

Nursing-Associate Degree (ADN) Program
Fall 2025
ADN STUDENT PROGRAM, CLINICAL REQUIREMENTS, and SOU

ORIENTATION DOCUMENTS-DUE July 1, 2025

Students will complete forms at after orientation and upload to Blackboard/Course Assignments-Campus Specific Folder

1st semester Instructor or academic advisor will add documents to Student File

Document	Semester 1	Semester 2	Semester 3	Semester 4
Computer Skills Inventory Form		N/A	N/A	N/A
Release for Audio and Video Form		N/A	N/A	N/A
HS Confidentiality Statement				

PROGRAM DOCUMENTS-Semester Orientation

ADN Faculty will collect the following documents at Semester Orientation and add to Student File

Document	Semester 1	Semester 2	Semester 3	Semester 4
Student Safety accountability Statement		N/A	N/A	N/A
Student Rules & Regulations Signature Page				
HIPAA video training sign-off and quiz				

PROGRAM DOCUMENTS-Every Semester

Clinical Instructors will complete and add to Student File

Document	Semester 1	Semester 2	Semester 3	Semester 4
Clinical Evaluation-Midterm				
Clinical Evaluation-Final				

PROGRAM DOCUMENTS-As Needed

ADN Faculty and/or Program Director will collect the following information and add to Student File

Form	Semester 1	Semester 2	Semester 3	Semester 4
Self-Reporting Form-ONLY if you are under investigation or charged with a crime. Student will email the completed form to the Program Director within 7 days of charge.				
Accommodations-signed card				
Critical Incident Forms				
Improvement Plans				
Make-up Assignments				

PROGRAM-SPECIFIC CLINICAL REQUIREMENTS-See due dates below:

Students will upload program-specific clinical requirements to Clinician Nexus

ADN Program Coordinator will ensure upload and accuracy of all documents

See summary of clinical requirements below that must be uploaded to your Clinician Nexus account to be eligible to attend your ADN program courses. Uploads need to be completed by the document due date unless otherwise stated by ADN program coordinator and ADN Program Director. Once items have been uploaded, the corrections must be completed by the date listed to be enrolled in a clinical course. For returning students, all requirements must be successfully completed and up to date to remain enrolled in a clinical course.

Verification of required immunizations must be official documentation (clinic/school records, lab reports, WIR website). Dates written on your health form will not be accepted as verification of immunizations. All documents uploaded are required to include your full name, results, and date completed.

Requirement	Special instructions	Document Due Date	Corrections Due
Background Checks: <ul style="list-style-type: none"> National Criminal WI Caregiver MN Caregiver 	<p>**Initiated with opening a Clinician Nexus account**</p> <ul style="list-style-type: none"> CastleBranch is only used to purchase and retrieve results for your National and WI background checks. Watch for results and check for accuracy. If you have discrepancies, watch for email communication from Northwood Tech ADN Program Coordinator to confirm them (we may request additional information with a deadline for submission). If you are applying to the Superior campus, you must complete a MN background check via MN DHS website which includes fingerprinting and photo. Other students will be notified if/when a MN background check is required. Once you have received your background results from the CastleBranch and/or MN DHS, please upload all documentation together (at the same time) to this requirement area in Clinician Nexus. <p>**This requirement comes at student expense and cost for these requirements can change at any time depending on CastleBranch and MN DHS price changes**</p>	7/1/2025	7/15/2025
WI Caregiver Background Check (BID Form)	BID form is in the Clinician Nexus System. Complete all areas openly and honestly on the form. Read and initial statement at bottom of the form, then sign and date it. Upload this documentation to the requirement area in Clinician Nexus.	7/1/2025	7/15/2025
Basic Life Support (BLS): basic life support for health care providers	Must be an American Heart Association or American Red Cross BLS course for health care providers (do not take an online course that says it meets AHA guidelines; it will not meet this requirement). Upload documentation to Clinician Nexus.	7/1/2025	7/15/2025
Health Form for Health Science Students	<ol style="list-style-type: none"> Read through the Health Form for Health Science students. Complete pages 1 and 6 and upload to Clinician Nexus. A Physical Health Exam Verification form completed by a healthcare provider is required. <ol style="list-style-type: none"> If you have had a physical exam within the past 	7/1/2025	7/15/2025

	<p>year, the healthcare provider can fill out this page based on that data, but it must be completed on the Northwood Tech health form to be accepted.</p> <p>b) Upload verification form to Clinician Nexus.</p>		
Hepatitis B	<p>Require proof of Hepatitis B vaccine: 2, 3, or 4 doses, depending on the vaccine used or lab evidence (titer)* of immunity to Hep B. Upload all documentation to this requirement area in Clinical Nexus.</p> <p>*If the titer results indicate "non-immune", "equivocal", or "negative," additional Hep B vaccination series will be required. Serologic retesting should be completed 1 to 2 months after completion of the second vaccine series.</p> <p>If you have recently started this vaccination series or need to re-start the series due to a negative titer, contact the ADN Program Coordinator and upload documentation of start of series and continued progression in Clinician Nexus.</p>	7/1/2025	7/15/2025
Measles (Rubeola) Mumps Rubella (German Measles)	<p>Require proof of two doses of MMR vaccine (at least 28 days apart) after first birthday or lab evidence (titer)* of immunity to measles, mumps, and rubella. Upload all documentation to this requirement area in Clinician Nexus.</p> <p>*If the titer results indicate "non-immune", "equivocal", or "negative," documentation of a two-dose MMR series will be required.</p>	7/1/2025	7/15/2025
Tetanus (Lockjaw) Diphtheria Pertussis (Whooping Cough)	<p>Require proof of Tdap/Td vaccine. Require one dose of Tdap; after initial Tdap, then Td or Tdap booster every 10 years, is required. Upload all documentation to this requirement area in Clinician Nexus.</p>	7/1/2025	7/15/2025
Varicella (Chicken pox)	<p>Require proof of two doses of varicella vaccine (at least 28 days apart) after first birthday or lab evidence (titer)* of immunity to varicella. Upload all documentation to this requirement area in Clinician Nexus.</p> <p>*If the titer results indicate "non-immune," "equivocal," or "negative," documentation of a two-dose varicella series will be required. A verbal history of disease will not be accepted as proof of immunity.</p>	7/1/2025	7/15/2025
Annual influenza vaccine (current season)	<p>Annual influenza vaccine is required-fall through spring months. Upload documentation to Clinician Nexus.</p>	10/1/2025	10/31/2025

COVID-19	<p>COVID-19 vaccination or documentation of vaccination status may be required by clinical facilities. Complete steps indicated in this area in Clinician Nexus</p> <p>1 or more doses of the current COVID-19 vaccine are recommended for all Health Science programs.</p>	7/1/2025	7/15/2025
Tuberculosis	<p>Require results of 2-step TB skin test (Mantoux) or IGRA blood test (QFT-GIT or T-SPOT).</p> <p>After the initial 2-step Mantoux or IGRA blood test, students are required to have a 1-step TB skin test or IGRA annually.</p> <p>Upload documentation to Clinician Nexus.</p> <p>See Health Form for Health Sciences Students for details about 1-step and 2-step TB skin test processes.</p> <p>If any TB skin test or IGRA is positive, the following documents are required as part of the student health record:</p> <ul style="list-style-type: none"> • Negative chest X-ray dated after positive TB results. • Written verification from a healthcare provider that the student is free of TB symptoms and is not contagious. • Annual health symptom TB questionnaire. • Upload this documentation to Clinician Nexus. 	7/1/2025	7/15/2025
Health Insurance	<p>Rice Lake campus students only: Mayo Clinic Health System requires proof of current health insurance. Upload a copy of your current health insurance card into the Clinician Nexus if you have health insurance.</p>	7/1/2025	7/15/2025

STATEMENT OF UNDERSTANDING-**due July 1, 2025**

I, _____, understand that if I do not submit
(print name)

all the above documents on or before the due date, I will be ineligible to attend clinical or simulation activities and may be withdrawn from a clinical course. If Clinician Nexus rejects any of my documentation, I will have until the "corrections due" date to correct the problem and upload it to Clinician Nexus's website. All corrected and updated documentation must be completed by the "corrections due" deadline or I will be ineligible to attend clinical or simulation activities and potentially need to withdraw from a clinical course. I also understand that per college policy, Northwood Tech email is the primary means of communication and that I am responsible for frequently monitoring my Northwood Tech student email for any communication from my instructors and program coordinator. I understand that some of my information related to clinical requirements may be shared with coordinators at clinical sites, where I will participate in clinical, upon their request.

Signature: _____ Date: _____
(typed signature is acceptable)

This form must be completed & uploaded to Blackboard/Course Assignments-Campus Specific Folder.

(ADN Student Program-Clinical Requirements and SOU FALL 2025)