

**UW Green Bay RN-BSN Program
N455 Community Health Nursing Practicum**

Prerequisite Requirements Checklist

Students are encouraged to print this document to use as a checklist.

6 TO 12 MONTHS IN ADVANCE

	Review your academic plan (with your nursing advisor as needed) to determine the appropriate semester to enroll in 455 CHN Practicum.
	Plan for prior completion or concurrent enrollment in 454 Community Health Nursing (theory). Students in the nursing major must receive a grade of C or better in all upper level nursing courses.
	Review all content and PDF attachments under the 455 CHN Practicum tab.
	Request Practicum prerequisite instructions from Practicum Assistant Kaitlin Williams: williamk@uwgb.edu
	Review health prerequisite list & gather/obtain necessary immunization & credential documents.
	Order background check & Medical Document Manager (immunization tracker) through CastleBranch using package codes in prerequisite instructions.
	Upload required documents to Medical Document Manager.
	Complete WI BID form as part of background check on CastleBranch website. This form requires you to disclose all pending charges and convictions, including a felony, misdemeanor or municipal ordinance violation in any court (including military courts or a tribal court). <i>If you are unsure as to whether a pending charge or conviction is covered, disclose it. Background check issues are reviewed on an individual basis.</i>

3 TO 6 MONTHS IN ADVANCE

	Submit Compliance report from CastleBranch once profile is "Complete". Must be submitted prior to the due date for the desired semester. Clinical placements are made on a first come, first serve basis after all prerequisites are completed.
	Provide personal demographic & preferred public health agency choices by completing the Qualtrics survey received via e-mail from the Practicum Coordinator.

1 TO 3 MONTHS IN ADVANCE

	Explore other types of community health nursing roles for the additional 30 Practicum hours (if not all 70 hours will be completed in your public health agency placement site).
	Complete additional prerequisites if requested by your placement agency.
	Complete course registration via the instructions obtained from the Practicum Coordinator once your placement is confirmed.
	Review all Practicum documents received in the mail approximately 2 weeks prior to start of the semester.

UNTIL COMPLETION OF PRACTICUM FIELD HOURS

	Maintain renewals of health prerequisites as appropriate in CastleBranch until completion of all 70 Practicum field hours.
--	--