

**UNIVERSITY OF WISCONSIN-EAU CLAIRE**  
**College of Nursing and Health Sciences**  
**HEALTH & CLINICAL RECORD GUIDELINES**

**FOR ADMITTED STUDENTS ONLY**

Students admitted to a UW-Eau Claire College of Nursing & Health Sciences Nursing program are required to follow health screening guidelines to comply with state statutes and local institutional policies regarding persons who work with patients in healthcare settings. These guidelines are explained below. ***The required health & clinical record information must be submitted following notification of admission and must remain current throughout the student's enrollment in a nursing program.*** Students will not be permitted to register for or participate in clinical courses without completion of all required health information. Agencies may request additional information, including proof of personal health insurance coverage; and therefore, ***you must be able to provide proof of personal health insurance if asked.*** BSN Completion program and graduate students must have current, appropriate, and unencumbered RN licensure for admission and clinical placement and participation; the RN licensure must be maintained throughout the duration of the program.

The required health & clinical record information, including information for conducting criminal background checks, along with a fee, will be **submitted by you directly to a contracted vendor, CastleBranch (castlebranch.com)**. If admitted, information regarding this process will be provided with your College of Nursing and Health Sciences acceptance letter and subsequent communications. Additional background checks may be required, with associated fees. Requirements and fees are subject to change, per agency expectations and requests.

Please note that official documentation of the indicated items is required. Official documentation of vaccinations may include, for example, a clinic record, Regional Early Childhood Immunization Network (RECIN) document, State or National Immunization Registry document, or a document with a health care provider signature. If you are unable to provide proof of vaccination, then copies of lab titer results showing immunity are to be submitted. ***History of disease cannot be used in lieu of lab titer results or vaccination documentation.***

**Health Insurance Requirement and Health Expenses and Risks**

All expenses associated with RN licensure, health surveillance, and care are borne by the student unless the Student Health Service specifically indicates otherwise. Students are not covered by health or accident insurance by UW-Eau Claire, the College, the practicum facility, or the practicum institution. In addition, workers' compensation insurance does not cover students. If a student suffers a needle stick or is injured while in practicum, they are personally responsible to pay for all medical bills and therefore will need personal health insurance.

Due to occupational exposure to blood or other potentially infectious materials, health care workers are at risk of acquiring Hepatitis B Virus infection and other serious infections. Students are considered to be at increased risk for needle-stick injuries. Such accidents can also be costly (e.g., student and patient testing, ER injury management, chemoprophylaxis, and potential illness care). The student, not the College, University, or clinical agency, is responsible for these expenses should an accidental exposure occur during a clinical experience.

Some clinical sites require students to show proof of personal health insurance; therefore, ***nursing students are required to maintain health insurance for the duration of their education.*** Students must be able to provide proof of health insurance coverage if requested by clinical agencies. Students are under a continuing obligation to notify the dean's office of the College of any lapse in personal health insurance coverage.

### **Tetanus Booster (TdaP, Td)**

- **Evidence of one TdaP (Tetanus, diphtheria, & adult Pertussis vaccine) received after the age of 11 years** must be submitted. Continue with Td booster every 10 years after TdaP.

### **Tuberculosis (TB) Testing**

- Annual TB testing is required for all students, with two exceptions. The TB test requirement for BSN Completion program students to be completed by April 1<sup>st</sup> for fall clinical and November 1<sup>st</sup> for Spring clinical; all other requirements to be met upon admission to the program. TB test requirement for graduate students to be completed by April 1<sup>st</sup> of the year they begin their clinical site role preparation courses; all other requirements to be met upon admission to the program.

### **Tuberculin Skin Test (TST)**

- Students who are screened annually for tuberculosis must provide results from TSTs for each of the past 2 consecutive years. The most recent TST must be within the past 12 months.
- Students who have not been screened annually for tuberculosis within the past 12 months need 2 TSTs. The 2<sup>nd</sup> TST must be completed 1-3 weeks after the first one was administered.
- **Results of an updated TST are required annually thereafter.** Additional testing may be required.

### **Interferon-gamma Release Assays (IGRAs)**

- IGRAs including Quantiferon Gold (QFT-Gold) and T-Spot results may be acceptable in lieu of TB skin test results.
- If you have received the bacille Calmette-Guerin (BCG) vaccine, a vaccine intended to prevent tuberculosis disease, an IGRA is the recommended annual screening.

#### ***For any student with a documented positive TST or QFT/T-Spot, the following are required:***

- Chest x-ray result from within the past 12 months
- Documentation of medication therapy, e.g., isoniazid (INH), Rifapentine, Rifampin
- Note from provider indicating non-infectious status and plan regarding future TB screening or testing (e.g., annual TST or QFT-Gold testing)
- Completion of a **Positive TB Skin Test Verification Form** (Contact College of Nursing and Health Sciences for form **after** obtaining provider note and chest-x-ray)

### **Hepatitis B Vaccination AND Hepatitis B Surface Antibody (HBsAB)**

- Students must complete the series of 3 Hepatitis B vaccinations. The usual vaccination schedule for adults is two doses separated by no less than 4 weeks, and a third dose administered 4 to 6 months after the second dose.
- Students who have received the series of 3 Hepatitis B vaccinations but are unable to show proof of the vaccinations may submit Hepatitis B Surface Antibody (HBsAB) titer results. A positive result indicates immunity to Hepatitis B.
- Adults who have not been previously vaccinated for Hepatitis B may choose to vaccinate using Heplisav-B. The usual vaccination schedule for adults is two doses separated by no less than 1 month apart.

### **Communicable Disease Requirement** Evidence of immunity to the following must be provided:

_____	Rubella (German Measles)	_____	Rubeola (Red Measles)
_____	Mumps	_____	Varicella (Chicken Pox)

Evidence of immunity includes a documented immunization history or record (e.g., RECIN) **or** a lab titer showing immunity.

Immunization History: 2 doses of immunizations after 1 year of age, given at least 1 month apart. Documentation of vaccination may include, e.g., a clinic record, Regional Early Childhood Immunization Network (RECIN) document, state or national immunization registry document (e.g., see Wisconsin Immunization Registry: [www.dhs.wisconsin.gov/immunization](http://www.dhs.wisconsin.gov/immunization)), or a document with a health care provider signature. If the student is unable to provide the immunization history a titer is required.

Titer: This is a blood test which measures immunity to each disease. Students whose titer results are nonimmune, borderline, or equivocal, must be re-immunized in consultation with their health care provider. A follow-up repeat titer is optional following re-vaccination or boosting. **History of disease cannot be used in lieu of titers/tests.**

### **Influenza (seasonal flu shot)**

- Annual influenza vaccination is required in the Fall. For **undergraduates in the traditional program**, required annually by **October 15<sup>th</sup>**, administered between the months of August and October. For **BSN Completion and graduate students**, required annually by **November 1<sup>st</sup>**, administered between the months of August and October.

### **COVID-19 vaccination**

COVID-19 vaccination is highly recommended by many clinical agencies and required by others. Please submit to CastleBranch proof of completed COVID-19 vaccinations (including all vaccinations you have received) or a UWEC Declination/Non-Immune Form for documented medical or religious reasons (form available from the Clinical Agency Coordinators). **Note: Submitting a declination form does not guarantee placement at a clinical setting as the agencies determine placement acceptance; in some courses, it may not be possible to place students who are not vaccinated; this may affect the ability to start, progress in, or complete the program.**

**NOTE:** *If inadequate immunization dates are provided the students will need to return to their healthcare providers and obtain titers. Completed records must be submitted and accepted prior to registering for clinical nursing courses. Students will not be permitted to begin clinical without completing appropriate Health Records/Clinical Requirements. This may delay the beginning of an assumed clinical start date and the ability to pass the course. Health record information, including CPR certification, TB testing, vaccination, and personal health insurance coverage must be kept current in order to continue to participate in clinical courses. All requirements are subject to change as clinical facility requirements evolve. TBSN students cannot enroll in or start the nursing program until all requirements are met.*

**CPR certification** at the Basic Life Support for Healthcare Providers (American Red Cross) or Basic Life Support (BLS) Provider (American Heart Association) level is required following acceptance of admission into the Nursing program. **A copy (front and back) of the CPR certification card or copy of an e-card must be submitted.** Certification must not be allowed to expire in order to participate in or register for clinical courses.

*Note: Vaccine schedules taken from the CDC Immunization Guide –Epidemiology and Prevention of Vaccine-Preventable Diseases; 14th edition; 2021. <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>*

**UNIVERSITY OF WISCONSIN-EAU CLAIRE**  
**College of Nursing and Health Sciences**  
**Checklist of Required Documentation**

(Refer to prior three pages of guidelines for further information and directions)

The following is a checklist of items to submit to Castlebranch.com following admission to the Nursing Program.

**DO NOT SUBMIT THIS CHECKLIST AS PROOF OF MEETING REQUIREMENTS.**

**Tetanus Booster (TdaP, Td)**

Immunization documentation

Date of TdaP immunization: \_\_\_\_\_ (Evidence of one TdaP received after the age of 11 years is required.  
Continue with Td booster every 10 years after TdaP.)

**MMR**

Immunization documentation

Dates of immunizations: \_\_\_\_\_

OR

Lab Titer (blood draw) reports for:

- Measles (Rubeola)
- Mumps
- Rubella

**Chicken Pox (Varicella)**

Immunization documentation

Dates of immunizations: \_\_\_\_\_

OR

Lab Titer (blood draw) report for varicella

**Influenza**

Immunization documentation (For **undergraduates** in the **traditional program**, required annually by **October 15<sup>th</sup>**, administered between the months of August and October. For **BSN Completion** and **graduate students**, required annually by **November 1<sup>st</sup>**, administered between the months of August and October.) Date of immunization: \_\_\_\_\_

**COVID-19 Vaccination**

Immunization documentation

Type of Vaccination (e.g., Moderna, Pfizer, Johnson & Johnson) \_\_\_\_\_

Dates of immunizations: \_\_\_\_\_

OR

UWEC Declination/Non-Immune Form with religious or medical documentation

**Hepatitis B Vaccinations (Series of 3)**

Proof of 3 Hepatitis B vaccinations: \_\_\_\_\_

OR

Proof of 2 Heplisav-B vaccinations: \_\_\_\_\_

OR

Positive (reactive/immune) HBsAB Lab Titer (blood draw following completion of 2- or 3-shot series)

## **Tuberculin Skin Test (TST)**

- For students who have been screened annually for Tuberculosis (TB) in the past, submit documentation of results for one TST for each of the past 2 consecutive years.
  - 1<sup>st</sup> TST Date: \_\_\_\_\_
  - 2<sup>nd</sup> TST Date: \_\_\_\_\_
  
- For first time testers and for students who did not have TSTs for each of the past 2 consecutive years, submit documentation of results (from within the past 12 months) for two TSTs, completed 1-3 weeks apart (2 step method).
  - 1<sup>st</sup> TST Date: \_\_\_\_\_
  - 2<sup>nd</sup> TST Date: \_\_\_\_\_

## **CPR Certification**

Provide copy of CPR card (front and back) or e-card showing current certification at the Basic Life Support for Healthcare Providers (American Red Cross) or Basic Life Support (BLS) Provider (American Heart Association) level. Certification must not be allowed to expire.

## **CNA Certification\***

Provide Nurse Aide Registry documentation from any one of the 50 states; does not need to be current (may be expired).

\*Required prior to registering for sophomore nursing clinical course (NRS 267) for students in the traditional undergraduate nursing program at Eau Claire and at Marshfield. Not required for graduate students or BSN Completion students.

## **Student Release Form for Background Information and Health Record**

Sign, date, and submit form to [Castlebranch.com](http://Castlebranch.com). (Form provided by College following admission; also available on Nursing Website.) Students must notify the College Dean's Office in the event their program extends beyond four years so that the background check can be repeated, and must continue to inform the Office of any pending charges or violations of federal, state, and local laws or the campus student conduct code, or RN licensure encumbrances or status changes that occur at any future date and during their tenure at the College as a student. Failure to notify the College may result in loss of good academic standing in the college and an inability to progress in the program. Because of background check or Background Information Disclosure (BID) findings, clinical agencies may refuse placement of students based on the findings. This may prevent progression in or completion of the program. The findings also may affect the ability to sit for RN licensure examination, good standing with licensure, and finding future employment. A criminal history is not an automatic bar to clinical agency placement, program progression, licensure examination, and/or future employment. Students also are under a continuing obligation to notify the College Dean's Office of any lapses in personal health insurance coverage.

**DO NOT SUBMIT THIS CHECKLIST AS PROOF OF MEETING REQUIREMENTS.**

**Please refer to the directions in determining official documents to submit to  
CastleBranch ([castlebranch.com](http://castlebranch.com)).**