

# **Immunization/CPR/Background Check Policy 2009-2010**

**All Students at Penn Nursing must meet the requirements of the compliance policy. Freshmen are subject to the immunization requirements only. All other students must complete the immunization requirements as well as CPR certification, drug screen and background checks, as well as any other program specific requirements.**

## **Immunization Requirements**

In order to participate in all clinical experiences, students must have completed the following immunizations:

- 2 MMRs **OR** some combination of 2 Measles, 1 Mumps, and 1 Rubella vaccination (e.g. 1 MMR and 1 Measles shot fulfill the requirement); students born before 1956 may only require 1 MMR and should obtain confirmation from Student Health.
- Completed Hepatitis B Series (3 shots)
- Hepatitis B Titer
- Completed Primary Polio Series
- 2 Varicella vaccinations or incidence of the disease (chicken pox). If one dose of the vaccination was given before age 13, check with Student Health to see if it is necessary to have a second dose.
- Tetanus-Diphtheria booster within the past 10 years
- Two-Step PPD (within one year of your last clinical session of the coming academic year)

A positive titer or incidence of the disease will also satisfy the requirements.

\*If you have a history of a positive reading on the PPD test, you must submit documentation (as outlined below) indicating that you have had a negative chest x-ray. (Unlike the PPD test, you do **NOT** need to have a new chest x-ray done every year). Students should also check with Student Health to see if a yearly symptom check is required. In addition, please note that some sites require a PPD more frequently than one time per year. Your clinical coordinator will let you know if this applies to your clinical placement.

***Note:** All students must have their first PPD done through Student Health. All subsequent PPDs can be done elsewhere.*

Record of these immunizations must be completed on the American Data Bank immunization form, signed by a medical provider and returned via fax to American Data Bank.

## **CPR Requirement**

In addition to the immunizations outlined above, all students must be certified in CPR in order to enter the clinical setting. Students must be certified in **ONE** of the following classifications of CPR:

- CPR for the Health Care Provider (BLS), American Heart Association (preferred) **OR**
- CPR for the Professional Rescuer, American Red Cross

CPR certification must be updated prior to the expiration date listed on the card. To find a course that is offered in your area, refer to the web pages of the American Heart Association ([www.americanheart.org](http://www.americanheart.org)) or the American Red Cross ([www.redcross.org](http://www.redcross.org)).

In addition, some programs require additional levels of certification:

- **Adult Oncology:** Chemotherapy certification required. Your program director will provide you with additional information.
- **Pediatric Critical Care:** Pediatric Advanced Life Support (PALS) certification required
- **Nurse Anesthesia:** Pediatric Advanced Life Support (PALS) and ACLS (Advanced Cardiac Life Support) certifications required.
- **Neonatal:** Must complete Neonatal Resuscitation Program (NRP) certification.

Proof of this certification must be faxed to American Data Bank with the immunization records.

### **Nursing License**

All MSN students must have and maintain a current RN license in each state in which they may be practicing. Please note that different specialty program may have specific state licensure requirements. Licenses will be verified via the American Data Bank system.

### **Criminal Record Checks, Child Abuse Clearances, and Drug Screen**

Students must complete yearly background checks via the American Data Bank system, including a FBI Background Check (with fingerprinting), Pennsylvania Childline (Child Abuse) clearance, Nationwide Sex Offender Search, Pennsylvania Criminal Record Check, Office of the Inspector General clearance (insurance fraud), and a 10 panel drug screen.

Instructions will be distributed by the Office of Student Information.

### **Additional Requirements**

Individual sites may have additional requirements (including but not limited to yearly physical exam, OSHA education, resumes, or other in-service trainings or paperwork). Please consult with the course faculty or clinical coordinator to see if these additional requirements apply to your clinical site.

### **Submitting Documentation**

In order to maintain updated records and to ensure everyone is eligible to enter the clinical setting, all students must submit official documentation to American Data Bank as per the timeline and instructions that will be distributed during March and April 2009. The deadline for **completion** of the American Data Bank process, including immunizations, background checks, and drug screen, is **May 15, 2009** for students starting clinical in Summer 2009 and **August 1, 2009** for students starting clinical in Fall 2009. Students who submit documentation to any other source (e.g. clinical instructor, course coordinator) will still be considered non-compliant until American Data Bank has the necessary documentation. The Office of Student Services is no longer processing compliance documentation internally. All compliance materials must be submitted through the American Data Bank system.

Students must supply their own copy and keep the original documentation for their records. The Office of Student Services will **NOT** copy immunizations or CPR cards or re-furnish immunization documentation to students for their own records, American Data Bank, or for third parties (e.g. employers). This documentation is collected for the sole purpose of monitoring immunization compliance. Students should contact their health care providers or Student Health Services to obtain this documentation.

## **Penalties for Non-Compliance**

*Students who do not complete the background checks, drug screen, certifications and immunization record process by their designated date will be placed on registration hold until compliant and dropped from clinical courses. Students who become compliant prior to the beginning of classes will be charged a late fee, and may be subject to other penalties outlined by the course faculty.*

**Please note:** It is the **student's** responsibility to keep track of her/his immunizations, to update immunizations, CPR and other certifications, record checks, and licensure as necessary, and to submit documentation in a timely manner. Students will be notified **one time** via email about their immunization status, so it is imperative that students check their email on a regular basis, including over the summer. Students who do not have access to email over the summer should notify the Office of Student Services. Subsequent reminders will not be provided.

## **Helpful Hints**

- Make sure your immunization documentation is “official” (e.g. signed by your health care provider).
- Keep a copy of all of your immunization records.
- Update your PPD and CPR certification prior to submitting materials to American Data Bank.
- Know when your PPD, Tetanus-Diphtheria booster, and CPR certification are due to expire and schedule your appointments and re-certification courses **at least** a month in advance. Student Health appointments fill up quickly and CPR certification agencies generally require you to sign up for courses well in advance in order to reserve a spot for yourself.
- Pay attention to the American Data Bank timeline you receive. The dates may vary based on your clinical placement; do not assume you can utilize another students' timeline. Failure to complete tasks by the date on your timeline may result in compliance issues.

Please note that this policy is subject to change as clinical sites and agencies modify their requirements.

**Questions?** Please contact the Office of Student Information at 215-898-4544, in person in suite M-24 or via email at [osi@nursing.upenn.edu](mailto:osi@nursing.upenn.edu)