

Trinitas School of Nursing
Re-entry Registration Requirement Explanation

Please use the following information as a guide to assist you in preparing registration documents.

Read this Important Information before you begin:

- Read all instructions carefully as each student is responsible for the information below.
 - All students must meet the following requirements before they are permitted to register for clinical courses
 - All Original Forms, with your name on each form, must be electronically submitted to CastleBranch by following deadlines:
 - January 1 for Spring Semester
 - December 1 for Spring Semester Flu Vaccine
 - August 1 for Fall Semester
 - April 6 for NURE 260/270
 - All questionnaires and forms can be found at www.trinitasschoolofnursing.org
 - Click on Program Information, then
 - Nursing Registration Information
 - Students **MUST** maintain original forms for their own records.
1. **New Physical Examination Form**; for those re-entry students who have been out one semester or more.
- To obtain the proper Physical Examination for registration you must:
 - Make an appointment with your health care provider, keeping in mind this may require time to obtain an appointment
 - Have health care provider fill out all required forms
 - Please allow enough time to obtain your blood titers
2. **New TB Test**:
- **For all re-entry into NURE 131 and 211** a two-step skin Mantoux test or QuantiFERON TB Gold Blood test is required. Either test must be current and not expire during semester.
 - **For all re-entry NURE 132 and 250 and above**: Single TB test or QuantiFERON that does not expire during semester.
3. **New Drug Screening**
- All students are required to uploaded to CastleBranch drug screening at each registration
 - All students must do Drug Screening at Trinitas Hospital:
 - Trinitas Hospital Occupations Health Department,
 - 1st Floor Administrative Services Bldg.,
 - Suite 202 240 Williamson Street, Elizabeth, NJ
 - Appointments are required. Please call **908.994.5368** to book your appointment.

Trinitas School of Nursing

Re-entry Registration Requirement Explanation

4. Flu Vaccine (For Spring Registration Only):

- A signed declination (Waiver) for the flu vaccine **WILL NOT** be accepted during the Flu season by all clinical facilities.

5. **New** - Criminal background Check

- Must be done obtained through CastleBranch
- **Please note, the timeframe to complete background check is 4 weeks**
- All students must obtain a new background check annually, beginning registration for Fall 2021

6. Malpractice Insurance Requirement;

- Policy must cover the student for a \$2 million minimum per occurrence and \$4 million aggregate and state for RN Student
- Policy must be current through
 - i. **Fall Semester - December 30th**
 - ii. **Spring Semester - May 30**
 - iii. **Summer Semester (NURE 260/270 only) - December 30th**
- If company request a letter regarding coverage from Trinitas School of Nursing, please see Applications and Documents/Malpractice Letter
- Policies can be obtained through:
 - i. Pro liability: 1.800.375.2764 or www.proliability.com
 - ii. NSO: 1.800.247.1500 or www.nso.com

7. Proof of BLS/(Healthcare provider)/CPR completion through AHA;

- American Heart Association is the only acceptable provider for the CPR requirement
- Must be valid through:
 - i. **Fall Semester - December 30th**
 - ii. **Spring Semester - May 30th**
 - iii. **Summer Semester (NURE 260/270) December 30th**
- You must upload to Castlebranch;
 - 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

Trinitas School of Nursing

Re-entry Registration Requirement Explanation

8. TRMC Annual Mandatory Education completion; (Annually within calendar year)

- Must be completed once a calendar year
- Must upload proof of completion prior to registration
- Available for completion **January 2nd yearly**
- Please access through the following link
- <https://pfm.healthcaresource.com/performance/trinitas>

9. Attestation/ Consent Form

- Must be uploaded to CastleBranch for every registration

10. LPN License (if enrolled in the LPN-RN Track)

- A copy of your valid unencumbered LPN license must be uploaded to Castlebranch for every registration

11. Fees

- Students are responsible for all fees associated with above requirements

Important note:

If you are requesting an accommodation; documentation from the UCC Office of Disability, Request for accommodation must be submitted directly to course faculty.

11.18.2020