UPSTATE
MEDICAL UNIVERSITY

UNLICENSED 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 PLEASE COMPLETE THE FOLLOWING EDUCATION FIRST: ▪ **Phlebotomy** ▪ **Restraints** ▪ **Safe Patient Handling** Login to Blackboard → Select COURSES tab → In Course Search enter **Orientation Resources** Hover mouse over **UH4508934** (left of window) and select ENROLL → SUBMIT →OK Select folder **Nursing Services Orientation → Nursing Services Orientation for UNLICENSED STAFF →NSO for Unlicensed Staff Blackboard Courses** (Complete all courses and attestation)	▪ Phlebotomy ▪ Safe Patient Handling ▪ C-Spine ▪ COVID-19 Education for Patient Care ▪ CPI ▪ EKG ▪ Evacuation Equipment ▪ Fall and Injury Prevention Program ▪ Hazard Drug (PPE) ▪ Insulin Protocol ▪ Pain ▪ Sepsis ▪ Skin ▪ Safety Companion Ligature/Suicide Precautions ▪ Activity cart ▪ Video Monitoring System	PHLEBOTOMY SPHLECTURE SPINESAFETY *(Various Tracker codes)* CPIONLINE RECORDEKG EVACEQUIPBB FALLINJPREV HAZPPEFF INSULINHCTFF PAINUNLIC NSOSEPSIS SKINUNLIC SAFECOMPAN **&** LIGATURESUICIDE *(No Tracker code)* VIDEOSYSTEMBB	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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)*