UPSTATE
MEDICAL UNIVERSITY

UNLICENSED Nursing New Hire Blackboard Course Completion

Employee's Name (please print): _____

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

	Requirement	Tracker Code(s)	Initial Complete
REQUIRED EDUCATION:			
Login to Blackboard → Select MY TRAINING tab. These required educations will be under your "ACTIVE COURSES"	1. Computer Skills Training	COMPSKLTOOLKIT	_____
	2. Phlebotomy	PHLEBOTOMY	
	3. Crisis Prevention Institute	CPIONLINE	_____
	4. Restraints Training for Inpatient Nursing	RESTRAINT	_____
	5. NovaStat/NovaStrip Glucometer Initial Training for New Staff **(HCTs ONLY)**	NOVASTATNEW	_____
PLEASE COMPLETE #'S 1-7 FIRST	6. New Employee Orientation (NEO): Welcome to Upstate Medical University	NEOALL	_____
	7. Safe Pt Handling	SAFEPTHANDLE	_____
	8. Population Specific for Clinical Staff	POPSPECIFIC	_____
#7 - 26 ARE TO BE COMPLETED BY THE COMPLETETION OF YOU DEPATMENT ORIENTATION.	9. Title IX, Clery Act & Sexual Harassment Prevention Training	NYSSEXALL	_____
	10. Privacy and Security	PRIVACYANN and	_____
	11. Annual Compliance	SECURITYANN	_____
	12. Influenza	COMPLIANCE	_____
	13. Hazmat First responder	INFLUENZA	_____
	14. Fall and Injury Prevention Program	FALLINJPREVCLIN	_____
	15. Safety at Work (SAW)	SAW	_____
	16. Keeping the Upstate Community Safe	UPSTATESAFE	_____
	17. Clinical Hands On Provider (CHOP)	CHOP	_____
	18. Multidisciplinary Orientation (MDO)	MDO	
COMPLETE ALL COURSES, TESTS AND SIGN ATTESTATIONS!	**19. NURSING SERVICES ORIENTATION COURSE INCLUDES:**		_____
	Activity cart	NO CODE	_____
	C-Spine	SPINESAFETY	_____
	EKG	RECORDEKG	_____
	Diabetes Education for Unlicensed Staff	DIABETESUNL	_____
	Pain	PAINMODALITIES	_____
	20. COVID-19 Education for Patient Care	*(Various Tracker codes)*	_____
	21. Evacuation Equipment	EVACEQUIPBB	_____
	22. Hazard Drug (PPE)	HAZPPEFF	_____
	23. Video Monitoring System	VIDEOSYSTEMBB	_____
	24. Swipe Sense	SWIPESENSE	_____
Please return completed checklist to your Manager/Clinical Trainer	25. Annual Pressure Injury Prevention for Unlicensed Staff	AHRQSKINFAIRNL	_____
	26. CAUTI Prevention for unlicensed	CAUTIUNLIC	_____
	27. Medication Security	MEDSECURITY	_____

Rev. 7/14/2020, 2/16/2021, 7/8/2021 ML-PD&L