

ADMITTED STUDENTS CHECKLIST

ALL clinical requirements must be satisfactorily completed before students will be allowed into any clinical setting. At present, they include the following, but are subject to change depending on regulations mandated by the clinical agencies and/or their accrediting bodies.

Personal Health Insurance - MANDATORY

- Personal health insurance is required for all JFK Muhlenberg Snyder School students. Please be advised that Union County College no longer offers Personal Health Insurance, and this must be purchased independently. **All** JFK Muhlenberg Snyder Schools Health Programs require Health Insurance to attend clinical classes.
 - The Affordable Care Act (ACA) open enrollment period for 2017 is 11/1/16 through 1/31/17.

Proof of Personal Health Insurance must be given to Kate Fredericks, RN, Student Health Clearance in person or emailed to kfredericks@jfkhealth.org. Click here for more information on [Health Care Insurance](#).

**FOR NEW STUDENTS ENTERING NURM120, CLPR901, CLPS901
FOR TRANSFER STUDENTS ENTERING NURM121, NURM122, NURM221
FOR HOUSING RESIDENT STUDENTS**

Health Clearance

- Annual physical:
 - Make an appointment with your personal physician or with JFK Occupational Health (\$50 fee).
- Drug screening – JFK Occupational Health
- Respiratory Fit testing - JFK Occupational Health.

Please contact Kate Fredericks, RN at kfredericks@jfkhealth.org, if you have any questions regarding Health Clearance requirements, or need guidance before scheduling an appointment at JFK Occupational Health. To schedule an appointment with JFK Occupation Health call **(732)321-7610 Option 2**. Health Clearance forms (mailed in original package) may be hand-delivered or mailed to:

**Kate Fredericks, RN
JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, NJ 08840**

CPR (Cardio-Pulmonary Resuscitation)

- Contact the EMS Training Center at **(732) 379-2794** or email EMSTraining@jfkhealth.org, under subject line type "CPR". The course title is "Health Care Provider/BLS Provider". It is a 4 ½ hour course and the cost is \$65.00. You may take the course at another facility, but it must be a "Health Care Provider", or "Professional Rescuer" course sponsored by the American Heart Association "AHA". A copy of the card should be submitted to Kate Fredericks on the first day of class.

Malpractice (Liability) Insurance

- In the amounts of \$2 million per claim and \$4 million aggregate: All clinical students are required to submit a copy of the malpractice statement for [\[Nursing\]](#) [\[Radiography\]](#) [\[Sonography\]](#) to Kate Fredericks before the first day of class. Please use the attached letter as proof of the limits required by the School. Although the School does not endorse any one particular company, many students obtain this insurance through NSO www.nso.com or www.cmfgroup.com or you may "Google" student liability insurance for insurance providers.

Criminal Background Checks - MANDATORY

- The State of New Jersey Professional Responsibility and Reporting Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at JFK Muhlenberg Snyder Schools, the performance of a completed criminal background check is required for all new student's, first time clinical student's and annually thereafter, and/or before moving into the School Residence. The Schools engage the services of a consumer-reporting agency, TABB Inc., to conduct this background check.

TABB Inc., developed a web-based order processing and reporting system that will allow you to create your own account and to order your background check to meet the school's requirements. For instructions on the [Student Background Report](http://www.jfkmuhlenbergschools.org/images/forms/student-background-report-instructions.pdf), please visit the school's website www.jfkmuhlenbergschools.org/images/forms/student-background-report-instructions.pdf.

Tuition (Term) Bill

- Payment must be made directly to JFK Muhlenberg Snyder Schools online using a credit or debit card, via the school's website www.jfkmuhlenbergschools.org, or by Certified Check or U.S. Postal Money Order. Payment is due in full by the due date posted on the Schools' website or on an email received from the Schools.
- A \$100.00 late payment re-registration fee will be added to the term bill if the bill is not paid by the due date.
- Non-payment may result in removal from all scheduled classes.
- Invoices are available on the Campus Portal, www.webcollege.net/MuhlenbergCPortal.

Orientation - MANDATORY

Orientation is designed to help each student become better acquainted with the faculty, students, facilities and policies of both the JFK Medical Center and the JFK Muhlenberg Snyder Schools. The JFK Muhlenberg Snyder Schools Student Handbooks are on the website, www.jfkmuhlenbergschools.org. It is the student's responsibility to become familiar with the School policies.

- Diagnostic Medical Sonography orientation is held on the first day of class
- All New students entering NURM119 (Intro to Nursing), NURM120, NURM121, NURM122, NURM141, CLPR901, CLPS901 and first time housing residents **must** attend the JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools' orientation. Please check the Schools' website, jfkmuhlenbergschools.org under **Important Info & Dates**. For information regarding Union County College's orientation dates and times, visit www.ucc.edu

ID Badges

- Student identification badges must be obtained prior to attending any JFK Muhlenberg Snyder courses. To get your photo ID go to:

JFK Medical Center - Human Resources
80 James Street
Edison, NJ 08818
(732) 321-7000 Ext: 68501
Tuesdays from 1pm – 3:35pm
Thursdays from 9am – 11:45am
No appointment is necessary.

Uniforms

- Uniform guidelines and purchase information is available on the Schools' website, www.jfkmuhlenbergschools.org/school-uniforms

Textbooks

- Rittenhouse Book Company in Philadelphia offers the student a 10% to 15% discount on all books. All students should obtain book access code (s) for the appropriate course(s) on the Schools' website: [Nursing](#), [Radiography](#), or [Sonography](#). The Student should then visit the Rittenhouse site and enter the appropriate codes. Directions to get to the Rittenhouse site are clearly explained in the respective textbook page of the Schools' website.
- Please note that for NURM119, NURM121 and NURM122 there is a REQUIRED electronic companion. When purchased through Rittenhouse, the text and electronic companion is bundled at a discounted price. If texts are purchased with another vendor, please obtain all required texts. Rittenhouse only offers E-Books.
- Students may purchase their books from any vendor. If books are purchased from another vendor, it is the student's responsibility to obtain the proper edition of the required textbook plus any electronic supplements to the books.
- Booklists are available on the Rittenhouse website using the course codes found on the Schools' website, www.jfkmuhlenbergschools.org.
- Students are required to purchase the following supplies:
Littman Stethoscope or Comparable (no more than \$50)
Watch with a second hand, Timex or comparable

Parking

- All Students attending JFK Muhlenberg Snyder Campus must obtain a Parking Decal for their automobile. One parking decal will be given out at orientation.
- Day students attending JFK Muhlenberg Snyder Schools must park in the Park Avenue Lot across the street. Evening students may park in the parking lot next to the school.
- If you are taking courses at Union County College, you must follow the procedures at Union County College through their Public Safety Office.

VA Students

- Contact Paul Belmonte, Enrollment Specialist at Union County College, 908-709-7133, or pbelmonte@ucc.edu