RN to BSN Completion Checklist

Please ensure the following items have been completed:

1) Apply for admission to MSU-Northern.

2) Send an official transcript from all previous colleges/universities to the MSU-Northern Admissions Office.

3) Send or bring an unofficial transcript to the MSU-Northern Department of Nursing Office.

4) A cumulative Grade Point Average of 2.25 or higher.

5) Submit a copy of current licensure as a Registered Nurse (for the state where the practicum is to be done) or proof of registration and scheduled date for the NCLEX Exam.

6) Submit course description, syllabi, etc. from school/college/university.

7) Schedule an appointment with the Department of Nursing.

8) Return the Nursing Application to the Department of Nursing Office with the required documentation:
   a) A copy of a government issued photo identification document (driver licenses, passport, etc.);
   b) A current RN licensure in the state where the clinical practicum will be conducted;
   c) Health Insurance;
   d) A physical examination verifying: Nursing Students Functional Expectations as specified on the back of this checklist;
   e) A current CPR certification, Health Care Provider or Professional version;
   f) A TB Skin test. Tuberculosis Policy: All Nursing Students are screened annually, for tuberculosis. Initially a two-step tuberculin skin test (TST) will be used to provide a baseline;
   g) MMR immunization. MMR Policy: Have immunizations that are current for, or have documented proof of immunity to, measles, mumps, and rubella (MMR);
   h) Current tetanus, diphtheria, and pertussis (Tdap) vaccination, according to the Center for Disease Control guidelines;
   i) Hepatitis B vaccination series or proof of immunity;
   j) Professional liability insurance is provided by MSU-Northern through student program fees.

   If medically unable to receive an Immunization, provide documentation from a physician.

9) Acceptance into MSU-Northern RN-BSN Completion program (Bachelor of Science Degree in Nursing).
Nursing Student Functional Expectations
In order to be admitted and to progress and graduate in the nursing program one must possess the functional level of ability to perform the duties required of a nurse in order to provide safe and effective nursing care. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Montana State University Northern Department of Nursing. No representation regarding industrial standards are implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions include but are not limited to the ability:

**Sensory Perception:**
1. Visual:
   a. Observe and discern subtle changes in physical conditions and the environment;
   b. Visualize different color spectrums and color changes;
   c. Read fine print in varying levels of light;
   d. Read for prolonged periods of time;
   e. Read at varying distances;
   f. Read data/information displayed on monitors, computers and equipment.

2. Auditory:
   a. Interpret monitoring devices;
   b. Distinguish muffled sounds heard through a stethoscope;
   c. Hear and discriminate high and low frequency sounds produced by the body and the environment;
   d. Effectively hear to communicate with others.

3. Tactile:
   a. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics.

4. Olfactory:
   a. Detect body odors and odors in the environment.

**Communication/Interpersonal Relationships:**
1. To engage in oral and written two-way communication and interact effectively with others from a variety of social, cultural, and intellectual backgrounds;
2. Work effectively in groups;
3. Work effectively independently;
4. Discern and interpret nonverbal communication;
5. Express one’s ideas and feelings clearly;
6. Communicate with others accurately in a timely manner;
7. Obtain communications from a computer.

**Cognitive/Critical Thinking:**
1. Effectively read, write, and comprehend the English language;
2. Consistently and dependently engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings;
3. Demonstrate satisfactory performance on written or computerized examinations including mathematical computations without a calculator;
4. Satisfactorily achieve the program objectives.

**Motor Function:**
1. Handle small delicate equipment/objects without extraneous movement, contamination or destruction;
2. Move, position, turn, assist with lifting or lift and carry clients without injury to clients, self or others;
3. Maintain balance from any position;
4. Stand on both legs;
5. Coordinate hand/eye movements;
6. Push/pull heavy objects without injury to client, self or others;
7. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others;
8. Flex, abduct, and rotate all joints freely preventing injury to client, self or others;
9. Respond rapidly to emergency situations;
10. Maneuver small objects;
11. Perform daily care and functions for the client;
12. Coordinate fine and gross motor hand movements to provide safe effective nursing care;
13. Calibrate/use equipment;
14. Execute CPR and physical assessment;
15. Operate a computer.