

*Mercer County Community College*  
*Division of 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. HEATLH DOCUMENTS

Upon acceptance to the nursing program the first time, students must submit a completed Physician's Examination Form that includes PPD (initial 2 step) and tetanus (within 10 years) vaccinations, and accompanying lab reports, to the nursing program office. This examination may be performed by the healthcare provider of the student's choice within one year of acceptance.

- Required lab reports: (hard copies of these reports are required to be submitted)
  - i. CBC
  - ii. Urinalysis
  - iii. Urine drug screen (within 30 days of submission)
  - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
  - v. QuantiFERON-TB® , if applicable

2. All students are required to update certification of their PPD (Mantoux) annually. Proof of testing, including the date of the retest and the results must be submitted to the nursing program office. 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 their chest x-ray report. This report is valid for two years. As an update is due each year, in the interim year a statement from the health care provider indicating that he/she has been examined and "there is no evidence of pulmonary disease" is required. Submission of proof of a negative IGRA blood test (such as QuantiFERON-TB®) is also acceptable annually.
3. All students are required to provide proof of flu vaccination upon admission to the nursing program. All students are required to update their flu shot annually when the new vaccine is available. Students will need to provide proof of the updated vaccination no later than October 15<sup>th</sup> each year.
4. Health insurance is required to be updated on an annual basis.

5. Upon entering the nursing program, all students are required to:
  - a. Complete a criminal background check, within 1 year, through American Databank
  - b. Submit a 5 or 7 panel urine drug screen lab report, completed within 30 days of submission
  - 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 Professional Rescuer.
6. Liability insurance is required to be updated on an annual basis.
7. Each year, 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 for 1 year or more, must also repeat their criminal background check, urine drug screen and update any other applicable requirements.
8. 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**.
9. Students will be notified at the end of each semester of any required health/program documents that need updating. 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 to the nursing program office 14 days prior to the first day of class each semester, per the college calendar. 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 the Nursing 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*

Approved by: , Director