UPSTATE
MEDICAL UNIVERSITY

# LICENSED Nursing New Hire Blackboard Course Completion Checklist

**Blackboard: http://bb.upstate.edu**

**Employee's Name (please print):** _____

**Employee ID #:** _____ **Date:** _____

| Topic | Requirement | Tracker Code(s) | Initial Complete |
|---|---|---|---|
| **REQUIRED EDUCATION:** | | | |
| **COURSE: Orientation Resources for Upstate Nursing Staff**<br><br>PLEASE COMPLETE THE FOLLOWING EDUCATION FIRST:<br>▪ **Blood Administration**<br>▪ **IV Insertion**<br>▪ **Phlebotomy**<br>▪ **Restraints**<br>▪ **Safe Patient Handling**<br><br>Login to Blackboard → Select COURSES tab → In Course Search enter **Orientation Resources**<br><br>Hover mouse over **UH4508934** (left of window) and select ENROLL → SUBMIT →OK<br><br>Select folder **Nursing Services Orientation → Nursing Services Orientation for LICENSED STAFF →NSO for Licensed Staff Blackboard Courses**<br><br>(Complete all courses and attestation) | ▪ Blood Administration<br>▪ IV Insertion<br>▪ Phlebotomy<br>▪ Safe Patient Handling<br>▪ Advance Directives<br>▪ Alaris IV Pump<br>▪ COVID-19 Education for Patient Care Staff<br>▪ CPI<br>▪ C-Spine<br>▪ Central Lines<br>▪ EKG<br>▪ Evacuation Equipment<br>▪ Fall and Injury Prevention Program<br>▪ Hazardous Drug (PPE)<br>▪ Insulin Protocol<br>▪ Nursing Quality<br>▪ Organ Donation<br>▪ Pain<br>▪ Patient Education<br>▪ Respiratory<br>▪ Safety Companion Ligature/Suicide Precautions<br>▪ Activity cart<br>▪ Sepsis<br>▪ Skin<br>▪ Video Monitoring for Direct Patent Care Providers<br>▪ ZOLL | BLOODADMIN<br>IVINSERT<br>PHLEBOTOMY<br>SPHLECTURE<br>ADT<br>ALARISPUMP<br>*(Various Tracker codes)*<br>CPIONLINE<br>SPINESAFETY<br>PICCSPORTS<br>RECORDEKG<br>EVACEQUIPBB<br>FALLINJPREV<br>HAZPPEFF<br>ADLTINSADM<br>NSOQUALITY<br>ORGANDONEORIENT<br>PAINMODALITIES<br>PATIENTEDBB<br>*(No Tracker code)*<br>SAFECOMPAN **&** LIGATURESUICIDE<br>*(No Tracker code)*<br>NSOSEPSIS<br>SKNASMTSTAGE<br>VIDEOSYSTEMBB<br><br>ZOLLCOMPET | _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |

**Please return completed checklist to your Manager/Clinical Trainer**

**Computer Labs:**

**Downtown Campus: Hospital 1st floor, Rm. 1705; Code to door is 2468** *(Room is past the Parking Office, left side of hall next to fire extinguisher)*

**Community Campus: Hospital Basement, Clinical Education Office, Rm. 0246; Available 7 AM-4 PM, M-F** *(Follow signs for Classroom A/B, walk past Classroom A/B and left around corner)*