



COPPIN STATE UNIVERSITY

HELENE FULD SCHOOL OF NURSING
OFFICE OF CHAIRPERSON FOR
BACCALAUREATE NURSING EDUCATION
2500 W. North Avenue
Baltimore, MD 21216
(410) 951-3970 FAX (410) 400-5976

Dear Student:

The purpose of this correspondence is to address the Level III requirements in preparation for Fall 2014. You are expected to register for **NURS 323 Medical Surgical Nursing: Adult/Older Adult** for Fall 2014 NURS 217 Health Assessment and NURS 310 Pharmacology. The following information provides guidance for enrollment in and clearance for entry into clinical nursing courses for the Fall 2014 semester. If you have any questions regarding this process, plan to attend advisement session on July 10 or 11, 2014 (optional) at 10 am in HHSB 425. After that date, your advisor will return August 15, 2014 to address any academic questions or concerns.

MAKE COPIES OF ALL DOCUMENTS YOU SUBMIT!!!!!!

Please adhere to all deadlines for submission.

- **ADMINISTRATIVE CLEARANCE**- Confidentiality, Release of Information, Honor Code, Locker Policy and Video/Photo Release. Each student will be required to complete these documents prior to August 18, 2014. You will receive information about the process to upload the documents.
- **CLINICAL REQUIREMENTS** – HIPAA, OSHA, and Fire Safety, Restraints and Diversity. Each student will be required to complete this prior to August 14, 2014.
- **BACKGROUND CHECK and DRUG SCREEN**– Clinical agencies require background checks and urine drug screens. The name of the vendor who provides this service for the HFSON will be provided to you. The cost and procedure to obtain your background check and drug screen will be provided as an attachment. Plan to complete by August 18, 2014. It is your responsibility to contact the vendor, pay the cost of the background check and complete the background check(s). *A drug screen is required.* All students are required to complete the background check prior to being approved for entry into a clinical facility. This is **MANDATORY**. Failure to do so will result in denial of the use of the designated agency for your clinical experiences. The required background check will be in effect as long as you are continuously enrolled in the HFSON. If you stop the program for any reason, you must complete another background check and urine drug screen. If you are not cleared by the agency, then you may be administratively removed from the course. Tuition and /or fees may not be eligible for refunding.
- **CPR CERTIFICATION**– Cardio-Pulmonary Resuscitation (CPR) certification is required for all clinical nursing. A copy of your card (front and back) must be uploaded no later than August 18, 2014. All cards must be valid through May 2015. A student will not be allowed to attend clinical without verification of a current CPR certification status. **The American Heart Association Health Care Provider Basic Life Support/CPR Training card is the only card accepted by the HESON.**
- **HEALTH CLEARANCE**- All students are required to have an annual Health History & Physical Form completed by their Primary Care Provider. You may obtain a copy of the form from the Community Health Center or download a copy of the form on the *Coppin State University* website: <http://www.coppin.edu/UndergraduateNursing/HealthClearanceForm.pdf>. Students are to upload

the completed Health History & Physical Form(s) by no later than **August 18, 2014**. You will not be allowed to go to the clinical facility until this requirement is met.

- **IMMUNIZATION** – All students are required to provide evidence of current immunization status. The form can be downloaded at Coppin State University Community Health Center website and will then be uploaded as described on the attachment.
- **REGISTRATION PROCEDURE** - By August 18, 2014, the Chairperson's Office will verify that the Administrative, Clinical, Health Clearance, Immunization, Background Check and Drug Screen have been completed. A Student who does not meet the deadline may be administratively removed from the class roster. Any tuition and/or fees assessed shall be the responsibility of the student.
- **PHARMACOLOGY AND PARENTERAL THERAPIES ASSESSMENT** – Please go to Blackboard and CSU HFSON Clinical Resource page to view the information related to dates and times for review sessions. Fall 2014 testing dates will be August 5, 12 and 19th.
- **UNIFORMS** - All students are required to wear the *Coppin State University* regulation uniform. Uniform fittings will be held from **June 30 – July 21, 2014** in the LRC. office located on the 4th floor of the HHSB. The uniform must be ordered no later than July 21, 2014 to be received in time for your first clinical day. Students are also expected to wear all white shoes (no sneakers) and white socks or stockings in the clinical area. Instructions for ordering your uniform can be obtained from: <http://www.coppin.edu/UndergraduateNursing/Uniforms.aspx> or the *Coppin State University CHP HFSON website* under **Nursing Clinical Requirements** on the scroll bar on the left side of the page.
- **CONTENT MASTERY SERIES REVIEW MODULES (ATI)** – The Helene Fuld School of Nursing currently utilizes the **Content Mastery Series (CMS)** program by Assessment Technologies Institute, Inc. for all undergraduate nursing students. The purpose of this program is to provide nursing students with an additional resource for review and/or remediation of course content for each course in the nursing plan of study. Students are able to use the study tools during the summer to assist in their enrichment and/or remediation plan. The purchase of the materials is **mandatory throughout the undergraduate program**. Each undergraduate nursing student will be assessed a fee each semester for the purchase of the Content Mastery Series Review Modules/ATI as a part of the HFSON Assessment and Remediation Program. The fee will be included in your tuition and fee payment due each semester. The fee will include the cost for the ATI Live Onsite Review.
- **STUDENT CLINICAL ASSIGNMENTS** – After August 1, 2014, any changes made to clinical assignments must be approved by the Chairperson so that the clinical agency is notified in a timely manner.

I wish you much success as your progress through the program.

Sincerely,



Dr. Danita Tolson

Interim Chairperson for Baccalaureate Nursing Education

cc: Dr. Tracey L, Murray, Dean and Professor
Mr. Billy Best, Director of Student Affairs
Ms. Lucille Belgrave, Director of Clinical Affairs
Undergraduate Faculty Advisors