

TRINITAS SCHOOL OF NURSING

EXPLANATION OF REGISTRATION CHECKLIST

- A. Document from UCC Office of Disability for reasonable accommodation. This request must come from the UCC Office of Disability and will be reviewed by the School administration before registration. The student must present a new letter every semester. The student will be informed if the request can be accommodated prior to course registration. Request for accommodation related to a pre-existing condition after the course has started may not be granted.
- B. Request for Absence of more than one clinical day/evening weekend. A written, signed statement from the student requesting the absence will be submitted to the Dean prior to registration. The student will indicate the exact dates of absence being requested. The School administration will review the request. The student will be informed of the options prior to course registration.
- C. Copy of current unofficial transcript. Download your unofficial transcript from UCC web services no more than one week before registration and bring it with you to registration.
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1. CPR for Basic Life Support from the American Heart Association. CPR from the Red Cross or other entity will not be accepted. This card must cover the time up to or beyond December 2017. Show the card at the time of registration. If the card has not yet been issued yet, you may bring the letter from the CPR instructor that states that you passed the CPR course. The letter must bear the letterhead of the agency that provided the course.
2. Mandatory Education for Trinitas Hospital. This is required annually (every January) and can be done on-line. The student must print and show a copy of the sheet indicating that he/she has successfully passed the post-test. See the direction to take the mandatory education and posttest.
3. Malpractice insurance for RN student. The policy must cover a minimum of **two million dollars** per occurrence and **four million dollars aggregate**. If the insurance company requires a letter from the school, get it from the school office in room 324. The malpractice insurance must cover the period up to or beyond December 15, 2017. The student must show the actual policy at registration. The receipt for payment to the insurance company will not be accepted in lieu

of the actual policy. You may contact Marsh at 1-800-503-9230, <https://www.proliability.com>. You may also contact other nursing malpractice companies to obtain the insurance. Check nursing publications for other companies.

4. Health Clearance- Submit or mail the health form to the School Office to be reviewed by the Director of Student Health at least two weeks before registration. Health forms submitted on the day of registration may not be reviewed in time for registration.
5. You must have a TB test (Mantoux). Your test must be good till December 15, 2017. Submit this report to the Director of Student Health or to the school office in Room 324.
6. Drug Screening at Trinitas Regional Medical Center Occupational Health Dept. The cost for the screening must be paid by the student. The student will call 908-994-5368 to make an appointment for the screening. The report will be sent directly to the Dean of the School of Nursing and will be on file at the School of Nursing. The student may request a copy of the report in person from TRMC.
7. Criminal background report must be on file with the School of Nursing. A student must have a clear criminal background to be allowed to register. The form (TABB) to apply for criminal background check and the required fee for the service is on the school website & must be submitted with the payment electronically.
8. The student will sign and date both pages of Registration Checklist.
9. If the student provides false information, he or she will not be allowed to remain in the course or to register for future NURE courses.

Note: The following forms are located on the school website, www.trinitasschoolofnursing.org. Click on Program Info and then click on Nursing Program Forms:

1. Health Clearance form
2. Drug screening consent and instruction
3. Criminal background check (TABB)
4. Registration checklist
5. Mandatory Education for Trinitas RMC