



UNIVERSITY OF
WEST GEORGIA

Tanner Health School of Nursing Health & Professional Requirements Checklist

The Tanner Health School of Nursing partners with clinical agencies to provide quality clinical education to students enrolled in clinical courses. To do this, all students must meet credentialing requirements for partner agencies. As a current nursing student of the Tanner Health School of Nursing program, you must comply with all the items in this health requirement checklist. Except for sequenced or yearly vaccinations, all documents for required health credentials must be **completed by the specified due date (May 15th for fall admission, December 15th for spring admissions) and not expire during any clinical semester.** Individual contracting clinical agencies may impose additional health and professional requirements, which students must meet before the assigned due date. All credentialing costs will be at the expense of students and will not be covered by tuition or course/lab fees. The Clinical Placement Specialist will inform students of any additional requirements and will provide instructions on how to complete these requirements. Because many of the processes to complete documentation for health requirements may take several weeks, students are encouraged to plan accordingly and begin the process early to avoid any penalties.

Failure of students to complete all items on the Health and Professional Requirements Checklist as required for clinical courses may result in being dropped from their clinical course, which will affect progression in the program; or a 5% penalty from the course's overall grade.

All communication regarding clinical documents and clinical placement will be sent via students' my.westga email. Students are expected to check their accounts regularly. Failure to check or respond to UWG student email does not constitute an excuse for keeping clinical credentials and files up-to-date. Students must have a completed clinical document file to be permitted to participate in clinical activities. Please note that the Tanner Health School of Nursing will not make copies of any record or document for students. It is the student's responsibility to keep a copy of their documents for future use.

REQUIRED DOCUMENT LIST

The following documents are required for all new nursing students to be read and signed before starting their nursing program. Before starting the program, each student will be added to ACEMAPP Assure via their my.westga email address. [Assure Setup User Guide](#). **These forms will be electronically signed upon starting your ACEMAPP Assure account:**

- A. Confidentiality Policy Form
- B. Experiential Learning Center Confidentiality Agreement
- C. Health Insurance Acknowledgment Form
- D. Honor Code & Social Media Form
- E. Student Clinical Contract Release and Authorization Forms
- F. THSON Student Handbook Form
- G. ELC Consent to AV Recording Form

The following requirements are mandated for all students and will be housed in an **ACEMAPP Assure** personal account. Some requirements will need to be updated as needed during your time in the program. All students must purchase an account with the company ACEMAPP to upload and maintain all these listed required clinical documents unless otherwise specified. **ACEMAPP Assure is a one-time fee** by the student which gives you access to the account and your housed documents as long as the company exists. The **Collaboration/Student side of ACEMAPP** (where you are assigned to rotations) has an **annual fee** which must be paid by the student until they are no longer assigned to rotations.

1. PROFESSIONAL LIABILITY INSURANCE

THSON strongly prefers students to purchase the Liability policy from the “Nurses Service Organization” (NSO). This is what is approved by the ACEMAPP Assure Review Team. Proof of current certificate of professional liability insurance is required with the following specifications:

- Occurrence Based Policy
- Minimum coverage amounts of \$1,000,000/3,000,000

- Coverage date starting July 1 for Fall Admissions, and Jan 1 for Spring Admissions

Licensure & Certification (ex: CNA, RN, etc.)” is up to the student to self-report to NSO to be added to the policy and updated accordingly as Licensures and Certifications need to be renewed.

Liability Insurance coverage is good for one year only and must be renewed annually. **The effective date should be set to July 1st for fall admission, January 1st for spring admissions) and not expire during any clinical semester.**

“Nurses Service Organization” (NSO). You can access this information at www.nso.com, or call them at 1-800-247-1500.

2. **CRIMINAL BACKGROUND CHECK & DRUG SCREEN**

To initiate your background check and drug screen, please visit the Advantage Students website at www.advantagestudents.com and order the “**Student Background Check Only**” and the “**11 Panel Drug Test Only**” using your my.westga email address. Please make sure to share your completed background Check & Drug Screen with UWG School of Nursing Undergraduate Program. **The background & drug screen process can take up to 2 weeks to show complete after the student completes their drug screen. Students must order the Background Check/Drug Screen and complete the drug screen no later than 2 weeks before the due date.** It is suggested that this is ordered immediately so you can complete your other documents while awaiting these results.

***Please note** that this process must be repeated **annually**, and the same login credentials will be required for each renewal. If you need assistance with retrieving credentials or other matters, please get in touch with the **Advantage Students customer service team at 1-888-885-8990.**

As part of the Health and Professional Requirements for the Tanner Health School of Nursing, students must complete a mandatory criminal background check and drug screen each year. Students complete this process through the THSON’s approved vendor. The student will be required to give access to the results of the background check and/or drug screen to clinical facilities as required to gain clinical placement. In the event a student is denied clinical placement

for any reason relating to the facility's review of the background check and drug screen, the Clinical Placement Specialist will make one attempt to place the student in another facility. **If the student is denied placement by the second facility or another placement slot is not available, the student will not progress in the nursing program.**

This requirement is based on 1) recommendations from the Georgia Hospital Association, 2) concern by the clinical agencies regarding the safety of patients and the liability risk if a student harms a patient in a clinical setting, and 3) nursing students being denied initial licensure or delayed licensure by the Board of Nursing because of offenses that have occurred before or during nursing school. Should there be concerns about report content, please get in touch with the Tanner Health School of Nursing for guidance.

3. CPR (CARDIOPULMONARY RESUSCITATION)

Students must upload a front and back copy (or eCard) of an [American Heart Association](#) BLS Provider Certification. **Certifications from other agencies will not be accepted.**

CPR coverage is good for **2 years** from the certification date. CPR certification must be **completed by the specified due date (May 15th for Fall admission, December 15th for Spring admissions) and not expire during any clinical semester.**

4. ANNUAL PHYSICAL ABILITY FORM – download form on ACEMAPP

This verifies the student's physical ability to perform clinical activities. A physical must be completed **annually by the specified due date (May 15th for Fall admission, December 15th for Spring admissions) and not expire during any clinical semester.** All students who have paid their health service fees may have the physical evaluation and physical ability form completed at the University Health Services Center located at the Carrollton Campus. Another physical ability form must be submitted if there are any changes in the health or physical status of a student while they are enrolled in the program. **Any other Physical Ability Forms NOT found on the requirement description on ACEMAPP Assure will be denied and not accepted by the Assure review team.** This form must be taken to your physician doing the examination and completed.

5. TUBERCULOSIS SKIN TEST (PPD)

All TB tests and documentation should be completed by the specified due date (May 15th for fall admission, December 15th for spring admissions). Please see the following accepted tests:

- TB/PPD skin test **OR**
- QuantiFERON/T-Spot testing **OR**
- Clear Chest x-ray (for students with proof of previous positive TB skin tests) within 5 years along with a clear TB Symptom Screen form (completed annually and downloaded from ACEMAPP Assure requirement description).

Please note that, depending on facility placement, additional documentation may be required if the imaging report is older than 6 months.

Symptom Screening (required annually until chest x-ray becomes 5 years old)**

All students are required to submit negative tuberculosis TB/PPD skin test or Quantiferon/TSpot testing once at baseline. The screening should not be repeated unless the student tests positive at baseline, there is exposure, or the clinical site is identified as a high-risk area or as required by the facility until 365 days.

If any test yields positive results, a chest x-ray and symptom evaluation will be required from a licensed medical provider (MD, PA, or NP). Students who have received past treatment (or are undergoing current treatment) for tuberculosis must provide signed documentation from a medical provider detailing the length of treatment.

**Those who have been treated for tuberculosis should follow the guidance of their medical provider regarding methods for repeat assessment, as in these cases, PPDs and blood tests can yield false positives. If PPDs and blood testing are not advisable for these reasons and subsequent chest x-rays are not warranted, a symptom evaluation form may be provided to satisfy annual requirements. Please note that not all clinical facilities will accept a symptom evaluation, and additional documentation may be required. These instances will be handled on a case-by-case basis.

All students who have paid their health services fees may have a PPD or QuantiFERON completed at the University [Health Services Center](#). PPDs are only available on Monday, Tuesday, or Wednesday due to the need for reading results within 48-72 hours from the time the test is administered.

6. **FLU SHOT**

Documentation of the flu shot for the current flu season is due as required by the facility **annually**.

7. **TETANUS, DIPHTHERIA, & PERTUSSIS (Tdap)**

Student must **maintain** proof of a current (**within 10 years**) immunization for Tetanus, Diphtheria, and Pertussis (Tdap). **The document submitted must be clearly marked as Tdap**, distinguishing from other variations of the vaccine. If a student's Tdap becomes more than 10 years old, they will be required to have a renewal Tdap (**which MUST include Pertussis**), in order to meet the clinical requirements.

8. **HEPATITIS B IMMUNIZATION**

Hepatitis B – Standard Requirements

- Proof of positive Hep B Surface Antibody Titer Blood Test

If the titer is negative after completing the series, a repeat series should be offered but not required unless exposure is suspected (CDC, 2022). The student shall sign the Hepatitis B Non-Responder Form if they decide not to repeat the series. - **Complete form on ACEMAPP Assure**

9. **MMR (MEASLES, MUMPS & RUBELLA)**

Students must provide documentation of **ONE** of the following:

- 2 MMR Immunizations **OR**

- MMR (MEASLES, MUMPS & RUBELLA) titer showing immunity for all three of these, which MUST include lab results and date lab was performed.

10. **VARICELLA (CHICKEN POX)**

Students must provide documentation of **ONE** of the following:

- 2 Varicella Immunizations **OR**
- Varicella titer showing immunity, which must include lab results and date lab was performed.

11. **HEALTH INSURANCE**

Students are required to provide the following:

Front and back copy of a medical insurance card as proof of current health coverage to remain active and on file throughout the time you are in the nursing program.

Students Name must be on insurance card. If students name is not on insurance card, they must upload proof of coverage from company as a listed dependent, in addition to the insurance card.

Please note that the student is personally responsible for any and all expenses incurred for treatment of an injury or illness, whether it has occurred during a scheduled clinical activity in a facility or during a class activity on campus, regardless of whether the student has medical insurance or not. The student can be seen at the nearest emergency room if warranted. All students who have paid their UWG health fee are eligible to be seen and treated in the [University Health Center](#).

12. **LICENSURE**

Students who hold a Nursing license by any Board in or outside the State of Georgia must provide proof of said licensure.

Student Signature

Date