



## OPERATING ROOM NURSE (ORN) PROGRAM CHECKLIST & APPLICATION

Applicants Full Name: \_\_\_\_\_

The dates to apply are on the [Operating Room Nurse webpage](#) of the SWC Nursing website ([www.swccd.edu/nursing](http://www.swccd.edu/nursing)).

The documents and forms listed on pages 1-2 are required to apply for the program, including physical exam & immunization forms.

1. \_\_\_\_\_ **ORIGINAL** Operating Room Nurse Program application. Print neatly in blue or black ink. Typewritten preferred.
2. \_\_\_\_\_ **COPY** of current California RN License
3. \_\_\_\_\_ **SWC STUDENT ID Number** – apply online on [main page](#) ([www.swccd.edu](http://www.swccd.edu)), click on APPLY & REGISTER.
  - SWC ID# will be emailed to you in two days.
  - For assistance with your SWC application and ID# contact [SWC Outreach](#) ([www.swccd.edu/outreach](http://www.swccd.edu/outreach))
4. \_\_\_\_\_ **SWC EMAIL ADDRESS** – All program communications will be via SWC email. We will not email to personal accounts.
  - Access SWC email through [MySWC](#) ([my.swccd.edu](http://my.swccd.edu)). (Sample email: yz0123456@swccd.edu).
  - If your SWC email account is deactivated, repeat step two and reapply to the college. Note: your SWC ID# will remain the same.
  - Visit the [SWC Student Email page](#) (<https://www.swccd.edu/administration/institutional-technology/applications-and-software/swc-student-email/>) for additional information.
5. \_\_\_\_\_ **COPY** of High School diploma or transcript, GED certificate or proof of a \*higher degree.
  - **If you have completed High School outside of the United States, your diploma/degree transcripts must be evaluated by a credentialing evaluations service prior to applying.** Applicants may use Southwestern College approved services listed as [NACES members](#) ([www.naces.org](http://www.naces.org)).
  - \*Higher degree accepted is bachelor's degree or higher as proof of high school equivalency. Associate degree cannot be used as proof of high school equivalency.
6. \_\_\_\_\_ **COPY** of Social Security Card (card must be signed)
  - Name on card must match Driver's License/ State ID. Card cannot be laminated.
7. \_\_\_\_\_ **COPY** of Driver's License/State ID
8. \_\_\_\_\_ **COPY** of CPR certification – Basic Life Support (BLS) Provider from the American Heart Association (Hard copy must be signed; E-card does not need signature). **This is the ONLY acceptable CPR card.**

9. \_\_\_\_\_ **IF APPLICABLE**, letter from Hospital Sponsor on letterhead.
10. \_\_\_\_\_ **COPY** of SWC NURSING AND HEALTH OCCUPATIONAL PROGRAMS physical exam/immunization forms filled out. Download, print and complete forms from the [Operating Room Nurse webpage](#) of the of the [SWC Nursing website](#) (www.swccd.edu/nursing).  
**Immunizations are required for clinical placement.**
11. \_\_\_\_\_ **COPY** of immunization records and/or titers (lab work):
- **\*\*Proof of CoVid-19 vaccine, \*\*** including most recent booster
  - 2 MMR shots or Titers for Measles, Mumps, Rubella
  - 2 Varicella shots or Titers (if you had the disease, you will need titers as proof)
  - 3 Hepatitis B shots or Titers
  - Tdap (within 10 years at time of application)
  - Seasonal flu shot (*Influenza Vaccination Consent Form* must be completed at the time you receive flu shot)
  - 2-Step PPD (two negative TB skin tests) OR one blood test for TB infection
    - If TB test is positive, a chest x-ray is required.
    - Proof of positive TB (regardless of year) is required for Chest X-ray to be valid.
    - **Chest x-ray results must be dated within five years.**
12. \_\_\_\_\_ **MAKE COPIES** of your entire application packet for your records, including physical exam/immunization forms, before submitting it to the **Nursing Office**. **THE OFFICE WILL NOT MAKE COPIES ONCE DOCUMENTS HAVE BEEN SUBMITTED.**
13. \_\_\_\_\_ **Submit complete application packet in person or U.S. Mail ONLY to:** Southwestern College Higher Education Center, Nursing & Health Occupation Programs (NHOP), 8100 Gigantic Street, Room 4502, San Diego, CA 92154.
- If you are submitting in person**, bring it to the Nursing & Health Occupation Programs in room 4502 during office hours (listed below):  
Fall/Spring Hours: Monday – Thursday 8:00am - 5:00pm; Friday 8:00am - 4:00pm. Saturday – Sunday Closed.  
Summer Hours: Monday - Thursday 7:30am – 6:00pm. Friday - Sunday Closed.
- If you are submitting by mail**, application packet must be postmarked by the deadline to be considered.

**\*\*Major Healthcare Systems in San Diego County require students and faculty to be fully vaccinated for Covid-19. Students and faculty must have the most recent Covid-19 booster recommended by the Centers for Disease Control and Prevention (CDC). Applicants to any Nursing and Health Occupations Program (ADN, VN-Step-up, VN, CNA, Acute Care CNA, Surgical Technology, Central Service Technician, and Operating Room Nurse) will be required to submit proof of vaccine status and most recent booster at time of application (Rev.10-10-24).**

## **PROGRAM INFORMATION**

The Operating Room Nursing Program is designed to teach Registered Nurses (RN's) to function in the operating room. A class of 10 students is accepted each fall. Qualified applicants are accepted in the order in which they apply. Upon completion of the requirements, the student will receive a Certificate of Proficiency from Southwestern College and a certificate of completion for Periop 101 from AORN. This certificate program was developed in cooperation with the Hospital Council of San Diego and Imperial Counties and is based on AORN Standards.

### **MINIMUM QUALIFICATIONS**

All applicants must hold a current **California RN license**. It is recommended that the student have recent RN experience (acute care experience within the past five years). A hospital sponsor for clinical rotation is also recommended but not required. All students offered a seat in the program must attend a mandatory orientation and may have an interview with the program coordinator prior to acceptance into the program.

### **APPLICATION PROCESS**

Application packets must include ALL required documentation and minimum qualifications. Submit your complete application packet in person or by U.S. Mail to the NHOP Office (see checklist for address/details). Once admitted to the program, you will be required to complete a background check, drug screening and upload immunization records to Complio (online immunization tracking system; created once you are accepted into the program). Students are responsible for this cost which is approximately \$100. In addition, admitted students must pay the \$13 Malpractice Insurance fee to SWC.

### **APPROXIMATE COST**

The total estimated cost of the Operating Room Nursing Program is \$1,800 (subject to change). The expenses include textbooks, enrollment and lab fees. Membership in the AORN (Association of Operating Room Nurses) is required as is attendance of an AORN meeting the fourth Thursday of each month.

### **COURSE OF STUDY**

Currently, the first five weeks of the program are scheduled as follows:

Monday:	Lecture	7:00 am – 11:50 am	Lab	12:00 pm – 3:50 pm
Tuesday:	Lecture	12:00 pm – 3:50 pm	Lab	7:30 am – 11:30 am
Wednesday:	Lab	7:30 am – 11:30 am		

After the first five weeks of the program, classes will be:

Monday:	Lecture	7:30 am – 3:50 pm
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Clinical hours: Tuesday – Friday (TBA)

16 clinical hours per week in a hospital Operating Room setting for a total of 180 hours.

### **CURRICULUM**

#### **ORN 209 Basic Perioperative Nursing**

9 units

The Operating Room Nursing course is for the Registered Nurse seeking employment in the operating room. The course is based on the guidelines from the Association of Operating Room Nurses and

includes aseptic technique, staff and patient safety, surgical management, consent, surgical high-risk factors, sentinel events, and professional issues.

**ORN 211L Operating Room Nurses Training Laboratory**

4 units

Companion to ORN 209 with emphasis on setting priorities, care of the perioperative patient, and adapting to emerging technology in the surgical setting. Provides information about the ORN functioning independently in the perioperative setting. Enhances skill and knowledge base that is required in the surgical setting.

A minimum grade of "C" is required in each course for progression and satisfactory completion of the program.



# ORN APPLICATION

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

*If no middle name use NMN*

**Previous Name/Maiden Name:** \_\_\_\_\_

*Important if your records reflect a name different from above.*

**Social Security Number:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **SWC ID #** \_\_\_\_\_

*(Required by the Board of Registered Nursing)*

*(Required at time of application)*

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_ **SWC Email Address:** \_\_\_\_\_

*(All program communications will be via SWC email. Sample email: yz0123456@swccd.edu)*

**RN License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ (license must be current)

**Have you previously applied to this Program?**  **Yes**  **No** If yes, what year(s) did you apply? \_\_\_\_\_

**HOSPITAL SPONSOR?**  **No**  **Yes** (If yes, provide information below)

<u>Name of Agency</u>	<u>Contact Person</u>	<u>Email</u>	<u>Phone number</u>

## PREVIOUS WORK EXPERIENCE

<u>Agency</u>	<u>Position</u>	<u>Start Date</u>	<u>End Date</u>

**COMPLETE FOR STATISTICAL PURPOSES ONLY**

<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>U.S. Citizen?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Ethnicity:</b> <input type="checkbox"/> African-American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Filipino <input type="checkbox"/> Asian <input type="checkbox"/> Non-Filipino Asian or Pacific Islander <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White/ non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown/Non-Respondent <input type="checkbox"/> Other/ non-white	
<b>Additional Languages?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Language spoken at home</b> <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese including dialects <input type="checkbox"/> English <input type="checkbox"/> Farsi <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Other	
<b>Age at date of enrollment:</b> <input type="checkbox"/> Under 19 <input type="checkbox"/> 20-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50 and over	

**Important:** If you have a change in address or phone number, you must contact the Program Technician in the Nursing Office to provide updates. **Your admission status will be compromised if we are unable to reach you by your SWC email address.** Please make copies of your complete application prior to applying to the program. Once your application is submitted to our office, it becomes sole property of the Nursing Department, and we will not release or make copies of any documents.

Email changes to: [nursing@swccd.edu](mailto:nursing@swccd.edu) Please initial \_\_\_\_\_ (indicating that you have read and agree with this statement)

**All requirements and documentation must be completed in full and submitted to the Nursing Office to be considered for admission. All students will be notified via SWC email regarding program admission after the application period closes, and all applications have been reviewed.**

To the best of my knowledge, the above information is true and correct. Failure to disclose accurate information may result in candidate not being accepted into the program and/or continuing in said program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_