Rutgers School of Nursing

Clinical Clearance Overview

School of Nursing – Office of Student Services Operations
Office of Clinical Clearance

Yvonne McClendon
Manager of Clinical Clearance

Vivian Molina
Coordinator of Clinical Clearance
Who are we?
• The **Office of Clinical Clearance** is responsible for the process, policy and procedures required for all School of Nursing students engaged in the clinical experience.

**Specifically we:**

- Verify that all student clinical requirements are completed and comply with the regulations set forth by the contracted clinical sites
- Initiate contracts and required paperwork necessary for the clinical experience.
- Oversee the clinical placement process for the graduate, RN to BS and School Nurse Certificate programs.
- Notification of student compliance status to program directors when necessary
Clinical Deadline -

- For the protection of yourself and the patients, there are a number of requirements to be completed prior to being cleared to participate in your clinicals. Each semester has a Final Clearance Date by which all requirements must be completed.

Clinical Clearance Deadline for Incoming Second Degree – ASAP!!

- If you do not have all of your requirements completed by this date, you will not be eligible to participate until the next time the course is offered. Since many courses are offered on an annual basis, it is critical that you complete all of your clearance requirements on time.
Clinical Clearance Requirements

There are six (6) components to the Clinical Clearance requirement for Undergraduate students:

- Health/Immunization/Annual Physical/COVID Vaccine & Flu Vaccination
- Background Check
- Urine Drug Screening
- Student Disclosure Form
- Cardiopulmonary Resuscitation Training
  - (American Heart Association CPR/BLS for Healthcare providers)
- Student Notification of Program Requirements

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.
Health/Immunization/COVID Vaccine/Annual Physical & Flu Vaccination
Student Health/Immunization, Annual Physical and Flu

- In order to complete your health/immunization and flu vaccination please visit the Student Health Services website at [http://njms.rutgers.edu/departments/family_medicine/shs/immunizations.cfm](http://njms.rutgers.edu/departments/family_medicine/shs/immunizations.cfm) and download the immunization and health forms. **Please select the packet “Category 1 (Updated 1.30.19)”**

- **You must follow the directions on the packet**

- Students must submit all information to Student Health Services through the **Patient Immunization Portal** at [https://patient-rbhs.medicatconnect.com/](https://patient-rbhs.medicatconnect.com/). Please log on and enter your Rutgers NETID and password to upload your documents.

- Any questions about Health/Immunization and Flu Vaccination requirements please contact **Student Health Services**, via **secure message** through the **Patient Immunization Portal** at [https://patient-rbhs.medicatconnect.com/](https://patient-rbhs.medicatconnect.com/)

- To submit your health and immunization documents, You may also fax your documents to Student Health Services at (973) 972-0018

- **The Office of Clinical Clearance does not handle/receive any health related documents**

Clinical Clearance
Student Health and Immunization

http://njms.rutgers.edu/shs/immun_son.cfm

Department Of Family Medicine

Immunization requirements vary by program, school, and location. Please select your school below to access your immunization packet. Be advised that only your program's forms will be accepted.

<table>
<thead>
<tr>
<th>Rutgers Biomedical and Health Sciences</th>
<th>Rutgers University</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey Medical School</td>
<td>Camden, New Brunswick, and Newark</td>
</tr>
<tr>
<td>Robert Wood Johnson Medical School</td>
<td>NON-CLINICAL STUDENTS ONLY</td>
</tr>
<tr>
<td>School of Dental Medicine</td>
<td>School of Pharmacy</td>
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<td>School of Graduate Sciences</td>
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<tr>
<td>School of Health Professions</td>
<td></td>
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<tr>
<td>School of Nursing</td>
<td></td>
</tr>
<tr>
<td>School of Public Health</td>
<td></td>
</tr>
</tbody>
</table>

Immunization portal link: patient.rbsn.medicationconnect.com

Nursing students

Click here for frequently asked questions.

Click here for instructions on printing your own immunization records.

The immunization packet must be completed even if you are requesting a specific exemption for medical or religious reasons.

Click here for the exemption request form.

Use your Rutgers netid and password to log in. You will not be able to log in until your Rutgers credentials and email account are activated.
Student Health and Immunization

http://njms.rutgers.edu/shs/immun_son.cfm

School of Nursing

All campuses and programs (except incoming 4-year generic undergraduate):

Please use the chart below to determine your category. Then take care to select the appropriate immunization packet. Please contact us if your program is not listed below.

Category 1 (Updated 1.50.19)
Category 4 (Updated 1.50.19)

CLICK HERE TO BE ROUTED TO THE PATIENT PORTAL (patient-ribbon.medicalconnect.com) to submit your Information.

Undergraduate students must choose this packet

Use your Rutgers NETID and password to log in. You will not be able to log in until your Rutgers credentials and email account are activated.

Clinical course packet (continuing education programs only)
Flu Vaccination and Annual Physical

• The Flu Vaccination is part of your Health and Immunization requirement. If you do not have a flu vaccine on file with Student Health Services you are considered non-compliant for the health and immunization requirement.

• All students are required to have the 2021-2022 Flu Vaccination in order to participate in Summer 2020 clinicals. This vaccination must have a date after August 1, 2021. The vaccination must be for the 2021-2022 flu season. Please check with your healthcare provider to ensure that you have received the proper vaccine. Students must submit Flu Vaccination information to Student Health Services through the Patient Immunization Portal at https://patient-rbhs.medicatconnect.com/

• Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Patient Immunization Portal at https://patient-rbhs.medicatconnect.com/ (log on using netid and password)
Immunization Portal

- To confirm you have completed your health requirements, please log on to the 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.

- If you are uncertain about your requirements, you may find your program and corresponding packet at: http://njms.rutgers.edu/shs/immun_son.cfm
Patient Immunization Portal

- How to obtain your immunization record through the portal
  https://patient-rbhs.medicatconnect.com

1. Use your Rutgers NETID and PASSWORD to log in
   Select Immunizations and View History
Patient Immunization Portal

- How to obtain your immunization record through the portal
  Then click Print

The information listed below is the immunization information that Student Health Services has on file for you.

If you have entered your immunization information online don’t forget to upload, fax or mail a hard copy of your record. Your information can be verified. You will not be considered compliant with the immunization requirements until you have completed this process.

Submitted, Not Verified

Chest Xray (when PPD or Quantiferon gold is positive) received on 06/02/2015
Criminal Background Check, Urine Drug Testing and Student Disclosure Form

Student Notification of Program Requirements

CPR
Criminal Background Check, Urine Drug Testing and Student Disclosure Form

- Criminal Background Check (*pricing subject to change)
- Urine Drug Testing
- Student Disclosure Form

Rutgers School of Nursing uses CastleBranch (www.castlebranch.com) as a secure platform that allows you to order your background check, urine drug screen and complete your Student Disclosure Form online. Please refer to the following link for information:

http://nursing.rutgers.edu/clinical/background-check.html

Criminal Background & Disclosure Form Code RU38
Urine Drug Screen Code RU38DT

An all-inclusive package is available. The package code is RU38all and includes the background check, document manager (disclosure form) and drug test all in one.

Please indicate your NetID in the Student ID field. The criminal background check is good for two years. If you have completed this within the last two years via CastleBranch you will not need to do again. If you have any additional questions, please contact CastleBranch Student Support at 888-914-7279

Matriculation Statement

Clinical Clearance
CastleBranch (screenshot)

If you have not received a package code from your school, simply click here. Fill out the form - making sure to include the full name of your school and program - and we'll email you exactly what you need.

Ordering your own background check? Please enter the organization’s package code.

Package Code:

Submit

School Administrators and Employers, log in to your Administrator Portal to view and manage your students and applicants and their orders.

If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com

Enter appropriate code
CPR (upload to Canvas)

- All students are required to have a current valid American Heart Association "Basic Life Support for Health Care Providers" CPR certification
- Upload a copy of CPR card (front and back) to Canvas in order to be cleared for clinical.
- 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.
Student Notification of Program Requirements Form (upload to Canvas)

- All students are required to complete and sign the Student Notification of Program Requirements Form. This form is a contract between the student and the School of Nursing which outlines some of the key expectations of the clinical experience (please note that other rules and regulations will be provided throughout the program).
Introduction to Canvas
Canvas /Clinical Clearance

Canvas may be accessed from SN website or https://canvas.rutgers.edu/
Canvas /Clinical Clearance

Clinical Clearance Requirements [http://nursing.rutgers.edu/clinical/clinical-clearance-requirements.html]

All requirements must be completed to participate in clinical.

- Clinical clearance requirements can be found on Canvas at [https://canvas.rutgers.edu](https://canvas.rutgers.edu) under the “School of Nursing - Student Information” section.

How to find the clinical requirements for your program:

1. Go to Canvas [https://canvas.rutgers.edu](https://canvas.rutgers.edu)
2. Log on using your NetId and password
3. Choose “School of Nursing – Student Information”
4. Read the Clinical Clearance Guide “Welcome”
5. Click “Modules” and you will automatically view the requirements for your degree 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

Special Note: Some clinical sites may require additional requirements not listed on Canvas. If additional information is needed you will be notified.
Navigating Canvas
School of Nursing - Student Information

https://canvas.rutgers.edu
Select “School of Nursing - Student Information”
Navigating Canvas
School of Nursing - Student Information

Dashboard

Select “School of Nursing – Student Information”
Welcome,

Clinical courses are an exciting and crucial part of the nursing educational process at the Rutgers School of Nursing. For the protection of yourself and patients, there are a number of requirements that need to be completed prior to participation in clinical courses.

- Click on 'Modules' and the Clinical Clearance Requirements for your degree program will appear. You may also refer to the grid on the syllabus to reference the specific requirements for your program.
- Use the Requirement Checklist to keep track of requirements.
- All students participating in Spring 2020 clinical courses must complete all requirements immediately.
- Traditional, Blackwood and Second Degree BS in Nursing students participating in Spring 2020 clinical course must complete all requirements immediately.
- This includes the 2019-2020 Flu Vaccination.

Starting immediately you will not have a compliant health/immunization status if you are missing the flu vaccination.

If you have questions throughout the process please reach out to the Office of Clinical Clearance at (973) 972-8544 or clinicalclearance@rn.rutgers.edu

Thank you,

Yvonne McClendon,
Manager of Clinical Clearance
# Navigating Canvas

## School of Nursing - Student Information

### Course Syllabus

Clinical courses are an exciting and crucial part of your education at Rutgers School of Nursing. For the protection of yourself and the patients, there are a number of requirements that must be completed in order to participate in clinicals.

- **Traditional (NR/NWK) students**: Start their clinical experience in the Fall semester of their junior year and continue the experience throughout their senior year. Generally, these students will start the clinical clearance process in the spring semester of their sophomore year (the semester prior to the start of the clinical semester).

- **Blackwood Students**: The Blackwood program has a summer admission cycle and the clinical experience starts in Fall semester. Students should start their clinical clearance process upon admission and throughout the summer semester (the semester prior to the start of the clinical semester) so that all requirements are completed for the Fall semester clinical experience. All ongoing students must maintain a “compliant” clearance status as they matriculate through the program.

- **Second Degree BS in Nursing students**: All incoming Second Degree students must complete their clinical clearance requirements immediately. Clinical placements are secured for you prior to the start of every semester and your clearance status must be verified before you are assigned to your clinical site. All ongoing students must maintain a “compliant” clearance status as they matriculate through the program.

- **RN to BS in Nursing and School Nurse Certificate Students**: We encourage our students to start the clinical clearance process by the semester prior to the start of the clinical semester.

- **Graduate Students**: Upon admission graduate students usually have at least two (2) years before they participate in the clinical experience and we encourage our students to start the clinical clearance process by the semester prior to the start of the clinical semester.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Traditional (NR/NWK)</th>
<th>Second Degree BS in Nursing</th>
<th>Nurse Anesthetist</th>
<th>Emergency Medicine</th>
<th>Leadership Programs (MS, PhD)</th>
<th>RN to BS Program</th>
<th>Other Programs</th>
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</table>

**Note**: Please refer to the course syllabus for specific requirements. The information provided is a general overview and may not reflect all requirements. **If required by clinical site**: If required by the clinical site, students must complete the drug screen as required by the clinical site. This may not reflect the requirements of all clinical sites. **If required by the program**: If required by the program, students must complete the drug screen as required by the program. This may not reflect the requirements of all programs.
Navigating Canvas
School of Nursing - Student Information

Modules

Clinical Clearance
Navigating Canvas
School of Nursing - Student Information

Grades

Grades for Tiana Perez

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<tr>
<th>Name</th>
<th>Due</th>
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<td>Total</td>
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<td>28.57%</td>
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</table>

Clinical Clearance
Clinical Clearance Overview

- **Student Health Services** (Patient Immunization Portal)
  - Health & Immunization/COVID Vaccine/Annual Physical/Flu Vaccination

- **CastleBranch**
  - Criminal Background Check
  - Urine Drug Screen
  - Student Disclosure Form

- **Other Sources**
  - CPR (Canvas Upload)
  - Student Notification of Program Requirements Form (Canvas Upload)

Clinical Clearance
Office of Clinical Clearance

For questions or concerns regarding clinical clearance please email
clinicalclearance@sn.rutgers.edu
or call (973) 972-8544

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Sherri Lynn Moose
Contract and Graduate Specialist