Policy Number: S120
Approval Date: _____
Effective Date: _____
Review Date: _____

POLICY TITLE: ANNUAL CLINICAL PASSPORT

Policy

The School of Nursing (SON) is committed to ensuring that all nursing students have demonstrated an annual minimal standard of competency prior to clinical attendance in accordance with Joint Commission and clinical partner requirements. This policy establishes processes to insure that all nursing student's minimal standards of competency are established and updated annually. The minimal standard of clinical competency includes but is not limited to:

Back injury
Bloodborne pathogens, PPE, needlesticks
Cultural diversity
Disinfection and sterilization
Ethics
Fire safety: RACE, PASS
Glove removal and handwashing
Handling medical waste
HIPAA
Medication safety to include "near miss" identification
MSDS
National Patient Safety Goals
Patient rights
Slips, trips, & falls

1. All accepted students will be required to complete the ACP initially prior to first time course registration.
2. All currently enrolled students will be required to complete the ACP annually.
3. A UHV Email notification to complete the ACP will be sent each year to all currently enrolled students by the ACP Coordinator.
4. The ACP, administered via a designated online tutorial and quiz, will be accessed from the UHV SON webpage.
5. The ACP will be administered and maintained by the Annual Clinical Passport Coordinator who will be a member of the UHV SON administrative staff designated by the Dean.
6. The ACP Coordinator will submit the status report on each program's new cohort to the UHV SON Admissions Coordinator prior to the initial registration date for that semester.
7. The ACP Coordinator will submit the status report of all currently enrolled students to the UHV SON Admissions Coordinator before registration opens for each new semester.
8. A registration hold will be placed by the UHV SON Admissions Coordinator for noncompliance.
9. Successful completion of the ACP is required prior to removal of a registration hold.
10. Students receiving registration holds will be responsible for obtaining clearance. This process will be:

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a. The student will complete and submit the ACP
b. The student will notify the ACP Coordinator of completion via UHV Email.
c. The ACP Coordinator will check for the student's ACP completion.
d. If the ACP is not complete, the ACP Coordinator will notify the student via UHV Email.
e. When the ACP is complete, the ACP Coordinator will notify the UHV SON Admissions Coordinator.
f. The UHV SON Admissions Coordinator will remove the registration hold.

Approved by SON Faculty Council, 4/5/2013

Approved by Dean Kathryn Tart _____ Date _6-3-13___