Dear 445 Capstone Student,

Congratulations – the end is near! As you plan for your final nursing course and your graduation from UW-Milwaukee, it is important that you are aware of the following information:

**N445 CAPSTONE COURSE REQUIREMENTS:**

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

2. **COMPLETE AND RETURN THE CAPSTONE QUALTRICS “SURVEY” THAT WILL BE SENT TO YOU by email the semester before you enroll in the N445 Capstone course.** The survey will ask if you plan to set up your own clinical placement or if you plan to have the College of Nursing find a site for you. You can obtain additional information about these options at the link noted above. Please plan ahead for either option – setting up a clinical placement requires planning and time for approval from the agency and the college.

3. **COMPLIANCE - 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 (including RN’s).

**GRADUATION:**

1. **APPLY FOR GRADUATION:** You must apply for graduation online via PAWS under “Academic Summary” (even if you do not attend the ceremony). There is a $40.00 graduation application fee to process your diploma and final transcript. Please consult with your advisor or call the Registrar’s Office (414/229-6571) should you have questions about the application process. See this link for more details https://uwm.edu/onestop/your-student-record/graduation/

2. **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). Graduates who choose to participate in the commencement ceremony will be required to purchase a black cap and gown. Caps and gowns may be rented/purchased anywhere or through the UWM vendor online at any- time: Herff Jones * online (see link) http://colleges.herffjones.com/college/_UWMilwaukee/ 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 this all university graduation ceremony.

Convocation/Pinning – This is the smaller nursing only ceremony. You only need to wear the black graduation gown for the Convocation/Pinning ceremony. Optional pinning announcements can be obtained at the UWM College of Nursing Student Affairs office. No invitations are needed for the convocation/pinning ceremony which is held on campus.

Official UWM College of Nursing school pins are presented at the Convocation/Pinning ceremony or can be obtained from our Student Affairs office. Good luck in your final nursing course– thanks for choosing UWM as a part of your RN-BSN journey!

Lisa Mihlbauer MSN, BSN, RN, IBCLC, CNE lisamihl@uwm.edu
Sylvia Forbes MSN, RN forbes@uwm.edu
N445 CAPSTONE COURSE REQUIREMENTS

Clinical Compliance Documents

1. The UWM College of Nursing requires that every student (even RN students) meet the clinical compliance policies of the clinical agency. 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:
   - Criminal Background Check and Urine Drug Screen
   - Health history, physical assessment and documentation of immunization records

2. The UW-Milwaukee College of Nursing uses a company called Castlebranch to verify compliance records 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 Castlebranch. *NOTE: Students who are employees of Aurora Advocate and UW Health & Hospitals in Madison MAY NOT USE THE WAIVER PROCESS and MUST USE OPTION #2 BELOW —this is a decision made by Aurora Advocate and UW-Health (not by UWM). If your employer will waive these requirements, they must sign the waiver form and expressly request that these requirements be waived. You should contact the nursing student placement/education department at your employer/site to discuss this option. You must have your employer (supervisor or student placement office) sign the form found on the website and return that form to our Capstone placement coordinator.

   b) OPTION #2 – REQUIRED FOR ALL RN STUDENTS COMPLETING THEIR CLINICAL HOURS AT A SITE WHERE THEY ARE NOT EMPLOYED (or required to complete Castlebranch): If you are doing your Capstone clinical hours at an agency where you are NOT an employee (this includes all placements found by the UWM College of Nursing) or where you are required to complete compliance, you must meet the clinical compliance documentation through https://mycb.castlebranch.com/. You must create an account and order and pay for the following services on the Castlebranch site. The services, costs and codes you need as of 12/1/19 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
**STEPS THAT YOU MUST TAKE:**

1. **Decide which option above applies to you.** If you are using Option #1, contact your employer to ask if they are willing to waive additional compliance records. Contacting the nursing student or nursing education office is the best place to start. You must have your employer sign the clinical compliance waiver form available on the Capstone resources webpage. The form must then be returned to our Capstone clinical placement coordinator Please note that Aurora Advocate and UW Health will not agree to waive your clinical compliance requirements—even if you are an employee—all Advocate Aurora and UW Health employees must use Castlebranch as described under Option #2. Agencies generally have standard policies and requirements for clinical compliance documents for students that we must comply with.

2. If Option #2 applies to you, CREATE AN ACCOUNT ON THE CASTLEBRANCH WEB-SITE: https://mycb.castlebranch.com/
   a. Order and pay for a background check, drug screen and health and immunization records tracker on the Castlebranch website.
   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. You may also be able to use these records if you should decide to return to graduate school. We have provided a form explaining specific requirements (“Health Requirement”) and documents needed on the Capstone resources web page.

3. If you have questions related to a clinical site, a preceptor or an employer waiver of additional student records, please contact:
   - Lisa Mihlbauer MSN, BSN, IBCLC, CNE – Capstone Course Coordinator lisamihl@uwm.edu
   - Kristin Swanson MSN, RN, APNP - Capstone Placement Coordinator swansokr@uwm.edu

4. If you have questions or concerns about using the Castlebranch site, please contact:
   - Mike Walk at walk@uwm.edu (414-229-5047) - UWM College of Nursing Student Affairs office.

5. If you have questions or concerns about graduation, please contact your advisor.

Again, congratulations on reaching the final course in your journey to the BS-Nursing degree!