

CAMC Nurse Education Assistance Program Class of 2016

We have attempted to provide information and answers to questions we anticipate you may have regarding CAMC's Nurse Education Assistance Program. If, however, you should still have questions after reading this document, please do not hesitate to contact the following individuals:

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Frequently Asked Questions

1. Why is CAMC offering this education assistance program?

Bedside nurses are critical to the care and well-being of hospitalized patients. They are the caregiver that is at the bedside 24-hours a day, communicating with the physician, assessing the patient's responses to treatment and intervening as changes occur. National projections show a nursing shortage of more than 300,000 by the year 2020. CAMC isn't taking the impending nursing shortage for granted. Working with higher education, CAMC is hoping to fill a predicted gap between nurses needed to care for patients and those actually employed. The CAMC Nurse Education Assistance Program is a recruitment strategy to ensure CAMC and the community we serve has the nurses that will be needed in the future.

While nursing programs traditionally graduate students in the spring, CAMC's program will graduate students in December. This helps increase the number of graduate nurses available at the beginning of each year, as opposed to only having a new group of nurses each spring. This also increases the amount of nurses available to work during the winter viral season when there is typically a rise in patient census.

2. What college will be providing the associate degree in nursing?

Kanawha Valley Community and Technical College (KVCTC)

3. What are the admission requirements for KVCTC's Associate Degree in Nursing (ADN) Program?

Admission requirements are provided beginning on page eight of the college's Nursing Handbook. The following link takes you to the nursing handbook, which is

on the college's website:

<http://www.kvctc.edu/images/Academics/Nursing/studenthandbook2011.pdf>

Important admissions criteria to mention:

If it has been **five years or more since you graduated from high school or obtained a GED**, or if you **graduated from high school or obtained a GED within the past five years** you must have a minimum of a 3.0 high school GPA or GED with 45 on all tests.

If you have **less than 12 college credit hours**, you must have a minimum of a 3.0 high school GPA or GED with 45 on all tests.

Applicants with less than 12 college credit hours must have a minimum ACT composite score of 21 with a minimum score of 19 in all sub-scores or 1000 SAT with 490 verbal and 480 math sub-scores.

If you have **12 or more college credit hours**, you must have a minimum cumulative college GPA of 2.5.

4. If my ACT/SAT scores are too low, does this mean I may not meet KVCTC's admission criteria?

No. Although applicants who **graduated from high school or obtained a GED five years or more** are required to have the same, there are other math/English placement exams that may be used instead of the ACT/SAT, see Question 5.

5. I have not taken the ACT/SAT, is this required?

All new KVCTC degree-seeking students who have never taken the ACT or SAT, have ACT/SAT scores more than five years old, or who may not have completed more than 30 credit hours at another college will be required to take the ACCUPLACER. The ACCUPLACER is a series of tests that determines your knowledge in math, reading and writing as you prepare to enroll in college-level courses. ACCUPLACER is used to identify your strengths and weaknesses in each subject area. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors and counselors to place you in the appropriate college courses that meet your skill level.

6. How will CAMC identify who is selected to receive education assistance?

Applicants will be evaluated using a selection criteria-scoring system that takes into consideration the applicant's eligibility to be admitted to KVCTC's nursing program as well as the outcomes in the final step in the selection process, which is an interview with CAMC Professional Nursing and Nurse Recruitment staff. Selection

of individuals to receive educational assistance is made solely by and at the discretion of CAMC.

7. What expenses are covered by CAMC's Nurse Education Assistance Program?

All nursing program-related expenses such as tuition, textbooks and academic fees will be paid by CAMC directly to the college. In addition, in your last semester students must make application to the nursing board to take the National Council Licensure Examination-Registered Nurse (NCLEX), which is an exam that graduates from a nursing program must successfully complete in order to obtain an initial license to practice nursing. There are costs associated with this application process, which is also paid by CAMC.

8. It is my understanding that in exchange for the educational assistance I receive I must work at CAMC for 36 consecutive months as a Registered Nurse in a full-time status. How does this work?

Prior to receiving educational assistance you will be required to sign a contract, also referred to as an Agreement, agreeing to accept full-time employment as an RN for three years, if offered, following successful completion of the nursing program. Full-time means eighty (80) work hours per bi-weekly pay period. In addition, you must maintain the minimum requirements as set forth by KVCTC throughout your college course work and associate degree in nursing program (ADN); allow CAMC to inspect records or other information to ensure compliance with the terms of the agreement and to ensure academic progress; allow CAMC to obtain information regarding any/all scholarships, grants or other sources of educational assistance; remain a student until completion of the ADN program; remain employed during the ADN Program; and obtain and maintain license to practice as a RN.

9. When will I sign a contract with CAMC?

CAMC Human Resources/Workforce Development staff will schedule a time in which to meet with applicants selected to go over the terms of the Agreement.

10. Is the money paid by CAMC on my behalf considered taxable income?

Yes. If you are employed, CAMC implemented an Education Assistance Plan that allows up to \$5,250 annually for tuition, books and academic fees to be excluded from an employee's income. Expenses that exceed the allotted \$5,250 and the expenses incurred for the nursing licensure application will be added to your income so that you will be taxed appropriately. Individuals not employed by CAMC will receive a 1099 at the end of the year. This will be explained in more detail should you be selected to receive CAMC's educational assistance.

11. What happens if I am unable to complete my education?

Any money that has been paid on your behalf must be immediately paid back to CAMC at 100%, along with interest.

12. What happens if I do not accept employment as a RN in a full time status after I graduate?

Any money that has been paid on your behalf must be immediately paid back to CAMC at 100%, along with interest.

13. What happens if I accept employment as a RN in a full time status after I graduate but I cannot complete my 3 year work commitment?

The terms of the contract require participants to work 36 consecutive months in order for the educational assistance received to be paid in full; however, the balance owed will be based on the number of months un-fulfilled. In other words, participants will receive credit for the months they work. For example, in the event you should work 18 of the 36 months required (or 50% of your work commitment) you will repay CAMC half of the amount advanced, along with interest. This will be explained in more detail should you be selected to receive educational assistance.

14. Can I change from a full-time to a part-time or pro rata status during my three year work commitment?

No. Once you complete your three year work commitment you may change your status, which is always at the discretion of the manager.

15. I am an employee of CAMC and understand that employees in a regular full-time status may be eligible for a reduced work schedule while taking required classes. What is a reduced work schedule and how does it work?

Employees in a regular full time status are scheduled to work less than 40 hours each week in a semester. The reduced work schedule in which an employee will be eligible is based on the college credit hours they are taking. For example, if an employee is taking 12 credit hours during a semester, he/she will be scheduled to work 24 hours, but paid for 36 hours. The employee has the option to use 4 hours of PTO or PPTO bringing them to 40 hours for that week. The employee also has the option of taking 4 hours of voluntary reduction, thus he/she would be paid for 36 hours for that week. Employees will maintain full time benefits, if applicable, and PTO accrual.

16. Courses and clinical experiences required of the nursing program may occur during the shift I am currently working. How can I meet both my nursing program requirements and work schedule here at CAMC?

An alternate work schedule is based on your course schedule and your manager's staffing needs. For example, if you typically work a day shift, Monday through

Friday, your manager will schedule your work hours around your school schedule, which may require you to work evenings and/or weekends.

17. What will I do if my manager here at CAMC cannot accommodate alternate hours?

You may need to consider working in another department. However, the manager in *that* department must be able to accommodate alternate work hours.

18. When will applicants selected for the CAMC Nurse Education Assistance Program begin taking classes?

Students will begin taking general education courses in the summer of 2014; and, will not be admitted to the nursing program until January of 2015.

19. When will students graduate?

Students who progress satisfactorily and meet KVCTC's nursing program requirements will graduate in December of 2016 with an associate degree in nursing.

20. Selected applicants do not begin the Associate Degree in Nursing Program until 2015, why is the application process now?

There is an extensive selection process for identifying students for the educational opportunity. Pursuing a degree in nursing can be challenging, so we want to make sure we identify participants that are willing to make not only the personal commitment, but who are academically ready in order to be successful. We also want to allow selected students to take many of the required general education and pre-requisite courses prior to being admitted to the nursing program.

21. What qualities does CAMC want their RNs to have?

CAMC's mission is, "Striving to provide the best health care to every patient, every day". Core values we want employees to possess include:

- Respect – recognizing the dignity and contribution each individual brings.
- Integrity – being honest in dealing with patients.
- Stewardship – utilizing the wise resources to achieve our mission and the community's health care needs.
- Quality – striving for excellence in the care of our patients.
- Service with compassion – providing patient care with concern, compassion, courtesy and skill.
- Safety – being devoted to the safe environment for patients, staff, visitors and volunteers.

22. What job opportunities are available for Registered Nurses (RNs) at CAMC?

CAMC employs over 1,700 RNs who work in various departments throughout the medical center. To learn more about nursing opportunities at CAMC visit our website at www.camc.org/nursinged.

23. What physical demands are required of a RN?

While nursing can be rewarding in helping others, there are physical demands that must be considered. RNs work long hours while standing on their feet for long periods of time. Lifting is also a requirement of the job.

24. What are RNs currently paid by CAMC?

CAMC offers a competitive hourly rate based on market survey data. The current hourly rate for a newly-licensed graduate nurse is \$20.50. This does not include shift differential. For more than 15 years RNs at CAMC have had the opportunity to receive recognition and additional compensation through a four-tiered Clinical Career Ladder. Advancing the Clinical Career Ladder recognizes and rewards excellence in nursing care at the patient bedside and thereby demonstrates the commitment of CAMC and its nursing staff to providing the best and most advanced care in the region.

CAMC also offers a variety of benefits for employees that include: health, dental, pharmacy, employee, spouse and child term life insurance, accidental death and dismemberment insurance. Flexible spending accounts are also available to employees. Regular full time employees are eligible for short and long term disability. Paid time off is accrued annually.

25. To learn more about nursing compensation and benefits at CAMC visit our website at www.camc.org/nursinged. Where can I get more information that will help me decide on whether a nursing career is right for me?

We encourage you to talk with nursing professionals to hear what they find rewarding and challenging. Websites that may be helpful include:

- www.discovernursing.com
- www.nursingworld.org

Application Process

26. Who may apply?

Any person that is a resident of West Virginia, age 18 or older, with a minimum of a high school diploma or equivalent (GED) may apply. Additionally, persons who will be 18 years of age by March 1, 2014, and will be graduating from high school by May 31, 2013, may apply.

27. Can any CAMC employee apply regardless of employment status and years of service?

Any employee can apply regardless of their status and years of service.

28. I am presently in an exempt status position at CAMC, am I still eligible for the educational opportunity?

To participate in the program, exempt employees do not have the option to go without pay for the four hours of a reduced work schedule. They would either need to use PTO, PPTO, or work the additional 4 hours. The other option would be for the exempt employee to find a non-exempt position that can accommodate the reduced work schedule program guidelines as written.

29. I am employed by CAMC and have a written warning on file, am I still eligible?

Employees who are on performance probation or who have received a written warning or suspension within the last 12 months (12 months from application deadline date of May 31, 2013) are not eligible to participate.

30. How do I apply?

The first step is to complete the online application at www.camc.org/nursinged. You will be asked to schedule a TABE (Tests of Adult Basic Education) assessment by selecting a date to test. Available test dates are listed in Question 35 as well. Your application will be considered incomplete if you do not take the TABE assessment on the date you scheduled.

CAMC employees will find the on-line application on the *Camnet* website. Click on the scrolling text (ticker) "Nurse Education Assistance Program" located at the top of the webpage. Online applications will be available April 1 – May 31, 2013.

31. What is the deadline for submitting an application?

Applications will be available from April 1 to May 31, 2013.

32. I understand that I must take the TABE (Tests of Adult Basic Education) assessment as part of the application process. Why is this necessary?

This is the first step in the application process. We want each applicant to have the necessary information to ensure success. Every college program has pre-admission, pre-requisite course requirements. Those who will be selected for the Nurse Education Assistance Program will need to be ready for this academic challenge. This **assessment** will help to determine your academic strengths in the areas of math,

writing and reading. The scores will be used to determine your ability to meet the college admission criteria and success in college level coursework.

33. I have already taken college math and English classes. Do I still have to take the TABE assessment?

Everyone submitting an application must take the TABE assessment.

34. Is there a certain score that I must achieve on the TABE assessment?

Applicants must meet the following **minimum** scores:

Category	Minimum	Maximum
Math	9.0	12.9
Writing	9.0	12.9
Reading	10.0	12.9

35. Whom do I contact to schedule the TABE assessment, and where will it be given?

RESA 3, Adult Basic Education will be coordinating the TABE assessment. You will be instructed to schedule your TABE assessment on-line when completing CAMC's on-line application. Be sure to write down your test date and time for future reference. Testing will be held at CAMC Memorial Hospital Campus, Robert C. Byrd Health Sciences Center as follows:

Date	Time
Sat., April 20	9:00 am – 12:30 pm
Thurs., May 2	5:30 pm – 9:00 pm
Sat., May 11	9:00 am – 12:30 pm
Tues., May 14	5:30 pm – 9:00 pm
Thurs., June 6	5:30 pm – 9:00 pm
Tues., June 11	5:30 pm – 9:00 pm

REMEMBER, YOU MUST REGISTER FOR THE TABE ASSESSMENT. THE NUMBER OF PEOPLE PERMITTED TO TEST AT ONE TIME IS LIMITED SO REGISTER EARLY.

36. How may I study to prepare for taking the TABE assessment?

Visit the links below to prepare for the TABE assessment:

- a. List of skills measured by the TABE:
<http://www.fscj.edu/mydegree/assessment-certification/tabe/preparation.php>
- b. Websites to practice questions:

- i. http://www.testprepreview.com/tabe_practice.htm
 - ii. http://www.fl DOE.org/workforce/pdf/TABE_book4web.pdf
 - iii. <http://www.swtc.edu/assets/0/698/E483BFE6-FE99-4463-81AD-76B3B6685FD4.pdf>
- c. The following workbooks can be helpful if students wish to order to practice skills in an area:
- i. Achieving Tab e Success in Mathematics, Tab e 9 & 10 Level D (ISBN-10: 007704469X)
 - ii. Achieving TABE Success in Reading, TABE 9 & 10 Level D - Workbook (ISBN-10: 0077044614)
 - iii. Achieving TABE Success in Language, TABE 9 and 10 Level D (ISBN-10: 0077044576)
 - iv. Achieving TABE Success in Mathematics, TABE 9 & 10 Level A (ISBN-10: 0077044703)
 - v. Achieving TABE Success in Reading, TABE 9 & 10 Level A - Workbook (ISBN-10: 0077044622)
 - vi. Achieving TABE Success in Language, TABE 9 & 10 Level A (ISBN-10: 0077044584)
 - vii. Level D is slightly easier than level A.

37. Is there a cost for taking the TABE assessment?

There is no cost to applicants.

38. How will I know if my TABE scores meet the minimum requirements?

All applicants will receive a letter by July 13, 2013, that provides TABE score information. For applicants that meet the minimum requirements, you must attend a mandatory information meeting scheduled on **Saturday, July 27, 2013**. It is at this meeting we will discuss your next steps in the selection process. There will be no make-up meetings so mark your calendar accordingly.

39. If my TABE scores meet or exceed the required levels, does this mean I will automatically be selected for the program?

No. This is only the first step of many in CAMC’s selection process.

40. If I meet the minimum TABE scores (referenced in Question 34) am I eligible to move forward to the next step toward being selected for the nursing program?

Students who test and meet the **minimum** TABE scores will be eligible to participate in a program referred to as “Middle College”. Middle College is a 12-week course taught by Kanawha County RESA 3, Adult Basic Education. Middle College is held on Saturdays and is offered as a means of helping applicants develop and strengthen skills in Math, Writing and Technical Reading, Science and Critical Thinking.

Middle College is designed to assist you in being successful when taking entrance and admission exams required by KVCTC.

41. I applied for the CAMC Nurse Education Assistance Program last year but due to personal reasons I withdrew my application. May I use my TABE scores from last year?

No. You must re-apply and re-take the TABE assessment.

42. Are there any additional requirements with the application process?

Yes. Please read the following Questions and Answers. It is VERY important that you follow the instructions provided.

43. Will I need to submit my academic transcripts?

Yes. **OFFICIAL** transcripts of your high school or GED record and college and vocational and technical/career center coursework must be sent to:

Kanawha Valley Community and Technical College
Attn: Beverly Farrow, Program Coordinator, Room 110F
CAMC Nurse Education Assistance Program
2001 Union Carbide Drive
South Charleston, WV 25303

If you received a certificate due to completing a medical/health science program, such as LPN, Medical Assisting, Nursing Assisting, Medical Coding, etc., from a vocational and technical school/career center or college, a copy of the certificate must also be submitted at the same time you submit your transcripts. **IMPORTANT NOTE: *Bundle all transcripts and certificates together*** and mail in *one envelope* to the address provided above. Make sure your *current last name* and *return mailing address* is reflected on the front of the envelope. Please do not open any official transcripts; all official transcripts must be opened by the appropriate KVCTC official.

44. I applied to this program last year and submitted my official academic transcripts. Do I need have them resubmitted?

If you submitted academic transcripts following the application process last year, we probably will have them. Contact Beverly Farrow at (304) 205-6639 or bfarrow@kvctc.edu to verify your academic transcripts are on file.

45. I am currently a student at KVCTC. Since KVCTC will be offering the ADN Program can they access my college records or do I still need to submit my transcript as directed in Question 43?

If you are currently a student at KVCTC, please go online to MyKVCTC to print off your transcript (it does not have to be an *official* copy because you are a student there) and submit as instructed in Question 43.

46. The deadline for submitting an application for CAMC's Nurse Education Assistance Program is May 31, 2013. What if I cannot gather all of my transcripts by May 31, 2013?

Please complete the application and schedule for the TABE assessment. You will have time to obtain and submit transcripts. All transcripts must be submitted as described in Question 43 and post marked no later than June 21, 2013. Applications cannot be evaluated without transcript(s).

47. I attended college when I was young but didn't do very well and have a low GPA. Is there a process for academic forgiveness?

A student who has grades of *F* and/or *D* may petition the Registrar to disregard the grades for the purpose of computation of the cumulative grade-point average under the following conditions:

- Only *F* and/or *D* grades from courses taken at least four years prior to the request may be disregarded for grade point computation. (Student must choose to keep all *D* grades or have all eligible *D* grades forgiven.)
- When *F* and/or *D* grades are disregarded for grade-point average computation, these grades will not be deleted from the student's permanent record (transcript).
- Once a *D* grade is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.
- The student requesting academic forgiveness must not have been enrolled in any college or university on a fulltime basis (12 or more credit hours) during any semester or term in the previous four years. If the student has enrolled on a part-time basis (less than 12 credit hours) during the specified four years, the student must have earned at least a *C* grade-point average (2.00) in all course work attempted.
- Only an enrolled student may apply for academic forgiveness through a signed, written form obtained from the Division of Student Services. The student must certify that he/she has not been enrolled as a full-time student in any college or university for four consecutive years prior to the request.
- To apply for academic forgiveness, the student must submit a written request to the Registrar in the Division of Student Services by the end of his or her returning semester. The request must identify the non-enrollment period and whether the student wishes to have all *D*'s and/or *F*'s exempt from GPA calculation. The

KVCTC Registrar verifies the information and accepts, modifies or rejects the student's request. In instances where a student requests and gains academic forgiveness from one college or university and then transfers to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average calculation.

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