Rutgers School of Nursing

Clinical Compliance Overview

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

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Who are we?

- The **Office of Student Clinical Compliance (OSCC)** 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 Clearance

Clinical Compliance 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 Compliance 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

Clinical Compliance Requirements

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

- **Health/Immunization**
  - **Annual Physical**
  - **COVID Vaccine/Booster**
  - **Flu Vaccination**

  Student Health Services - Upload to Patient Immunization Portal at https://patient-rbhs.medicatconnect.com

- **Background Check**
- **Urine Drug Screening**
- **Student Disclosure Form**

  CastleBranch

- **Cardiopulmonary Resuscitation Training**
  - **(American Heart Association CPR/BLS for Healthcare providers**
- **Student Notification of Program Requirements**

  Canvas *(upload)*

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

Clinical Clearance

**Health/Immunization
Annual Physical
COVID Vaccine/Booster
Flu Vaccine**

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 https://www.rutgers.edu/student-immunizations/nursing and download the immunization and health forms. **Please select your program which will open the appropriate Immunization packet.**

- **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/. Please log on and enter your Rutgers NETID and password to upload your documents.

- Any questions about Health/Immunization, Flu Vaccination, Annual Physical and COVID Vaccine requirements please contact **Student Health Services**, via **secure message** through the **Patient Immunization Portal** at 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 Compliance does not handle/receive any health related documents*

Clinical Clearance

Student Health and Immunization

https://www.rutgers.edu/student-immunizations/nursing

Clinical Clearance

MY1   McClendon, Yvonne, 7/24/2017

Student Health and Immunization

https://www.rutgers.edu/sites/default/files/9.23_C1_RBHS_w_physical.pdf

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

! This form is for clinical students

Undergraduate students must choose this packet

Immunization Packet - 4 steps

All forms and uploads must be completed at **https://patient-rbhs.medicatconnect.com**

1 Fill out the Mandatory Health Questionnaire

2 Ask your healthcare provider to fill out this immunization packet

Some of your vaccines may have already transferred into our system from the NJ vaccine registry or your previous time at Rutgers. To check your vaccine record, PRINT your record from the Immunization tab.
Please do not re-submit immunizations that are already in the system.

3 Enter the dates of your vaccines or labs under the immunization tab

4 Upload your signed, completed packet and any supporting documentation, if applicable (ex: labs, blood work, x-ray report)

Slide 9

MY1   McClendon, Yvonne, 7/24/2017

Flu Vaccination, Annual Physical, COVID Vaccine

•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 your are considered non-compliant for the health and immunization requirement.

•All students are required to have the **2023-2024 Flu Vaccination** in order to participate in Spring 2024 & Summer 2024 clinicals.   **This vaccination must have a date after August 1, 2023**. The vaccination must be for the 2023-2024 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/

•COVID Vaccine/Booster – Students are required to follow the University COVID Policy https://coronavirus.rutgers.edu/

•Annual Physical – All students are required to have an annual physical on file for compliance.

- 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)

Clinical Clearance

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

Clinical Clearance
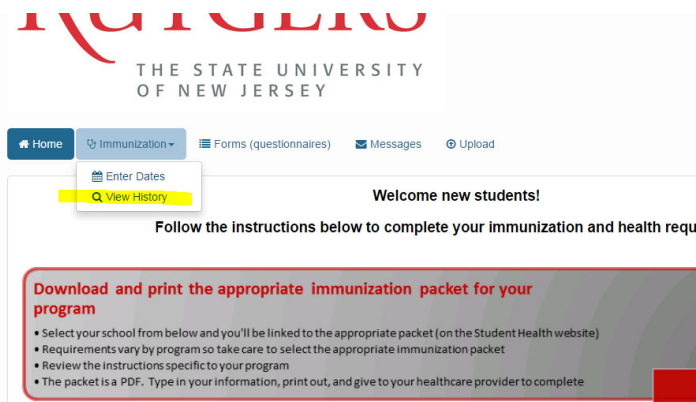
Patient Immunization Portal

- **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

Then click Print

https://patient-rbhs.medicatconnect.com

Clinical Clearance

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 <u>not</u> need to do again**.** If you have any additional questions, please contact CastleBranch Student Support at 888-914-7279

Matriculation Statement - Students with any infraction matriculate through the program at their own risk.

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.

CB CastleBranch

Place Order   Sign In

Solutions   Partners   Resources   About Us   Contact Sales   Support

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

Package Code:

[ ]   Submit

Enter appropriate code

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

Clinical Clearance

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.

Clinical Clearance

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 the key expectations of the clinical experience (please note that other rules and regulations will be provided throughout the program).

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School of Nursing
Excellence in Action

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: _____

Clinical Clearance

Introduction to Canvas

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 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
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.

Clinical Clearance

Canvas /Clinical Clearance

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

Clinical Clearance

Navigating Canvas

School of Nursing - Student Information

https://canvas.rutgers.edu

Select "School of Nursing - Student Information"

Select "NetID Login"

RUTGERS | Canvas

| NetID Login | | Email Login |

| Home | Instructors ⌄ | Students ⌄ | Course Migration ⌄ | External Apps | Canvas Help ⌄ | Transition ⌄ | 🔍 Search |

CANVAS

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Instructors: Getting started with Canvas?

Request A Course Site

NEWS
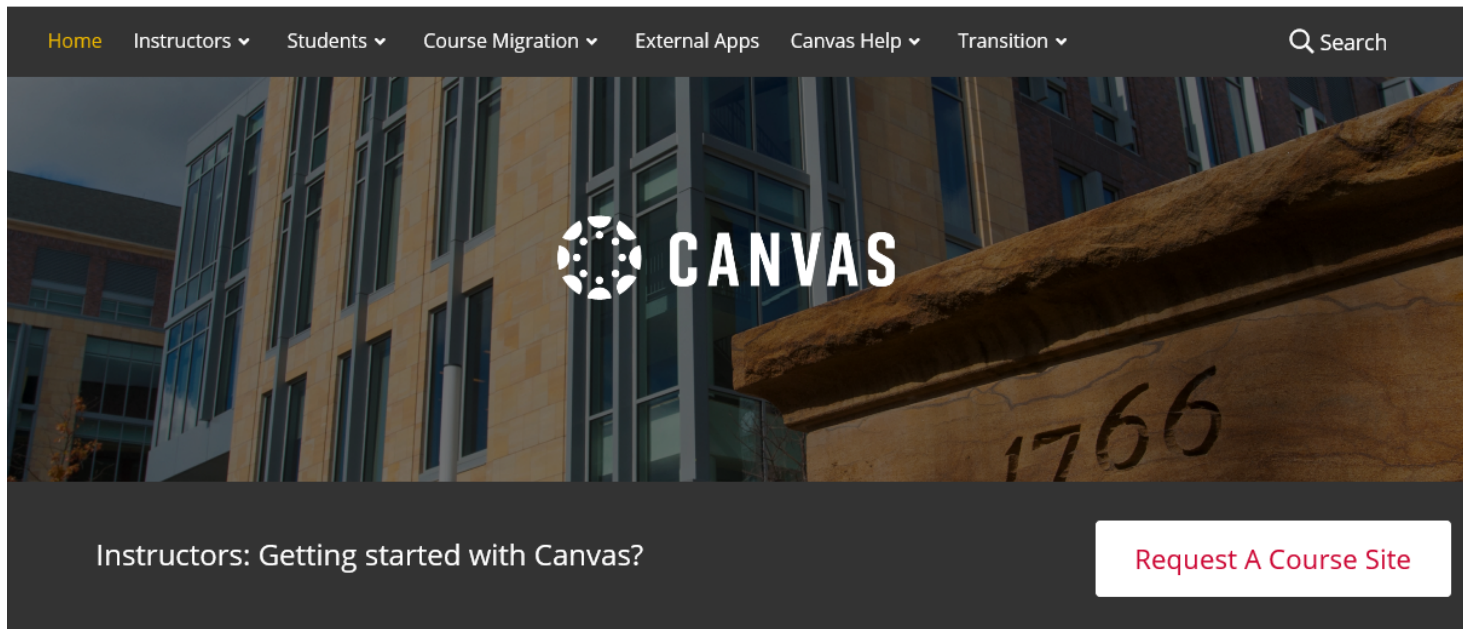
Navigating Canvas

School of Nursing - Student Information

Dashboard

Select "School of Nursing – Student Information"

Clinical Clearance

Navigating Canvas
School of Nursing - Student Information

Welcome

Clinical Clearance

Navigating Canvas
School of Nursing - Student Information

Course Syllabus

Course Syllabus

Jump to Today | ✎ Edit

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 clinical(s).

- **Traditional (NB/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 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 the **semester prior** to the start of the clinical semester.

	Traditional (Newark, New Brunswick and Blackwood Second Degree BS in Nursing	RN to BS in Nursing	School Nurse Certificate	Executive Model	Leadership Programs (all levels) & Informatics	BS to DNP Programs & Masters, CNL	PhD Programs
Health & Immunization *including Flu Vaccination (Annual)*	☑	☑	☑	☑	☑	☑	☑
Criminal Background Check	☑	☑	☑	☐•	☑	☑	Not applicable
Student Disclosure Form	☑	☑	☑	☐•	☑	☑	Not applicable
Urine Drug Screening	☑	☐ ****RECOMMENDED**	☐ ****RECOMMENDED**	☐•	☐ If required by clinical site**	☐ If required by clinical site**	Not applicable
CPR/BLS	☑	☑	☑	Not applicable	Not applicable	☑	Not applicable
NJ RN License	Not applicable	☑	☑	☑	☑	☑	Not applicable
Student Notification of Program Requirements Form	☑	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

** While the policy states that students must complete the drug screen only if required by the particular clinical agency at which they are assigned, please know that it is likely that you will be assigned to a clinical agency that requires a drug screen. As such, it is recommended that students complete the drug screen to avoid any delays in clinical placement.

Clinical Clearance

Navigating Canvas
School of Nursing - Student Information

Modules

Clinical Clearance

Navigating Canvas
School of Nursing - Student Information

Grades

Clinical Clearance

Clinical Clearance Overview

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

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
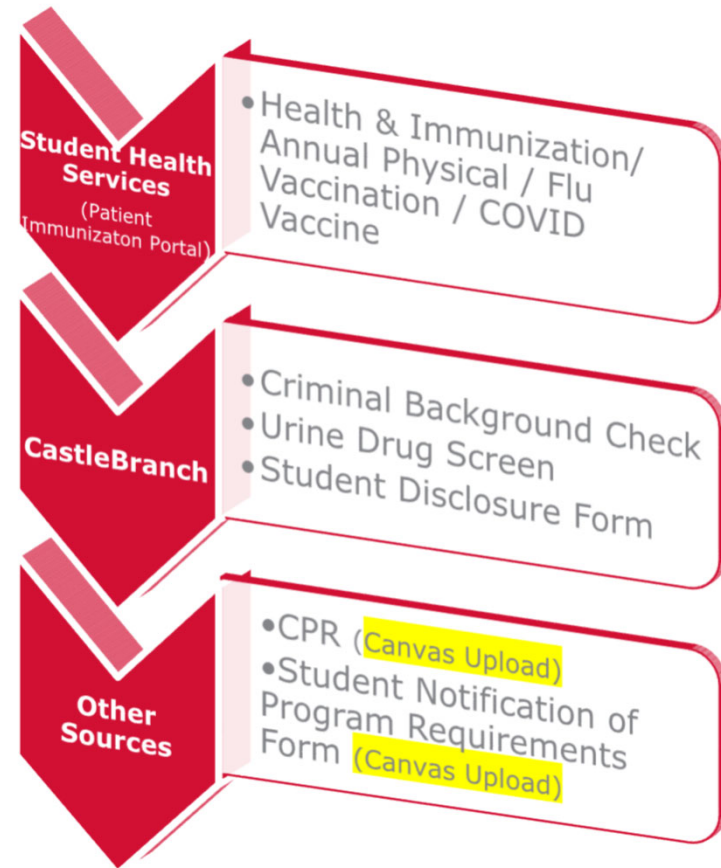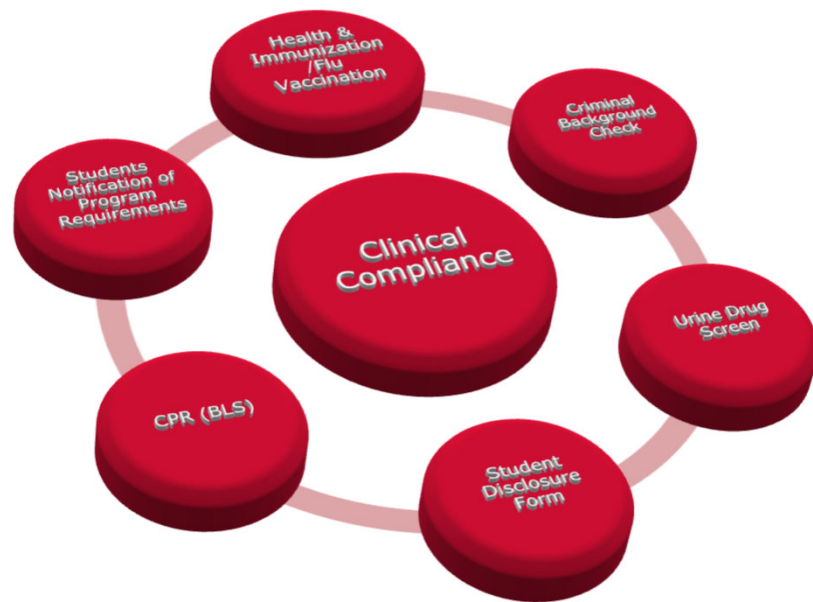
Office of Student Clinical Compliance

For questions or concerns regarding clinical compliance please email

clinicalclearance@sn.rutgers.edu

or call (973) 972-8544

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Clinical Clearance