



**Tanner Health School of Nursing  
Health & Professional Requirements Checklist  
BSN Pre-Licensure & RN to BSN Programs**

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The Tanner Health School of Nursing partners with clinical agencies to provide quality clinical education to students enrolled in the prelicensure BSN program. To do this, all students must meet credentialing requirements for all our partner agencies. As a current nursing student of the Tanner Health School of Nursing undergraduate program, you must comply with all the items in this health requirement checklist. Except for sequenced or yearly vaccinations, all documents for required health credentials must be completed by July 1<sup>st</sup> and must not expire before June 30<sup>th</sup> of each academic year. Individual contracting clinical agencies may impose additional health and professional requirements, which students must meet before the start of each academic year. All credentialing costs will be at the expense of students and will not be covered by tuition or course/lab fees. The Clinical Placement Specialist will inform students of any additional requirements and will provide instructions as to how to complete these requirements. Because many of the processes to complete documentation for health requirements may take several weeks, students are encouraged to plan accordingly and begin the process early to avoid any penalties.

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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, and NURS 4508, will result in a penalty of 5% of the total possible course grade if the items are not completed by the following due dates:

- July 1<sup>st</sup>

There will be an additional penalty of another 5% of the total possible course grade if any outstanding items past their due date 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.

All communication regarding clinical documents and clinical placement will be sent via students' MyUWG email. Students are expected to check their accounts regularly. Failure to check or respond to your UWG email does not constitute an excuse for keeping clinical credentials and files up-to-date. Students must have a completed clinical document file to be permitted to participate in clinical activities. Please note that the Tanner Health 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 documents listed A - E are required for all new nursing students to be read and signed before starting their nursing program. These forms will be electronically signed upon starting your Verified Credentials account. A copy will be printed and placed in your student clinical file at the THSON.

- A. BSN Handbook Form
- B. Confidentiality Policy Form
- C. Health Insurance Acknowledgement Form
- D. Student Clinical Contract Release and Authorization Forms (2 Pages)
- E. Hepatitis B Requirement Acknowledgement Agreement Form

The following requirements listed below 1 – 13 are mandated for all students and will be housed in a [Verified Credentials](#) personal account. 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**

\*THSON prefers for students to purchase the Liability policy from the “Nurses Service Organization” (NSO). Proof of current certificate of professional liability insurance is required with the following specifications:

- Occurrence Based Policy
- Minimum coverage amounts of \$1,000,000/3,000,000
- Dates of coverage (**Policy must be effective by the deadline date for all required documents.**)
- The following “Medical Specialties” must be reflected in the policy:
  - Any licensures/ Certifications (Examples: CNA, LPN, RN, etc.)
  - Registered Nurse Student
- Premium that reflects “**Employed, Full Time**”

Liability Insurance coverage is good for one year only and must be renewed annually. **The effective date should be set to July 1<sup>st</sup>, and the expiration date should be set for June 30<sup>th</sup>.** Any licensure or certification that expires while enrolled in the nursing program must subsequently be removed from the liability policy by uploading an Addendum to Verified Credentials stating that the Certification was removed, including the effective date of the removal.

\* “Nurses Service Organization” (NSO). You can access this information at [www.nso.com](http://www.nso.com), or call them at 1-800-247-1500.

### 3. **CPR (CARDIOPULMONARY RESUSCITATION)**

Students must upload a front and back copy (or eCard) of an [American Heart Association](#) BLS Provider Certification. **Certifications from other agencies will not be accepted.**

CPR coverage is good for **2 years** from the certification date. CPR certification must not expire during the Fall or Spring semester. If this document expires while in the nursing program, students must renew prior to the start of the Fall semester.

### 4. **ANNUAL PHYSICAL ABILITY FORM**

This verifies the student's physical ability to perform clinical activities. A physical must be renewed **annually by July 1<sup>st</sup>**, and must not expire during the Fall or Spring semester. A [Physical Ability Form](#) is on the THSON website. 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 located at the Carrollton Campus. Another physical ability form must be submitted if there are any changes in the health or physical status of a student while they are enrolled in the program.

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

All TB tests and documentation should be completed in the month of June with submission of negative tuberculosis documentation by July 1<sup>st</sup> of each year.

- 1<sup>st</sup> year [2-step skin test form](#) (TB/PPD Form)
  - tests must be performed no more than three weeks apart **OR**
- Quantiferon/TSpot testing **OR**
- Chest x-ray (for students with proof of previous positive TB skin tests)
  - Please note that, depending on facility placement, additional documentation may be required if imaging report is older than 6 months.
  - Symptom Screening (required annually until chest x-ray becomes 5 years old)\*\*

1st year all students are required to submit negative tuberculosis documentation 1<sup>st</sup> year 2-step TB/PPD form. 2<sup>nd</sup> year all students are required to submit negative tuberculosis documentation 2<sup>nd</sup> year 1-step TB/PPD form, or Quantiferon/Tspot test, or Chest x-ray with proof of positive PPD by July 1<sup>st</sup> annually.

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 the length of treatment.

\*\*Those who have been treated for tuberculosis should follow the 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-rays are 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.

All students who have paid their health services fees may have a PPD or Quantiferon completed at the University [Health Services Center](#). PPDs are only available on Monday, Tuesday, or Wednesday

due to the need for reading results within 48-72 hours from the time the test is administered.

## 6. **FLU SHOT**

A mandatory flu shot is due **annually** as soon as available as vaccinations for the current flu season are available (Students must submit proof of vaccination by October 15 of each year).

## 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. If a student's Tdap becomes more than 10 years old, they will be required to have a renewal Tdap (**which MUST include Pertussis**), in order to meet the clinical requirements.

## 8. **HEPATITIS B IMMUNIZATION**

### **SCENARIO 1** – Hepatitis B – Standard Requirements

- **Proof of 3 Hepatitis B Vaccinations or 2 Heplisav-B Vaccinations**
- AND**
- **Proof of positive Hep B Surface Antibody Titer Blood Test**

### **SCENARIO 2** – Students that have proof of 3 vaccinations and a Negative Hep B Surface Antibody Titer. Follow CDC Guidelines below by repeating either an addition 3 Hep B Vaccination Series or a 2 step Heplisav-B Vaccination Series:

- Hep B Injection #4
- Hep B Injection #5 One (1) month after injection #4
- Hep B Injection #6 Five (5) months after injection #5 (**N/A if having 2 Heplisav-B Vaccinations**)
- **FINAL Hep B Surface Antibody Titer Blood Test: Six (6) weeks after last injection (depending on series given)**
  - If the 2<sup>nd</sup> Titer Blood Test results are negative you are required to have a healthcare provider complete the THSON [Non-responder form](#) and list ALL vaccinations and All titer dates. Form found on THSON website.

## 9. **MMR (MEASLES, MUMPS & RUBELLA)**

Students must provide documentation of **ONE** of the following:

- 2 MMR Immunizations **OR**
- 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 **OR**
- 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 as proof of current health coverage to remain active and on file throughout the time you are in the nursing program.
- Students Name must be on insurance card. If students name is not on insurance card they must upload proof of coverage from company as a listed dependent, in addition to the insurance card.
- Signed Health Insurance Acknowledgement Form (found on THSON website), 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. All students who have paid their UWG health fee are eligible to be seen and treated in the [University Health Center](#).

## 12. 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 order the **Student Package**. Please make sure to share your completed background Check & Drug Screen with UWG School of Nursing Student. The background & drug screen process can take up to 2 weeks to show complete after the student completes their drug screen. Students must order the Student Package and complete the drug screen no later than June 7<sup>th</sup>.**

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 get in touch with Advantage Students customer service at 1-888-885-8990.

As part of the Health and Professional Requirements for the Tanner Health School of Nursing, students must complete a mandatory criminal background check and drug screen each year. Students complete this process through the THSON'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 or another placement slot is not available, 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 students 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 get in touch with the Tanner Health School of Nursing for guidance.

13. **LICENSURE and CERTIFICATION**

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

14. **COVID-19 REQUIREMENT**

The completed COVID-19 vaccine series is a requirement of many clinical agencies, not the UWG THSON. Exemption status is between the student and the clinical agency. Exemptions may or may not be considered and/or approved by all clinical agencies.

Student must provide a copy of their completed COVID-19 vaccine series OR an approved exemption form signed and dated by the clinical agency.

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Student Signature

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Date