

2017-2018 GRADUATE STUDENT COMPLIANCE REQUIREMENTS

The University of Michigan School of Nursing Compliance Policy requires all School of Nursing students taking any course to be in full compliance, regardless of the course. This includes courses without a clinical component.

Compliance documents are managed by a third party vendor - www.castlebranch.com. All students must create an online account and upload all compliance documents into the online account. New graduate students should use package code UB59 to order a background check and a new account.

All compliance documents are due on **July 1** each year (except the flu vaccine). This means that no compliance documents may expire before the last day of classes in April, which is April 17 for the 2017-2018 academic year.

| DUE BY JULY 1 EVERY YEAR | |
|---|---|
| <u>Physical Examination Form</u> | A licensed health care professional must complete and sign the school form. The school form must be used. |
| | In order for the document to be valid for the entire 2017-2018 academic year, the examination cannot be completed before April 17, 2017. |
| <u>Technical Standards Form</u> | Both pages of the signed form must be uploaded to Castle Branch. |
| | In order for the document to be valid for the entire 2017-2018 academic year, the document cannot be completed before April 17, 2017. |
| Cardiopulmonary Resuscitation Certification (CPR) | ONLY the following three courses are accepted. Each of these certifications is valid for two years. <ol style="list-style-type: none"> 1. <u>American Heart Association</u> BLS for Healthcare Providers Course 2. <u>American Red Cross</u> BLS for Healthcare Providers Course 3. <u>American Red Cross</u> CPR/AED for the Professional Rescuer Course |
| | The front and back of a signed certification card OR an official digital certificate of completion must be uploaded to Castle Branch. |
| | The certification must be valid for the entire 2017-2018 academic year. |
| <u>Tuberculin Skin Test (also called TB or PPD) or blood test</u> | Complete documentation must be uploaded to Castle Branch and includes the date that a TB skin test was administered, the date that it was read, and negative results OR a lab report showing a negative QuantiFERON TB Gold or T-SPOT blood test and test date. Blood tests are valid for three years. |
| | A positive result requires a clear chest x-ray. A lab report is required. Chest x-rays are valid for three years. |
| | In order for the test to be valid for the entire 2017-2018 academic year, the test cannot be completed before April 17, 2017. |
| Nursing License | A current, valid RN license in at least one political jurisdiction must be uploaded to Castle Branch. |

| DUE ONCE BY JULY 1 PRIOR TO YOUR FIRST FALL TERM OF ENROLLMENT | |
|--|--|
| Hepatitis B | The Hepatitis B vaccine is a series of three doses. |
| | Complete documentation must be uploaded to Castle Branch and includes the dates of the first, second, and third doses of the vaccine OR a lab report for a positive Hepatitis B titer. |
| MMR (Measles, Mumps, and Rubella) | The MMR vaccine is two doses. |
| | Complete documentation must be uploaded to Castle Branch and includes the dates of the first and second doses of the vaccine after 12 months of age OR a lab report for a positive antibody titer for each of the three components (Measles, Mumps, and Rubella). |
| Varicella Zoster (Chicken Pox) | The chicken pox vaccine is two doses. |
| | Complete documentation must be uploaded to Castle Branch and includes the date of the first and second doses of the vaccine OR a lab report for a positive Varicella titer. |
| Tdap (Tetanus, Diphtheria, and Pertussis) | Documentation of a Tdap vaccine at age 11 or after is required. |
| | Tdap vaccines are only valid for ten years, Td booster may be required prior to first term or at some point during enrollment. |
| Criminal Background Check | A criminal background check must be completed through Castle Branch at www.castlebranch.com . This background check is included as part of the UB59 package. Additional background checks may be required by clinical placement sites. |
| <u>Handbook Certification</u> | The signed form must be uploaded to Castle Branch. |
| <u>Authorization to Disclose Information Statement</u> | Both pages of the signed form must be uploaded to Castle Branch. |
| DUE EVERY FALL PRIOR TO THE STATED DEADLINE FOR THE ACADEMIC YEAR | |
| <u>Flu Shot</u> | Flu shots will be available on campus. |
| | Instructions detailing when the flu shots will be available and how to provide proof of compliance with this requirement will be sent every fall. |
| | The administered date must be between September 1 and October to be accepted for the 2017-2018 academic year. Notification of actual due date will be emailed. |
| Drug Screen | Drug screens (10-panel) are available in Castle Branch. Instructions on how to obtain drug screens will be sent directly via email. |