POLICY TITLE: STUDENT CLINICAL READINESS

The Andy and Barbara Gessner College of Nursing is committed to ensuring that all UH nursing students entering clinical sites for educational opportunities are compliant with Joint Commission and Center for Disease Control and Det Norske Veritas guidelines for personnel providing nursing care. This policy establishes processes for implementation of verification of clinical requirements for students to have the opportunity to participate in clinical education. Gessner College of Nursing is committed to ensuring that all students have met all clinical readiness requirements and demonstrated an annual minimal standard of competency, or Annual Clinical Passport (ACP) prior to clinical attendance in accordance with recommended guidelines and clinical partner requirements. These requirements are mandated by the clinical affiliates and are set forth in the clinical affiliation agreements and include a background check, completion of American Heart Association basic life support (BLS) training, proof of current medical insurance, negative urine drug screen, proof of immune status by titer or current vaccination, and annual tuberculosis testing.

Procedure for Clinical Readiness

1. All Gessner College of Nursing applicants will be required to submit evidence of compliance with each of the Clinical Requirements listed in this policy prior to the program application deadline to be considered for admission. Documents will be uploaded to the tracking service
2. All clinical eligibility requirements will be obtained by Gessner College of Nursing applicants prior to admission and submitted to a secure outside entity that has been contracted to provide collection, compilation, and tracking services for Gessner College of Nursing.
3. Students will receive directions regarding accessing the secure data collection agency process via written communications related to program inquiries, advisement, and admissions.
4. Upon Admission, students must submit the Student Declaration for Criminal Background Checks and Drug Screens on the form enclosed as Attachment A.
5. All accepted students will be required to complete the ACP prior to initial course registration and on an annual basis thereafter. The ACP, administered via a designated online tutorial and quiz, will be accessed from the UH Learning Management System (LMS), i.e. Canvas. The ACP completion certificates will be uploaded by the student into the Document Management System.
6. RN to BSN, MSN, and DNP students must have an unencumbered Texas RN license upon admission and to participate in any clinical rotation.
7. The Clinical Learning Team will submit the status report of all currently enrolled students to the Gessner College of Nursing Admissions Coordinator before registration opens for each new semester.
8. Students will be held accountable for complying with the clinical eligibility requirements prior to admission, prior to each semester of enrollment, and throughout their program of study. Failure to achieve and maintain compliance may result in delayed admission, course registration holds,

academic penalty, course failure, and/or inability to progress. Failure to remain compliant during the program is considered a breach of professional behavior.

9. A registration hold will be placed by the Gessner College of Nursing Director of Student Affairs for noncompliance of any portion of requirements listed above and in Appendix A.
10. Each clinical affiliate will be provided with a report of all clinical requirement data for students who are scheduled to rotate in their facilities.
11. Many clinical affiliates require clinical readiness compliance to be current at the beginning of the clinical experience and to extend through the entire semester. Students can be held to this additional standard at any time during the program. The outside collection agency will send frequent reminders regarding this requirement to all students via email. Students cannot request clinical placements that do not have additional requirements.
12. Screening of immunization is required by the Texas Department of Health Texas Administration Code Title 25 Part 1 Chapter 97 Subchapter B Rules 97.61-97.72. Failure to adhere to the guideline is a violation to the Texas Administrative Code Title 25 Part 1 Chapter 97 Subchapter B Rules 97.61-.97.72.
13. If additional vaccines during vaccine-preventable disease outbreaks are instituted by the individual practicum sites or by the State of Texas, students will be required to comply.

Procedure for Releasing a Registration Hold

If at any time a student is not compliant with clinical readiness requirements, a registration hold will be placed by the Gessner College of Nursing Director of Student Affairs. Successful proof of completion of all requirements is required prior to removal of a registration hold. Students receiving registration holds will be responsible for obtaining clearance. This process will be:

A. The student will complete and submit proof of the completion of all clinical requirements and notify the clinical learning team via UH email.
B. The Clinical Learning Team will check for the student's completion.
C. If the requirements are not complete, the Clinical Learning Team will notify the student via UH email.
D. When the requirements are complete, the Clinical Learning Team will notify the Gessner College of Nursing Director of Student Affairs.
E. The Gessner College of Nursing Director of Student Affairs will remove the registration hold.

Gessner College of Nursing Clinical Requirements

1. Background Check

Upon application, and at their own expense, all students will be required to undergo a criminal background check. Pre-licensure students will be required to undergo a criminal background check through the Texas Board of Nursing (TBON). Licensed nurses will be required to undergo a criminal background check through a company designated by Gessner College of Nursing, and the company will provide the criminal history results directly to the student, the Gessner College

of Nursing and the clinical affiliate (upon the clinical affiliate's request). Students must provide their criminal history results to the clinical affiliate prior to participating in any clinical rotation.

Any student convicted of, or who receives adjudication for any criminal offense prior to program admission or while in the program, **will be required to notify the Gessner College of Nursing at the time of the offense**, and submit a Declaratory Order to the Texas Board of Nursing. The student must receive a Board Order from the TBON that states the student is eligible for initial licensure or licensure renewal prior to program entry or progression. Additionally, a positive criminal history may result in not being eligible to participate in clinical rotations, which could result in failing to complete the College of Nursing academic program.

2. CPR

All students must submit a valid copy of CPR certification prior to the program application deadline. Students must be certified in the following classifications of CPR approved by Gessner College of Nursing:

a. CPR for Health Care Provider (BLS), American Heart Association

Students will be responsible for maintaining bi-yearly compliance with the CPR requirements throughout their program at their own expense. If a student does not meet the requirements at any time during the program, a course registration hold will be implemented until the requirement is met.

3. Health Insurance

All students enrolled in Gessner College of Nursing must carry health insurance at their own expense and provide a copy of the policy or insurance card prior to program admission.

Students will be responsible for maintaining compliance with the health insurance requirements throughout their program. In the event that a student does not meet the requirements at any time during the program, a course registration hold will be implemented until the requirement is met.

4. Malpractice Insurance

All students are provided with malpractice insurance through the University of Houston for clinical education while enrolled in a clinical course.

5. Drug Screen

Upon application, and at their own expense, all students will be required to undergo a urine drug screen test through a company designated by Gessner College of Nursing and the company will provide the drug screen results directly to the student, Gessner College of Nursing and the clinical affiliate (upon the clinical affiliate's request). All students must provide their drug screen test results to the clinical affiliate prior to participating in any clinical rotation.

At the discretion of any Gessner College of Nursing faculty member or clinical affiliate employee based upon suspected drug use of a student, a student may be required to submit to a subsequent drug screen test through a company designated by Gessner College of Nursing and the company will provide the drug screen results directly to the student, Gessner College of Nursing and the clinical affiliate (upon the clinical affiliate's request). The student who is required to submit to a subsequent drug screen test must provide their drug screen test results to the clinical affiliate prior to being allowed to continued participation in the clinical rotation.

Positive drug screen results will result in not being eligible to participate in clinical rotations, which could result in failing to complete the College of Nursing academic program.

6. Annual Clinical Passport

All students will be required to demonstrate basic clinical safety knowledge annually, including HIPAA training, via the Annual Clinical Passport Training Module on the Gessner College of Nursing Learning Management System. Evidence of satisfactory compliance will be submitted to the outside tracking entity as described in Part Two of this policy. 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, and falls

Gessner College of Nursing Clinical Requirements

All clinical requirements are found in Attachment B and the student's Clinical Requirement Tracker. Requirements are subject to change based on clinical facility requirements. Students are required to maintain their account at all times.

COVID-19 Requirement

The Gessner College of Nursing does not require students to be vaccinated against COVID-19.
The COVID-19 vaccination information is being requested at the direction of our clinical affiliates. Some clinical affiliates request students to provide COVID-19 vaccination information, and if not vaccinated, complete a COVID-19 Vaccine Attestation prior to participation in the clinical program.

If you have received COVID-19 vaccination(s):

- Submit proof of COVID-19 vaccinations received.

Documentation MUST Include:

- First and Last Name
- Vaccine Manufacturer
- Date of Vaccination
- Lot Number

OR

If you have not received COVID-19 vaccination(s):

- Download, print, sign and date the COVID-19 vaccination attestation form to this section.

Attachment A

University of Houston

Andy and Barbara Gessner College of Nursing

Student Declaration for Criminal Background Checks and Drug Screens

I recognize and understand that prior to participating in any clinical rotation through the University of Houston Gessner College of Nursing program, I must undergo certain training and testing, including submitting to a drug screen and criminal background check at my own expense. I further understand that some clinical affiliates may not allow me to participate in a clinical rotation if I have a criminal background or if I failed to pass a drug screen, which could result in my failure to complete my College of Nursing academic program. Although the Gessner College of Nursing does not conduct criminal background checks or drug screens or make determinations as to the clinical rotations based on the outcome of my criminal background check or drug screen, the Gessner College of Nursing may be required through its agreements with clinical affiliates to certify that its students have submitted to a criminal background check and drug screen test. As a result, by signing my name below, I declare and attest that I have completed a criminal background check and drug screen. I further declare and attest that prior to participating in any clinical rotation, I will provide the results of the criminal background check and drug screen to the clinical affiliate for the clinical affiliate to analyze whether I am eligible to participate in the clinical rotation. I further declare and attest that, should the clinical affiliate require the criminal background check and drug screen results be submitted directly from the third parties who conducted my criminal background check and drug screen, that I will promptly contact the third parties to get this accomplished. I recognize and understand that failure to provide my criminal background check and drug screen results to the clinical affiliate prior to my participation may result in my withdrawal from the clinical rotation, which could result in my failure to complete the Gessner College of Nursing academic program.

_____

Printed Name

_____

Signature Date

_____

Signature of Parent or Guardian if under 18

Attachment B

Clinical Requirements

Requirements are subject to change based on clinical facility requirements. Clinical requirements must be completed prior to enrollment. Exact due dates will be communicated in the admission letter.

Requirement Name	Requirement Description
Influenza OR Declination	One of the following is required: • Documentation of a flu shot administered during the current flu season (August to March) OR • Declination waiver. Declination waiver will only be accepted for medical reasons and must be signed by a physician. The renewal date will be set for 08/19 of the following flu season.
Bacterial Meningitis	Beginning October 1, 2013, Texas State law mandates that all entering college/university students ages 21 and younger provide a certificate signed by a health care provider or an official immunization record verifying that the student has been vaccinated against bacterial meningitis or has received a booster during the five years prior to registration. This information can be found at: www.uh.edu/academics/courses-enrollment/policies/immunization/ Please submit a copy of the UH Bacterial Meningitis form here. You must also submit this form to the UH Office of Admissions. **If you are 22 or older, please submit proof of age and you will be marked complete for this requirement.** Form is available to download from this requirement.
Undergraduate Student Handbook Acknowledgement	All Gessner College of Nursing undergraduate students are responsible for reading and adhering to the policies and procedures outlined in the Undergraduate Student Handbook. The student policy is located on the Gessner College of Nursing website under the student resources. Please confirm that you have read and acknowledge the Undergraduate Student Handbook.
Declaration for Criminal	Please download, print, and sign the Declaration for Criminal Background Checks and Drug Screens form and upload to this requirement.

Background Checks and Drug Screens	Obtain a drug screen by contacting SurScan at http://www.surscan.com/. Registration code: 'uhouston' Results must be negative.
Hepatitis C	To be compliant, students must provide the signed attestation form (available to download from this requirement) as evidence of Hepatitis C compliance. OR A "negative" Hepatitis C blood titer (anti-HCV is enzyme immunoassay (EIA) or enhanced chemiluminescence immunoassay (CIA)) **IF this screen titer is "positive", then a second titer is required (HCV RNA PCR)**. **PLEASE NOTE:** Students who submit the attestation may subsequently have to submit a titer if instructed to do so by a particular clinical site. A "negative" Hepatitis C blood titer: (anti-HCV is enzyme immunoassay (EIA) or enhanced chemiluminescence immunoassay (CIA)) **IF this screen titer is "positive", then a second titer is required: (HCV RNA PCR) which must be negative.**
Measles, Mumps, & Rubella (MMR)	Provide a positive antibody titer for all 3 components (lab report or physician verification of results required). Titers must be less than 5 years old. If all of your titers are positive, a renewal will be set for **5 years** from the oldest administered date for you to submit new titers. If any titer is **negative** or **equivocal**, renewal will not be set, and you will be prompted to complete the vaccine series and a repeat titer. If your repeat titer is **negative** or **equivocal**, a new alert will be created for you to submit a letter from your healthcare provider stating that you are a non-responder.
Varicella (Chicken Pox)	Please provide your positive antibody titer (lab report or physician verification of results required). If a positive titer is submitted, a renewal will be set for **5 years** from the administered date for you to submit a new titer. If your titer is negative or equivocal, renewal will not be set, and you will be prompted to complete the vaccine series and a repeat titer. Titer must be less than 5 years old.

	If your repeat titer is negative or equivocal, a new alert will be created for you to submit a letter from your healthcare provider stating that you are a non-responder.
Hepatitis B	Please provide your positive antibody titer (lab report or physician verification of results required). If a positive titer is submitted, a renewal will be set for **5 years** from the administered date for you to submit a new titer. If your titer is negative or equivocal, renewal will not be set, and you will be prompted to complete the vaccine series and a repeat titer. Titer must be less than 4 years old. **The 2-vaccine Heplisav-B series is not acceptable.** If your repeat titer is negative or equivocal, a new alert will be created for you to submit a letter from your healthcare provider stating that you are a non-responder.
Tuberculosis (TB)	One of the following is required: • 1 Step TB Skin test OR • QuantiFERON Gold Test OR • T-SPOT Blood Test OR • If positive, submit a clear chest X-Ray. Renewal will be set for 2 years from the date of the chest X-Ray. **Renewal will be set accordingly:** • If documentation is expiring in Fall semester (August 11 – December 31), renewal date will be set for **August 1st** prior to expiration. • If documentation is expiring in Spring semester (January 01 – May 31), renewal date will be set for **January 1st** on/prior to expiration. • If documentation is expiring in Summer semester (June 01 – August 10), renewal date will be set for **May 1st** prior to expiration. Upon **renewal**, one of the following is required: • 1 step TB skin test **OR** • QuantiFERON Gold Test **OR** • T-SPOT Blood Test **OR** • If **positive**, submit a clear chest X-Ray. Renewal will be set for **2 years** from the date of the chest X-Ray. **Note to Students:** If you submit a clear chest x-ray, additional paperwork may be required by your clinical facility.

Clearance from the Texas Board of Nursing	Please submit a copy of your Declaratory Order OR Blue Card.
Foreign Student Documentation	Are you a US citizen or Permanent Resident? If **YES**, this requirement will be marked complete. If **NO**, please upload ALL the following: • Copy of passport (photo and expiration date page only) **AND** • Copy of US visa stamp from your passport (if applicable) **AND** • Copy of the I-94 record Additional documentation may be required by UH clinical partners.
CPR Certification	Accept one of the following: • American Heart Association BLS for Healthcare Provider OR • Students who have a current American Heart Association CPR BLS Instructor card, may submit the card to satisfy the current CPR Healthcare Provider Card requirement. **Online courses will not be accepted.** Copy must be front **AND** back of the card and card **MUST** be signed. **The renewal will be set according to the dates below:** • If documentation is expiring in Fall semester (August 11 – December 31), renewal date will be set for **August 1st** prior to expiration. • If documentation is expiring in Spring semester (January 01 – May 31), renewal date will be set for **January 1st** on/prior to expiration. • If documentation is expiring in Summer semester (June 01 – August 10), renewal date will be set for **May 1st** prior to expiration.
Annual Clinical Passport (ACP) Training	Annual Clinical Passport Training is required annually to attend clinical at UH College of Nursing. The training will take about 30 minutes. At the end of the training, instructions will be provided to print a certificate with your name and score. **This certificate must reflect a passing score of 100%.** The training can be retaken as many times as needed. This certificate can then be uploaded here as verification of this requirement **OR** if you have already completed this training this year, you submit a signed statement indicating the month and year that you completed this training. **The renewal will be set annually according to the dates below:**

	• If documentation is expiring in Fall semester (August 11 – December 31), renewal date will be set for **August 1st** prior to expiration. • If documentation is expiring in Spring semester (January 01 – May 31), renewal date will be set for **January 1st** on/prior to expiration. • If documentation is expiring in Summer semester (June 01 – August 10), renewal date will be set for **May 1st** prior to expiration.
Tetanus, Diphtheria and Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past **4 years**. Tetanus (Td) is not acceptable for this requirement. The renewal date will be set for **5 years**, following the schedule below: • If documentation is expiring in Fall semester (August 11 – December 31), renewal date will be set for **August 1st** prior to expiration. • If documentation is expiring in Spring semester (January 01 – May 31), renewal date will be set for **January 1st** on/prior to expiration. • If documentation is expiring in Summer semester (June 01 – August 10), renewal date will be set for **May 1st** prior to expiration. **Note to Students:** This is a Fort Bend County requirement. Tdap must be administered within the past **4 years** and cannot expire during the semester.
Health Insurance	Provide a copy of your current health insurance card or proof of coverage. If submitting a card, both sides of insurance card are required. If your documentation contains an expiration date, the renewal will be set based on the expiration of coverage. (Renewal will be set based on the schedule below). **If your documentation does not contain an expiration date, the renewal date will be set for **1 year**. **Renewal will follow this schedule:** • If documentation is expiring in Fall semester (August 11 – December 31), renewal date will be set for **August 1st** prior to expiration. • If documentation is expiring in Spring semester (January 01 – May 31), renewal date will be set for **January 1st** on/prior to expiration. • If documentation is expiring in Summer semester (June 01 – August 10), renewal date will be set for **May 1st** prior to expiration. **Note to Students:** If you are purchasing your health insurance through the university, please see your document management system administrator so they can provide you with a new renewal date. Insurance cannot expire in the middle of the semester.

Photo/Video Release	Please download, print, and sign the 1-page release for Authorization for Use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form and upload to this requirement.
Driver's License	One of the following is required: Driver's License (with DL # visible) OR a US Government Issued ID.
COVID-19	Submit documentation of COVID-19 vaccination or COVID-19 vaccination attestation. See above.

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