

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: All students in the accelerated and traditional BSN must complete all clinical requirements listed below. Documentation of these requirements is to be turned into the School of Nursing advisor by 5:00pm on December 15 for the spring semester, May 1 for the summer semester and August 1 for the fall semester. Having the documents submitted to University Health Services does not meet the requirement until the documents are sent directly from the student to the School of Nursing advisor.

Clinical requirements may not expire during the semester. Failure to have all of the clinical requirements listed below current in your clinical file and verified by the School of Nursing 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 and verified by the first Friday of the semester. Students are required to have the influenza vaccination every fall semester. Due to the timing of the vaccine, students will have until October 1st to submit documentation of the flu vaccination. Failure to submit documentation of the flu vaccination by October 1st, will result in a clinical absence. Failure to submit the flu vaccination by October 5th, will result in a second clinical absence. 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.

If a student withdraws from the nursing program for a semester or more, the background check and drug screen must be repeated prior to returning to the nursing program.

Procedure: All clinical requirement documentation must be scanned in as a PDF document (no photos) and emailed to the BSN advisor by the deadline above. 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. Prior to the end of the semester, a clinical requirement summary of your current clinical requirements will be distributed to you in class. You will be responsible for verifying if you have any clinical requirements expiring and updating them.

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. If a student takes a semester off from the program for any reason, the background check must be repeated prior to returning.
BSN Acknowledgement form	This form will be distributed and submitted at orientation.	Upon admission to School of Nursing
ADA and Core Performance Standards form	This form will be distributed and submitted at orientation.	Upon admission to School of Nursing only.
Drug Screen: Should 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). If you do not live in Chattanooga, please contact April-Anderson@utc.edu for instructions on doing outside of Chattanooga.	Documented by University Health Services on the Verification of Clinical Requirements form. <DO NOT SEND DRUG SCREEN RESULTS TO THE SCHOOL OF NURSING. UNIVERSITY HEALTH SERVICES WILL DOCUMENT THE DRUG SCREEN ON THE VERIFICATION OF CLINICAL REQUIREMENTS FORM.>	Upon admission to School of Nursing and only for cause after admission. If a student takes a semester off from the program for any reason, the drug screen must be repeated prior to returning.
Tuberculosis testing or, if positive, chest x-ray results.	You should be given a copy of your results by your healthcare provider.	TB questionnaire must be completed yearly after an initial negative test is submitted upon entry.
History and physical examination & Immunizations: 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 Services. The health and physical examination form is attached. If you complete your physical at your healthcare provider's office, please upload the physical form to your University Health Services portal (see instructions at https://www.utc.edu/university-health-services/healthscienceprogramrequirements.php). University Health Services will complete the Verification of Clinical Requirements form with the following information	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 documentation of your physical exam and vaccination/titers.	Upon admission to School of Nursing only.

<p>included:</p> <ol style="list-style-type: none"> 1. Physical exam completion 2. Hepatitis B negative titer or vaccine series 3. Varicella negative titer or vaccine: Varicella Zoster (chicken pox) cannot be self-declared, must have vaccine or titer drawn* 4. Measles, Mumps & Rubella (MMR) negative titer or vaccine 5. Tetanus & Pertussis (tDAP) Vaccine: Tetanus vaccine must be within last 10 years and include Pertussis. 		
<p>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/.</p>	<p>CPR card/certificate issued by American Heart Association. No other CPR cards will be accepted.</p>	<p>Must be recertified every two years</p>
<p>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.</p>	<p>Documentation from the provider giving the vaccine. Requests for exemption based on religious or medical reasons may be granted by the SON Director.</p>	<p>Every fall semester when the vaccine becomes available. Due to the availability of the vaccine, this requirement is not due until October 1.</p>
<p>N95 Fit Test & Respirator Clearance: The SON offers free fit testing at orientation.</p>	<p>Documentation of fit test</p>	<p>Upon admission to School of Nursing AND annually after that</p>
<p>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.</p>	<p>"Nursing, MD, PA General Orientation" quiz certificate and "FERPA & Confidentiality Agreement" quiz certificate</p>	<p>Must be done every August.</p>
<p>TCPS Facility Orientation: Students must use the TCPS system to complete the facility orientations for Erlanger, Memorial and Tristar HCA Parkridge.</p>	<p>Erlanger –Quiz certificate, Hippa/Confidentiality form and Code of Conduct form Memorial –Quiz TriStar HCA (Parkridge) –Quiz</p>	<p>Must be done every August.</p>
<p>Personal Health Insurance: Student must maintain personal health insurance throughout the program.</p>	<p>A copy of your health insurance card front and back</p>	<p>Must be done upon entry</p>
<p>Liability Insurance: You will make a \$10 payment online in your MocsNet account. When you make this payment online, you must then email BursarLiabilityIns@utc.edu and put in the subject: Payment for Nursing Liability Insurance.</p>	<p>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.</p>	<p>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.</p>