



OHSU School of Nursing Checklist of Required Items For All Incoming Students

All enrolled students at the OHSU School of Nursing need to provide compliance documentation. **Please use the checklist below as a guide for completing the required items.** *Failure to provide the required documentation can result in holds on class registration or dismissal from the program.* **Please review your admissions packet for enclosed materials. The other required items can be found at: <http://www.ohsu.edu/son/student/newstud.shtml>.**

HIPAA and Respect at the University Training Certificates of Completion – These online trainings are available at <http://www.ohsu.edu/cc/ed/bb/>. Print and submit your two Certificates of Completion (save copies for your records). *Note: This OHSU HIPAA training is required in addition to any HIPAA training you may have completed at your hospital or agency, with the exception of OHSU hospital.*

Background Check – Please review the instructions enclosed in your packet for completing a background check. All students must complete a background check even if they have had one completed already for work or other purposes. Start this process **now** because the results can take 10+ weeks.

CPR Certification – Turn in a copy of your current CPR card showing the date of your last training and when your training expires. Information regarding the types of CPR certifications accepted can be found at http://www.ohsu.edu/son/student/orientation_compliance.html. **This is not required for MPH students unless required for their clinical component.*

Immune Status Form – Carefully read and complete the Immune Status Form found in your packet, attaching a copy of any required lab reports to verify your immunities. **Mail only to appropriate contact listed on the Immune Status Form.** For more information, please visit the OHSU Student Health Services website at www.ohsu.edu/academic/acad/health/. **This is not required for MPH students unless required for the clinical component.*

Blood Borne Pathogen training – This required training is covered during the mandatory orientation event. **BBP is not required for MPH students unless required for their clinical component.*

Student Code of Conduct and Responsibility Policy – Read online. Print, sign, and submit the **agreement form**.

Release of Information Form – Carefully read and complete this form found online.

Drug Screening Results – You will receive more information about this process shortly.

Copy of Oregon RN License – Submit if not turned in already. **Not required for B.S. OCNE, Accelerated B.S., Accelerated B.S. to Master, or MPH students.*

Proof of Prerequisite Coursework – Submit updated copies of official transcripts showing completion of required prerequisite coursework if not completed or submitted already.

School of Nursing Enrollment Agreement – B.S. OCNE students **only**, complete and submit.

Disability Form and **Change of Address** forms – If needed, available online.

CRNA Students Only – Provide additional documentation for Advanced Cardiac Life Support (ACLS), Basic Cardiac Life Support (BCLS), & Pediatric Advanced Life Support (PALS).

Please return the above required compliance materials by the compliance deadline stated in your admissions letter (prior to your orientation) to:

OHSU School of Nursing Office of Admissions SN-ADM
3455 SW US Veterans Hospital Rd.
Portland, OR 97239-2941
Phone: 503-494-7725 FAX: 503-494-6433