

THE COLLEGE OF NEW ROCHELLE

SCHOOL OF NURSING & HEALTHCARE PROFESSIONS

NEXT STEPS FOR CLINICALLY READY STUDENTS

FALL 2017

FIRST DAY OF CLASSES—WEDNESDAY, SEPTEMBER 6, 2017

SAVE THE DATE: Thursday, August 31, 2017 will be a mandatory orientation.

Background Check/Immunitrax Account Setup:

Please log on to www.verifystudents.com and click start. Use promotional code: **1CNRGBSNBGDTIMM** and follow the prompts. Please note that a valid email, credit card and promotional code is needed before setting up your Immunitrax account and beginning the background check process. Once the account is set up a confirmation email will be sent with further instructions. The email used to set up the account will be the email Immunitrax uses to send reminders and correspondence.

REQUIRED DOCUMENTS

Please upload the below documentation through the portal <https://cnrnursing.medicatimmunitrax.com/> no later than **Friday, July 14, 2017**. Please allow up to 5 business days for the information to be verified and posted to your Immunitrax account.

Should you have any questions regarding this process, please contact Immunitrax support directly (immunitraxsupport@medicat.com) ***Please note that the School of Nursing and Health Care Professions will not accept paper copies of any documents.***

- HEALTH ASSESSMENT FORM** (provided within Immunitrax). Please have completed by a health care provider. Once completed please submit to both Health Services (located in Angela Hall) AND upload through the Immunitrax portal (<https://cnrnursing.medicatimmunitrax.com/>).
- FLU VACCINE** Students are required to have current flu vaccination administered after **August 15, 2017** and must have the verification uploaded through the Immunitrax portal (<https://cnrnursing.medicatimmunitrax.com/>) no later than **October 1, 2017**. Please note this is required at the beginning of every fall semester. Current flu vaccinations become available mid-August every year
- BASIC LIFE SUPPORT CARD** (Shall be BLS for Health Care Provider through The American Heart Association). Online completion of BLS will not be accepted unless it is directly from American Heart Association. Students must have verified clearance for **Fall 2017 Semester (September 6, 2017 through December 22, 2017)**. If your BLS card expires prior to the ending of your Fall semester date, it must be renewed and resubmitted through Immunitrax portal to continue with clinical course <https://cnrnursing.medicatimmunitrax.com/>.
- BASIC FIRST AID CARD** – (Must include BOTH Adult and Pediatric). Students must have verified clearance for **Fall Semester (September 6, 2017 through December 22, 2017)**. If your First Aid card expires prior to the ending of your Fall semester date, it must be renewed and resubmitted through Immunitrax portal to continue with clinical course <https://cnrnursing.medicatimmunitrax.com/>.

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- BACKGROUND CHECK** All students are required to complete a background check via Verify Students: verifystudents.com/products/background-screening/.

After completing the online registration process:

- Drug testing: go to the collection site listed on ePassport
- Bring the authorization form and government issued photo ID, (e.g., driver's license) to the collection site. Please note failure to bring the authorization will result in you having to pay out of pocket. The School will not receive the results electronically unless the authorization is brought to the site.

CLINICAL REQUIREMENTS

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 student's schedule, 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. There is no guarantee that clinical locations will be accessible via public transportation. .

- NEW CLINICAL UNIFORMS** Uniforms must be worn to all clinical labs and clinical experiences.

White nursing shoes or white sneakers are permitted, but they must have no color on them. Students must purchase the school uniform including white coat & 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 TAG** Name tags must be worn to all clinical labs and clinical experiences. Student must purchase a name tag from:

T & L Trophies

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

PROFESSIONAL NURSING EQUIPMENT

- **Stethoscope:** Every student must have a stethoscope (with a bell and a diaphragm) and a wrist watch with a second hand. It is recommended to purchase a 3M ZLittman Classic II S.E. Stethoscope, 28 inch. You can also purchase a less expensive one in our CNR Bookstore.
- **Lab Bag:** Students must purchase a "blue bag" with additional skills lab equipment at the CNR bookstore.

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TECHNOLOGY REQUIREMENTS

- COMPUTER (NOTEBOOK OR LAPTOP)** All 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 notebook/laptop computer to do 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.examsoft.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 is 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 & 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 backup 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 by Friday, July 14, 2017** to the office of the Associate Dean, Angela Hall, Room 203R.
- **MILITARY OBLIGATION** Students, who have military obligations which may conflict with clinical courses, must provide the school of nursing documentation of training schedules.
- **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.

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 www.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 CHECK LIST BEFORE THE FIRST DAY OF CLASS, WEDNESDAY, SEPTEMBER 6, 2017.