



2018-2019 UNDERGRADUATE 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 Castle Branch. All students must create an online account and upload all compliance documents into the online account. Undergraduate students should use package code UB58 to order a background check and a new account.

All compliance documents are due on **July 1** each year (except the flu shot, which is due on October 25 for the 2017-2018 academic year) and must be valid for the entire upcoming academic year. This means that no compliance documents may expire before the last day of classes in April, which is April 17, 2018 for the 2017-2018 academic year.

| DUE BY JULY 1 EVERY YEAR | |
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| Physical Examination Form | 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 must be <u>completed on or after April 19, 2017</u> . |
| Technical Standards Form | Please read the technical standards found on pages 28-29 in the UMSN Student handbook Please sign the technical standards form |
| | In order for the document to be valid for the entire 2018-2019 academic year, the document must be <u>completed on or after April 17, 2018</u> . |
| Cardiopulmonary Resuscitation Certification (CPR) | ONLY the American Heart Association BLS for Healthcare providers course is accepted. It is valid for two years. |
| | The front and back of a signed certification card OR an official digital certificate of completion must be uploaded to Castle Branch. |
| | In order for the document to be valid for the entire 2018-2019 academic year, the document must be <u>completed on or after April 17, 2018</u> . |
| Tuberculin Skin Test (also called TB or PPD) or blood test | 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. |
| | In the event of a positive result, please contact the Compliance Team at UMSN-UndergradCompliance@med.umich.edu for further assistance. |
| | In order for the test to be valid for the entire 2018-2019 academic year, the test must be <u>completed on or after April 17, 2018</u> . |



DUE ONCE BY JULY 1 PRIOR TO YOUR FIRST FALL TERM OF ENROLLMENT

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| 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. |
| | In the event of being considered a “non-converter” please contact the Compliance Team at UMSN-UndergradCompliance@med.umich.edu for further assistance. |
| 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. |
| | Because Tdap vaccines are only valid for ten years, you may need to receive a Td booster prior to your first term or enrollment or at some point during your 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 UB58 package. |
| Handbook Certification | The signed form must be uploaded to Castle Branch. |
| Authorization to Disclose Information Statement | Both pages of the signed form must be uploaded to Castle Branch. |

DUE EVERY FALL PRIOR TO THE STATED DEADLINE FOR THE ACADEMIC YEAR

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| Flu Shot | Flu shots will be available on campus at the end of September or beginning of October. |
| | 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, 2018 and December 1, 2018 to be accepted for the 2018-2019 academic year. |