

# Nursing Student Compliance Program

Policy Approved by Curriculum Committee, March 2019

## I: Compliance Policy Requirements

Following is the detail of the approved requirements, including immunizations, trainings, and the background check.

Immunizations:	Renewal Timeline:	Requirement Details:
Tuberculosis (TB)	Renew annually <ul style="list-style-type: none"> <li>Renewal date is 12 months from the date test(s) are performed.</li> </ul>	One of the following: <ul style="list-style-type: none"> <li>Documentation of a two-step PPD skin test. The two-step test requires an initial injection and reading by a healthcare professional and a second injection and reading by a healthcare professional within 1–3 weeks of the first; or</li> <li>Documentation of a QuantiFERON-TB Gold blood test</li> </ul> Students with negative two-steps must submit documentation of annual TB skin testing yearly after initial screening to maintain compliance. The renewal options are: <ul style="list-style-type: none"> <li>A one-step skin test, or</li> <li>A QuantiFERON-TB Gold blood test, or</li> <li>A two-step PPD skin test (1–3 weeks apart)</li> </ul> A positive PPD or QuantiFERON-TB Gold test requires a post-positive chest x-ray report initially and physician clearance documented on letterhead. Students with positive results will be referred to University Health Services (UHS) for follow-up.
Hepatitis B	Evidence of immunization (1x)	Three vaccine series: <ul style="list-style-type: none"> <li>First and second immunizations must be one month apart</li> <li>Second and third immunizations should be separated by four months</li> <li>Serological laboratory evidence of immunity to Hepatitis B (positive antibody titer)</li> </ul> Students must have at least one dose administered prior to the compliance deadline. The second and third doses must follow, with the second dose one month after the first and the third four months after the second.
Measles, Mumps, and Rubella (MMR)	Evidence of immunization and/or antibody testing (1x)	One of the following: <ol style="list-style-type: none"> <li>Documentation of two doses of live measles, mumps, and rubella (MMR) vaccine after the first birthday, or</li> <li>Documentation of two doses (one month apart) of MMR live vaccine, or</li> <li>Serological laboratory evidence of immunity to measles, mumps, and rubella (individual titers showing immunity to each disease)</li> </ol>
Varicella (Chicken Pox)	Evidence of immunization and/or antibody testing (1x)	One of the following: <ol style="list-style-type: none"> <li>Documentation of two doses of varicella vaccine received after the first birthday, or</li> <li>Serological laboratory evidence of immunity to the disease (positive antibody titer)</li> </ol>
Pertussis (Tdap)	Evidence of immunization (1x)	Documentation of one Tdap immunization as an adult.
Tetanus and Diphtheria (TD)	Renew every ten years <ul style="list-style-type: none"> <li>Renewal date is ten years from the administered date of the vaccine or the Tdap vaccine.</li> </ul>	Documentation of one adult dose of Tetanus diphtheria (TD) vaccine administered within the past 10 years.

Influenza	Renew annually during current flu season (September – March)	Documentation of one dose of current seasonal influenza vaccine prior to November 1 of the current year. Spring admits must receive vaccine prior to March 31.
<b>Training Requirements:</b>	<b>Renewal Timeline:</b>	<b>Requirement Details:</b>
Cardiopulmonary Resuscitation (CPR) Training	Renew every two years <ul style="list-style-type: none"> <li>• Certification expires two years after the date the course was taken.</li> <li>• Certification must be renewed before it expires.</li> </ul>	Three courses satisfy this requirement: <ul style="list-style-type: none"> <li>• American Red Cross BLS for Healthcare Providers</li> <li>• American Red Cross CPR/AED for Professional Rescuers</li> <li>• American Heart Association BLS for Healthcare Providers</li> </ul> Required documentation is a copy of the CPR certification card or certificate, front and back, with signature.  Blended Online + Classroom (hands on) courses are acceptable from either American Red Cross or American Heart Association.
OSHA / Blood Borne Pathogen Training	Renew annually	Completion of the online UWHC Safety and Infection Control Training (for non-employees), take and pass the post-training test with a 100%, and upload a copy of the Certificate of Achievement.
Health Insurance Portability & Accountability Act (HIPAA) Training	Renew annually	Completion of the UW–Madison online HIPAA training course.
Social Media Contract	Sign once (1x)	Students must read, sign, and upload the UW–Madison School of Nursing Social Media Contract.
<b>Background Check :</b>	Renew every four years or upon incident	Students must order a background check through CastleBranch.

## II: Student Classifications Requiring Compliance

Participation in the compliance program is dictated by student classification. The following classifications are required to be in compliance for the duration of their educational careers:

Undergraduate Nursing (NUR)	X
BSN@Home Capstone Clinical (N519)	X
DNP	X
PhD	X
Post-Grad Certificate (Psych, Nurse Educator)	X
Non-Nursing Students (including FDAs)	I/A

## III: Consequence of Non-Compliance

The revised, approved out-of-compliance policy follows:

Students who are not in compliance as of the first day of the semester, or who fall out of compliance during the semester, are not allowed to participate in classroom or clinical experiences, including practicum or research experiences in a clinical or other care setting. Out-of-compliance students will receive an email barring them from participating in any/all course work. The relevant course professor(s) will receive a copy of the email and are expected to enforce the classroom/clinical participation restrictions on behalf of the school. Students may return to *classes* once they complete the compliance requirement(s) or are able to provide evidence of a future appointment/registration to update the immunization or training requirement (e.g., CPR course registration). Students may return to *clinical settings* (including practicum or research experiences, see table below) only after the appropriate immunization or training has been completed and the documentation submitted. Students and faculty both receive an email from the compliance staff once all requirements have been satisfied. Students who are out of compliance will have a hold placed on their university record, which will suspend the student's ability to add or drop courses or enroll for future semesters; the hold will be lifted once the student is in compliance.

Clinical/Practicum/Research Courses	
Traditional / Accelerated BSN	N316, N326, N327, N436, N446
BSN@Home	N519
DNP	N728, N729, N828, N829
Psych Certificate	N728, N729, N828
Nurse Educator Certificate	N787
Independent Study / Thesis / Practicum	UG = N681/N682, N698, N699 Grad = N799, N819, N847, N906, N990, N999
Other Nursing courses that include direct patient contact or involve research in a clinical or other care setting, as established by the course professor.	

## Other General Notes about the Compliance Program

- Newly admitted students receive compliance information upon admission and are given approximately two months to complete requirements.
- CastleBranch sends non-compliance reminder emails to students in advance of the compliance deadline or in advance of when a student will fall out of compliance (e.g., CPR expiring). Reminders come out 60 days in advance, 30 days in advance, 7 days in advance, and then daily once the requirement is overdue.

## **Nursing Student Compliance Program Addendum Regarding Non-Nursing Students**

There are occasions when non-nursing students are enrolled in nursing courses (N#, including independent study, thesis, and/or practicums) that may include direct patient contact or involve research in a clinical or other care setting. This addendum to the compliance program was designed to address this situation.

### **Situation**

There are occasions when non-nursing students are enrolled in nursing courses (N#, including independent study, thesis, and/or practicums) that may include direct patient contact or involve research in a clinical or other care setting. In most cases, this interaction requires a fully-executed contract or affiliation agreement with the agency/site prior to any student experience taking place. The Standard Affiliation Agreement includes the clause that the School of Nursing has comprehensive health requirements and the requirement for a caregiver background check that students must meet. As such, the school must attend to this obligation, as appropriate, collecting and documenting compliance requirements for all students placed within the agencies.

### **Proposal**

1. When faculty administer a course or independent study experience in which a) non-nursing students participate, and b) that participation includes direct patient contact or involves research in a clinical or other care setting, the student(s) will be held to the school's compliance program.
  - a. The faculty member will consult with the compliance staff in Academic Affairs to evaluate the compliance implications and determine if the situation warrants the student entering into the school's compliance program. Decision-making will be guided by the requirements of an existing contract or lack thereof, as well as the exact nature of the student activity. The compliance staff may also contact the agency on behalf of the faculty to clarify the requirements. The compliance staff will document each situation and the outcome/decision for record-keeping purposes.
2. The exact compliance requirements can be tailored (i.e., reduced) at the discretion of the faculty based on the agency's requirements and/or the student activities. For example, the faculty may establish that CPR training is not necessary.
  - a. The requirements can be tailored by *course* and by *student within the course* to offer the most flexibility.
  - b. That being said, the only requirements that can be waived when a contract is in place are CPR training and/or the Social Media Contract.
3. Once the faculty identifies a) the students who must meet clinical requirements, b) the exact requirements necessary for each student, and c) the date by which the requirements must be met (i.e., the date the experience begins), they will send an email with those details to [compliance@nursing.wisc.edu](mailto:compliance@nursing.wisc.edu)
4. With that information, the compliance staff in Academic Affairs will communicate directly with the students regarding their requirements. This communication will include details on the process to open a CastleBranch account and complete the background check (if required) and submit immunization, medical, and/or certification records.
  - a. The School of Nursing has partnered with CastleBranch to manage student health compliance documents.
  - b. The fee associated with CastleBranch is \$35 for the one-time subscription fee. The background check (if necessary) costs an additional \$58.
5. The compliance staff within Academic Affairs will then follow the compliance program standard process, which includes support to students with compliance questions, reminders regarding approaching deadlines, out-of-compliance emails, etc.