



Clinical Compliance Checklist – Pre-Licensure Students

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. Please keep in mind that according to this policy, these requirements are not permitted to expire while a semester is in session, unless they follow a specific medical timeline. This means you may be asked to renew prior to the expiration of a requirement.

On the following pages is a checklist of clinical compliance items that are **required** of every College of Nursing (CON) student in a pre-licensure program who is required to complete clinical hours. Pre-licensure programs include, but are not limited to, Bachelor of Science in Nursing (BSN), Bachelor of Science – Integrative Health Emphasis (BSN-IH), and Master of Science in Nursing – Entry to the Profession (MS-MEPN).

Completing Requirements

Several of these items can take a while to complete, the CON strongly encourages you to start completing these items and collecting the required documentation **as soon as possible**. Below is an outline of the requirements; **it is important to carefully read all details of each requirement** on the following pages.

Please note that students will have different designated compliance systems, based on when they started their nursing program. Please use your designated compliance system as indicated below for all requirements, unless instructed otherwise.

- Students who began their nursing program **prior** to February 2024, should complete requirements via CastleBranch.
- Students who began/will begin their nursing program **during or after** February 2024, should complete their requirements via Complio (American DataBank).

Requirement Checklist

Drug Test

- A negative Drug Test is required. Please review your institution's [Drug/Alcohol Test Policy & Procedures](#) for more details.
 - You must order a Drug Test through the designated compliance system. Once complete, your results will automatically upload to your account.
 - It is strongly encouraged to not consume more than 8oz of water within 2 hours of your scheduled collection time.

Background Check

- An acceptable Background Check is required. Please review your institution's [Criminal Background Check Policy](#) for more details on what is acceptable.
 - You must order a background check through the designated compliance system. Once complete, your results will automatically upload to your account.
 - If you additionally need to complete an international background check, please complete it as listed below based on the compliance system you are using. Once complete, your results will automatically upload to your account.
 - Students using CastleBranch will be prompted by CastleBranch to complete additional checks, if necessary. No extra action is required beyond ordering a standard background check.
 - Students using Complio (American DataBank) must elect to order and

international and/or Canadian background check if you have ever resided outside of the United States.

□ Fingerprints/AZ Department of Public Safety (DPS) Level 1 Fingerprint Clearance Card

- A front and back copy of an active AZ DPS Level 1 Fingerprint Clearance Card is required to always be on file.
 - AZ DPS Level 1 Fingerprint Clearance Cards are valid for 6 years.
 - Please note, you may be asked to renew prior to your card's exact expiration date, as items may not expire during the semester.
 - Previously issued Fingerprint Clearance Cards that were obtained for a different purpose, are acceptable
 - Previously issued AZ DPS Level 1 Fingerprint Clearance Cards that will expire during the upcoming/current semester will NOT be accepted. You must renew your card prior to beginning clinicals.
 - Students are required to immediately inform the CON of any changes to their Fingerprint Clearance Card status.
- The process can take several weeks, so we recommend starting this process as soon as possible.
 - All applications are processed by AZ DPS. However, you can choose to apply directly through AZ DPS by following the [Fingerprint Clearance Card Instructions](#) or you can order through Complio (American DataBank), if that is your designated compliance system.
 - If ordering through Complio, please used the instructions provided by them, after your order is placed.

□ Tuberculosis (TB) Test

- **First TB Test submission:** one of the following must be submitted.
 - **TWO** Negative PPD Skin Tests
 - You must wait at least 1 week before completing the 2nd test, but no more than 6 months.
 - **ONE** Negative QuantiFERON (IGRA) Blood Test
 - **ONE** Negative T-Spot Blood Test
 - **ONE** Clear Chest X-Ray
 - Required if you receive a positive result on any other TB Test, but can be completed by anyone, even if no prior positive result was recorded.
- **TB Test renewals:** all options above must be renewed annually, at minimum.
 - Skin Test/Blood Test Renewals:
 - You may renew by submitting **ONE** negative PPD Skin Test or any other acceptable option listed above.
 - You can submit any option, no matter which type of test was submitted previously.
 - Chest X-Ray Renewals:
 - If you tested positive for TB, and were therefore required to complete a Chest X-Ray, you **must** renew following the process for a Chest X-Ray Renewal as outlined below.
 - If you have **not** tested positive for TB, but opted to complete a Chest X-Ray, you may renew by submitting any other acceptable option or by following the process for a Chest X-Ray Renewal as outlined below.
 - You must submit a Chest X-ray at least every two years, but the year between X-Rays you must submit a Clearance Exam/Questionnaire from your healthcare provider clearing you of any TB signs and symptoms.

- To fulfill this requirement, you can complete the [TB Questionnaire](#) or submit a comparable document (lab report or letter signed by a healthcare provider) stating that you are symptom free.

Hepatitis B

- You must submit proof of a positive Surface (HBsAb) Antibody Hepatitis B Titer.
 - Please review the [Hepatitis B Steps Flowchart](#) for more information on the Hepatitis B compliance process.
 - If you are now starting your dose series, or require a booster series, due to a negative Surface (HBsAb) Antibody Hepatitis B Titer, you will have temporary compliance until a positive Surface (HBsAb) Antibody Hepatitis B Titer can be submitted.
 - If you are unable to obtain immunity you must provide proof of a completed initial series, initial titer, completed booster series, and a repeat titer. After all the above has been submitted your healthcare provider must provide a non-converter statement.

Measles, Mumps, Rubella (MMR)

- You must submit either a completed 2 dose MMR series, or proof of positive immunity for Measles, Mumps, and Rubella with titer tests.
 - If you are now starting your series, you will have one month of temporary compliance after your first dose.

Varicella (Chicken Pox)

- You must submit either a completed 2 dose Varicella series, or proof of positive immunity for Varicella with a titer test.
 - If you are now starting your series, you will have one month of temporary compliance after your first dose.

Tetanus, Diphtheria, and Pertussis

- You must submit proof of an administered Tdap.
 - If your submitted Tdap exceeds 10 years you must additionally provide an administered Td Booster from within the last 10 years.

COVID

- The University of Arizona/College of Nursing does not mandate the COVID-19 vaccine, but clinical sites vary on what they require/accept for COVID-19 documentation. Please review our information on [COVID-19 and Clinical Rotations](#) for more information. Based on your COVID-19 vaccine status please complete this requirement as outlined below.
 - If you have received your COVID-19 doses, please submit them.
 - If you are in the middle of completing your COVID-19 doses or intend to complete them soon, please contact the Clinical Compliance Coordinators for further instruction.
 - If you **have not and do not** intend to receive your COVID-19 doses, please contact the Clinical Compliance Coordinators to determine whether you should submit a declination form or seek an exemption through the University of Arizona.
 - If you have not been specifically instructed by the Clinical Compliance Coordinators to seek an exemption, please complete a declination form.
 - This can be changed at any time if an exemption is required by a clinical site.
 - If submitting an exemption previously approved by the University of Arizona, it must be from the Dean of Students allowing a religious exemption, or the Disability Resource Center providing a medical exemption.

- All exemptions and declinations submitted will be reviewed and approved directly by the Clinical Compliance Coordinators.

Influenza (Flu Shot)

- You must submit a current flu vaccination or complete a [Flu Declination Form](#)
 - This item is renewed by September 30th every year whether you were vaccinated or declined.
 - Your flu shot must be administered no earlier than August 1 to be accepted for the current flu season.
 - This category is not tracked between May 1 and September 29. Therefore, students who begin their program in the Summer or Fall semester will not be required to submit proof of their flu vaccine until September 30th of their first Fall semester.

American Heart Association (AHA) BLS/CPR Certification

- An active American Heart Association BLS or CPR certification is required.
- Classes can be found [here](#). The CON recommends the BLS Provider course.

Health Insurance

- You must submit proof of your personal health insurance annually.
 - If your last name does not match the name on the policy, you will be required to provide proof of coverage.
 - Health shares will not be accepted.

Forms Requiring Signed Acknowledgement

- You must submit your *Essential Qualifications*, *Student Exposure to Bloody/Body Fluids Procedures*, and *OSHA Respirator Questionnaire* forms.
 - For students using Complio (American DataBank): all forms will be signed electronically in Complio (American DataBank).
 - For students using CastleBranch:
 - The *Essential Qualifications* and *Student Exposure to Blood/Body Fluids Procedure* forms will be linked in CastleBranch. You must download the form, sign it, and re-upload it.
 - The *OSHA Respirator Questionnaire* form will be provided to you if you are required to be fitted for an N-95 mask.
 - If you have been fitted for a N-95 mask, please fill out your size and date of the fitting.

"HIPAA" and "OSHA/Bloodborne Pathogens" UAccess Training

- You must submit your *HIPAA* and *OSHA/Bloodborne Pathogens* Certificates.
 - These items are completed via EDGE Learning found in your UAccess account.