

Student Clinical Clearance Guide

for Second Degree BS in Nursing and
Traditional BS in Nursing Students

An overview of the clinical clearance requirements for
Second Degree and Traditional Nursing students.
Students must review and adhere to the requirements
outlined in this document.

**PREPARED BY
THE OFFICE OF
CLINICAL
CLEARANCE**



Excellence in Action

School of Nursing Clinical Clearance Office

Email: clinicalclearance@sn.rutgers.edu

Main Number: (973) 972 -8544

January 2020

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Health Forms: http://njms.rutgers.edu/departments/family_medicine/shs/immun_son.cfm

Immunization Portal at <https://patient-rbhs.medicatconnect.com/>

FAQ: http://njms.rutgers.edu/departments/family_medicine/shs/documents/FAQprep5.18.18.pdf

CastleBranch

www.castlebranch.com

Service Desk: <https://www.castlebranch.com/contact-us>

(888) 723-4263

Hours of operation:

Monday-Thursday 8am-10pm EST

Friday 8am-6:30pm EST

Sunday 10am-6:30pm EST

Third party vendor for the following:

- Background Check
- Student Disclosure Form
- Drug Screening

OFFICE OF CLINICAL CLEARANCE MISSION

The Rutgers University School of Nursing's Office of Clinical Clearance is responsible for ensuring that all students engaged in the clinical experience comply with the policies and regulatory requirements of the School and healthcare agencies prior to their clinical rotations.

The Office is also responsible for securing affiliation agreements for the School of Nursing with healthcare institutions, clinics, and private practices who wish to participate in a clinical partnership with the School of Nursing.

Our goal for clinical clearance includes the following:

1. Ensure that all students in the clinical setting have completed all clinical requirements prior to the clinical experience which will decrease health risks to students.
2. Protect patients and other healthcare professionals with whom students interact.
3. Comply with the contractual agreements between our clinical partners and the School of Nursing and achieve clinical compliance

CLINICAL CLEARANCE INTRODUCTION

A major requirement of the Nursing Program is clinical clearance compliances. “Compliance” is the term used for all the medical, legal, and clinical information required by the University, School of Nursing (RUSON), and the clinical institutions to be eligible to complete your clinical experiences.

Some compliance requirements are required ANNUALLY while others are valid for two years. Compliance documentation (exams, results, certifications, etc.) must be dated/completed before each deadline with the exception of the Flu vaccine in the **Fall semester** only which must be completed by August 20th. **It is the student’s responsibility to review clinical compliance for each semester.**

CONTINUING SECOND DEGREE AND TRADITIONAL BS IN NURSING STUDENTS

All continuing students are expected to maintain clinical compliance throughout the program. Since some of our undergraduate program run through the entire year it is imperative that you review and **adhere** to the clearance schedule provided below:

Second Degree BS in Nursing Students

Semester	Student Document Review	Deadline for Submission
Fall semester	May 1 st	June 1 st
Spring semester	October 1 st	November 1 st
Summer semester	March 1 st	April 1 st

Traditional BS in Nursing Students (Newark, New Brunswick and Blackwood)

Semester	Student Document Review	Deadline for Submission
Fall semester	May 1 st	June 1 st
Spring semester	October 1 st	November 1 st

COMPLIANCE REQUIREMENTS OVERVIEW

Clinical courses are an exciting and crucial part of the educational process at the Rutgers School of Nursing. You will be on-site at clinical agencies side-by-side with healthcare professionals where you will see the direct impact that the field of nursing has on the care of patients.

For the protection of our students and the patients, there are several requirements that must be completed to participate in clinical(s). If students do not complete requirements in accordance to the deadline outlined in this document, then the student will not be eligible to participate in the clinical experience. **It is critical that students complete all clearance requirements on time.**

If you do not have all requirements completed by the assigned date, you will not be eligible to participate until the next time the course is offered depending on space and availability. Since some courses are offered on an annual basis, it is critical that you complete all clearance requirements on time.

COMPLIANCE REQUIREMENTS GRID

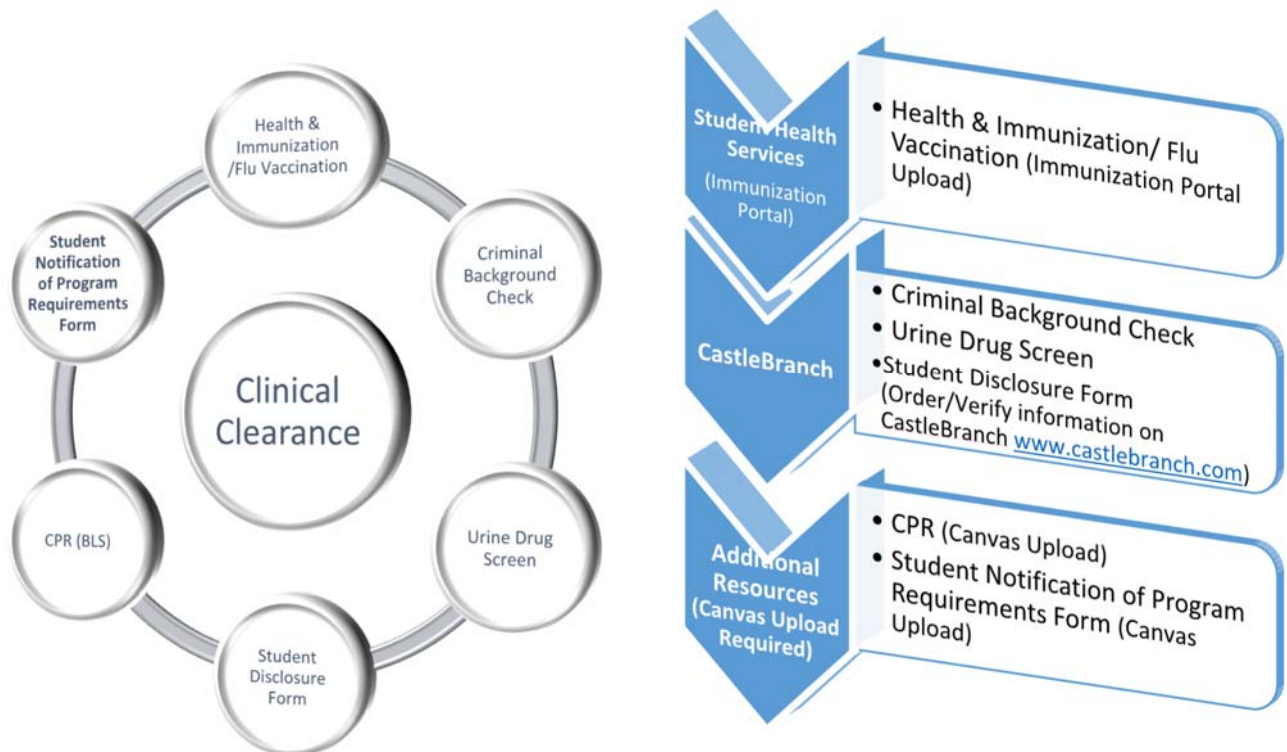
Clinical Clearance Requirements	Second Degree and Traditional BS in Nursing Students (New Brunswick, Newark & Blackwood)
<i>Student Notification of Program Requirements</i>	<input checked="" type="checkbox"/>
<i>Health & Immunization/ Flu Vaccination</i>	<input checked="" type="checkbox"/>
<i>Criminal Background Check</i>	<input checked="" type="checkbox"/>
<i>Student Disclosure Form</i>	<input checked="" type="checkbox"/>
<i>Urine Drug Screening</i>	<input checked="" type="checkbox"/>
<i>CPR/BLS</i>	<input checked="" type="checkbox"/>

- Some requirements may take only a day to complete, while others can take several months and require multiple visits to a physician. It cannot be stressed enough how important it is that students read and understand each requirement and begin completing them long before the final clearance date.
- Some clinical institutions may have additional requirements (e.g. compliance modules, training) that are not part of the standard compliances. You will be notified prior to the start of your clinical if you must complete the additional requirements.
- It is the student's responsibility to review all compliance documents for expiration dates and resubmit before non-compliance.

DESCRIPTION OF CLINICAL CLEARANCE REQUIREMENTS

There are six (6) components to the Clinical Clearance requirement for Second Degree and Traditional BS in Nursing students:

1. Student Notification of Program requirements
2. Health and Immunization and Flu Vaccination
3. Background Check
4. Urine Drug Screening
5. Student Disclosure Form
6. Cardiopulmonary Resuscitation Training – **AMERICAN HEART ASSOCIATION ONLY!!**
 - (American Heart Association CPR/BLS for Healthcare providers)



REQUIREMENT #1: STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS (UPLOAD TO CANVAS REQUIRED)

All nursing students must complete a Student Notification of Program Requirements Form prior to matriculation into any Rutgers nursing program.

Students must complete this form and upload to Canvas.

Sample



STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete this form.

1. The student is accountable for all policies and information contained within the **Student Clinical Clearance Guide**.
2. Students must review the **Rutgers School of Nursing Catalog**. The catalog serves as a resource for degree and major requirements, as well as academic policies and procedures and may be found online <http://nursing.rutgers.edu/catalog/index.html>
3. Student must read School of Nursing Policies and Guidelines which may be found at <http://nursing.rutgers.edu/catalog/index.html> . The Full student Policy index can also be found at <http://nursing.rutgers.edu/policies/index.html>
4. CONFIDENTIALITY: All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment.
5. Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course. Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.
6. PERSONAL HEALTH INSURANCE: Current health insurance is required of all students, and proof of coverage must be provided if the clinical facility requests proof prior to providing patient care. Therefore, students should carry a copy of their insurance card. Your signature on this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

I attest that I have fully reviewed and understand the information contained in this Student Clinical Clearance Guide and the referenced documents and websites and agree to comply with all stated regulations. As a student at the Rutgers School of Nursing, I understand that failure to comply with the stated regulations could lead to academic and/or disciplinary action(s).

Student Name: _____

Program: _____

Student Signature _____ Date: _____

- A copy of the form may be found on Page 18 of this booklet. Please sign and upload to Canvas. A Copy of the form may be found in the Canvas course "School of Nursing – Student Information".
- Canvas Instructions may be found on page 16 -17 of this booklet.

REQUIREMENT #2: HEALTH AND IMMUNIZATION/ FLU VACCINATION SECOND DEGREE AND TRADITIONAL (JUNIORS/SENIORS) STUDENTS

- Visit the Student Health and Immunization website at http://njms.rutgers.edu/departments/family_medicine/shs/immunizations.cfm to complete your health & immunization requirements.
- Please select the packet “ Category 1 (Updated 1.30.19)”
- Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Immunization Portal at <https://patient-rbhs.medicatconnect.com/>
- An annual influenza (Flu) vaccination is required of all nursing students prior to attendance at any clinical site utilized by the nursing program.
- Students must receive a new vaccine each Fall administered after August 1st
- To submit your health/immunization and flu vaccination documents, please log on to the student health services **Patient Immunization Portal** at <https://patient-rbhs.medicatconnect.com/> with your Rutgers NETID and password.

To view your immunization records,

- Click on the Immunization tab, View History, and Print. At the bottom of your record, you will find any missing requirements.
- You may submit any outstanding immunization documentation through the portal under the Upload tab or via fax (973) 972-0018.
- If you are uncertain about your requirements, you may find your program and corresponding packet at: <http://njms.rutgers.edu/shs/immun son.cfm>

REQUIREMENT #3: CRIMINAL BACKGROUND CHECK

- Students are required to complete a background check as one of the compliances.
- Rutgers School of Nursing uses CastleBranch www.castlebranch.com as a secure platform that allows students to order their background check online.
- Refer to Instructions: <http://nursing.rutgers.edu/clinical/background-check.html> for order number (RU38)
- The criminal background check is good for two years. If you have completed this within the last two years through CastleBranch you will not need to do it again.

All students are advised that in those instances where a student's criminal background check contains information related to past criminal activity, the student shall matriculate at his/her own risk. Rutgers School of Nursing cannot guarantee that it can or will find a suitable clinical placement (s), as the decision to accept a student rests entirely with the receiving institution.

REQUIREMENT #4: STUDENT DISCLOSURE FORM

- All students **must** complete the Student Disclosure Form through CastleBranch.
- Included in your Background Check package
- Student must complete Student Disclosure Form

Sample Disclosure Form



Accepted Applicant/Enrolled Student Disclosure Form

Please answer the following questions and return this form with the Accepted Applicant/Enrolled Student Authorization for Criminal Background Check:

Have you ever been convicted, or pleaded guilty or no contest to a crime, misdemeanor or other offense? (All convictions, guilty or no contest pleas must be disclosed unless you have a court order [written document] expunging the incident from your records.)

___ Yes

___ No

If yes, please describe the specific nature, year, location and disposition to date of the charge:

I hereby release Rutgers, its affiliated entities, employees and agents from all liability for requesting the above information and/or criminal background check reports and for acting based on such information and/or reports. I certify that the information above is true, accurate and complete. Any omission, or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action or dismissal. I also agree to notify the School of any future convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense; and of any future arrests, charges or investigations by any law enforcement authorities or professional licensing authorities by the next business day following the reportable event. If next day reporting is not feasible, I will notify the School as soon as possible, and in no event later than ten working days following the event.

Name: _____

Signature: _____

Date: _____



REQUIREMENT #5: URINE DRUG SCREENING

- Students are required to complete drug testing as one of the compliances.
- Rutgers School of Nursing uses CastleBranch www.castlebranch.com as a secure platform that allows students to order their drug test online.
- Refer to Instructions: <http://nursing.rutgers.edu/clinical/drugtesting.html> for order number (RU38DT)
- Place an order for drug testing package through CastleBranch
- Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your myCB account.
- This echain will explain where you need to go to complete your drug test. (LabCorp).
- Once specimen is collected, it takes up to 5 -10 business days for results.
- Drug retesting protocol is dependent on the clinical agency policy (e.g. dilute or positive results) and will require further testing and/or evaluation.
- Drug testing reports are securely posted on your myCB account and are available to the student and the School of Nursing only.
- Students are responsible for the cost of all initial drug testing and any retesting.
- Students are responsible for completing the drug screen and checking for their results through CastleBranch. If a screening comes back dilute or positive, further action may be required by the student.

The urine drug screen is good for two years from the published completion date.

REQUIREMENT #6: CPR-BLS (UPLOAD TO CANVAS REQUIRED)

- Only the [American Heart Association](http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp) Basic Life Support for Health Care Provider certification for Adult, Child, Infant and Automated External Defibrillator (AED) is **accepted**
- These certifications can be completed at a variety of training centers and are valid for two (2) years from the day that you pass the course.
- For information on class sessions, call the American Heart Association (877-242-4277) or go online to http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp
- Upload a copy of your certification card (front AND back) to Canvas



May 1st

☐ **Second Degree and Traditional Students:** Log into to the **Patient Immunization Portal** at <https://patient-rbhs.medicatconnect.com/> with your Rutgers NETID and password and review Health/Immunization status. Be sure to check dates of PPD expiration and any health requirement that may expire. Proof of the flu vaccine is required for complete health compliance. PPD and Flu Vaccinations are required on an annual basis in order to remain compliant. All compliance materials to be updated and submitted to the Patient Immunization Portal for review by June 1st

- Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Immunization Portal at <https://patient-rbhs.medicatconnect.com/>

☐ Log into to CastleBranch and review the expiration dates of your Background check, Drug Screening and Student Disclosure. These items are good for two (2) years from completion date. If any item is scheduled to expire during your upcoming clinical please schedule/submit new compliance. All items must be completed before June 1st

☐ Check your CPR card. Makes sure that your card will not expire during your upcoming clinical. If your card will expire during clinical schedule an appointment to renew.

June 1st Compliance Deadline

☐ All Health and Immunization including **Flu Vaccination**** (see note below) must be on file with Student Health

- **The Flu Vaccination will be available starting August 1st therefore this requirement MUST be uploaded to the Patient Immunization Portal (for your campus) between August 1st – August 20th. Your Health and Immunization Compliance will NOT be complete until Student Health receives and verifies your flu vaccination.

- ☐ Background Checks completed in CastleBranch
- ☐ Student Disclosure Form completed in CastleBranch
- ☐ Urine Drug Screening completed in CastleBranch
- ☐ Current CPR Card submitted to Canvas (*please verify expiration date*)
- ☐ Student Notification of Program Requirements (on file in Canvas)

Students are required to check and remain compliant throughout summer break

October 1st

☐ **Second Degree and Traditional Students:** Log into to **Patient Immunization Portal** at <https://patient-rbhs.medicatconnect.com/> with your Rutgers NETID and password and review Health/Immunization status. Be sure to check dates of PPD expiration and any health requirement that may expire. Proof of the flu vaccine is required for complete health compliance. All compliance materials to be updated and submitted to the Patient Immunization Portal for review by November 1st.

- Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Immunization Portal at <https://patient-rbhs.medicatconnect.com/>

☐ Log into to CastleBranch and review the expiration dates of your Background check, Drug Screening and Student Disclosure. These items are good for two (2) years from completion date. If any item is scheduled to expire during your upcoming clinical please schedule/submit new compliance. All items must be completed before November 1st

☐ Check your CPR card. Makes sure that your card will not expire during your upcoming clinical. If your card will expire during clinical schedule an appointment to renew.

November 1st Compliance Deadline

☐ **Health and Immunization including Flu Vaccination must be on file in the Student Health**

☐ **Background Checks completed in CastleBranch**

☐ **Student Disclosure Form completed in CastleBranch**

☐ **Urine Drug Screening completed in CastleBranch**

☐ **Current CPR Card submitted to Canvas *(please verify expiration date)***

☐ **Student Notification of Program Requirements (on file in Canvas)**

Students are required to check and remain compliant throughout winter break

March 1st

☐ **Second Degree Newark & New Brunswick:** Log into the **Patient Immunization Portal** at <https://patient-rbhs.medicatconnect.com/> with your Rutgers NETID and password and review Health/Immunization status. Be sure to check dates of PPD expiration and any health requirement that may expire. Proof of the flu vaccine is required for complete health compliance. All compliance materials to be updated and submitted to the Patient Immunization Portal for review by April 1st

- Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Immunization Portal at <https://patient-rbhs.medicatconnect.com/>

☐ Log into to Castlebranch and review the expiration dates of your Background check, Drug Screening and Student Disclosure. These items are good for two (2) years from completion date. If any item is scheduled to expire during your upcoming clinical please schedule/submit new compliance. All items must be completed before April 1st

☐ Check your CPR card. Makes sure that your card will not expire during your upcoming clinical. If your card will expire during clinical schedule an appointment to renew.

April 1st Compliance Deadline

- ☐ **All Health and Immunization including Flu Vaccination must be on file in the Student Health**
- ☐ **Background Checks completed in CastleBranch**
- ☐ **Student Disclosure Form completed in CastleBranch**
- ☐ **Urine Drug Screening completed in CastleBranch**
- ☐ **Current CPR Card submitted to Canvas *(please verify expiration date)***
- ☐ **Student Notification of Program Requirements (on file in Canvas)**

CANVAS INFORMATION AND INSTRUCTIONS

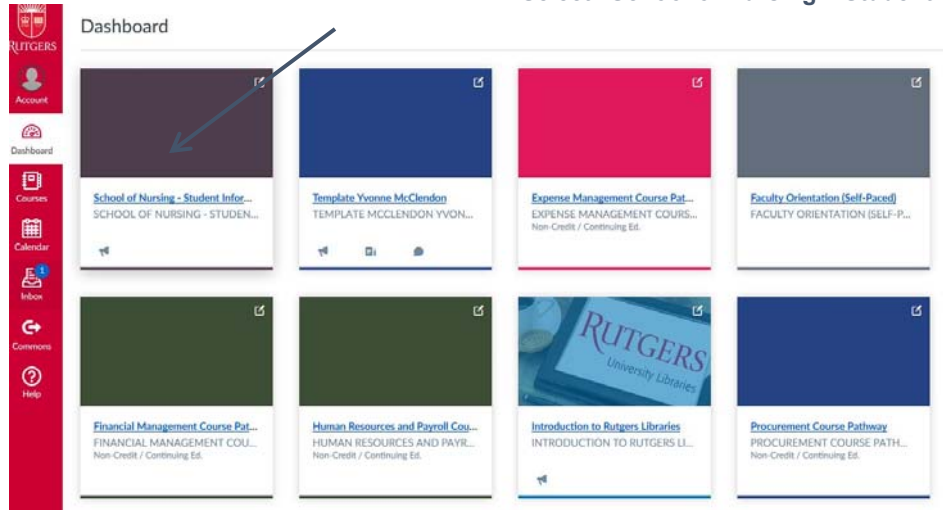
Clinical clearance requirements may be found on CANVAS at <https://canvas.rutgers.edu> under the “**School of Nursing - Student Information**” section. You are also required to upload your CPR card and Student Notification of Program Requirements Form to Canvas. Please follow the directions below.

1. Go to CANVAS at <https://canvas.rutgers.edu>
2. Log on using your NetID and password
3. Choose course “**School of Nursing – Student Information**”
4. Read the Clinical Clearance Guide “**Welcome**” and “**Syllabus**”
5. Click “**MODULES**” and you will automatically view the requirements for your program.
Please use the clinical clearance grid located on the “syllabus page” in order to verify your program clinical requirements. Students are enrolled in “sections” which correspond with your program. Please confirm that you are enrolled in the correct section/program.
6. Click on “**GRADES**” to see all requirements that you have completed.

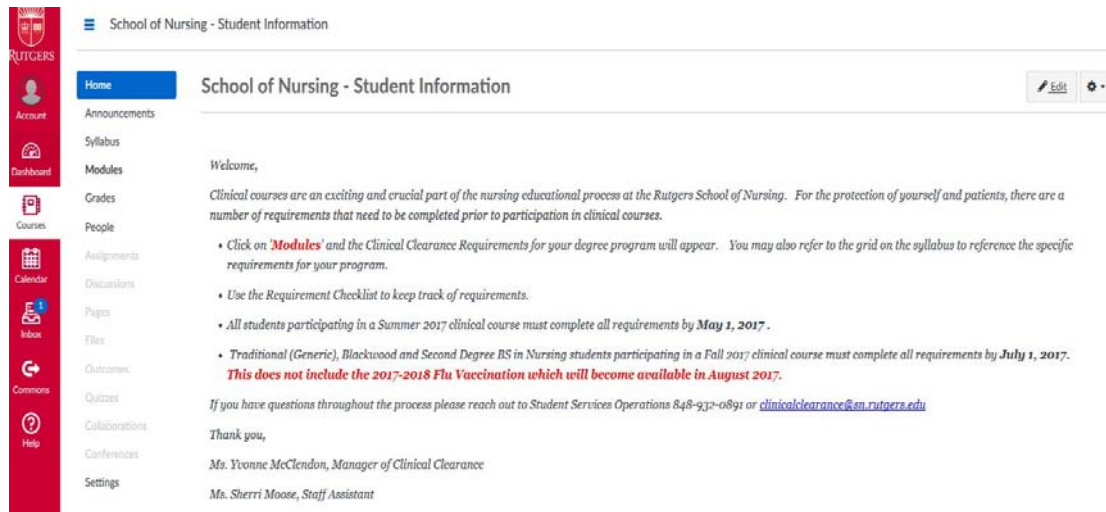


NEWS

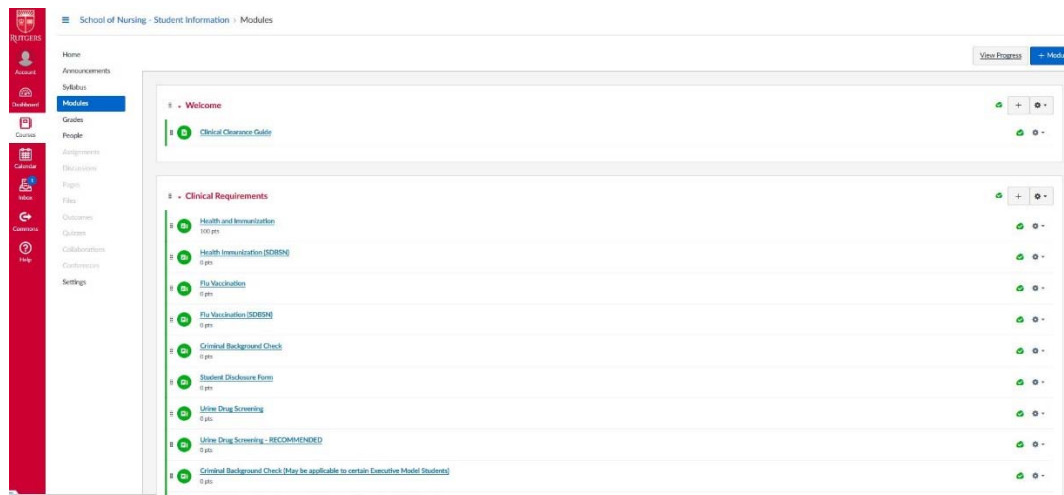
Select "School of Nursing – Student Information"



Welcome



Modules



STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete this form.

1. The student is accountable for all policies and information contained within **the Student Clinical Clearance Guide**.
2. Students must review the **Rutgers School of Nursing Catalog**. The catalog serves as a resource for degree and major requirements, as well as academic policies and procedures and may be found online <https://nursing.rutgers.edu/students/catalog/>
3. Student must read School of Nursing Policies and Guidelines which may be found at https://catalogs.rutgers.edu/generated/nursing_current/pg33.html. The Full student Policy index can also be found at https://catalogs.rutgers.edu/generated/nursing_current/pg32.html
4. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment.
5. Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course. Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.
6. **PERSONAL HEALTH INSURANCE:** Current health insurance is required of all students, and proof of coverage must be provided if the clinical facility requests proof prior to providing patient care. Therefore, students should carry a copy of their insurance card. Your signature on this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

I attest that I have fully reviewed and understand the information contained in this Student Clinical Clearance Guide and the referenced documents and websites and agree to comply with all stated regulations. As a student at the Rutgers School of Nursing, I understand that failure to comply with the stated regulations could lead to academic and/or disciplinary action(s).

Student Name: _____

Program: _____

Student Signature _____

Date: _____

PROFESSIONAL ATTIRE FOR THE CLINICAL SETTING (TRADITIONAL & SECOND DEGREE)

Students are expected to dress appropriately and behave in a professional manner at all times. The official uniform consists of black scrub tops with the official embroidered school logo and student name, black scrub pants, and the regulation uniform jacket. The regulation uniform jacket must have the embroidered School of Nursing logo and student name. The uniform, including uniform jacket, must be purchased as a complete set from the School of Nursing vendor. Additional layered clothing is not to be worn with the uniform. White or neutral-colored hosiery (or socks if slacks are worn) must be worn.

- ***Clinical Settings***

The uniform must be worn to all designated clinical experiences unless faculty specifies otherwise. Uniforms are only to be worn in clinical areas or at designated community events, such as health fairs. When going to the clinical site outside of scheduled clinical hours, the uniform jacket and dress pants/skirt should be worn.

- ***Community/Psychiatric Nursing Practice Settings***

Clothing for community health and community-based psychiatric settings, where the student has been asked to not wear the School of Nursing uniform, is specified as being "business-like professional attire." This might be solid black or dark slacks and a white or colored top and plain shoes.

- ***Hair and Nails***

Hair must be above the collar, either short or securely fastened, and be neat and clean. Men must be clean-shaven or have a neatly trimmed beard and/or mustache. Extreme hair styles are not permitted and include but are not limited to unnatural colors, partially shaved heads, and hair styles that impair vision. Fingernails should be kept short and well-manicured. Nail polish, if worn, should be neutral. Decals, charms, artificial nails, gel polish, and airbrushing are not permitted. For cultural or religious purposes, hair may be covered with a solid-color scarf to match the color of the uniform.

- ***Jewelry***

Jewelry must be minimal (i.e., a wedding band, small post earrings, and a watch with a second hand).

- ***Shoes***

When the uniform is worn, black leather closed shoes or sneakers must be worn with the new uniform.

- ***Body Jewelry/Tattoos***

Body jewelry in visible places such as eyebrows, nose, lips, and tongue is not permitted during clinical rotations. Tattoos should be covered to the extent possible.

- ***Cosmetics***

Perfumes, perfumed lotions, and after shaves are prohibited because of potential allergic reactions in patients.

- ***Miscellaneous***

A stethoscope and bandage scissors are required for students.

STUDENT AWARENESS CAMPAIGN

To improve student awareness regarding the importance of clinical clearance the Office of Clinical Clearance developed the following campaigns to help address this need:

1. **RU Cleared Initiative:** Our **RU Cleared** initiative includes the creation of informational posters and handouts. Posters are placed throughout each SN campus. Handouts are provided to students throughout the semester during our classroom visits and Clinical Clearance Days events. We provide students with **RU Cleared** stickers which is a helpful reminder of the importance of clinical clearance requirements.
 - RU Cleared Posters
 - RU Cleared Handouts
 - RU Cleared Stickers
2. **Drop In Days:** Each semester the Office of Clinical Clearance schedules Drop In Days which consist of scheduled dates/times when students can “drop in” to the Clinical Clearance Office to discuss their status and or ask questions about the clinical clearance process. Drop In Days are held at each campus every semester to ensure that this service is available to all students.
3. **Classroom Visits:** Each semester the clinical clearance team visits undergraduate classes on each campus to discuss clinical clearance for continuing students. We request approximately 10-15 minutes of class time to remind students to review their clinical clearance requirements and compliance status. We provide handouts, which remind the students of deadline dates and requirements.
4. **Clinical Clearance Days:** Each semester the Office of Clinical Clearance hosts Clinical Clearance Days. This is table event hosted at each campus where we provide students with the opportunity to speak with us candidly and ask questions about clinical clearance. We engage the students with trivia questions about the requirements of clinical clearance and make it a light and casual experience by providing them the opportunity to win prizes and interact with our team in a casual setting.
5. **Communication/Marketing Events:** In collaboration with Student Engagement and the SN Advisement Office, events for clinical clearance (RU Cleared, Drop In Days) can be found on Instagram @RU_engagedson. Students also receive email blasts about the events.

RU Cleared?

All students must be cleared to participate in clinical!

If you are **NOT** cleared, you will not participate in clinical. Clinical clearance requirements can be found on Canvas at <https://tlt.rutgers.edu/canvas> under SON Clinical Clearance Requirements.

Deadline Dates

	Semester	Deadline for Submission
Second Degree BS in Nursing and Graduate Students	Fall	June 1
	Spring	November 1
	Summer	April 1
Traditional BS in Nursing Students (Newark, New Brunswick, and Blackwood)	Fall	June 1
	Spring	November 1

Check your status today!

Questions? Contact Clinical Clearance at clinicalclearance@sn.rutgers.edu or 973-972-8544

