

THE COLLEGE OF NEW ROCHELLE

SCHOOL OF NURSING & HEALTHCARE PROFESSIONS

NEXT STEPS FOR CLINICALLY READY STUDENTS

SPRING 2019

FIRST DAY OF CLASSES AND CLINICAL—TUESDAY, JANUARY 22, 2019

REQUIRED DOCUMENTS

- CNR SNHP HEALTH ASSESSMENT FORM** (cnr.edu/SDhealthform) completed by healthcare provider based on a physical exam performed within the past year (must be renewed annually).
- DOCUMENTATION FROM HEALTHCARE PROVIDER OF RESULT OF A TWO-STEP PPD** (Tuberculosis (TB) screening skin test) done within the past year (annual PPD thereafter). If TB screening is positive or you have a history of a positive PPD, reach out to Ms. Greisi Luciano at gluciano@cnr.edu to discuss. A chest x-ray will be required. Note: In-person compliance consultations are by appointment only. Appointments can be scheduled by email or by the appointment sign-up sheets located outside of room 205R of the Angela Building on the main campus.
- VALID CARD SHOWING COMPLETION OF BLS FOR HEALTHCARE PROVIDER COURSE** through the American Heart Association (must be renewed every two years).
- DOCUMENTATION OF A DOSE OF TETANUS, DIPHTHERIA, PERTUSSIS (TDAP) VACCINE WITHIN THE PAST 10 YEARS** (Td not acceptable).
- VACCINE RECORD(S)** showing all past doses of Hepatitis B vaccines, Measles, Mumps, Rubella (MMR) vaccines, and Varicella vaccines received.
- OFFICIAL LAB RESULT REPORT WITH REFERENCE RANGES FOR THE FOLLOWING BLOOD TESTS:**
 - Hepatitis B Surface Antigen—done within the past 6 months
 - Hepatitis B Surface Antibodies
 - Measles IgG
 - Mumps IgG
 - Rubella IgG
 - Varicella IgG

* If you are not immune to Hepatitis B, Measles, Mumps, Rubella, and/or Varicella based on the blood work above, please reach out to Ms. Greisi Luciano at gluciano@cnr.edu immediately to discuss. In-person compliance consultations are by appointment only. Appointments can be scheduled by email or by the sign-up sheet located outside of Rm 205R of the Angela Building on Main Campus.

- DOCUMENTATION OF HAVING RECEIVED THE 2019-2019 FLU VACCINE** (this is an annual requirement).

Contact Ms. Greisi Luciano (gluciano@cnr.edu) with any questions about the above required documents.

- BACKGROUND CHECK** through Complio (see directions on the following page)
- URINE DRUG SCREEN** through Complio (see directions on the following page)

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COMPLIO-COMPLIANCE TRACKING SYSTEM

Complio is the compliance tracking system used by CNR SNHP. Students must go to **cnrcompliance.com** and create an account. Once an account has been created, you will receive an activation link via email. Once the account has been activated, you will need to place an order. Under "Select Student Type," choose "Undergraduate" and click "Load Packages." You will need to purchase **two** packages, 1. the "Undergraduate Tracking" package (listed at \$37) and 2. the "Criminal Background and Drug Screen" package (listed at a base price of \$90, but additional court fees may apply, depending on your residential history). In addition to entering all required information for the background check and completing the urine drug screen, students must upload all required documents listed above into Complio. Background check, urine drug screen, and uploading of all required documents into **Complio must be completed by Friday, December 7, 2018**. Should you have any questions, Complio offers customer service via online chat, email (Complio@americandatabank.com), or phone (1-800-200-0853). If you have any remaining questions/concerns after reaching out to Complio directly, contact Ms. Greisi Luciano (**gluciano@cnr.edu**). In-person compliance consultations are by appointment only. Appointments can be scheduled by email or by the sign-up sheet located outside of room 205R of the Angela Building on the main campus.

CLINICAL

Clinical sites and placements are not guaranteed, and available clinical days range from Monday–Saturday. Please note that there is no guarantee that you will not be required to participate in clinical on Saturday. Changes to students' schedules, including location, day, and time may be required based on our clinical partners' availability and/or request. Students are required to provide their own transportation to and from clinical sites, and depending on rotation, may be required to travel up to 70 miles from the Main Campus. The School of Nursing & Healthcare Professions cannot guarantee any student a specific clinical site, day, or time. There is no guarantee that clinical locations will be accessible via public transportation.

Clinical registration date is TBD, but usually occurs some time during the third week of December. When the date of clinical registration has been determined, you will be notified through your **CNR email**, so please watch your CNR email account closely. Foundations clinical (NUR218) may be held in the skills lab on the main campus for the first four weeks. Uniforms are required. Email clinical questions to Ms. Mary Riordan at mriordan@cnr.edu or Ms. Harriet Rothman at hrothman@cnr.edu

NEW CLINICAL UNIFORMS All uniforms must be worn on the first day of clinical.

White nursing shoes or white sneakers are permitted, but they must have no color on them. Students must purchase the school uniform, including a white coat and two CNR patches, directly from:

B and R Uniforms

4139 White Plains Road
Bronx, New York 10466
718-547-6437 (Ask for Ram or Sharla)

Please refer questions regarding the placement of the patches to the vendor.

NAME TAGS Name tags must be worn on the first day of class. Students must purchase a name tag from:

T & L Trophies

243 Wolfs Lane
Pelham, New York 10803
914-738-5966

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PROFESSIONAL NURSING EQUIPMENT

- **Stethoscope:** Every student must have a stethoscope (with a bell and a diaphragm) and a wristwatch with a second hand. You can purchase a stethoscope in our CNR bookstore. If you want a top-of-the-line product, we recommend the 3M Master Cardiology, which costs approximately \$175.
- **Lab Bag:** Students must purchase a “blue bag” with additional skills lab equipment at the CNR bookstore.

TECHNOLOGY REQUIREMENTS

- COMPUTER (NOTEBOOK OR LAPTOP)** Nursing tests will no longer be offered in paper format. They will now be administered electronically in the classroom, on either your personal laptop or notebook, using Exam Soft. The minimum hardware requirements for a laptop or notebook computer using Exam Soft testing are:

Microsoft Windows (i.e. purchased within the last 3–4 years): SofTest cannot be used on virtual operating systems such as Microsoft’s Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environments. This link can help you identify whether your computer is compatible: support.examssoft.com/link/portal/15157/15194/Article/170/PC-Requirements

PC REQUIREMENTS

- **Operating System:** 32-bit and 64-bit versions of Windows Vista, Windows 7, Windows 8, and Windows 10 are supported.
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported.
- Exam Soft does not support tablet or convertible devices, other than Surface Pro 1, 2, and 3. See below for those minimum system requirements.
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space.
- Internet connection for SofTest download, registration, exam download, and upload.
- Screen resolution must be 1024x768 or higher.
- Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments.
- Administrator-level account permissions

MAC REQUIREMENTS

- **Operating System:** OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), and OS X 10.11 (El Capitan). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not supported.
- For onsite support, and in order to back up the answer files to a USB, a working USB port is required (newer devices may require an adapter).
- Internet connection for softest download, registration, exam download, and upload
- Administrator-level account permissions

PLEASE NOTE GOOGLE CHROME COMPUTERS CANNOT BE SUPPORTED WITH EXAM SOFT.

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OTHER REQUIREMENTS

- **RELIGIOUS OBSERVATION** Students who would like to request religious observance considerations must do so **in writing, with original clergy signature in a sealed envelope, by Friday, December 7, 2018** to the Office of the Assistant to the Associate Dean, Angela Hall, Room 203R. The School of Nursing & Healthcare Professions will make every attempt to accommodate reasonable requests requiring clinical make ups. Please note this documentation is required at the beginning of every semester.
- **MILITARY OBLIGATIONS** Students who have military obligations which may conflict with clinical courses must provide documentation of training schedules to the School of Nursing & Healthcare Professions, Office of the Assistant to the Associate Dean, Angela Hall, Room 203R, by **Friday December 7**. The School of Nursing & Healthcare Professions will make every attempt to accommodate reasonable requests requiring clinical make ups.
- **BURSAR** All bursar obligations must be resolved prior to the beginning of the semester. For questions or concerns, please contact the College Bursar at 914-654-5542 or bursar@cnr.edu.
- **ADMISSION** All outstanding official transcripts, including prerequisite deficiencies, must be given to The Office of Admission **by Tuesday, January 8**.

PLEASE NOTE: Some classes will be held at our CNR Co-op City campus, nearby in the Bronx. There is free parking located at the Co-op City campus.

See cnr.edu/map-directions for directions to the Co-op City campus.

EXCEPT WHERE NOTED BY A SPECIFIC DATE, IT IS EXPECTED THAT ALL STUDENTS WILL COMPLETE ALL THE ABOVE REQUIREMENTS AND/OR OBTAIN ALL ITEMS LISTED ON THE CHECKLIST BY THE FIRST DAY OF CLASS, TUESDAY, JANUARY 22, 2019.