Anatomy & Phys II							
Nutrition							
Statistics							
Micro-biology							
TOTALS							
GPA							

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TYPE YOUR NAME HERE:

I am a Providence Saint Joseph Healthcare(PSJH) caregiver or dependent YES NO

Do you have an affiliation with Lewistown, MT YES NO

If yes, please explain your affiliation

Do you have an affiliation with Anchorage, AK YES NO

If yes, please explain your affiliation

I have attached a copy of my resume YES NO

I have submitted, to the University of Providence admissions office, official transcripts from all colleges and universities I have ever attended in the past YES NO

I have opened my CastleBranch® account and will complete my urine drug screen and background check by **09/15** YES NO

I have retained a copy of this application for my records YES NO

Signature of Applicant:

Date

## NURSING PROGRAM HEALTH, SAFETY, AND COMMUNICABLE DISEASE REQUIREMENTS

Clinical practice is an invaluable part of your nursing education at University of Providence School of Health Professions. Hands-on nursing experience brings nursing education to life for each student in our program.

It is a privilege for School of Health Professions nursing students to work with our many community health care facilities in this state. To ensure the safety and wellbeing of all patients, background checks, urine drug screening, and of course immunizations to prevent communicable diseases, have become standard requirements for employment in health care settings today. This has likewise become a requirement of our valued clinical agencies. It is therefore important that students within School of Health Professions clinical programs complete a background check, urine drug screen, and healthcare compliance (including immunizations) before beginning clinical practice each year.

The School of Health Professions utilizes **CastleBranch®**, an accredited member of the National Association of Professional Background Screeners (NAPBS) for health, safety, and immunization compliance tracking.

**Candidates are encouraged to read this communication in its entirety before proceeding to CastleBranch®**

### I. Requirements for Applicants to the BSN (see application for timelines):

#### **Background Check and Urine Substance Screen**

The results of the urine substance screens and background check are tracked on **CastleBranch®**, by the Division Chair for Nursing and their designee. The Division Chair for Nursing, or assigned designee may contact a student directly if further information and/or clarification about background check findings are warranted.

Urine Drug Screen and Criminal Background check issues will be addressed by the Division Chair for Nursing .

Due to the confidential nature of the background check findings, the results of the background check and urine drug screens are not placed in the student's permanent file.

#### **A. Certified Background Check**

All students who apply to the BSN nursing program at University of Providence School of Health Professions are required to have a background check at application and annually while enrolled.

- Students are responsible for completing the background check prior to the BSN application deadline.
- Background checks completed for previous employment or other academic programs cannot be used for admission decisions for the SHP.

### Procedure:

- 1) Access and set up the CastleBranch® account at <https://portal.castlebranch.com/UV46>
- 2) Choose, **“place my order”**
- 3) Select **“BSN”**
- 4) Select the state for the campus you wish to be placed:

**MONTANA:** <https://portal.castlebranch.com/UV46/spif/UZ74/UZ74mt>

**ALASKA:** <https://portal.castlebranch.com/UV46/spif/UZ74/UZ74ak>

***Please note: placements are dependent on availability of resources. Students may be offered placement at a site other than their first choice.***

- 5) Applicants will be asked to provide a credit card when setting up their account. The following information is required for the background check:
  - Full name (no initials)
  - Social Security #
  - Date of birth
  - Current home and daytime phone #s
  - Current address
  - **Any (all) previous addresses**
  - Any (all) previous names/aliases (including maiden name, if applicable)

### B. Urine Substance Screening

The Division of Nursing holds no tolerance for conduct associated with drug and alcohol use/abuse that in any way ***jeopardizes patient safety or pursuit of excellence in professionalism and education***. Students must refrain from any use/abuse of alcohol/drugs/illegal substances outside the clinical or classroom which adversely affects a student’s performance in the clinical setting or classroom, or adversely affects or threatens the interests of the School of Health Professions.

“Drugs” and “Alcohol” are defined to include any substance with the potential to produce the effects of intoxication and/or behavior which may impair a student’s ability to safely and efficiently perform in the clinical or classroom environment.

The BSN program requires a substance screening test ***at application and annually*** while enrolled in the program. The BSN program also reserves the right to require a substance screen for reasonable cause. Students with a positive urine substance screen will not be permitted to enroll.

## **RATIONALE:**

Clinical experiences are to be considered a privilege. Students are guests in clinical agencies, interfacing and caring for vulnerable persons.

## **Procedure**

- 1) After setting up the account, the applicant will be issued a urine substance screen order form and directed to the nearest approved lab. If the lab does not appear to be near your residence, contact customer service at CastleBranch® at **888.723.4263** to correct the zipcode and approved lab site.
- 2) Urine substance screens conducted at labs other than those sanctioned by CastleBranch® will not be accepted.
- 3) Failure to undergo the urine drug screen, a positive drug screen (with no authorized prescription to validate the presence of the drug), or a tampered- with urine sample, will result in ***denial of admission or dismissal from the program.***
  - a. NOTE: The Medical Review Officer (MRO) of the approved **CASTLEBRANCH® Quest labs** reviews all positive urine drug screens and determines validity of prescriptions for screened substances.
- 5) The urine substance screen is comprised of a 10- Panel Non-Rapid urine substance screen. Minimum screening (10 Panel) will test for cocaine metabolites, benzodiazepines, methadone, methaqualone, barbiturates, marijuana metabolite, opiates, phencyclidine, amphetamines, and propoxyphene/metabolite.
- 6) A record of the test results will be sent directly from the approved laboratory to the student's **CASTLEBRANCH®** account, which is then tracked by the school of health professions.

## **Test Result Outcomes**

- 1) **Negative Substance Screen:** Those persons with results showing a negative substance screen are eligible for admission and progression.
- 2) **Negative Dilute, Adulterated or Other Inconclusive Substance Screen:** Those persons whose results show a negative dilute, adulterated or other outcome that is neither positive nor negative:
  - a. Must have a urine substance screen at the same site within 24 hours of notice of the results.
  - b. Two separate negative dilute, adulterated or other inconclusive outcome will be treated in the same manner as a positive drug test.
- 3) **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from the **CASTLEBRANCH®** approved drug testing laboratory.
  - a. Those persons with a positive drug screen confirmed by a MRO, or whose results are treated as a positive drug screen, will not be permitted to enroll in nursing coursework for one year (if in the program) and their application will not be processed (if submitting the UDS with the application).
  - b. Applicants may re-apply to the program ***and write a letter of appeal for admission*** at the point they were removed.

- c. Any student who is unable to participate in nursing courses due to a positive substance screen OR whose results are treated as a positive substance screen, may apply for readmission to the remaining courses in the nursing program after twelve (12) months.
- d. All persons with a positive substance screen or whose results are treated as a positive substance screen, and who wish to re-apply for placement in the program, are required to have an evaluation by a licensed addiction counselor within 2 weeks of the UDS result. The evaluation, any directives from that evaluation (including counseling and continued substance abuse screens), must be submitted with the appeal letter for consideration of admission to the program.

*Upon offer of admission, applicants will be sent information and will be required to satisfy current health and immunization policies found in the **BSN student handbook**, which can be found at <https://www.uprovidence.edu/explore-programs/providence-bsn-tracks/>*