Cape Fear Community College’s Practical Nursing Faculty and Staff welcome you to what will be one of the most challenging and exciting times of your career. In order to ensure you start the semester with all the required documentation, we have put together a checklist of what will be required by the date given at Orientation.

Admitted, returning and transfer students must have the following turned in to the Health Science Secretary prior to or by the date given at Orientation or they will not be permitted to attend:

1. CPR Proof - must be current two-year CPR certification for health care providers (must include adult, child and infant). Online courses not accepted.
2. Liability Insurance Proof (when entering/re-entering during a spring or summer session, students will be informed when they need to go pay)
3. Demographic Form
5. CFCC ID Badge – Must State “Practical Nursing Student” on badge
6. Drug Screen (9 panel) (Information to be distributed at Orientation)
7. Immunization Proof (Not required for returners)
8. Hepatitis B Proof Or Declining Statement – Appendix of PN Policy Manual (Not required for returners)
9. Physical, including hearing and vision (not required for returners)
11. Syllabus – Purchase in bookstore before first class. Each semester students must have a syllabus in order to enter class the first day.
14. *Corporate Compliance Quiz (read Corporate Compliance Training (NHRMC) information prior to completing the post quiz) http://cfcc.edu/pn/documents/compliancetraining05.pdf
15. Student Agreement
16. Universal Access Form (To be handed out by faculty after classes begin.)

*Copy of NHRMC name badge waives this item.

Contact Teresa Williamson 362-7655 if you have questions.
Cape Fear Community College
Practical Nursing Program
Student Demographic Data Form

INFORMATION:

1. This questionnaire provides data for the department of nursing curriculum development. An ongoing assessment of the people for whom the curriculum is devised (student characteristics and demographic data) constitutes one of the most essential and basic factors for curriculum change.

2. All data are confidential and will be used for curriculum study purposes and to meet the needs of the students.

3. Thank you for helping in the curriculum study.

DIRECTIONS:

1. Circle the number of the answer that applies to you.
2. Fill in blanks where blanks are provided.
3. Please print clearly.

Date: _____/_____/_____
CFCC Student ID # ______________________

Name:________________________________________ SS #: _______/___/_____

Address:________________________________________________________________________

City:_______________________________State:_____________________ Zip Code:____________

Telephone Number: (_____)________________________ Other/Cell Phone: (_____)________________________

Closest Relative:__________________________ Relationship:_____________________________________

Telephone Number: (_____)________________

Email Address:________________________

1. Sex: Male: ________ Female: _________

2. Ethnicity: __________
   1. White, non-Hispanic
   2. Black (African-American), Non-Hispanic
   3. American Indian or Alaskan Native
   4. Asian or Pacific Islander
   5. Hispanic (all races)
   6. Multi-racial heritage
   7. Race/ethnicity unknown
3. Educational Level Completed:
   1. High School Graduate
   2. GED
   3. AD
   4. BS
   5. Masters

4. Marital Status:
   1. Single
   2. Married
   3. Divorced
   4. Widowed
   5. Separated

5. Age:_____________ Birthdate:__________________

6. Number of Children:__________________________

7. How far do you travel to school each day (ONE WAY): Miles:__________________________

8. Current work hours per week:____________________

9. Previous Healthcare experience:
   1. No experience
   2. EMT
   3. CNA
   4. Other __________________

10. Are you returning to the PN program? Yes _________ No __________

11. Are you transferring from another PN program? Yes _________ No __________

12. Please select your US citizenship status:
    □ US citizen □ resident alien □ non-resident alien □ unknown

    Thank you for your cooperation!!
STUDENT AGREEMENT

NAME OF STUDENT: ________________________

DATE RECEIVED: ________________________

I have been given a copy of the Policies for the Practical Nursing Program of Cape Fear Community College. I have read these Policies myself, in their entirety and have had the opportunity to have my questions answered. I understand and agree that, as a student in the Practical Nursing Program of Cape Fear Community College, I am bound and responsible to comply with all of these Policies. I also understand and agree that I am subject to all of the requirements, provisions, and procedures contained in these Policies.

______________________________________
Signature of Student

Date returned: ________________________
Cape Fear Community College
Hepatitis B Vaccine Consent/Declination Form

PLEASE READ CAREFULLY (Complete the section that describes you)

1. I choose to take the Hepatitis B Vaccine. I have read and understand the information on this form about the Hepatitis B Vaccine. I have had a chance to ask questions which were answered to my satisfaction. I agree to accept the responsibility of any/all side effects that may happen by taking the Hepatitis B Vaccine.

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Student Signature

Witness

Date

2. I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring Hepatitis B Virus (HBV) Infection. I have been advised to be vaccinated with Hepatitis B Vaccine. However, I decline Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I will receive the vaccination series at my own expense.

Declining Student

Witness

Date

3. I have already received 3 doses of Hepatitis B vaccine at

(Location) during (Year)

Student Signature

Witness

Date
Confidentiality Statement & Code of Conduct
Acknowledgment

While I am employed by, working on behalf of or studying within New Hanover Regional Medical Center:

1. I will respect the privacy and confidentiality of our patients, employees, and organization by following hospital policies and procedures regarding access and/or release of patient health information.

2. I will not verbally or in any written form disclose any type of confidential patient health information (including electronic patient health information) to any unauthorized person or permit any unauthorized person to examine or duplicate of any patient's records, reports, other documents, or data files prepared, controlled, or accessible by me at any time during or after my employment or work at NHRMC.

3. I will not examine, use, or disclose confidential patient health information except as needed to perform the duties of my job.

4. If I am in NHRMC as a student or instructor I understand that I will have limited access to information and I will not access or utilize information beyond that scope. I also understand that all patient health information is the property of NHRMC and this information may not be audio taped, photographed, videotaped, photocopied or taken off the property without appropriate release by the Health Information Management Department.

5. I will not discuss patient health information with persons within NHRMC in locations where other staff or visitors may overhear the discussion (even if the patient name is not used). These locations may include but not be limited to elevators, dining areas, lounges, and hallways when others are present.

6. When visitors are present, I will ensure that confidential patient health information is not visible (such as hard copy or electronic display) in order to protect from unnecessary disclosure.

7. I understand that all patient records are the property of NHRMC and these records (in hard copy or electronic form) may not be taken off the property without appropriate release by the Health Information Management Department.

8. I understand that any information about the business, customers, patients and pricing of the hospital is the property of NHRMC. I also understand that the business of NHRMC and its affiliates is confidential and is not to be discussed with persons outside of the system.

9. Any electronic media (such as CDs, DVDs, or disks) containing PHI should be purged of the PHI after processing of the data or turned in to Information Services for appropriate destruction. Hard copy reports and papers containing PHI should be placed in the nearest shredder bin at time of disposal.

10. I will take the proper precautions when using the fax machine.

I further understand that violations of patient confidentiality policies may result in disciplinary action, up to and including discharge. In addition, persons violating patient confidentiality practices may be subject to civil and criminal liability.

I certify that I have received the Code of Conduct and understand that compliance with the Code of Conduct & this Confidentiality Statement is a condition of my employment with New Hanover Regional Medical Center. I understand that the Code of Conduct is to be used as a guide and that more detailed instructions can be found in the medical center's policies and procedures. I accept this responsibility and understand that a violation of any policy can result in disciplinary action, up to and including discharge. I certify that I have been briefed on the content and importance of the Non-Retribution/ Non-Retaliation Policy.

Print Name
______________________________

Signature
______________________________

Department

Date

Social Security Number (First 3 digits & Last 2)

Position

11.07
Compliance Training Post-Quiz

1. NHRMC's Code of Conduct provides general guidelines and educates staff on the relevance of compliance throughout the hospital. □ TRUE □ FALSE

2. Billing for services or supplies that were not provided is an example of a compliance issue that should be reported. □ TRUE □ FALSE

3. NHRMC's guiding principle is that when you become aware of something you believe to be improper, you should report it! □ TRUE □ FALSE

4. Employees should never accept monetary gifts or tips from patients or their families. □ TRUE □ FALSE

5. An employee should never access patient health information except as needed to perform his/her job. □ TRUE □ FALSE

6. Patient health information that is accessed electronically is not monitored. □ TRUE □ FALSE

7. A patient's detailed condition information may be released over the phone with proper written authorization by the patient, which includes a list of individuals the patient wants to receive his/her detailed condition information and a code word. □ TRUE □ FALSE

8. Violation of patient confidentiality policies may result in disciplinary action, up to and including discharge. □ TRUE □ FALSE

9. Portable Telecommunication Devices for the Deaf (TDDs) are available on the 17th Street Campus on floors 2, 4, 6, 8, 10, & Switchboard, and on the CF Campus at the Switchboard. □ TRUE □ FALSE

10. Reports or concerns made through the Compliance Hotline are not investigated. □ TRUE □ FALSE

Print Name ___________________________________________ Date ___________________________

Signature ___________________________________________ Employee Badge Number ___________________

Department ___________________________________________ Position ___________________________

5.05 Rev
STUDENT AGREEMENT

In consideration for participating in the _________________ clinical education training program (the "Program") at New Hanover Regional Medical Center (the "Hospital"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Hospital when in the Hospital.

2. To report to the Hospital on time and to follow all established rules and regulations of the Hospital.

3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to any Hospital client or patient and to abide by all State and federal laws governing the confidentiality of patients’ or clients’ health information.

4. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.

5. To follow Centers for Disease Control and Prevention (the "CDC") Universal Precautions for Bloodborne Pathogens, CDC Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration ("OSHA") Respiratory Protection Standards.

6. To provide the necessary and appropriate uniforms and supplies required where not provided by the Hospital.

7. To wear a name tag that clearly identifies me as a Student of the Program as supplied by _________________ Educational Institution (the "Educational Institution").

Further, I understand and agree that I will not receive any monetary compensation from the Educational Institution or the Hospital for any services I provide to the Hospital or its clients, students, faculty or staff as a part of the Program.

I also understand and agree that I shall in no way be deemed to be an employee, agent, or servant of the Educational Institution or the Hospital and that I will not in any way hold myself out as an employee, agent or servant of the Educational Institution or Hospital.

I understand that all patients’ health information is the property of hospital and this information may not be audio taped, photographed, videotaped, or photocopied or taken off the property without appropriate release by the Medical Records Department.

I understand and agree that I may be immediately withdrawn from the Program for a lack of competency, failure to comply with the rules and policies of the Hospital or Educational Institution, posing a direct threat to the health or safety of others or, for any other reason the Hospital or the Educational Institution reasonably believes that it is not in the best interest of the Educational Institution, the Hospital or the Hospital’s patients or clients for me to continue. In the event I am to be withdrawn from the Program, I will be provided with notice of the withdrawal and the reasons for it.
I understand and agree to carry professional liability insurance covering my activities at the Hospital in amounts satisfactory to the Hospital (currently One Million Dollars ($1,000,000) per occurrence, Three Million Dollars ($3,000,000) in the aggregate) and the Educational Institution and to provide evidence of such insurance upon request.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Hospital will be my sole responsibility and expense.

By signing this Agreement, I hereby indemnify (to the extent permitted under the North Carolina Tort Claims Act, N.C.G.S 143-291 et seq. and without waiving sovereign immunity) and hold harmless New Hanover Regional Medical Center and its members, agents, servants and employees (each of the foregoing hereinafter referred to individually as the “Indemnified Party”) against all claims, demands, causes of action, actions, judgments, or other liability including attorney’s fees (other than liability solely the fault of the Indemnified Party) arising out of or in connection with this Agreement.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below: that I am legally competent to execute this Agreement, and that I, or my parent and/or guardian, have read carefully and understand the above Agreement, and that I have freely and voluntarily signed this "Agreement".

Thus the __ day of ________________ 200__.

________________________________________         Witness Signature

Name:_________________________         Name:_________________________
(Please print)         (Please print)

Parent/Guardian Signature
(if applicable)

________________________________________
Witness Signature

Name:_________________________         Name:_________________________
(Please print)         (Please print)