

Orientation for Nurses New to Ohio Schools



2015 REGISTRATION INFORMATION

The **purpose** of this three-day workshop is to offer nurses without prior work experience in Ohio schools current information regarding school nursing. Areas to be addressed include general school nurse responsibilities; immunizations; communicable diseases; special education services; Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and documentation; Human Trafficking with school nurse protocol, Medicaid Schools Program (MSP) and Medicaid Administrative Claiming (MAC) reimbursement; chronic disease management utilizing Individualized Healthcare Plans (IHPs) and Emergency Action Plans (EAPs); Ohio and national school nurse licensures; medication administration training; child abuse; and vision, hearing, dental, Body Mass Index (BMI) and postural screening. Presentations includes law and rules related to the practice of nursing that meet the Category A criteria for nursing license renewal.

Who should attend: Registered nurses who have not previously worked in Ohio schools. Priority registration will be given to nurses with less than two years of experience in schools and those who have not previously attended the orientation. Registration is limited to licensed nurses only.

When: Sept. 16-18, 2015

To Register: Go to OhioTRAIN at <https://oh.train.org>. If you have not used OhioTRAIN before, go to "Create Account" on the site and follow the directions. Once you are in the OhioTRAIN website, click on "Course Search." Under "Search Options," click on "By Course ID" and enter "1054124." This will take you to the registration page for this conference. Click the "Registration" menu tab and review conference registration information. Please be sure to **SCROLL DOWN and OVER TO THE LOWER-RIGHT SIDE OF THE SCREEN** and click on **COMPLETE REGISTRATION.**

Request for Accommodations: Please note that requests for accommodation must be submitted to Susan Walker by e-mail (susan.walker@odh.ohio.gov) or fax (614-564-2503) with completed registration (through OhioTRAIN) twenty-one (21) days before the scheduled event.

Fee: \$80. Includes conference materials and up to 18.5 continuing nursing education contact hours. Mail your check made out to "Treasurer, State of Ohio" to the Ohio Department of Health, 246 N. High St., Columbus, OH 43215, Attn: Accounts Receivable Unit. Be sure to **write "6-C016" on the memo line of your check**. If paying by purchase order (P.O.), please make sure that your name is on the P.O. in addition to the district/agency name. Please include the payment form found on OhioTRAIN with your check or P.O.

NOTE: *Refreshments or meals will not be provided. There will be a list of numerous restaurants in the area available through registration; attendees are welcome to bring their own refreshments. Vending machines and microwaves are available at the conference site.*

Location: The Ohio Department of Agriculture, 8995 E. Main Street, Bromfield Administration Building #21, Reynoldsburg, OH 43068. Driving directions can be found online at <http://www.agri.ohio.gov/Directions.aspx>.

Registration deadline: Sept. 7, 2015 or until facility capacity is reached (whichever comes first). Registration and fees must be received by this date. A confirmation e-mail will be sent upon receipt of your payment. Due to space limitations, confirmation is necessary for you to attend the orientation; no phone, fax or walk-in registrations can be accepted. **Please contact us if you do not receive e-mail confirmation by Sept. 8, 2015.** For more information, please contact Susan Walker at 614-466-1930 or susan.walker@odh.ohio.gov

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2015 Agenda

Registration begins at 7:15 a.m. daily.

Exhibitors will be available each day beginning at 7:15 a.m.

Wednesday, Sept. 16, 2015

8:15 a.m. – 4 p.m.

Communicable Disease and Emerging Infections

Immunizations

Impact SIIS

BMI-for-age Screening

Child Abuse

Postural Screening

Thursday, Sept. 17, 2015

7:45 a.m. – 4:15 p.m.

School Nurses and Delegation (Category A)

School Nurse Licensure & National Certification for School Nurses (NCSN)

Medicaid Reimbursement for Ohio Schools: MSP & MAC

HIPAA, FERPA & Documentation

Medication Administration Training

Accommodation of Food Allergies in the School Setting

Special Education Overview

Chronic Disease Management in the School/Individualized Healthcare Plans (IHPs)

& Emergency Action Plans (EAPs)

Friday, Sept. 18, 2015

7:45 a.m. – 4 p.m.

Hearing Screening Procedures/Screening Requirements

Oral Health Screening

Human Trafficking-Ohio School Nurse Protocol

Pediatric Eye Problems

Vision Screening/Vision Requirements

This activity has been submitted to the Ohio Nurses Association (OBN-001-91) for approval to award contact hours. The Ohio Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Please call Ann Connelly at 614-728-0386 for more information about contact hours.

Partial contact hours will be awarded to nurses who attend individual sessions.

There was no conflict of interest or bias among the members of the planning committee or faculty.

Approved provider status does not imply endorsement by the provider, ANCC, OBN or ONA of any products displayed in conjunction with an activity.

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2015 How to Create your OhioTRAIN Account

1. Go to the OhioTRAIN site at <https://oh.train.org>.
2. Click on “Create Account,” which appears underneath the login box on the left side of the page.
3. In order to proceed, you will need to check the box for “**I agree to these TRAIN policies***” and click “Next.” This box must be checked or you will not receive email confirmations. To read the policies, click on the links for each topic.
4. Complete the forms on the following pages. Required fields are indicated with a red asterisk (*). Do not hit the “Back” button at any time during the registration process. Click “Next” at the bottom of each page to continue.
 - a. Answer the secret question at the bottom of the page with easily-recallable, one-word answers.
 - b. Please check the box that you would like to receive e-mails from TRAIN--TRAIN only sends registration confirmations and course cancellations!
 - c. When asked to select your portal – please select “State.”
 - d. When asked to provide information about your groupings, select “Local Agency (By Region),” select your region of the state, your county and your local agency.
 - e. Select your job role and additional professional information. Please select up to three professional roles that best match your job description.
 - f. Additional demographic information will be requested. This information is NOT required for registration.
5. You will come to a screen that says:
 - a. Hello, _____
Your NEW ACCOUNT has been created.
 - b. Click on “Continue” to register for your course.
 - c. Click on “Continue” to go to the OhioTRAIN home page. You will also receive a welcome e-mail from Michael Pooley, OhioTRAIN Administrator, with additional information about using OhioTRAIN.
6. Once on the OhioTRAIN home page, click on “Course Search.”

For the *2015 Orientation for Nurses New to Ohio Schools*,

 - a. Select “By Course ID,” type in “**1054124**” and click “**Search.**” Then follow directions to complete registration.
 - b. Please be sure to **SCROLL DOWN and OVER TO THE LOWER RIGHT SIDE OF THE SCREEN** and click on “**COMPLETE REGISTRATION.**” This must be done in order to complete the registration process and receive a confirmation e-mail.

*Please Note: Once you have completed the registration process on OhioTRAIN, your registration status should state “**Registration in Progress.**” “**Registration Pending**” indicates that you have NOT completed the registration process through OhioTRAIN.*

Please remember to write down your OhioTRAIN user name and password for future reference. OhioTRAIN will not allow you to create another account when you register for another course. The OhioTRAIN website is a great online resource for additional educational opportunities.

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2015 PAYMENT FORM (Not a Registration Form)

To insure record of your payment, you must enclose this form with your check or purchase order.
Mail your check made out to "Treasurer, State of Ohio."

Mail to: Ohio Department of Health
246 N. High St.
Columbus, OH 43215
Attn: Accounts Receivable Unit



This is NOT a registration form.
You must register on the OhioTRAIN Website at <https://oh.train.org>

Name: _____

Check Number # _____
(Please be sure to **write "6-C016" on the memo line** of your check.)

OR

Purchase Order Number # _____
(Please be sure the **name of the nurse** attending the conference is on the P.O.)

This is NOT a registration form.
You must register on the OhioTRAIN Website at <https://oh.train.org>



If you need assistance, please contact Susan Walker at 614-466-1930 or
susan.walker@odh.ohio.gov

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PLEASE ENCLOSE THIS FORM WITH YOUR CHECK OR PURCHASE ORDER.