

# Trinitas School of Nursing

## Pre - Registration Checklist Explanation

Please use the following information as a guide to assist you in completing your pre-registration checklist.

**It is important to bring UCC Student ID for registration.**

**1. Health Clearance; required for entrance into NURE 131 and NURE 211/212**

- a. You will **NOT** be able to proceed through pre-registration process without health records pre-cleared by Director of Student Health
- b. To obtain the proper Health clearance for registration you must:
  - i. Make an appointment with your health care provider, keeping in mind this may require time to obtain an appointment
  - ii. Download health forms from canvas
  - iii. Have health care provider fill out all required forms
  - iv. Please allow enough time to obtain your blood titers
  - v. Submit forms for review to Director of Student Health by **December 6 for Spring semester**
  - vi. Submit forms for review to Director of Student Health by **May 6 for Fall semester**
  - vii. Allow enough time to have forms reviewed by Director of Student Health

**1. Submission to the Director of Student Health:**

Patricia Stansfield

Trinitas School of Nursing

40 W. Jersey Street

Elizabeth, NJ 07202

Room 324

Phone: 908.659.5148

email: [stansfield@ucc.edu](mailto:stansfield@ucc.edu)

- 2. TB Test; For NURE 131 and 211** is a two-step skin Mantoux test or QuantiFERON TB Gold Blood test. Either test must be current and not expire during semester.

**For NURE 132 and 250 and above:** Single TB test or QuantiFERON that does not expire during semester.

- a. All students are required to present a copy of TB test results at pre-registration for every semester
- b. Results to be submitted to Director of Student health by **December 6 for Fall semester**
- c. Results to be submitted to Director of Student health by **May 6 for Spring semester**
- d. Results to be submitted to Director of Student health by **December 6 for NURE 260/270**

**3. Drug Screening; required for entrance into NURE 131 and NURE 211/212**

- a. Must be performed at Trinitas Regional Medical Center Occupational Health Department
- b. All students are required to present a copy of original drug screening at every pre-registration
- c. Cost of screening is the responsibility of the student
- d. Call directly to make appointment at 908.994.5368

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4. Flu Vaccine; **required for every spring pre-registration**
  - a. Receipt must be provided at pre-registration
  
5. TABB Criminal background Check; **required for entrance into NURE 131 and NURE 211/212**
  - a. **Please note, the timeframe to complete background check is 4 weeks**
  - b. All students are required to present a copy of original clear or negative background check at every pre-registration.
  - c. The TABB form and further information can be found on the Trinitas School of Nursing website.
  - d. There is a fee for the criminal background check that must be provided to TABB directly.
  
6. Malpractice Insurance Requirement;
  - a. Policy must cover the student for a \$2 million minimum per occurrence and \$4 million aggregate and state for RN Student
  - b. Policy must be current through **December 30 for Spring semester**
  - c. Policy must be current through **May 30 for Fall semester**
  - d. Policy must be current through **December 30 for NURE 260/270**
  - e. Policy must be presented at pre-registration
  - f. If company request a letter regarding coverage from Trinitas School of Nursing, one can be downloaded through Canvas
  - g. Policies can be obtained through:
    - i. Pro liability: 1.800.375.2764 or [www.proliability.com](http://www.proliability.com)
    - ii. NSO: 1.800.247.1500 or [www.nso.com](http://www.nso.com)
  
7. Proof of BLS/(Healthcare provider)/CPR completion through AHA;
  - a. American Heart Association is the only acceptable provider for the CPR requirement
  - b. Must be valid through **December 30 for Fall semester**
  - c. Must be valid through **May 30 for Spring semester**
  - d. Must be valid through **December 30 for NURE 260/270**
  - e. You must bring to registration;
    - i. American Heart Association CPR card; or
    - ii. If card is not been issued yet, provide the letter of successful completion on letterhead of American Heart Association
  
8. TRMC Annual Mandatory Education completion; **(Annually within calendar year)**
  - a. Must be completed once a calendar year
  - b. Must present screen shot of page completion at every pre-registration
  - c. Available for completion **January 2<sup>nd</sup> yearly**
  - d. Please access through the following link
  - e. <https://pfm.healthcaresource.com/performance/trinitas>

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9. Provide a copy of the unofficial UCC transcript printed from webservice for review
  - a. Make sure all relevant information is legible on transcript or you will be required to reprint it.
  - b. Transcript must be printed within 48 hours of pre-registration
  
10. Proxy Form
  - a. If you cannot be present at preregistration and need someone to attend in your absence, you must allow enough time to complete the following procedures:
    - i. Download proxy form from canvas (note to self, it needs to be renamed)
    - ii. Request appointment with Associate Dean by emailing [trinitas@ucc.edu](mailto:trinitas@ucc.edu), indicating two options of date/time availability. You will receive an email confirmation back of appointment date and time.
    - iii. Bring with Proxy Form with name of proxy to appointment
    - iv. Proxy will need to bring proxy form and proof of identity to registration. This proof must match name as outlined on proxy form.
  
11. Attestation/ Consent Form
  - a. Must be brought to all pre-registrations

#### **Important note:**

**If you are requesting an accommodation; documentation from the UCC Office of Disability, Request for accommodation must be attached.**

**If you are requesting for Absence of more than one clinical day/evening/weekend; documentation must be attached.**

The following forms can be located at [www.trinitasschoolofnursing.org](http://www.trinitasschoolofnursing.org); Program Information/ Nursing Program Forms:

- Background Check verification and consent
- Health Clearance form
- Drug screening consent and instruction
- TABB criminal background check
- Registration checklist
- Malpractice Insurance letter, if required
- TRMC Annual mandatory Education instructions for sign in
- Proxy Form, if required