**FALL 2018 CONDITIONALLY ADMITTED CHECKLIST**

**YOUR ADMISSION TO THE SCHOOL OF NURSING IS CONDITIONAL UPON COMPLETION OF THE FOLLOWING TASKS and DEADLINES.**

**Conditional Admission Acceptance**

**Deadline: Wednesday, April 11, 2018 at 5PM**

Send an email to Lynn Heimerl ([lh46@txstate.edu](mailto:lh46@txstate.edu)) accepting the offer of conditional admission or alternate status to the St. David’s School of Nursing. If we do not receive your confirmation by this deadline, we will assume you do not intend to enroll.

**Admission Deposit**

**Deadline: Friday, April 27, 2018 at 5PM**

Submit $120.00 non-refundable **money order** (**checks and cash will not be accepted**) payable to Texas State University. Your deposit secures your conditional admission and pays for your exam fees while in nursing school.

**Your money order can be mailed to:**

St. David’s School of Nursing

Attn: Admissions

Texas State University

1555 University Blvd.

Round Rock, TX 78665

Note: You may also drop off their money order at the Admission’s Office of the SON - room 117.

**Castle Branch**

**Deadline: First week in May**

At the St. David’s School of Nursing students use Castle Branch to electronically manage their nursing program documents. A unique feature about Castle Branch is that you will have this electronic account forever. For example, when you applying for your first and future nursing positions, you can securely upload and share documents such as your resume and portfolio, certifications and references. The one-time fee to electronically manage your nursing documents is $28; this fee is paid directly to Castle Branch. You must create your account before you upload completed documents.

The Castle Brach Service Desk is available to assist students via phone, chat and email

Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST

888-914-7279 or mycb.castlebranch.com

*CastleBranchOrderInstructions*

**Optional Fitting Day**

**Date: Friday, June 8, 2018**

If you would like to try-on your required scrubs, polo shirt and optional shirt before you place your order – swing-by the Nursing Building in Round Rock between 10AM to 2PM. On this day representatives from Mor University will be present to help you with your selection. When you enter the building – there will be signs directing you where to go. No need for an appointment.

* For details about the required scrubs and polo shirt – see the section of this outline called *Scrubs, Polo Shirt and Optional T-Shirts.*

Sample scrubs, polo shirts and T-shirts will also be available at the Nursing Building, M-F from 8:30AM to 4:00PM for the entire month of June. When you enter the Nursing Building there will be signage directing you where to go.

**Laptop Inspection**

Check back for the list of laptop requirements and instructions for laptop inspections.

**Criminal Background Check and Fingerprints (Texas Board of Nursing)**

**Deadline: Friday, June 15, 2018 at 5PM**

Deadline for your BON criminal background check including fingerprints. The SON Admission’s Office must be in receipt of either your blue postcard, Declaratory Order or letter from the Enforcement Department. Instructions have been emailed to you earlier this year.

**Scrubs, Polo Shirt and Optional T-Shirts**

**Deadline: Friday, June 29, 2018 at 5PM**

*OrderScrubUniformDirections*

You will need to order:

* A scrub top (careful not to order the respiratory care or the radiation therapy tops)

Tip: Tops run a little small – order the next size

* A scrub pants (careful not to order the respiratory care or the radiation therapy pants)

Tip: Pants run a little small – order the next size

* Polo shirt

Tip for women: The polo women’s shirts are too small and run short - order a men’s polo.

Optional

If you are cold natured or have tattoos on your arms – you will want to also order a long sleeve shirt. You also have the option to purchase a short sleeve shirt. You may only wear these shirts under your scrubs for both simulation and clinicals.

If you have tattoos on your neck – you are to wear a white turtle neck shirt in both simulation and clinical settings. This shirt is not offered through the scrubs company.

**You do not need to order a lab coat.**

Note: You are to have your clinical supplies, nursing shoes and scrubs for the first day of class (Monday, August 27, 2018).

**Special Opportunity**

The senior nursing students will be selling long sleeve shirts at Day One to raise money for their Pinning Ceremony at graduation. Consider purchasing your shirt then. Details will be forwarded to you.

**Clinical supplies and shoes**

**Deadline: First week of July 2018**

You will need these items for the first day of fall 2018 semester – Monday, August 27, 2018.

Clinical supplies

* Stethoscope with ID tag – adult size mid-price range; you may select any color tubing
* Blood pressure cuff - adult size mid-price range; you may select any color
* Kelly clamp
* Bandage scissors
* Penlight – you may select any color
* A watch with a second hand (sweep hand)

If you need help figuring out which brand of the above clinical supplies to purchase (for example: Littmann stethoscope vs. another brand), consider purchasing them through MDF Instruments. The supplies listed on this website have been approved by nursing faculty:

[www.mdfinstruments.com/txstate](http://www.mdfinstruments.com/txstate)?coupon=EC8ZJD

Heads Up:  A small portion of each sale goes to the St. David’s School of Nursing – Student Nurses Organization.

Nursing shoes

All white or all black, non-permeable (preferable leather) closed toe and closed heel are required.  Shoes may not have mesh or any other color on them (including logos).  Select shoes which give your feet and body support.

**Upload completed documents, documentation of health insurance and Basic Life Support Certification for Healthcare Providers.**

**Deadline: Monday, July 16, 2018 at 5PM**

Monday, July 16, 2018 at 5PM is the deadline to upload the following completed documents plus documentation of health insurance and basic life support training onto your Castle Branch account.

Documents

* 2018 *Immunization and Tests Form*

and

* *2018 Health Certificate*
  + Make an appointment with your healthcare provider. If your provider does not have your documentation of the required immunizations/tests, bring your records with you. Also bring the *2018 Immunization and Tests Form* and the *2018 Health Certificate* to this appointment for your healthcare provider to complete.

Note: The required Hep B series takes 6 months to administer. The first two vaccines must be administered by Monday, July 16, 2018.

Note: Do not upload copies of your immunization records.

* *My Commitment to Our Values (St. David's HealthCare)*
* *2018-2019 Student Emergency Contact*
* *Confidentiality and Security Agreement (St. David's HealthCare)*

Also:

* Documentation of health insurance for the
  + 2018 fall semester
  + 2019 spring semester
  + 2019 summer semester
* Basic Life Support Certification for Healthcare Providers – upload either your Ecard or completion card

It is required that you attain Basic Life Support certification (CPR plus AED training) for Healthcare Providers. You will need to renew this training every two years. We suggest that you complete this training in May, June or early July to avoid renewing it when you are very busy preparing for graduation.

The ONLY acceptable cards for Basic Life Support training are valid, unexpired:  
1. American Heart Association (AHA) "Healthcare Provider (HCP)" card (two year certification).  
 [http://cpr.heart.org/AHAECC/CPRAndECC/Training/HealthcareProfessional/UCM\_473185\_Healthcare- Professional.jsp](http://cpr.heart.org/AHAECC/CPRAndECC/Training/HealthcareProfessional/UCM_473185_Healthcare-%09Professional.jsp)

2. American Red Cross "CPR Professional Rescuer & AED for Healthcare Providers" card (two year certification). If AED training is not included in the title of the course submit course outline or description.  
 <http://www.redcross.org/take-a-class/preview-kits/cpr-aed-professional>

3. The Military Training Network (MTN) BLS for Healthcare Providers card--an AHA affiliate (two-year certification).

<http://www.heart.org/HEARTORG/CPRAndECC/InstructorsandTrainingCenters/InstructorResources/Course-Card-Reference-Guide---ECC_UCM_308472_Article.jsp>

All other cards are invalid and holders must complete an approved American Heart Association course. Cards not accepted include American Safety and Health Institute (AHSI), CPR Resources, Texas CPR Training, American CPR Training and any other cards other than the above listed cards. The statement *Taught according to AHA guidelines* or some variation of this statement does not make the card acceptable.

Note: The School of Nursing will host trainings for the Basic Life Support certification. You will receive an email with details.

**SON sponsored Basic Life Support Training????**

**2018 ATI fee - $568.50 plus tax**

**Deadline: Wednesday, August 1, 2018 at 5PM**

The St. David’s SON provides you with many resources to be successful in nursing school.  One resource is ATI online resources and testing.  You will access these online resources to clarify complex material you are studying. Students often benefit from watching videos or reading about complex material in a different textbook. ATI provides you with these resources throughout nursing school.  Each semester you will also take a national ATI assessment which compares your academic progress to nursing students across the nation.

Your two ATI fees ($568.50 plus tax and $386.50 plus tax) also include a 3-day NCLEX-RN review after you complete your senior year. The first week in July you will receive directions to pay the first ATI fee.

Early in the fall semester, a faculty member will demonstrate ATI resources using one of your course syllabi as a guide. Your second ATI fee ($386.50 plus tax) is due in August 2019.

**School of Nursing Online Day One**

**Start: Saturday, July 21, 2018 at 8AM**

**Deadline: Sunday, August 5, 2018 at 11PM**

In mid-July 2018 you will receive instructions to complete Online Day One.

There are two parts to 2018 School of Nursing Online Day One. The first part includes reading

2018-2019 BSN Student Handbook, correctly answering a series of questions and uploading four completed forms onto your Castle Branch account.

First Form: *Student Handbook Verification Statement*

Second Form: *Confidentiality Agreement - Texas State University, St. David's School of Nursing*  
Third Form: *Conditions That May Disqualify Nursing School Graduates From Licensure and of Their Rights to Petition the Texas Board of Nursing for a Declaratory Order of Eligibility document.* Fourth Form: *Photo/Video Release Form*

The deadline to upload the above completed documents onto your Castle Branch account is 8AM on Monday, August 6, 2018.

Note: The second part of Online Day One is a retention survey and does not include documents which need to be completed and uploaded onto your Castle Branch account.

**Second Background Check, Drug Test and Employment Verifications**

**Deadline: Friday, August 10, 2018 at 5PM**

As an incoming nursing student, per our hospital affiliation agreements, you must complete a second criminal background test and drug test through Castle Branch. If you are 21 years or older on November 1, 2018, you must also complete two employment verifications. Instructions will be forwarded to you in late July. The criminal background test, drug screen and employment verifications (if required) are to be completed either during the week of July 30, 2018 or the week of August 6, 2018.

Drug test tips

* Limit your liquids prior to the drug test. If you receive a dilute reading – the test must be completed again right away; do not wait for instructions for this second drug test.

Before the start of the 2018 fall semester:

* + You must have a clear drug test.

and

* + Dr. Erbin-Roesemann, the director of the St. David’s School of Nursing must approve your criminal background check, drug test and employment verification (if you are 21 years or older on November 1, 2018).

**SON Day One**

**Thursday, August 23, 2018**

Attendance to the SON Day One is mandatory. Students usually arrive at 8:30AM and activities end at 5:00PM. Parents and loved ones are invited to the welcome session. A detailed schedule will be sent to you

in early August.

**Annual Scroll Ceremony**

**Saturday, September 15, 2018**

The College of Health Professions will hold the annual Scroll Ceremony in San Marcos.The Ceremony emphasizes the importance of compassionate care as well as scientific proficiency. Texas State University students from all the health professions programs join together to pledge an oath to society to provide compassionate, high quality care to their future patients.  Attendance is mandatory. Unfortunately, you are not able to invite guests to this ceremony.

Additional Items

**Disability Services**

The St. David’s School of Nursing is committed to meeting the needs of students with disabilities.

Begin the registration process with the Office of Disability Services here: <http://www.ods.txstate.edu/>

If you are a student with a disability who will require an accommodation(s) to participate in didactic nursing courses, you will want to contact your course instructor right after you register for classes. You will be asked to provide documentation from the Office of Disability Services.  Failure to contact your course faculty in a timely manner may delay your accommodation(s).

**Parking Permits**

<http://www.parking.txstate.edu/>

Students must purchase and have their parking permit before Day One on August 23, 2018.

**Registering for 2018 fall nursing courses and textbooks**

Early August you will receive information about registering for 2018 fall nursing courses. In the past, J1 nursing students have classes on Wednesday, Thursday and Friday, and clinicals on either Monday or Tuesday. Textbooks will be posted at <https://www.bookstore.txstate.edu/>