

Check Off List for Nurse Aide Students

_____ **1.** Fill out background check form with **BLACK** ink.

_____ **2.** You will **NOT** be allowed to attend clinical if you do not have a cleared background check. Even if your record has been expunged, deferred, dismissed, the charges **WILL** show up on the background check. A background check can take up to 30 days to complete, which is why you need to pay for your background check immediately to start the approval process. **If you have a record start** collecting the following information immediately (resume, 2- written professional references, a letter of discharge from probation or a letter from your probation office if applies, an explanation of charges, what you have done to correct the situation, and a copy of a past background check if you have one, etc...). **When I call you to come into my office to fill out the necessary papers- please bring all the forms you have collected with you. Missing clinical because the background check process was not completed does not constitute as an acceptable reason to make up clinical time; therefore you will fail the course.**

_____ **3.** Set up your My Hawkeye by following the directions in your syllabi.

_____ **4.** Schedule and complete your 2-step TB test (**Hawkeye College does NOT pay for these tests**). If you cannot have a 2-step TB test because of a past positive test, you must bring in a copy of the negative chest X-ray or lab test reports (which ever one your physician orders).

_____ **5.** Turn in your signed packet of papers (syllabus acknowledgement form, confidentiality form, professional code of conduct form, release of liability form, and 2-step TB acknowledgement form, and completed 2-step TB test form **to your instructor the first day of class**). You will **NOT** be allowed to attend clinical if you do not have a cleared 2-step TB test by the first day of clinical. **Missing clinical because the TB test process was not completed does not constitute as an acceptable reason to make up clinical time; therefore you will fail the course.**

_____ **6.** If you have an agency sponsoring you (Promise Jobs, Iowa Workforce, Vocational Rehab, Scholarships, GI Bill, etc...) please let the business office know as soon as possible (319-296-2320 ext. 4417).

_____ **7. Uniforms: Please purchase and pick up your uniform/s at Yore Uniform Shop in Waterloo. You are required to wear these the first day of lab, and to future labs and clinical.**

_____ **8. Textbook and workbook: purchase and pick up at HCC bookstore**

My contact information is: Elizabeth Cummings RN BSN MSN Nurse Aide Coordinator

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