RUTGERS HEALTH
School of Nursing

Clinical Compliance Overview

Office of Student Services Operations
Office of Clinical Compliance

Yvonne McClendon
Director of Student Affairs Operations
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

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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 – July 1st

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

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Clinical Compliance
Non Compliant Students
Deregistration from Courses

- *Non-compliant students will be deregistered from all nursing courses on the first day of the semester*.

- Information regarding this policy will be discussed during **Day Two Orientation**.

Program	Semester	Deadline for Submission	De-Registration from All Classes
SDBS Incoming **Summer Semester**	Summer	**July 1st**	***First day of the Summer semester*** **Non-compliant students deregistered from all nursing courses*

Program	Summer Level 1	Fall Level 2	Spring Level 4	Summer Level 4
SDBS (Summer Admit)	**May 1st (Admit Term)**	**July 1st**	**November 1st**	**May 1st**

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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://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**

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 Summer 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 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.***

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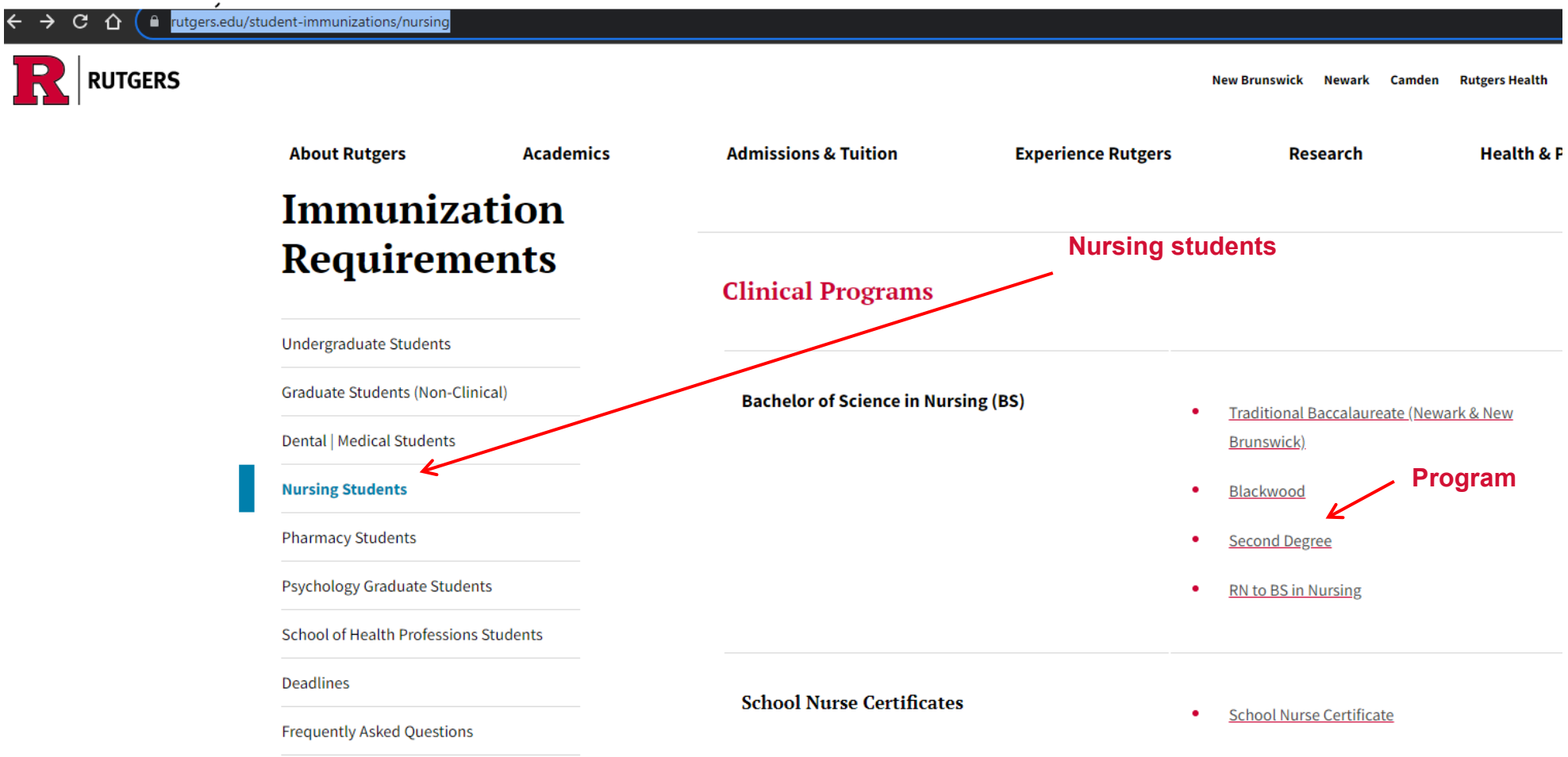
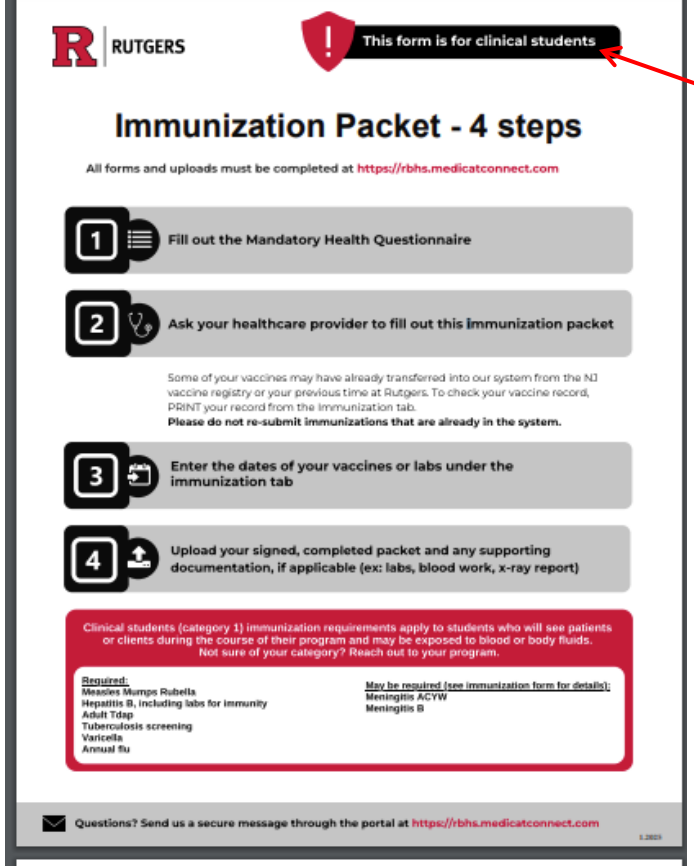
Student Health and Immunization

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





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This form is for clinical students

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.

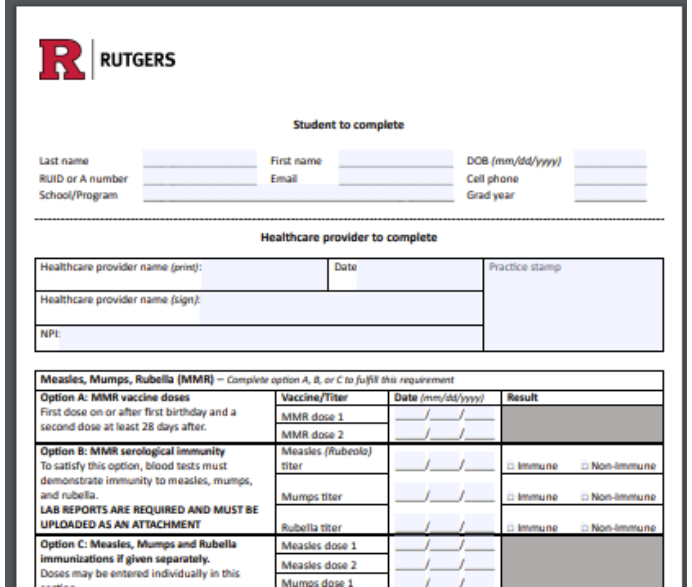
3. Enter the dates of your vaccines or labs under the immunization tab
4. Upload your signed, completed packet and any supporting documentation, if applicable (ex: labs, blood work, x-ray report)

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



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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 First dose on or after first birthday and a second dose at least 28 days after.	**Vaccine/Titer**	**Date** (mm/dd/yyyy)	**Result**
	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. **LAB REPORTS ARE REQUIRED AND MUST BE UPLOADED AS AN ATTACHMENT**	Measles (Rubeola) titer	____/____/____	☐ Immune ☐ Non-immune
	Mumps titer	____/____/____	☐ Immune ☐ Non-immune
	Rubella titer	____/____/____	☐ Immune ☐ 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

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

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) 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(s) matriculate through the program at their own risk.

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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.

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:

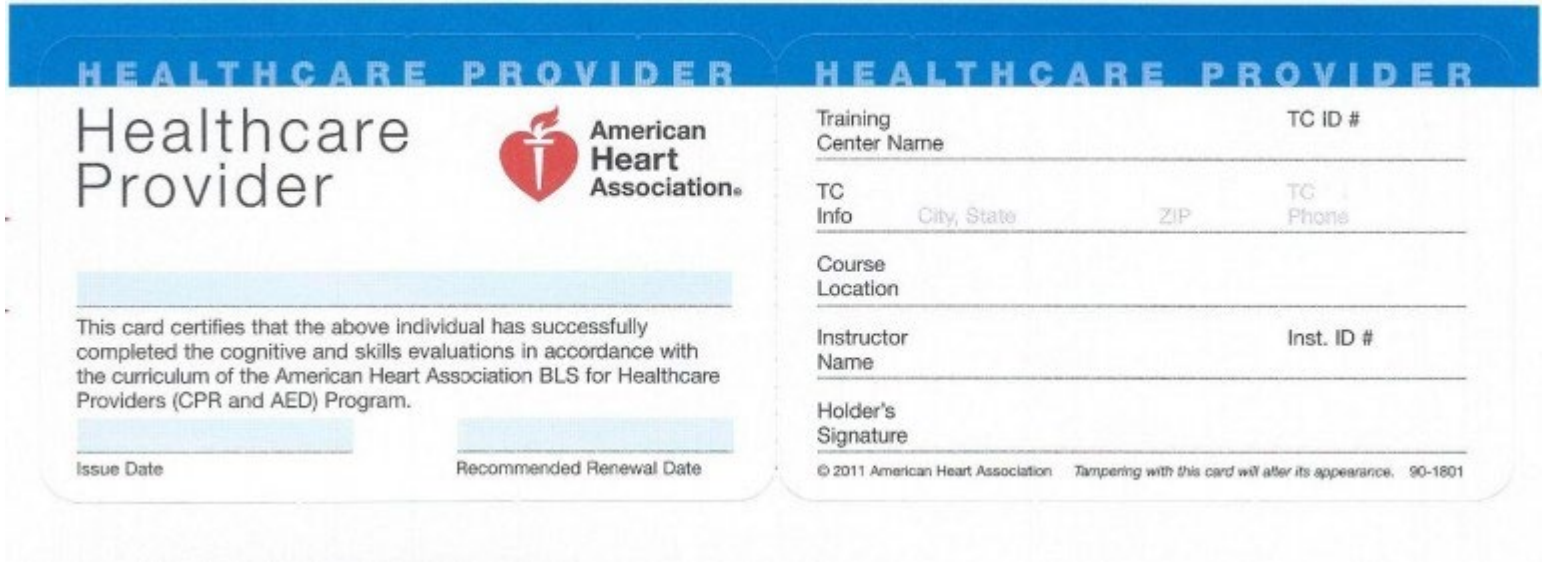
Submit

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

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.



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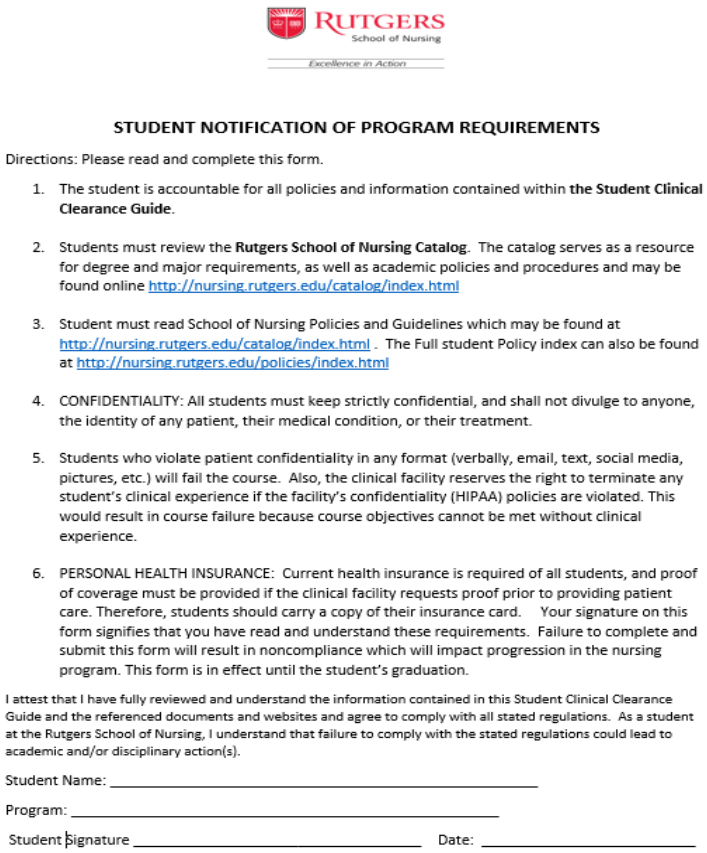
Student Notification of Program Requirements Form (upload to Canvas)

- 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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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: _____

Introduction to Canvas

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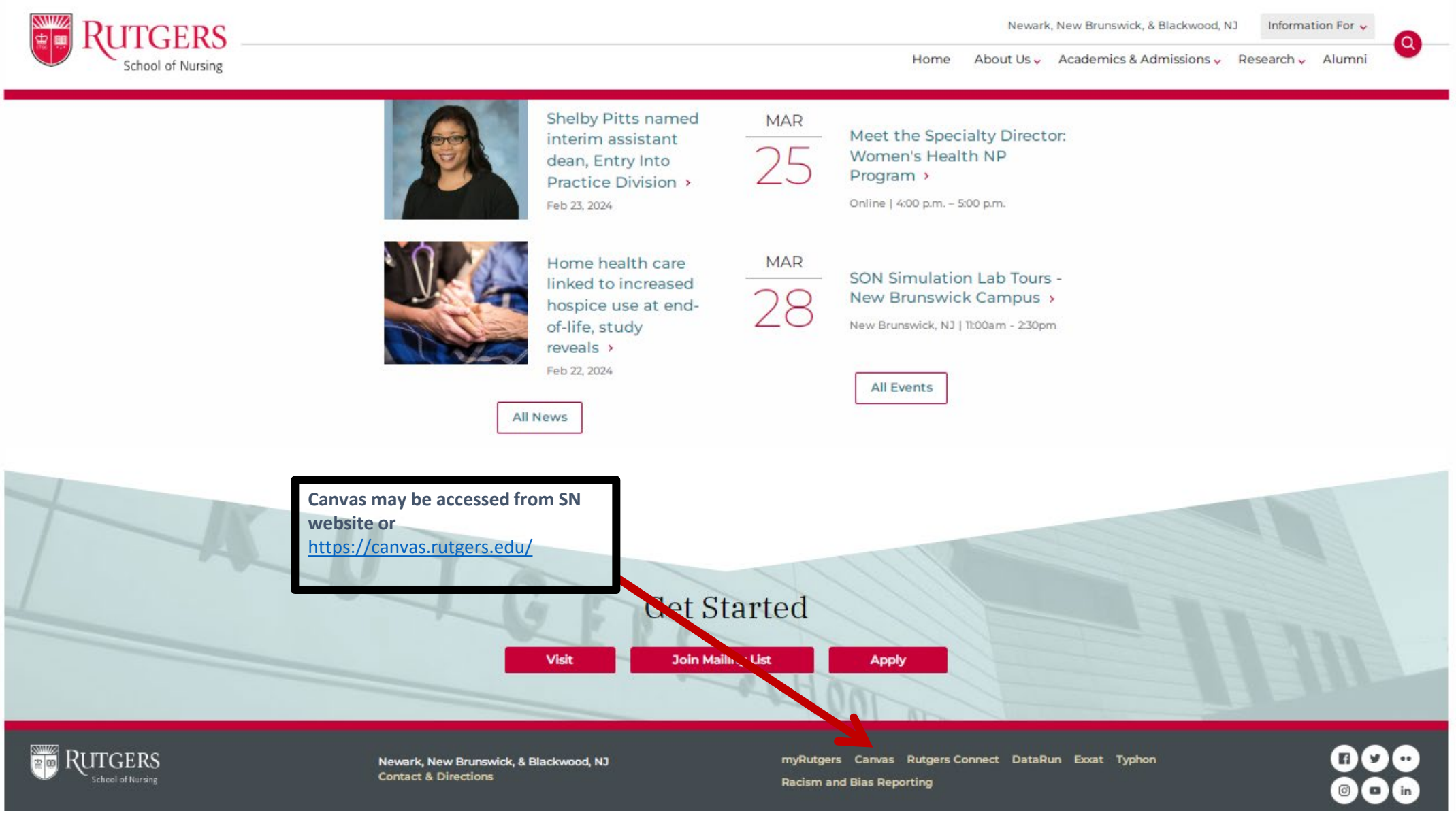
Canvas /Clinical Compliance



Canvas /Clinical Compliance

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

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.

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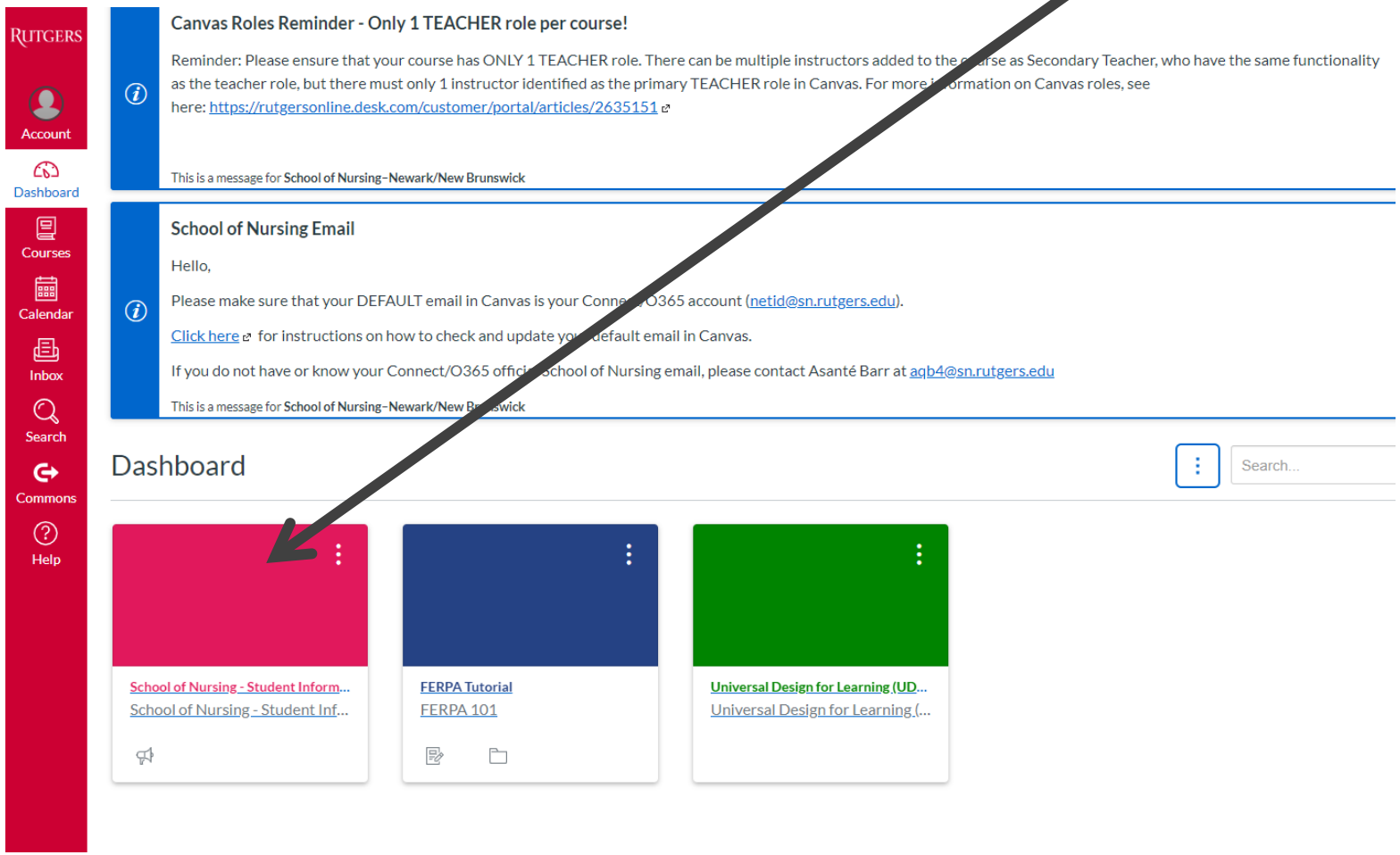
Navigating Canvas

School of Nursing - Student Information

Dashboard

Select "School of Nursing – Student Information"



Navigating Canvas

School of Nursing - Student Information

View All Pages

Front Page | Published | Assign To | Edit

Clinical Clearance Guide

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.*
- *Traditional (Newark, New Brunswick and Blackwood), Second Degree BS in Nursing, RN to BS, and School Nurse Certificate students participating in **Summer 2025** clinical course(s) must complete all requirements **immediately.***
- *Graduate students participating in **Summer 2025** clinical course(s) must complete all requirements **immediately.***
- ***This includes an annual physical and the flu vaccine for the the 2024-2025 flu season with a current flu vaccine having been obtained after August 1, 2024.***

If you have questions throughout the process please reach out to the Office of Clinical Clearance via email clinicalclearance@sn.rutgers.edu

Thank you,

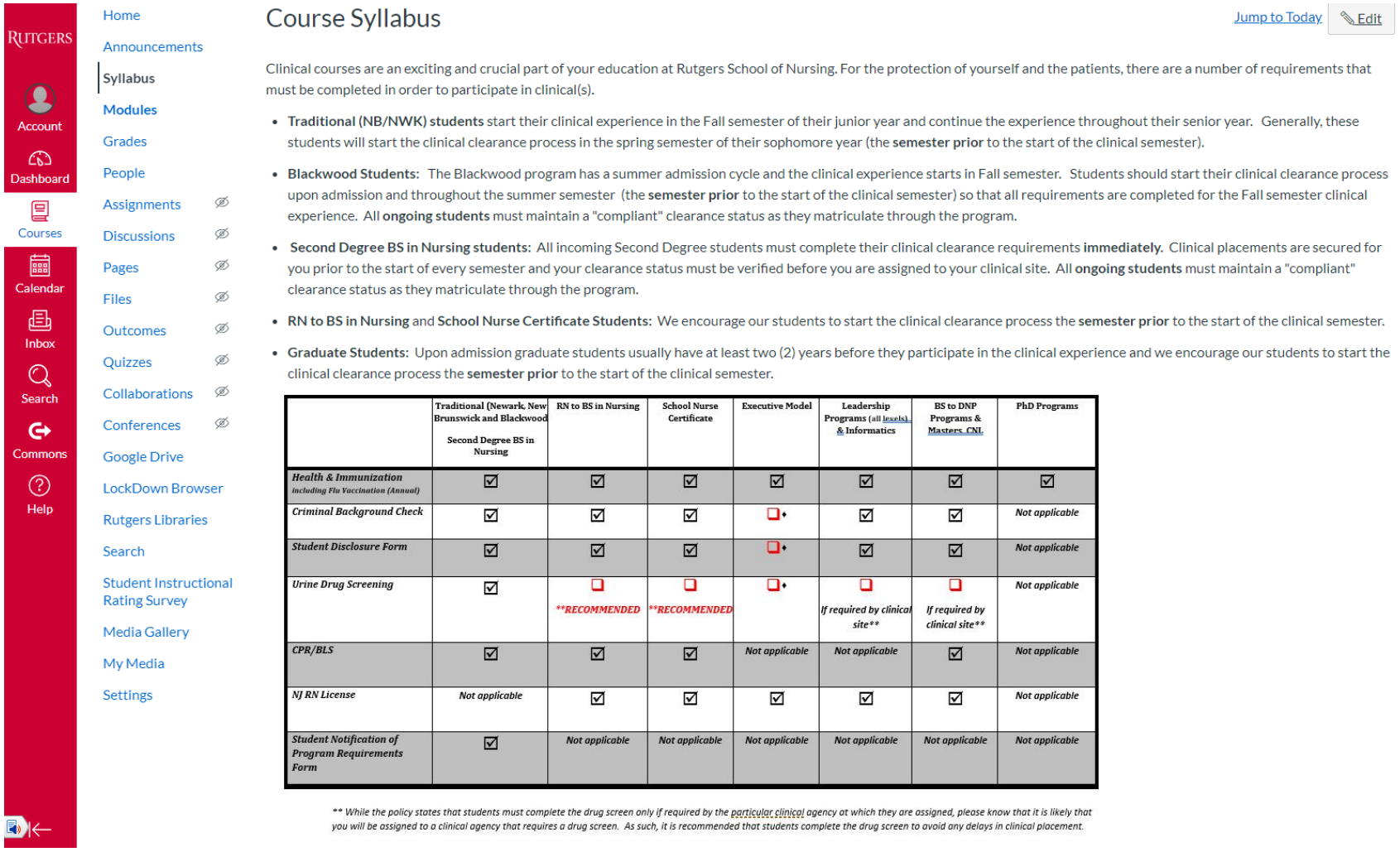
Yvonne McClendon,

Director of Student Clinical Compliance

Navigating Canvas

School of Nursing - Student Information

Course Syllabus



Exxat

Exxat

Elevate Your Program
Reimagine: *Clinical Placements*

Exxat Prism: The trusted, all-in-one clinical and experiential education management solution your program will ever need.

Elevate Your Program
Reimagine: *Compliance Tracking*

Exxat Prism: The trusted, all-in-one clinical and experiential education management solution your program will ever need.

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Accessing the Exxat Platform

During orientation, nursing students will receive step-by-step guidance and additional information to assist with logging in to and navigating the Exxat platform.

Exxat is the central system used to manage clinical placements, compliance documentation, and other program-related requirements.

Students will learn how to access their accounts and upload clinical compliance documents (CPR/Student Notification of Program Requirements Attestation) and additional requirements outlined by the academic division.

Technical support resources and contact information will also be provided to ensure a smooth onboarding experience.

Next Steps

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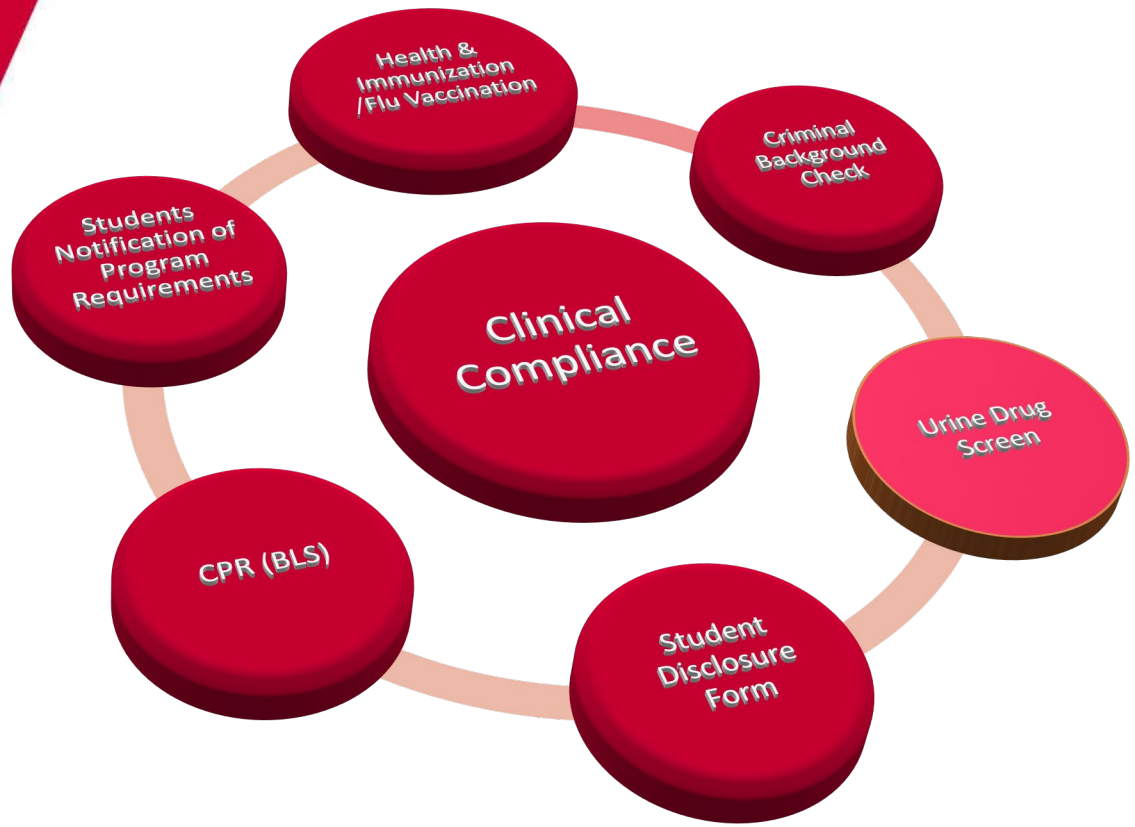
Clinical Compliance Overview



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)

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Office of Student Clinical Compliance

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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Sherri Lynn Moose
Program Coordinator

Vivian Molina
Manager of Student
Clinical Compliance