University of CINCINNATI | COLLEGE OF NURSING

CRITICAL REQUIREMENTS FAQs

Press control and click on the question to follow the link to the answer.

NEW CRITICAL REQUIREMENTS POLICY TRANSITION QUESTIONS

1) What are the changes to the critical requirements?
   a) Documentation will be collected and managed by CastleBranch
   b) Evidence of Polio vaccination or immunity, declination accepted
   c) Titer testing required for Measles, Mumps, Rubella, Hepatitis B and Chicken Pox
   d) Consent and Statement of Release
   e) Background check and drug screening required for all programs (Required Annually for BSN degree seeking students)
   f) Emergency Contact Information Requested
   g) Driver's License or other state issued ID
   h) US VISA, if applicable
   i) Health Insurance Verification
   j) HIPAA as an annual requirement

2) What cohorts are affected?
   a) Students enrolling in their first clinical course Spring Semester or later and whose final clinical experience will occur after Academic Year 2012-2013 are required to submit documentation through CastleBranch.

3) Am I required to use CastleBranch?
   a) Yes, all students enrolling in their first clinical course Spring Semester or later and whose final clinical experience will occur after Academic Year 2012-2013 must use CastleBranch to submit and manage their clinical clearance status.

4) What are the fees for using CastleBranch?
   a) Please refer to the Student Instruction Sheet.

5) If I submitted documentation to the College, must I now submit through the tracker?
   a) Yes, all students starting Spring Semester or later with clinical experiences extending beyond the 2012-13 academic year, must submit documentation through CastleBranch. Send an email from your UC email account requesting a copy of the documentation. The electronic files will be sent to your UC email account.

6) Must I complete titer testing and immunizations through CastleBranch identified sites?
   a) No, you may complete titer testing and immunization through your preferred provider.

7) CastleBranch keeps rejecting my submissions, what do I do?
   a) Verify that all submissions are uploaded to the identified requirement;
   b) Review the reason your submission was rejected and take the appropriate action. ***SEE Managing Rejected Submissions*** on the CastleBranch Overview Form for more guidance.

8) I have the older version of the Health Requirements Report completed, must I submit documentation using the new version of the Health Requirements Report form?
   a) If you already have the older version of the Health Requirements Report form signed by your HCP, you do not need to print or submit the revised form. Simply upload the older form to the Health Requirements Report form immunization tracker requirement.

9) I received my vaccinations and/or titer testing at multiple providers or through my place of employment; must Part II of the Health Requirements Report form be signed by a licensed HCP?
   a) If you provide supporting documentation (childhood immunization records, employee health record, international immunization records), a HCP does not need to complete Part II of the Health Requirements Report Form.

10) Is titer testing required if I have proof of vaccination?
   a) Titer testing is required for Measles, Mumps, Rubella (MMR), Chicken Pox (VZV), and Hepatitis B (Hep-B). Titer testing is not required for Polio and Tdap.

11) How does the new titer testing requirement affect me?
   a) If you have titer testing which shows immunity to MMR, VZV, Hep-B, provide documentation upload your results and your clinical clearance will not be affected.
   b) If you **have not been** titer tested, please complete the testing and upload your results by the identified deadline for your first term of enrollment.

12) I have titer testing from a long time ago, is it necessary to get retested?
   a) Titer testing results are not date restricted. Submit your lab report or employee health record as proof of positive titer testing.

13) Are vaccinations required if I have proof of positive titer testing?
   a) Documentation of immunization is not required if you have proof of positive titer testing.

R e t u r n   t o   T o p

14) I have completed my titer testing and one or more of my results returned equivocal or negative, what should I do?
   a) If you require booster vaccinations, your physician should document your progress on the Health Requirements Report form. As long as you remain in compliance with your dosage and titer schedule, your clinical placement will not be delayed. Again, document your progress on the Health Requirements Report Form. In addition, Tdap and Hepatitis B should be documented on *Part III Waiver For Incomplete Vaccinations*.

15) I have proof of history of chicken pox disease; do I need vaccination and titer testing?
   a) If your history of disease, vaccination is not required. However, titer testing is required. If your results return negative, please consult your physician for medical regimen.

GENERAL QUESTIONS

16) Where can I download critical requirements documentation?
   a) The College has numerous critical requirements resources available for download from the CoN student Body Blackboard. Some of which include the critical requirements packet, including Health Requirements Report Form, a video, FAQs, annual updates info, background check and drug screening requirements section, and a fax cover sheet to Kiana. You may access the resources by following the simple steps below.
      i) Log on to Blackboard and select the CoN Student Body Organization from the list of organizations on the right
      ii) Select Critical Requirements from the quick links menu on the left.

17) Why must I submit critical requirements to the College?
   The requirements set forth are mandated for all health care providers and health profession students. If you plan to participate in a clinical on behalf of the University of Cincinnati, College of Nursing, you must adhere to all requirements.

18) When are requirements due?
   Please visit the CoN Student Body Blackboard for specific deadlines.

19) How do I submit my critical requirements?
   a) Critical Requirements Submission are managed and tracked by CastleBranch Immunization Tracker for students entering clinical after Spring Semester 2013. Health Records and required forms are uploaded to your secure profile. You can upload electronically or fax/mail documentation to CastleBranch. See Student Instruction Sheets for specific directions.

20) How long does it take to process my critical requirements submission?
   a) Please allow up to 5 business days to process submissions.

21) Do I need to submit a physical?
   a) No, you do not need to complete a physical for the College. However, if a facility requires it as part of their orientation, you are responsible for completing one prior to participating in a clinical experience at the facility. See Clinical Orientation Documents on blackboard.

22) Who pays the fees associated with critical requirements?
   a) Students are responsible for fees associated with meeting critical requirements (obtaining vaccinations, titer testing, records requests, etc.)

23) How does my instructor know that I am clear for clinical practice?
   a) Requirements managed by **College**
      Students receive a clinical clearance memo to show to clinical instructors/preceptors upon request.
   b) Requirements managed by **CastleBranch**
      Your compliance summary will note how each requirement is satisfied and when requirements are due for renewal. Your clinical clearance date will print in the header section of the page. You may print your compliance summary by making the following selections once logged into your profile:
      i) Document Center
      ii) Clinical Requirements
      iii) Results
      iv) Download File

24) Do I need to keep my clinical clearance memo/compliance summary with me?
   a) Yes, you should have your clinical clearance memo/compliance summary with you at all times while in a clinical setting.

25) What are the annual update requirements?

It is not necessary to resubmit all immunization records; you only need to submit the annual update requirements when they are due for renewal.

TB Screening within the past 12 months	QuantiFERON Gold Blood Test <u>or</u> One Step Mantoux (PPD) Skin Text <u>or</u> Positive TB responders-TB Questionnaire signed by HCP (May be completed through your employer, healthcare provider, county agency, or University Health Services).
Blood Borne Pathogen	To be completed at https://webcentral.uc.edu/cpd_online2/compliance/selectcategory.cfm within the past 12 months
RN License Verification	Print out verification from NCSBN Licensure QuickConfirm .**If your state does not participate, you may supply verification from your state board of nursing. Your full name, license number and inclusive dates of certification must be evident.
CPR	American Heart Association, American Red Cross, Military Training Network, American Safety & Health Institute. Front & Back Copy of Card
Seasonal Flu Vaccine by Nov 1	Your vaccine administration record noting the vaccination name, date, and provider is acceptable. Exemptions (i.e. physician documented allergies) are granted at the discretion of the agency to which you are assigned. Exemption request forms may be downloaded from blackboard.
HIPAA Privacy Introduction (CastleBranch managed students only)	To be completed at https://webcentral.uc.edu/cpd_online2/compliance/selectcategory.cfm within the past 12 months

*You may submit the form that your healthcare provider, employer, county agency or University Health Services uses to document your TB testing.

** AL, CT, GA, HI, IL, KS, OK, & PA, do not participate in the NCSBN QuickConfirm™

26) How do I update my requirements?
Vaccination documentation may be submitted on the UC CoN health requirements report form or any official documentation supplied from your vaccine administrator.
You can update your requirements as early as you like, but to maintain clinical clearance, nothing should expire.
a)   Submit a copy of your new CPR card and/or BBP certificate.
b)   Submit a copy of your TB results (Skin test, QuantiFERON Gold test, or Questionnaire)
c)   Submit documentation of your flu vaccination record, including name and date of vaccination.
d)   If you are completing your Hepatitis B 3 dose series, submit documentation of the last dose.

IMMUNIZATIONS AND TB SCREENINGS
27) Where can I obtain the needed vaccinations, titer testing, and/or TB screening?
a)   University Health Services;
b)   Hamilton County Public Health Clinic;
c)   Hamilton County Tuberculosis Control Clinic [(513) 946-7600];
d)   Your employee health department, if working in a health care related field; or
e)   Your primary physician.

28) I work at a hospital; can I submit my employee health records?
a)   Yes, you may attach a copy of your employee health records to the health report form. Please complete the top portion of the health report from.

29) I have my shot records; must I transcribe my records onto the health report form?
a)   No, you may simply attach a copy of your shot records to the health report form. However, you must complete and sign the top portion of the health report from.

30) I cannot locate my immunization records, what should I do?
a)   If you cannot locate your immunization records, you have two options to discuss with your physician:
i)   Get revaccinated for each of the diseases documented; or
ii)   Obtain titer testing to each of the diseases requiring proof of immunity. If your results are negative, obtain a booster vaccination. Submit both the serology report and the documentation of vaccination.

31) I have an allergy to one or more vaccinations, what do I do?
a)   Complete the medical contraindication form and have it signed by your health care provider. With approval of your agency, you may then be exempted from the requirement. You will need to follow hospital precautions mandated by your inability to be vaccinated.

32) I am pregnant and my Doctor or the CDC does not recommend a vaccination, what do I do?

a) Complete the medical contraindication form and have it signed by your health care provider. With approval of your agency, you may then be exempted from the requirement. You will need to follow hospital precautions mandated by your inability to be vaccinated. Provide a written statement from your physician noting your due date.

33) I will not have all three doses of the Hepatitis B series completed before my first clinical experience; what should I do?
   a) Provided you receive the first two injections and demonstrate compliance in receiving subsequent injections and titer testing, you will not be excluded from courses. Complete and sign the *Waiver for Incomplete Hepatitis-B Vaccine Series* section of the Health Requirements Report Form Part III. Administered vaccines should be documented on the Health Requirements Report Form or through supporting documentation.

34) I completed a three dose series of Hepatitis B once, but do not show a positive reaction to titer test, what should I do?
   a) Complete the booster series followed by titer testing. You should submit documentation of both immunization series as well as any titer testing results. If you results return negative or equivocal for a second time, you will be considered a non-converter. No further action is required on your part after you upload the documentation for both of your series and titer testings.

35) When I get titer testing, should I provide those results with my submission?
   a) Yes, all titer testing lab reports should be included with your submission.

36) If I have vaccination history, do I still need titer testing as well?
   a) Yes, titer testing lab reports must be supplied for Measles, Mumps, Rubella, Hepatitis B, and Chicken Pox. It is acceptable to submit titer results for Polio in lieu of a vaccination series.

37) Do I need to get a flu vaccination?
   a) The College requires all students participating in clinical experience to submit documentation of annual seasonal flu vaccination by November 1st. Exemptions (i.e. physician documented allergies) are granted at the discretion of the agency to which you are assigned. Exemption request forms may be downloaded from blackboard. The facility must approve your exemption request and you must adhere to any required provisions.

38) What documentation is needed for the flu vaccination?
You may submit your vaccine administration record, which denotes your name, the vaccine name, date of vaccination, and your provider.

39) My employer does not require TB testing, do I have to satisfy the TB requirement?
   a) Yes, your role as an employee is different than that of a student. Therefore in order to participate in a clinical experience on behalf of the University of Cincinnati, annual TB screening is a requirement.

40) What are acceptable methods for TB screening?
   a) QuantiFERON® Gold test (Blood Test)
   b) Mantoux tuberculin skin test
   c) Chest X-Ray
   d) TB Questionnaire

41) What TB documentation should be submitted with my initial critical requirements submission?
   a) If you **have not been** TB tested with the past 12 months
       i) Documentation of a QuantiFERON- Gold ® blood test within the past 12 months; or
       ii) Documentation of Two-step testing within the past months (see explanation in next question)
   b) If you **have been** TB tested with the past 12 months
       i) Documentation of a QuantiFERON- Gold ® blood test within the past 12 months; or
       ii) Documentation of your last two annual screenings (the tests must be within 12 months of one another and the last test must be within the last 12 months); or
   c) Positive TB responders must submit documentation of a chest x-ray dated within the past 12 months.

42) What is two-step TB testing and who needs to complete two-step TB testing?
   a) If you have not had a TB screening within the past 12months, a two-step test MUST be completed for the skin test option
   Can be a four visit (most common) or three visit approach.
   b) The Three Visit Approach
       i) **Visit 1, Day 1** The first skin test is applied and the individual returns in 7 days for the test to be read. If the first test is positive, it indicates that the individual is infected with TB. A chest X-ray and valuation is necessary. If the individual is asymptomatic and the chest X-ray indicates no active disease, the individual can enter patient care areas.
       ii) **Visit 2, Day 7** A second skin test is applied on individuals whose first test was negative at 7 days.
       iii) **Visit 3, Day 9 or 10** The second test is read. A positive test 2nd test indicates TB infection in the distant past. The individual is referred for a chest X-ray and evaluation by a physician. An asymptomatic individual, whose chest X-ray indicates no active disease may enter patient care areas. The majority of significant PPD skin test reactions will remain "positive" for 7 days after

application. Those that have diminished or disappeared by day 7 will be boosted back to positive by the 2nd skin test. Reducing the number of visits from 4 to 3 will not reduce the sensitivity of the two-step test.

    c)   The Four Visit Approach
        i)   **Visit 1, Day 1** The PPD antigen is applied under the skin.
        ii)   **Visit 2, Day 3** The PPD test is read. If the first test is positive, it indicates that the individual is infected with TB. A chest X-ray and evaluation is necessary. If the individual is asymptomatic and the chest X-ray indicates no active disease, the individual can enter patient care areas.
        iii)   **Visit 3, Day 7** A second PPD skin test is applied to those individual in whom the PPD skin test is negative.
        iv)   **Visit 4, Day 9** The second test is read. A positive test 2nd test indicates TB infection in the distant past. The individual is referred for a chest X-ray and evaluation by a physician. An asymptomatic individual whose chest X-ray indicates no active disease may enter patient care areas.

43) What TB documentation should be submitted when I am updating my critical requirements?
If you have not had a TB screening within the past 12 months, a two-step test MUST be completed for the skin test option.
    a)   If you are within 12 months of your last TB screening, you will only need to submit:
        i)   Documentation of a one-step TB skin test; o<u>r</u>
        ii)   Documentation of a QuantiFERON- Gold ® blood test; <u>or</u>
        iii)   As a positive PPD responder, a TB questionnaire, completed by you and your health care provider or employee health.

44) I am a positive TB responder; how do I prove absence of tuberculosis?
*Unless required by your physician/employer, **do not** complete a chest x-ray every year.*
    a)   Initial submissions should contain a copy of a chest x-ray completed within the past 12months.
    b)   Annual screening can be conducted by your physician or your place of employment through a TB questionnaire. (See Blackboard for a sample form.)

45) If my employer requires TB testing, can I submit those results before I am due for my TB testing?
    a)   Yes, your employee record of TB testing is acceptable.

CPR
46) What CPR courses are acceptable?
- CPR courses must contain both a written and skills assessment to satisfy the College of Nursing CPR requirement.
- Blended (Online and Classroom) courses are acceptable; however, courses which are taught and completed entirely online are **not** acceptable.
- CPR courses are offered quarterly for a nominal fee at the College of Nursing or for credit through Raymond Walters College (RWC) and Clermont College. Check http://onestop.uc.edu for RWC and Clermont training opportunities.
- Only American Heart Association, American Red Cross, American Safety &Health Institute <u>or</u> Military Training Network CPR training cards will be accepted.

Acceptable CPR courses include:
    a)   American Heart Association (AHA)
        i)   BLS-Basic Life Support for Healthcare Providers
        ii)   ACLS- Advanced Cardiovascular Life Support for Health Providers
        Please note that HeartSaver CPR **is not** acceptable.

    b)   <u>American Red Cross (ARC)</u>
        i)   CPR/AED for the Professional Rescuer
        ii)   Adult, Infant & Child CPR/AED
        iii)   CPR/AED Adult *in conjunction with* CPR-Child and Infant (in case an Adult, Infant, & Child CPR/AED course is not available)

    c)   American Safety & Health Institute
        i)   CPR/AED for the Professional Rescuer
        ii)   Basic Life Support

    d)   Military Training Network
        i)   BLS-Basic Life Support for Healthcare Providers
        ii)   ACLS- Advanced Cardiovascular Life Support for Health Providers

47) Where can I find CPR courses at the University of Cincinnati?
    a)   Raymond Walters College (search for CPR at http://onestop.uc.edu)
    b)   Clermont College (search for CPR at http://onestop.uc.edu)
    c)   College of Nursing (announced via blackboard when available)

d)   Campus Recreation Center (contact the Recreation Center RecCenter@uc.edu)

ONLINE MODULES
48) Where do I complete the online modules?
      a)   The online modules are completed at http://cpd.uc.edu

49) I work at a hospital; can I submit my HIPAA and Blood Borne Pathogen training certificate from work?
      a)   No, both courses must be completed through the University of Cincinnati as they contain information pertaining to the University of Cincinnati and you as a student.

50) I am experiencing problems completing an online module; what should I do?
      a)   Try to use a University Computer, if available.
      b)   If that does not work, select the contact us button on the http://cpd.uc.edu webpage and provide in detail the technical difficulties, including any error messages, you are experience.

51) Which Blood Borne Pathogen (BBP) course needs to be completed?
      a)   Blood Borne Pathogen Webcourse only.

52) Does BBP need to be completed annually?
      a)   Yes, BBP is an annual requirement.

53) Which HIPAA course needs to be completed?
      a)   HIPAA Privacy Introduction only.

54) Does HIPAA need to be completed annually?
      a)   Yes, HIPPA is an annual requirement and should be uploaded to your CastleBranch Profile.

BACKGROUND CHECKS AND/OR DRUG SCREENING
55) Can I submit a background check completed through or for another agency to fulfill my College requirements?
      a)   Effective September 1, 2012, students must complete the background check requirement through CastleBranch. No exemptions will be provided.

56) I completed a drug screening through my employer; can I submit the results to fulfill my College requirements?
      a)   Distance Learning graduate specialty students may submit results for consideration if you are completing your clinical rotation at your place of employment. All other must complete the drug screening through CastleBranch.

57) How do I know which background check to complete?
      We have contracted with CastleBranch for you to complete a background check associated with the state where you will complete your practicum courses. Some states have additional requirements (i.e. fingerprinting) so be sure to carefully plan out your clinical placements for the academic year to reduce costs associated with multiple background checks. For instance, if you will complete clinical in Kentucky and Ohio, complete the Ohio background check instead of the general package.

      a)   *Traditional and Accelerated BSN degree students:* Your clinical rotations will cycle through agencies that require background checks and drug screening throughout your tenure in the BSN program. Hence, a national & state fingerprint-based background check, healthcare sanctions check, and urine drug screening will be performed upon matriculation into the program. Subsequent retesting for the state level background check, healthcare sanctions and urine drug screening will be required each year thereafter no later than 8 weeks prior to the start of the academic year.

      b)   RN to BSN Educational Mobility Program, Campus Based Graduate Program and Ohio Residents in the Distance Learning Graduate Program will complete a national & state fingerprint-based background check, healthcare sanctions check, and urine drug screening upon matriculation into the program. Subsequent retesting will be determined by site specific requirements.

      c)   Out of State Residents in Distance Learning Programs will complete a national or state specific background check (dependent upon state of residency), healthcare sanctions check and urine drug screening upon matriculation into the program. Subsequent retesting will be determined by site specific requirements.
      d)   **For more information concerning background checks, please visit the CoN Student Body Blackboard organization on blackboard.**

58) What drug screening needs to be completed?

a) We have contracted with CastleBranch for you to complete a standard 10-panel drug screening. Pre-licensure students in the traditional and accelerated BSN program will need to complete a drug screening on an annual basis. See the Cohort background check and drug screening requirements of the corresponding academic year chart for specific dates of completion

b) ***For more information concerning drug screenings, please visit the CoN Student Body Blackboard organization on blackboard.***

RESOURCES
If you have questions about immunization requirements, please feel free to visit the following organizations.

Centers for Disease Control & Prevention
Ohio Department of Health
University Health Services

If you have questions about CPR requirements, please feel free to visit the following organizations.
American Heart Association
American Red Cross
American Safety & Health Institute