



# New to Nursing Requirements

Welcome to the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University, Brooklyn. As a student entering the professional phase, we are providing the following information to help prepare you for the start of the semester. **The following requirements must be completed by January 15<sup>th</sup>.**

- **CastleBranch Clearance**
  - <https://portal.castlebranch.com/lk25>
  - Follow the link to place an order:
    - **New students – ON21:** New Students (This package includes a Background Check, Drug Test, Compliance Tracker, HIPAA and OSHA certifications).
      - Classification = 100 for 1<sup>st</sup> level students, 100A for accelerated students.
    - **Continuing students Spring 2018 ONLY – ON21ex:** Continuing Students (This package includes just the document tracker). Select this one if ALL of your associated documents are current. If you have an expired drug test, background check, HIPAA or OSHA, use package ON21: New Students.
      - If continuing classification = unclassified.
    - **Continuing students – ON21R:** Recheck – (This package is for students who already have a document tracker but need to update their background check, drug screens, HIPAA and/or OSHA).
  - Follow the instructions and upload all forms
    - Health forms – titers, health clearance, vaccines – must see your provider to complete and must be on the LIU form.
    - Background check – completed once registered
    - Drug screen – register and go to an approved laboratory site
    - HIPAA and OSHA completion certificates – completed through CastleBranch
    - American Heart Association BLS for Healthcare Provider – can be submitted after January 15 if taking at LIU Brooklyn
    - Confidentiality Agreement – signed
    - Health Information Release Form - signed
- **American Heart Association CPR can be taken at LIU by registering below:**
  - New students **ONLY**
  - <https://www.cpr123.com/long-island-university/>
  - Use code **LIU2017** to receive a 10% discount
  - If choosing to receive an e-book you **MUST** bring a computer or tablet to class
- **Uniforms and Equipment**
  - <https://www.flynnohara.com/>
  - Flynn and O'Hara – scrub top, white pants, white socks, name pin, white leather/synthetic leather shoes (no clogs or canvas)
  - Wristwatch with a second hand, stethoscope, blood pressure cuff, black pen, pen light or mini flashlight, pocket-sized notebook – this equipment can be purchased from any source
- Other important documents can be found online at: <http://liu.edu/Brooklyn/Academics/Harriet-Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information>