

## **RC Nursing School Next-Steps:**

*All official documents are to be completed and turned in by 8-1-17 to:*

Rochester College School of Nursing  
Attn: Susan Griffin  
800 W. Avon Rd.  
Rochester Hills, MI 48307

[sgriffin@rc.edu](mailto:sgriffin@rc.edu)

248-218-2280 (Phone)

248-218-2285 (Fax)

### **1<sup>st</sup> Step**

**If you are a transfer student**, please contact your **enrollment adviser** to set up an appointment with Susan Griffin for registration. **If you are a current RC student**, please call Susan Griffin and set up a registration appointment. You should have your RC email account by now, so please begin checking and using it. All correspondence will go through this email address.

Please mark your calendar for Tuesday, August 22, 2017. New nursing student orientation will be from 1pm-4pm in HL 113. Scrubs & Beyond will be in the nursing lab (HL 116) from 10am-12 noon so that you can order scrubs (more information on that below).

### **Drug Screen**

Crittenton Hospital's Occupational Medicine dept. (248-652-5203) will do **the 10-panel** urine drug screening. The Occupational Medicine department is located at the same entrance as Crittenton ER. It is open 7am-4:00pm. Cost is \$25. You will need to leave a urine sample. Ask to have the results sent to the address and name above. You also have the option of completing this at your private physician's office.

### **Background Check**

Hospitals require criminal background checks on all students. RC School of Nursing requires that you provide us with a Michigan State Police on-line background check in order to comply with clinical agency requirements.

Please follow the procedure listed below for obtaining your clearance:

Log on to <http://www.michigan.gov/ICHAT> . Choose Background Search in the top left corner. You will need to register since you do not have an ICHAT account.

Review the information provided, follow the requirements, and print your search. **Print the sheet with results** and not the payment confirmation page. (There is a \$10 charge [Visa, Discover, or MasterCard] by the Michigan State Police for this service). **Please upload a copy to ACEMAPP.**

### **Immunization Records**

You must provide documentation of all vaccines you have received. **Without proof of vaccine, you will need to have titers drawn to show immunity.** Proof of immunization will be needed for Hepatitis B, MMR (Mumps, Rubella and Rubeola), TDaP (pertussis **must** be a part of this), Varicella (**disease history of chicken pox is not proof**), and flu (immunization offered later in Fall semester). **Please keep the original of ALL immunizations for your records and upload a copy to ACEMAPP.**

### Tb Skin Test

You will need to have a Tb skin test done **annually** and upload results to ACEMAPP.

### Physical Exam

Complete the student information portion of the **health form (annual health requirement attachment)** and take it with you to your appointment. You can complete this at your private physician's office and bill to your health insurance company (if applicable).

### CPR

You must have a valid **American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider (HCP)** card prior to starting class. Rochester College School of Nursing is providing access to the certification class in Ham Library 116 (the nursing lab) for a cost of \$70. Please click on this link:

<https://m.signupgenius.com/#!/showSignUp/10c0a4fa9a72eaa8-blsfor1/17319353>

Sign up for one of the sessions. The instructor will accept 9 people per session.

### Uniform

The requirement for clinical is white scrubs embroidered with RC lettering and white socks/shoes.

**On Tuesday, August 22 from 10am-12 noon in HAM 116 the uniform vendor (Scrubs & Beyond) will be fitting all students for clinical attire.** You will receive a lab coat, 2 tops, and 2 pair of pants. The lab coat and tops will be embroidered with the Rochester College School of Nursing logo. Payment will be expected at the fitting (Credit card, check, or cash will be accepted).

Please wear proper undergarments to prevent seeing through the material.

You will need to start shopping for white socks and clean white comfortable shoes (tennis shoes are fine).

### Kaplan

Kaplan, the company RC uses for NCLEX test prep, will provide a video orientation on August 22, in HL 113. Kaplan will contact you by email and you will set up payment directly with them at the beginning of the semester. The cost is \$90 per semester.

### MDF Order

Your stethoscope, blood pressure cuff, hemostat/scissors, and penlight will be ordered from MDF. Please go to the link and follow the directions: [www.mdfinstruments.com/rcnursing](http://www.mdfinstruments.com/rcnursing). Use the order form on the next page to order your lab kit. MDF will donate 5% of each order to our Student Nurses' Association.

### ACEMAPP

ACEMAPP facilitates clinical placement for Rochester College School of Nursing. **The cost is \$50 per year.** You will be billed directly by ACEMAPP. The clinical coordinator will provide your email address to ACEMAPP and they will communicate with you concerning requirements that are expiring or expired. Requirements include immunizations, background check, drug screen and BLS HCP. All documents will be uploaded on the ACEMAPP site. Directions are below. You will also be required to pass 3 assessments about bloodborne pathogens, HIPAA, and OSHA. Completion of these requirements and assessments are required for clinical placement.

**ROCHESTER COLLEGE  
BSN SKILLS LAB KIT  
ORDER FORM**

The purchase of a **BSN SKILLS LAB KIT** is **REQUIRED** for your course. To have supplies available for the first lab, **YOUR ORDER MUST BE RECEIVED NO LATER THAN 4:00 PM EASTERN TIME ON AUG 8, 2016.** The purchase price of your kit is **\$156.00** which includes shipping and handling. To ensure timely delivery, THE KITS WILL BE SENT TO YOUR INSTRUCTOR and dispensed, after proof of purchase from G.T.S., INC.

**KITS WILL SHIP DIRECTLY TO THE SCHOOL. KITS WILL SHIP EVERY TWO WEEKS AFTER THE DEADLINE DATE.**

**ANY KITS REQUESTED AFTER 4:00 PM EST ON 8/8/2016 will require an additional \$10.00 SHIPPING / LATE FEE FOR A TOTAL OF \$166.00.**

**Please allow 72 HOURS to process order. NO PHONE VERIFICATIONS WILL BE GIVEN.**

**WAYS TO ORDER**

**Order by mail: (receipt requires self addressed, stamped envelope)**

Please return **THIS ENTIRE ORDER FORM** with a MONEY ORDER or CREDIT CARD INFORMATION (NO PERSONAL CHECKS WILL BE ACCEPTED).

SEND TO:

**GRACE TRAINING SUPPLY, INC**  
400 W. OAK RIDGE RD.  
ORLANDO, FL. 32809

**Order online: [www.gracetrainingsupply.com](http://www.gracetrainingsupply.com)** AUTO REPLY WILL BE SENT-(\$40.00 CHARGEBACK FEE FOR DISPUTED CHARGES). **TO ACCESS ORDERING OPTION ONLINE, YOU MUST USE THE FOLLOWING INFORMATION:**

**USERNAME: RCMI / PASSWORD: 164231**

**Order by fax: 407-856-1788** receipt by e-mail, (preferred) \_\_\_\_\_ Or phone \_\_\_\_\_

When placing orders online please do not include in your name any special characters, such as apostrophes, hyphens, or accents

**NO PHONE ORDERS WILL BE ACCEPTED**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

SCHOOL NAME \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SOCIAL SECURITY LAST 4 DIGITS \_\_\_\_\_

CREDIT CARD #: (Front of card) \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CREDIT CARD **HOLDER** BILLING INFORMATION

WE ACCEPT:

NAME \_\_\_\_\_

VISA  
MASTERCARD  
DISCOVER

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

C.C **HOLDER** SIGNATURE \_\_\_\_\_