

# WSCC Department of Nursing Clinical Portfolio

**Student Name:** \_\_\_\_\_  
**Student Number:** \_\_\_\_\_  
**Student Email:** \_\_\_\_\_  
**Student Phone:** \_\_\_\_\_

**Entered Program:** \_\_\_\_\_ **Semester**  
\_\_\_\_\_ **Year**

# Check List

| <b>Required Item</b>                  | <b>Enter date completed below</b> |
|---------------------------------------|-----------------------------------|
| CPR Expiration Date                   | _____                             |
| Proof of Major Medical Insurance Date | _____                             |
| Major Medical Insurance Carrier       | _____                             |
| Date of Physical Examination          | _____                             |
| Flu Shot Date                         | _____                             |
| TB Initial Skin Test Read Date        | _____                             |
| TB Second Skin Test Read Date         | _____                             |
| Measles, Mumps, Rubella (MMR) 1 Date  | _____                             |
| Measles, Mumps, Rubella (MMR) 2 Date  | _____                             |
| Measles, Mumps, Rubella (MMR) Titer   | _____                             |
| Tetanus Date                          | _____                             |
| Chicken Pox (Varicella) 1 Date        | _____                             |
| Chicken Pox (Varicella) 2 Date        | _____                             |
| Chicken Pox (Varicella) Titer Date    | _____                             |
| Hepatitis B 1 Date                    | _____                             |
| Hepatitis B 2 Date                    | _____                             |
| Hepatitis B 3 Date                    | _____                             |
| Hepatitis B Titer                     | _____                             |
| Background Check Date                 | _____                             |

Please email [miranda.smith@wallacestate.edu](mailto:miranda.smith@wallacestate.edu) with your questions or concerns.

**Wallace State Community College – Department of Nursing Education**  
**E\*Value Healthcare Education Software**

"Clinical" are a crucial part of healthcare education. There is a lot of student information to obtain and coordinate, from course completion to immunizations. E\*Value provides Clinical Solutions to help do just that. They provide customizable tools that organize and improve students' overall experience so that they can focus on their clinical competency.

Wallace State's Department of Nursing Education (WSSC DNE) is utilizing the third-party services of E\*Value to aid in electronically coordinating and tracking immunization and certification records for students based on site or agency requirements.

E\*Value will notify students by email, within a specified time frame, of any immunizations or certification that are about to expire, enabling the student to have ample time to renew the needed physical exams, CPR certifications or other required records. It will be critical to have a valid email that is checked regularly by the student to enable this service.

All information will be stored electronically by E\*Value and will remain strictly confidential. Only a WSSC DNE designee and each individual student will have the ability to view their records.

**Link to video instructions for uploading documents to E\*Value:**

<http://screencast-o-matic.com/watch/co63bUhhFC>

**E\*Value Upload Instructions**

**When you have been entered into the EValue system you will receive an email with your Log-In and Password. Do not attempt to login until you receive your authorization email. Write your Log In and Password below when received.**

- <https://www.e-value.net/home-main.cfm>
- Home Page – Go to Login
- This is where you will go to log-into your E\*Value Account using the Log-in and Password you are emailed from the system.
- Log In: \_\_\_\_\_ Password: \_\_\_\_\_
- Download your documents in jpeg under the Immuns and Certs Tab
- The EVENT DATE must be the date you completed your Physical, TB Skin Tests, Immunizations, or CPR certification. (NOT the date you enter your documents into E-Value)
- The following Items must be completed annually (every year) 5 days before the due date:
  - 1) Physical
  - 2) TB Skin Test (Two-step)
  - 3) Proof of Insurance (even if it hasn't changed)
  - 4) Background check (complete at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) – no need to upload to E-Value)
  - 5) Flu Vaccination
- E-Value will send you reminders when items are expiring
- Please email Miranda Smith if you are having E-value issues OR if you have a question. You must use the following email address: [miranda.smith@wallacestate.edu](mailto:miranda.smith@wallacestate.edu)

**An E-Value Workshop will be provided on August 11, 2016, from 10:00 a.m. – Noon to assist you in uploading your documents. Bring your *completed* portfolio and a USB drive with your documents scanned to it (if you don't have a scanner or don't know how to scan, we will help you) and we will assist you in uploading to E\*Value if you have not been successful in previously completing the process.**

**Please begin uploading your documents as-soon-as-possible to E\*Value as indicated for each requirement. Ensure that you have uploaded all sides of the completed documents so they are readable. Do not load the entire portfolio to one item. You should load documents individually under the correct heading.**

# Student Photo

Electronic Copy of Photo of Student Goes Above

Photo should be from shoulders to top of head.  
Please limit size of photo to no smaller than 3x2 and no larger than 3x5.

W

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Student Number

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Print Student Full Name

**Place Copy of  
CPR Certificate of Successful Completion  
or  
CPR Card  
Here**

**Also, Upload Electronic Copy of CPR Certificate of Successful Completion  
or Card to E-Value**

## **Major Medical Health Insurance Verification**

Upload electronic copy of insurance card listing student's name or provide certificate of credible coverage from insurance carrier to document student is covered.

Electronic Copy of Insurance Card Goes Above

## Physical Form with TB Results

The *Official Nursing Physical Form* must be utilized.  
It can be found at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing).

Your **ORIGINAL completed physical form** goes here.

1. All sections of the Physical Examination Form must be complete.
2. Two step Tuberculin skin test – MANTOUX is required for all new students – a one-step TB skin test will not satisfy requirement (Please note: State Health Departments no longer complete TB screenings for college admission requirements.)
3. Immunizations must be complete and include documentation demonstrating completion. Lack of documentation of immunization will require proof of immunity via titer with lab data attached.

## **Immunization Records with Titer Results**

Copies of all of your immunizations and titer results go here.

\*You must attach your lab results from all titers.



## **Complete Background Check**

Keep a copy of the verification email that American DataBank sends indicating you did order your background check. The completed background report you receive back from American DataBank is to be kept in your notebook.

\*You are not required to upload your background information to E-Value.