

YORK COLLEGE OF PENNSYLVANIA
DEPARTMENT OF NURSING

PREPARING FOR CLINICAL EXPERIENCE

Submit the following items to the Department of Nursing at least two weeks prior to the start of the course. Please return the original documents (except as noted below) to Mrs. Myers in the Media Lab (MKN127). Usual office hours are Monday, Tuesday, Wednesday 8:00 a.m. to 4:30 p.m. You may also leave your packet with Susan Miller, Nursing Dept. Administrative Assistant (M-F 8 – 4:30), or with the student workers in the Media Lab. You may also mail your packet to:

York College of Pennsylvania
Attn.: P. Myers, Dept. of Nursing
Country Club Road
York PA 17403

Please call 717-815-6473 or email pmyers2@yep.edu with any questions.

- HEALTH RECORDS
 - Pre-Clinical Health Exam for YCP Nursing Students including:
 - Health Insurance information (either an individual or family policy, or coverage through YCP's Health and Accident insurance).
 - Adequate immunization/immunity history (see form for details)
 - The immunization requirements of the Dept. of Nursing are the same as those required for admission to YCP with the exception that Hepatitis B immunization is mandatory unless waived by signature on the appropriate form.
 - Meningitis or Meningococcal (e.g. Menactra, Menomune) Vaccine is required for all students unless waived by signature on the appropriate form.
 - PPD (TB test) administered within the last 6 months. This will need to be updated annually throughout your participation in YCP's Nursing Program.
 - Dental Examination Report
 - Urine Drug Screening through WorkFirst (see enclosed separate policy)
- CURRENT PROFESSIONAL LEVEL CPR CERTIFICATION (i.e. BLS for the Healthcare Provider): You keep your original card and provide a copy with your packet.
- RN LICENSE: Provide a copy of your current license, as well as a copy each time it is updated in April or October.
- BACKGROUND CHECKS: All Nursing Students must have a PA Criminal Record Check and PA Child Abuse History Clearance annually. I must view the original documents. If desired, I will make a copy and return the original to you. All students must obtain FBI clearance for the Dept. of Public Welfare through Cogent Systems, Inc. (new requirement beginning Fall 2009). In addition, if you live out of state or have not resided in the Commonwealth of Pennsylvania for the last two years you must have an FBI Background Check (which includes obtaining fingerprints). All forms necessary to complete these

background checks are included in this packet, except the fingerprint cards which can be obtained in the Dept. of Nursing Office or the Nursing Media Lab. These background checks can take up to 6-8 weeks to go through. They must be received by the first day of clinical or you will be asked to withdraw from your course. More specific instructions follow:

Clearance Type	Submit via:
PA Criminal Record Check	<p>Mail: Use the enclosed form. Under “Reason for Request” mark “Other” and specify “Nursing School.” Submit to PA State Police with properly completed money order. Allow 4 weeks plus mail time. Provide the original with your packet to Dept. of Nursing.</p> <p>--OR--</p> <p>Online: https://epatch.state.pa.us/Home.jsp (must have credit card to submit) Gives an immediate response which you may print out to include in your packet. Please click on the control number to obtain the certificate view to print out.</p>
PA Child Abuse History Clearance	<p>Mail: Use the enclosed form. Under “Purpose of Clearance” mark “School.” Submit to ChildLine and Abuse Registry with properly completed money order. Allow 2-4 weeks. Provide the original with your packet to Dept. of Nursing.</p> <p>Mail: You may download a form at: www.dpw.state.pa.us/child/childabuseneglect/003671038.htm Submit to ChildLine and Abuse Registry with properly completed money order. Allow 2-4 weeks. Provide the original with your packet to Dept. of Nursing.</p>
DPW Clearance	<p>This is a multiple-step process requiring registration on-line at http://www.pa.cogentid.com/index.htm You must then go to an authorized fingerprint site. Afterwards you will receive a certificate in the mail which must be returned to the Dept. of Nursing. See separate sheet for instructions.</p>
FBI Background Check (out-of state students only)	<p>Mail: You must go to a Police or Sheriff’s Dept. to have your fingerprints taken. You must use fingerprint cards from the PA Dept. of Aging. These cards are available in the Dept. of Nursing Office or the Nursing Media Lab. You may get more than one set of prints at the same time and submit them with the next years’ background checks. Submit the fingerprint card to the PA Dept. of Aging with the enclosed FBI Background Check Transmittal Form and properly completed money order. Allow at least 4 weeks. The Report will be sent directly to the Dept. of Nursing from the FBI. Please be sure to fill out your request form, fingerprint card, and money order completely. Commonly missed are: “Signature and Address of purchaser” (you) on the money order, “Position Applied for” on the Transmittal form (write in “Nursing Student). For the Employer Information section, write in “York College of Pennsylvania, Dept. of Nursing, Country Club Rd., York PA 17403, 717-815-1243.” The other blanks, “Facility Type,” etc. may be left blank.</p>