

A red rectangular banner with the text 'Clinical Compliance Overview' in white, sans-serif font.

# Clinical Compliance Overview

Two lines of text in a bold, black, sans-serif font.

**Office of Student Services Operations**  
**Office of Clinical Compliance**

**Yvonne McClendon**

Director of Student Affairs Operations

**Vivian Molina**

Manager of Student Clinical Compliance

**Sherri Lynn Moose**

Program Coordinator

# Who are we?

**The Office of Clinical Compliance 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 – June 1<sup>st</sup>**

**Exception: Flu Vaccination**

- Failure to complete all requirements by this date will impact your clinical placement and status



# 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  
RBHS Student Health Portal at  
<https://rbhs.medicatconnect.com>

- Background Check
- Urine Drug Screening
- Student Disclosure Form
- Cardiopulmonary Resuscitation Training
  - (American Heart Association CPR/BLS for Healthcare providers)
- Student Notification of Program Requirements

CastleBranch

*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

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# 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 **2025-2026 Flu Vaccination** in order to participate in Fall 2025 & Spring 2026 clinicals. **This vaccination must have a date after August 1, 2025.** The vaccination must be for the 2025-2026 flu season. Please check with your healthcare provider to ensure that you receive the proper vaccine. Students must submit Flu Vaccination information to Student Health Services through the **RBHS Student Health Portal** at <https://rbhs.medicatconnect.com/>
- COVID Vaccine/Booster – Clinical Students are required to be fully vaccinated per the policies in place by our clinical affiliation sites.
- 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 **RBHS Student Health Portal** at <https://rbhs.medicatconnect.com/> (log on using netid and password)

# 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> Please select Clinical Programs then Second Degree to access your immunization packet and download the packet to be completed by your primary care physician.
  - **You must follow the directions on the packet**
- Students must submit all information to Student Health Services through the **RBHS Student Health Portal** at <https://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 **RBHS Student Health Portal** at <https://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 process any health/immunization related documents, please do not forward them to our office.***



# Student Health and Immunization

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

The screenshot shows the Rutgers website's 'Student Health and Immunization' page, specifically the 'Nursing' section. A red arrow points to the 'Nursing Students' link in the left sidebar. A yellow box on the right contains a note about two options for Freshman and Sophomores. Another red arrow points to the 'Traditional Baccalaureate (Newark & New Brunswick) Juniors and Seniors' link in the list under 'Bachelor of Science in Nursing (BS)'.

← → ↻ 🏠 🔒 rutgers.edu/student-immunizations/nursing

**R** | RUTGERS

New Brunswick Newark Camden Rutgers Health

About Rutgers Academics Admissions & Tuition

## 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) **Freshman and Sophomores**
- Traditional Baccalaureate (Newark & New Brunswick) Juniors and Seniors

**Please select JUNIORS & SENIORS**

- Traditional Baccalaureate (Newark & New Brunswick) Juniors and Seniors
- Blackwood
- Second Degree
- RN to BS in Nursing

**School Nurse Certificates**

- School Nurse Certificate



## Immunization Packet - 4 steps

All forms and uploads must be completed at <https://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)

Clinical students (category 1) immunization requirements apply to students who will see patients or clients during the course of their program and may be exposed to blood or body fluids.  
Not sure of your category? Reach out to your program.

**Required:**  
Measles Mumps Rubella  
Hepatitis B, including labs for immunity  
Adult Tdap  
Tuberculosis screening  
Varicella  
Annual flu

**May be required (see immunization form for details):**  
Meningitis ACYW  
Meningitis B

Questions? Send us a secure message through the portal at <https://rbhs.medicatconnect.com>

5.2023

### Student to complete

Last name \_\_\_\_\_ First name \_\_\_\_\_ DOB (mm/dd/yyyy) \_\_\_\_\_  
 RUID or A number \_\_\_\_\_ Email \_\_\_\_\_ Cell phone \_\_\_\_\_  
 School/Program \_\_\_\_\_ Grad year \_\_\_\_\_

### Healthcare provider to complete

Healthcare provider name (print):	Date	Practice stamp
Healthcare provider name (sign):		
NPI:		

### Measles, Mumps, Rubella (MMR) - Complete option A, B, or C to fulfill this requirement

Option A: MMR vaccine doses	Vaccine/Titer	Date (mm/dd/yyyy)	Result
First dose on or after first birthday and a second dose at least 28 days after.	MMR dose 1	____/____/____	
	MMR dose 2	____/____/____	
Option B: MMR serological immunity To satisfy this option, blood tests must demonstrate immunity to measles, mumps, and rubella. <b>LAB REPORTS ARE REQUIRED AND MUST BE UPLOADED AS AN ATTACHMENT</b>	Measles (Rubelo) titer	____/____/____	<input type="checkbox"/> Immune <input type="checkbox"/> Non-immune
	Mumps titer	____/____/____	<input type="checkbox"/> Immune <input type="checkbox"/> Non-immune
	Rubella titer	____/____/____	<input type="checkbox"/> Immune <input type="checkbox"/> Non-immune
Option C: Measles, Mumps and Rubella immunizations if given separately. Doses may be entered individually in this	Measles dose 1	____/____/____	
	Measles dose 2	____/____/____	
	Mumps dose 1	____/____/____	

CLINICAL - Nursing students

# RBHS Student Health Portal

- To confirm you have completed your health requirements, please log on to the **RBHS Student Health Portal** at <https://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](http://njms.rutgers.edu/shs/immun_son.cfm)

# **Criminal Background Check, Urine Drug Testing and Student Disclosure Form**

## **Student Notification of Program Requirements Form**

**CPR**

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# 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](http://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

Please order these screenings the week of May 12th

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



# 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:


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](mailto:customerservice@castlebranch.com)

# 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.

**Please schedule your training the week of May 12th**

HEALTHCARE PROVIDER		HEALTHCARE PROVIDER	
<b>Healthcare Provider</b>		<b>TC ID #</b>	
 <b>American Heart Association</b>		<b>Training Center Name</b>	
<p>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.</p>		<b>TC Info</b> <b>City, State</b> <b>ZIP</b> <b>TC Phone</b>	
<p>Issue Date</p>		<b>Course Location</b>	
<p>Recommended Renewal Date</p>		<b>Instructor Name</b> <b>Inst. ID #</b>	
		<b>Holder's Signature</b>	
<small>© 2011 American Heart Association    Tampering with this card will alter its appearance.    90-1801</small>			



# 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.

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 Compliance Canvas Course

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# Canvas / Clinical Compliance

**Clinical Compliance Requirements** <https://nursing.rutgers.edu/students/clinical/>

**All requirements must be completed to participate in clinical.**

- Clinical compliance 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 Compliance 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

## Dashboard

Select “School of Nursing – Student Information”

The screenshot shows the Canvas dashboard interface. On the left is a red sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, Search, Commons, and Help. The main content area displays two messages and a dashboard section. The first message is a "Canvas Roles Reminder" about having only one TEACHER role per course. The second message is a "School of Nursing Email" with instructions on setting a default email. Below the messages is a "Dashboard" section with three tiles. The first tile, titled "School of Nursing - Student Information", is highlighted with a black arrow pointing to its top-right menu icon. The other two tiles are "FERPA Tutorial" and "Universal Design for Learning (UDL)".

**Canvas Roles Reminder - Only 1 TEACHER role per course!**

Reminder: Please ensure that your course has ONLY 1 TEACHER role. There can be multiple instructors added to the course as Secondary Teacher, who have the same functionality as the teacher role, but there must only 1 instructor identified as the primary TEACHER role in Canvas. For more information on Canvas roles, see here: <https://rutgersonline.desk.com/customer/portal/articles/2635151>

This is a message for School of Nursing-Newark/New Brunswick

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**School of Nursing Email**

Hello,

Please make sure that your DEFAULT email in Canvas is your Connect/O365 account ([netid@sn.rutgers.edu](mailto:netid@sn.rutgers.edu)). [Click here](#) for instructions on how to check and update your default email in Canvas.

If you do not have or know your Connect/O365 official School of Nursing email, please contact Asanté Barr at [aqb4@sn.rutgers.edu](mailto:aqb4@sn.rutgers.edu)

This is a message for School of Nursing-Newark/New Brunswick

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**Dashboard**

Search...

- School of Nursing - Student Information**  
[School of Nursing - Student Information](#)
- FERPA Tutorial**  
[FERPA 101](#)
- Universal Design for Learning (UDL)**  
[Universal Design for Learning \(UDL\)](#)

# Navigating Canvas

## School of Nursing - Student Information



≡ School of Nursing - Student Information > Pages > Clinical Clearance Guide

63 Student View

- Home
- Announcements
- Syllabus
- Modules
- Grades
- People
- Assignments
- Discussions
- Pages
- Files
- Outcomes
- Quizzes
- Collaborations
- BigBlueButton
- Rubrics
- Item Banks
- LockDown Browser
- Rutgers Libraries
- New Analytics
- Zoom

[View All Pages](#)

Front Page

Public

## Clinical Clearance Guide <sup>▲</sup>

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 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.
- Traditional (Newark, New Brunswick and Blackwood), Second Degree BS in Nursing, RN to BS, and School Nurse Certificate students participating in **Spring 2024** clinical course(s) must complete all requirements **immediately**.
- Graduate students participating in Spring 2024 clinical course(s) must complete all requirements **immediately**.
- **This includes an annual Flu Vaccination and annual physical.**

*If you have questions throughout the process please reach out to the Office of Clinical Clearance via email [clinicalclearance@sn.rutgers.edu](mailto:clinicalclearance@sn.rutgers.edu)*

*Thank you,*

*Yvonne McClendon,*


*Director of Student Clinical Compliance*

# Navigating Canvas


School of Nursing - Student Information

## Course Syllabus


RUTGERS




Account




Dashboard




Courses




Calendar




Inbox




Search



Commons




Help



- Home
- Announcements
- Syllabus
- Modules
- Grades
- People
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- 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 levels) & Informatics	BS to DNP Programs & Masters CNL	PhD Programs
Health & Immunization <i>Including Flu Vaccination (Annual)</i>	✓	✓	✓	✓	✓	✓	✓
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.



# School of Nursing - Student Information

**School of Nursing - Student Information > Modules**

Home | Announcements | Syllabus | **Modules** | Grades | People | Assignments | Discussions | Pages | Files | Outcomes | Quizzes | Collaborations | Conferences | Settings

View Progress + Module

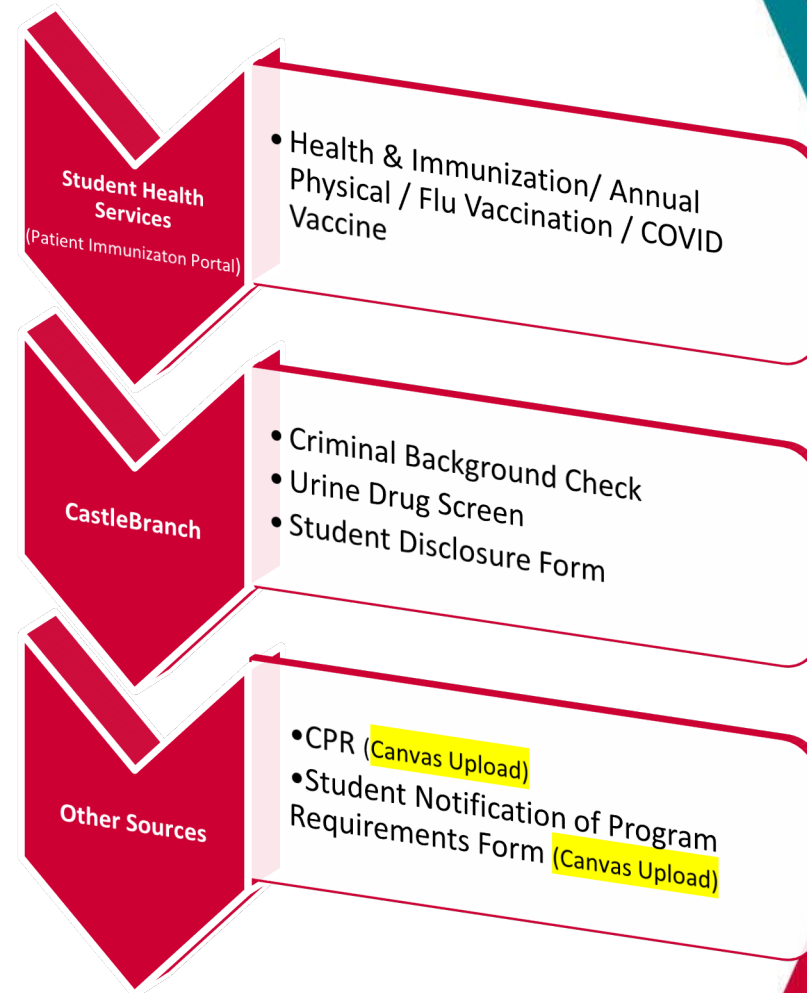
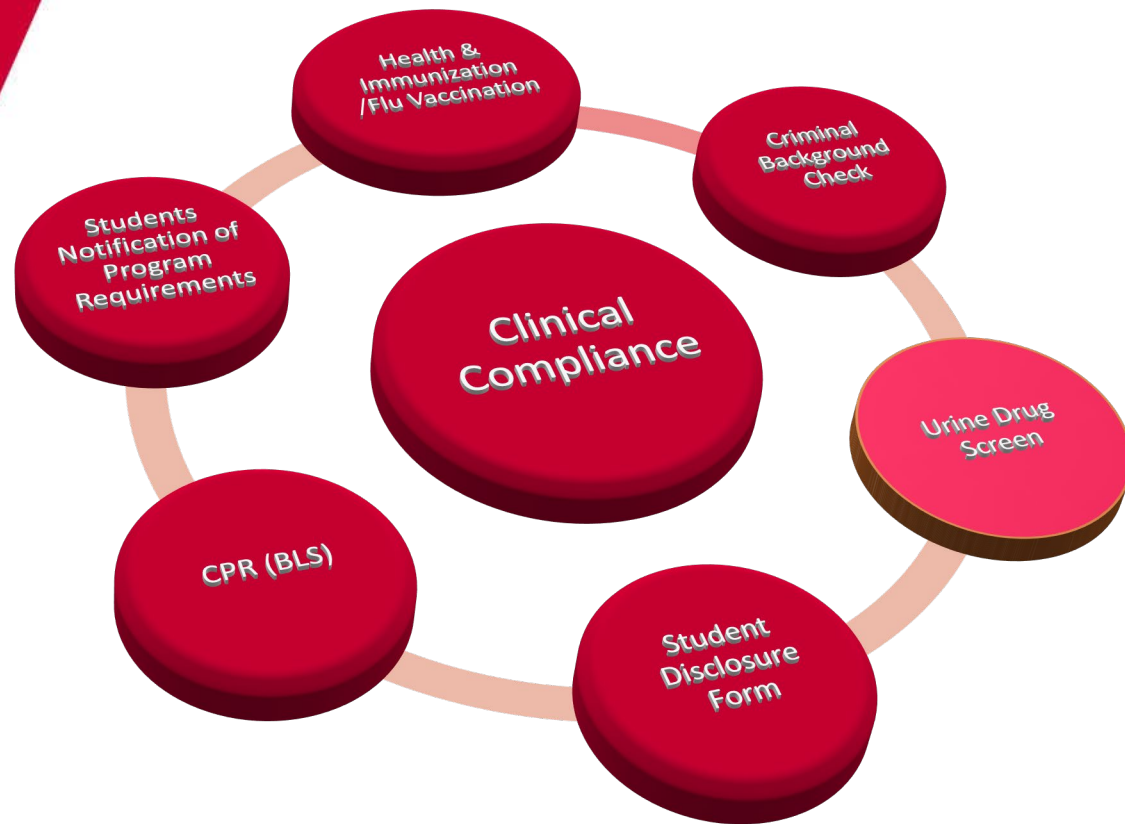
### Welcome

- Clinical Clearance Guide

### Clinical Requirements

Item	Status	Points	Action
Health and Immunization	Completed	100 pts	[+][⚙️]
Health Immunization (SDBSN)	Completed	0 pts	[+][⚙️]
Flu Vaccination	Completed	0 pts	[+][⚙️]
Flu Vaccination (SDBSN)	Completed	0 pts	[+][⚙️]
Criminal Background Check	Completed	0 pts	[+][⚙️]
Student Disclosure Form	Completed	0 pts	[+][⚙️]
Urine Drug Screening	Completed	0 pts	[+][⚙️]
Urine Drug Screening - RECOMMENDED	Completed	0 pts	[+][⚙️]
Criminal Background Check (May be applicable to certain Executive Model Students)	Completed	0 pts	[+][⚙️]

# Clinical Compliance Overview



# Office of Student Clinical Compliance

## Office of Student Clinical Compliance

For questions or concerns regarding clinical compliance please email

**[clinicalclearance@sn.rutgers.edu](mailto:clinicalclearance@sn.rutgers.edu)**

or call (973) 972-8544

**Yvonne McClendon**

Director of Student Affairs Operations

**Sherri Lynn Moose**

Program Coordinator

**Vivian Molina**

Manager of Student  
Clinical Compliance