

Following registration for your first semester of nursing classes you will receive an email from System32/Clinical Student at your Avila email address. **If you have not done so already, be sure your Avila email account is set up within 72 hours of registration.** The email will include information on completing the set up of your Clinical Student account. Please be sure to check your junk mail folder. If you have not received your Clinical Student account set up email within two weeks of registration please email [NursingGeneralMailbox@avila.edu](mailto:NursingGeneralMailbox@avila.edu).

**REQUIRED DOCUMENTATION FOR ALL CLINICAL NURSING STUDENTS AND FACULTY**

Fees for Clinical Student, Criminal Background screening and Drug screening are paid for by the School of Nursing with the exception of the Family Care Safety Registry and the Drug screen should it have to be repeated due to a positive or dilute result. There is more information on these in the Background and Drug screen details on Clinical Student.

All documentation related to vaccinations/immunizations or other testing must be copies of official records provided by your health care provider, lab or patient portal. All documents must include your name, the name of your physician (portal) or lab group, and the date of the immunization or lab result.

**SUBMISSION DEADLINE FOR ALL DOCUMENTATION IS SEPTEMBER 15, 2024 UNLESS OTHERWISE NOTED.**

**ALL REQUIREMENTS ARE SUBJECT TO CHANGE AT ANY TIME.** You will be notified via email by Clinical Student or the School of Nursing of any changes or requirement issues that require your attention.

REQUIREMENT	CRITERIA FOR APPROVAL
BLS	<p>Basic Life Support (BLS)—<b>MUST</b> be through <b>American Heart Association</b> and be the Basic Life Support (BLS) for Healthcare Professionals.</p> <p>Go to <a href="#">CPR Kansas City</a>, and select “click here to register BLS CPR.” Use the calendar to select and register for a class. <b>Courses for lay rescuers such as “heartsaver” or through Red Cross are not acceptable.</b> The course must include a physical hands-on validation of skills.</p> <p><b>This must be kept current throughout the program. Failure to do so will result in your removal from the program or prevent you from participating in clinical experiences.</b></p> <p>A CPR class will be offered on campus in the School of Nursing on August 20<sup>th</sup>, 2024, 11:30 a.m. to 3:30 p.m. Initial certification is \$85, renewal is \$70 with proof that the online portion was completed. <b>Payment is cash only.</b> You may reserve a spot by emailing <a href="mailto:NursingGeneralMailbox@avila.edu">NursingGeneralMailbox@avila.edu</a>. However, payment must be made in person in the School of Nursing office within 24 hours of your</p>

	reservation. Failure to do so will result in the loss of your spot, there are no exceptions.
<b>CNE/KCANE Confidentiality Agreement</b>	Download from Clinical Student, sign and upload
<b>Clinical Orientation Competency Exam</b>	DO NOT complete until directed to do so by the School of Nursing.
<b>CNE/KCANE TB Risk Assessment Form</b>	Download complete, sign and upload if required due to TB vaccination or previous positive TB screen.
<b>Color Blindness Screening</b>	Complete using the screening tool on Clinical Student
<b>Criminal Background Screening</b>	<b>MUST</b> register for and complete through Clinical Student. Pay careful attention to all requirements for processing including the Family Care Safety Registry.
<b>Drug Screen</b>	<b>MUST</b> register/schedule through Clinical Student. Once registered you will receive an “invitation” for the screening. THE INVITATION IS ONLY GOOD FOR TWO WEEKS. If you miss it contact the School of Nursing. Keep in mind that if you miss the deadline you may not have your requirements completed on time.  If you receive a positive or dilute screen result you will be responsible for the cost of retesting and it must be done through Validity.
<b>Health Insurance</b>	A copy of your health insurance card or letter from your insurance company stating the date(s) of coverage. If you do not have health insurance visit HealthCare.gov. The type of coverage you get is entirely up to you.
<b>Physical Activity Release form</b>	Download form, have it signed by a health care professional and upload.
<b>Hepatitis B (HepB)</b>	The vaccination protocol is the series of three vaccinations and a positive titre.  Though not recommended the vaccination can be waived. Please review the HepB information sheet in Shared Documents on Clinical Student.
<b>Measles, Mumps, Rubella (MMR)</b>	Official documentation showing the two-vaccination series <b>OR</b> a positive titre.
<b>Varicella (Chicken Pox)</b>	Official documentation showing the two-vaccination series <b>OR</b> a positive titre.
<b>Tetanus-Diphtheria-Acellular Pertussis (Tdap)</b>	Vaccination must be less than 10 years old. If your vaccination will expire within 24 months for the start of the program it is highly recommended that you get an updated vaccination so you will not be at risk of becoming non-compliant during the program.
<b>Tuberculosis Screening (TB)</b>	Two negative TB skin tests or one negative blood test and one

	annual test thereafter. For detailed instructions please see the TB screen requirements included with this packet.
<b>COVID 19</b>	Vaccination
<b>Influenza</b>	Annual vaccination. Must be for the current academic year and flu season.

**For more detailed information on required documentation please review Appendix D of the Clinical Orientation Manual located in shared documents on Clinical Student**

**OTHER SCHOOL OF NURSING REQUIREMENTS/EXPENSES**

<p><b>Lap Top</b></p>	<p>All nursing exams and assessments are completed on-line through ExamSoft. There are no exceptions. In addition, iPads may not be used. Exemplify will not run on Chromebooks, Android, or Linux operating systems. Exemplify does not support touchscreen input on Mac or Windows laptops. For full details on Minimum System Requirements (MSRs) go to:</p> <p><a href="https://examsoft.com/resources/exemplify-minimum-system-requirements/">https://examsoft.com/resources/exemplify-minimum-system-requirements/</a></p>
<p><b>Scrubs</b></p>	<p>Purple or black scrubs with the Avila School of Nursing logo are required and must be purchased through:</p> <p style="text-align: center;">Uniforms and More 1156 W 103<sup>rd</sup> St Kansas City, MO 64114 816-942-5959</p> <p>We recommend at least two sets. Sets are approximately \$35.00 each.</p>
<p><b>Junior Year Expenses</b></p>	<ul style="list-style-type: none"> <li>• Program fees (\$650/semester)</li> <li>• Text Books (varies – greatest expense occurs first semester of the Junior year).</li> <li>• Lap top</li> <li>• Watch with second hand</li> <li>• Shoes for clinical – closed toe and heel and made of non-permeable material.</li> <li>• Stethoscope</li> <li>• Other clinical agency/site requirements</li> </ul>
<p><b>Senior Year Expenses</b></p>	<ul style="list-style-type: none"> <li>• Program fees (\$650/semester)</li> <li>• Text Books</li> <li>• Lap top</li> <li>• Graduation Fee approximately \$175 and due with final semester bill. This fee includes rental of hood, cap and gown.</li> <li>• Nursing Composite Photograph. All students are requested to have a photographic sitting for a composite. You may purchase pictures for personal use. A sitting fee of approximately \$35 is due in advance and will be used to cover the cost of picture purchases.</li> <li>• State Boards of Nursing Licensure fees vary by state, Kansas is \$100 – \$125, Missouri has waived their licensure fee. Fingerprinting and additional background check fees vary by state (approx. \$48 - \$50)</li> <li>• National Council Licensure Exam (NCLEX) and Fee \$200.</li> <li>• Final transcript fee of \$10-\$12 for transcript for state board licensure examination application.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Other clinical agency/site requirements.</b></li></ul>
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4/8/24