



Clinical Compliance Checklist

Purpose & Application

Per the College of Nursing's [Clinical Compliance Policy](#) all students in programs that have clinical experiences, have Clinical Compliance requirements they must meet. Following is a checklist of clinical compliance items that are **required** of every College of Nursing (CON) student in an advanced program who is required to complete clinical hours. Advanced programs include, but are not limited to, Master of Science in Nursing – Clinical Systems Leadership (RN-MS), Graduate Certificates, and Doctor of Nursing Practice (DNP), including all specialties.

Timeline

Below is an outline of the requirements in the suggested order of completion, based on the typical time it takes to complete each item. Because several of these items can take a while to complete, the CON strongly encourages you start completing these items and collecting the required documentation **as soon as possible**. However, the order that works best for each student varies on a case-by-case basis, so **it is important to carefully read all details of each requirement** on the following pages.

- 1. AZ DPS Level 1 Fingerprint Clearance Card
- 2. Tuberculosis (TB) Test
- 3. Titer Tests (as needed)
- 4. Vaccines/Boosters (as needed)
- 5. Drug/Alcohol Test
- 6. Background Check (if applicable)
- 7. Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Certification
- 8. Signed 'Essential Qualifications' Acknowledgement
- 9. 'HIPAA' and 'OSHA/Bloodborne Pathogens' UAccess Training
- 10. Health Insurance
- 11. RN License

Medical Requirements

All documents must contain your name, the type and date of the test/vaccine, and a lab report/physician verification of the results for any test
(* = CDC recommendation)

	Requirement	Accepted Test/Vaccine(s) <small>(Only one option per requirement must be completed)</small>	Details and Additional Information
Medical Test(s)	<input type="checkbox"/> Tuberculosis (TB)	Negative QuantiFERON Gold Blood Test*	<ul style="list-style-type: none"> The CDC recommends waiting at least one month after receiving any vaccine before completing a TB test to avoid a false positive result, so plan accordingly. Any result above 10mm is considered positive, regardless of provider interpretation A clear chest X-ray is required if any other test is positive All TB tests must be renewed annually, at minimum. <ul style="list-style-type: none"> For renewals, you may submit any option listed, regardless of what was previously submitted.
		Negative T-Spot Blood Test	
		Negative 1-Step TB Skin Test	
		Clear Chest X-Ray	
Titer Only	<input type="checkbox"/> Hepatitis B	Positive Anti-HBs Surface Antibody Titer Test	<ul style="list-style-type: none"> If your titer is negative or equivocal you must get the Hep B booster* OR complete the full 2-3 step Hep B vaccination series, wait 4-6 weeks, and then re-take/submit a new titer. At minimum, you must receive the booster/1st repeat shot by the compliance deadline.
		Positive HBsAb Surface Antibody Titer Test	
Vaccine(s) Only	<input type="checkbox"/> Tetanus, Diphtheria, and Pertussis	Tdap Vaccine (+ Td Booster, if needed)	<ul style="list-style-type: none"> If your most recent vaccine/booster was 10 or more years ago, you must get the booster If you received a booster, you must provide proof of the original vaccine AND the booster
	<input type="checkbox"/> COVID		<ul style="list-style-type: none"> The University is not mandating the COVID vaccine(s) or booster(s) for students. However, some clinical sites require that students training at their sites have the vaccine(s), and possibly booster(s). Due to the possibility of being placed in a facility with these requirements, we ask students to indicate if they have received the vaccine(s)/booster(s). <ul style="list-style-type: none"> Some clinical facilities accept/offer exemptions from the COVID-19 vaccination requirement for religious or medical reasons. CON strongly encourages all students to obtain a COVID-19 vaccine as soon as possible so that they will meet the requirements of any potential clinical facility.
	<input type="checkbox"/> Influenza (Flu Shot)	Current/Coming season's Flu Shot	<ul style="list-style-type: none"> If your clinical compliance deadline falls September - March, you must get the current season's flu shot before the clinical compliance deadline If your clinical compliance deadline falls April - August, you must get the next season's flu shot by September 30th, of the coming fall.
Vaccines or Titer	<input type="checkbox"/> Measles, Mumps, Rubella (MMR)	2 MMR Vaccines	Vaccines may be from any point in life , with a minimum of 28 days between the two shots
		Positive IgG Antibody Titer Test	If the titer is negative or equivocal and you do not have proof of 2 MMR vaccines, you must complete the MMR vaccination series (no 2 nd titer required).
	<input type="checkbox"/> Varicella (Chicken Pox)	2 Varicella Vaccines	Vaccines may be from any point in life , with a minimum of 28 days is between the two shots
		Positive IgG Antibody Titer Test	If the titer is negative or equivocal and you do not have proof of 2 Varicella vaccines, you must complete the Varicella vaccination series (no 2 nd titer required).

Other Requirements

Arizona Department of Public Safety (AZ DPS) Level 1 Fingerprint Clearance Card

- front and back copy of an **active Level 1 Fingerprint Clearance Card is required** to always be on file.
 - The CON recommends obtaining the card from the state of Arizona but will accept a Level 1 Fingerprint Clearance Card from any state, even if the card was obtained for a different purpose.
 - If you do not have a Fingerprint Clearance Card and your home state does not issue Fingerprint Clearance Card, you will need to obtain an Arizona Fingerprint Clearance Card through AZ DPS
 - See the [Fingerprint Clearance Card Instructions](#) for details on how to submit your application and fingerprints to AZ DPS.
 - The process can take several weeks, so **we recommend starting this process as soon as possible**.
 - Proof your card is issued/approved will be temporarily accepted if the physical card has yet to arrive.
 - Level 1 Fingerprint Clearance Cards must be valid during your entire next semester of clinical rotations.
 - If your card is set to expire anytime during your next semester of clinical rotations, please renew it prior to the start of that semester.
 - Students are required to immediately inform the CON of any changes to their Fingerprint Clearance Card status

Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Certification

- A front and back copy of an **active BLS/CPR certification card is required** to always be on file.
 - The BLS or CPR certification **must** meet American Heart Association (AHA) guidelines/criteria and include AED training
 - The CON recommends [BLS for Healthcare Professionals](#) from the AHA
 - Certifications must remain valid for at least the duration of your upcoming semester
 - Letters from providers stating certification will be temporarily accepted if the official certification has yet to arrive.

Health Insurance

- A front and back copy of a **current health insurance card or proof of coverage is required** to always be on file.
 - If the student's name is not on the document, a document verifying coverage is required from the provider.
 - Health insurance must be re-uploaded annually, at minimum.
- Regardless of insurance provider, all students must have access to in-network providers within the same city/area of their clinical site/program

Drug/Alcohol Test

- A **drug/alcohol screening test substance is required** to always be on file.
 - See our [Drug/Alcohol Test Policy & Procedures](#) for details on what is considered an acceptable result, and more.
 - Students must order their drug screen through the CB system.
 - Results are typically posted within 2-3 weeks, but can take longer, so **we recommend starting this process as soon as possible**.
 - The screening test must be repeated every 3 years, or as needed by the CON and/or clinical placement sites

Background Check

- An **acceptable background check** must always be on file, if required for your program.
 - See our [Background Check Policy](#) for details on what is considered an acceptable check, and more.
 - Students must order their background check through the CB system.
 - Results are typically posted within 10-12 days, but can take longer, so **we recommend starting this process as soon as possible**
- Students may be required by the CON and/or clinical placement sites to complete additional background checks.

'HIPAA' and 'OSHA/Bloodborne Pathogen' UAccess Training

- Valid certificates for the **"HIPAA" and "OSHA/Bloodborne Pathogen" trainings are required** to always be on file.
 - Students must complete the trainings in [EDGE Learning](#) via UAccess.
 - Use the search bar to find the training.
 - If you experience difficulties with the trainings and/or EDGE Learning, please contact [University IT](#) (UITS)
- Both trainings must be repeated annually, at minimum.

Signed 'Essential Qualifications' Acknowledgement

- The following form **must be downloaded** (also available in CB), **reviewed, signed, and re-uploaded** to CB
 - [Essential Qualifications](#)
 - The three verification boxes must be checked

RN License

- **All active RN License(s) must always be on file**
 - If you have multiple licenses, please submit them all at once
 - A screenshot of licensure verification from the state website or online portal like Nursys is acceptable