April 22, 2015

Welcome to the Associate Degree Nursing (RN) Program at Halifax Community College! We are looking forward to getting to know each of you, and are working diligently to prepare for the fall. This letter is to inform you of the additional requirements that must be met prior to the Fall 2015 semester.

Dates to Remember:

**June 22, 2015 – Health Forms/Drug Screen/Background Check**

Halifax Community College has contracted with Castle Branch/Certified Background to gather the information necessary to enroll into the nursing courses for Fall 2015. All forms and instructions for what each item requires can be found on the Castle Branch website at [www.certifiedbackground.com](http://www.certifiedbackground.com), once the student has purchased the package. The cost for this package is $105.00 total.

Proof of the following items must be uploaded to the Castle Branch site online. This must be complete by June 22, 2015 unless otherwise specified:

- CPR Certification at the Healthcare Provider Level (due by August 10, 2015)
  - CPR offered at HCC on June 11, June 30, July 22, and Aug 6 (Call 252-536-7212 to sign up)
- Physical Examination within the past year
- Malpractice/Professional Liability Insurance (due by August 14, 2015, paid with tuition at HCC)
- Current Immunizations
  - Influenza (due October 15, 2015)
  - Varicella
  - Measles, Mumps, Rubella
  - Tetanus
  - Hepatitis B
- Two-step TB test results or negative chest x-ray if past positive result
- Halifax Regional Medical Center (HRMC) Confidentiality Statement
- HRMC Liability Statement
- HRMC Information Systems Security Agreement
- HRMC Information Systems Security Request
- Criminal Background Check
- Drug Screening Exam
  - Performed at First Med Alert, 312 Roanoke Avenue, Roanoke Rapids, NC 27870
  - Must be completed within 2 days of completing the online request form, or you will have to pay for another drug screen
  - Print out proof of payment for drug screen to bring with you to First Med Alert

Criminal background checks and drug screens are required by our main clinical facility, Halifax Regional Medical Center, prior to students attending any clinical experiences at that agency, and are not part of the admissions process for HCC. **Students who are unable to attend clinical due to the results of either the background check or drug screen will not be allowed to continue in the nursing program.** The decision on whether students may attend clinical is determined solely by the clinical agency. Alternate clinical assignments pose an ethical dilemma and will not be an option for students who cannot attend clinical due to criminal background or drug screening issues. The decision of the healthcare facility is final.
Background checks and drug screens may take 1-2 weeks to complete, so be sure to order the check and have the screening completed by the first week of June, as well as schedule a physical exam and begin obtaining immunization records as soon as possible.

To order the required package:
1. Go to www.certifiedbackground.com
2. On the upper right side of the Screen, there is a Place Order box.
3. Enter Package Code: HA31 and click GO.
4. Follow instructions for payment, download and submission of forms, etc.

August 17, 2015 - Clinical Uniforms (do not need to be worn on first day of class)

Student uniforms must be purchased from The Uniform Shop, 1025 Roanoke Avenue, Roanoke Rapids, NC 27870. You should place your order for uniforms by June 26, 2015 in order to have them in time for the start of class.

Uniform Specifics:
Women:  
- Tops (Landau 8047 – white/royal trim) – you will need 2; embroidery: HCC logo
- Pants (Landau 8327 – white) – you will need 2
- Jacket (Landau 7525 – white) – you will need 1; embroidery: Name, SN (in royal)

Men:  
- Top (Landau 7502 – white) – you will need 2; embroidery: HCC logo
- Pants (Landau 8550 – white) – you will need 2
- Jacket (Landau 7551 – white) – you will need 1; embroidery: Name, SN (in royal)
- Sold white, short sleeve crew-neck T-shirt must be worn under men’s uniform

Students must adhere exactly to the uniform requirements above. No substitutions allowed.

For students receiving a PELL grant, you will be able to charge your uniforms to the grant as long as your grant approval is complete in a timely manner. If this is what you would like to do, then you may go to be fitted and order uniforms at any time. The Uniform Shop will receive a list of all students eligible to charge uniforms by the end of July, and you may pick up your order after that time. Anyone not completing the financial aid process in time for eligibility determination by the end of July will not be able to charge uniforms, and will be required to pay out-of-pocket. Because of the embroidery, there may be a charge to have the uniforms ordered.

Failure to obtain the required uniform will result in clinical absence and could lead to dismissal from the program. Uniforms will be worn in some labs or clinical experiences during the first week. You do not need to wear the uniforms on class days unless instructed to do so.

It is required that students obtain the following items as well (these may be purchased at the Uniform Shop or elsewhere):
- Solid white, leather shoes (must be closed-toe, closed-heel)
- Stethoscope, Blood pressure cuff
- Watch with second hand - digital watch is fine; waterproof is recommended
- Penlight, Scissors (small pair of bandage scissors)
Registering for Classes

Students who have accepted seats in the nursing program have already been registered for the first-semester nursing course (NUR 111, Introduction to Nursing Concepts). If you would like to take additional courses for any reason, please contact the advisor assigned below for assistance.

Lisa Barnes (last names beginning A-H) – Room B-211  252-538-4315
Kelly Harvey (last names beginning I-Z) – Room B-214  252-536-6361

August 11, 2015 – New Student Orientation

Students who will be entering Halifax Community College for the first time this fall must attend New Student Orientation on August 11, 2015, either at 9:00 am or 5:00 pm. Please allow at least 2-3 hours for the orientation session. Contact Dorothy Greene in the Student Services Office at (252) 536-7232 to sign up for a session or for questions regarding New Student Orientation.

August 17, 2015 – Textbooks/Resources

The textbooks available in the HCC bookstore includes a “bundle” with the textbooks and computer codes you will need for the first semester of the nursing program. Additionally, there is a HESI bundle that includes codes for other products you will need for the program. Many of these resources will be used throughout all semesters of the program. Do not open any of the computer access codes for e-books or other products or try to use them until you are instructed to do so. Bring all codes and your tablet/laptop to class on the first day. You will not need your textbooks on the first day.

You will need one of the following devices to bring to class each day:
- iPad
- Android tablet
- Laptop with Windows 7 or Windows 8

You will also need to purchase a skills kit (bag with lab supplies) from the bookstore. This will not need to be brought to class on the first day, but will be used within the first couple of weeks. Your instructors will tell you when to bring the kit.

By bundling the textbooks, we were also able to get a significant discount on the individual books, and you will have all of the resources you need for the clinical setting as well as class. It is not advisable to try to purchase individual books/resources online as some of them are not available except in a bundle.

Again, welcome to the program. Please feel free to call, drop by, or e-mail if you have any further questions. My office number is 252-536-6348, e-mail address kharvey951@halifaxcc.edu.

See you in the fall!

Sincerely,

Kelly Harvey, MSN, RN, CNE
Department Head - Nursing