As a current nursing student of the Tanner Health System School of Nursing graduate program, you must comply with all of the required items with this checklist. Individual contracting clinical agencies may impose additional health and professional requirements, which students must meet by the appropriate deadlines and at their own expense. The Graduate Studies Associate will inform the student of any additional requirements and will provide instructions as to how to complete these requirements.

Failure of students to complete all items on the ‘Health and Professional Requirements Checklist’ for the following courses: NURS 6111, NURS 6119, and NURS 6122 will result in a penalty of 5% of the total possible course grade if the items are not completed by the following due date: July 1. An additional 5% penalty will be applied to NURS 6112, NURS 6120 and NURS 6123 for delinquent items not updated by January 1.

- July 1st for fall semester
- January 1st for spring semester

All communication regarding clinical documents and clinical placement will be sent via students’ MyUWG email. Students are expected to check this account regularly. Failure to check or respond to your UWG email does not constitute an excuse for not having an updated clinical file at all times. Students will not be permitted to participate in clinical activities without a completed clinical document file. Please note that the Tanner Health System School of Nursing will not make copies of any record or document for students. It is the student’s responsibility to keep a copy of their documents for future use.
REQUIRED DOCUMENT LIST

The following requirements listed below 1 – 14 are mandated for all students and will be housed in a Verified Credentials personal account with the exception of #12 Miscellaneous Forms which will need to be sent to nurs-docs-list@westga.edu. Some requirements will need to be updated as needed during your time in the program. All students must purchase an account with the company Verified Credentials to upload and maintain all of these listed required clinical documents, unless otherwise specified.

1. **SIGNED COPY OF HEALTH REQUIREMENT CHECKLIST**
   
   Upon setting up a Verified Credentials Account, you will be required to digitally sign a copy of the Health Requirement Checklist.

2. **PROFESSIONAL LIABILITY INSURANCE**
   
   Proof of current certificate of professional liability insurance is required with the following specifications:
   - Occurrence Based policy
   - Minimum coverage amount of $1,000,000/3,000,000
   - Dates of coverage (Policy must be effective by first day of upcoming academic semester.)
     - All licensures/ Certifications (Examples: RN, NP, etc.)
     - Registered Nurse Student
   - Premium that reflects “Employed, Full Time”

   Any licensure or certification that expires during the course of the program must subsequently be removed from the liability policy.

   One such organization from which liability insurance can be purchased is “Nurses Service Organization” (NSO). You can access this information at www.nso.com, or call them at 1-800-247-1500. Students may purchase insurance coverage from other sources as long as coverage specifications listed above are met.

3. **CPR (CARDIOPULMONARY RESUSCITATION)**
   
   Student must upload a front and back copy (or eCard) of a current American Heart Association Health Provider BLS Certification. Certifications from other agencies will not be accepted.

   CPR coverage is good for 2 years from the certification date. If this document expires while in the nursing program, students must renew.
4. **ANNUAL PHYSICAL ABILITY FORM**

This verifies the student’s physical ability to perform clinical activities. A physical must be renewed **annually** and must not expire during the clinical experience. A Physical Ability Form can be at the following link [https://www.westga.edu/academics/nursing/forms-and-handbooks.php](https://www.westga.edu/academics/nursing/forms-and-handbooks.php).

5. **TUBERCULOSIS SKIN TEST (PPD)**

Initially, all students are required to submit negative tuberculosis documentation from within the past 12 months in the form of:

- **2-step skin test form** (PPD)
  - tests must be performed no more than three weeks apart
- Quantiferon/TSpot testing
- Chest x-ray
  - Please note that, depending on facility placement, additional documentation may be required if imaging report is older than 6 months.

Thereafter, negative tuberculosis documentation is required **annually**. This may be provided in the form of:

- **Single-step skin test form** (PPD)
- Quantiferon/TSpot testing
- Symptom evaluation**

If any test yields positive results, please note that a chest x-ray and symptom evaluation will be required from a licensed medical provider (MD, PA, or NP). Students who have received past treatment (or are undergoing current treatment) for tuberculosis must provide signed documentation from a medical provider detailing length of treatment.

**Those who have been treated for tuberculosis should follow guidance of their medical provider regarding methods for repeat assessment, as in these cases PPDs and blood tests can yield false positives. If PPDs and blood testing are not advisable for these reasons and subsequent chest x-ray is not warranted, a symptom evaluation form may be provided to satisfy annual requirements. Please note that not all clinical facilities will accept a symptom evaluation and additional documentation may be required. These instances will be handled on a case-by-case basis.**

6. **FLU SHOT**

A mandatory flu shot is due **annually** as soon as available as vaccinations for the current flu season are available (typically around September).
7. **TETANUS, DIPHTHERIA, & PERTUSSIS (Tdap)**

Student must **maintain** proof of a current (within 10 years) immunization for Tetanus, Diphtheria, and Pertussis (Tdap). The document submitted must be clearly marked as **Tdap**, distinguishing from other variations of the vaccine.

8. **HEPATITIS B IMMUNIZATION**

Student must **print, read, physically sign, and upload to Verified Credentials the Hepatitis B Requirement Acknowledgement Agreement Form** located on the THS SON website.

**THEN,** email all original documentation that must include your name, procedure, date of procedure, and name of the clinical facility to nurs-docs-list@westga.edu. Follow instructions for applicable scenario listed below. The Hep B form will be printed, edited, and reviewed by the SON staff until the student has submitted all needed documentation. Check your email regularly for SON correspondence!!!

**Scenario 1 – Hepatitis B – Standard Requirements** (attach documents to SON staff email)
- Proof of 3 Hepatitis B Vaccinations
- Hep B Titer – with positive results

**Scenario 2 – Do not have proof 3 vaccinations – Start the Hep B 3 – step process as follows:** (attach documents to SON staff email as completed)
- Hep B Injection #1
- Hep B Injection #2 one month after injection #1
- Hep B Injection #3 five months after injection #2
- Hep B Titer 6 - 8 weeks after injection #3 (must have positive result or proceed to Scenario #3)

**Scenario 3 – Have proof of 3 vaccinations – Hep B titer results were negative** (attach documents to SON staff email as completed)
- Proof of 3 Hepatitis B Vaccinations
- Proof of Negative Titer results
- Hep B Injection #4 given immediately after negative titer results
- Re-titer 6 weeks after Hep B Injection #4 (must have positive results or proceed to Scenario #4)

**Scenario 4 – Have proof of 4 vaccinations – proof of 2 negative Hep B titer results** (attach documents to SON staff email as completed)
- Proof of 4 Hep B vaccinations
- Proof of 2 Negative Titer Results
- Hep B Injection #5 given one month after 2nd negative titer result
- Hep B Injections #6 – given five months after injection #5

**FINAL titer – six weeks after injection #6** (if 3rd titer results are negative you are required to have a healthcare provider complete the THS SON **Non-responder form** and list ALL vaccinations and All titer dates. Form found on THS SON website.)
9. **MMR (MEASLES, MUMPS & RUBELLA)**

Students must provide documentation of one of the following:

- 2 MMR Immunizations

MMR (MEASLES, MUMPS & RUBELLA) titer showing immunity for all three of these, which MUST include lab results and date lab was performed.

10. **VARICELLA (CHICKENPOX)**

Student must provide documentation of one of the following:

- 2 Varicella Immunizations
- Varicella titer showing immunity, which must include lab results and date lab was performed.

11. **HEALTH INSURANCE**

Students are required to provide the following:

- Front and back copy of a medical insurance card to the [Verified Credentials](#) website as proof of current health coverage to remain active and on file throughout the time you are in the nursing program.
- Signed [health insurance waiver](#), which must be submitted to the school of nursing and not to the Verified Credentials website.

Please note that the student is personally responsible for any and all expenses incurred for treatment of an injury or illness, whether it has occurred during a scheduled clinical activity in a facility or during a class activity on campus, regardless of whether the student has medical insurance or not. The student can be seen at the nearest emergency room if warranted.

12. **MISCELLANEOUS FORMS**

Student signature is required on all of the following forms, which can be found in the Graduate Student Handbook. Signature indicates that you have thoroughly read and understand each form’s contents and will comply with requirements therein. These forms are to be sent to [nurs-docs-list@westga.edu](mailto:nurs-docs-list@westga.edu).

- Graduate Student handbook statement
- Confidentiality Policy
- Health Insurance Acknowledgement Form
- Student Clinical Contract Release and Authorization Form
13. **CRIMINAL BACKGROUND CHECK & DRUG SCREEN**

To initiate your background check and drug screen, please visit the Advantage Students website at [www.advantagestudents.com](http://www.advantagestudents.com) and select the Graduate Package.

Please note that this process must be repeated annually and the same login credentials will be required for each renewal. If you need assistance with retrieving credentials or other matters please contact Advantage Students customer service at 1-888-885-8990.

As part of the Health and Professional Requirements for the Tanner Health System School of Nursing, students must complete a mandatory criminal background check and drug screen each year. Students complete this process through the THS SON’s approved vendor. The student will be required to give access to the results of the background check and/or drug screen to clinical facilities as required to gain clinical placement. In the event a student is denied clinical placement for any reason relating to the facility’s review of the background check and drug screen, the Clinical Placement Specialist will make one attempt to place the student in another facility. If the student is denied placement by the second facility, the student will not progress in the nursing program.

This requirement is based on: 1) recommendations from the Georgia Hospital Association, 2) concern by the clinical agencies regarding the safety of patients and the liability risk if a student harms a patient in a clinical setting, and 3) nursing student being denied initial licensure or delayed licensure by the Board of Nursing because of offenses that have occurred before or during nursing school. Should there be concerns about report content, please contact the Tanner Health System School of Nursing for guidance.

14. **LICENSURE and CERTIFICATION**

Any student who holds licensure or certification (CNA, LPN, RN Respiratory Therapist, and Pharmacy Tech) by any Board in or outside the State of Georgia, must upload proof of said licensure or certification.