



Spring 2024 – Nursing Student Clinical Rotations

PPSC Nursing Students,

1. Below you will find important information to assist in completing your compliance documents for clinical rotations. It is extremely important to understand what is essential to be cleared from our clinical partners and to adhere to their guidance and expectations. Some requirements can take additional time to complete so it's crucial to engage early. All students must be compliant by the due dates or risk being removed from their clinical rotation. Clinical rotations are a mandatory component of program advancement and completion.
2. **Immunizations and other important documents.**

Student must remain up to date with immunizations and other important requirements. The below list identifies vaccines, expiration dates and other documents needed for community partner approval. Students must keep track of expirations to ensure lapses do not occur prior to **May 6, 2024. This means students are not allowed to have any requirement expire during the semester.** If expirations occur during the semester, students must renew prior to established deadlines. Community partners will not permit students who are not current with these requirements.

 - a. TB Test: Annually
 - b. Tdap: Every 10 years
 - c. Hep B: 2 or 3 doses depending on vaccine; titer if there is no series documentation.
 - d. MMR: 2 doses; titer if there is no documentation.
 - e. Varicella: 2 doses; titer if there is no documentation.
 - f. Flu: Annually (Vaccine must be 2023-2024 flu series)
 - g. Completed COVID Vaccine series.
 1. Boosters are not currently required.
 - h. BLS/CPR (**AHA Provider Level**): Every 2 years
 - i. Background Check: Upon acceptance into program (Must redo if readmitted into program)
 - j. Drug Test: Upon acceptance into program (Must redo if readmitted into program)
3. PPSC and clinical partners use different software to capture student information. Below identifies these systems and your responsibility within them. **All documents for BOTH BIMESTERS must be completed by December 26, 2023 or you may be removed from clinical rotations.** Our community partners will withhold the entire cohort from approval if anyone is not compliant.
 - To help maintain data accuracy on important documents, students should be familiar with Castle Branch Medical Document Manager (CB MDM) and My Clinical Exchange (mCE). Castle Branch MDM is PPSC's electronic record management system. This is

where students' clinical documents are maintained. mCE is the software hospitals use to approve students in their facilities. It is the student's responsibility to ensure their data is always up to date in Castle Branch and mCE.

- a. Upload your immunizations and important documents into the following
 - i. **Castle Branch Student Account**
 - o Centralized location to store and retrieve information.
 - ii. **mCE**
 - o Receive hospital approval for clinical rotations every semester.
- b. Upload any new or repeated vaccinations or training (**Ref Item 2 above**). Task items that do not have an upload feature must be reopened by Castle Branch. Contact their customer support team to initiate. Refer to the clinical website for more information.

<https://www.pikespeak.edu/academics/academic-divisions/health-sciences/ms-clinical-information.php>

4. There will be minimum exceptions to the **December 26, 2023** deadline; students failing to comply with requirements outside of an extenuating emergency will be removed from their clinical rotation for the Spring 2024 semester. Students removed from clinicals will be required to meet with our retention coordinator for next steps.
5. The majority of PPSC Nursing Faculty are not available between semesters and will not be required to respond to student emails. The nursing office staff has limited information related to student courses. We encourage routinely checking your PPSC student e-mail and D2L accounts during break for any program changes or information updates. Failure to do so will not excuse missed compliance requirements. Additionally, information on current courses within D2L "disappears" approximately two weeks after classes end so plan accordingly and promptly retrieve posted material.
6. We look forward to our Spring 2024 Nursing Program Semester and assisting you in the next phase of your nursing education.

Christine Johnson, MBA
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Attachment
Nursing Program Courses

Attachment 1

For 1.1 Students enrolled in: NUR 1009/1012

Your New Classes will be NUR 1006 & NUR 1050.

For 1.2 Students enrolled in: NUR 1006/1050

Your New Classes will be NUR 2006, NUR 2011 and NUR 2012.

For 2.1 Students enrolled in: NUR 2006/2011/2012

Your New Classes will be NUR 2016 & NUR 2030.