Clinical Requirement Policy and Procedure	University of Tennessee at Chattanooga School of Nursing

Clinical agencies such as hospitals, health departments, etc., have certain criteria with which we must comply. As a School of Nursing (SON), we must certify that the students we take into clinical agencies as part of clinical courses meet these requirements.

Policy
Level 1 (incoming BSN students): must complete all clinical requirements listed below must be completed by 5:00pm on January 2 for the spring semester and August 1 for the fall semester.

Levels 2-5: must submit documentation of any expired or expiring clinical requirements listed below (documents that expire yearly are highlighted) by 5:00pm January 2 for the spring semester and August 1 for the fall semester.

Clinical requirements may not expire during the semester. Failure to have all of the clinical requirements listed below current in your clinical file by 5:00pm on the first day of class of the semester will result in one clinical absence.   A second clinical absence will be earned if the missing/expired clinical requirement is not submitted by the first Friday of the semester. Two clinical absences will result in a failing grade in all clinical courses for the semester. A student will be removed from clinical for missing or expired clinical requirements.

Procedure
All clinical requirement documentation must be scanned in as a PDF document (please do not send as a photo/picture).   Initial clinical requirement documents should be sent as one packet with all documentation listed below. Your clinical requirement file will be kept electronically in the School of Nursing. All clinical requirement documents should be emailed to April-Anderson@utc.edu. Clinical requirements will only be accepted electronically by email attachment.   A scanner is located on the 2nd floor of the Metro Building outside of the Computer Lab.

You are responsible for keeping track of the date the items in your clinical file expire. It is recommended you keep the hard copy and electronic copy of your clinical requirement documentation to keep track of expiring requirements. Expired documents may result in a course failure for the semester.

REQUIREMENT	DOCUMENTATION	FREQUENCY
Background Check – see attached	The background check results are sent directly to the SON. No documentation needs to be sent by the student.	Upon admission to School of Nursing only.
BSN Acknowledgement form – see attached	The signature form must be included in your clinical packet submitted.	Upon admission to School of Nursing only.
ADA and Core Performance Standards form – see attached	The signature form must be included in your clinical packet submitted.	Upon admission to School of Nursing only.
Drug Screen: Must be completed at ARCPoint at 6102 Shallowford Road, suite 102. You must take the ARCPoint authorization form with you for the drug screen (see attached).	Documented by University Health Services on the Verification of Clinical Requirements form. <DO NOT SEND A COPY OF YOUR DRUG SCREEN RESULTS TO THE SCHOOL OF NURSING. UNIVERSITY HEALTH SERVICES WILL DOCUMENT THE DRUG SCREEN ON THE VERIFICATION OF CLINICAL REQUIREMENTS FORM SENT TO THE SCHOOL OF NURSING.>	Upon admission to School of Nursing and only for cause after admission.
Tuberculosis testing or, if positive, chest x-ray results. Please note if you need to have immunizations done because of a negative titer, the TB test must be done first.	You should be given a copy of your results by your healthcare provider.	TB skin test must be completed annually.
History and physical examination/Titers: The health and physical examination form is available in the University Health Services portal (see instructions at https://www.utc.edu/university-health-services/healthscienceprogramrequirements.php). The health and physical examination form may be completed by your healthcare provider or University Health Services but will be kept on file in University Health	The Verification of Clinical Requirements form completed by University Health Services. <DO NOT SEND A COPY OF YOUR PHYSICAL EXAM TO THE SCHOOL OF NURSING. THE PHYSICAL MUST BE KEPT ON FILE IN UNIVERSITY HEALTH SERVICES AND ONLY THE VERIFICATION OF CLINICAL REQUIREMENTS FORM SENT TO THE SCHOOL OF NURSING AS	Upon admission to School of Nursing only.

Services. They will complete the Verification of Clinical Requirements form with the following information included: 1. Physical exam completion 2. Hepatitis B titer or vaccine series if not immune* 3. Varicella titer: Varicella Zoster (chicken pox) **cannot** be self-declared, must have a titer drawn* 4. Measles, Mumps & Rubella (MMR) titer* 5. Tetanus & Pertussis (tDAP) Vaccine: Tetanus vaccine must be within last 10 years and include Pertussis. *If a live vaccine is required because of a negative titer, the TB test must be completed before the live vaccine is given.	DOCUMENTATION OF YOUR PHYSICAL EXAM AND TITERS.>	
CPR for HealthCare Providers. Students must maintain current certification throughout the program. The CPR course must be one that is equivalent to the AHA HealthCare Provider course. This CPR course is offered in Chattanooga through We R CPR. A schedule of their classes is online, https://www.wercpr.com/staff/bls-for-healthcare-providers/.	CPR card/certificate issued by American Heart Association. No other CPR cards will be accepted.	Must be recertified every two years
Influenza Vaccination: All nursing students are required to receive the flu shot. If student is unable to receive a flu shot for medical reasons, they will be required to wear a mask in clinical.	Either the form attached or the receipt documentation from the healthcare provider giving the vaccine.	Every fall semester when the vaccine becomes available. Due to the availability of the vaccine, this requirement is not due until October 1.
N95 Fit Test & Respirator Clearance: Please check with the SON to see when the fit testing clinic will be offered. You must bring the attached paperwork and $15 fee to the fit testing clinic.	Documentation of fit test	Upon admission to School of Nursing AND annually after that
Joint Commission Requirements: Students will use the TCPS system to review the general orientation and complete the quizzes for "Nursing, MD, PA General Orientation" and "FERPA & Confidentiality Agreement". This is done through the TCPS system and instructions for accessing will be mailed every August when the system is updated.	"Nursing, MD, PA General Orientation" quiz certificate and "FERPA & Confidentiality Agreement" quiz certificate	Must be done yearly
TCPS Facility Orientation: Students must use the TCPS system to complete the facility orientations for Erlanger, Memorial and Tristar HCA Parkridge.	Erlanger –Quiz certificate, Hippa/Confidentiality form and Code of Conduct form Memorial –Quiz TriStar HCA (Parkridge) –Quiz	Must be done yearly
Personal Health Insurance: Student must maintain personal health insurance throughout the program.	A copy of your health insurance card front and back	Must be done upon entry and every fall semester
Liability Insurance: You will make a $20 payment online in your MocsNet account under the Money tab. When you make this payment online, you must then email Nancy-Neal@utc.edu and put in the subject: **Payment for Nursing Liability Insurance**.	Receipt or account statement showing payment. Just making the payment is not enough to provide proof; you must include your receipt as you would any other clinical requirement.	The university's contract for liability insurance runs every year from June 1st to May 31st. No matter when you pay during that time, you are only covered until May 31st when the contract ends. Everyone needs to pay liability insurance after June 1st every year.