TO: Class of 2018 (Students Eligible to Enter NUR 240, spring 2016)  
FROM: Katie Hooven, Clinical Site Coordinator and Monique Clark, Program Assistant  
RE: Nursing Student Clinical E-Portfolio Requirements  
DATE: July 1, 2015

Nursing students in good standing who are academically eligible to enter clinical education in NUR 240, Holistic Interventions Across the Life Span in Spring 2016 must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student’s confidential Nursing Student Clinical E-Portfolio in the Nursing Department’s student database.

CLINICAL FOLDER REQUIREMENTS MUST BE COMPLETED AND SUBMITTED IN 2 STEPS:  

STEP 1 – Unless indicated otherwise, should be completed this SUMMER.

SUBMISSION DEADLINE - FRIDAY, OCTOBER 16

1. Summer Health Requirements:
   a) Physical Examination
   b) Two-Step Mantoux Test (PPD/ TB) (see details for on campus clinics at start of fall semester)
   c) Hepatitis B Vaccination Series
   d) MMR (mumps, measles and rubella) vaccination
   e) Varicella (chickenpox)
   f) Tetanus and Pertussis vaccination

Other Summer Requirements:
2. Health Insurance
3. Personal Liability Insurance
4. CPR Certification for the Healthcare Provider
5. Personal Statement Form

STEP 2 – COMPLETE ONLY IN THE FALL SEMESTER, NOT THIS SUMMER!

DEADLINE – FRIDAY, DECEMBER 4

6. Drug Testing (5 Panel Non-DOT)  Must be completed between October 16 and November 20 to ensure submission by December 4, 2015 deadline.
7. Criminal Background Check and Fingerprinting – Must be completed between October 26 and November 20 to ensure submission by December 4, 2015 deadline. Once the form is completed, an appointment must be scheduled for fingerprinting well in advance in order for TCNJ to receive results by the Dec. 4 deadline. Read detailed instructions in this memo for more information.
8. Flu Vaccination – Must be conducted AFTER October 1, 2015 and before December 4, 2015 deadline. Do NOT get flu shot at the same time as physical exam. Shot must be valid for flu season, Oct. through March.

CHECKLIST - A checklist of items is provided at the end of this document for easy reference. It is NOT a substitute for carefully reading and following the detailed instructions provided in this memo.
IMPORTANT NOTICES

YOU ARE SOLELY RESPONSIBLE FOR READING CAREFULLY AND COMPLYING WITH ALL INSTRUCTIONS AND DEADLINES SPECIFIED IN THIS MEMO. THANK YOU!

Failure to submit required documentation by established deadlines will prohibit involvement in on-site clinical education in NUR 240 for the spring 2016 semester. Additional consequences for non-compliance may include de-registration from the course, grading penalties in related courses and clinical assessments, and/or other appropriate disciplinary action.

Inability to get an appointment for services (exams, vaccinations, fingerprinting, etc.) in time to meet deadlines is NOT an acceptable excuse for missing documentation. Students are responsible for scheduling all appointments with enough lead time to meet the clinical requirement deadlines. Do NOT leave appointment scheduling until the “last minute”.

Students are required to maintain the original of all submitted documentation for their personal records, except for the criminal background record check, which requires submission of the original document. Please note that office staff members are NOT permitted to make copies for students.

Students also are personally responsible for maintaining an updated and fully complete Nursing Student Clinical E-Portfolio throughout their progression in the BSN curriculum. Students must ensure that all certifications that require renewal are met and proper documentation is submitted to the Nursing office. Students are responsible for knowing and adhering to specific deadlines for each item requiring annual or biannual renewal, such as CPR certification, for example. The office staff is not responsible for reminding students and/or checking the Clinical E-Portfolio for renewal deadlines. Remember, failure to maintain renewal of required items will prohibit you from entering and/or completing clinical courses, and may delay or prevent progress in the major.

ALTHOUGH STUDENTS ARE EXPECTED TO COMPLETE MOST REQUIREMENTS OVER THE SUMMER MONTHS AS INDICATED IN THE DETAILED INSTRUCTIONS PROVIDED BELOW, A TUTORIAL REVIEW WILL BE OFFERED EARLY IN THE FALL SEMESTER IN EACH SECTION OF NUR 220, WELLNESS PROMOTION.

DETAILLED INSTRUCTIONS

STEP 1 - DEADLINE FRIDAY, OCTOBER 16

1. HEALTH REQUIREMENTS

The Nursing department’s health requirements conform to College, Affiliate Agency, American Association of Colleges of Nursing, New Jersey Board of Nursing regulations, and current recommendations of the Advisory Committee on Immunization Practices (ACIP) for health care workers. Health requirements for Nursing students are subject to change as new recommendations or federal/state regulations emerge. Affiliate agencies may require additional health protective testing. Department communications and course leaders will inform students of new requirements.

Physical examinations, serological testing, and vaccinations should be obtained from a health care provider of the student’s choice. TCNJ Student Health Services (SHS) in Eickhoff Hall 107 may offer limited
services. Interested students should contact SHS at (609) 771-2889 as soon as possible for more information, but are advised **NOT to count on getting an appointment.** SHS charges a fee payable at time of service for physical examinations. Fees for services and reimbursement vary so check with SHS.

a) **Physical Examination** – A physical examination is required prior to admission in NUR 240 and **annually thereafter.** Students are advised to be examined by a health care provider of their choice over the summer. There is no standard form required for documentation. Once examined, simply ask your provider to write, date, and sign a summary statement attesting that you have been found to be in general good health for participation in clinical education. The document must be written and dated on office letterhead or prescription paper, and include the signature of the provider who performed the exam, such as a physician or nurse practitioner.

b) **Two-Step Mantoux Test (PPD / TB Test)** – A two-step Mantoux is required **ONCE prior to entering NUR 240** and a single Mantoux is required **annually thereafter** during the fall semester. A single chest X-ray is required of those students who have a positive PPD within the last five years. **NOTE:** Student Health Services will offer TB test clinics in late August and early September (see dates and times below) to accommodate this requirement, but students must attend both clinics. Individual appointments will **NOT be scheduled.** The cost is $5.

- Tuesday, August 25 (first day of classes) 3:00-5:00 PM, with a required reading on Thursday, August 27, 3:30-5:00 PM. Tentative location – LH 123
- Tuesday, Sept 8 (Monday class schedule) 3:00-5:00 PM, with required reading on Thursday, Sept. 10, 3:30-5:00 PM, Tentative location – LH 123

c) **Hepatitis B Vaccination Series** – Completed Hepatitis B immunization series (three immunizations or laboratory proof of immunity).

d) **MMR** - Two (2) MMR (mumps, measles and rubella) immunizations or laboratory proof of immunity for measles (rubeola), mumps and German measles (rubella).

e) **Varicella** – Students must submit documentation of two doses of Varicella (chickenpox) vaccination or documentation of laboratory proof of immunity. **Documented history of chickenpox disease is NO LONGER ACCEPTABLE.**

f) **Tetanus and Pertussis Immunization** – Proof of Pertussis containing Tetanus booster (Tdap) received after April 2006.

**Note - Influenza Vaccination (Flu Shot) is also required, but must be done as part of Step 2 in the fall semester. Follow Step 2 instructions later in this memo.**

2. **HEALTH INSURANCE**

Students are responsible for ensuring they are covered by health insurance (either through TCNJ or privately) throughout through their progression in the Nursing program until graduation. Students are responsible for paying the annual premium to maintain insurance and must submit documentation of a valid insurance card by the Oct. 16 deadline and annually thereafter. Full time students are **automatically enrolled in the TCNJ health insurance plan unless they decline by Sept. 9, 2015 on-line at**
3. PERSONAL LIABILITY INSURANCE
In keeping with the New Jersey Board of Nursing regulations, all nursing students must obtain their own professional liability insurance and submit a copy of a valid personal professional liability proof of insurance document from their insurer. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available for a nominal fee through the Student Nurses’ Association. Students may also visit contact the Healthcare Providers Service Organization (www.hpso.com) and Nurses Service Organization (www.nso.com) for more information. Students are responsible for annually renewing their insurance by paying the annual premium and submitting a valid proof of insurance document to ensure coverage throughout each year of clinical education until graduation.

4. CPR CERTIFICATION FOR THE HEALTHCARE PROVIDER
Student must complete CPR (cardiopulmonary resuscitation) training and submit a copy of a current CPR certification card. The American Heart Association Basic Life Support for Healthcare Providers CPR training program is strongly preferred. It is the student’s responsibility to obtain and maintain CPR certification. Individual clinical instructors may randomly request to see a student’s CPR card. A student whose CPR certification is not received or expired will be prohibited from clinical education.

NOTE: Students are strongly advised to complete the CPR requirement over the summer. The American Heart Association – Basic Life Support for Healthcare Providers CPR training program may be offered by LifeForce USA, Inc. during the first two weeks of the fall semester. Please check email notifications from the Nursing office. Students may contact the agency for more information about availability of CPR classes:

LifeForce USA, Inc.
5 Roe Lane
Howell, NJ 07731.
1-888-761-5433.

5. PERSONAL STATEMENT FORM
Complete, sign, and submit the Personal Statement Form online.

STEP 2 - DEADLINE FRIDAY, DECEMBER 4

6. DRUG TESTING
Must be completed between October 16 and November 20 to ensure submission by December 4, 2015 deadline.

Nursing majors are required to complete drug testing in order to comply with the growing number of clinical agencies that mandate drug testing. Documentation of results may be shared with clinical agencies and will be maintained in the student’s confidential clinical e-portfolio. Failure to comply with drug testing or a positive test result may prevent completion of clinical education and/or result in dismissal from Nursing.

Students are responsible for scheduling and purchasing the required drug test (Five-Panel Non-DOT).
Students may be tested locally at The Corporate Health Center (TCHC) at 832 Brunswick Avenue, Trenton, NJ or select a private health care provider. TCHC has agreed to provide testing for TCNJ Nursing students at a special reduced rate of $46.00, subject to increase. Results will be sent directly to the department of Nursing. **To schedule an appointment, students are advised to call 609-695-7471 at least a week in advance.** Appointment times may be limited, so do not delay in scheduling. Students may also choose to have the required drug test (Five-Panel Non-DOT) performed by a health care provider of their choice, as long as the provider is fully certified with trained staff that meet certification requirements for Federal drug collection and testing. **Students who choose this option must notify Clinical Site Coordinator Katie Hooven (hoovenk@tcnj.edu) in advance and give written authorization to the provider to send results directly to:**

Department of Nursing, Attention: Katie Hooven  
The College of New Jersey  
PO Box 7718  
Ewing, New Jersey 08628-0718

7. CRIMINAL BACKGROUND CHECK AND FINGERPRINTING  
Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the Comprehensive Accreditation Manual for Hospitals: Official Handbook requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20, a criminal background check is required in order for each student to participate in clinical experiences with clinical affiliates. This procedure is detailed below and on the New Jersey State Police web site. Each student shall complete and submit the required form along with the appropriate fee.

Visit the New Jersey State Police web site below to read “Instructions for Obtaining Your Criminal History Record” and download Form A (also attached to the email) to request a criminal background check and fingerprinting through Morpho Trak Inc.

http://www.njsp.org/about/serv_chrc.html#icbc

Once the form is completed, students must contact Morpho Trak - Ewing Parkway Corp. Center at the phone number provided below to schedule an appointment for fingerprinting. Once an appointment is confirmed, the student must bring the completed form to the Center (or another branch office) to complete the criminal history record check and be fingerprinted. Students are responsible for the $40.70 fee for service (rates are subject to increase). **Only the following methods of payment are accepted: money order, credit card, or electronic debit card. Note that only money orders are accepted on site at the Center on the day of fingerprinting. Students are advised to pay in advance via credit card to avoid delay.**

BE SURE TO SCHEDULE AN APPOINTMENT IN ADVANCE BETWEEN OCT 16 AND NOV. 20 TO ENSURE DOCUMENTATION IS RECEIVED BY THE DEC. 4 DEADLINES FOR SUBMISSION.

Be advised that appointments at Morpho Trak fill up quickly, particularly in the fall. Be sure to call well in advance to get an appointment on or shortly after October 16. Inability to schedule an appointment within the required time period is NOT an acceptable excuse for missing the Dec. 4 deadline for submitting results. Plan ahead.

Morpho Trak - Ewing Parkway Corporate Center  
1230 Parkway Avenue, Ste. 102
Note: Students who live or have lived in Pennsylvania or other states must follow specific instructions to complete Form A.

Morpho Trak will typically complete the criminal history records check within 48 hours and will mail the results directly to the student. Students must submit the original results as part of their completed clinical folder documents. Students are advised to retain a copy for their personal file.

**ONLY THE ORIGINAL BACKGROUND CHECK RESULTS LETTER WILL BE ACCEPTED FOR INCLUSION IN THE STUDENT’S CLINICAL E-PORTFOLIO.**

8. INFLUENZA VACCINATION (FLU SHOT) Proof of annual Influenza vaccination is now required and must be conducted **AFTER October 1 and BEFORE the deadline of Dec. 4. Do NOT get flu shot at the same time as physical exam.** Shot must be valid for flu season, Oct. through March.

In addition to being readily available in the community, flu shots will be offered by Student Health Services offers in the fall at a projected cost of $15. Student Health Services MAY offer flu shots in the fall. Check for a campus-wide email or contact SHS at health@tcnj.edu or by calling 609-771-2889.
This checklist is provided for your convenience as a supplement to the detailed instructional memo. You may use this checklist as an easy PERSONAL reference guide to “check off” your progress in completing all the requirements for the Nursing Student Clinical E-Portfolio.

**STEP 1 – HEALTH REQUIREMENTS – VALID DOCUMENTATION MUST BE SUBMITTED FOR EACH ITEM NO LATER THAN FRIDAY, OCTOBER 16, 2015.**

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<th>Renewal Type</th>
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**STEP 2 – FALL REQUIREMENTS - DUE NO LATER THAN FRIDAY, DECEMBER 4, 2015**

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