



ACESO

Institute of Health Professions
Anima Sana in Corpore Sano

320 Crown Oak Center Drive, Longwood, Florida, 32750
Phone: (321) 230-5054

Dear Candidate:

Welcome to the clinical aspect of your course!

As you are aware, nurses are responsible for the correct handling of personal health information and the protection of patient confidentiality. During your clinical rotation, you must maintain the standards expected of members of the healthcare team.

Your first task involving medical information is the correct handling of documents required for your own clinical file. These documents include the following:

1. Proof of immunization (current shot records or titers that indicate immunity)
 - a) MMR (measles, mumps, Rubella)
 - b) Varicella (chicken pox)
 - c) Hepatitis B
 - d) Flu shot (During flu season)
 - e) Tuberculosis (Negative PPD results. If required, chest X-ray results that indicate no TB)
2. Proof of malpractice insurance

(A completed application form will not suffice; please submit a certificate of coverage).
Most insurance companies have this accessible online.
3. Color copy of drivers license (On a separate paper)
4. Copy of Social Security Card (On a separate paper)
5. Physical (This is easily obtained at Walgreens clinics with health providers on staff)
6. Copy of nursing license (if applicable)
7. Copy of letter from the Board of Nursing

Assemble and present these documents as a single file to the school. It is important for each candidate to submit their required information in a complete file because Aceso will not accept individual documents.

You must complete this task and meet with me to review the documents two weeks prior to clinical. These documents must be delivered to the school before your first clinical rotation; clinical facilities require this information, and the school must submit complete files.



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You may submit the following documents separately:

1. Copy of current CPR card (American Heart Association: BLS [Basic Life Support] for healthcare providers). Certification is offered by Aceso as part of your program and will be completed prior to your clinical rotation
2. Background check (Level II) results sent directly to Aceso (completed through Castlebranch)
3. Drug screen (10 panel) results sent directly to Aceso (completed through Castlebranch)
4. Mask fit test (not required for all facilities. Please check with program director)

Please keep in mind that unavoidable delays sometimes occur when obtaining background checks, receiving lab results, etcetera, so it is important to plan accordingly to ensure timely delivery of your file to the school.

If you have questions or concerns, please feel free to email them to me. I look forward to working with you.

Best regards,

Niki Nelson, MSN, RN
Program Director