



Dear Student,

Thank you for applying to Northwestern College. To be considered for the RN-BSN Completion Option, you must submit the following:

1. Official Transcripts - Contact your previous educational institution(s) and request your official transcripts to be sent to:  
Northwestern College  
Admissions Office  
101 7<sup>th</sup> Street SW  
Orange City, IA 51041
2. *Formal Application for Admission to the Nursing Major: RN-BSN Completion Option* pdf document
  - a. **Complete** and **save** a copy to your files. *Be sure to complete all sections of the document.*
  - b. Email the completed form as an attachment to [nursing@nwciova.edu](mailto:nursing@nwciova.edu).

Once your transcripts and the *Formal Application for Admission to the Nursing Major: RN-BSN Completion Option* pdf document are received by the Department of Nursing, a decision will be made regarding your Application for admission to the RN-BSN Completion Option and a letter will be sent to you regarding your status. Please contact the department of nursing if you have any questions regarding this process.

Blessings,

*Pamela Reints*

Pamela Reints, M.Ed.  
*Administrative Services Manager/  
Instructional Technology Specialist,*  
[nursing@nwciova.edu](mailto:nursing@nwciova.edu)  
712-707-7220 (p)  
712-707-7455 (f)

**NORTHWESTERN COLLEGE  
DEPARTMENT OF NURSING  
FORMAL APPLICATION FOR ADMISSION TO THE NURSING MAJOR  
RN-BSN COMPLETION OPTION**

APPLICATION DATE \_\_\_\_\_ RN License # \_\_\_\_\_ State \_\_\_\_\_

NAME \_\_\_\_\_ SEX: F M Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail \_\_\_\_\_ STATUS: Transfer Junior

Cumulative Grade Point Average on previous college courses

(Remember to send your official transcripts from your ADN/DIPLOMA PROGRAM to Northwestern College, Admissions Office, 101 7th Street SW, Orange City, IA 51041.)

PLEASE ANSWER THE FOLLOWING QUESTIONS AND SUBMIT THE APPROPRIATE DOCUMENTATION WITH YOUR APPLICATION FORM.

1. Have you ever been **charged** with a felony, had a **criminal conviction**, or entered a **guilty plea** for a misdemeanor or a felony charge? Yes      No      If yes, please describe.
2. Has your Registered Nursing License ever been denied, suspended, surrendered, or revoked in any United States jurisdiction? Yes      No      If yes, please describe.
3. Are you or have you ever been treated for substance abuse? Yes      No      If yes, please describe.

4. It is the policy of Northwestern College not to admit to its nursing program any applicant whose health, in the judgment of the college, might impair her/his ability to provide safe nursing care (see core performance requirements/standards below).

**Do you have any physical, psychological, or social impairment that might prevent you from providing safe nursing care (see core performance requirements/standards below)?** Yes No

Core Performance Requirements	Core Performance Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> <li>• Identification of cause/effect relationships in clinical situations</li> <li>• Use of the scientific method in the development of patient care plans</li> <li>• Evaluation of the effectiveness of nursing interventions</li> </ul>
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> <li>• Establishment of rapport with patients/clients and colleagues</li> <li>• Capacity to engage in successful conflict resolution</li> <li>• Peer accountability</li> <li>• Effective Communication within a team in order to coordinate the overall plan of care</li> </ul>
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> <li>• Explanation of treatment procedures, initiation of health teaching.</li> <li>• Documentation and interpretation of nursing actions and patient/client responses</li> <li>• Effective Communication within a team in order to coordinate the overall plan of care</li> </ul>
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> <li>• Movement about patient's room, work spaces and treatment areas</li> <li>• Administration of rescue procedures-cardiopulmonary resuscitation</li> </ul>
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>• Calibration and use of patient care technologies</li> <li>• Therapeutic positioning of patients</li> </ul>
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals</li> <li>• Ability to discern auscultatory sounds and cries for help</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> <li>• Ability to observe patient's condition and responses to treatments</li> </ul>
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Ability to palpitate in physical examinations and various therapeutic interventions</li> </ul>

Type your name and the date below as to indicate that **you are, in good faith, certifying that the answers and statements made are true. Falsification of any required documentation is grounds for dismissal from the nursing major.** Please email this form with all the attachments to [nursing@nwciowa.edu](mailto:nursing@nwciowa.edu).

Applicant's Signature

Date:

**Please provide a personal sketch that includes those events that led to your interest in nursing, how you might incorporate your faith as a BSN-prepared nurse, and your future goals and aspirations.**

**NORTHWESTERN COLLEGE  
OFFICE OF THE REGISTRAR  
DECLARATION OF MAJOR/ACADEMIC PROGRAMS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

FR SO JR SR

Anticipated Graduation Date: \_\_\_\_\_

Please indicate below your degree program(s). If you change your program, be sure to complete a new declaration form (available in the registrar's office or on the registrar's office web page).

**ACADEMIC MAJORS:**

- ☐ Undecided
- ☐ Accounting
- ☐ Actuarial Science
- ☐ Art
- ☐ Art-Graphic Design Option
- ☐ Athletic Training\*
- ☐ Biology-General
- ☐ Biology-Teaching
- ☐ Biology-Health Professions
- ☐ Biology-Ecological Science
- ☐ Business Administration-General
- ☐ Business Administration-Agri-Business Option
- ☐ Business Administration-Finance Option
- ☐ Business Administration-Human Resource Option
- ☐ Business Administration-Management Option
- ☐ Business Administration-Marketing Option
- ☐ Business Education
- ☐ Chemistry
- ☐ Christian Education & Youth Ministry
- ☐ Computer Science
- ☐ Computer Information Systems
- ☐ Economics
- ☐ Elementary Education
- ☐ English Teaching
- ☐ Exercise Science
- ☐ History
- ☐ Humanities
  - Primary discipline: \_\_\_\_\_
  - Related discipline: \_\_\_\_\_
- ☐ Journalism
- ☐ Literature
- ☐ Mathematics
- ☐ Medical Technology
- ☐ Music
- ☐ Music Ministry
- ☐ Modified Music w/Elementary Ed
- ☐ Music Education-Secondary Endorsement
- ☒ Nursing\*
  - ☐ Nursing 4 yr. BSN option
  - ☐ Nursing RN- BSN Completion Option

- ☐ Philosophy
- ☐ Physical Education
- ☐ Political Science
- ☐ Psychology
- ☐ Public Relations
- ☐ Religion
- ☐ Social Work
- ☐ Sociology
- ☐ Spanish
- ☐ Sport Management (Coaching/Athletic Adm Option)
- ☐ Sport Management (Marketing/Finance Option)
- ☐ Sport Management (Sports Info/Media Option)
- ☐ Student Initiated Major
- ☐ Theatre
- ☐ Translation & Interpretation: Spanish-English
- ☐ Theatre and Speech
- ☐ Writing and Rhetoric

**TEACHER EDUCATION PROGRAMS**

**Elementary Education Endorsement:**

☐ Elementary Endorsement

**Elementary Specialty Endorsements:**

- ☐ Elementary Endorsement in English
- ☐ Elementary Endorsement in History
- ☐ Elementary Endorsement in Mathematics
- ☐ Elementary Endorsement in Science
- ☐ Elementary Endorsement in Social Studies
- ☐ Elementary Endorsement in Art, Music, Physical Education, or Spanish -- circle one
- ☐ Early Childhood Education Endorsement
- ☐ Unified Early Childhood Endorsement
- ☐ Reading Endorsement

**Secondary/Vertical Education Endorsements:**

- ☐ Secondary Endorsement
- ☐ Elementary & Secondary Endorsement in Art, Music, Physical Education, or Spanish—Circle one
- ☐ TESL Endorsement (Teaching English As a Second Language)

**Special Education Endorsements:**

- ☐ Instructional Strategist I: Elementary
- ☐ Instructional Strategist I: Secondary

**General Education Endorsements:**

- ☐ Middle School Endorsement
- ☐ Coaching Authorization

**Alternative Teaching Endorsements (Secondary)**

- ☐ Biology
- ☐ Economics
- ☐ Chemistry
- ☐ American History
- ☐ World History
- ☐ General Science
- ☐ Physics
- ☐ American Government
- ☐ Psychology
- ☐ Sociology

**ACADEMIC MINORS:**

- ☐ Accounting
- ☐ Applied Ethics
- ☐ Art
- ☐ Biology
- ☐ Business Administration
- ☐ Business Education-General
- ☐ Business Education-Office
- ☐ Business Education-Marketing/Management
- ☐ Chemistry
- ☐ Christian Community Development
- ☐ Christian Education & Youth Ministry
- ☐ Christian Mission
- ☐ Computer Science
- ☐ Cultural Studies
- ☐ Developmental Psychology
- ☐ Economics
- ☐ English Teaching
- ☐ German
- ☐ Health (K-12)
- ☐ History-General
- ☐ History-American History
- ☐ History-World History
- ☐ Journalism
- ☐ Literature
- ☐ Mathematics
- ☐ Math Teaching
- ☐ Multi Media
- ☐ Music Ministry
- ☐ Philosophy

- ☐ Physical Education
- ☐ Physics
- ☐ Physics Teaching
- ☐ Political Science
- ☐ Public Relations
- ☐ Psychology
- ☐ Religion
- ☐ Sociology
- ☐ Spanish
- ☐ Teaching English as Second Language (TESL)
- ☐ Theatre
- ☐ Theatre and Speech
- ☐ Writing and Rhetoric

**PRE-PROFESSIONAL PROGRAMS:**

- ☐ Music Performance
- ☐ Art Therapy
- ☐ Chiropractic
- ☐ Dentistry
- ☐ Graphic Design
- ☐ Law
- ☐ Medicine
- ☐ Mortuary Science
- ☐ Music Therapy
- ☐ Occupational Therapy
- ☐ Optometry
- ☐ Pharmacy
- ☐ Physical Therapy
- ☐ Professional Studio
- ☐ Veterinary Medicine

**CAREER CONCENTRATIONS:**

- ☐ Christian Theatre Ministries
- ☐ Computer Science
- ☐ Criminal Justice
- ☐ Fitness Management
- ☐ Neuroscience and persons-standard program
- ☐ Neuroscience and persons-neuroscience concentration
- ☐ Sport Management
- ☐ Strength and Conditioning

**CERTIFICATE PROGRAM:**

- ☐ Certificate of English Language Studies (ESL)

Chairperson signature: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Email Notification to Advisor: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

NORTHWESTERN COLLEGE  
DEPARTMENT OF NURSING

Section: 3.0 Student  
Subsection: 3.1.5 Statement of Professional Conduct  
Developed: 3/2005  
Reviewed: 06/2008  
Reviewed and Revised: 05/2010, 07/2011; 07/2012

STATEMENT OF PROFESSIONAL CONDUCT

I. Introduction

Once admitted to the Nursing Major at Northwestern College, the student is expected to demonstrate conduct and behavior which conforms to the Northwestern College and Department of Nursing values, identity, mission and goals, the Northwestern College Campus Expectations of Students, Academic Integrity Policy, Nurse Practice Act of the State of Iowa and all other applicable rules and policies of the College. The Department of Nursing reserves the right to refuse or discontinue the enrollment of any student whose conduct or behavior violates the standards set forth in this Statement or compromises the work of fellow students, the effectiveness of the faculty, and/or the ability to work positively in a Christian academic community consistent with these policies and guidelines.

The Statement of Professional Conduct is based on an understanding that the practice of nursing as a student or a licensed professional is based on a sacred covenant with society. It identifies expected professional and ethical conduct, a process for situations in which a student's behavior does not conform to these standards as well as the grievance process for students, and grounds for dismissal from the program. This statement provides guidance for the nursing student in the personal and professional development of an ethical foundation and need not be limited strictly to the academic or clinical environment but is designed to assist in the wholistic development of the person. In applying for admission to the nursing major, applicants will be provided with a copy of this statement and they will be asked to sign an acknowledgement declaring their intent to adhere to it. The acknowledgement form will be retained in the student's advising file.

II. Professional and Ethical Conduct

A. Standards for Professional Conduct

Nursing students at Northwestern College are active participants in the educational process which prepares them for entry into the profession of nursing. It is the faculty's expectation that students will develop cognitive, emotional/relational, and psychomotor aptitudes necessary to meet the demands of professional nursing in the ever-changing environment of the health care delivery system. *The Ability To Provide Safe Nursing Care Standard* of the Department of Nursing describes the physical abilities nursing students need to possess in order to successfully achieve the program outcomes. As active participants, students are expected to develop professional behaviors beyond the classroom and clinical area which represent knowledge of personal and professional responsibilities, and behaviors consistent with the *American Nurses' Association Code of Ethics* (2001) as identified below and the *Code of Christian Nursing Ethics* located in NSHBK 3.0, 3.1.6:

*ANA Code of Ethics:*

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgments and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

(Reprinted with permission of the ANA, 2001)

**B. Specific Professional and Ethical Expectations for Nursing Students**

In order to provide wholistic, safe, and effective nursing care, nursing students have a societal responsibility to achieve theory and clinical-related learning outcomes at the conclusion of each course and at the program level and to demonstrate integrity in all aspects of the student experience. This expectation includes classroom, transportation, and clinical experiences, as well as communication with faculty, preceptors, clients, peers, the health care team, and others. The Department of Nursing expects students to be honest, respectful, accountable for their actions and protective of confidentiality and to adhere to the established standards of professional conduct in class, in laboratory, practicum and clinical experiences, and outside of academic setting.

1. Specifically, professional and ethical conduct means that students will demonstrate:
  - a. Honesty
  - b. Integrity
  - c. Accountability
  - d. Confidentiality
  - e. Respect for others regardless of race, religion, age, sex, nationality, or disability
  - f. Adherence to all applicable policies and procedures
  - g. Active participation in the learning process
  - h. Safe practice when caring for clients
  - i. Appropriate requests for supervision/guidance



2. Examples of inappropriate behavior include, but are not limited to:
  - a. Breach of Academic Integrity (e.g., cheating, plagiarism)
  - b. Use of inappropriate or threatening language
  - c. Possession of weapons
  - d. Unethical use of computers or software
  - e. Harassment
  - f. Use or sale of illegal substances
3. Other inappropriate behavior identified by the Iowa Board of Nursing as violating professional standards of conduct include but are not limited to:
  - a. Breach of confidentiality
  - b. Conviction or admission of any crime relating to the practice of nursing
  - c. Any act or omission which may adversely affect the physical or emotional welfare of a patient or client
  - d. Sexual misconduct
  - e. Practicing nursing while under the influence of alcohol, illicit drugs, or while impaired by the use of legitimately prescribed medications or the symptoms of existing health conditions.
  - f. Unsafe clinical practice
  - g. Practice outside the scope of nursing practice
  - h. Falsifying reports/ misrepresentation

### III. Concerns Related to Professional Conduct

There may be situations which arise when a student's conduct in the classroom, clinical, practicum, or laboratory setting is unsatisfactory and causes faculty members to express concern. This concern is communicated to the student in a variety of ways. At times comments by a faculty member will communicate the faculty member's concern to a student; however, there may be times when a more formal concern is expressed in writing. When this occurs the faculty member(s) will meet with the student and document their concern in writing on the "Professional Conduct Concerns Document." A conference will be held with the student and it is expected that the student will respond with suggestions for the "Plan of Action" on the form and conform their behavior to the adopted plan.

It is expected that the written concern will lead to improved performance by the student. On occasion a student's performance has established a pattern of concern or is so poor that the faculty member gives the student an Unsatisfactory (U) rating. The "U" will also be explained on the "Professional Conduct Concerns Document" and discussed in the conference to be held with the student. It is the student's responsibility to satisfactorily complete any identified "Plan of Action."

#### A. Guidelines for Use of the "Professional Conduct Concerns Document."

1. Concerns Document forms are available in the Department of Nursing office.
2. The Concerns Document is to be completed in the event that a student has demonstrated unprofessional behavior in contravention of this Statement, or unsatisfactory conduct in the classroom, clinical, practicum, laboratory, or instructional unit's experiences or is

charged with breaking any of the previous inappropriate behaviors. Additionally, students will report to the Chairperson, any legal charges beyond parking tickets. This information will be shared with nursing faculty who have the student in class/clinical.

3. The Concerns Document is to be completed by the appropriate faculty member(s) in preparation for a conference with the student. The conference may be held with the student as designated by the faculty member(s) and is required whenever a “U” is given.
4. The concern is shared with the student during a conference and it is expected that the student will formulate a “Plan of Action” for improvement and record this on the Concerns Document.
5. A copy of the completed Concerns Document will be provided for the student and course coordinator and the original copy kept with the Department Chair. The course coordinator’s copy will be filed in the student’s clinical file and at graduation it will be placed in his/her graduate file.
6. The appropriate faculty member will follow up with the student to ensure compliance with any Plan of Action and will complete the “Outcome” column of the Concerns Document at the appropriate time.

#### **B. Dismissal from the Nursing Major**

Any student who violates the Professional Conduct Standard and/or is charged with violations beyond parking tickets, will be considered by the Nursing Faculty Organization for dismissal from the program. Any student being dismissed from the nursing program major shall receive written notification. Such actions by the Department of Nursing Faculty are covered by the grievance policy (refer to policy 3.0, 3.7).

#### **C. Student Evaluation by the Faculty**

Faculty continually assesses each student’s professional performance. All nursing students are evaluated formally at the end of each course, and at the end of the program. **Any student who fails to maintain appropriate standards, as described in this statement, will be placed on probation or dismissed from the program after receiving written notification.** A student may appeal any action of the nursing faculty following the process stated in the Nursing Student Grievance Procedure as identified in the *Nursing Student Policy Handbook* (3.0, 3.7).



NORTHWESTERN COLLEGE  
DEPARTMENT OF NURSING

**Statement of Professional Conduct**

I hereby acknowledge receipt of the Department of Nursing Statement of Professional Conduct and declare my intent to conform my behavior to the professional conduct standard by typing my name below and emailing this form to [nursing@nwciova.edu](mailto:nursing@nwciova.edu).

Signature

Date

**PLEASE READ, CHECK APPROPRIATE BOXES, DATE AND SIGN BELOW.**

**Return with your physical form.**

**Authorization to Use and Disclose Health Information  
Northwestern College Health Services  
Orange City, Iowa**

I understand that under the HIPAA regulations (Health Insurance Portability and Protection Act), my health information will be used and disclosed to any health care provider who is involved with my medical treatment or services, my health insurance plan, and my medical billing clearinghouse who is involved with my insurance claims.

Under these new regulations the following people must be authorized by me to have access to my health information: parents, spouse, family members, friends, nurses, legal guardian, and other person/organization who are not involved with my medical treatment, insurance plan or payment.

Please check the people and/or clinic that you authorize to have access to your information:

- ☐ Parents, please print names  
Name: \_\_\_\_\_
- ☐ Family member/friend, please print name  
Name: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_
- ☒ **Orange City Area Health System, Hospital and Clinic**
- ☐ Other Clinic / Hospital / Physicians \_\_\_\_\_
- ☐ Vice President for Student Development
- ☐ Director of Resident Life
- ☐ NWC Security
- ☐ NWC Counseling Services
- ☐ NWC Athletic Training Staff
- ☒ **NWC Department of Nursing**
- ☐ Community Health Partners (public health)
- ☐ College transferring to, if requested, list \_\_\_\_\_
- ☐ Other \_\_\_\_\_

I have reviewed and I understand this authorization. I understand that I may revoke this authorization at any time by giving written notice to Health Services. I also understand that my health information will be used and disclosed only to the above authorized people and clinics while a student at Northwestern College.

By typing my name below and emailing this form to nursing@nwciowa.edu, I give my authorization to use or disclose my protected health information as indicated above.

Student ID #  Date of Birth

Type your name  Date

**Northwestern College**  
**Department of Nursing**  
101 7<sup>th</sup> St. SW  
Orange, City Iowa 51041

**Permission to Release Personal Information**

I,  give Northwestern College Department of Nursing  
(Type Name)  
faculty/staff permission to release the personal information as listed below to contracted  
clinical agencies for use in creating rosters for site computer systems and to provide  
documentation for patient care.

The following personal information will be retrieved from the registrar's information system:

- Student's Name
- Student ID
- Email Address
- Social security number (last 4 digits only)
- Date of Birth
- Telephone (including cell phone) number
- Classification of enrollment status (FR/SO/JR/SR/RN-BSN)

By typing my name below and emailing this form to [nursing@nwcsiowa.edu](mailto:nursing@nwcsiowa.edu), I permit Northwestern College Department of Nursing to release my personal information as stated above to contracted clinical agencies.

Student Signature

Date

**NORTHWESTERN COLLEGE  
DEPARTMENT OF NURSING**

**Permission to Videotape**

As a student in the BSN program at Northwestern College and by typing my name below and emailing this form to [nursing@nwcsiowa.edu](mailto:nursing@nwcsiowa.edu), I authorize faculty/staff to videotape my participation in simulation and other clinical laboratory activities. I understand that these videotape files will be limited to educational purposes and will not be posted on any other websites. I understand the files will be destroyed after use.

Student Signature

Date