

**UNIVERSITY OF TENNESSEE AT CHATTANOOGA
SCHOOL OF NURSING
GATEWAY CLINICAL REQUIREMENT POLICY**

Clinical agencies such as hospitals, health departments, etc., have certain criteria with which we must comply. As a School of Nursing, we must certify that the students we take into clinical agencies as part of clinical courses meet these requirements. Clinical requirements for the Gateway RN-BSN students are uploaded to UTC Learn by the student into their clinical requirement folder. If you are missing any of the items below from your clinical requirement folder or they expire, the Gateway Advisor will notify the clinical instructor. Your clinical instructor will then notify you of the expired requirement and remove you from clinical.

You are responsible for keeping track of the date the items in your clinical requirement file expire. It is recommended you make copies of all of your clinical requirement documentation, including your checklist, before you turn them into the School of Nursing. This will assist you in keeping track of your clinical requirements and insure you do not have to be removed from clinical. Failure to have all of the clinical requirements listed below updated in your clinical file by April 15 will result in one unsatisfactory rating for each day the requirement is not completed.

REQUIREMENT
Background check: To be completed through the Certified Background system upon acceptance to the program. Results are automatically sent to the Certified Background system after using the instructions given by Certified Background. Paid directly to CertifiedBackground.com.
Drug Screen (10 panel): To be completed upon acceptance to the program. Screening is available by appointment at UTC Student Health Services on campus.
Current unencumbered RN license – verification from Board of Nursing website.
Liability Insurance: This must be obtained through the University of Tennessee system in the UTC Bursar’s Office. This provides coverage ONLY when providing care as a student. A copy of the receipt must be uploaded to your clinical file folder on UTC Learn.
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. The School of Nursing offers the course at the beginning of each semester (signs are posted throughout the building). The signed CPR card front and back must be uploaded to your clinical file folder on UTC Learn.
Tuberculosis testing. Documentation of testing must be placed in your clinical file folder on UTC Learn.
Joint Commission Requirements: Students will use the TCPS system (instructions are on UTC Learn website) to review the general orientation and complete the quiz. The quiz certificate must be uploaded to your clinical file on UTC Learn. If you are a working RN and have completed Joint Commission requirements through a different system at the facility you are employed, you may submit this documentation in place of the TCPS certificate.
Personal Health Insurance. A copy of a health insurance card front and back must be placed in your clinical file folder on UTC Learn.
History and Physical Examination: The physical form must be completed by your physician or University Health Services. All three pages of the physical form must be sent to University Health Services to keep on file and they will complete page 3 to upload to your clinical file on UTC Learn. Please do NOT upload the first two pages of your physical to your clinical file on UTC Learn.
Hepatitis B titer or vaccine series if not immune: Documentation of titer must be uploaded to your clinical file folder on UTC Learn. The Hepatitis B titer must be documented on page 3 of the History and Physical Examination form.
Varicella titer: Varicella Zoster (chicken pox) cannot be self-declared, must have a titer drawn. Documentation of titer must be uploaded to your clinical file folder on UTC Learn. The varicella titer must be documented on page 3 of the History and Physical Examination form.
Measles, Mumps & Rubella (MMR) titer: Documentation of titer must be uploaded to your clinical file folder on UTC Learn. The MMR titer must be documented on page 3 of the History and Physical Examination form.
Tetanus & Pertussis (tDAP) Vaccine: Tetanus vaccine must be within last 10 years and include Pertussis. Documentation of immunizations must be uploaded to your clinical file folder on UTC Learn. The tDAP vaccine must be documented on page 3 of the History and Physical Examination form.

These requirements are subject to change at the discretion of the School of Nursing and/or with changes in clinical agency policies.