



## **BRAND Policies & Requirements:** **Informational Packet (IP)**

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As part of your acceptance into BRAND you will be expected to provide documentation and/or abide by the following School of Nursing policies and requirements. It is your responsibility to keep these requirements current throughout the completion of the program. *Failure to do so will result in your being prohibited from attending clinical.*

Start obtaining information requested according to dates as noted in the information on these pages and those of the **Checklist & Forms** document. DO NOT wait until the last minute!

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| <b>Background Check</b><br><br><i>Complete immediately!</i>  | <p>According to the UW College of Health Sciences policy, a background check must be completed before a student is fully admitted to the BRAND program. The link to Viewpoint Screening is in the lower left hand menu bar of the College of Health Sciences website: <a href="http://www.uwyo.edu/hs/">http://www.uwyo.edu/hs/</a>. Viewpoint Screening is the only approved vendor for background checks for the UW Fay W. Whitney School of Nursing.</p>  |
| <b>Photo</b><br><br><i>Complete by May 23 deadline</i>   | <ul style="list-style-type: none"> <li>• Submit Photo <ul style="list-style-type: none"> <li>○ A digital photo (.jpg file) at least 25KB size file – head and shoulders shot</li> <li>○ Email it as an attachment to <a href="mailto:BRAND@uwyo.edu">BRAND@uwyo.edu</a>.</li> <li>○ You will also have a professional photo taken at orientation. That photo will be used for graduation photo boards and there are times when we might display your photo for School of Nursing purposes. You will need to have the UW Photo Release Form signed to authorize use of your picture (that form is included in this packet).</li> </ul> </li> </ul>  |
| <b>CPR Certification: BLS</b><br><br><i>This item must be uploaded into My Record Tracker by August 1 deadline</i> | <ul style="list-style-type: none"> <li>• Upload copy of your CPR Card into My Record tracker. Your CPR card MUST be the “Basic Life Support for Healthcare Providers” (BLS) card through American Heart Association. No other CPR cards are accepted. <b>Instructions for uploading records into my record tracker will be sent out by email no later than May 1, 2016.</b></li> <li>• Your certification must remain current through the entire BRAND program (summer, fall, spring and summer semesters).</li> <li>• Where do you find CPR classes? Contact your State Board of Nursing. Find their contact info at <a href="http://www.ncsbn.org/contactbon.htm">www.ncsbn.org/contactbon.htm</a>.</li> </ul> |
| <b>Malpractice Insurance Policy</b>  | <p>Students will be charged a fee of \$13 in the fall semester to cover the student malpractice insurance.</p>   |

| Item   | Directions  |
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| <p><b>Immunizations</b></p> <p><i>Your immunizations must be uploaded into My Record Tracker by August 1</i></p> | <p>The University of Wyoming Fay W. Whitney School of Nursing (UW FWWSON) has partnered with My Record Tracker to track student’s immunization records. My Record Tracker is a service that allows students to upload immunization records and certifications online and will remain available to students after graduation. Information collected through My Record Tracker is secure, tamper-proof and confidential. The student and the School of Nursing both have access to the immunization records at any time, from any location, electronically. The cost to you for this site is \$28 for 16 months.</p> <p>Immunizations are required as part of participation in the FWWSON BRAND program. It is important to upload immunization records as instructed in order to be eligible to enter the clinical sites.</p> <p>For A Summary of Your Rights Under the Fair Credit Reporting Act visit <a href="http://www.ftc.gov">www.ftc.gov</a>.</p> <p><b>Instructions for uploading records into My Record Tracker will be sent out by email no later than May 1, 2016; DO NOT WAIT UNTIL THAT DATE TO START YOUR IMMUNIZATIONS.</b></p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>The deadline for uploading immunization records into My Record Tracker is August 1, 2016.</b></p> <p style="text-align: center;"><b><i>Each student is responsible for their own immunization records: for the initial upload, tracking and updating whenever necessary. Failure to have current, complete, accurate records on file with My Record Tracker will preclude the student from participating in clinicals.</i></b></p> <p style="text-align: center;">-----</p> |

| Item  | Directions |   |   |
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|   | #          | Item  | Explanation   |
| <b>Immunizations</b><br><i>upload to My Record Tracker by August 1 (or by date noted)</i> | 1.         | <b>MMR</b>                                  | <ul style="list-style-type: none"> <li>Documentation of two MMR vaccinations with a minimum of four weeks between doses (after age twelve months)</li> <li>OR Laboratory documentation of immunity for rubella, rubeola, and mumps</li> </ul>   |
|   | 2.         | <b>Tdap</b>                                 | <ul style="list-style-type: none"> <li>Documentation of one Tdap dose.</li> <li>Tdap required even if Td is current within 10 year period</li> </ul>  |
|   | 3.         | <b>TB Screening</b>                         | <p>Tb Screening (TST is language used by CDC – Tuberculin Skin Testing)</p> <p><u>2- step:</u> The 2- step is for initial screening only in adults who are going to be retested periodically. According to the State of Wyoming, “periodically” does not necessarily mean annually.</p> <p><u>IGRA:</u> Interferon Gamma Release Assay is a blood test recommended by CDC and the Wyoming State Health Department. It is used in place of both the two-step and annual testing.</p> <p><u>School of Nursing Policy:</u></p> <ul style="list-style-type: none"> <li>Two-step TST or IGRA for all incoming students who have no history of previous TST. (Note some clinical agencies may require a two-step if screening has not been performed the previous year.)</li> <li>TST or IGRA for all incoming students who have documentation of previous TST.</li> <li>Annual testing thereafter.</li> </ul>  |
|   | 4.         | <b>Hepatitis B Vaccine</b><br>3-step series | <p><b>Hepatitis B:</b> Three doses on a 0, 1, 6 month schedule with a minimum of 4 weeks between doses #1 and #2 and a minimum of 8 weeks between doses #2 and #3. Overall there must be at least 16 weeks between doses #1 and #3. A serologic test for immunity 1-2 months after dose #3 is recommended for health care personnel being immunized for the first time. If immunity is not present, the 3-dose series and post serologic testing should be repeated. Immunity is defined as <math>\geq 10</math> mIU/mL of hepatitis B surface antibody.</p> <p>If the series is delayed for some reason <b>DO NOT</b> start over; continue the series from previous dose.</p> <p>Those who may have been immunized but do not have documentation of the series are considered non-immunized. There is no harm in receiving extra doses of vaccine.</p> <p>Serology testing is not recommended for those who have been previously immunized with a documented three dose series.</p> <p><u>School of Nursing Policy:</u></p> <ul style="list-style-type: none"> <li>Previously documented Hepatitis B series of three doses at appropriate intervals (minimum of 4 weeks between doses #1 and #2 / minimum of 8 weeks between doses #2 and #3 / minimum of 16 weeks between doses #1 and #3.</li> </ul> |

| Item   | Directions   |   |
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|  |  | <ul style="list-style-type: none"> <li>Those who have not been previously immunized, or do not have documentation of immunization: documented Hepatitis B series of three doses at appropriate intervals ( minimum of 4 weeks between doses #1 and #2 / minimum of 8 weeks between doses #2 and #3 / minimum of 16 weeks between doses #1 and #3) with serologic test for immunity 1-2 months following dose #3. If immunity is not present, a full three dose series is repeated with post vaccination serologic test for immunity 1-2 months following dose #3. If immunity is not present following the second 3-dose series, no further immunization is recommended.</li> </ul> |
|  | 5. <b>Varicella</b>  | <ul style="list-style-type: none"> <li>Laboratory documentation of immunity</li> <li>Or documentation of two doses of varicella vaccine with a minimum of four weeks between doses.</li> <li>Proof of immunity from health care personnel <i>will not be accepted</i>.</li> </ul>   |
|  | 6. <b>Influenza</b>  | Documentation of an annual seasonal influenza immunization by November 1st. Record of a previous flu shot will not count for this record. <b>You need to get the flu shot between September 1 – October 31, 2016 to upload.</b>   |
| <b>Contact Info Requirements</b><br><br><i>Complete immediately!</i> | <b>Check &amp; Update Address / Phone / Email</b> <ol style="list-style-type: none"> <li>Please verify/update your contact information through WyoWeb.</li> <li>You are asked to keep both your mailing/local and permanent address/phone information current at all times on WyoWeb, as the School of Nursing will be routinely downloading that information from the main UW system into our database file.</li> <li>If both your mailing/local and permanent contact information is the same, you are asked to identify that data within <b>both</b> sections on WyoWeb so that our database file will be updated correctly.</li> <li>E-mail - Please be sure that your UW e-mail address is identified on WyoWeb as well. That is the e-mail that our students are required to have, and use, for all school contacts. Read below for important information about e-mail and web access (including how to get a UW email account): <ul style="list-style-type: none"> <li>Communication, class announcements, and other class activities ...will be through UW e-mail/www. All students will need to have world-wide web access and have a University of Wyoming e-mail account. Students are expected to use a UW e-mail address for ALL school related activities, including online courses. Please be sure to check your UW e-mail regularly.</li> <li>Access your UW e-mail account ... via the web through WyoWeb. You may prefer to use a different e-mail provider for non-school activities. Should this be the case, <b>you are asked to not forward your UW e-mail</b> to that provider as this has caused problems for students in not receiving messages sent by the School of Nursing.</li> </ul> </li> </ol> |   |

| Item  | Directions   |
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| <b>Drug Screening</b><br><br><i>Complete by May 23</i>                          | <ul style="list-style-type: none"> <li>• A Drug screening is required to be complete by the Orientation May 23, 2016. Please email the results of the screening to <a href="mailto:Brand@uwyo.edu">Brand@uwyo.edu</a> or drop them by the BRAND office (351E Health Sciences Bldg.). Additional drug screenings may be required at many clinical training sites. Your clinical instructor or clinical site will notify you if you will need additional drug screens. Students may incur charges for this screening . Make a hardcopy of any screening results and keep in your portfolio for other clinical placements.</li> </ul> |
| <b>Nametag</b>  | <ul style="list-style-type: none"> <li>• You can obtain your clinical nursing nametag the first week on campus.</li> <li>• WyoOne ID Office, located in Knight Hall, room 28 (basement, east wing) will make the nametag.</li> </ul>   |
| <b>Uniform</b><br><br><i>Obtain prior to fall semester</i>                      | <p><b>Uniform Information:</b></p> <p>The UW FWW SON uniform is standardized, and specified by the SON, and must be worn in clinical settings. We will try to have representatives from the vendor on the schedule for orientation so you can determine what size is appropriate for you. Then your order will be placed on line as described in a document we will hand to you at orientation. That .pdf document will also be available on the School of Nursing website under ‘Student Forms’.</p>  |
| <b>Supplies &amp; Technological Equipment</b><br><br><i>Obtain by August 31</i> | <p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• Wrist Watch - <i>second hand is needed</i></li> <li>• Stethoscope - <i>double-headed</i></li> <li>• Bandage scissors</li> <li>• Penlight</li> <li>• Hemostat</li> <li>• PDA, iPhone, MP3 player (optional)</li> </ul>   |
| <b>Student Handbook, Course Syllabi, Textbooks</b>                              | <ul style="list-style-type: none"> <li>• <b>HANDBOOK</b> – Will be available online by May 23. (Please go to: <a href="http://www.uwyo.edu/nursing/handbooks/">http://www.uwyo.edu/nursing/handbooks/</a>)</li> <li>• <b>SYLLABI</b> - The course syllabi should be available through individual WyoCourses course shells within the week prior to the beginning of each semester.</li> <li>• <b>TEXTBOOKS</b> – The textbook “International Standard Book Numbers” (ISBNs) will be sent to you, along with a link to a suggested vendor. However, you are welcome to purchase your books from any source you choose.</li> </ul>   |
| <b>Transportation</b>   | <ul style="list-style-type: none"> <li>• BRAND students are expected to arrange, and pay for, their own transportation and housing.</li> </ul>   |

| Item         | Directions  |
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| Orientations | <p data-bbox="380 258 938 289"><b><i>Attendance is Mandatory! Tuesday May 23, 2016.</i></b></p> <ul data-bbox="431 327 1463 747" style="list-style-type: none"> <li data-bbox="431 327 1211 453"> <p data-bbox="431 327 716 352">• <b>BRAND Orientation –</b><br/> Date: Tuesday, May 23, 2016<br/> Location: Health Sciences Building, Third Floor, Classroom 364<br/> Time: 8:00am - 5:00pm</p> </li> <li data-bbox="431 491 1463 548"> <p data-bbox="431 491 1463 548">• <b>Orientation to Clinical Simulation Center (CSC)/Skills Labs</b> to be included in orientation for N3710.</p> </li> <li data-bbox="431 588 1438 644"> <p data-bbox="431 588 1438 644">• <b>Official Introduction into Professional Nursing</b> will be held at the Nightingale Ceremony. The date and time are still TBD, but it is generally in the first week of fall semester.</p> </li> <li data-bbox="431 684 1395 747"> <p data-bbox="431 684 1395 747">• <b>Safety and OSHA Orientation</b> to be held at the start of N3710. Failure to successfully complete this requirement will result in your ineligibility to attend clinicals.</p> </li> </ul> |