Indiana University-Purdue University Fort Wayne  
College of Health and Human Services  
Department of Nursing  

Graduate Program Clinical Requirements  

Clinical Requirements Deadlines:  
- Fall semester = August 15  
- Spring semester = December 15 of previous year  
- Summer I and II terms = May 1  

NOTE: Records must not expire before the Friday before finals week each semester  

Clinical requirements must be turned in to the nursing office LA 345 by the above deadlines.  
You may check your expiration dates at [https://webapps.ipfw.edu/HealthSciStudentRecords](https://webapps.ipfw.edu/HealthSciStudentRecords). Please check dates to determine if the records will expire before the end of your clinical.  
Required forms, links, and information are available at:  

- Copy of current RN License (with expiration date)  
- Health Record Form (required once per program)  
- CPR Training – Professional Rescuer or Healthcare Provider  
  - If your CPR training expires before the end of clinicals, you need to turn in a copy (front and back) of your new CPR card (your signature on back) by the deadline above.  
- TB/Mantoux  
  - If your TB test expires before the end of clinicals, turn in a copy of your updated test by the deadline above.  
  - If you are a positive reactor, you need to turn in a TB surveillance record (available on the website) by the deadline above, if your previous form expires before the end of clinicals.  
- Student Check Background Check /Annual Personal Disclosure Form  
  - The student background check is done once per program. For more information and instructions go to: [http://new.ipfw.edu/departments/chhs/depts/nursing/masterresources/](http://new.ipfw.edu/departments/chhs/depts/nursing/masterresources/) and click on “Student (Background) Check Instructions”.  
  - After the initial background check, clinical agencies require an Annual Personal Disclosure Form (available on the nursing website). The annual form will expire each August 15th and needs to be completed and submitted each year between July 25th and the August 15th deadline. NOTE: Must be dated between July 25th and August 15th.  
- Substance abuse screening  
  - Substance abuse testing is required annually (cannot expire during semester), or if there is an interruption in program enrollment for greater than 30 days (not taking summer courses is fine). The substance abuse screen must be at least a 5 panel drug screen. You are not limited to the list below (prices subject to change).  
  - IPFW Center for Healthy Living, WU 234, $20 fee, Open Monday – Friday 8:30AM-4:30PM.  
  - RediMed Clinics ([www.redimedclinics.com](http://www.redimedclinics.com)); $10.00 fee, Bring your IPFW Student ID– Mastodon card. No appointment necessary.  
  - Parkview Occupational Health [http://www.parkview.com/en/health-services/Occupational-Health/Pages/default.aspx](http://www.parkview.com/en/health-services/Occupational-Health/Pages/default.aspx) 373-9300; $29 fee, Open 24 hours per day Monday – Friday, and Saturday, 9:00AM – 1:00PM. No appointment necessary.  
- Flu Immunization  
  - A flu shot is required each fall when the new vaccine becomes available. Proof of a flu vaccination needs to be submitted by November 15th. Students who should not receive a flu vaccine because of a medical condition,
must bring a physician’s note to the Director of Graduate Programs and fill out a declination form. Check you IPFW email for any updates in the fall.

Purdue Confidentiality – HIPAA Training & Purdue Confidentiality Form

- Purdue Confidentiality will expire each August 15 and needs to be completed and submitted each year between July 25 and the August 15th deadline. The HIPAA training needs to be done between July 25th and August 15th, then the form needs to be completed and turned in by the August 15th deadline.
- Go to http://www.ipfw.edu/departments/chhs/depts/nursing/masterresources, and click on “HIPAA Training – Purdue” and “Purdue Confidentiality (HIPAA) Form” for the necessary training and form.

Orientation for Facility (complete if required)

- See below for Parkview & Lutheran Hospital Orientation information

Confidentiality for Facility (complete if required)

Name Tag – Name tags are purchased at James Medical https://www.jamesmedical.com.

Lab Coat – Lab coats with the IPFW logo can be purchased at James Medical. Lab coats with the IPFW logo are required for the Nurse Practitioner student.

Student Professional Liability Insurance

- Group Policy through the University: Insurance available through the University will automatically be charged to your IPFW account once per year. The cost per school year is approximately $15.00 (amount subject to change). Insurance charged during fall semester is valid through July 31st of the academic year. Insurance charged for the spring semester is also valid through July 31st of the academic year.

Hospital Orientation Requirements

Please read thoroughly

PARKVIEW Instructions and links now found on Parkview’s “Learn with us” Web site:

- Go to: http://www.parkview.com/en/about-us/Working-at-Parkview/Pages/Learn-With-Us.aspx
  - In the left column, click on “Nurse Practitioner Students”
  - You will complete your Parkview Passport and email it to Parkview directly.
  - You will receive your Parkview ID via email, then will and complete online orientation
  - For questions or further assistance please contact the Parkview Student Services team (260) 373-7226.
  - After receiving your Parkview ID, for log in, password or technical assistance, contact Parkview Help Desk at (260) 266-8500.
  - Parkview Orientation documents are not submitted to the IPFW Nursing Department.

LUTHERAN Health Network (LHN) Instructions:

If you have not done the LHN orientation; you need to complete both the ONLINE and ON-SITE COMPUTER CLASSES as well as turn in a copy of your Health Insurance card and the signed Substance Policy. If your online orientation expires before end of clinicals (completion date is noted in database), you must redo the online training, however, you do not need to repeat the computer training.

LUTHERAN ONLINE ORIENTATION

- Go to the IPFW Nursing website: http://www.ipfw.edu/departments/chhs/depts/nursing/masterresources/
- For Instructions, click on the Lutheran Health Network Orientation Instructions and Checklist
- Submit the following to the Nursing Department office, LA 345
  - Required quizzes and forms
  - A copy of your Health Insurance card
  - Signed Substance Policy
LUTHERAN ON-SITE COMPUTER CLASSES

- Computer classes must be completed one time; they do not need to be repeated annually.
- **Schedule computer classes by e-mailing Sharon Long or Sharon Morgan**, at slong@lutheran-hosp.com. *Please note, the Sharon’s work part-time and my not get back to you right away.*

- **Dates and times for computer training may be sent via e-mail before the semester begins.**
  - Two hour times slots, dates and time vary each semester
- The computer training room is located at Lutheran Hospital, 7950 W. Jefferson, MOB 2, 3rd floor, room 307.
- The computer class attendance lists will be faxed by LHN. You do not need to turn in documentation to IPFW.

If you fulfilled both LHN orientation requirements—online training (in the last twelve months), and computer training, you do not need to resubmit the documentation.

**Required Preceptor Documents**

- Submission deadlines are:
  - May 1 for fall semester
  - October 1 for spring semester
  - February 15 for summer

A streamlined preceptor process is located in Blackboard. All preceptor paperwork will be submitted to Blackboard. There are new preceptor forms on this site along with information about preceptors. The preceptor list will be updated at the end of each semester to add any new preceptors.

You will **enroll yourself** to the course in Blackboard. Once you are enrolled you can find out more information about the site. See **following pages** for instructions on how to enroll yourself.

If you have any problems enrolling yourself into the course please contact Michael Sorge at sorgmh01@ipfw.edu. If you have any other questions you can contact me at krullh@ipfw.edu.
Self-Enrolling in the Clinical Site and Preceptor Information Course

To enroll in the Clinical Site and Preceptor Information course, begin by logging in to Blackboard. From the home page, locate and click on Browse Course Catalog.

Note: If you do not see the Course Catalog module, click on Add Module at the top of the page to add it.

Enter Clinical Site and Preceptor in the blank field beside the Name and Contains fields and click Go.
The course listing should appear as follows:

Click the dropdown beneath the Course ID field and click Enroll.
In the Access Code field enter: ipfwnursing

Click Submit. You should then see a message stating that you have successfully enrolled in the course.

7/8/2015