**ASN Admission Documentation Checklist**

In order to complete your ASN Program admission process, **ALL** of the following documents must be completed and submitted (via mail, fax, or email) to the Nursing Department by **August 15, 2020.**

*\*\*If your file is not complete by at the end of the following 6 weeks, on* **August 15, 2020** *your acceptance to the nursing program will be rescinded and another student from the waitlist will be given your seat.*

* Signed and completed 2020-21 Nursing Program Application
* Signed, dated, and completed Admission Acceptance Disclaimer form
* Signed and dated Authorization to Obtain Background Reports (SKC form)
* Copy of health insurance coverage (private, Medicaid, or IHS) (copy of card or form is accepted)
* Copy of applicant’s photo ID (driver’s license, passport, etc.)
* Copy of CURRENT Healthcare BLS CPR (copy of card or IHS form is accepted)
  + **(Due 8/15/2020 unless COVID restrictions prohibit)**
* Copy of Tribal ID (if applicable)
* Documentation of Veteran status (if applicable)
* **Health History Record**
  + PART I: General Information *(to be completed by the student)*
  + PART II: Health History *(to be completed by student and signed by health care provider)*
  + PART III: Statement of Physical Fitness *[to be completed by a Licensed Health Care Provider (MD, DO, APRN, PA-C)]*
* Documentation of current (no earlier than 6.1.2020)Tuberculin (TB) Skin Test (PPD) #1 **and** Tuberculin (TB) Skin Test (PPD) #2 **OR** QuantiFERON-TB Gold blood test (QFT-G)
* Copies of original immunization records
  + Full series of the Hepatitis B vaccine (3 vaccinations) OR current titer positive for anti-HBs indicates immunity to HBV.
  + Reactive Hepatitis B Antibody Titer
  + Measles, Mumps, Rubella (MMR) vaccines **OR** Positive MMR Titers
  + Tetanus, Diphtheria, and Pertussis (TDap) vaccine within the last 10 years
  + Varicella Vaccine **OR** Positive Varicella Titer
    - (we do NOT accept history of illness-chicken pox)
* Completed order form for name tag(s) and uniform embroidered SKC logo

(your student account will be charged)

**BACKGROUND CHECK**

We have partnered with Verified Credentials, Inc. to provide expedient and convenient process for obtaining necessary information. The background check must be completed by August 1, 2019.

**Please follow these steps:**

1. Go to [http://scholar.verifiedcredentials.com/skc](http://scholar.verifiedcredentials.com/rctc)
2. Enter the code GGBWD-32829 for SKC Nursing Level 1 Program
3. Create, or log into your existing account
4. Review required information
5. Enter information
6. Upload supplemental documents. In order to complete the background check, you need to fill out and upload the **‘State of Montana Release of Information’** form, which is included in this packet.

*(****Hint:*** *Have form notorized prior to logging on to Verified Credentials)*

* 1. Fill out the release form. **Please note** that unless you are currently employed at a childcare facility, you do not need to fill out section D, Employment Status.
  2. Have the completed form notarized (make sure they use the ink stamp). **Do not sign** the document until you are in the presence of a notary.
  3. Scan the completed release form into a computer to create a document (ex. PDF file).
  4. Upload the form into your account when requested while on the Verified Credentials website.
  5. You do not need a second background check because you live on a reservation.

1. **REMEMBER when finished on the Verified Credentials website** click on ‘allow sharing’ so that the nursing department will be able to access your record, or your background check will be considered INCOMPLETE. Thank you!

If you have any questions about filling out the information or using the website, please contact Verified Credentials Support at 800-938-6090 or [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com).

**PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS**

All nursing students must meet the physical examination and immunization requirements. The attached documents outline all these requirements in detail for you and your primary care provider to review and sign. PLEASE use the form that is provided.

**Hint:** It is highly recommended that you read this document in its entirety before seeing your provider in order to verify that all the requirements have been met during one appointment. All forms must be completed and submitted to the Nursing Department by August 15, 2020.

**Hint:** Regarding the health record requirements, make appointments for immunizations during your appointment, and obtain records of immunizations while at the health care facility. ☺

1. Hepatitis B vaccination series takes time to complete; therefore, it is recommended that you receive the first immunization as soon as possible and mark your calendar for the follow up immunization. Students are required to have at least the first two immunizations of the series by August 15, 2020. These immunizations are to be done 4 weeks apart so it is imperative that you begin the process immediately.
2. Reactive Hepatitis B Antibody Titer laboratory tests have a variable time frame for results and thus should be completed as soon as possible as well.
3. ALL SKC nursing students are required to receive the annual influenza vaccine (*which usually isn’t available until late September/early October*) by October 31, 2020 and a copy of the signed and completed form verifying you have received the vaccine, must be submitted to the nursing department no later than October 31, 2020.

**DRUG SCREENING**

1. Every incoming student is required to provide a negative urine drug screening before being allowed into the clinical environment. If the student does not pass the random drug screen before clinical rotations begin, the student will be removed from the Nursing Program.
2. The cost of the initial urine drug screening is included in your admission to the program. If the student does not provide a negative test, they are allowed one repeat test. Any required costs related to subsequent urine drug screening is the responsibility of the student.
3. Proof of prescriptions of any controlled substances must be provided to Dr. Lisa Harmon no later than the first day of ‘Boot Camp’ (TBA due to COVID), which is **PRIOR** to the student completing the initial drug screening. Please provide a list of your current medications from your provider or the Health Portal.
4. All urine drug screenings will be completed randomly throughout the 2020-21 academic year. The results will be forwarded from the testing site directly to the SKC Nursing Department to be reviewed by the Director of the Salish Kootenai College Nursing Department.

**UNIFORMS**

**Uniforms and shoes do not need to be purchased until October 2020.** Please refer to your Student Handbook for details listed on page 28. All students are required to wear their uniform for clinical, SKC lab, and whenever representing the SKC Nursing Program. Uniforms include a top, bottom, and plain black closed toe shoes.

1. The uniforms orders will be completed during the Fall Quarter 2020. You will be notified of the date ‘Top to Bottom’ will bring uniforms to the student lounge for you to try on and order the correct size. Top to Bottom will also bring stethoscope’s, scissors, etc. for your consideration. Hint: Budgeting the amount from your student loans and/or saving money over the next few months specifically for your uniforms, will make it possible to purchase without stressing your budget. (May be changes due to COVID)
2. Students are responsible for paying for their uniform(s) at the time of ordering. (Two uniforms are recommended; hopefully that way one will always be clean, ironed, and ready) When your uniforms arrive, they will be taken to be embroidered with nursing logo prior to being delivered to you.
3. Students are responsible for purchasing nursing uniform standard shoes. The shoes must be plain black with no brand logos or adornments of any kind. Please see your student handbook (page 28) for specific details with regards to shoe wear.

1. All students are required to wear their name tag (side opposite of nursing logo) during clinical and whenever representing the Salish Kootenai College Nursing Program. You are required to order one nametag (two name tags are recommended). The attached nametag and uniform embroidery order form must be submitted by August 15, 2020. These fees are charged to your student account.

For questions regarding your Health History form, immunization records, and/or clinical placement, contact Kendra Reinlasoder at (406) 275-4933 or email [Kendra\_Reinlasoder@skc.edu](mailto:Kendra_Reinlasoder@skc.edu).

For questions regarding your background check, drug screening policy, and uniforms please direct them to the SKC Nursing Program ASN Program Coordinator, Kristine Hilton at

(406) 275-4910 or [Kristine\_hilton@skc.edu](mailto:Kristine_hilton@skc.edu)

**In addition:** STUDENTS are responsible for the following:

* Tuition / Fees
* Textbook / workbook / online textbook resources
* SKC Nursing Department approved uniform(s); top and bottom.
* SKC Nursing Department approved shoes
* Wrist watch with second hand
* Good quality stethoscope
* Other lab supplies; Scissors,etc.
* Required immunizations to attend clinical (Ex. Influenza in October)