CHECK-OFF LIST FOR STUDENTS
FALL/SPRING SEMESTER

School of Nursing orientation is required of all students and will be held the week before the start of the semester on Thursday and Friday. Do not plan any vacation, work, etc on Thursday and Friday before the start of the semester. The Thursday and Friday day’s schedule will be sent to you by email once finalized. Please mark your calendar and do not plan any activities for orientation days other than attending orientation. The orientation will be held all day and you are expected to attend.

This check-off list contains important information that you must complete once you accept your appointment to the nursing major.

The forms you need to complete are under Pre-licensure (BSN) Forms which are on the School of Nursing web site. The web site is:
http://www.radford.edu/content/wchs/home/nursing/currentstudents/undergraduate-forms-and-information.html

Please read everything very carefully and be aware of date deadlines!

VERY IMPORTANT! Please use this list to check-off items as you complete them, so you will have everything completed and in place by the deadline date:

STUDENTS ADMITTED TO THE NURSING MAJOR FALL SEMESTER: DEADLINE DATE IS AUGUST 1

STUDENTS ADMITTED TO THE NURSING MAJOR SPRING SEMESTER: DEADLINE DATE IS JANUARY 1

Failure to complete all forms will result in the School of Nursing withdrawing you from Nursing 352 and Nursing 345. You cannot begin the clinical component for these 2 courses without the proper documentation. There will be no exception to this policy. Please adhere to the deadline dates in order that you get all items completed.

Admission Acceptance:
Return the following by the deadline in your admission letter. You can either drop the completed forms off to the School of Nursing, Radford Campus, Waldron Hall, 3rd Floor, or email to Sarah Janney at shjanney@radford.edu
- Acceptance of Admission Form
- Address Information Sheet
- Questionnaire for Clinical Placement

Clinical Placement:
You will have clinical in different hospitals throughout the nursing major. The School of Nursing will assign the hospital you will be in for clinical. Once the clinical assignments are made you will receive an email from the School of Nursing, to your Radford email address, outlining the requirements you must complete. Each hospital has their own requirements that students must complete in order to be in the clinical area. You will be expected to complete all hospital(s) requirements by the date given by the School of Nursing. These requirements will be expected for you to complete during Spring semester/Summer break/Fall semester/Winter break as these are required by agencies well advance of the start of semester.

Updated Transcript for Transferring Student:
- If you are taking courses at another college, other than Radford, you will need to submit an official transcript of your grades at the end of the semester to Radford University Registrar’s Office and the School of Nursing. The transcript will need to be an official transcript from the college. Radford University Registrar’s Office will not give you credit for courses taken until an official transcript is received.
We know it takes time to get an official transcript sent, therefore, you can do either of the following to update your application:

- Faxed copy to the School of Nursing – Fax No: 540-767-6179 OR
- Pull up your student profile from college attending, make a copy of your grades and e-mail to shjanney@radford.edu as an attachment

- Official Transcript to School of Nursing
- Official Transcript to Radford University, Registrar's Office

**Drug Screenings:**

**Cost of All Drug Screenings is the responsibility of the student.**

You will be required to have a urine drug screening each semester of the nursing major. The School of Nursing will set the time frame each semester for you to complete the drug screening. You will be notified by email to your Radford email address the time frame the drug screening must be completed. **Please do not have a drug screening before you start the nursing major. A negative urine drug screening is required each semester.** If you test positive on the urine drug screening you will be dismissed from the nursing major.

If you have a diluted negative you will be required to have another drug screening. You will need to order another drug screening and pay the cost for the repeat screening. Don't drink a lot of water before doing the screening, this may result in a dilute negative screening. If you are on medication the lab personnel cannot take your medication list as this is against the HIPAA law.

Depending on what clinical agency you are assigned for clinical, you may be required to have more than one (1) drug screening during the semester.
Skills Pack:
Cost of Skills Pack is the responsibility of the student.

Skills Pack is ordered directly from:
Coursey Enterprise.
P. O. Box 683, Idabel, OK 74745 FAX: 580-286-7762.
Please place your order as soon as possible. Skills pack ordered after the date given on the order form will have a late charge. Your Skills Pack will be sent directly to the School of Nursing and given out during the first week of the semester. If you order late and your skills pack has not been delivered to the School of Nursing, by the first day of classes, you will be dropped from your registered Nursing classes.
You are required to order the Skills Pack as you need unopened items for the labs. Please do not purchase a skills pack from former students or any other company. You must order from Coursey Enterprises.

Dress and Professional Behavioral Policy (Uniform Policy):

Cost of Uniforms is the responsibility of the student.

You will need to order the School of Nursing uniform from Radford University Bookstore. Uniforms are required the first week of the semester. Please buy uniforms from the Radford University Bookstore as all students must have the same uniforms.

You are to order the following uniforms:

- Two Cherokee Gray Scrub Tops with Radford University Logo
- Two Gray Cherokee Scrub pants
  Additional tops and pants may also be purchased. There may be times when you will have 3 clinical days in a row. If you only have 2 sets of scrubs, you will need to wash your uniform before the 3rd clinical day, if this isn’t possible, you will need to have a 3rd set of scrubs.
- Gray Polo Shirt with Radford Logo Required as part of uniform in Nursing 352 clinical rotation. Polo shirt with Radford Logo must be purchased through the RU Bookstore.
- Black Slacks are to be worn with the Gray Polo Shirt when in the Nursing 352 clinical.
- Red or Gray Polo Shirt for Nursing 444 and Nursing 451 in Level 3 and 4. Khaki or black pants can be worn with the Gray or Red Polo Shirt.
- Khaki or black pants can be purchased anyplace of your choosing. Pants must be made of material thick enough to prevent seeing underwear through the fabric.
- Radford University School of Nursing Photo ID Name Tag. First and last initial only will appear on the name tag. (Will be purchased from RU ID Services at the opening of the semester).
- Additional items as desired.

The basic student uniform for male and females will consist of the following:
A. Radford University School of Nursing Cherokee Gray Scrub Tops.
B. Matching Gray pants – made from the same material as the top.
C. Pants hemmed to extend to and no more than one-half inch below the ankle.
D. The length of the top and height of the pants must be such that at no time will skin be visible in the break between the top and pants.

E. Uniform must be neat, clean, wrinkle free and free of offensive odors such as cigarette smoke or pet odors.

F. **OPTIONAL:** The following are optional for warmth or comfort:
   1) A solid white scrub jacket
   2) A solid white or gray long or short sleeve tee shirt worn underneath the scrub top

G. Shoes must be of solid material. Shoes cannot have mesh, fabric or be permeable to liquids or sharps. They must be clean, closed toed, closed backed, entire foot must be covered, (no clogs) in good condition, and appropriate to the clinical setting. Soles should be non-skid. Shoes can be made for health care professionals or tennis shoes as long as they meet the above specifications.

H. Stockings and/or socks must be worn.

I. For the purpose of infection control, begin each clinical day with a freshly laundered uniform.

J. No cloth covering on stethoscopes in clinical.

K. School of Nursing Uniforms/Scrubs should not be worn at any time students are not in clinical. They should not be worn during internships/externships or during employment.

**In addition to the basic uniform, all students will adhere to the following:**

I. **Required identification:**
   1) An agency-specific picture name badge is required by some institutions and will be worn on the uniform at all times in those settings.
   2) A Radford University School of Nursing name badge will be worn on the uniform when an agency-specific picture name badge is NOT required. This name badge will be made by RU ID Services and will be available for approximately $5.00 during the second week of the semester. The RU School of Nursing name badge must be worn on street clothes or lab jackets in all other settings for clinical assignments when an agency specified name badge is not required.
   3) A Radford University ID Card
   4) Replacement of ID cards and name badges will be the student’s responsibility and at the student’s expense.

J. **Jewelry:**
   1) Allowed:
      (a) One pair or less stud-type, non-dangling post earring to be worn in the ear lobe(s). Irremovable piercings on any body part are not to be visible. Spacers and/or band-aids are not to be used to cover piercings.
      (b) A plain band worn on the ring finger of either hand
   2) Required: A plain watch with a second sweep hand. Watch should be able to be cleaned daily with alcohol. No smart-watches or fit-bits should be worn in clinical.
   3) **NO OTHER JEWELRY IS ALLOWED.** *Visible irremovable piercings on any body part will not be tolerated for any clinical setting. Ear lobe expanders (gauges) are not permitted. No tongue or facial piercings are permitted.*

K. Body art may not be visible outside of the uniform
L. Nails:
   (1) No colored nail polish
   (2) No artificial nails
   (3) Length to be a maximum of 3mm beyond the finger-tip or less

M. Hair:
   (1) If hair is longer than collar length, it must be secured up (back) with a band or clip and up off the collar. Long hair should not be worn in a pony-tail, it must be up off the collar. Hair must be away from the face and neck. Hair must be clean at all times.
   (2) Conservative hair ornaments only, if worn. No wide cloth headbands in clinical.
   (3) Men must be clean shaven or facial hair must be neatly trimmed and clean. Beard, moustache, goatee are to be closely cropped, if worn
   (4) Hair must be of a natural color - for example: blond, brown, black. No unnatural colors, for example: purple, blue, etc. No unnatural streaks of color.

N. Undergarments will be worn, and are not to be visible at any time.

O. Personal Hygiene:
   (1) Cleanliness is expected. Overpowering scents are not to be used. Foul odors, such as body odors, cigarette smoke and perfumes are unacceptable.

Either the course instructor or the clinical instructor will establish uniform requirements in some community settings. Khaki or black pants and a gray or red polo shirt is acceptable in the community setting. Identification, jewelry, hair, nails, body art, undergarment, and hygiene criteria noted above are expected regardless of clinical setting.

In all clinical settings, the clinical instructor will make the final decision about each student's professional appearance. If you are not properly attired, you may be sent off the clinical unit which may negatively impact your course grade, including probation and/or failure for the clinical day

**PURCHASE OF STETHOSCOPE AND BLOOD PRESSURE CUFF**

What to look for when purchasing a stethoscope:

A stethoscope is an important piece of equipment for a registered nurse. It helps the nurse assess and monitor a client’s blood pressure, heart rate, rhythm, lung sounds, abdominal sounds, and bruits. When purchasing a stethoscope, a person can pay as low as $15 to $20 up to several hundred dollars. Examine the stethoscope, put it in your ears, and listen with it. The BEST stethoscope for you is one you can afford and one that has the features listed below:

- Earpieces should fit snugly and comfortably in the nurse’s ear.
- Binaurals should be angled and strong enough to keep the earpieces in place without causing discomfort.
- Earpieces should point toward your nose and when you put them in your ears.
- The tubing should be flexible and 12 to 18 inches in length (longer tubing decreases should transmission through the stethoscope)
- The tubing should be thick walled (internal diameter of 4 mm or 1/8 inch) to help eliminate transmission of noises caused by rubbing the tubing against other surfaces.
- Before buying, listen to your own or another person’s heart sounds to determine if you can indeed hear with the stethoscope you are considering.
- The higher priced stethoscopes may have adapters that you can purchase which allow you to change off the adult chest piece for a child chest piece. Check the options listed with the stethoscope packaging information.
- Based on advice of nursing faculty, it is best to purchase a traditional bell and diaphragm stethoscope instead of the new combination model with a one-sided chest piece that changes from bell to diaphragm by pressure.
- The School of Nursing will have a few child stethoscopes and blood pressure cuffs for use during the pediatric rotation. The neonatal nursery in the hospital has tiny models for you to use during that rotation. No need to purchase a stethoscope with Pediatric size chest piece.
- No cloth covering on stethoscope at any time.

**Criminal Background Check:**
Cost Criminal Background Check is the responsibility of the student. You are to submit your Criminal Background by the date given in your offer of admission letter.

To order your Criminal Background Check you will use the following link:
https://portal.castlebranch.com/RC70

When you click on this link follow the instructions to order for background check.

You will click on Place Order. The following page will come up.

You will click on + Please select – when you click on this the following page will come up:
Students admitted for Fall semester will click on either I am a Fall semester student and do not reside in Virginia or I am a Fall semester student and I do reside in Virginia.

Students admitted for Spring semester will click on either I am a Spring semester student and do not reside in Virginia or I am a Spring semester student and I do reside in Virginia.

Once you click on the appropriate semester you are admitted and the correct one either resident or non-resident the following page will come up:

Scroll all the way to the bottom of the page and click Continue.
Click on I have read this information and then click on Continue.

After you click on continue the following page will come up. You are to click on I understand that my package may require CastleBranch to conduct additional searches that my result in addition fee and I have read, understand and agree to the Terms and Conditions of Use.
After you click on the 2 things and click on Continue at the bottom the following page will come up and you can order your background check.

Follow the instructions to order your background check. When you submit your background check you will automatically be set up in the tracker to upload the items you need to submit for the nursing major.

You will need to contact Customer Service (888) 666-7788 if you have problems.

Clinical agencies you are assigned to for clinical may require you to complete another Criminal Background Check according to their policies. If you are required to do a background check for that agency you will be notified.
Tracker Information (CastleBranch account):

Once you have set up your CastleBranch account (called the tracker) this allows you to upload items that are required by the School of Nursing.

**STUDENTS ADMITTED TO THE NURSING MAJOR FALL SEMESTER:** DEADLINE DATE IS AUGUST 1
**STUDENTS ADMITTED TO THE NURSING MAJOR SPRING SEMESTER:** DEADLINE DATE IS JANUARY 1

Use this check list to mark off items as you complete each. **Please do not wait until the last minute to upload your items as the School of Nursing has to approve all items.** Make sure that you answer all questions and attach the items that are required with certain forms. If you do not mark each area it will be rejected and you will have to redo and upload again.

If you wish to print the forms they are under **Pre-licensure (BSN) Forms** which are on the School of Nursing web site. The web site is: [http://www.radford.edu/content/wchs/home/nursing/current-students/undergraduateforms-and-information.html](http://www.radford.edu/content/wchs/home/nursing/current-students/undergraduateforms-and-information.html)

When you log into your tracker there is a link to each item that you have to complete. There are 15 items you must complete. Below is an example of how the page look

Click on the link and it will take you to the form or you can print the form from the School of Nursing website, complete, save to your computer then upload file. Some items will have more than one page, you must scan all pages together as one document and upload to that area on the tracker. Make sure you only put the item is required in each item. Don’t put all forms in one scan and upload. Each area must have the information needed for that area. If you use your iphone to scan your forms please make sure they are clear and readable.

Make sure you have the item completed and all areas answered. There are 15 items you must upload. Some items will have only 1 page and some items will have multiple pages. If the document has multiple pages,
complete each page, put all pages together and scan as one document. Each item will need to be scanned individually in order to upload to the area on your tracker.

You can go to Waldron College, 3rd Floor, School of Nursing, and speak with Mr. John Spraker. He will be happy to scan your forms. If you are willing to drive to the Roanoke Campus at the Roanoke Higher Education Center, Roanoke, Virginia, Sarah Janney will scan and help you upload your items. Please send Sarah Janney an email at shjanney@radford.edu to set up a date and time for her to help you.

The McConnell Library on the Radford Campus, has 3 scanners that students can use at no charge. If you run into problems scanning your item, someone working in the library will be able to help. Print and complete the form before you scan your item. Once scanned, save the item in a pdf file and save to your Radford account under your H drive. If you wish you can save to a zip drive.

You will need to save all items in a pdf file, giving each item a name – scan each item (all pages together as one document) you are to submit to your tracker in a separate file – give each item the name of the form – example – “Student Health Record”, etc.

Make sure you fill out the form completely answering all areas, if they do not apply mark n/a. Do not leave any area blank. Information submitted to the tracker that is not complete it will be rejected and you will have to complete and resubmit.

**The best way to get your forms uploaded is to submit them from your computer.**

You may fax or mail your forms. You MUST send the fax/mail coversheets along with the copy of your documentation in order for the file to make it into your account. Each item must be in a separate fax/mail coversheet. Do not send all forms in one document. If you use this method – please send each item with a coversheet. Example – health record – all pages as one document.

There are 17 items that you are to upload to your tracker.

Fax Number: 910-256-2457

Address: 1845 Sir Tyler Drive, Wilmington, NC 28405

This method will take about 6 to 10 days to get information posted. Use this method as a last resource.

**School of Nursing Health Form: Please complete all areas before submitting to the Tracker.**

School of Nursing Health – Use the March 2018 Health Record. The Health Record has 6 pages and all pages must be completed and submitted to the School of Nursing Health Record area on your tracker. The School of Nursing Health Record is different from the one that the University requires you to complete upon admission to the University. Do not leave any area unanswered, if it does not apply mark n/a. Any area left unanswered the health record will be rejected. Pages 4, 5, and 6 has a place for the Licensed Health Provider to complete and sign. If rejected you will need to rescan all pages and upload again. Please submit by the deadline date.

If you are taking courses at Radford University this semester you can make an appointment with Ms. Judi Cox, Student Health Center, to have her do your physical. You must have the current health record form printed, fill out as much as you can, take with you to your physical. If you do not have the health record with you, you cannot have the physical done by Ms. Cox.

Print the health record, complete Pages 1, 2, and 3. Answer question Current Health Information at the top of page 4.

Tuberculosis Screening must be completed by the Licensed Health Care Provider.
Fill out page 5 with your immunizations and take with you to your physical. Ms. Cox or the licensed health care provider doing your physical will complete the remainder of the health record signing in the appropriate areas. Page 6 will be completed by the licensed health care provider when doing your physical. You must sign and date the health record.

It is suggested that you complete your physical before you leave on break.

Page 4 of the Health Record is the Tuberculosis Screening. You must get either the 2 Step Tuberculosis Skin Test OR the Quanteferon Gold (QFT-G). Please complete either the 2 Step Tuberculosis Skin Test or the Quanteferon Gold (QFT-G) before you upload to the PPD TUBERCULOSIS SCREENING (PPD) area on your tracker. For this area on the tracker you need to submit Page 5 of the Health Record once you complete the 2 step Tuberculosis Screening. Please complete before you upload to your tracker.

TUBERCULOSIS SCREENING (required)
(TINE Test is NOT acceptable)
Two-Step Tuberculosis Skin Test (TST) or Quanteferon Gold (QFT-G): The CDC (2005) and Occupational Health and Safety Administration (OSHA, 1994) require that a two-step baseline TST or Quanteferon Gold (QFT-G) be performed on students/health care workers. Two-step testing consists of an initial TST and, if that result is negative, a second TST is administered 1-3 weeks after the first. To be valid, each TST reaction must be read within 48-72 hours following administration. The test must be read by a RN, MD, or qualified health professional. If, during the past 12 months, a TST was administered and read within 48-72 hours, it will be accepted as the first-step of the two-step process if proper documentation can be provided. Students have the option to do the Quanteferon Gold (QFT-G) which is a serology test.

Tuberculosis Skin Test (TST) 2 Step Results:
1st Step: LF _____ RF _____ Date: _______ Given by: __________ Read by: _______ Date: _______________

TB Skin Test was Negative/Positive (circle one) If positive: Measurement of induration ____________________________

2nd Step: LF _____ RF _____ Date: _______ Given by: __________ Read by: _______ Date: 

TB Skin Test was Negative/Positive (circle one) If positive: Measurement of induration ____________________________

OR

Quanteferon Gold (QFT-G):

Negative/Positive (circle one) Signature ________________________________

Students with a previous Positive PPD skin test should not have a TST repeated. The student may choose to obtain a QFT to verify the positive PPD or obtain a Chest x-ray. Documentation of positive PPD is required and a copy of the either the NEGATIVE QFT result or a copy of the radiologist report of the chest x-ray must be submitted with this health form.

Students testing positive with the 2 step TB skin test or Quanteferon Gold (QFT-G) needs to take INH medication as prophylaxis. If currently on INH or if INH treatment has been completed, please provide documentation.

If chest x-ray is negative, a repeat chest x-ray is not required unless symptoms develop that could be attributed to tuberculosis.

EXAMINER’S SIGNATURE ________________________________ DATE ____________
Page 5 of the Health Record is Certificate of Immunizations: You are to complete all the immunizations listed below and have the Licensed Health Provider sign the immunization section on the page. Please follow the information on the page and complete. The immunizations listed below are in accordance with recommendations from the: Advisory Committee on Immunization Practices, American Academy of Pediatrics, and American Academy of Family Physicians (2003). Please access the following source for further information on vaccines: CDC National Immunization Program web site www.cdc.gov/nip

**IMMUNIZATIONS**

**VACCINE DOSES ADMINISTERED**

<table>
<thead>
<tr>
<th>IMMUNIZATIONS</th>
<th>VACCINE DOSES ADMINISTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TETANUS, DIPHTHERIA, and ACCELLULAR PERTUSSIS (Tdap) VACCINATION</td>
<td>Tdap replaces a single dose of Td for adults aged 19–64 years who have not received a dose of Tdap previously. All students are required to produce documentation of adult Tdap vaccination before entrance into Radford University School of Nursing.</td>
</tr>
<tr>
<td></td>
<td>1) ____ / ____ / ____ Mo Day Year</td>
</tr>
<tr>
<td></td>
<td>2) ____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

**MENINGOCOCCAL CONJUGATE VACCINE**

(2) Meningococcal Booster is required after the age of 16

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>Have 2 Vaccines: (1) OR have Serological Confirmation of Measles Immunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
<tr>
<td>2) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

**HEPATITIS B VACCINE**

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>OR Serological Confirmation of Immunity (Must attach a copy of the Lab Report)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
<tr>
<td>2) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

**MEASLES, MUMPS, RUBELLA (MMR)**

If born before 1957, only one dose is required. If born during or after 1957, both doses are required.

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>If you cannot provide the dates of 3 doses of IPV as a child you will need to get a BOOSTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
<tr>
<td>2) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

**VARICELLA ZOSTER**

You either get Two (2) doses for persons who are susceptible.

OR

The Serological Confirmation of Immunity

Cannot State Had Disease

<table>
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</tr>
<tr>
<td>2) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

**POLIO VIRUS (IPV) VACCINE**

<table>
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<tbody>
<tr>
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<td>____ / ____ / ____ Mo Day Year</td>
</tr>
<tr>
<td>2) ____ / ____ / ____ Mo Day Year</td>
<td>____ / ____ / ____ Mo Day Year</td>
</tr>
</tbody>
</table>

Signature ____________________________ Date ____________________________

Licensed Health Care Provider Printed Name ____________________________ Phone Number (___)_________

Address _______________________________________________________________________________________

*MEDICAL EXEMPTION:*

☐ DPT ☐ Td ☐ Tdap ☐ Polio ☐ MMR ☐ Hepatitis B Series ☐ Varicella zoster

As specified in Article 22.1–271.2C. (II) of the Code of Virginia, I certify that administration of the vaccine(s) designated above would be detrimental to this student’s health.

The vaccine(s) is (are) specifically contraindicated because __________________________________________

This contraindication is ☐ permanent (or) ☐ temporary and expected to preclude immunization until ______________

This contraindication is ☐ permanent (or) ☐ temporary and expected to preclude immunization until ______________

Physician or Health Department Official Signature ____________________________ Date: __________ Phone: __________
Hepatitis B Vaccine on Page 5 of the Health Record - You are required to have 3 Hepatitis B vaccines.

If you have completed all 3 vaccines list the date of each vaccine in the area Hepatitis B Vaccine section. Upload Page 6 to the Hep B Series of 3 Vaccines area on your tracker once this is completed and the Licensed Health Provider has signed the page.

If you do not have the 3 Hepatitis B vaccines please start immediately so you will have at least 2 vaccines in place by the time you start the nursing major. You will need to get 1st one immediately. The 2nd one will be due in 1 month of the first vaccine. The 3rd one is due in 6 months. If you are just starting the vaccines please wait until you have gotten at least 2 of the vaccines before you upload the form to the Hep B Series of 3 Vaccines area on your tracker. Once you upload the vaccines a due date for the next one will be on your tracker and you will need to get the vaccine when due.

Seasonal Flu Vaccine:

Influenza (the flu) can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get very sick from the flu, including people who are otherwise healthy.

You can get the flu from patients and coworkers who are sick with the flu.

If you get the flu, you can spread it to others even if you don’t feel sick.

By getting vaccinated, you help protect yourself, your family at home, and your patients.

The flu vaccine is required by many of our clinical agencies. Therefore, nursing students will be required to get a flu vaccine each year unless a student has a documented medical reason they cannot receive the flu shot. Students need to upload proof of their flu vaccine or medical documentation about why they have to decline. Students who do not receive the flu vaccine, will be required to wear a mask in all patient settings and may limit where a student can attend clinical.

CPR - American Heart Association BLS COURSE:

You must be certified in CPR through the American Heart Association. All students are required to take the American Heart Association BLS course to meet the requirements of the nursing major. No other CPR will be accepted.

The cost is the responsibility of the student. Students are responsible to keep CPR through the American Heart Association up to date during the nursing major.

Make a copy of your CPR card (front and back) or the ecard that you receive after you complete CPR. Scan the copy and save to a pdf file. You cannot be in clinical without documentation of current and up to date CPR through the American Heart Association.

CPR – AMERICAN HEART ASSOCIATION BLS COURSE:

CPR you will not have a form to complete. Make a copy of your CPR card (front and back) or the ecard that you receive after you complete CPR. Scan the copy and save to a pdf file. You must be certified in CPR through the American Heart Association (BLS course). This is the only CPR that the School of Nursing will accept. Any CPR uploaded to your tracker other than the American Heart Association BLS course will be denied.

1. Radford University EMS Department holds CPR classes on campus and is open to students. For more
information contact David Darrach-Chavez, Radford University, RUEMS Chief Firefighter/EMT. His phone number is (703) 678-3956 and email address is ddarrachchave@radford.edu

2. **Radford University Clinical Simulation Center** will do the American Heart Association BLS CPR for students. For information regarding a class call 540-831-7175.

3. **Carilion Clinic:**
   Please call 540-266-6000 or toll free 1-800-422-8482 to register. Cost is determined by Carilion Clinic. Certification is good for 2 years. The person you talk with will be able to give you the date of the class. Please do not be late as you will not be allowed to take the class if you are late.

   The cost of the course is determined by each agency doing the class. Certification is good for 2 years. **The BLS Healthcare Provider course is the one you need to take.** There is no form to complete for CPR, scan your card (front and back) or the ecard and save to a pdf file and then upload to the tracker in the area CPR. **These are suggested places that you can take your CPR as they are close to campus.**

**Diagnostic Equipment:** This is an option if you would like to purchase the stethoscope and blood pressure cuff – not mandatory that you purchase through the Nursing Students Association.

Nursing Student Association (Roanoke) has partnered with MDF Instruments to bring you premium diagnostic equipment. The supplies you buy as a student will service you for many years to come. All items listed on the website have been approved and are recommended by Radford University Nursing faculty. By ordering through this site, you will receive student discounted pricing and free shipping while supporting the NSA. Various personalization and color options are available so you can begin the year in style!

Please check out [www.MDFinstruments.com](http://www.MDFinstruments.com/) All orders receive an exclusive student discount and a percentage of all proceeds will be donated back to the Nursing Student Association.

Read, complete, sign and upload the following to your tracker:

Each of the following will have an area on the tracker. Make sure you have the item completed and all areas answered. Some items will have only 1 page and some items will have multiple pages. If the document has multiple pages, complete each page, put all pages together as one document and scan as one document. You cannot submit one page at time when there are multiple pages. You must submit as one document (Example – School of Nursing Health Record has 6 pages) and you must scan all 6 pages together as one document. Each item will need to be scanned individually in order to upload to the area on your tracker.

Do not scan all forms together and submit as one group. Each form must be uploaded to the area on the tracker. If any item is not completed and submitted correctly it will be rejected and you will have to complete again and resubmit to the area. Make sure each items is done correctly before submitting.

- Undergraduate Student Handbook for the School of Nursing – The School of Nursing Undergraduate Student Handbook is a handbook that has the policies of the nursing major that you must understand and agree to while a nursing major. The School of Nursing Handbook is revised each semester. Once the handbook is revised and complete each semester you will receive a copy by email. At that time you are to read the School of Nursing Undergraduate Student Handbook, print the page (School of Nursing Undergraduate Student Handbook Student Agreement Form), sign the form stating you have read and understand the policies of the School of Nursing and upload the signed form to your tracker. Please do not submit any past semester handbooks, if so, it will be rejected. You must submit the current semester handbook. Do not submit anything to this area until you receive the current semester School of Nursing Undergraduate Student Handbook.
Agreement for Shared Information with Faculty
Acceptance of Functional and Technical Standards
Acceptance of Standards of Student Conduct
Acceptance of Standards of Professional Practice Education
Acceptance of Risk Management/Drug Use/Abuse Policy
Clinical Simulation Center Student Expectations
Confidentiality Agreement Clinical Simulation Center
Confidentiality Agreement for Nursing Majors
Clinical Absence/Tardiness Policy

Student Health Record – completed – do not submit until you have completed all areas and all pages. Do not leave any area unanswered, mark n/a if they do not apply. If any area is unanswered it will be rejected and you will have to resubmit.

Tuberculosis Screening:
You will need to get either the 2 Step PPD or the Quanteferon Gold (QFT-G). Once you complete the health record, scan page 4 and upload to the Tuberculosis Screening area on your tracker. This is updated yearly.

Hep B Vaccines:
Once you complete the health record, scan page 5 and upload to the Hep B area on your tracker. If you have not started the Hep B vaccines please do this immediately in order that you will have at least 2 by the start of the nursing major. You are to get the 1st one, 2nd one is due 1 month after the 1st one and the 3rd one is due within 6 months of the 2nd one. All students must have the Hep B vaccines unless you have a medical exemption.

CPR:
Must be certified through the American Heart Association BLS course. Please copy your card (front and back), scan the copy and upload to the CPR area on the tracker.

Seasonal Flu Vaccine:
The flu vaccine is required by many of our clinical agencies. Therefore, nursing students will be required to get a flu vaccine each year unless a student has a documented medical reason they cannot receive the flu shot. Students need to upload proof of their flu vaccine or medical documentation about why they have to decline. Students who do not receive the flu vaccine, will be required to wear a mask in all patient settings and may limit where a student can attend clinical.

The flu shot area of your tracker deadline date for Fall semester is October 1 and Spring semester the deadline due date is January 1.
Categories of Anticipated Expenses for Student Nurses:

Students will have expenses throughout the nursing major. To help plan your budget the School of Nursing has composed a list of anticipated expenses that you will have in the upper division. There may be other expenses that are not listed below:

**Transportation:**
- Gas: Clinical and class requirements each semester. Students will have extensive driving requirements to clinicals
- Parking: Hospital & Campus
- Reliable car and car insurance (since it is necessary for nursing students to have a car) and a valid driver’s license

**Required attendance at events and certifications with additional fees:**
- Conferences and special events - designated by School of Nursing
- CPR - American Heart Association BLS Certification – only CPR accepted by the School of Nursing – renewal every 2 years
- Criminal Background Check and Medical Document Management – $66.75 onetime pay unless you have to have another
- Criminal background check done
- SNO – Student Nurse Organization – Highly Recommended, but not mandatory, to join - $75.00 for 2 year membership

**Text Books, Academic Supplies, Conferences and Field Trips:**
- The first semester of the upper division major is heaviest expense for books and supplies. All semesters require purchase of new books and supplies
- Remember to budget for photocopying
- Registration and travel fees may be required for conferences and field trips.
- Kaplan – Cost is $150.00 for 4 semesters payable by 1st Friday of the semester. This will include a NCLEX Kaplan review class at the end of Level IV
- Students needs a Laptop for class and testing

**Supplies:**
- Stethoscope
- Blood pressure cuff
- Skills Pack (Laboratory kit) Pen light/bandage - $160.00 – skills pack ordered before start of nursing major
- Scissors

**Uniforms:**
- Shoes
- Two sets of standard uniform (purchased from Radford University Bookstore)
- Students are required to purchase black pants and a gray polo shirt for Nursing 352 clinical. Polo Shirt must be purchased from Radford University Bookstore. Approximate cost of pants $21.00, Gray Polo Shirt $29.00
- Radford University name badge – cost is $5.00

**Health Requirements:**
- Hepatitis B Immunizations before you are able to be in a clinical setting in the hospital
- Two-step PPD skin testing or Quanteferon Gold (QFT-G)  If PPD test is positive Chest X-Ray required
- Current immunization status
- Complete physical examination upon entrance to the nursing major. The School of Nursing Health Record is different from the health record you submitted to the university upon admission
- Drug Screening each semester - $40.00 each semester unless you have a dilute negative then you have to pay for another drug screening the semester is it dilute negative.
- Seasonal Flu Vaccine highly recommended by School of Nursing

**Graduating Costs:**
- Composite picture – Sitting fee between $30.00 and $40.00
- Nursing Pin – Cost is between $40.00 and $340.00 depending on what kind you wish to buy
- Graduation Cap and Gown
- State Board Application for Licensure and NCLEX Testing approximately $390.00

**Other:**
- For those invited (upper 1/3 of class with specified GPA) induction and membership expenses for Epsilon Psi, Sigma Theta Tau International - $108.00