

## STUDENT FORMS

Student Name: \_\_\_\_\_



### Tanner Health System School of Nursing **Health & Professional Requirements Checklist**

**PLEASE NOTE: AS OF JUNE, 2018, ONLY STUDENTS IN THE PRE-LICENSURE BSN PROGRAM ARE TO UPLOAD DOCUMENTS TO THE VERIFIED CREDENTIALS WEBSITE AND COMPLETE THEIR BACKGROUND CHECK AND DRUG SCREEN USING ADVANTAGE STUDENTS.**

**Students in the RN TO BSN PROGRAM should NOT upload documents to the Verified Credentials website OR complete the background check and drug screen using Advantage Students. A DIFFERENT VENDOR WILL BE USED BY STUDENTS IN THE RN TO BSN PROGRAM as of JUNE, 2018. Instructions for completing the upload of documents and the background check and drug screen for students in the RN to BSN program will be forwarded to these students as soon as available.**

Proof of all health and professional requirements listed must be uploaded to the appropriate designated website for documents (i.e., Verified Credentials for pre-licensure BSN students) or submitted and kept on file in the UWG, Tanner Health System School of Nursing prior to participation in all clinical/practicum activity. These records are required by clinical agencies with which the University of West Georgia has binding contracts. **YOU WILL NOT BE ALLOWED INTO THE CLINICAL SITES WITHOUT A COMPLETE CLINICAL FILE.** *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.*

**Effective for Fall 2017 Clinical Courses in the pre-licensure BSN and RN to BSN programs:**

*“Failure of students to complete all items on the ‘Health and Professional Requirements Checklist’ for the following courses: NURS 3301, NURS 3302, NURS 4300, NURS 4301, NURS 4302, NURS 4485, and NURS 4527, will result in a penalty of 10% of the total possible course grade if the items are not completed by the following due dates: March 1st for summer semester, July 1st for fall semester, and October 1st for spring semester. There will be an additional penalty of another 10% of the total possible course grade if the items on the ‘Health and Professional Requirements Checklist’ are not completed before the first day of each semester, as designated by the University of West Georgia academic calendar.”*

INITIAL documentation for students entering ALL nursing programs are due as a completed packet.

Thereafter, student clinical files will be checked each month for upcoming expiring documents and students will be notified one month in advance via their MyUWG emails by the THS School of Nursing. Any document that is set to expire during a given month must be updated and uploaded to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students) and/or with the THS School of Nursing no later than the first day of the month the document is set to expire. Example: Expiring document July 22<sup>nd</sup> (document will be due by July 1<sup>st</sup>). At no time should these documents be allowed to expire. These documents must stay active during your program of study within Nursing, even if you are not in a clinical course. Students are responsible for uploading documents to the appropriate

credentialing website and for seeing that their file is complete and current with the School of Nursing for each semester of enrollment in clinical coursework.

All students are responsible for checking their MyUWG emails periodically for notifications from the THS School of Nursing about clinical documents. 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 allowed in a clinical setting if their clinical documents are not up to date. Also, a clinical hold will be placed on the student's record. The clinical hold will be removed when the clinical file is complete.

□ **1. ELECTRONICALLY SIGNED COPY OF THIS CHECKLIST**

You must review this health requirement checklist in its entirety and upload all documents required. Submit an electronically signed copy of this checklist to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students).

□ **2. ANNUAL PHYSICAL ABILITY FORM:**

This verifies the student's physical ability to perform clinical activities. A physical must be renewed EVERY YEAR and must not expire during the clinical experience. A Physical Ability Form can be downloaded and printed from the Tanner Health System School of Nursing's website at [www.westga.edu/~nurs](http://www.westga.edu/~nurs) under the "Students," then "Current Students" tab. This document must be signed by a nurse practitioner, physician assistant, or a medical doctor and must include the facility name and address where the service was performed. All students who have **paid** their health service fees may have the physical evaluation and physical ability form completed at the University Health Services Center.

□ **3. TUBERCULOSIS SKIN TEST (PPD):**

**A Two-Step TB Skin Test\*** (PPD) must be obtained by all students for initial documentation purposes. Each year thereafter, a One-Step TB Skin Test is all that is required. Proof of a negative TB Skin Test must be obtained EVERY YEAR with no lapses in currency of this proof being allowed to occur while in the nursing program. Students with positive TB Skin Tests must receive a follow-up assessment and treatment as recommended by the Centers for Disease Control and Prevention (CDC). **Initial documentation for students with a positive TB Skin Test (PPD) must include: Dated verification of most recent positive TB Skin Test, most recent chest x-ray report, and current and/or past record of treatment for TB. Written documentation from a nurse practitioner, physician assistant, or medical doctor stating the student is free and clear of all signs and symptoms of TB is required in order for the student to participate in any clinical activity. THIS DOCUMENTATION MUST BE OBTAINED AND SUBMITTED YEARLY FOR STUDENTS WITH A RECORD OF A POSITIVE TB SKIN TEST (PPD).**

All students who have paid their health services fees may have the TB Skin Test (PPD) completed at the University Health Services Center. TB Skin Tests are only available on Monday, Tuesday, or Wednesday due to the need for reading of the results within 48-72 hours from the time the test is administered.

**\*The Two-Step TB Skin Test Process and Timeline Explained**

1. First Visit: The First TB Skin Test is administered.
2. Second Visit: Two to three days (48 to 72 hours) after the First Visit, you must return to have the TB Skin Test read and receive the results. This is to determine if the First Test is positive or negative. Results should be recorded in millimeters (mm) on the TB Skin Test form.

3. Third Visit: 7 to 14 days after the first TB Skin Test, you must return for your Second TB Skin Test.
4. Fourth (Final Visit): Two to three days (48 to 72 hours) after the Third Visit, you must return to get the Second TB Skin Test read and receive the results. This is to determine if the Second Test is positive or negative. Results of the Second Test should be recorded in millimeters (mm) on the same form used for the First TB Skin Test.

**Note of Caution:** A typical TB Skin Test has two (2) components: the TB Skin test, and Reading of the TB Skin test with documentation of results in millimeters (mm); but, **this does not fulfill the Two-Step TB Skin Test requirement.** You must actually receive two (2) separate TB Skin Tests and have them read with results documented in millimeters on the TB Skin Test form.

□ **4. MMR (MEASLES, MUMPS, & RUBELLA):**

MUST PROVIDE DOCUMENTATION FROM ONE OF THE FOLLOWING - EITHER “A”, “B”, or “C”:

A. MMR Immunizations – 2 doses (*date must be after 1970*);

**OR**

B. Measles Immunization – 2 doses (*date must be after March 4, 1962*); **and** Mumps Immunization – 2 doses (*date must be after April 22, 1971*); **and** Rubella Immunization – 2 doses (*date must be after June 9, 1969*);

**OR**

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

□ **5. HEPATITIS B IMMUNIZATION:**

The Tanner Health System School of Nursing’s contracted clinical agencies require all students to provide documentation of Hepatitis B Immunization. **The documents for Hepatitis B immunizations must be submitted to the School of Nursing and NOT to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students).**

**SCENARIO “A”:** If you have received the 3-step vaccination and your Hepatitis B Titer is POSITIVE: You must provide supporting documentation from a nurse practitioner, physician assistant, medical doctor, or health department that includes:

1. The date of the titer;
2. The actual lab results of the titer; and
3. Clear indication of immunity

**SCENARIO “B”:** If you have never received the 3-step vaccination, you will need to begin the process in the following order and provide documentation of each step:

1. 1st dose prior to beginning nursing course work;
2. 2nd dose should be received one month after the 1st dose;
3. 3rd dose should be received 5 months after the 2nd dose (the series must be completed 6 months after the first injection in order to continue in clinical activities).
4. Titer 1 – 2 months after dose #3 (If POSITIVE, see SCENARIO “A”; if NEGATIVE, see SCENARIO “C”)

**SCENARIO “C”:** If you have received the 3-step vaccination and your Hepatitis B Titer is NEGATIVE:

1. Get a Hepatitis B booster;
2. Then obtain a Hepatitis B Titer 4-6 weeks later (If POSITIVE, see SCENARIO “A”; If NEGATIVE, continue to next step)

3. Get a 2nd Hepatitis B booster;
4. In 5 months, get a 3rd Hepatitis B booster;
5. 1-2 months after the 3<sup>rd</sup> booster, obtain a Hepatitis B Titer (If POSTIVE, see SCENARIO “A”; If NEGATIVE, see SCENARIO “D”)

**SCENARIO “D”:** Per CDC guidelines, if your titer remains negative after repeating the 3-step series, you may be a “NON-responder.” In this case, provide documentation from your healthcare provider identifying you as a non-responder and include all supporting documentation.

- **6. VARICELLA (CHICKEN POX):** STUDENTS MUST PROVIDE **ONE** OF THE FOLLOWING:
  1. Documentation of two doses of Varicella vaccine, four (4) weeks apart.
    - Dose 1 – Need date of immunization
    - Dose 2 – Need date of immunization
  2. Date of positive titer (including lab results and date performed) stating “immune,” signed by a nurse practitioner, physician assistant, medical doctor, or health department.
- **7. TETANUS, DIPHTHERIA, & PERTUSSIS (Tdap):** Student **MUST** provide proof of a one-time immunization for Tetanus, Diphtheria, and Pertussis (Tdap). The document submitted for the Tdap **MUST** be clearly marked as a Tdap and listed alone without any other possible vaccination choices. If the document you submit is not clearly marked as a Tdap, it will not be accepted by THS SON. In addition to the initial immunizations, students are required to have a tetanus booster if their last one is more than 10 years old. Verification of tetanus immunization should be provided by a nurse practitioner, physician assistant, medical doctor, or health department.
- **8. FLU SHOT:** A mandatory flu shot is due annually as soon as available at the beginning of flu season, which is typically around September for the following year. **This is a mandate by our contracted clinical facilities.**
- **9. HEALTH INSURANCE:** **BOTH** documents below are required.
  - A. Student must upload a front and back copy of a medical insurance card to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students) as proof of current health insurance coverage to remain active and on file throughout the time you are in the nursing program.

**AND**

- B. Student must sign a health insurance waiver in the event a lapse occurs with insurance coverage. The health insurance waivers must be submitted to the School of Nursing and **NOT** to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students). This form can be found in the BSN and Graduate Student handbooks.

*Please be aware: Each 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. All students who have paid their student activity fees are eligible to be seen and treated in the University Health Center.*

- **10. PROFESSIONAL LIABILITY INSURANCE:** Proof of current professional liability insurance

in the minimum amount of \$1,000,000/3,000,000 is required. Documentation must be a **CERTIFICATE OF INSURANCE** that includes the amount and dates of coverage. **All licensures (Examples: CNA, LPN, RN, etc.) must be made known to the insurance company at the time of policy application and be listed on the Certificate of Insurance, along with registered nurse student.** Also, the certificate of insurance must indicate **“full-time status”** in order to be covered at school and clinical sites. One such organization from which liability insurance can be purchased is “Nurses Service Organization” (NSO). The cost is usually around \$54.00 a year for generic students, but cost for licensed Registered Nurses may be higher and additional licensure may incur additional costs. You can access this information at [www.nso.com](http://www.nso.com), or call them at 1-800-247-1500. Students may purchase insurance coverage from other sources as long as coverage limits are met. Policies purchased from insurance carriers other than NSO` **MUST be occurrence based coverage policies** (which means you are protected by your policy for any event that occurs during your time of policy coverage). **If you do not use NSO for your liability policy, you will have to include on your CERTIFICATE of INSURANCE proof/information that states the policy is an occurrence based policy.**

- **11. CPR (CARDIOPULMONARY RESUSCITATION):** Proof of current certification from the **American Heart Association for “Basic Life Support (BLS) for Healthcare Providers.”** No other CPR course or certification association will be accepted. A front and back copy of your **signed CPR card MUST** be uploaded to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students). Check with the School of Nursing for dates of CPR classes. If the Tanner Health System School of Nursing is not able to offer a CPR class before you enter your first semester of classes, you **MUST** attain CPR certification from a certified American Heart Association trainer ([www.americanheart.org](http://www.americanheart.org)). **The Heart Saver Card WILL NOT be accepted.**

- **12. CRIMINAL BACKGROUND CHECK & DRUG SCREENS:**

**A Criminal Background Check/Drug screen is required of all students prior to enrollment in the first nursing course and yearly until the student successfully graduates from 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 students being denied initial licensure or delayed licensure by the Board of Nursing because of offenses that have occurred during nursing school.

**FOR STUDENTS IN THE RN TO BSN PROGRAM:**

Information regarding obtaining the Background Check and Drug Screen will be provided as soon as available. Disregard the information below as it pertains only to students in the pre-licensure BSN program.

**FOR STUDENTS IN THE PRE-LICENSURE BSN PROGRAM:**

**Ordering an Updated Background Check and Drug Screen through Infomart Advantage Student**

All students are responsible for ordering and payment of the criminal background check and drug screen through Advantage Students at [www.advantagestudents.com](http://www.advantagestudents.com). Please turn in confirmation receipt from Advantage Students for proof of purchase to THS School of Nursing.

\*\*If you have not moved out of state since your last background check, only list your current address on the

application. If you list previous addresses on the application, you will be charged additional fees and we cannot have those waived for you.

Package Pricing - **\$78.50**

## Background Check

1. Log into <https://www.advantagestudents.com/Default.aspx>
2. Click on Students, and then select “University of West Georgia - Nursing Students”
3. Select the Student Package
4. Select method of payment
5. Enter all required information

You will need to enter the **exact same email address and password** you entered on your initial order. This is the only way your account will show multiple checks. If you do not remember what email address and password you used for your first order, call Natalie at 770-984-2727 ext. 1376. She can quickly locate this information on your behalf.

## Drug Screen

Once the order has been processed and payment has been received, an email will be sent to you with a link that will direct you to a site to schedule your drug test. Once you are directed to the site, choose a collection facility convenient to you. This will be where you must go for your drug test. If asked for an address, complete the appropriate fields; the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use; then confirm your selection. Finally, print the “ePassport.” Take this with you to the clinic along with a photo ID. It is imperative that you report to the clinic as soon as possible. This link will also be made available on the confirmation page and your Advantage Students account profile.

Students who cannot meet the clinical requirement components of a nursing course due to issues in the background check or drug screen will receive a failing grade for the course. The THS School of Nursing cannot be responsible for any information in a student's criminal background check or drug screen due to legal constraints by the University System of Georgia and the limitations of involvement with obtaining and evaluating the background checks. Faculty members and staff are not allowed to view student criminal background checks or drug screen information, except to be informed of its completion.

If you think there could be a problem with your background check and drug screen due to previous incidents that are significant in your past history that will keep you from progressing in the Nursing program or becoming licensed by the Georgia Board of Nursing, you should make an appointment to talk with the BSN Program Director (Amy Farmer at 678-839-5632 or [amgood@westga.edu](mailto:amgood@westga.edu)) or the Associate Dean for Undergraduate Education (Linda Mason Barber at 678-839-5626 or [lbarber@westga.edu](mailto:lbarber@westga.edu)) if you are in the pre-licensure or RN to BSN program. Make an appointment with the MSN Program Director (Sally Richter at 678-839-2431 or [srichter@westga.edu](mailto:srichter@westga.edu)) or the Associate Dean for Graduate Education (Susan Welch at 678-839-5634 or [swelch@westga.edu](mailto:swelch@westga.edu)) if you are in the MSN program.

- **13. LICENSURE:** Any student who is currently licensed by any Board in or outside the State of Georgia must upload the official document received which bears the official name under which he/she is licensed and area of licensure to the designated website for documents (i.e. Verified Credentials for pre-licensure BSN students). (For example: CNA, LPN, RN, Respiratory Therapy, etc.). **If the licensure has front and back sides, i.e. CNA certification cards, you must sign the back of the card and upload both front and back copies. If a card is not issued, please print and upload a copy of proof of licensure from the Georgia Board of Nursing or other appropriate site, or the Georgia Nurses Aide site to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students).**

- **14. CONFIDENTIALITY POLICY FORM:** This form can be found in your BSN or Graduate Student Handbook. Please read the confidentiality policy in its entirety, then sign and submit it in along with other forms listed on this checklist. Please be aware that your signature indicates you understand all confidentiality rules, policies, and procedures contained in your BSN or Graduate Student Handbook and will abide by them.
- **15. HANDBOOK STATEMENT FORM:** This form can be found in your BSN or Graduate Student Handbook. **Please be aware that your signature indicates you understand the policies and procedures contained in your BSN or Graduate Student Handbook.**
- **16. MOU (Memorandum of Understanding) FORMS:** Please print, sign, and date the MOU forms located in the back of the BSN or Graduate Student Handbook. Have someone witness your signature as required. These forms are required by all THS School of Nursing clinical contracted agencies per Board of Regents requirements.

Individual contracting clinical agencies may impose additional health and professional requirements the student must meet before participating in clinical activities in that clinical agency. The student's clinical instructor will inform the student of any additional requirements and will provide instructions as to how to complete these requirements. Students must meet any additional requirements by the appropriate deadlines and at their own expense. The absence of any required document may prevent the student from progressing in the nursing program and may result in the student losing his/her placement in the program. Students will submit evidence for all required health and professional documents to the designated website for documents (i.e., Verified Credentials for pre-licensure BSN students) except those specified to be turned in to the School of Nursing. If you have questions, please feel free to call 678-839-6552.

All forms needed on this checklist can be found in the back of the BSN or Graduate Student Handbook.

Revised 6/26/18 lmb; 5/16/17 lmb; 6/15/17 lmb; 2/5/18 lmb; 3/21/18 lmb