

APPLICATION TO MAJOR PROCESS

APPLICATIONS MUST BE TURNED IN COMPLETED

The department will not accept partial applications. Please see the attached checklist.

PLEASE READ FRONT AND BACK PAGE COMPLETELY FOR DETAILED INSTRUCTIONS OF THE APPLICATION PROCESS.

1. **Health Record Form** This must be completed by a healthcare provider (MD internist or an NP). You **cannot** have a family member examine you even if they are an MD or NP. **All** sections of this form must be completed.
2. **Health Insurance** is required to be in the program. If you do not currently have health insurance, you must purchase it on your own.
3. **Immunizations** required:
 - a. Hepatitis B (series of 3).
 - b. MMR (series of 2).
 - c. Varicella titer.
 - d. Polio immunizations (series of 4).
 - e. Tetanus: We require a DtaP for the program and this must be within 10 years.
 - f. Flu vaccine: This is required on an annual basis for the program and will be due by October 31st every year.

* If these were not done or you do not have documentation, you must have a titer done.
4. **TB Test** A 2-step TB test is required to enter the program. The second test must be done 7-10 days after the first step. After that, an annual test is required. A form is included in this packet to have this done.
5. **Adult, Child, Infant CPR** You must show current documentation of having successfully completed CPR. This must be healthcare provider certification.
6. **Other Required Information** The following is also required to apply to the nursing program:
 - Bloodborne pathogen training* This is required to apply to the program and must be updated on an annual basis.
 - HIPAA training* This is required to apply to the program and must be updated on an annual basis.
 - Mandatory Reporter training*: This is required every 5 years. If you do not have this, Clarke Nursing can give you information to obtain this.
 - RN license* You must have a current RN license for the Adult Studies Nursing program.

7. **Recommendations** Two letters of recommendation to support your candidacy for the nursing major must be included. One is an academic letter of recommendation (from a college professor, etc.). The other is a personal recommendation written by someone who is not a relative (such as a supervisor from your employment, church pastor/minister, high school teacher, etc.). The personal recommendation may not be a friend.
8. Abuse check on students are required by various clinical sites at which you will be doing part of your clinical education. **Complete** and **sign** enclosed abuse check form.
9. **Background Checks** We are required to do background checks on ALL students. The background checks will be done through a third party. You will have to use a credit card to pay for this when you enter the website. You will receive an email from Crimcheck after I enter your information with instructions on completing this process.
10. **Medatrax** All students are required to utilize Medatrax, which is a tracking system that the nursing department uses. Each student is required to complete a Medatrax training webinar. You will need to scan your health records to a computer or a flash drive. All health forms will be uploaded into Medatrax and the student is responsible for keeping track of expiration dates and uploading new information. It is expected that each student will check their Medatrax account on a weekly basis.
11. You will be required to purchase a Clarke University Nursing nametag to be worn at clinicals. The cost is \$10.00. Submit the money with your application along with the form with your name **printed** exactly as you want it say on your nametag.
12. You **must** utilize your *Clarke e-mail account*. **Checking email during the school year should be a daily basis; during the summer you should check it at least once or twice a week.** The nursing department will not send information to personal/home emails.
13. You will turn in Part I and Part III of the Application checklist to the Nursing Department. Part II of the application packet is the health forms that each student will scan and upload into Medatrax.

Department Contact Information

Marilyn Jones
Office Manager
Clarke University Nursing Department
1550 Clarke Drive
Dubuque, IA 52001
(563)588-6361
Fax: (563)584-8684