

Clinical Requirements Information and Checklist

Clinical Requirements Deadlines unless otherwise notified:

- Fall semester – August 15
- Spring semester – December 7 of previous year
- Summer I and II terms – May 1

NOTE: Records must not expire before the Friday before finals week each semester

Clinical requirements must be turned in to Nursing Office, LA 341 by the above deadlines.

(Requirements, other than the drug screen results, may also be emailed to didiers@pfw.edu)

You may check your expiration dates at [Check your clinical records online link](#). Please **check dates** to determine if the records will expire before the end of your clinical.

1. Substance abuse screening

Substance abuse testing is required every twelve months (cannot expire during semester), or if there is an interruption in **program** enrollment for greater than 30 days (not taking summer courses is fine). The substance abuse screen must be at least a 5 panel drug screen for Purdue program students. You are not limited to the list below.

- Campus clinic, WU 234, Open Monday – Friday 8:30AM-4:30PM.
- [RediMed Clinics](#); Bring your Student ID~ Mastodon card.
No appointment necessary.
- [Parkview Occupational Health](#); 373-9300; Open 24 hours per day Monday – Friday, and Saturday, 9:00AM – 1:00PM.
No appointment necessary.

2. TB/Mantoux (annual requirement)

- If your TB expires before the end of clinicals, you need to turn in a copy of your updated test (one step) by the deadline above. (Two step is only required for fundamentals).
- The T-spot blood test is also accepted.
- **If you are a positive reactor**, you need to turn in a TB surveillance record (available on website) by the deadline above, if your previous form expires before the end of clinicals.

3. CPR Training

- **CPR Requirement:** Cardiopulmonary Resuscitation (CPR) must contain Adult/Child/Infant and Automated External Defibrillator (AED). May do online test for CPR certification, but **MUST DO HANDS ON CHECK OFF** as well. CPR can either be:
 - American Heart Association Health Care Professional Basic Life Support or
 - American Red Cross CPR for Professional Rescuer
- If your CPR training expires before the end of clinicals, you need to turn in a copy (front and back) of your new CPR card (your signature on back) by the deadline above.

4. PreCheck Background Check or Annual Personal Disclosure Form

- **After the initial background check**, clinical agencies require an **Annual Personal Disclosure form** (available on Nursing Website) for 200-300 level courses. The annual form will expire each August 15 and needs to be completed and submitted each year **between July 25 and the August 15th deadline**. NOTE: *Must be dated between July 25th and August 15th.*
- **NUR 41800 students** must repeat the [PreCheck Background Check](#) by deadline above.

5. IU Confidentiality – HIPAA Training & Confidentiality Form

- IU Confidentiality will expire each August 15 and needs to be completed and submitted each year **between July 25 and the August 15th deadline**. **The HIPAA training needs to be reviewed between July 25th and August 15th**, then the form needs to be completed and turned in by the August 15th deadline.
- Go to the [Nursing Undergraduate Resources webpage](#), and click on “HIPAA Training” and “IU Fort Wayne Confidentiality Form” for the necessary training and form.

6. Flu Immunization

- Flu shot is required each **fall** *when the new vaccine becomes available*. Proof of flu vaccination needs to be submitted by **November 1st**. Students who should not receive flu vaccine because of medical condition, must bring physician note to Nursing Undergraduate Director and fill out a declination form. Check your PFW email for any updates in the fall.

7. Hospital Orientation

- To find the location of your clinical, go to [Undergraduate Student Resources](#) webpage and click on the link for Clinical Locations under **Clinical Requirements and Orientation Information**
- Find Links for Orientation Training and forms under **Training & Orientation Links** on webpage above
- Check emails for dates and times if you need Lutheran Computer (Cerner) Training

8. Health Insurance Card for LHN Clinicals

- All students scheduled for clinicals at **Lutheran Health Network (LHN)** facilities must turn in a copy of both sides of their **Health Insurance** cards. (Not to be confused with the Student Professional Liability Insurance requirement-below)
- LHN facilities include Lutheran Hospital, Dupont Hospital, and Rehab Hospital.

Student Professional Liability Insurance

- **Group Policy through the University:** Insurance available through the University will **automatically be charged to you PFW account once per year**. There is nothing for you to turn in. The cost per academic year is approximately \$15.00 (amount subject to change) and expires each July 31st.

7/25/19