

### **NOVANT Portal instructions:**

1. go to [www.novanthealth.org](http://www.novanthealth.org)
2. click on “for employees” at top right
3. select “non-employed worker portal” at screen left, under “time and benefits”
4. select “non-employed worker” under “select your role”
5. select “students and faculty”
6. select “post-secondary clinical students”
7. complete #1 (print all documents and sign)
8. complete #2
9. complete #3 (watch the 70-minute video, complete the questions)
10. print and sign the three forms listed under #3

\*you should have 5 printed forms by the end of the NOVANT portal training!

### **Immunization forms for class/clinical:**

1. MMR- 2 doses or a positive titer for measles, mumps & rubella immunity
2. Varicella- 2 doses or a positive titer for varicella immunity
3. PPD- 2-step screening process done TWICE within the last 12 months
4. Hepatitis B- series of 3 doses begun/completed or positive titer for immunity
5. DPT- 3 completed doses or Tdap within the past 10 years
6. Influenza- dose given within the past 12 months or you will receive the flu shot free of charge from NOVANT (October through March)

### **Class supplies list:**

1. 3-ring binder with dividers
2. RCCC Nurse Aide II name badge (we will go as a class to get these!)
3. RCCC blue circular arm patch
4. ceil blue scrubs for clinical days
5. white closed-toe and closed-heel shoes for clinical days
6. textbook: NC Nurse Aide II , Hegner/Acello/Needham by Cengage Learning (2011)