

Trinitas School of Nursing

Re-entry Pre-registration Checklist Explanation

Please use the following information as a guide to assist you in completing your pre-registration checklist.

It is important to bring UCC Student ID for registration.

1. Health Clearance; required for all re-entry students
 - a. You will **NOT** be able to proceed through pre-registration process without health records pre-cleared by Patricia Stansfield - Director of Student Health
 - b. To obtain the proper Health clearance for registration you must:
 - Download health forms from CANVAS
 - Make an appointment with your health care provider, keeping in mind this may require time to obtain an appointment
 - Have health care provider fill out all required forms
 - Please allow enough time to obtain your blood titers
 - Forms to be submitted to Director of Student health by **December 6 for Spring semester**
 - Forms to be submitted to Director of Student health by **May 6 for Fall semester**
 - Forms to be submitted to Director of Student health by **April 6 for NURE 260/270**
 - Allow enough time to have forms reviewed by Director of Student Health
 - **Submission to the Director of Student Health:**
Patricia Stansfield
Trinitas School of Nursing
40 W. Jersey Street
Elizabeth, NJ 07202
Room 324 Phone: **908.659.5148** Email: stansfield@ucc.edu
2. TB Test:
 - a. **For all re-entry into NURE 131 and 211** is a two-step skin Mantoux test or QuantiFERON TB Gold Blood test. Either test must be current and not expire during semester.
 - b. **For all re-entry NURE 132 and 250 and above:** Single TB test or QuantiFERON that does not expire during semester.
 - c. **All students** are required to present a copy of TB test results at pre-registration for every semester
 - i. Results to be submitted to Director of Student health by **December 6 for Spring semester**
 - ii. Results to be submitted to Director of Student health by **May 6 for Fall semester**
 - iii. Results to be submitted to Director of Student health by **April 6 for NURE 260/270**
3. Drug Screening; must be a **New** drug test
 - a. Must be performed at Trinitas Regional Medical Center Occupational Health Department
 - b. All students are required to present a copy of **New** drug screening at every pre-registration
 - c. Cost of screening is the responsibility of the student
 - d. Call directly to make appointment at **908.994.5368**

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4. Flu Vaccine:
 - a. **Required** for every spring pre-registration
 - b. Receipt must be provided at pre-registration

5. TABB Criminal background Check - must be a **New** background check.
 - a. **Please note, the timeframe to complete background check is 4 weeks**
 - b. All students are required to present a copy of **New** clear or negative background check.
 - c. The TABB form and further information can be found on the Trinitas School of Nursing website.
 - d. There is a fee for the criminal background check that must be provided to TABB directly.

6. Malpractice Insurance Requirement;
 - a. Policy must cover the student for a \$2 million minimum per occurrence and \$4 million aggregate and state for RN Student
 - b. Policy must be current through
 - i. **Fall Semester - December 30th**
 - ii. **Spring Semester - May 30**
 - iii. **Summer Semester (NURE 260/270 only) - December 30th**
 - c. Policy must be presented at pre-registration
 - d. If company request a letter regarding coverage from Trinitas School of Nursing, one can be printed from the website.
 - e. Policies can be obtained through:
 - i. Pro liability: 1.800.375.2764 or www.proliability.com
 - ii. NSO: 1.800.247.1500 or www.nso.com

7. Proof of BLS/(Healthcare provider)/CPR completion through AHA;
 - a. American Heart Association is the only acceptable provider for the CPR requirement
 - b. Must be valid through:
 - i. **Fall Semester - December 30th**
 - ii. **Spring Semester - May 30th**
 - iii. **Summer Semester (NURE 260/270) December 30th**
 - c. You must bring to registration;
 - i. American Heart Association CPR card or
 - ii. If card is not been issued yet, provide the letter of successful completion on letterhead of American Heart Association

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8. TRMC Annual Mandatory Education completion; **(Annually within calendar year)**
 - a. Must be completed once a calendar year
 - b. Must present screen shot of page completion at every pre-registration
 - c. Available for completion **January 2nd yearly**
 - d. Please access through the following link
 - e. <https://pfm.healthcaresource.com/performance/trinitas>

9. Unofficial UCC Transcript
 - a. Provide a copy of the unofficial UCC transcript printed from webservices for review
 - b. Transcript must be printed within 48 hours of pre-registration
 - c. All relevant information must be legible on transcript or the student will be required to reprint the transcript

10. Proxy Form - If you cannot be present at preregistration and need someone to attend in your absence, you must allow enough time to complete the following procedures:
 - a. Download Proxy Request Form from website.
 - b. Request appointment with Associate Dean by emailing trinitas@ucc.edu, indicating two options of date/time availability. You will receive an email confirmation back of appointment date and time.
 - c. Bring with Proxy Request Form with name of proxy to appointment.
 - d. Proxy will need to bring proxy form and proof of identity to registration. This proof must match name as outlined on proxy form.

11. Attestation/ Consent Form
 - a. Must be brought to all pre-registrations

12. LPN License (if enrolled in the LPN-RN Track)
 - a. A copy of your valid unencumbered LPN license must be presented at registration

Important note:

If you are requesting an accommodation; documentation from the UCC Office of Disability, Request for accommodation must be attached.

If you are requesting for Absence of more than one clinical day/evening/weekend; documentation must be attached.

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The following forms can be located at www.trinitasschoolofnursing.org; Program Information/ Nursing Program Forms:

- Background Check verification and consent
- Health Clearance form
- Drug screening consent and instruction
- TABB criminal background check
- Registration checklist
- Malpractice Insurance letter, if required
- TRMC Annual mandatory Education instructions for sign in
- Proxy Form, if required