



Rutgers School of Nursing

Clinical Compliance Overview

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

Yvonne McClendon
Director of Student Affairs Operations

Vivian Molina
Manager of Student Clinical Compliance

The image features a solid red background. In the top left corner, the word "RUTGERS" is written in a white, serif font. Below it, in a smaller, white, sans-serif font, are the words "THE STATE UNIVERSITY OF NEW JERSEY". A large, faint, circular watermark of the Rutgers University seal is centered in the background. The seal contains the text "RUTGERS THE STATE UNIVERSITY" around its perimeter and a central emblem with a sunburst and a plow.

RUTGERS

THE STATE UNIVERSITY
OF NEW JERSEY

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 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 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



**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***

Student Health and Immunization

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



New Brunswick Newark Camden Rutgers Health

About Rutgers

Academics

Admissions & Tuition

Experience Rutgers

Research

Health & P

Immunization Requirements

Undergraduate Students

Graduate Students (Non-Clinical)

Dental | Medical Students

Nursing Students

Pharmacy Students

Psychology Graduate Students

School of Health Professions Students

Deadlines

Frequently Asked Questions

Clinical Programs

Bachelor of Science in Nursing (BS)

- [Traditional Baccalaureate \(Newark & New Brunswick\)](#)
- [Blackwood](#)
- [Second Degree](#)
- [RN to BS in Nursing](#)

School Nurse Certificates

- [School Nurse Certificate](#)

Nursing students

Undergraduate Programs

Clinical Clearance

Slide 8

MY1

McClendon, Yvonne, 7/24/2017

Student Health and Immunization

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





This form is for clinical students





Immunization Packet - 4 steps

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

Undergraduate students must choose this packet

-  **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 you 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

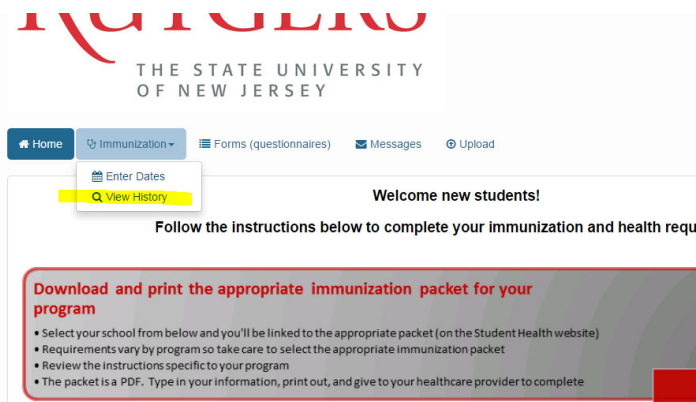
Patient Immunization Portal

- **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



The screenshot shows the Rutgers Patient Immunization Portal. At the top, the Rutgers logo and 'THE STATE UNIVERSITY OF NEW JERSEY' are displayed. Below the logo is a navigation bar with 'Home', 'Immunization', 'Forms (questionnaires)', 'Messages', and 'Upload'. The 'Immunization' menu is open, showing 'Enter Dates' and 'View History' (highlighted in yellow). The main content area features a 'Welcome new students!' message and a red-bordered box with instructions: 'Download and print the appropriate immunization packet for your program'. The instructions include: 'Select your school from below and you'll be linked to the appropriate packet (on the Student Health website)', 'Requirements vary by program so take care to select the appropriate immunization packet', 'Review the instructions specific to your program', and 'The packet is a PDF. Type in your information, print out, and give to your healthcare provider to complete'.

Then click Print

<https://patient-rbhs.medicatconnect.com>



The screenshot shows the Rutgers Patient Immunization Portal with the 'Immunization' menu selected. The page displays the Rutgers logo and 'THE STATE UNIVERSITY OF NEW JERSEY'. Below the logo is a navigation bar with 'Home', 'Immunization', 'Forms (questionnaires)', 'Messages', and 'Upload'. The main content area features a message: '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 information can be verified. You will not be considered compliant with the immunization requirements until you have c'. A yellow 'Print' button is highlighted. Below the message, the text 'Submitted, Not Verified' is displayed. At the bottom, a table lists immunization records: '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 - 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.

[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:

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.

HEALTHCARE PROVIDER		HEALTHCARE PROVIDER	
Healthcare Provider		Training Center Name	University Hospital NJ00557
		TC Info	65 Bergen St. Room GA67, NWK NJ www.uhnj.org/cpr: 973-972-4373
This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.		Course Location	University Hospital, Newark NJ
05/02/2015	05/2017	Instructor Name	Christopher Bertuzzi 10102090643
Issue Date	Recommended Renewal Date	Holder's Signature	
		© 2011 American Heart Association. Tampering with this card will alter its appearance. 90-1802	

Peel the wallet card off the sheet and fold it over.

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).



STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete this form.

- The student is accountable for all policies and information contained within the **Student Clinical Clearance Guide**.
- 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>
- 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>
- CONFIDENTIALITY: All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment.
- 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.
- 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: _____

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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.

Canvas / Clinical Clearance

The screenshot shows the Rutgers School of Nursing website. At the top left is the Rutgers logo. The top right navigation bar includes "Newark, New Brunswick, & Blackwood, NJ", "Information For", and a search icon. Below this are links for "Home", "About Us", "Academics & Admissions", and "Research & Centers".

The main content area features two news articles on the left:

- "Join Us! Annual Alumni Scholarship & Awards Gala Honoring William L. Holzemer" dated Oct 14, 2019.
- "Ethnically Diverse Mothers, Children Living in Poverty at Risk for Sleep Problems" dated Oct 9, 2019.

 An "All News" button is located below these articles.

On the right, there is a calendar view for November:

- NOV 7: "Information Session for Externship Opportunity, 2020 Winter Institute" in New Brunswick, 120 Albany St. 11:00 am - 1:00 pm.
- NOV 9: "Basic Health Assessment Course" on November 9, 16, & 23, 2019 - Newark, NJ.

 An "All Events" button is positioned below the calendar.

At the bottom of the page, there is a "Get Started" section with three buttons: "Visit", "Join Mailing L...", and "Apply".

The footer contains the Rutgers logo, location information ("Newark, New Brunswick, & Blackwood, NJ", "Maps & Directions"), and links for "myRutgers", "Canvas", "Rutgers Connect", "DataRun", and "Typhon". Social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn are also present.

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



Clinical Clearance

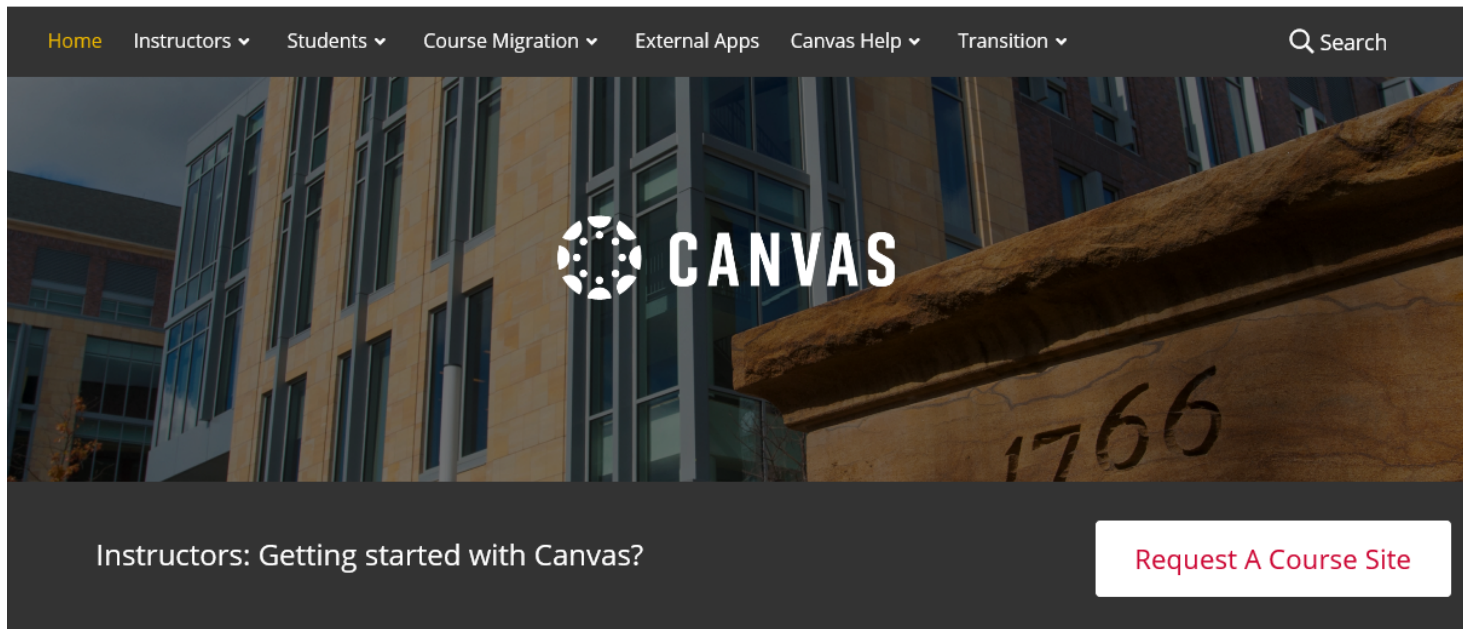
Navigating Canvas

School of Nursing - Student Information

<https://canvas.rutgers.edu>

Select "School of Nursing - Student Information"

Select "NetID Login"



Navigating Canvas

School of Nursing - Student Information

Dashboard

Select "School of Nursing – Student Information"

The screenshot shows the Canvas dashboard interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Search, Commons, and Help. The main dashboard area displays three widgets: a pink widget for 'School of Nursing - Student Information', a blue widget for 'FERPA Tutorial FERPA 101', and a green widget for 'Universal Design for Learning (UD...)'. A black arrow points from the text 'Select "School of Nursing – Student Information"' to the pink widget. A search bar is visible in the top right of the dashboard area.

Clinical Clearance

Navigating Canvas

School of Nursing - Student Information

Welcome

☰ School of Nursing - Student Information

Search...

Account

Dashboard

Courses

Calendar

Inbox

Search

Commons

Help

Home
School of Nursing - Student Information

Edit

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@sn.rutgers.edu

Thank you,

Yvonne McClendon,
Manager of Clinical Clearance

Import from Commons

Choose Home Page

View Course Stream

New Announcement

Student View

View Course Analytics

Clinical Clearance

Navigating Canvas

School of Nursing - Student Information

Course Syllabus

- Home
- Announcements
- Syllabus
- Modules
- Grades
- People
- Assignments
- Discussions
- Pages
- Files
- Outcomes
- Quizzes
- Collaborations
- Conferences
- Google Drive
- LockDown Browser
- Rutgers Libraries
- Search
- Student Instructional Rating Survey
- Media Gallery
- My Media
- Settings

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 health & Informatics)	BS to DNP Programs & Masters, DNP	PhD Programs
Health & Immunization including Flu Vaccination (Annual)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Background Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Student Disclosure Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Urine Drug Screening	<input checked="" type="checkbox"/>	<input type="checkbox"/> **RECOMMENDED	<input type="checkbox"/> **RECOMMENDED	<input type="checkbox"/>	<input type="checkbox"/> <i>If required by clinical site**</i>	<input type="checkbox"/> <i>If required by clinical site**</i>	Not applicable
CPR/BLS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable	Not applicable	<input checked="" type="checkbox"/>	Not applicable
NJ RN License	Not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Student Notification of Program Requirements Form	<input checked="" type="checkbox"/>	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

☰ School of Nursing - Student Information > Modules

[View Progress](#) [+ Module](#)

- Welcome**
 - [Clinical Clearance Guide](#)
- Clinical Requirements**
 - [Health and Immunization](#) (100 pts)
 - [Health Immunization \(SDBSN\)](#) (0 pts)
 - [Flu Vaccination](#) (0 pts)
 - [Flu Vaccination \(SDBSN\)](#) (0 pts)
 - [Criminal Background Check](#) (0 pts)
 - [Student Disclosure Form](#) (0 pts)
 - [Urine Drug Screening](#) (0 pts)
 - [Urine Drug Screening - RECOMMENDED](#) (0 pts)
 - [Criminal Background Check \(May be applicable to certain Executive Model Students\)](#) (0 pts)

Clinical Clearance

Navigating Canvas

School of Nursing - Student Information

Grades

[School of Nursing - Student Information](#) > [Grades](#) > Tiana Perez

[Print grades](#)
Total: 28.57%

[Show All Details](#)
 Course assignments are not weighted.
 Calculate based only on graded assignments

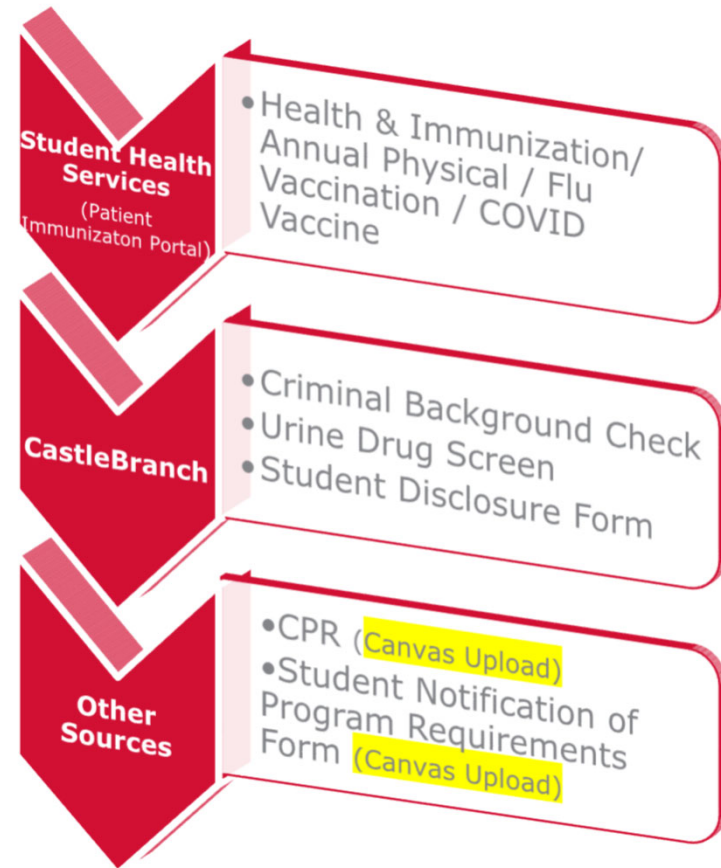
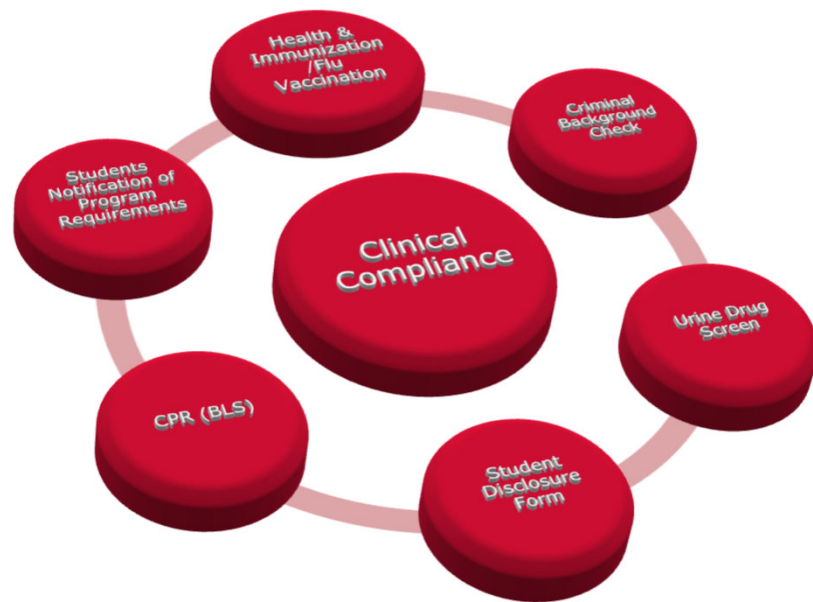
Grades for Tiana Perez

Arrange by: Due Date | [Assignments](#) | [Learning Mastery](#)

Name	Due	Score	Out of
CPR		100	100
Criminal Background Check		✓	100
Flu Vaccination (SDBSN)		-	100
Health Immunization (SDBSN)		-	100
HIPAA Compliance		-	100
Student Disclosure Form		-	100
Urine Drug Screening		-	100
Assignment		28.57%	
Test		N/A	
Imported Assignments		N/A	
Total		28.57%	

Clinical Clearance

Clinical Clearance Overview



Office of Student Clinical Compliance

For questions or concerns regarding clinical compliance
please email

clinicalclearance@sn.rutgers.edu

or call (973) 972-8544

Yvonne McClendon

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Program Coordinator

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