UNIVERSITY OF WISCONSIN-EAU CLAIRE
College of Nursing
HEALTH & CLINICAL RECORD GUIDELINES

FOR ADMITTED STUDENTS ONLY
Students admitted to a UW-Eau Claire College of 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 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 (either TB skin testing or IGRA testing) is required for all students, with two exceptions:
1. For BSN Completion program students, the TB testing must be completed by April 1st for fall clinical and November 1st for spring clinical; all other requirements to be met upon admission to the program.
2. For graduate students, the TB testing must be completed by April 1st 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 must provide proof of completion of two TB skin tests to complete this requirement.
  - Students who have never had TB skin testing or their most recent TB skin test was over 365 days ago, must complete a two-step TB skin test.
    - Two-step TB skin testing, also called proof testing, involves the completion of two separate TB skin tests. Each "step" in the process is a separate TB skin test. The placement of the 2nd TB skin test is time sensitive, as it must be placed 7-21 days after placement of the first TB skin test.
  - Students who have completed annual TB skin testing <u>and</u> their most recent TB skin test is within the last 365 days, must provide proof of the two most recent TB skin tests. The most recent test must be current (within the last 12 months) and the other test must be within the previous year.
    - If greater than 12 months (365 days) have lapsed between these two tests, then two-step TB skin testing must be completed (see above).
- **Results of an updated TST are required annually (within 365 days) 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.
- **Results of an updated IGRA are required annually (within 365 days) thereafter.** Additional testing may be required.

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 for form **after** obtaining provider note and chest-x-ray)
- **Completion of a Verification form is required annually (within 365 days) thereafter.** Additional testing may be required.

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.

9/6/24

- 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 or reactive 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 30 days.

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 **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), or a document with a health care provider signature. If the student is unable to provide the immunization history a titer is required. Measles, Mumps, Rubella, and Varicella are all separate titers.
- 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. **History of disease cannot be used in lieu of titers/tests**.

Influenza (seasonal flu shot)
Annual influenza vaccination is required every Fall. For **undergraduates in the traditional program**, required annually by **October 15th,** administered between the months of August and October. For **BSN Completion** and **graduate students**, required annually by **November 1st**, 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.***

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: *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.*
Note: Vaccine schedules taken from the CDC Immunization Guide –Epidemiology and Prevention of Vaccine-Preventable Diseases; 14th edition; 2021. https://www.cdc.gov/pinkbook/hcp/table-of-contents/index.html

9/6/24

UNIVERSITY OF WISCONSIN-EAU CLAIRE
College of Nursing
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 <u>NOT</u> 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 15th**, administered between the months of August and October. For **BSN Completion** and **graduate students**, required annually by **November 1st**, 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, Novavax) _____
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)

9/6/24

Tuberculosis (TB) Testing
☐ Tuberculin Skin Testing (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.
        ☐ 1st TST Date: _____   ☐ 2nd 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/365 days) for two TSTs, completed 7-21 days apart (2 step method).
        ☐ 1st TST Date: _____   ☐ 2nd TST Date: _____
OR
☐ IGRA Blood Testing
    IGRAS including Quantiferon Gold (QFT-Gold) and T-Spot results may be acceptable in lieu of TB skin test results. Submit documentation of results (from within the past 12 months/365 days).
        ☐ Quantiferon-Gold Date: _____   OR   ☐ T-Spot- 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). *Note: Required prior to registering for sophomore nursing clinical course (NRSG 267) for students in the traditional undergraduate nursing program. 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. (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 <u>NOT</u> SUBMIT THIS CHECKLIST AS PROOF OF MEETING REQUIREMENTS.

Please refer to the directions in determining official documents to submit to CastleBranch (castlebranch.com).

9/6/24