

***Mercer County Community College***  
***Division of Math, Science and Health Professions***  
***Nursing Program***

Policy: Required Student Documents

Purpose: To ensure all students are able to meet the clinical facilities contractual requirements of the nursing program.

Procedure:

1. Students will be required to submit health and other related documents (for admission and annual updates) through the online Complio Tracking and Screening System.
2. Students will be required to pay a fee of \$20.00 per year for records management, \$39.00 per year for a 10-panel urine drug screen and annual criminal background checks (fees vary).
3. **HEALTH DOCUMENTS**  
Upon acceptance to the nursing program for the first time, students must submit a completed Physician's Examination Form that includes documentation of tuberculin skin testing (PPD initial 2 step), tetanus vaccinations (within 10 years), and required lab reports (see below) through the Complio system. This physical examination may be performed by the healthcare provider of the student's choice within one year of date of admission. The drug screen must be completed through Complio and completed within 30 days of date of submission.
  - Required lab reports: (electronic copies of these reports are required to be submitted through Complio)
    - i. Complete blood count (CBC)
    - ii. Urinalysis
    - iii. 10-Panel Urine drug screen (within 30 days of date of submission)
    - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
    - v. QuantiFERON-TB® , if applicable
4. All students are required to update certification of their tuberculin skins testing (PPD) annually. Proof of testing, including the date of the retest and the results must be submitted in Complio. Initial testing is a 2 step test. Annual updates are one-step. If the anniversary date occurs during the semester, the student must have the test done prior to the start of that semester. Those individuals who have a positive PPD must submit a copy of a chest x-ray report or a negative IGRA blood test (such as QuantiFERON-TB®) upon admission. Chest x-ray reports are valid for 2 years, however, the nursing program requires annual updates. A TB Questionnaire form must be completed by the student and their Health Care Provider the year between chest x-rays. Updates must be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes.

5. All students are required to provide proof of yearly flu vaccination upon admission to the nursing program. All students are required to update their flu vaccination annually when the season vaccine is available. Students will need to provide proof of the updated vaccination no later than October 15<sup>th</sup> each year.
6. Health insurance is required to be updated on an annual basis. Copies of the insurance card (front & back) must be submitted through the Complio system by August 15<sup>th</sup> each year.
7. Upon entering the nursing program, all students are required to:
  - a. Complete a criminal background check, within 1 year of admission, through Complio
  - b. Submit a 10-panel urine drug screen lab report, completed within 30 days of submission, through Complio
  - c. Submit a certificate of liability insurance as a registered nurse student
  - d. Submit proof of current health insurance
  - e. Submit proof of current CPR for Healthcare Provider or Basic Life Support for Health Care Providers.
8. Liability insurance is required to be updated on an annual basis. A copy of the certificate of liability insurance, as a RN student, must be submitted through the Complio system and are due by the expiration date on the certificate of insurance.
9. Each fall, all students will be required to repeat their criminal background check and urine drug screen. Any student returning to the nursing program, who has been out of the program for 1 year or more, must also repeat their criminal background check, urine drug screen and update any other applicable requirements. Both must be completed through the Complio system and are due by August 15<sup>th</sup> each year.

Any student with a positive urine drug screen may jeopardize their placement in the nursing program. Students who test positive for any drug, due to prescribed medication must submit documentation from the prescribing health care provider including medication, dosage and frequency. Any student with a positive urine drug screen that cannot provide documentation of prescribed medication from a health care provider will not be permitted to continue in the nursing program.
10. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the nursing program office. This medical clearance must state the students may return to nursing program activities **without restriction**.
11. Reminders of impending expiration dates will be emailed to students from Complio. All required health and program documents must be up-to-date, complete and effective for the entire academic semester. It is required that these documents be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes. Any student who is not compliant with the policy will be unable to begin any scheduled nursing classes for the

semester and will be required to follow the Reinstatement to a Nursing Course policy in order to return to the program.

*Effective Date: August 1, 2009*

*Revised Date: February 22, 2011, March 23, 2012, December 2013, August 2014, July 2015, January 2016*

Approved by: , Director