



## RN-BSN / Dual Enrollment NURS4450 Public Health Nursing Enrollment Checklist

Semester Deadlines: **Summer** - March 1st; **Fall** - May 1<sup>st</sup>; **Spring** - October 1st

*Please carefully read all of the information on this list and follow the directions for each item. All of these requirements must be completed by the strict deadlines stated under each item. If you do not complete these requirements before the deadline, you will not receive a permission number to register for this course.*

### ☐ YOUR PRE-REQUIREMENTS FOR NURS 4450 HAVE BEEN MET

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- ✓ NURS 3040, NURS 3050, NURS 4015, NURS 4250, NURS 4350 if you started your courses before Fall 2022
- ✓ NURS 3040, NURS 3070, NURS 3080, NURS 4015, NURS 4350 if you started your courses on or after Fall 2022

### ☐ YOUR UCCS EMAIL ACCOUNT

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- ✓ All correspondence must be done through your UCCS email account, including all correspondence to and from faculty and administration.
- ✓ UCCS faculty and administration **will only** send you information through your **UCCS email**.
- ✓ Be sure to frequently check your Junk Mail for any missed mail.

### ☐ HELEN AND ARTHUR E. JOHNSON BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES STUDENT HANDBOOK ATTESTATION AND INTENT TO APPLY FORM

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- ✓ Read the Student Handbook, sign the Student Handbook attestation portion.
  - Your signature attests that you have read the student handbook and that you comply with the requirements
- ✓ Complete the Intent to Apply portion of the form included in email attachments.
  - Your signature attests that you listened to the Panopto PowerPoint presentation regarding the Community Health course and clinical site information.
- ✓ Scan and email your completed form to Debbie Schultze [dschult3@uccs.edu](mailto:dschult3@uccs.edu)

### ☐ REGISTER FOR MYCLINICALEXCHANGE & UPLOAD DOCUMENTS

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- ✓ You must use your UCCS email for this
- ✓ Read and follow the instructions included in email attachments to register and upload your documents
  - Be sure to choose the **RN-BSN** checklist and program options
- ✓ You **MUST** have all of your required immunization documents, current CPR certification, current nursing license if applicable, and health insurance uploaded by the semester deadline.

### ☐ CLINICAL SITE INFORMATION SHEET

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- ✓ Determine your community health clinical site and site mentor! Contact Dr. Judy Scott [jmarti28@uccs.edu](mailto:jmarti28@uccs.edu) with any questions you have about clinical sites!
- ✓ Complete the Clinical Site Information Sheet - scan and email to Debbie Schultze [dschult3@uccs.edu](mailto:dschult3@uccs.edu)

## ❑ BACKGROUND CHECK

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- ✓ Complete a background check through CastleBranch at <https://www.castlebranch.com/>
  - Use the package code: NV15
  - If needed, please refer to the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences website for more information.
- ✓ Please **do not** send your results to us or upload them into myClinicalExchange, they are sent automatically to our office - Linda Matthies will enter the information into myClinicalExchange.

## ❑ DRUG SCREENING (CASTLEBRANCH)

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- ✓ You are required to complete a 10 panel drug screening.
  - The drug screen will be processed through CastleBranch
    - Use the code: NV15dt
- ✓ Please **do not** send your results to us or upload them into myClinicalExchange, they are sent automatically to our office - Linda Matthies will enter the information into myClinicalExchange.

## ❑ CPR CERTIFICATION

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- ✓ CPR cannot expire during the designated semester course dates. Upload your current CPR. **PLEASE NOTE: If your clinical site requires an attestation letter from me, I cannot send it until I can attest that all requirements are in place, so the sooner you upload any new needed information, the better.**
- ✓ American Heart Association or American Red Cross Basic Life Support Healthcare Provider/Professional CPR with a practice component in the classroom setting
  - Online is not accepted; please refer to the list of accepted certification providers included in the email attachments
- ✓ CPR is valid for two years and cannot expire during the designated semester course dates.

## ❑ COPY OF CURRENT NURSING LICENSE

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- ✓ Copy of your current, active, and unrestricted RN nursing license from your state of residence/employment.
- ✓ This is not required if you are an in-state Colorado Dual Enrollment Student.
  - If you are a dual enrollment student, please note **Dual** in the myClinicalExchange requirement
  - Out-of-state RN-BSN students must have active, unrestricted RN licensure before starting NURS4450.

## ❑ IMMUNIZATIONS AND HEALTH INSURANCE REQUIREMENTS

### UPLOADING REQUIRED DOCUMENTS INTO MCE BY THE SEMESTER DEADLINE DATE

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- ✓ Please refer to the following list of immunizations that must be completed in accordance to the Professional Program Requirements. You must have all your immunizations uploaded into myClinicalExchange by the semester deadline date.
  - If your TB or TD expires during the semester dates you will need to have a new one(s) uploaded by the date given you from Linda Matthies in myClinicalExchange. **PLEASE NOTE: If your clinical site requires an attestation letter from me, I cannot attest that all requirements are in place so the sooner you upload any new needed information the better.**
  - Tuberculosis Screening or QuantiFeron Blood Draw
    - Cannot expire during the designated course dates.
  - MMRs
    - Two vaccinations are required or a positive titer.
  - TD / Tdap
    - TD - documentation of a tetanus vaccine every 10 years.
    - Pertussis - documentation of one pertussis containing vaccine as an adult (age 19+).

- **Hepatitis B**
    - Documentation of the 3 injection series or a positive titer is required
    - If you have not had the Hepatitis B vaccination already, please note the required three injection series takes four months to complete
  - **Varicella (Chicken Pox)**
    - Documented immunizations (2) or a positive titer - history of disease is not accepted
  - **Influenza**
    - Upload documentation of your latest flu vaccination
  - **COVID19 Vaccination**
    - Upload documentation of your COVID-19 vaccination
- ✓ Please upload a copy of your health insurance card to myClinicalExchange
  - ✓ Do *not* send your original documents to us via mail or turn them into Admissions; please upload them into myClinicalExchange.
  - ✓ For all information regarding immunizations and CPR requirements, please refer to the Professional Program Requirements Policy.

## □ PHOTO FOR A STUDENT ID BADGE

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- ✓ Email your photo and mailing address to Linda Matthies by the designated semester due date
  - Email to [dschult3@uccs.edu](mailto:dschult3@uccs.edu)
  - Submit a color headshot photo, taken in the last 6 months
  - Please use a plain background
  - Wear professional clothing (no headphones or earbuds)

Your ID badge will be mailed to you before the start of the semester you will be entering.

One of the changes in myClinicalExchange is that you are required to enter something into the “value” column before it will let you submit changes. I know it says not to enter anything but go ahead and enter something in the column so you can submit your updates. Make sure that you SUBMIT your uploads; otherwise I can’t view/approve them. Feel free to email me to confirm that I have access to your submission.

**\*If you have any outstanding questions, please contact Debbie Schultze at [dschult3@uccs.edu](mailto:dschult3@uccs.edu)**