CLINICAL COURSE REQUIREMENTS FOR UNDERGRADUATE GRADUATE, PHD, DNP STUDENTS

To protect themselves and clients and to meet the requirements of the clinical agencies, students must meet the following requirements for clinical courses. Failure to provide the required information will result in the student not being allowed to start ETSU clinical nursing courses.

Please Note:
1. Scan copies of your documentation to the ProjectNurse/ProjectConcert website. Instructions and a tutorial video are included in the new student packet email.
2. To help avoid misplacement or inaccurate recording, it is recommended students submit all their documentation with their names and Student ID “E” numbers on each page (not their social security numbers).
3. Use the forms provided by the College of Nursing to assist in gathering documentation.
4. Submission deadline for health requirements is prior to the beginning of all nursing programs. Students will not be able to attend classes and go to clinical if they have not submitted their documentation by the deadline date.

Obtaining documentation of clinical requirements may take several weeks. Students are encouraged to begin this process as soon as they receive their ETSU College of Nursing admission packets. Students who lack full documentation will not be permitted to attend any nursing courses.

CLINICAL COURSE REQUIREMENTS

1. Liability Insurance – (renewed annually)
   a. Current individual professional liability policy (not a group policy) with coverage of $1,000,000/$6,000,000 is required. (Nurse practitioner students must hold a policy which provides coverage for services provided as a student nurse practitioner.)
   b. Students who are already licensed as an RN or LPN must buy the appropriate liability insurance coverage and request to be licensed also as a student at no additional charge. Verification that the additional student coverage is in effect must be submitted to the Office of Student Services.
   c. A copy of the declaration page of the policy (Certificate of Insurance or Policy Face Sheet) with policy number, expiration date, and liability amounts must be uploaded to the ProjectNurse/ProjectConcert website
   d. Resources for liability insurance providers:

      Nurses Service Organization (NSO)  Chicago Insurance Company
      Phone: 1-800-247-1500  Phone: 1-800-503-9230
      Fax: 1-800-739-8818  Web site: www.Proliability.com
      Web site: www.nso.com  1440 Renaissance Dr.
e. Submission deadlines for liability insurance are prior to beginning the first semester in the program.

f. Students have the option of requesting an effective date. In order to avoid insurance lapsing during the middle of a semester, students should request effective dates based on the following list:

- August 15th if first clinical course will be Fall semester
- April 15th if first clinical course will be Summer semester
- January 1st if first clinical course will be Spring semester

2. **Tennessee Licensure** (if applicable)

For information on obtaining a registered nurse license in the state of Tennessee contact the:

Tennessee Board of Nursing  
227 French landing, Suite 300  
Heritage Place Metro Center  
Nashville, TN 37247-1010  
(615) 532-5166

3. **Basic Life Care Support (BLS)** - renewed upon expiration

a. Approved course through American Heart Association. Red Cross is not accepted by all agencies. Please do not submit a Red Cross card.
b. Certification must be kept current by renewing according to agency policy and American Heart Association guidelines.
c. Course must include information and practice for:
   - One-and two-person BLS,
   - Infant/child BLS,
   - The choking victim, and
   - Automatic external defibrillator.
d. Totally online BLS courses are not acceptable.

e. Resources for BLS
   - Health Care Providers’ BLS courses usually cover these areas.
   - Some area hospitals and agencies offer BLS to students through their education departments. Contact them for specific information.

4. **Physical Examination**
a. This statement must be signed by a licensed health care provider (HCP), i.e., a physician, nurse practitioner, or physician assistant. It must be completed using the ETSU College of Nursing Physical Examination form. **The hearing test is mandatory.** A whisper test is not allowed. Students should make sure the hearing test is documented on the ETSU physical form.

b. The student should complete and sign the Health Verification Form.

c. ETSU Student Health Services conducts physicals during the summer period only and by appointment only. There is a fee for this service. The physical includes urinalysis, CBC, comprehensive panel, eye exam, and simple hearing exam. Students are not required to use ETSU Student Health Services.

5. **Tuberculosis Screening** – renewed annually

a. Procedure for Mantoux Tuberculin Skin Test (TB Tine test is not acceptable).
   1. Give 0.1 ml 5 TU PPD intradermal injection in a forearm.
   2. Read test in 48-72 hours.
   3. If reading (indurations) is 5mm or greater, the test is positive for certain persons at increased risk; 15mm or greater is considered positive for healthy people who are not at risk.

b. The results of testing should always be recorded in millimeters of indurations. Do NOT record as positive, negative, or in plus signs. If there is no induration, results should be recorded as zero mm. The person administering the test should place his/her initials next to “date given” and the person reading the test should initial next to the results and indicate the date the test was read. TB results will NOT be accepted if not recorded correctly and students will have to pay to have the test re done. Please use the TB form included in the packet for proper documentation of TB results.

c. Students who are known positive reactors or who cannot be tested must furnish documentation (including an initial negative chest x-ray) from a HCP that there is no danger of communicability. Appropriate preventive therapy should be considered by those with positive tests (chest x ray must be current).

d. Students who are known positive reactors or who cannot be tested must report any signs or symptoms of tuberculosis (i.e., shortness of breath, malaise, fatigue, fever and chills, hemoptysis, weight loss, anorexia, chest pain, coughing, and night sweats). A student who develops signs and symptoms will be required to document non-communicability before continuing in the program.

e. TB skin tests (PPD) are available at ETSU Student Health Services by appointment only and for a fee, on Monday, Tuesday and Wednesday 8:00-11:30 and 1:30 -3:30. No TB tests are done on Thursday and on Friday the hours are 1:30-3:30

**NOTE:** Any student having questions or concerns about the advisability of receiving any of the required immunizations (i.e., due to age, medical or other circumstances) should check with his or her health department or HCP. A statement will be required indicating why it is not advisable for the student to have a specific immunization. A student who does not
receive an immunization must accept any responsibility for the increased risk of infection. Agency health requirements may supersede ETSU College of Nursing health requirements.

6. **Hepatitis B Vaccine**

   a. Positive antibody titer **OR** Three doses according to the following schedule
      - 1st dose: at elected date
      - 2nd dose: at least 4 weeks after the first dose
      - 3rd dose: at least 8 weeks after the second dose and 16 weeks after the first dose.
   
   b. Students must have received at least the first two doses prior to the first clinical course and must complete the series as recommended to continue in subsequent clinical courses.
   
   c. If the series is delayed between doses, the vaccine should be continued from where it was left off.
   
   d. Should the student present a report for a blood test for antibody to Hepatitis B (Hb, Ab) and the result shows that the individual did not respond adequately to the vaccine series, the three-dose series must be repeated.
   
   e. Hepatitis B vaccines and antibody titers (serology for immunity) are available at the ETSU Student Health Services on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

7. **MMR (Measles, Mumps, Rubella)**

   a. Submit one of the following:
      - Documentation of 2 doses of MMR vaccine administered at least 30 days apart with the 1st dose given at 12 months of age or later.
      - Documentation of 2 doses each of separate measles, mumps and rubella vaccines given at least 30 days apart with the 1st doses given at 12 months of age or later. If first doses were separate vaccines, 2nd dose may be MMR combined vaccine.
      - Documentation of positive serological immunity to measles, mumps and rubella.
      - Licensed health care provider documented history of each of the diseases. Self or parent-reported disease history is not acceptable.
      - Documented allergy to any component of the vaccine.
   
   c. MMR vaccine and titers for immunity documentation are available at ETSU Student Health Services on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

8. **Tdap** – Tetanus immunization must be documented within the last 10 years. To reduce pertussis morbidity among adults and maintain the standard of care for tetanus and diphtheria prevention and to reduce the transmission of pertussis to infants and in healthcare settings, the advisory Committee on Immunization Practices recommends that healthcare personnel who work in the hospitals or ambulatory care settings and have direct
patient contact should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap. An interval as short as 2 years from the last dose of Td is recommended; shorter intervals may be used. Other varieties of tetanus will not be accepted.

9. **Varicella (Chickenpox)** – Evidence of one of the following:
   a. 2 doses of varicella vaccine at least 1 month apart
   b. Positive antibody titer.
   c. ETSU Student Health Services does not keep Varicella vaccine on hand in the clinic. Call for the current price. Varicella titers are available on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

10. **Annual Influenza Vaccination** – Documentation of influenza vaccination must be submitted annually each fall. Students are required to submit 1) proof of immunization and 2) Flu Compliance Form by October 31 of each year.

11. **Annual infection control (OSHA)** and hazardous materials training must be documented in each student’s file. Students will complete an exam over this material annually. This exam can be taken on the Project Concert site. It will automatically come to OSS so you do not need to scan a copy of the exam.

12. **Substance Abuse/Drug Screening**
   a. All students are required to submit the Consent to Drug/Alcohol Testing, Statement of Acknowledgement and Understanding, Release of Liability form.
   b. If a clinical agency requires students to complete initial and/or random drug testing, directions will be provided to guide students in completion of the drug screening process. The student will be responsible for the cost of testing.

13. **Workforce Confidentiality Form** – All students are required to read, sign and date this form. This form is included in this packet

14. **Tennessee Nurses Foundation (TNF) fee**
   a. Unlicensed students
      • Mail a $15.00 money order to the CON Office of Student Services
      • Do NOT mail the money order to the Tennessee Nurse’s Foundation. The CON will submit payment with additional information from the CON required for processing.
   b. Licensed Students
      • Nurse, Nurse Practitioner, Physical Therapist, Respiratory Therapist, Occupational Therapist, Medical Lab Technologist, Physician’s Assistant, and Emergency Medical Technicians do not have to pay the fee.
15. **Health Insurance Portability and Accountability Act (HIPAA)**

- **HIPAA**—All nursing students are required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) offered by the ETSU HIPAA Compliance Office. To ensure our students receive the most up-to-date information on how to protect the health information of our patients, outside HIPAA training will not be accepted. ETSU HIPAA Training consists of two parts and should take approximately 1 hour to complete.

  - To access the training go to: [https://healthsafety.etsu.edu/index/login](https://healthsafety.etsu.edu/index/login). Login with your ETSU email address ([username@goldmail.etsu.edu](mailto:username@goldmail.etsu.edu)) and password.

  - On the left sidebar click “Training Modules.” HIPAA Part One and HIPAA Part Two should be listed as “Modules You Need to Take.” Part One and Part Two do not have to be completed in one sitting, but both parts (including the quizzes) must be completed by the deadline. After you submit the quiz for each module, a certificate of completion will be populated. You must print and upload both certificates of completion to the Clinical Health Requirement Project Concert site. You must achieve a score of 80% to pass. The modules can be repeated as many times as necessary.

  - To reprint your HIPAA certificates of completion login to the training site. On the left sidebar click “Training Modules.” Scroll down. Under “Modules You Have Completed” you should see HIPAA Part One and HIPAA Part Two modules listed. On the right side, under the column “Certificate” click “View.” This will allow you to reprint your completion certificate for each module.

16. **Background Checks**

- **a.** East Tennessee State University now requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

- **b.** East Tennessee State University has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in any East Tennessee State University health program.

- **c.** Please follow the directions below for submitting your application to Verified Credentials:

  - To access Qualified First go to: [http://scholar.verifiedcredentials.com/etsu](http://scholar.verifiedcredentials.com/etsu)
• How It Works:
  o Enter code for the program you will be attending located above the “Get Started!” button on the right side of the page
    ▪ BSN Program
    ▪ VWJYM-84967
  o Create an account
  o Enter all required information
  o Provide supporting documentation
  o Track your progress
  o Information will automatically be shared with your school
• If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com

The ETSU College of Nursing may add or change clinical requirements based on current information regarding communicable diseases; revised or new College, University, or Board of Regents policies; or agency requirements. Students will be informed of any new requirements and the deadlines for meeting those requirements. Documentation must be scanned into the Clinical Health Requirement D2L site. Instructions included in this email. If you have questions regarding the clinical health requirements, please contact the Office of Student Services @ (423) 439-4591 or hawks@etsu.edu.

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