Clinical Compliance Checklist

Following is a checklist of clinical compliance items that are required of every College of Nursing (CON) student who is required to complete clinical hours.

All students must comply with all requirements for the CON and every clinical facility to which they are assigned, including requirements related to COVID-19 vaccination and/or testing. The CON will not modify assigned clinical placements if a student cannot or does not comply with the clinical facility’s requirements. Please also keep in mind that clinical requirements for sites will continue to change. If a student does not meet the requirements of their assigned clinical site and therefore, is not able to participate in their assigned clinical hours, the student will not be successful in the course and/or program.

These requirements are uploaded and tracked in the CON’s clinical compliance system, CastleBranch (CB). The CON will pay for the student’s CB account. After accepting admission to the program, students will receive an email with instructions on how to set up their CB account. The student is responsible to pay all other fees associated with the clinical compliance requirements.

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
☐ 7. Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Certification
☐ 8. Health Insurance
☐ 9. Forms Requiring Signed Acknowledgement
☐ 10. “HIPAA” and “OSHA/Bloodborne Pathogens” UAccess Training
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<th>Requirement</th>
<th>Accepted Test/Vaccine(s)</th>
<th>Details and Additional Information</th>
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| Medical Test(s) | □ Tuberculosis (TB) | Negative QuantiFERON Gold Blood Test*  
- Negative T-Spot Blood Test  
- Negative 2-Step TB Skin Test  
  - The two tests must be within 1-3 weeks of each other, and no longer than 6 months ago.  
  - Each test requires an injection followed by a reading 48-72 hours after. Therefore, a total of two injections and two readings must be completed.  
  - 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 at least annually  
  - For renewals, you may submit any option listed or a 1-Step TB Skin Test, regardless of what was previously submitted.  
- Clear Chest X-Ray  
  - Renewed at least every two years |
| □ Hepatitis B | Positive Anti-HBs Antibody Titer Test  
- Positive HBsAb Antibody Titer Test  
  - 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. |
| □ Tetanus, Diphtheria, and Pertussis | Tdap Vaccine  
- Td Booster (if needed)  
  - 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 |
| □ Influenza (Flu Shot) | Current season’s Flu Shot  
  - If your clinical compliance deadline falls within flu season (August through April), you must get that season’s flu shot before the clinical compliance deadline  
  - If your clinical compliance deadline falls outside flu season (May through July), you may wait for the coming flu season and then you must get the new season’s flu shot before September 30th. |
| □ COVID Shot | Please be advised that while the University is not mandating the COVID vaccination for students, most of the CON’s clinical sites require that students training at their sites be vaccinated.  
  - Some clinical facilities accept/offer exemptions from the COVID-19 vaccination requirement for religious or medical reasons; however, many sites do not.  
  - Clinical sites will provide guidance on COVID vaccine documentation requirements.  
  - CON will not consider a student’s vaccination status when assigning clinical sites.  
  - 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. |
| Vaccines or Titer | □ Measles, Mumps, Rubella (MMR) | 2 MMR Vaccines  
- Positive IgG Antibody Titer Test  
  - Vaccines may be from any point in life, as long as a minimum of 28 days is between each shot  
  - If the titer is negative or equivocal and you do not have proof of 2 MMR vaccines, you must complete the MMR vaccination series and retake/submit a titer test after 4-8 weeks after. |
| □ Varicella (Chicken Pox) | 2 Varicella vaccines  
- Positive IgG Antibody Titer Test  
  - Vaccines may be from any point in life, as long as a minimum of 28 days is between each shot  
  - If the titer is negative or equivocal and you do not have proof of 2 Varicella vaccines, you must complete the Varicella vaccination series and retake/submit a titer test after 4-8 weeks after. |
Other Requirements

☐ **AZ 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.
    - Cards are obtained from Arizona Department of Public Safety, see the document **Fingerprint Clearance Card Instructions** for details.
      - Level 1 Fingerprint Clearance Cards issued by AZ DPS that are currently valid and will remain valid for at least the duration of your upcoming semester will be accepted, even if the card was obtained for a different purpose.
    - The process can take several weeks, so we recommend starting this process as soon as possible.
      - Proof that AZ DPS has approved your Level 1 Fingerprint Clearance Card will be accepted temporarily while waiting for the physical card to arrive via mail.
    - The card must be renewed every 5 years.
    - Students are required to immediately inform the College of Nursing of any changes to their Fingerprint Clearance Card status (i.e., canceled, suspended, loss of Level 1 clearance, etc.)

☐ **Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Certification**
  - A front and back copy of an active American Heart Association BLS/CPR certification card is required to always be on file.
    - The BLS or CPR certification must be from the American Heart Association (AHA)
      - The CON recommends **BLS for Healthcare Professionals** from the AHA
      - Every card must contain the words “American Heart Association” and the AHA logo.
      - E-certification cards will be accepted if no physical card is provided
      - BLS/CPR certifications issued by the AHA that are currently valid and will remain valid for at least the duration of your upcoming semester will be accepted, even if the certification was obtained for a different purpose.
    - Paper certificates or letters from providers stating certification will be accepted for 30-days until the physical certification card is received by the student and uploaded into Castle Branch.
    - The certification must be renewed every two years, unless indicated otherwise

☐ **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, verification of coverage from provider is required.
    - Health insurance must be re-uploaded annually
  - All students may purchase insurance through **UA Campus Health**, but international students are required to purchase health insurance through the UA Campus Health (see details on this requirement here).
  - 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.
    - Students must order their drug screen through the CB system.
    - The test must be negative for controlled substances (unless prescribed by a clinician), medical marijuana, non-medical marijuana, and illegal substances. See our **Drug/Alcohol Test Policy & Procedures** for more details.
    - The screening test must be repeated every 3 years, or as needed by the College of Nursing and/or clinical placement sites

☐ **Background Check**
  - A clear background check is required to always be on file.
    - Students must order their background check through the CB system.
    - This background check is separate from the fingerprint clearance card.
    - Students may be required by the College of Nursing and/or clinical placement sites to complete additional background checks during their program

☐ **Forms Requiring Signed Acknowledgement**
  - The following forms must be downloaded (available in CB), reviewed, signed, and re-uploaded to CB
    - Essential Qualifications
      - The three verification boxes must be checked
    - Student Exposure to Blood/Body Fluids Procedure
    - Student Consent Form for Clinical Placements Outside of Usual School Hours
      - Witness is NOT required to be a notary
      - Witness may be any person who can attest to your identity and physically witness your signature
      - Students often ask parents, roommates, friends, or professors to act as their witness

☐ **“HIPAA” and “OSHA/Bloodborne Pathogen” UAccess Training**
  - Current EDGE Learning 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 are due by the first day of classes when completing them for the first time.
    - Both trainings must be repeated annually