



CATHERINE MCAULEY SCHOOL OF NURSING

ORIENTATION AND WELCOME PACKET

Greetings Nursing Students!

Welcome to the Catherine McAuley School of Nursing. Trocaire College is pleased to welcome you as part of our community and we look forward to helping you succeed and become the professional you dream of being!

This packet has all of the important information you will need to hit the ground running here at Trocaire! Each section is labeled to make it easy and accessible. Please take time to read over each section so that you are prepared for your first day of school.

**Orientation for new students will be held
THURSDAY JANUARY 17 FROM 11:00 AM-2:00 PM OR 2:30-5:30 PM
in the Commons at the main campus (360 Choate Avenue, Buffalo, NY 14220). You only need to attend one session.**

This is MANDATORY FOR ALL NEW STUDENTS!

Please refer to each section of this packet for any questions you have. During orientation faculty will go over everything in this packet as well to make sure everyone is oriented on program requirements and expectations. **Classes begin Tuesday January 22, 2019.** We look forward to working with you and we are excited to have you here at the Catherine McAuley School of Nursing!

MANDATORY ORIENTATION SPRING 2019

Students are **REQUIRED** to attend orientation prior to the start of the Spring 2019 semester.

This will be held on **THURSDAY JANUARY 17, 2019** in the Commons at the main campus (360 Choate Avenue, Buffalo, NY 14220).

There will be two different options to attend for orientation:

1.) 11:00am-2:00pm OR 2.) 2:30pm-5:30pm

PLEASE MAKE ANY NECESSARY ARRANGEMENTS SO THAT YOU ARE ABLE TO ATTEND THIS IMPORTANT AND MANDATORY EVENT.

This information and link to register is also available on trocaire.edu under Nursing and Resources for newly accepted students.

****** SPACE IS LIMITED. IF THERE IS NO ROOM IN ONE TIME SLOT YOU WILL HAVE TO ATTEND THE OTHER. ******

bit.ly/Jan17NursingOrientation

You must register by January 10th, 2019.

Failure to register AND attend will result in your inability to attend clinical.

Please go to the link listed below to register for orientation. Failure to register and attend will result in your inability to attend clinical.

Click the link, choose the orientation time you wish to attend and type in your name.

bit.ly/Jan17NursingOrientation



You can take a picture of this QR code on most cell phones and it will take you directly to the doodle poll.

MANDATORY ORIENTATION

NURSING EQUIPMENT AND UNIFORMS

ALL STUDENTS MUST HAVE UNIFORMS AND EQUIPMENT PRIOR TO THEIR FIRST LAB OR CLINICAL.

AAS Associate Program-Registered Nursing and Certificate Program-Practical Nursing

Uniforms:

- Uniforms are purchased at the Trocaire College Bookstore
- To order uniforms, please visit our website at trocaire.bncollege.com 716-827-2437
- Please allow at least 3 weeks to order special sizes (i.e. petite, tall, 2x and up, ankle length skirts) Classes start January 22nd therefore all orders/special orders should be in to the Bookstore no later than January 4th, 2019.
- On the main page click the Supplies & Electronics/ Specialty Supplies/Uniforms and then RN to select your uniform size and color (white top/wine pants). You will also need to purchase the Trocaire patch (iron on), which goes on the left sleeve of the white top.

The following items may be purchased locally:

- All-white leather shoes or white leather sneakers with non-skid soles
- Bandage scissors
- Dual head stethoscope
- Penlight
- Watch with second hand
- White socks
- Long sleeved white t-shirt to cover tattoos, if needed

The cost of the uniform is the responsibility of the student.

If you have any questions, please contact the bookstore at 716-827-2437.

UNIFORMS

TROCAIRE COLLEGE RESOURCES

Listed below are the offices and resources that are at your disposal here at Trocaire

Office	Phone Number	Location
Admissions	716-828-6107	Room B05
Advisement and Student Center	716-827-2577	Room 140
Bookstore	716-827-2437	Main entrance lobby
Catherine McAuley School of Nursing Office	716-827-2452	Room 247
Counseling Office	716-827-2579	Room 118
Wellness Center	716-827-2579	Room 118
Accessibility Services	716-827-2412	Room 118
Financial Aid Office	716-828-6117	Room 113
Rachel R. Savarino Library	716-827-2434	Located on the 4th floor
Registrar Office	716-827-2469	Room B14
Student Accounts Office	716-827-2575	Room B10
Civil Rights Compliance/Title IX	716-827-2461	Room 321

Important Links:

Bookstore website: bit.ly/TrocaireBookstore

Health Records Office: bit.ly/TrocaireHealthOffice

(Located within the Wellness Office)

RESOURCES

PALISANO LEARNING CENTER

The Palisano Learning Center is in Room 113:

- The Palisano Learning Center offers students academic support services.
- Tutoring and academic coaching services are offered in one-on-one settings or group settings by professional and peer tutors.
- You can request a tutor by emailing palisanolearningcentermail@trocaire.edu or calling 716-827-2425.
- The Palisano Learning Center also offers accommodation and placement testing services by appointment only. Students must fill out a request form at least 5 days prior to a test if they are registered with the Office of Accessibility Services.

PALISANO LEARNING CENTER HOURS

Monday-Thursday 8:00am-8:00pm

Friday- 8:00am-4:00pm

Hours vary during holidays, summer and campus closings.

TUTORING

CLINICAL AND LAB INFORMATION

Clinical and Lab Information

- You are required to wear your uniform on all lab and clinical days.
- Your clinical placements will be sent to you via email with specific information regarding clinical facility/site, date, time and instructor.

AAS Associate Program Registered Nursing	1st Semester	2nd Semester	3rd Semester	4th Semester
Clinical Sites/ Rotations	Weeks 1-4 for NU112 lab will be on campus based on what you are registered for Weeks 5-14 clinical rotations One 8 hour clinical rotation a week	Clinical rotations start 1/28/19 every other week Labs are every other week opposite of clinical rotation based on what you are registered for	Clinical rotations are every week on Monday or Friday starting 1/28/19	Day students have one 12 hour clinical rotation Tuesday or Wednesday starting the week of 1/22/19 Evening students have clinical rotations every Tuesday and Wednesday 5:00 PM -11:00 PM starting 1/22/19

Certificate Program Practical Nursing	PN 104	PN 105	PN 106	PN 107
Clinical Sites/ Rotations	Clinical rotations begin 1/23/19 starting on campus	Clinical rotations begin 3/13/19	Clinical rotations begin 1/24/19 on campus	Clinical rotations begin 3/12/19

Information regarding specialty clinical rotations will be emailed to you.

CLINICAL INFORMATION

STUDENT HEALTH REQUIREMENTS

- Students enrolling for the fall semester must provide all required health records to the **Wellness Center by August 10, 2018.**
 - Students enrolling after these dates will have one-week to turn in all required documents.
- Students enrolling for the spring semester must provide all required health records to the **Wellness Center (room 118) by January 15, 2019.**
 - Students enrolling after these dates will have one-week from the time of registration to turn in all required documents.
- Students may not attend clinical until health records are in compliance.

Students are required to submit documents to the Wellness Center (Room 118) and maintain compliance with the following:

Health Record Requirement	Requirement Information	Compliance Time-Line
TDAP- Tetanus, Diphtheria & Pertussis	Within 10 years	Every 10 years
Chicken Pox	Date of childhood Chicken Pox Date of Chicken Pox titer	One time
Hepatitis B Vaccine	3 shot dosage or a decline sheet signed	One time
Varicella Vaccine	Dates of Varicella Vaccine #1 and #2	One time
Physical Examination	Must use Trocaire College physical examination form (found on website) bit.ly/TrocaireHealthOffice	Every 2 years
TST Skin Test (PPD)	NEW test is required yearly A recent copy from your place of employment is acceptable LPN Program <i>(unless otherwise notified by the clinical coordinator)</i> <ul style="list-style-type: none"> • Two step PPD • If TST is 15mm or greater, a copy of a chest X-ray report is required. 	Annual
Influenza	Flu shot Proof of this shot is required for clinical Or Students are required to wear a mask during the entire clinical day and sign the declination flu shot sheet. Please note that some clinical facilities do not permit masks	Annually: Due 10/15 of each year for fall enrollment All students entering for Spring 2019 must turn in documentation by January 15, 2019
HIPAA Training	Located on Trocaire Library web page bit.ly/TrocaireHipaa	Annual
Current CPR CardioPulmonary Resuscitation	American Heart Association BLS (with AED) ONLY http://bit.ly/TrocaireCPR ONLINE COURSES ARE NOT ACCEPTED	CPR must remain current during the duration of the program. It is the students; responsibility to renew their CPR prior to the expiration date. Students cannot attend clinical without a current CPR certification.

HEALTH DOCUMENTS