



Associate Degree of Nursing Bridge Program

INFORMATION PACKET & APPLICATION FOR **CURRENT MANHATTAN TECH PN STUDENTS ONLY**

**Application Period:
February 2, 2023 – February 1, 2024**

GENERAL INFORMATION

- Read all instructions carefully as procedures may change between application cycles
 - Complete all applicable information
 - **THIS INFORMATION IS FOR CURRENT MANHATTAN TECH PN STUDENTS APPLYING FOR AUGUST 2024 DEADLINE**
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APPLICATION DEADLINE

- To begin Associate Degree of Nursing coursework in **Fall (August 2024)**,

Deadline to submit Associate Degree of Nursing application:

February 1, 2024

(THIS PACKET IS FOR CURRENTLY ENROLLED SPRING 2024 MATC PN STUDENTS)

NOTICE OF ADMISSION

Students will be notified via their Manhattan Tech email address of their admission status approximately 4 weeks after the deadline date.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

CONTENT

Information Packet

Letter of Greeting	3
Associate Degree of Nursing Checklist	4
Academic Criteria	5
• Associate Degree of Nursing Prerequisites	
• Current Manhattan Tech Practical Nursing Students Criteria	
• Kansas PN License	
Non-Academic Criteria	6-7
• Associate Degree of Nursing Immunizations	
• Immunization Exemption Process	
• Nursing Essential Skills and Functional Abilities	
• Background Checks	
Acceptance Process	7
Students Responsibilities Upon Acceptance	8
• Electronic Requirements	8
Reapplication Process	8
Associate Degree of Nursing Admissions Scoring Rubric	9
Explanation of Immunization Requirements	10
Nursing Essential Skills and Functional Abilities List	11



Letter of Greeting Associate Degree of Nursing Bridge Program

Dear Current Manhattan Tech Practical Nursing Student,

The faculty and staff of the Division of Nursing appreciate your interest in our Associate Degree Nursing (ADN) program. This packet will help guide you through the application process and provide information about our Admissions Criteria and Selection Process.

The Kansas State Board of Nursing approves the ADN program at Manhattan Area Technical College. It also holds accreditation with the **Accreditation Commission for Education in Nursing**, 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404.975.5000, <http://www.acenursing.org>. The accreditation process requires additional evidence of program quality, and accreditation is awarded after a thorough review of the program's aspects. The nursing courses within the Associate Degree of Nursing program are delivered over two semesters. The nursing courses, plus prerequisite courses, may take 3 to 4 semesters to complete, depending upon prior academic history.

The PN to ADN Bridge program begins in August of each academic year. Individuals complete academic and clinical requirements to earn an Associate of Applied Science degree in nursing. The applicant must be a current Manhattan Tech PN student and show transcript evidence of completing prerequisites. ***Manhattan Area Technical College PN students in the first semester of the PN program are given priority to enter the ADN program in August following PN graduation, if all bridge packet requirements are met.*** The ADN graduate is then eligible to take the NCLEX-PN licensing exam; successful completion enables the graduate to seek licensure as a Registered Nurse (RN).

Your MATC Admissions Application as well as the required Associate Degree of Nursing Admissions Application and the documents listed within must be received on or before February 1. Any exception to this date would be at the discretion of the Dean of Nursing Education and Health Programs or designee.

Please review the contents of this packet to get an overview of the admission process. Please contact the admissions office at admissions@manhattantech.edu if you have questions.

Specific program requirements, selection, and acceptance criteria are subject to change anytime and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Kim Davis MSN RN
Dean of Nursing Education and Health Programs

Neil Ross MS
Dean of Student Services

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

Admission Checklist Associate Degree of Nursing Bridge Program

Completed	Task to Complete
	<p>APPLY TO MANHATTAN AREA TECHNICAL COLLEGE</p> <ul style="list-style-type: none"> New application and application fee are required for the Associate Degree of Nursing program and can be completed online: APPLY NOW. <p><i>Since students are graduating from one program and looking to start another, Manhattan Tech requires a new online application and application fee.</i></p>
	<p>SEND ADDITIONAL OFFICIAL TRANSCRIPTS</p> <ul style="list-style-type: none"> Send any remaining Official transcripts from current and previously attended colleges/universities for which transfer credit is anticipated. <p><i>Transcripts must be official—sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu.</i></p>
	<p>COMPLETE PREREQUISITES (Non-Nursing for GPA) (Attain a minimum grade of "C" & cumulative 2.0 GPA)</p> <ul style="list-style-type: none"> Anatomy and Physiology, Microbiology with Lab, English Composition I, Public Speaking or Interpersonal Communication, Human Growth and Development, Nutrition, Intermediate Algebra or College Algebra, and General Psychology. Additional information can be found on page 5.
	<p>REVIEW IMMUNIZATIONS & NURSING ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES</p> <ul style="list-style-type: none"> Ensure MMR, Varicella, Tdap, Hepatitis B, and COVID Documentation is up to date or religious/medical exemption process has been completed. Review the Nursing Essential Skills and Functional Abilities. Additional information can be found on page 6.
	<p>MATC PRACTICAL NURSING GPA OF 2.25 IN FALL PROGRAM COURSES (Refer to Page 5)</p> <ul style="list-style-type: none"> KSPN Foundations of Nursing KSPN Fundamentals of Pharmacology and Safe Medication Administration KSPN Nursing Care of Adults I
	<p>COMPLETE ONLINE SELECTIVE ADMISSIONS APPLICATION - SEPARATE FROM COLLEGE APPLICATION</p> <ul style="list-style-type: none"> Fill out the online selective admissions application thoroughly and completely. <ul style="list-style-type: none"> Applicants will need to select "Yes" when asked "Are you currently enrolled this spring semester in Manhattan Tech's Practical Nursing program?" <p><i>Note: This form is online and completed only when all applicable materials are able to be uploaded.</i></p>
	<p>SUCCESSFUL COMPLETION OF NCLEX-PN LICENSING EXAM & REMAIN IN GOOD ACADEMIC STANDING</p> <ul style="list-style-type: none"> Additional information can be found on page 5.
<p>All application materials and applications must be received BY THE APPLICATION DEADLINE to be considered for the application cycle. Late or incomplete applications will be reviewed based on program capacity and at the discretion of the Dean of Nursing & Health Programs.</p>	

It is the responsibility of the student to ensure that all required materials for application are received by the application deadline date. Reminder calls will not be made if something is missing or does not meet the criteria, and the application may be invalid. The responsibility for a complete and accurate application is the students. Any packets not meeting the above criteria will be reviewed at the discretion of the Dean of Nursing & Health Programs or designee and based upon program capacity.

Academic Criteria

To be considered for admission in the Associate Degree of Nursing program for August, applicants must meet the following criteria and submit all requested credentials and documentation:

Prerequisite courses must be COMPLETED PRIOR TO THE APPLICATION DEADLINE to be considered for admission. Any exceptions to that standards are at the discretion of the Dean of Nursing and Health Programs.

Course Number	Course Title	Credit Hours	Notes
BSC 125*	Anatomy and Physiology	5	Biology is a prerequisite of this course
BSC 205*	Microbiology with Lab	5	Must include a lab & Biology is a prerequisite
COM 105^	English Composition I	3	
COM 115 or COM 116	Public Speaking OR Interpersonal Communication	3	
PSY 125	Human Growth and Development	3	
NTR 105	Nutrition	3	
MAT 110 or MAT 135^	Intermediate Algebra or College Algebra	3	
PSY 100	General Psychology	3	
Total Credit Hours		28	Table #1
<p>Applicants must have completed the prerequisite courses with a grade of "C" or higher and a minimum GPA of 2.0. <i>*Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours.)</i> <i>^College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.</i></p>			

The following criteria applies to **CURRENT MATC Practical Nursing** applicants:

✓ **2.25 GPA in Manhattan Tech Practical Nursing Courses**

- Attain an overall GPA of at least 2.25 in the first semester of the Manhattan Tech Practical Nursing courses listed below:

Course Number	Course Title	Credit Hours
NUR 107	KSPN Foundations of Nursing	4
NUR 1112	KSPN Fundamentals of Pharmacology and Safe Medication Administration	2
NUR 1175	KSPN Nursing Care of Adults I	5

✓ **Remain in Good Academic Standing**

- Remain in good academic standing within the college, progress toward graduation, and satisfy all financial obligations with Manhattan Area Technical College.

✓ **Successful Completion of NCLEX-PN Licensing Exam**

- Successfully complete the NCLEX-PN licensing exam before courses begin in August.
 - *If student is admitted and they are not successful then they will be administratively withdrawn from August ADN courses and will need to reapply once they have successfully completed the NCLEX-PN licensing exam.*

Non-Academic Criteria

Immunizations

These requirements are in place for the health and safety of Manhattan Tech ADN students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must meet requirements at all times during a clinical course. **The immunization requirements must be current to apply to the ADN program and participate in clinical hours.**

- 1) **Measles, Mumps, Rubella (MMR) Documentation**
 - a. Two (2) doses or proof of immunity by titer
- 2) **Varicella (Chickenpox)**
 - a. Two (2) doses or proof of immunity by titer
 - b. Will NOT ACCEPT HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
- 3) **Tetanus, Diphtheria, and Pertussis (Tdap)**
 - a. One (1) dose taken less than 10 years ago
- 4) **Hepatitis B (Hep B)**
 - a. Three (3) doses or proof of immunity by titer. If your titer is low or no immunity, you should get the vaccine. Paperwork for a low titer will not be accepted. It could take up to 6 months to complete the series as required.
- 5) **COVID-19 Vaccination**
 - a. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart **OR**;
 - b. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart **OR**;
 - c. Janssen COVID-19 Vaccine single dose

Immunization Exemptions

Manhattan Area Technical College does not require vaccinations. Manhattan Tech partners with multiple health systems and healthcare providers to provide clinical and programmatic experiences for our students; many of our clinical partners require all students to have received COVID-19 and other vaccines before their on-site experiences and training may begin. As a result, unvaccinated students could be precluded from participating in these activities, potentially impacting their ability to complete all program requirements. Students may seek a medical or religious exemption from a clinical partner's COVID-19 vaccination requirement. Approval for an exemption is dependent on the clinical site. Refer [HERE](#) for the detailed online immunization exemption process.

Nursing Essential Skills and Functional Abilities

[Nursing Essential Skills and Functional Abilities](#) are the essential functions every nursing student is expected to perform and are necessary for successful participation in the ADN program. This form will be completed online at the time the application is submitted. These are necessary to provide safe, ethical, and legal healthcare services. Students participating in the ADN Program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The nursing program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).

Non-Academic Criteria Continued

Background Check – COMPLETED UPON ACCEPTANCE INTO THE ASSOCIATE DEGREE OF NURSING PROGRAM

Completing of a criminal background check is one of the admission requirements to the Associate Degree of Nursing program. **Specific requirements in regard to the background check will be given at orientation.** The background check is required to ascertain the following:

- 1) The ability of students to eventually become licensed in the profession **AND**
- 2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible before deciding to enroll in a nursing program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

- 1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
- 2) Review the criminal history information according to the [Kansas Board of Nursing policy 65-1120*](#); **AND**
- 3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

****This regulation deems certain criminal convictions could result in denial or restriction of access to a Kansas nursing license. If you have any questions regarding criminal convictions, contact the [Kansas Board of Nursing](#) for additional clarification.***

Acceptance Process

Admission to the MATC Associate Degree of Nursing program is determined through a competitive selection process. Submission of an application does not guarantee acceptance into the program. [Refer to page nine \(9\)](#) for the Associate Degree of Nursing Scoring Rubric. Priority status for admission will be given to the recent MATC PN graduating class each August if they meet the Admission requirements. If spots are available after accepting the current MATC PN graduating class for August, then ADN Transfer-In application packets will be considered.

After the application deadline, completed files will be scored utilizing the [Associate Degree of Nursing scoring rubric](#), and applicants will be notified of their acceptance, alternate, or denied status. Notification will be emailed via MATC email the **first week of March for the fall (August) start date**. Students should make sure the MATC email is working for application status. This is the main form of communication for the college.

Applicants offered a seat in the program must complete an online letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification. In addition, a non-refundable \$100 deposit must be paid when accepting a seat in the program and will be applied toward program tuition and fees at the start of classes. A student choosing to defer, withdraw, or being administratively withdrawn due to not completing the NLCEX-PN licensing exam, will forfeit their deposit. **Failure to respond will result in forfeiture of a seat in the Associate Degree of Nursing Program.**

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation (**generally held in May for August entry**). Students will be notified of the date and time of the orientation in the acceptance letter.

Specific information about the bulleted requirements below will be provided at orientation and must be completed by the first day of classes. Please do not submit TB skin tests before you receive information at orientation. Students are also required to provide documentation of the following items before the first day of class:

- ✓ **Electronic devices*** - Laptops are required for the program. Windows-based devices are preferred.
- ✓ **Comprehensive Physical Exam** — Along with meeting all the Nursing Essential Skills and Functional Abilities, a 'Physical Exam' form will be provided at orientation. Students are required to obtain a physical exam within one (1) year before the start date to verify that there are no major health issues that may affect full participation in the Associate Degree of Nursing program and the clinical and lab exercises.
- ✓ **TB Skin Test (one or two may be needed)** — Students must have a TB Skin test performed and provide documentation of the test results. Information provided at orientation.
- ✓ **BLS certification**— Students must have a Healthcare Provider Level BLS certification from American Heart Association that will be active (not expire) throughout the nursing program. **Red Cross BLS certification is not an accepted.**
- ✓ **Background Check** - <http://scholar.verifiedcredentials.com/?organization=matc> (The student is responsible for the additional fee).
- ✓ **Health insurance**—students are required to hold health insurance during their enrollment at MATC in the nursing program.

Electronic Requirements Upon Acceptance*

All ADN students are required to own and bring a **laptop** to class that meets the following criteria:

- Operating System - Microsoft Windows 10, Apple OSX 10.14 Mojave, or Ubuntu 20.04 LTS or newer
- Processor/Memory - Intel Core i5 or AMD Ryzen or better, 8GB of RAM for typical use
- Microsoft Office is required; MATC provides this software package to students enrolled in full time programs. Find out how to get yours [HERE](#).

System Requirements to View Manhattan Tech Courses - ADN Program

In order to view the necessary components of MATC courses, it is vital that the following items be functioning on your computer. Please keep the following information in mind:

- **Laptop:** Window 10 recommended
- Chromebooks and tablets are **NOT** supported by the testing environment software
- Browser - We recommend a browser such as Mozilla Firefox or Google Chrome
- Internet Connection: cable or DSL highly recommended; accessible and reliable connection necessary

Full list of system requirements is available [online](#).

Reapplication

Current MATC PN Applicants who are not selected for admission are encouraged to submit a new Associate Degree of Nursing packet for the following admission term. However, applicants will need to complete and meet the standards according to the [Transfer-In ADN Information Packet](#). Manhattan Area Technical College Admissions Applications are good for three (3) years. Those not selected for admission are encouraged to discuss increasing their rubric scores with their advisor.

Associate Degree of Nursing Bridge Admissions Scoring Rubric

Since the Associate Degree of Nursing program is a selective admission program, the scoring rubric (located below) will be used to determine the applicants selected. Any tiebreaker will be based upon the MATC Practical Nursing GPA and, if necessary overall Non-Nursing GPA. **Additionally, students must score a valid score in each area of the rubric below to be considered for admission into the program. N/A is not considered a valid score. If an applicant does not have a score on a particular row, then the student does not qualify for admission.** Students who do not qualify for admission are encouraged to follow up with an academic advisor to see how they can improve their scores.

Part A – Pre-Requisites, ATI A&P Score, PN Program GPA					
Points	1	2	3	4	Scores
Letter Grade of: • Anatomy and Physiology	N/A	C	B	A	
Letter Grade of: • Microbiology with Lab	N/A	C	B	A	
Letter Grade of: • Human Growth & Development	N/A	C	B	A	
Letter Grade of: • Nutrition	N/A	C	B	A	
Letter Grade of: • General Psychology	N/A	C	B	A	
Letter Grade of: • Intermediate Algebra OR • College Algebra	N/A	C	B	A	
Letter Grade of: • Public Speaking OR • Interpersonal Communication	N/A	C	B	A	
Letter Grade of: • English Composition I	N/A	C	B	A	
Non-Nursing GPA	2.0-2.9	3.0-3.49	3.5-3.99	4.0	
MATC Practical Nursing GPA Courses	2.25-2.9	3.0-3.49	3.5-3.99	4.0	
Total Section A					
Part B – Additional Points					
Points	1	2	3	4	Scores
College Algebra	Yes	N/A	N/A	N/A	
Total of Section B					
Total of Sections A and B					

Any transfer credit granted with a grade of "P" will be awarded "C" (2 points).

Deadline: Your Manhattan Tech Admissions Application, AS WELL AS the required online Selective Admissions Application and corresponding documents, must be received before the application deadline to be considered for admission into the Associate Degree of Nursing program.

Explanation of Immunization Requirements

All immunizations below need to be completed prior to the first business day in February.

Religious or Medical Exemption procedures are noted on page 6.

Refer to the [CDC's Recommended Child and Adolescent Immunization Schedule](#) for additional guidance.

MMR (Measles/Rubeola, Mumps, & Rubella)

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your MMR series. After the first shot you will be required to complete the second MMR after 28 days and submit proof to Manhattan Tech.

OR

2. Show proof of or complete one series of MMR immunizations. One "series" of immunizations includes immunization for each disease on separate dates at least 28 days apart.

Varicella (Chickenpox)

Options to meet this requirement:

1. Provide a copy of proof of positive IgG antibody titer for Varicella
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your first Varicella vaccination and the second Varicella must be completed after 30 days and submit proof to Manhattan Tech.

OR

2. Show proof of or complete one series of Varicella immunizations. One "series" of immunizations includes two shots separated at least 30 days apart.

Tetanus/Diphtheria/Pertussis (Tdap)

Options to meet this requirement:

1. You must provide proof of Tdap vaccination, followed by a Tdap booster every 10 years.

Hepatitis B (Hep B) - Series could take up to 6 months to complete so plan accordingly.

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Hep B.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your Hep B series. You must obtain the first injection, then the second injection is given 1 to 2 months after the first dose, and the third injection is 4 to 6 months after the first dose.

OR

2. Show proof of or complete one series of Hep B immunizations. You must obtain the first injection then the second injection is given 1 to 2 months after the first dose, and the third injection is 4 to 6 months after the first dose.

COVID-19 Dose(s)

Options to meet this requirement:

1. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart

OR

2. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart

OR

3. Janssen COVID-19 Vaccine single dose

Associate Degree of Nursing Nursing Essential Skills and Functional Abilities

The essential skills and functional abilities outline reasonable expectations of a student in a professional nursing program for the performance of common functions. The student must be able to meet the following requirements to apply for admission and continuation in a nursing program.

Minimum abilities expected include, but are not limited to the following:

Essential Functions	Definitions	Examples
Observation	Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the Nursing program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observations and information usually require functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> • Visually discriminating incremental readings on syringes and other various medical equipment • Visually discriminating between different colored objects • Discriminating between auditory stimuli • Perform a comprehensive assessment of patients
Communication	Ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, students, clients, families, and all members of the healthcare team. Ability to read English and interpret without assistance.	<ul style="list-style-type: none"> • Patient teaching • End of shift reports • Documentation in legal records/charts • Medication records • Transcribe doctor's orders from a chart, interpret, and implement • Collaborate with members of a healthcare team
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and/or emergency treatment.	<ul style="list-style-type: none"> • Standing for long periods of time (8-12 hrs./day) • Lifting up to 50 lbs. • Performing one person and/or two-person transfers • Turning, log rolling, and ambulating another person • Manipulating equipment • Performing patient care procedures with finger and manual dexterity (i.e., starting IVs, phlebotomy, dressing changes, catheterization)
Intellectual	Ability to collect, interpret, and integrate information and make decisions. Ability to read and interpret the English language without assistance.	<ul style="list-style-type: none"> • Transcribe orders from a chart, interpret the orders, and intervene • Display critical thinking abilities in planning patient care- analyze data, formulate a diagnosis, and prioritize care
Behavioral and Social Attributes	Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical/practicum settings with patients. Possess compassion, integrity, concern for others, and motivation. Possess the ability to demonstrate professional behaviors and a strong work ethic and respect professional boundaries.	<ul style="list-style-type: none"> • Utilize intellectual abilities • Exercise good judgment and complete tasks within required time limits • Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment • Show integrity, concern for others, interpersonal skills, interest, and motivation