ORIENTATION DOCUMENTS-<mark>DUE NOVEMBER 18, 2022</mark>
Students will complete forms at orientation and upload to Blackboard/Course Assignments-Campus Specific Folder
1st semester Instructor will add to Student File

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

Students will complete forms at orientation and email to appropriate Bookstore-<mark>DUE NOVEMBER 18, 2022</mark>

Document	Email to Campus Bookstore
Uniform and Supply Order Form	Ashland: Kim.Gunderson@NorthwoodTech.edu New Richmond: Anna.Stanway@NorthwoodTech.edu Rice Lake: Chasta.Udelhofer@NorthwoodTech.edu Superior: Diane.Schmitt@NorthwoodTech.edu

PROGRAM DOCUMENTS-<mark>Semester Orientation</mark>
ADN Faculty will collect the following documents at Semester Orientation and upload to Student File

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

PROGRAM DOCUMENTS-<mark>Every Semester</mark>
Clinical Instructors will complete and upload to Student File

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

PROGRAM DOCUMENTS-<mark>As Needed</mark>
ADN Faculty and/or Program Director will collect the following information and upload 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 completed form to Program Director within 7 days of charge.				
Accommodations-signed card				
Critical Incident Forms				
Improvement Plans				
Make-up Assignments				

CLINICAL FACILITY REQUIREMENTS-<mark>See due dates below</mark>:
Students will upload forms to Student Passport
ADN Program Coordinator will ensure upload and accuracy of all documents

Summary of requirements that must be uploaded to your Student Passport account to be eligible to participate in clinical or simulation activities in the nursing program. Corrections must be completed by the date listed to retain your spot. For returning students, all requirements must be successfully completed and up to date to be offered a reentry spot.

Verification of required immunizations **MUST** be official documentation (clinic/school records, lab reports, WIR website). Official documentation includes student name and date of birth with immunization name and date of administration. Dates written on your health form will not be accepted as verification of immunizations.

Requirement	Special instructions	Documentation Due Date	Corrections Due
Student Passport profile	• Completed profile with full name (including middle initial). • Uploaded picture (.jpeg image) is required, with professional pose from shoulders up with blank background.	12/12/2022	1/2/2023
Background Checks National Criminal WI Caregiver MN Caregiver	• Initiated with opening your Student Passport account. 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 an email from Northwood Tech ADN Program Coordinator to confirm them (we may request additional information; there will be a deadline for submitting it). • If you are applying to the Superior campus, you must complete a MN background check. Other students will be notified if/when a MN background check is required. • Once you have received your background results from the CastleBranch site, please upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
WI Caregiver Background Check (including Background Information Disclosure-BID)	BID form is in the Student Passport System under Background Checks. Complete all areas, sign, and date. Be honest. Do not be alarmed if the form status is listed as pending for a long time. We will notify you if there is a problem. Upload this documentation to the requirement area on Student Passport.	12/12/2022	1/2/2023
CPR: basic life support for health care providers	Must be an American Heart Association or American Red Cross course for health care providers (do not take an online course that says it meets AHA guidelines; it will not count). Upload documentation on Student Passport.	12/12/2022	1/2/2023
Health form with Physical Exam	Complete all sections (even if only with "n/a"). Upload all 8 pages (even those that only list instructions or may not apply to you). If you have had a physical exam within the past year, the healthcare provider can fill out this page based on that data, but it must be listed on the Northwood Tech health form to be accepted. Upload all 8 pages together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
Measles (Rubeola)	Need proof of two doses of vaccine or titer* that shows you are immune. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023

Mumps	Need proof of two doses of vaccine or titer* that shows you are immune. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
Rubella	Need proof of one dose of rubella or MMR vaccine received after 1st birthday or titer that shows you are immune. If the titer* shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
Varicella (Chicken pox)	Need proof of two doses of vaccine or titer* that shows you are immune. Proof of history of varicella (have your clinic enter this in your WIR report) and positive titer will also meet the requirement. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport. A verbal history of disease is not acceptable.	12/12/2022	1/2/2023
Hepatitis B	Need proof of three doses of vaccine or titer that shows you are immune. If the titer shows non-immune or "equivocal", you will need a complete second three-dose series. Serologic retesting should be completed 1 to 2 months after completion of the second vaccine series. If you have recently started the series, please show proof of start of series and continued progression. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
Tdap	Need proof of vaccine. If it has been more than 10 years since you received the Tdap, you need to upload proof of a booster (Td). Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/12/2022	1/2/2023
Annual influenza vaccine (current season)	Upload documentation on Student Passport. You must upload proof of your influenza vaccine to Student Passport	12/12/2022	1/2/2023
COVID-19	COVID-19 vaccinations are being required by our clinical facilities. You must upload proof of your COVID-19 vaccine to Student Passport. The following will qualify for this requirement: • 1 dose Johnson and Johnson OR • 2 dose Moderna or Pfizer *Contact the ADN Program Coordinator with any questions related to COVID-19 vaccine requirement	12/12/2022	1/2/2023

Tuberculosis	• Need two-step (two TB skin tests, the second one received within 1 – 3 weeks after the first one is read). One step annually, thereafter. Results must report dates and mm of induration. If you had a two-step completed with your employer and continued annual testing, please upload proof of your two-step test and any annual TB tests after your initial two-step TB test. • In place of the TB skin test, you can complete the IGRA (must be repeated annually). • If you have ever had a positive TB skin test or IGRA, you need a negative chest x-ray (report), note from your HCP that you are free from TB symptoms, and a completed Annual health symptom form. • Upload documentation on Student Passport.	12/12/2022	1/2/2023
Health Insurance	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 Student Passport if you have health insurance.	12/12/2022	1/2/2023
*Should any of your titers come back as "non-immune" or "equivocal" when drawn correctly (after completing full series of immunization and 1-2 months or after history of the disease), you will need to submit proof of a booster dose. You are not required to submit proof of additional titers following the booster.			

STATEMENT OF UNDERSTANDING-<mark>DUE NOVEMBER 18, 2022</mark>

I, _____ , understand that if I
(print name)
do not submit all the above documents on or before the due date, I will be ineligible to attend clinical or simulation activities and will be required to meet with the Associate Dean, Nursing to discuss a plan for completing these requirements. If Student Passport rejects any of my documentation, I will have until the CORRECTIONS DUE DATE to correct the problem and upload it to Student Passport's website. All corrected and updated documentation must be completed by the CORRECTIONS DUE DATE, deadline or I will be ineligible to attend clinical or simulation activities and will be required to meet with the Associate Dean, Nursing to discuss a plan for completing these requirements. 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: _____

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

REV 10/2022