

ONLINE RN-BSN ACCEPTANCE CHECKLIST

PART 1 - Nursing Department

All forms/items under this section must be turned in at the same time.

- ☐ Adult/dependent child abuse form
- ☐ Name badge form
- ☐ Advanced option placement

PART 2 - Medatrax

All forms under this section **MUST** be uploaded to Medatrax. The nursing department will notify you of training sessions to upload your health records.

- ☐ Physical exam must be signed by a physician and both sides uploaded into Medatrax.
- ☐ Immunizations
 - ☐ Hepatitis B (series of 3)
 - ☐ MMR (series of 2)
 - ☐ Polio (series of 4)
 - ☐ Tetanus (dTaP)
 - ☐ Chicken Pox- Must have proof of a varicella titer A titer is required whether you had the disease or had the series of two vaccines.
 - ☐ Flu vaccine
- ☐ Proof of health insurance
- ☐ A 2-step TB test is required to enter the program. The second test must be done 7-21 days after the first step. After admission an annual 1-step test is required.
- ☐ Healthcare provider CPR certification
- ☐ RN license
- ☐ Mandatory reporter training required every five years
- ☐ Blood borne pathogen training (within one year)
- ☐ HIPAA certification (within one year)
- ☐ Nursing handbook acknowledgement page

PART 3 - Nursing Department

- ☐ Academic recommendation from a college professor
- ☐ Personal recommendation from a supervisor, church pastor/minister or non-relative
- ☐ Background check once accepted you will receive an email from Crimcheck with instructions

*Please check your Clarke email account regularly as the nursing department will send information only to that account.

Send application materials to the Nursing Department at:

Clarke University Nursing Department
1550 Clarke Drive
Dubuque, IA 52001
(563)588-6361
marilyn.jones@clarke.edu