Please print legibly:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>MSU Student ID# OR SS# if no MSU ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone #</th>
<th>E-mail address</th>
</tr>
</thead>
</table>

I am a ____CNA ____EMT ______ Other healthcare experience: __________________________

I currently have a Bachelor’s degree from: ___________________________________________

<table>
<thead>
<tr>
<th>Institution Name/Location</th>
<th>Graduated mo/day/yr</th>
</tr>
</thead>
</table>

☐ I have completed at least 3 of the 5 required natural science courses listed below:  
Check all that apply & provide semester/name of institution where taken)

**NATURAL SCIENCES:**
☐ CHMY 121 or equivalent ____________________________________________  
With Lab
☐ CHMY 123 or equivalent ____________________________________________  
With Lab
☐ BIOH 201 or equivalent ____________________________________________  
With Lab
☐ BIOH 211 or equivalent ____________________________________________  
With Lab
☐ BIOM 250 or equivalent ____________________________________________

**SOCIAL SCIENCES:**
☐ PSYX 100 or CLEP equivalent __________________________________________
☐ SOCI 101 or CLEP equivalent __________________________________________
☐ FCS 101 or PSYX 230 or equivalent _________________________________

**OTHER:**
☐ NUTR 221 or equivalent ____________________________________________
☐ STAT 216 or equivalent ____________________________________________
☐ I still need to complete the following pre-requisite courses; my plan to do so is: __________________________________________

*Please list all colleges/universities you have attended (including MSU-Bozeman) and your name as a student at each, if different than current name (use reverse side if more space is needed):

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City/State/Nation</th>
<th>Dates of Attendance</th>
<th>Degrees Earned</th>
</tr>
</thead>
</table>

|__________________________________________________________________________|
|__________________________________________________________________________|
APPLICATION INFORMATION: In addition to currently having a bachelor’s degree in a field other than nursing, with a graduating GPA of a minimum of 3.0, all application materials must be received by Toni Rule, at the address listed at the top of this application, by the June 1, 2015, 4:00 pm deadline. The packet must include the following or the application will NOT be processed:

- The application form (e.g. previous page)
- Official transcripts from each college/university you have attended w/degree(s) posted, must be included in the packet. If you have completed the required pre-requisite courses at an institution other than MSU-Bozeman, you will need to make sure all of those courses are equivalent to the courses at MSU. If they are not equivalent courses, you will need to submit syllabi in your packet for each of those courses. https://atlas.montana.edu:9000/pls/bzagent/hwzkxfer.p_selstate. If in doubt about equivalencies, please contact the ABSN Coordinator, Julie Ruff.
- GPA Calculation Worksheet (see attached form for 10 required pre-requisites).
- Complete the required background check through Verified Credentials by the application deadline: June 1, 2015 (see attached instruction sheet).

Please rank campus choice: 1 or 2
Bozeman _____ Great Falls _____

Please note: there is no guarantee you will be assigned to your first choice.

Thirty-two (32) students will be selected by the Admissions Committee. 16 students for each campus. Upon offer of placement the successful applicant will:

- Provide evidence of health insurance (copy of card).
- Provide evidence by December 31, 2015 that all required immunizations have been completed (including titers: blood tests). NO exceptions.
- Provide evidence by December 31, 2015 of Professional Healthcare Provider CPR (covering the lifespan) by submitting a copy of your CPR card which will remain current throughout the Summer 2016 term (ends early-August 2016). CPR cards will need to be renewed as needed until the student has completed the ABSN option in August 2017. NO exceptions.
- Submit official transcripts for any courses that are completed after June 1, 2015 and no later than the end of the Fall 2015 semester (January 15, 2016). NO exceptions.
- Provide a $200 deposit to hold your placement; it will be applied to your first semester’s tuition and fees in the ABSN option in Summer 2016.
- Be contacted to complete the urine drug test (by April 1, 2016; see attached Policy A-38).
- Within 30 days of acceptance of placement offer, have applied to MSU-Bozeman as a pre-nursing undergraduate student demonstrated by having a MSU student ID number in place.
- You may also be invited to interview and/or submit an assessment document of some type to the committee. You will be notified about this additional requirement after the initial screening process has been completed.
GPA CALCULATION WORKSHEET **MUST BE INCLUDED WITH YOUR APPLICATION, TRANSCRIPTS AND SYLLABI!!!**

Please fill in the information requested below and calculate your own GPA using the sample on reverse side for reference. If you are currently enrolled in pre-requisite courses listed below. Simply indicate the semester you are taking the course and do not fill in a grade. Keep in mind that any correspondence/on-line courses must be completed before the end of Fall 2015. Only two of these courses may be repeated one time to earn a grade of C or better.

Instructions for calculating GPA:
1. Insert grade earned for classes taken through Spring
2. Enter points based on grade as follows:
   - A=4; A- =3.7; B+=3.3; B=3.0; B- =2.7; C+=2.3; C=2.0; C- =1.7; D+=1.3; D=1.0; D- =0.7; F=0
3. Multiply points by credits for each class and enter in last column.
4. Total number of credits completed.
5. Total last column.
6. Divide last column by total credits completed to find GPA.

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Pre-Requisites ~ FYI</th>
<th>Grade</th>
<th>Credits</th>
<th>Points X Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY 121IN:</td>
<td>Introduction to General Chemistry</td>
<td>Math Level 3 placement or College Algebra</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMY 123:</td>
<td>Introduction to Organic &amp; Biochemistry Principles</td>
<td>CHMY 121 or equivalent</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIOH 201</td>
<td>Anatomy &amp; Physiology I (Includes Lab)</td>
<td>CHMY 121 or equivalent</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BIOH 211</td>
<td>Anatomy &amp; Physiology II (Includes Lab)</td>
<td>BIOL 201 or equivalent</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOM 250</td>
<td>Microbiology for Health Sciences</td>
<td>None</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUTR 221CS:</td>
<td>Human Nutrition</td>
<td>None</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FCS 101IS:</td>
<td>Individual &amp; Family Development &amp; Well Being: Lifespan</td>
<td>None</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OR PSYX 230 (must cover lifespan)</td>
<td>Developmental Psychology</td>
<td>PSYX101 or equivalent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYX 100IS:</td>
<td>Introductory Psychology</td>
<td>None</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(May CLEP, if desired, with P grade)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 101IS:</td>
<td>Introduction to Sociology</td>
<td>None</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(May CLEP, If desired, with P grade)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 216Q:</td>
<td>Introduction to Statistics</td>
<td>C- or better in any 100 level or above MATH or MATH Placement Test</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL =</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUALS GPA =</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Science courses may not be taken online and must be taken with a lab with the exception of BIOM 250.*
# SAMPLE GPA CALCULATION WORKSHEET ~ For Your Information Only.

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Pre-Requisites ~ FYI</th>
<th>Grade</th>
<th>Points</th>
<th>Credit(s)</th>
<th>Points X credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY 121N:</td>
<td>Introduction to General Chemistry</td>
<td>Math Level 3 placement or College Algebra</td>
<td>B</td>
<td>3.0</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Lab</td>
<td></td>
<td></td>
<td>B</td>
<td>3.0</td>
<td>1</td>
<td>3.0</td>
</tr>
<tr>
<td>CHMY 123:</td>
<td>Introduction to Organic &amp; Biochemistry Principles</td>
<td>CHMY 121 or equivalent</td>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
<tr>
<td>Lab</td>
<td></td>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>1</td>
<td>2.7</td>
</tr>
<tr>
<td>BIOH 201</td>
<td>Anatomy &amp; Physiology I (Includes Lab)</td>
<td>CHMY 121</td>
<td>C</td>
<td>2.0</td>
<td>5</td>
<td>10.0</td>
</tr>
<tr>
<td>BIOH 211</td>
<td>Anatomy &amp; Physiology II (Includes Lab)</td>
<td>BIOL 201 or equivalent</td>
<td>F’15</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOM 250:</td>
<td>Microbiology for Health Sciences</td>
<td>None</td>
<td>A-</td>
<td>3.7</td>
<td>3</td>
<td>11.1</td>
</tr>
<tr>
<td>NUTR 221CS</td>
<td>Human Nutrition</td>
<td>None</td>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
<tr>
<td>FCS 101IS:</td>
<td>Individual &amp; Family Development &amp; Well Being: Lifespan Developmental Psychology</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR PSYX 230 (must cover lifespan)</td>
<td></td>
<td>PSYX101 or equivalent</td>
<td>F’15</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYX 100IS:</td>
<td>Introductory Psychology</td>
<td>None</td>
<td>A</td>
<td>4.0</td>
<td>4</td>
<td>12.0</td>
</tr>
<tr>
<td>(May CLEP, if desired, with P grade)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 101IS:</td>
<td>Introduction to Sociology</td>
<td>None</td>
<td>A</td>
<td>3.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>(May CLEP, If desired, with P grade)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 216Q:</td>
<td>Introduction to Statistics</td>
<td>C- or better in any 100 level or above MATH or MATH Placement Test</td>
<td>S’15</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL =** 36 76.0 **EQUALS GPA =** 3.04

*Instructions for calculating GPA:*
1. Insert grade earned for classes taken through Spring
2. Enter points based on grade as follows:
   - A=4; A- =3.7; B+=3.3; B=3.0; B- =2.7; C+=2.3; C=2.0; C- =1.7; D+=1.3; D=1.0; D- =0.7; F=0
3. Multiply points by credits for each class and enter in last column.
4. Total number of credits completed.
5. Total last column.
6. Divide last column by total credits completed to find GPA.
Policy A-19, Abilities Required for Success in the BSN Degree Program Affidavit
I have read Policy A-19 (found on the College of Nursing website at: http://www.montana.edu/nursing/facstaff/policies.html) and understand the expectations. I have reviewed the list of required abilities in Policy A-19, Attachment #1, and I am able to or believe I have the potential to perform the required tasks/skills by the time of degree completion.

Student Name (printed) and Signature

Date

OR

I have read Policy A-19 Abilities required for success in the BSN degree program (found on the College of Nursing website at: http://www.montana.edu/nursing/facstaff/policies.html) and understand the expectations. I have reviewed the list of required abilities in Policy A-19, Attachment #1, and I am not able to or don’t believe I have the potential to perform some of the required tasks/skills by the time of degree completion. The tasks/skills that I do not believe I am able to or will be able to perform by the time of degree completion are:


I understand that I may be referred to the Montana State University Office of Disability, Re-entry & Veterans Services to document and assess eligibility of a disability (which is determined case-by-case) and to discuss if reasonable accommodations can be provided to assist me in being able to accomplish the skills/tasks I have identified above.

Student Name (printed) and Signature

Date

Policy A-32 Student Communicable Disease Prevention Policy
I have read Policy A-32 (found on the College of Nursing Website at: http://www.montana.edu/nursing/documents/pdf/A32.pdf) and understand that I must complete all required immunizations prior to being registered in NRSG 225, Foundations for Planning and Providing Clinical Nursing Care. If you are determined to be HepB non-reactive, you may be required to receive another immunization and titer, depending on the advice of your personal healthcare provider. I understand that I will not be permitted to participate in clinical until I have provided documentation of completion of all required immunizations.

Student Name (printed) and Signature

Date

Policy A-36 Student Background Checks
I have read Policy A-36 (found on the College of Nursing Website at: http://www.montana.edu/nursing/documents/pdf/A36.pdf) and understand that I must complete the background check prior to being registered in NRSG 225, Foundations for Planning and Providing Clinical Nursing Care.

Student Name (printed) and Signature

Date

Policy A-38 Student Urine Drug Testing
I have read Policy A-38 (found on the College of Nursing website at: http://www.montana.edu/nursing/documents/pdf/A38.pdf) and understand that I will not be permitted to participate in clinical until I have completed the urine drug test.

Student Name (printed) and Signature

Date
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Procedure</th>
<th>Must Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis:</td>
<td></td>
<td>Prior to your first clinical nursing course:</td>
</tr>
<tr>
<td>All Nursing Students must be screened</td>
<td>1. Students are required to present evidence of the results of the TST</td>
<td>NRS5225 Foundations for Planning and Providing Clinical Nursing Care (for undergraduate students); and N550 Advanced Health Assessment (for graduate students).</td>
</tr>
<tr>
<td>annually for Tuberculosis (TB). If</td>
<td>skin testing prior to entering clinical nursing course.</td>
<td></td>
</tr>
<tr>
<td>the student has not had regular</td>
<td>2. Students are required to present evidence of the results of the annual</td>
<td></td>
</tr>
<tr>
<td>annual TST, a two step skin test</td>
<td>TST skin test each semester. An induration of ≥ 10mm will be considered</td>
<td></td>
</tr>
<tr>
<td>must be done to provide a baseline.</td>
<td>positive. Students will be referred to their health care provider for</td>
<td></td>
</tr>
<tr>
<td>Thereafter, the annual test is a one</td>
<td>assessment of risk. (CDC, Core Curriculum on Tuberculosis, 4th Ed. 2000.)</td>
<td></td>
</tr>
<tr>
<td>step skin test. Each student is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>responsible for providing evidence of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>screening for TB. Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>must include the date and results of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the test in millimeters.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annually</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Acellular</td>
<td>Nursing students should receive a single dose of Tdap as soon as feasible</td>
<td>Prior to your first clinical nursing course:</td>
</tr>
<tr>
<td>Pertussis (Tdap)</td>
<td>if they have not previously received Tdap. Although Td booster doses are</td>
<td>NRS5225 Foundations for Planning and Providing Clinical Nursing Care (for undergraduate students); and N550 Advanced Health Assessment (for graduate students).</td>
</tr>
<tr>
<td></td>
<td>routinely recommended at an interval of 10 years, an interval as short</td>
<td></td>
</tr>
<tr>
<td></td>
<td>as 2 years from the first dose of Td is recommended for the Tdap dose</td>
<td></td>
</tr>
<tr>
<td></td>
<td>among Health Care Workers. After receipt of Tdap, HCW should receive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Td or TT for booster immunization against tetanus and diphtheria.</td>
<td></td>
</tr>
<tr>
<td>Rubella:</td>
<td>1. Students are to have documentation of <strong>2 doses</strong> of MMR vaccination,</td>
<td>Prior to your first clinical nursing course:</td>
</tr>
<tr>
<td>All students must provide evidence</td>
<td>or lab evidence (<strong>TITER</strong>) of immunity (documentation of rubella titer</td>
<td>NRS5225 Foundations for Planning and Providing Clinical Nursing Care (for undergraduate students); and N550 Advanced Health Assessment (for graduate students).</td>
</tr>
<tr>
<td>of adequate immunity to rubella.</td>
<td>levels). <strong>TITER</strong> level is not adequate, the student must repeat the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>titer or receive vaccination. <strong>TITER</strong> level is not adequate, the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>student must receive the vaccination or the student will be denied access</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to the clinical setting.</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B:</td>
<td>A series of three vaccinations is given over <strong>6 months</strong> to provide</td>
<td>Prior to your first clinical nursing course:</td>
</tr>
<tr>
<td>Students entering undergraduate</td>
<td>immunization. <strong>TITER</strong> level is drawn 6 weeks after the last injection</td>
<td>NRS5225 Foundations for Planning and Providing Clinical Nursing Care (for undergraduate students); and N550 Advanced Health Assessment (for graduate students).</td>
</tr>
<tr>
<td>clinical nursing course work are</td>
<td>to document immunity. If you have never been immunized or exposed to</td>
<td></td>
</tr>
<tr>
<td>required of present documentation of</td>
<td>Hepatitis B, start the immunization process. If you have been previously</td>
<td></td>
</tr>
<tr>
<td>serologic evidence of immunity (either</td>
<td>immunized or exposed to Hepatitis B, have a <strong>TITER</strong> level drawn to</td>
<td></td>
</tr>
<tr>
<td>by vaccination or previous infection,</td>
<td>identify your immune status and need for vaccination.</td>
<td></td>
</tr>
<tr>
<td>demonstrated by positive titer) to HBV.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella:</td>
<td>1. Students are required to provide documentation of adequate immunity</td>
<td>Prior to entering lower division courses.</td>
</tr>
<tr>
<td>All nursing students must provide</td>
<td>through a positive Varicella <strong>TITER</strong>.</td>
<td></td>
</tr>
<tr>
<td>evidence of adequate immunity to</td>
<td>2. If a student’s Varicella <strong>TITER</strong> level is negative, the student</td>
<td></td>
</tr>
<tr>
<td>Varicella.</td>
<td>must receive 2 doses of vaccine at an interval of 4-8 weeks between</td>
<td></td>
</tr>
<tr>
<td></td>
<td>doses. Post vaccination <strong>TITER</strong> after 2 doses of vaccine is not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>necessary or recommended.</td>
<td></td>
</tr>
</tbody>
</table>

Students without valid documentation will not be permitted to attend clinical (will be denied access to clients). If you have any questions or are unable to meet the immunization/testing requirements, contact the appropriate Associate Dean’s office at 994-3783 (undergraduate) or 994-3500 (graduate). (12/2010)

**Please be aware:** A **TITER** is a blood test drawn one month after the last vaccine dose.
Background Checks Are Required for All Nursing Students

Clinical practice is an important and valuable part of nursing education at Montana State University. Hands-on clinical experience is what brings nursing to life for each student in the program. Montana State University is privileged to work with so many health care facilities in each community around the state that provide clinical experiences for the nursing students. To ensure the safety and wellbeing of all patients, background checks are now a standard requirement for employment in health care. Therefore, it is required that all applicants to the nursing programs complete background checks prior to acceptance into the program and enrollment in any nursing courses, as well as annually thereafter.

All students who apply to either the undergraduate or graduate nursing program at Montana State University are required to have an initial and annual background check. All students selected for admission to the nursing programs are offered placement following a review of the results of the background check. Students are responsible for completing the background checks by June 1st as they apply for placement. The cost of the background check is $60. Complete Instructions about when and where to obtain the required background check are provided with this application. Background checks completed for previous employment or other academic programs cannot be used for admission to Montana State University's nursing programs.

Results of the background check are made available to the student, the College of Nursing at Montana State University, and the respective clinical agencies. All background checks are treated confidentially.

Information you will need to provide in order to set up your account and submit your Background Check through Verified Credentials, Inc. at:
http://scholar.verifiedcredentials.com/?organization=montana

- Full name (no initials)
- Social Security number
- You will be asked to use accept or decline buttons regarding the disclosure and authority to release information and request a copy of your report if you want one (we recommend that you do this).
- Your electronic signature via your mouse or e-pad is required.
- Date of birth
- Current home and daytime phone numbers
- Current address
- Any (all) previous addresses, including other states. Include addresses of cities/towns even if lived there for a brief time. Don't forget to include the address of where you are currently attending school/living.
- Any (all) previous names/aliases (including maiden name, if applicable)
- Provide electronic payment of $60 via credit card or bank transfer, or mail-in cashier's check or money order via snail mail (no personal checks or cash) made payable to: Verified Credentials, Inc.
- Once the form is submitted and the payment has been received, the background check will be completed within 3 days.

Please note that we will check your background check and if we find any information that has not been included, you will be asked to complete another background check at your expense.

If you have any questions, please contact:
Undergraduate students – Toni Rule at 406-994-3783 or toni.rule@montana.edu

We cannot offer you a placement if you fail to complete a background check making your application Null and Void.
Montana State University
College of Nursing

Montana State University has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check

To access QualifiedFirst go to:

http://scholar.verifiedcredentials.com/?organization=montana

How it Works:

1. Enter code for the program you will be attending located above the "Get Started!" button on the right side of the page:
   
   Nursing
   Undergraduate
   KMPTT-66776

2. Create an account
3. Enter all required information; *you will also be given the opportunity to "self-disclose;"
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school and relevant clinical agencies
   *Anything that you self-disclose will also need to be addressed in an appeal to the College of Nursing’s Associate Dean of Undergraduate Programs on the Bozeman Campus for review.
   If you have any questions about the MSU College of Nursing requirements and/or the appeal process, please contact Toni Rule or Julie Ruff at (406) 994-3783.

If you have any questions about the VCI processes, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at: ClientServices@verifiedcredentials.com

Revised: March 2014
TITLE: STUDENT URINE DRUG TESTING

POLICY: The College of Nursing requires an annual urine drug test for all undergraduate and graduate nursing students.

RATIONALE: To promote patient safety and decrease institutional liability, The College of Nursing and clinical agencies require students to have a negative urine drug test before they will permit students in the clinical setting.

Section A: Pre-Clinical Testing:

1) Annual urine drug testing will be required prior to beginning any clinical coursework and annually thereafter.

2) Students must sign a urine drug testing waiver agreement to release test records to the College of Nursing (see attachment #1). Each campus and the office for Graduate Education will maintain on file a signed waiver agreement for drug testing from each student. Federal law requires records be kept in a separate, confidential medical file.

3) All costs associated with the drug testing are the responsibility of the student.

4) Refusal to complete the drug testing process will prohibit the student from enrolling in College of Nursing clinical courses (see attachment #2).

5) Students must use and follow the procedures of a drug testing laboratory that follows Department of Transportation (DOT) standards (see attachment #3).

6) Students must be tested using the Five Panel Non-Rapid urine drug screen that tests for the following:
   - Marijuana (THC metabolite)
   - Cocaine
   - Amphetamines
   - Opiates (including heroin)
   - Phencyclidine (PCP)

7) A record of the test results must be sent directly from the testing agency to the Campus Director for undergraduate students on the campus where the students is located or the Associate Dean for Research and Graduate Education for graduate students prior to the start of the semester, August 1st for fall semester, December 1st for spring semester, and April 15th for summer session courses. Test results will be kept in a separate, confidential medical file.
Section B: Positive Drug Test:

1) Positive tests will be confirmed by the Medical Review Officer (MRO) from the drug testing laboratory who will inquire as to the reasons the test may be positive.

2) Students with a positive drug test will meet with the Campus Director for undergraduate students on the campus where the student is located or the Associate Dean for Research and Graduate Education for graduate students to review the testing results and the College of Nursing policy.

3) Undergraduate and Graduate students with a positive drug test confirmed by a MRO will not be permitted to enroll in nursing clinical courses for one year. Undergraduate students with a positive drug test will be subject to Semester by Semester placement outlined in Policy A-12. All students with a positive drug test will be referred to the Montana NAP (Nurse Assistance Program) for assessment and evaluation and possible participation in the Montana NAP approved by the Montana State Board of Nursing.

4) Students who are contractually compliant while actively enrolled in the NAP may be allowed to enroll in non-clinical courses based on NAP recommendations which may include faculty supervision and associated reporting to NAP.

5) Any student who is unable to participate in nursing clinical courses due to a positive drug test may apply for readmission to the remaining clinical courses in the nursing program after one year. Undergraduate students will continue to be subject to the semester by semester placement policy.

Section C: Readmission

1) To be considered for readmission, students who have been excluded from clinical courses in the nursing program due to a positive drug test must:

   a) Participate in a substance abuse treatment program.

   b) Have the substance abuse program manager submit a letter to the Campus Director for undergraduate students on the campus where the student is located and/or the Graduate Program office for graduate students verifying successful participation in a substance abuse treatment program.

   c) Submit to an unannounced urine drug test at the student’s expense from a drug testing laboratory prior to readmission. A positive test will result in ineligibility for readmission.
Section D: Reasonable Suspicion Testing

1) Students may be required to submit to reasonable suspicion testing as stipulated in the drug testing policy of the College and/or Clinical Agency while participating in class or clinical experiences. Reasonable suspicion may be based on but not limited to observable phenomena such as direct observation of substance abuse and/or the physical symptoms or manifestations of substance abuse such as:

   a. Speech – incoherent, confused, slow, slurred, rambling, shouting, profanity, or change in speech.
   b. Coordination – swaying, staggering, lack of coordination, grasping for support
   c. Demeanor- change in personality, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability
   d. Alertness – change in alertness, sleepy, confused
   e. Physical – bloodshot eyes, flushed face, trembling hands, pupillary changes, odor of alcohol on breath
   f. Appearance- dirty clothing, disheveled
   g. Performance – unsafe practice, unsatisfactory work, absenteeism, tardiness
   h. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs

2) If a faculty member or clinical agency staff member observes behaviors listed above, the student will be removed from the educational setting and the Campus Director or a designee will be notified immediately.

3) The Campus Director or designee will decide if drug/alcohol testing is warranted. If the decision is made to test the student, arrangements will be made to have the testing done immediately.

4) The student will be responsible for obtaining transportation to the designated testing facility; the student will not be allowed to drive to the facility.

5) The student will be responsible for the cost of the testing.

6) If the results of the drug/alcohol test are positive, they will be withdrawn from all nursing clinical courses (see Section B).

7) If the student refuses testing, it will be treated as a positive test and they will be withdrawn from all nursing clinical courses.

Approvals:

**Level I:** Executive Council (May, 2014)

**Level II:** Dean (May, 2014)
Billings Campus Drug Testing Procedure

There are two approved drug testing sites for the Billings Campus:

Billings Clinic Occupational Health 1020 N 27th # 301, Billings, MT 59101. You must call to make an appointment, 406-247-6200. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Ask that the results be sent directly to the Campus Director, Susan Ahrens, PhD, MSN, BSN College of Nursing, Billings Campus: Apsaruke room 211; Billings, MT 59101. The fee is $30 for the initial sample. If the test is positive, you will be asked to provide another $60 for the Medical Review by an approved physician.

St. Vincent’s Occupational Health 1027 N. 27th Billings, MT 59101. You must call to make an appointment, 406-237-8855. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Ask that the results be sent directly to the Campus Director, Susan Ahrens, PhD, MSN, BSN; Apsaruke room 211 Billings, MT 59101. The fee is $50 and includes the Medical Review by an approved physician.

You MUST bring a valid state issued photo ID (Driver’s License). Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

In the clinic testing area, the collector will have you:
* Remove outer clothing (e.g. coveralls, jackets, coat, hat)
* Empty your pockets
* Wash and dry your hands
Next you will be directed to the restroom and asked to provide a urine specimen You must:
* Provide at least 45 ML
* Return the specimen to the collector ASAP
* DO NOT flush the toilet

* If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

* If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

* Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample. If the result is dilute, you will need to provide another sample and pay the additional fee.

* If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director or Associate Dean for Research and Graduate Education will be notified of your refusal.

Positive Tests:
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Bozeman Campus Drug Testing Procedure

The approved drug testing site is the Bozeman Deaconess Outpatient Services at 120 N. 19th St. near Main (in the north parking lot near Safeway). Students must call to make an appointment, 406-522-4600. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Results will be sent directly to the Campus Director, Jane Scharff, MN, RN College of Nursing, Bozeman Campus; 204 Sherrick Hall; Bozeman, MT 59717-3560

You will be taken to the clinic testing area. You will complete paperwork, you MUST bring a valid state issued photo ID (Driver’s License). Fees vary by location and range from $45-50 and include a Medical Review by an approved physician. Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

In the clinic testing area, the collector will have you:
* Remove outer clothing (e.g. coveralls, jackets, coat, hat)
* Empty your pockets
* Wash and dry your hands

Next you will be directed to the restroom and asked to provide a urine specimen

You must:
* Provide at least 45 ML
* Return the specimen to the collector ASAP
* DO NOT flush the toilet

* If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

* If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

* Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample. If the result is dilute, you will need to provide another sample and pay the additional fee.

* If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director or Associate Dean for Research and Graduate Education will be notified of your refusal.

Positive Tests:
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Kalispell Campus Drug Testing Procedure

The approved drug testing site is the Kalispell Regional Hospital Occupational Health at 1273 Burns Way. Students must call to make an appointment, 406-751-4189. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Results will be sent directly to the Kalispell Campus Site Coordinator, Sandra W. Kuntz, PhD, APRN, PHCNS-BC; 210 Sunny View Lane Ste. 5; Kalispell, MT 59901

You will be taken to the clinic testing area. You will complete paperwork, you MUST bring a valid state issued photo ID (Driver’s License). The fee is $55 for the initial sample. If the test is positive, you will be asked to provide another $32.50 for the Medical Review by an approved physician. Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

In the clinic testing area, the collector will have you:
* Remove outer clothing (e.g. coveralls, jackets, coat, hat)
* Empty your pockets
* Wash and dry your hands

Next you will be directed to the restroom and asked to provide a urine specimen

You must:
* Provide at least 45 ML
* Return the specimen to the collector ASAP
* DO NOT flush the toilet

* If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

* If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

* Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample.

* If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director/Site Coordinator or Associate Dean for Research and Graduate Education will be notified of your refusal.

Positive Tests:
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Missoula Campus Drug Testing Procedure

The approved drug testing is available at Missoula Medical located at 1805 Bancroft, Missoula, MT 59801. Students must call 406-543-6850 to make an appointment. Hours are Mon-Thurs 8am -12pm and 1-5pm; Friday 1pm-4:30pm. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Results will be sent directly to the Missoula Interim Campus Director. Charlene A Winters, PhD, APRN, ACNS-BC College of Nursing, Missoula Campus; 32 Campus Drive #7416; Missoula, MT 59812-7416

You will be taken to the clinic testing area. You will complete paperwork, you MUST bring a valid state issued photo ID (Driver’s License). Fee is $45 and includes the use of a Medical Review Officer. Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

In the clinic testing area, the collector will have you:
* Remove outer clothing (e.g. coveralls, jackets, coat, and hat)
* Empty your pockets
* Wash and dry your hands

Next you will be directed to the restroom and asked to provide a urine specimen

You must:
* Provide at least 45 ML
* Return the specimen to the collector ASAP
* DO NOT flush the toilet

* If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

* If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

* Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample.

* If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director/Site Coordinator or Associate Dean for Research and Graduate Education will be notified of your refusal.

Positive Tests:
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Great Falls Campus Drug Testing Procedure

Approved drug testing sites include Great Falls Medical Services located at 1201 Central Avenue Suite 2 406-454-3247 and Benefis Health System Occupational Health located at 1401 25th St. South 406-731-8910. Students must call to make an appointment. Identify yourself as a MSU Bozeman College of Nursing student and ask for the NON-RAPID 5 panel urine drug screen. Results will be sent directly to the Great Falls Campus Director, Susan Wallace Raph, MN, RN, NEA, BC; College of Nursing, Great Falls Campus; 400 15th Ave South, Suite 106; Great Falls, MT 59405

You will be taken to the clinic testing area. You will complete paperwork, you MUST bring a valid state issued photo ID (Driver’s License). Fees vary by location and range from $60-65 and include a Medical Review by an approved physician. Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

In the clinic testing area, the collector will have you:
*Remove outer clothing (e.g. coveralls, jackets, coat, hat)
*Empty your pockets
*Wash and dry your hands

Next you will be directed to the restroom and asked to provide a urine specimen

You must:
*Provide at least 45 ML
*Return the specimen to the collector ASAP
*DO NOT flush the toilet

*If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

*If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

*Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample.

*If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director/Site Coordinator or Associate Dean for Research and Graduate Education will be notified of your refusal.

Positive Tests:
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Out of state Drug Testing Procedure

Out of state students must identify a state approved Department of Transportation drug testing sites in their area in order to complete this requirement. Students should collect contact information from the testing site and obtain prior approval from the Campus Director or Associate Dean for Graduate Education well in advance of the reporting deadline. The state approved DOT testing site must conform to the specific processes outlined below and include the **NON-RAPID 5 panel urine drug screen**. Results must be sent directly to the designated Campus Director or the Associate Dean for Graduate Education.

**Standard DOT processes:**
You will be taken to the clinic testing area. You will complete paperwork, you MUST bring a valid state issued photo ID (Driver’s License). Fees vary by location and must include a Medical Review by an approved physician if non-negative. Guidelines based on levels specified under the Department of Transportation (DOT) regulations will be followed.

**In the clinic testing area, the collector will have you:**
* Remove outer clothing (e.g. coveralls, jackets, coat, hat)
* Empty your pockets
* Wash and dry your hands
Next you will be directed to the restroom and asked to provide a urine specimen

**You must:**
* Provide at least 45 ML
* Return the specimen to the collector ASAP
* DO NOT flush the toilet

* If the sample has been tampered with in any way, a new collection will immediately be conducted using direct observation (same gender).

* If you are unable to provide an adequate sample (45 ML), you MUST remain in the clinic until an adequate sample is given. This must be done within 3 hours.

* Please be aware that two diluted samples will be treated as a positive. This can result from drinking too much water. Drink enough water to produce a 45 ML sample, but not so much that you have a diluted sample.

* If at any time during the screening process you decide to leave the clinic, this will be considered a refusal to test and the Campus Director/Site Coordinator or Associate Dean for Research and Graduate Education will be notified of your refusal.

**Positive Tests:**
If the sample is positive, you will be asked to speak with the Medical Review Officer (MRO) who will inquire as to reasons the test may have been positive.
Contact list for Campus Directors for Undergraduate Students/ Associate Dean for Graduate Students

Susan Ahrens, PhD, MSN, BSN  Campus Director
College of Nursing, Billings Campus
Apsaruke room 211
Billings, MT 59101
Office: 406-657-1770
FAX: 406-657-1715
Email: susan.ahrens@montana.edu

Susan Wallace Raph, MN, RN, NEA, BC  Campus Director
College of Nursing, Great Falls Campus
400 15th Ave South, Suite 106
Great Falls, MT 59405
Office: 406-771-4441
FAX: 406-771-4449
Email: sraph@montana.edu

Charlene A Winters, PhD, APRN, ACNS-BC  Interim Campus Director
College of Nursing, Missoula Campus
32 Campus Drive #7416
Missoula, MT 59812-7416
Office: 406-243-4608
FAX: 406-243-5745
winters@montana.edu

Sandra W. Kuntz, PhD, APRN, PHCNS-BC  Kalispell Site Coordinator
210 Sunny View Lane Ste. 5
Kalispell, MT 59901
Office: 406-751-6969
FAX: 406-257-3415
skuntz@montana.edu

Jane Scharff, MN, RN  Campus Director
College of Nursing, Bozeman Campus
204 Sherrick Hall
Bozeman, MT 59717-3560
Office: 406-994-2833
FAX: 406-994-6020

Graduate Students:
Donna A. Williams, PhD  Associate Dean Research & Graduate Education
College of Nursing, Bozeman Campus
125 Sherrick Hall
Bozeman, MT 59717-3560
Office: 406-994-7131
FAX: 406-994-6020
dwilliams@montana.edu
TIMELINE OF APPLICATION PROCESS

March 15th
Application posted to College of Nursing website

June 1st
Application Packet Due to College of Nursing by 4:00 p.m.
NO exceptions

September 1st
Offers of placement are sent.

September 15th
Responses with $200 deposit and other deliverables must be received by College of Nursing

December 31st
All verifications, immunizations, and transcripts must be received by the College of Nursing. NO exceptions.

April 1st
Urine drug test must be completed and verification received by the College of Nursing.

Program Ends
August 1st, the following year

Program Starts
Mid-May

August 1st,
the following year