From: Dr. Margaret Rafferty, Chair Nursing Department
To: Nursing Students Taking Clinical Courses
(Nursing Courses with a Laboratory/Hospital/Community Placement)
Re: CLINICAL REQUIREMENTS
Date: June 10, 2014

Students must submit malpractice insurance, CPR, and health clearance in order to participate in clinical placements in the Fall 2014 semester. The dates and hours for clinical clearance are Tuesdays and Thursdays from 8:30AM-11AM and 4PM-5:30PM starting June 12 and ending July 31, 2014.

If your documents are up to date and your clinical clearance does not expire until Spring 2015, then email Mmantych@citytech.cuny.edu to confirm your status. Ms Mantych-Palmer can confirm your clinical clearance by email. We do not accept faxes or clinical records by email. Also you must keep a copy of your health records because several hospitals require you to bring all your documents to their facility.

- Students must submit a complete and current physical, liability insurance, and CPR certification.
- ALL of your documentation must be complete in order to be cleared. We do not accept incomplete documentation.
- Your documents must be current through the end of the clinical rotation (this means that the documents cannot expire before 12/15/14).
- Keep a copy of your submission. (We will not be able to make copies for you). Several hospitals require that you bring all of your clinical documentation to their facility.
- Faxing documents is not allowed.
- Students must demonstrate negative status of 1 double PPD or a quantiferon level on initial screening
- The flu shot is required. Exemptions can be discussed during the appointment. We do not know when the flu shot will be available for the Fall Flu season therefore, all students will be required to bring their flu shot documentation to the first day of clinical (must have lot number)

Students who do not submit their clinical documentation by August 11, 2014 will be removed from their clinical placement. Once removed from a clinical placement, there is no guarantee that the student will be able to re-register for that placement. Students who do not submit the necessary documentation are prohibited by NY State Law from attending clinical. Additionally, clinical placements are subject to change due to agency availability. There is no guarantee of clinical placement in the site for which you register.

All clinical nursing students from first to fourth semesters should check the bulletin board outside Pearl 505 for their clinical placement. The final list will be posted on Monday August, 11, 2014. The posted list is your hospital assignment. We will be sending the list of students to our clinical partners two weeks before the beginning of the semester. Once the lists are sent to the hospitals, no changes are permitted. Students who report to the wrong clinical section will be charged with a clinical absence.

The first day of classes for the Fall semester is Thursday August 28, 2014. Have a great summer!