TO: SECOND YEAR ASN NURSING STUDENTS

FROM: Jean Truman, DNP, RN, CNE
ASN PROGRAM COORDINATOR

DATE: May 18, 2016

RE: SECOND YEAR REQUIREMENTS

I hope this second correspondence finds you enjoying a relaxing summer. There are a few items that I need to share with you at this time in preparation for the start of the Fall term. If you have any questions regarding any of these items, do not hesitate to contact me. Please make arrangements to complete and submit the information noted below to Nursing, 244 Swarts Hall, 300 Campus Drive, Bradford, PA 16701 by the required deadlines to prevent unexcused clinical absence. The materials are required by all students prior to entering any clinical experience. Every student is expected to meet the deadlines! A copy of these documents will also be available at http://www.upb.pitt.edu/nurseradsciorientation/ after June 1, 2016.

PLEASE MAKE A COPY OF ALL MATERIALS FOR YOUR RECORDS!

1.) ANNUAL HEALTH EVALUATION - (attached)
A completed Health Requirements Report Form for Continuing Students (physical examination, 2-step TST, and any titer not yet completed) must be received by Nursing, 244 Swarts Hall, 300 Campus Drive, Bradford, PA 16701 no later than – August 5, 2016.

Only the health form supplied by the university is acceptable. The physical must be completed within 3 months of the start of the Fall term and must be signed by a physician, physician assistant or nurse practitioner.

Students Will Not Be Permitted To Attend Clinical Without This Completed Health Form on File in the Nursing Office. Some clinicals are scheduled to begin the first week of the term.

2.) HEALTH (MEDICAL/HOSPITALIZATION) INSURANCE VALIDATION FORM (attached)
A completed form must be received by Nursing, 244 Swarts Hall, 300 Campus Drive, Bradford, PA 16701 no later than – August 5, 2016.

Students Will Not Be Permitted To Attend Clinical Without This Completed Health Form on File in the Nursing Office. Some clinicals are scheduled to begin the first week of the term.
3.) **CPR CERTIFICATION**
Please be sure that your certification is current through April 30, 2017 for the 2015-2016 academic year.
AHA: Healthcare Provider or ARC: CPR – Adult, Child & Infant and AED – Adult & Child. Proof of CPR certification through April 30, 2017 must be on file in the Nursing Unit by **August 5, 2016**.

*Students Will Not Be Permitted To Attend Clinical Without CPR Certification on File in the Nursing Office. Some clinicals are scheduled to begin the first week of the term.*

4.) **CONTINUING EDUCATION REQUIREMENTS**
All students will be required to complete 12 Continuing Education Units (CEUs) prior to entering NUR 0211. These units can be completed during the summer proceeding Fall 2016.

Nine (9) of the 12 hours are expected to be satisfied by completion of the Cultural Competency CEU Activity through the Department of Health Human Services. This activity is preparatory to comply with the changes made to the 2016 NCLEX test plan which added *Cultural and Spirituality* to Integrated Processes of the test plan.

The Cultural Competency CEU activity can be accessed at [https://ccnm.thinkculturalhealth.hhs.gov/](https://ccnm.thinkculturalhealth.hhs.gov/).

Create an account and then begin to work through the continuing education activity. You do not have to complete it all in one setting. It is best to carve out a few hours on several occasions to complete the 9 hour activity. Plan accordingly to complete this activity prior to the **August 5, 2016 deadline**.

Upon completion of the activity, the student is required to submit the certificate of completion indicating the 9 contact hours were awarded for successful completion of the activity.

The **three remaining contact hours** (0.3 CEUs) will be satisfied by completing your Act 31 Child Abuse Training.

Act 31 of 2014 Initial Training and Continuing Education in Child Abuse Recognition and Reporting Requirements requires that all students and others applying for a license or certification in a health-related field for the first time, evidence of three (3) hours of child abuse training.

This means that you will need to complete **3 hours of child abuse training prior to licensure for NCLEX-RN**. In order to fulfill this requirement, we are providing you the training within the ASN program and allowing you to **use this training to fulfill the Pediatric CEU requirement for your portfolio. Please provide a copy of your certificate of completion with your portfolio**.

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training is a 3.0 continuing education credit activity that can be accessed at: [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1)

Make sure that you register with your full legal name – as this will be linked to your license application upon graduation.

5.) **LIABILITY INSURANCE**
The liability policy purchased through the University must be renewed each year. The cost of the policy is $12.00. The cost of the policy will appear on your student account in the fall.

6.) **POLICY CHANGES**
Updated copy of nursing policies will be available electronically during the first week of classes - see *Department of Nursing Student Handbook*. 
7.) Review Policy Number 40 - HIPAA TRAINING & CERTIFICATION REQUIREMENTS

The Programs in Nursing and Radiological Science require that all students, faculty, and staff within the Unit complete online training and certification related to the HIPAA Privacy and Security.

UPMC Information Privacy and Security Awareness Training for Physicians and non-physician practitioners who provide clinical services, or staff and students who are not employed by UPMC but encounter protected health information at UPMC facilities.

https://cme.hs.pitt.edu/ISER/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=13921

Students are expected to comply with HIPAA and the policies and procedures of the affiliating clinical agencies. Any violation of this policy is subject to disciplinary action and may include suspension or dismissal from the program.

8.) ANTICIPATED EXPENSES FOR SOPHOMORE ASN STUDENTS

In addition to costs related to tuition, fees, and textbooks, the following list depicts anticipated expenses for ASN students through completion of the program. Costs are estimated based on the previous year thus subject to change.

**Health Evaluation Fees** – if not done by your personal primary care practitioner

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Examination and 2-step TST</td>
<td>$124.00</td>
</tr>
<tr>
<td><em>(Step 2 required at least 7 days after step 1, step 2 not included in the fee)</em></td>
<td></td>
</tr>
</tbody>
</table>

The physical examination and tests can be attained through Drs. D. Singh or V.R. Nadella, 6 N. Center St., Bradford, 814-368-7000. Call for an appointment. Payment is due at the time the services are rendered in the form of cash, check or money order.

**Liability Insurance Fee**

$12.00

This fee will appear on your student account for the fall semester.

**Standardized Testing Fee**

KAPLAN Cost per semester $134.50

Included in this package is an NCLEX review course following graduation.

Date, place, and time will be announced at the end of the last semester.

**Graduation Fees, estimated**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regalia</td>
<td>$35</td>
</tr>
<tr>
<td>Pinning/Graduation Announcements</td>
<td>$1.20 each</td>
</tr>
<tr>
<td>Graduation Pin - approximates</td>
<td></td>
</tr>
<tr>
<td>- 14 K gold</td>
<td>$290</td>
</tr>
<tr>
<td>- 10 K gold</td>
<td>$262</td>
</tr>
<tr>
<td>- Single gold-filled</td>
<td>$80</td>
</tr>
</tbody>
</table>

**NCLEX-RN Fees**

Licensing Fees (2 NCLEX fees; 1 TPP fee) $270
University of Pittsburgh at Bradford  
Nursing Unit – ASN Program  
Health Requirements Report Form for Continuing Students

<table>
<thead>
<tr>
<th>Name __________________________</th>
<th>PeopleSoft ID#__________</th>
<th>Date of Birth <strong>/</strong>/__ (Month/day/year)</th>
</tr>
</thead>
</table>

### LABORATORY INFORMATION  (to be completed by student or healthcare provider)

#### Tuberculosis Screening

Tuberculin Skin Test (within 1 year, Mantoux required)

- Date read ___/___/___ (Month/day/year)  
- Negative / Positive  
  (circle one)

Chest X-Ray (Required if tuberculin skin test is Positive)

- X-Ray date ___/___/___ (Month/day/year)  
- Normal / Abnormal  
  (circle one)

#### Hepatitis B

- Vaccine Dose 1 ___/___/___ (Month/day/year)  
- Dose 2 ___/___/___ (Month/day/year)  
- Dose 3 ___/___/___ (Month/day/year)

- †Titer Date ___/___/___ (Month/day/year)  
- Immune / Non-Immune  
  (circle one)

†HBsAb titer to be drawn at least 6 weeks after series

### PHYSICAL EXAMINATION AND EVALUATION  (to be completed healthcare provider)

I have obtained a health history, performed a physical examination and reviewed the student’s immunization status and required laboratory tests. In my opinion this student is able to fully participate in the UPB Nursing Program.

- Date ___/___/___ (Month/day/year)  
- Signature of MD/CRNP/DO/PA  
- Phone Number of MD/CRNP/DO/PA

Limitations/Recommendations: ____________________________________________________________

### HEALTH INSURANCE VERIFICATION  (to be completed by student)

I verify that I carry, and will carry for the entire duration of my program, health insurance that will cover payment of treatment and follow-up procedures related to bloodborne pathogens, other potentially infectious materials, and any illness or injury that could occur during class or clinical.

- Date ___/___/___ (Month/day/year)  
- Signature of Student

5/2016
FREE AND LOW COST ONLINE CONTINUING EDUCATION

Nursing Center  http://www.nursingcenter.com/  
Clinicians CEU  http://www.jobsoneducation.com/cliniciansCME/  
National Foundation for Infectious Diseases  http://www.nfid.org/professional-education/cme  
US Pharmacist  http://www.uspharmacist.com/continuing_education/  
MGHCME.org  http://mghcme.org/  CE programs for psych specialties  
MMWR  http://www.cdc.gov/mmwr/cme/conted_info.html  
nurseCEU.com  www.nursingceu.com  
Prime  http://primeinc.org/cme_courses/  Multiple professions  
RN.com  www.rn.com  
Nursing World.org  http://www.nursingworld.org/  
RN CEUs  www.rnceus.com/  
Nurse.com  http://ce.nurse.com/FreeCE.aspx  Offers 2 free nursing CE programs monthly  
Trauma ED  http://www.traumaed.com/  
National Diabetes Education Initiative  http://www.ndei.org/cme-events-online-activities.aspx  
CDC Learning Connection  http://www.cdc.gov/learning/