April 20, 2015

Dear Nursing Student,

The following information is for students registered or expected to register in NUR 3280 for the Fall 2015 semester. Preparation for the course and nursing clinical requires several items that need to be completed before the semester begins. The requirements have various due dates and some items take longer to complete than others. It is recommended you start soon and focus on completing the items in the following priority order based on the amount of time they may take to complete.

- **Clinical Clearance** (described within, needs to be completed by August 1, 2015)
- **CPR Certification** (Valid for two years, must be completed prior to Fall semester September 2015)
- **Uniforms** for your convenience fittings are scheduled on campus Tuesday, May 5th, 11AM to 1 PM in Hunziker Wing 107.
- **Urine drug screening** (Must be completed prior to confirmation of Clinical Clearance)
- **Criminal background check** (order between August 1, 2015 and August 15, 2015)
- **Health insurance** (Required day one of class)

Only students registered for NUR 3280 are receiving this information. If you know of classmates who have not yet registered please inform them to do so ASAP or they will miss out on this information and any further updates.

**Clinical Clearances**: Are issued by the Health and Wellness Center (H&WC) located in Overlook South on campus. Before the Clinical Clearance can be issued, students need to complete the Initial Physical Exam form and urine drug screening. The exam form may be completed by your primary health care provider or the Health and Wellness Center. Any non-emergency issues with the Health & Wellness Center require an appointment. Please be prompt, courteous and professional in all dealings with the Health & Wellness Center.

**CPR Certification**: The only CPR certification acceptable is the American Heart Association's (AHA) Basic Life Support for the Healthcare Provider (BLS-HCP). You may check with area hospitals, first-aid squads or the bulletin board outside W-106 for available courses.

**Uniforms**: Fitting and ordering will be on Tuesday, May 5, 2015 between 11AM and 1PM in W-107. If you are unable to attend you will need to go in person to Uniform Fashions in Hackensack, New Jersey. Uniforms must be ordered prior to August 1, 2015 to ensure timely delivery. Additional uniform information is attached.
Additionally you will need white leather shoes or **all white leather sneakers** (that means NO second color or accent color) are acceptable; clogs are not acceptable. You are required to have a stethoscope, bandage scissors, and a wristwatch with a second hand. Digital watches are not acceptable. These additional supplies are available at the uniform store or may be purchased elsewhere.

**Health Insurance:** All nursing students registered in a nursing clinical lab course must demonstrate they are covered by a health insurance policy. You will not be able to continue in any nursing clinical course without coverage.

**E-Books:** A mandatory in-service will be held Thursday April 30th between 1:00PM and 2:30PM, a representative from Elsevier Publishing company will be on campus in W-101 explaining the use and purchasing of e-books utilized throughout the nursing curriculum.

**Safekeeping of Records:** Students should maintain copies (either hard copy or electronic copies) of all physical exam info, titers, blood work, vaccination records, flu vaccines, etc. as backup to all documentation since some clinical agencies may require copies of these records. While the Health & Wellness Center does maintain information turned into them it is not as readily or conveniently available when and if needed later on in your nursing education.

Students are encouraged to check their University e-mail on a regular basis as the Nursing Department does utilize e-mail for important notifications regarding clinical requirements and other notifications throughout the program (summer, winter and spring breaks included). Any questions may be directed to Naomi Horsky (973) 720-2673 secretary in the Department of Nursing.

Sincerely,

Donita D'Amico, R.N., M. Ed.  
Associate Professor  
First Semester Course Coordinator

Lizy Mathew, Ed.D, RN  
Associate Professor  
First Semester Couse Coordinator
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Clearance</strong></td>
<td>Required by all undergraduate nursing students enrolled in a nursing clinical lab. A physical exam may be completed by your primary health care provider or by the Health and Wellness Center (H&amp;WC). Clinical clearances are only issued by the H&amp;WC once the completed physical and urine drug screening are satisfactorily completed and reviewed by the H&amp;WC. Clearances are issued online and viewed electronically by your instructor. The initial exam and lab work can take several weeks (months) to complete; start early. The initial examination form can be found at the Nursing Physical Form. <em>Students need to make an appointment with the Health and Wellness Center (973) 720-2360 for examinations and/or reviewing documentation and posting of Clinical Clearance. Parts of the examination process will incur a fee payable by the student.</em></td>
</tr>
<tr>
<td>Initial</td>
<td>Students returning to a nursing clinical lab course require an annual re-clearance form completed. (normally between NUR 3300 &amp; 4260, UDC 2 &amp; 3 semesters) The Health and Wellness Center requires re-clearances be completed prior to August 31st. <em>Students need to make an appointment with the Health and Wellness Center (973) 720-2360 for examinations and/or issuing of Clinical Clearance. Parts of the examination process will incur a fee payable by the student.</em></td>
</tr>
<tr>
<td><strong>Criminal Background Checks</strong></td>
<td>An annual criminal background check is required by all nursing students entering a clinical setting. The criminal background check must be ordered from <a href="http://www.certifiedbackground.com/">http://www.certifiedbackground.com/</a> click on students and order package code WI21 (letters &quot;w&quot; &amp; &quot;i&quot; followed by number 21 no spaces). Results are reviewed online by the Nursing Department. Criminal background checks are required annually; re-checks may order package code wi21r. Please order your background check between August 1st and August 15th. Requests for criminal background checks will incur an additional fee payable by the student.</td>
</tr>
<tr>
<td><strong>Urine Drug Screening</strong></td>
<td>An initial mandatory urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. Order package code WI22 from <a href="http://www.certifiedbackground.com/">http://www.certifiedbackground.com/</a>. In 1 – 2 business days students should receive an e-mail from <a href="mailto:Support@FormFox.com">Support@FormFox.com</a>. The subject may be: Form Fox Authorization For “your name” this will give you the location of the testing center nearest your address, print and bring the form to the sampling site with you. If you do not receive the e-mail check your spam folder. If it does not appear in a reasonable amount of time or you require a different testing site call Certified Background.com at the customer service telephone number available from their website. The lab will require a picture ID. The screening is required before your initial Clinical Clearance can be issued by the Health and Wellness Center. Requests for urine drug screening will incur an additional fee payable by the student.</td>
</tr>
<tr>
<td><strong>CPR Certification</strong></td>
<td>The American Heart Association course “BLS for the Healthcare Provider” is the only acceptable CPR certification. CPR certification must be current throughout all clinical lab courses. Course fees are payable by the student.</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>All nursing students in a nursing clinical lab must be covered by a health insurance policy. Any health insurance policy is acceptable documentation is required. Policy premiums are payable by the student.</td>
</tr>
<tr>
<td><strong>RN – BSN Students (Enrolled in NUR 4300)</strong></td>
<td>RN’s enrolled in NUR 4300 must present documentation of their current New Jersey nursing license to their course instructor on day one of the semester.</td>
</tr>
<tr>
<td><strong>NUR 4300 Students</strong></td>
<td>At your first clinical meeting you must present photocopies of your valid driver’s license, motor vehicle registration and current vehicle insurance ID card for vehicle you will be utilizing for this clinical course. You are required to keep these items valid throughout the course. Keep copies of all documents for your records, they will be needed again.</td>
</tr>
</tbody>
</table>
**Initial Clinical Clearance**

Pre-entrance and periodic health evaluations are required by all students in the nursing major going to a clinical setting. This required data meets the requirements of the state of New Jersey Department of Health as well as the various clinical agencies in which students affiliate.

The [Initial Clinical Clearance form](#) has been linked for your convenience. This form indicates the specific information required for New Nursing Students. The requirements are specifically listed and there are **no exceptions**. **Students** will not be allowed into the clinical setting if the requirements are not completed.

**Requirements include:**

1. A physical examination
2. A **two** step PPD (Mantoux, tuberculin) test & follow-up as needed
3. Laboratory tests (CBC, titers for Measles, Mumps, Rubella & Varicella)
4. Proof of vaccination for Hepatitis B and Tdap
5. *Urine drug screen done through **Certified Background** only *(Undergrad requirement only)*
6. If a flu vaccine is required for your clinical site please bring in documentation.

You can select to have all work performed by your private health care provider or at The Health and Wellness Center (H&WC) of WPU.

The requirements represent a substantial additional expense to the student. To help defray the cost, the H&WC has arranged special student pricing for all blood work ordered by the providers and drawn there. Another option is to have blood work done with your private provider.

The H&WC will perform Physicals for **no charge** and two step PPD test for $10. Tdap vaccine $45. Flu vaccine $15. Call early for an appointment at (973) 720-2360.

If you choose to have your examinations done with a private healthcare provider, you must have the [Initial Clinical Clearance Form](#) completely filled out. Then, you **must schedule an appointment at The H&WC** to have all your requirements reviewed by an RN. When all the requirements have been completed, The H&WC will document this information electronically for the Nursing Department.

**Submit to:**

**William Paterson University**  
**Counseling, Health and Wellness Center**  
**Overlook South**  
**300 Pompton Road**  
**Wayne, NJ  07470**  
**Call with questions: (973) 720-2360**  
**Fax (973) 720-2632**

Revised 4/18/13
Clinical Clearance Options

Option #1: Go to your personal health care provider to complete all requirements. Have them complete the Initial Clinical Clearance Form. Then, you must schedule a nurse visit appointment at The CH&WC to have all your documents reviewed for clearance.

Option #2: W.P.U. - Counseling, Health & Wellness Center

1) Schedule an appointment for a physical exam for clinical clearance with the Counseling, Health & Wellness Center. We cannot accept walk-in appointments.

2) Please bring your medical insurance cards so that we may attempt to have your insurance pay the lab fees
   a. If it is covered, great!
   b. If it is not covered by the insurance then the lab will send you a bill at the self-pay rates listed below. If you get a costlier bill than the self-pay rates, please contact Ansie Philip, RN (973-720-2762) or philipa1@wpunj.edu and we will have the lab adjust the bill to the self-pay rates.
   c. Unpaid bills will get sent to collections by Shiel Lab

3) If you don’t have health insurance than you can opt for the lab to send you a bill directly and you can then pay them by check, money order or credit/debit.*

Cost of titers & CBC

1. MMR = $48.32  (Measles: $18.81, Mumps: $8.49, Rubella: $21.02)
2. Varicella = $8.49
3. Hep B = $15.68
4. CBC = $11.35

Students are responsible for contacting their insurance company regarding extent of coverage of this blood-work. Counseling, Health & Wellness Center cannot guarantee that any insurance company will cover any or part of the blood-work and we cannot submit any insurance claims.

*prices subject to change
William Paterson University

Initial Physical Exam for Clinical Clearance
To be filled out for Nursing or Communication Disorder Majors only
(Do NOT fill this out if you have been cleared for clinical by the health center before)

Submit completed forms and all required documents only to:
Counseling, Health & Wellness Center - Overlook South
300 Pompton Road – Wayne, NJ 07470
For appointments please call: (973) 720-2360 & Fax (973) 720-2632

Patient Name: ___________________________________  DOB: __________________
Student ID#: 855____________________  Contact Phone# ____________________

Program (circle one): Nursing  Graduate Nursing  DNP  Communication Disorders
Allergies (specify reaction): __________________________________________________

Current Medications: _______________________________________________________
Past Medical History: _______________________________________________________

1. Physical Examination (To be filled out by a medical provider)

<table>
<thead>
<tr>
<th></th>
<th>WNL</th>
<th>Abnormal/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest/Breast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gent/Rect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extrem/Hips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back/Spine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neuro</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vision Screen: OD _______/_______  OS _______/_______  Circle One: With / Without Correction

LMP _______  Temp _______  Color testing (circle one): Pass  Fail

2. Assessment:

Patient is medically cleared to participate in the clinical setting (please circle one): Yes  No
If no, explain why: _______________________________________________________________________

Provider Name & Signature __________________________  Date ______________

STUDENTS: PLEASE CONFIRM THAT ALL INFORMATION IS COMPLETED TO PREVENT A DELAY IN YOUR CLINICAL CLEARANCE

updated 9/4/14
William Paterson University

Initial Physical Exam for Clinical Clearance

To be filled out for Nursing or Communication Disorder Majors only
(Do NOT fill this out if you have been cleared for clinical by the health center before)

Submit completed forms and all required documents only to:
Counseling, Health & Wellness Center - Overlook South
300 Pompton Road – Wayne, NJ 07470
For appointments please call: (973) 720-2360 & Fax (973) 720-2632

Patient Name: ___________________________________________ DOB: ________________

(All information below to be filled out by a medical provider and stamped at the bottom)

3. Tuberculosis Screening/Mantoux Test: If step one is negative, repeat step two, 1-3 weeks after initial (step 1) test.

A) (Initial) Step One: Date Placed: ___________ Date Read: __________ Result: ________mm
   Step Two: Date Placed: ___________ Date Read: __________ Result: ________mm

If valid 2-step was completed in the past, you still need a recent, annual PPD test:

B) (Annual) Date Placed: ___________ Date Read: __________ Result: ________mm

If any positive results, complete all information below:

Interpretation of Mantoux according to “at risk” status of individual tested, i.e.: > 5mm, 10mm,15mm may require follow up (June 2000, CDC guidelines):

CRX Date: ______________________ Results (circle one): Negative Positive

Prophylaxis/Treatment History: Include date started and end date: ________________________________________________________________

If treatment is not recommended give reason. Also include any precautions and follow-up instructions: ______________________

4. CBC: A Complete Blood Count must be done (within one year)  *Must Attach Copy of Lab Report

5. Proof of Immunity: Measles, Mumps, Rubella & Varicella  *Must Attach Copy of Lab Titer Report

   *Non-immune* titer results require a booster  *Equivocal* titer results, booster recommended

   MMR Booster Date (if applicable) ______________ Varicella Booster Date (if applicable) ______________

6. Hepatitis B Vaccine: Fill in Dates of Immunizations (or attach authorized copy of vaccines)

   Dose #1 ______________ Dose #2 ______________ 2-dose series? □ Dose #3 ______________

   - OR - Optional: Positive Antibody (HbsAB) Date: ________________ Attach copy of titer lab results.

7. Tdap Vaccine: (tetanus, diphtheria, pertussis) within the last 10 years. Vaccine Date: ______________

8. Flu Vaccine: annually during flu season October – April Vaccine Date: ______________

   *Tdap and Influenza vaccines are available at The Counseling, Health & Wellness Center - Tdap $45 & Flu $15 (prices subject to change)

   Please call for an appointment or look out for our advertisement for Flu clinics

Provider’s Stamp (Required)

STUDENTS: PLEASE CONFIRM THAT ALL INFORMATION IS COMPLETED TO PREVENT A DELAY IN YOUR CLINICAL CLEARANCE

updated 9/4/14
Students enrolled in the William Paterson University-Nursing Program are required to purchase the following uniform from Uniform Fashions, 314 Main Street, Hackensack NJ 07601. Uniform Fashions will hold a scheduled fitting at WPU campus. Anyone not attending will be required to visit the Hackensack showroom. Uniforms must be ordered three weeks prior to first day of clinical.

**Required Uniform purchase:** 1 Zip top, 1 Pant/skirt, 1 Lab Coat & 1 Name Pin. (1-Hijab & 1-L/S tee)

**Recomd. Uniform purchase:** 2 zip tops, 2 pants/skirts, 1 lab coat & 1 pin

Uniforms will be processed as a group and delivered as a group to the college on a date determined by WPU. Individual orders will not be available to pick up at the Hackensack showroom.

**All orders must be paid in full at time of sizing.** Payment may be made by Cash or Credit Card, M/C, VISA, DISCOVER, or AMERICAN EXPRESS. **No Personal checks.**

### **UNIFORM REQUIREMENTS**

<table>
<thead>
<tr>
<th>WOMEN DESCRIPTION</th>
<th>SIZES</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITE ZIP FRONT TUNIC</td>
<td>XS-XL</td>
<td>$36.95 each</td>
</tr>
<tr>
<td>W/ CUSTOM STRIPING &amp; EMBLEM APPLIED</td>
<td>2X-5X</td>
<td>$40.95 each</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHITE FLARE LEG PANTS</td>
<td>XXS-XL, XXSP-XLP</td>
<td>$17.00 each</td>
</tr>
<tr>
<td>HALF ELASTIC/HALF DRAWSTRING</td>
<td>2X-5X, 2XT</td>
<td>$21.00 each</td>
</tr>
<tr>
<td>P=PETITES</td>
<td>XST-XLT</td>
<td>$18.00 each</td>
</tr>
<tr>
<td>T=TALLS</td>
<td>2XP</td>
<td>$19.00 each</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHITE ELASTIC WAIST SKIRT</td>
<td>XS-XL</td>
<td>$19.50 each</td>
</tr>
<tr>
<td></td>
<td>2X-3X</td>
<td>$23.50 each</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW - WHITE LADIES LAB COAT</td>
<td>XXS-XL</td>
<td>$26.00 each</td>
</tr>
<tr>
<td>W/EMBLEM</td>
<td>2X-5X</td>
<td>$29.50 each</td>
</tr>
<tr>
<td>CUSTOM 2-LINE NAME PIN (BLACK WITH WHITE)</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>STUDENTS FIRST INITIAL &amp; LAST NAME</td>
<td></td>
<td>TAX .63</td>
</tr>
<tr>
<td>WPU NURSING STUDENT</td>
<td></td>
<td>$9.63 each</td>
</tr>
</tbody>
</table>
OPTIONAL ITEMS

TWO PIECE HIJAB  N/A  $15.00 each

WHITE RAYON/LYCRA LONG SLEEVE TEE  XS-XL  $18.00 each
2X-3X  $21.00 each

MEN

DESCRIPTION  SIZES  PRICE

WHITE ZIP FRONT TOP  S-XL  $44.95 each
W/ CUSTOM STRIPING  2X-5X  $46.95 each
& EMBLEM APPLIED

WHITE MEN'S PANT  S-XL  $25.00 each
W/ZIPPER  2X-5X  $28.00 each
  ST-XLT  $27.00 each

NEW - WHITE MEN’S LAB COAT  XS-XL  $26.00 each
W/EMBLEM  2X-5X  $29.50 each

CUSTOM 2-LINE NAME PIN  (BLACK WITH WHITE)  $9.00
STUDENTS FIRST INITIAL & LAST NAME  TAX  .63
WPU NURSING STUDENT  $9.63 each

OPTIONAL ITEMS

WHITE 100% COTTON UNISEX  S-XL  $9.90 each
LONG SLEEVE T-SHIRT  2X-3X  $13.00 each

A 10% courtesy allowance will apply to additional items purchased, such as comfort
footwear, stethoscopes, & blood pressure sets.

Directions:
Please call our main phone # 201-843-1199 and press 7 for directions & parking info,
listen to options.

SHOWROOM HOURS:
MONDAY, TUESDAY, WEDNESDAY & FRIDAY  9:00AM - 5:00PM
THURSDAY  9:00AM - 7:00PM
SATURDAY  9:00AM - 2:00PM

Thank you.

UNIFORM FASHIONS
314 MAIN STREET
HACKENSACK, NJ 07601

201-843-1199
uniformfashions@somes.com