Dear FLEX 445X Capstone Student,

Congratulations - the end of your RN-to-BSN journey is near! As you plan for your final competency set in FLEX and your graduation from UW-Milwaukee, it is important that you be aware of the following information:

**N445X CAPSTONE COMPETENCY SET REQUIREMENTS:**

1. **PLEASE REVIEW ALL DOCUMENTS POSTED ON THE FLEX CAPSTONE RESOURCES PAGE:**
   http://uwm.edu/nursing/academics/undergrad/capstone-resources/

2. **SET UP YOUR OWN CLINICAL PLACEMENT AND COMPLETE AND RETURN YOUR FLEX CLINICAL PRACTICUM PROPOSAL** to the Program Director through the FLEX “Capstone Preparation” D2L site. Your ASC can give you access to this site. Please plan ahead - setting up a clinical placement requires planning and time for approval from the agency and the college.

3. **BACKGROUND CHECK, HEALTH RECORDS AND URINE DRUG SCREEN:** Please refer to page two of this letter - which explains the process for submitting your required compliance documents (Criminal Background Check, Health Records and Urine Drug Screen). These documents are required for all nursing students in any mode of learning.

**GRADUATION:**

- **APPLY FOR GRADUATION:** You can apply online via PAWS under “Academic Summary”.
  - There is a $40.00 graduation application fee to process your diploma and final transcript.
  - **NOTE:** When you apply for graduation in PAWS you will need to enter a graduation month and year. For this date, please enter the first month of the subscription period that you’re enrolled in Capstone. Example- If you’re enrolled in Capstone for the April 2017 subscription period, please enter “April 2017”. Please apply for graduation in the month prior to the start of your Capstone, or by the 10th day of the start of your Capstone. Example for April students- March 1st through April 11th.
  - **Students are required to apply for graduation through PAWS regardless of whether they are planning on participating in the graduation ceremony.** The graduation fee will show up in your PAWS Student Center within two months of applying for graduation.
  - Please consult with your ASC or call the Registrar’s Office (414/229-6571) should you have questions about the application process. See this checklist for more details http://uwm.edu/onestop/graduation-planning/
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- **CELEBRATE:** In addition to the optional large UWM Commencement/Graduation Ceremony, there will be a College of Nursing Convocation/Pinning Ceremony. Graduates can choose to be a part of both ceremonies (each is optional).

- **Large UWM Commencement/Graduation Ceremony:**
  Graduates who choose to participate in the commencement ceremony will be required to purchase a black cap and gown. Caps and gowns may be purchased: *Online at any time:* Herff Jones *online* (see link below): [http://colleges.herffjones.com/college/ UW-Milwaukee](http://colleges.herffjones.com/college/ UW-Milwaukee) or by phone: 262-363-3055 Monday-Friday (8AM - 6PM). Note: Caps and Gowns will be shipped to the graduates' mailing address. No invitations are needed for the university all school graduation ceremony.

- **College of Nursing (only) Convocation/Pinning Ceremony**

  You only need to wear the black graduation gown for the Pinning/Convocation ceremony. Optional pinning/convocation announcements are available at the UWM College of Nursing Student Affairs office - invitations are not required.

  UWM College of Nursing official school pins (optional) can be ordered through our Student Affairs office. You may order a pin whether or not you choose to attend the convocation/pinning ceremony. Presentation of the pins is an optional part of the Pinning Ceremony - but they can be mailed if you choose not to attend the ceremony.

*Good luck in your final competency set - thanks for choosing FLEX as a part of your RN-BSN journey!*

Lisa E. Mihlbauer MSN, RN, IBCLC. CNE

Program Director, RN-to-BSN Completion Programs UW-Milwaukee College of Nursing
Clinical Compliance Documentation

1. The UWM College of Nursing requires that every student (even RN students) meet our clinical compliance policy. This means that you will be required to submit documents related to your health and immunization records, as well as a criminal background check and urine drug screen. This is a request of our clinical agencies. The following are required of every nursing student:
   a. Criminal Background Check
   b. Urine Drug Screen
   c. Health history, assessment and documentation of immunization records

2. The UW-Milwaukee College of Nursing uses a company called Castlebranch to verify agency compliance for students in clinical placements.

3. There are two different ways that RN Capstone students can meet the clinical compliance document requirements:
   a. OPTION #1 – ONLY FOR RN STUDENTS COMPLETING THEIR CLINICAL HOURS AT THEIR PLACE OF EMPLOYMENT: If you are doing your Capstone clinical hours at your current employer – your employer may already have a criminal background check, drug screen and health/immunization records for you on file. If your employer has these records, they may be willing to “waive” your need for an additional background check, urine drug screen and health records collected through Certified Background. If your employer will waive these requirements, they must sign our posted waiver form and expressly request that these requirements be waived. *NOTE—Students who are current employees of Children’s Hospital of Wisconsin (CHW) MAY NOT USE THE WAIVER PROCESS and MUST USE OPTION #2 below—this is a decision made by CHW. You should contact the nursing student placement office at your employer/clinical site to discuss this.

   b. OPTION #2 – REQUIRED FOR ALL RN STUDENTS COMPLETING THEIR CLINICAL HOURS AT A SITE WHERE THEY ARE NOT EMPLOYED AND ALL EMPLOYEES OF CHILDREN’S HOSPITAL (CHW) OF WISCONSIN: If you are doing your Capstone clinical hours at an agency where you are NOT an employee, you must meet the clinical compliance document requirements through a company called Castlebranch. You must create an account and order and pay for the following services on the Castlebranch site at www.castlebranch.com. The services, costs and codes you need as of 9/1/16 are:
      i. Criminal Background Check ($38) – Code UE35bg
      ii. Urine Drug Screen ($34) – Code UE35dt
      iii. Health assessment and immunization records documentation tracker ($30) – CodeUE35im
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**STEPS THAT YOU MUST TAKE:**

1. Formally apply for graduation online in PAWS (see directions above)
2. Decide which Clinical Compliance Documentation option above applies to you. **If you are using Option #1**, contact your employer to discuss which records they have on file and ask if they are willing to waive any additional records through Castlebranch for your clinical placement. Agencies generally have standard policies and requirements for clinical compliance documents for students in their sites. You must have your employer (nursing student affiliation representative) sign the clinical compliance waiver form available on the FLEX Capstone resources webpage if you are using Option #1. **If your employer will not sign a waiver and prefers that you do submit new documents and documentation in Castlebranch, you will not be able to use a waiver.** The form must then be returned to our Capstone preparation D2L site. Your ASC can add you to that site when needed.

3. **If Option #2 applies to you, CREATE AN ACCOUNT ON THE CASTLEBRANCH WEBSITE:** [http://www.castlebranch.com](http://www.castlebranch.com).
   a. Order and pay for a background check, drug screen and health and immunization records tracker on the Castlebranch website using the codes noted above.
   b. You will need to upload records of immunizations to the site. This will allow you to access your records from the website in the future to provide them to an employer, university or clinical site. We have provided a form explaining specific requirements (“Health Requirement”) and documents needed on the Capstone resources web page. Many graduate programs use Castlebranch for clinical compliance, so if you choose to pursue graduate school, having an account in Castlebranch will be helpful to you.

4. If you have questions related to an employer waiver of additional records, please contact the Capstone set faculty Lisa Mihlbauer MSN, BSN, RN, MS, IBCLC, CNE at lisamihl@uwm.edu.

5. If you have questions or concerns about using the Certified Background site, please contact Mike Walk at walk@uwm.edu or 414-229-5047 in the UWM College of Nursing Student Affairs office.
