FALL 2020 CONDITIONALLY ADMITTED CHECKLIST

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

Please note: Due to COVID 19, dates are subject to change. Please continue to come back to this checklist to be sure you are keeping updated.

This check list is not complete and more dates and deadlines will be added.

Conditional Admission Acceptance:
Deadline: Friday, April 10, 2020 at 5PM
Send an email to Staci Strauch (sp41@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 24, 2020 at 5PM
Submit non-refundable, electronic payment of $145.00 HERE. Your deposit pays for exam fees and professional liability insurance while in nursing school. Only electronic payments are accepted.

Criminal Background Check and Fingerprints (Texas Board of Nursing):
Deadline: Friday, June 12, 2020 at 5PM for receipt of blue card or documents.
Deadline for your first 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 were emailed to you earlier this year.

Note: The traditional B.S.N. student will undergo two background checks. The first criminal background check conducted through the Board of Nursing is required prior to admission to the St. David’s School of Nursing at Texas State. The second background check, conducted by a third-party vendor, Clinical Student, is required by our clinical partners and a valid social security number must be submitted. Students must complete this background check and drug screen as part of the admission process. All nursing students are subject to random or for cause drug and alcohol screens.

UP NEXT.....
(updated June 22, 2020)

Basic Life Support Certification:
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.

You will be required to get BLS certified and must take care of this requirement before starting classes. You can choose to attend one of the following sessions with SON to complete your certification. The course costs $65.00 per person. The fee includes an e-book, course, and e-card. If you would like to register, please email Dr. McClanahan directly at ctm72@txstate.edu. To pay for the course, you may bring a check or money order for the $65.00 class in person on the date you attend. More dates will be added, but for now if one of these
dates works for you and you want to attend, please reach out to Dr. McClanahan. If you prefer to get certified online, please see additional information below:

✓ Monday, June 29th, 9am -4pm (15 student max)
✓ Wednesday, July 1st, 9am -4pm (15 student max)
✓ Monday, July 6th, 9am -4pm (15 student max)
✓ Wednesday, July 8th, 9am-4pm (15 student max)

The ONLY acceptable cards and valid online options for Basic Life Support training are below:

- American Heart Association (AHA) "Healthcare Provider (HCP)" card (two year certification).
  http://cpr.heart.org/AHA_ECC/CPRAndECC/Training/HealthcareProfessional/UCM_473185_Healthcare-Professional.jsp

- 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

- 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. 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.

**Clinical Student:**

*Information about uploading your nursing program documents to Clinical Student will be added here soon. Thank you for your patience as we work to get this information to you. For now, please see below for some updated information.*

You will be getting an invitation soon to enroll in Clinical Student. This site will be used to track all clinical screenings, background checks, and required forms. Please do not ignore this email (and be sure to check your junk mail) as deadlines are associated with this and can affect your conditional status. *Also, you will have access to everything one year after you graduate and up to five years total from the time you start your program. This will allow you to use your information for interviews after graduation.* The cost to sign up for Clinical Student is approximately $125. Two of the forms you will be required to complete and upload to Clinical Student is the 2020 Health Certificate form and the 2020 Immunization & Tests form which will require a screening from a doctor. These forms will be sent to you via email. Please begin working on completing this requirement. Once complete, please save these in a safe place so that they can be uploaded once you have access to Clinical Student. In addition, you may also begin completing your Student Emergency Contact form (also emailed to you). More forms will be required and explained once you enter Clinical Student, but for now, you can start on these.

- **2020 Immunizations and Tests Form**
- **2020 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 **2020 Immunizations and Tests Form** and the **2020 Health Certificate** to this appointment for your healthcare provider to complete.
Important Notes:
The required Hep B series takes 6 months to administer, so please work on this ASAP!
Note: Do not upload copies of your immunization records

- 2020-2021 Student Emergency Contact Information

Laptop Inspection:
Start: June 22, 2020
Deadline: Monday, August 24, 2020 (Form MUST be uploaded to Clinical Student)
Your laptop is required to be inspected to ensure that you are equipped with all proper functions for class lectures, exams, labs and clinicals. This inspection will be in collaboration with ITAC. Once you have completed this inspection, you will be required to upload your inspection verification to Clinical Student. Please start conducting these appointments now and do not wait until the first day of school as ITAC will get overwhelmed and you will be required to wait. Their preference is also that you use their helpdesk or live chat. An inspection can be performed remotely and the form would be emailed to you once completed. To start the process, please call 512-245-4822 or visit livechat.itac.txstate.edu. You can also email itac@txstate.edu and a ticket will be generated. Someone will then reach out to you to setup an appointment for the inspection. Given the COVID-19 situation, this is probably the best way we can recommend having an inspection performed to aide in promoting social distancing as well. The laptop inspection form has also been emailed to you so that you can arrange to get this done during this time. The form outlines all the hardware requirements you will need to abide by in order to have a successful experience during your time in the Nursing program. Please do not hesitate to get this done!

Optional Fitting Day:
Typically we offer a fitting day in our building, but due to COVID-19, we will not be doing that this year. You will be given the option to try on sample sizes at home and return/replace sizes if necessary; however you should still do your best to pick the sizes that you think will fit you best. You MUST have your uniforms ready to go by the first day of school. Failure to do so will result in you not being able to attend classes. Please do not hesitate to get this done!

Scrubs, Polo Shirt and Optional T-Shirts:
A link to order your uniforms will be added here soon. Thank you for your continued patience!

Clinical supplies and shoes:
You will need all of these items for the first day of fall 2020 semester – Monday, August 24, 2020.

- 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
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.

2020-2022 ATI Fees: ~$1100.00 plus tax
1st Payment Deadline of ~$245.00 (Fall 2020): Monday, August 24, 2020 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 ATI fees also include a 3-day NCLEX-RN review after you complete your senior year.

As previously mentioned, You will be required to make this payment every semester. The total cost for all ATI fees is roughly $1100.00 over the course of two years. You will make 4 total payment of ~$275.00. Below is a breakdown of payment deadlines. These payment deadlines will be due on the first day or each semester; therefore will align with financial aid reimbursements if you need to use these funds to submit your payments. You may also choose to pay these earlier than the deadline if desired. You will receive information soon regarding your first payment and how to initiate an account with ATI. Early in the fall semester, a faculty member will demonstrate ATI resources using one of your course syllabi as a guide.

- Fall 2020 - $275.00 Due NO LATER Than Monday, August 24, 2020 at 5PM
- Spring 2021 - $275.00 Due NO LATER Than Tuesday, January 19, 2020 at 5PM
- Fall 2021 - $275.00 Due NO LATER Than Monday, August 23, 2021 at 5PM
- Spring 2022 - $275.00 Due NO LATER Than Tuesday, January 18, 2022 at 5PM

School of Nursing (SON) Online Orientation
Start: Saturday, July 18, 2020 at 8AM
Deadline: Sunday, August 2, 2020 at 11PM

Online Orientation will open in CANVAS on Saturday, July 18 at 8:00am and will close on Sunday, August 2nd at 11:00pm. All questions/quizzes must be answered by this deadline. Failure to do so will result in elimination from the program. There are two parts to 2020 SON Online Orientation. The first part includes reading through the 2020-2021 BSN Student Handbook, correctly answering the series of questions and uploading four completed forms onto your Clinical Student account. These forms will include a Student Handbook Verification Statement, a Confidentiality Agreement, Conditions of Disqualification Form, and a Photo/Video Release Form. The second part of Online Orientation is a retention survey and does not include documents which need to be completed and uploaded onto your Clinical Student account.

SON Welcome Day One and Day Two
Thursday, August 20, 2020
Attendance to the SON Welcome Day One and Day Two is mandatory.

- Day One Welcome via Zoom will occur on Thursday, August 20th from 10:00am-4:00pm. We will be all online this year due to COVID-19, and will be meeting for this event via Zoom. An invitation will be sent to you later, but please SAVE THE DATE!!
- Day Two Welcome will occur In-Person on Friday, August 21st: This welcome will be an in-person walk through at St. David’s School of Nursing Building. We will coordinate a time window for you either in the morning (9am-11am) or the afternoon (2pm-4pm) to drop by SON to pick up a welcome bag filled with
goodies as well as you’re ATI book bundle. You will also be given an opportunity to self-tour the building and check out what SON has to offer! A link will be sent later to sign up for your time slot. It will be on a first come, first serve basis.

Additional Items

Disability Services
The St. David’s School of Nursing, Texas State University is committed to meeting the needs of students with disabilities. If you are a student with a disability who will require an accommodation(s) to participate in didactic nursing courses, you are to initiate the registration process with the Office of Disability Services at http://www.ods.txstate.edu/.

Several weeks before the fall 2020 semester, you are to submit your Accommodation Letter to the faculty of record for your didactic courses. Failure to contact your course faculty in a timely manner may delay your accommodation(s).

Parking Permits
Students must purchase and have their parking permit by Friday, August 21, 2020, as you will be required to be on campus on this day for part of your orientation. http://www.parking.txstate.edu/

Registering for 2020 fall nursing courses and textbooks
Soon, you will receive information about registering for 2020 fall nursing courses. J1 classes are likely on Monday, Tuesday and Thursday, and clinicals on either Wednesday or Friday. Textbooks will be posted at https://www.bookstore.txstate.edu/

TBD Items
Second Background Check, Employment Verification and Drug Test
TBD…please check back later.

FORMS for Hospital Clinical Placements
TBD…please check back later.

Purchase EHRTutor Simulation Electronic Health Record
TBD…please check back later.

Annual Scroll Ceremony
TBD…please check back later.