



## Appendix A

# HEALTH AND SAFETY REQUIREMENTS CHECKLIST

The following documentation must be on file with the Office of Field Experience 16 weeks BEFORE a student's first clinical course and must be current throughout all clinical courses.

### Upload/Complete in Complio:

- Signed Medical Clearance Form
- Student Acknowledgement of MSN Clinical Practicum Handbook Guidelines\*\*
- Signed HIPAA Confidentiality Agreement\*\*
- AHA CPR for Healthcare Professionals/Providers
- Proof of Health Insurance Coverage
- TB
- COVID vaccine
- Tetanus vaccination (Tdap)\*
- MMR\*\*/\*\*
- Varicella\*\*/\*\*
- HepB\*\*/\*\*
- COVID-19\*\*/\*\*
- Annual Influenza\*\*/\*\*
- Drug screen\*\*
- Background check\*\*
- Malpractice Insurance Coverage (\$1M per incident, \$6M aggregate)
- Student Nursing License\*\*
- Release of Information Form\*\*
- Blood-borne Pathogens Training\*\*
- Students Resume

### Submit by email to Clinical Placement Coordinator in OFE:

- Preceptor Acknowledgement and Information Form
- Preceptor Resume/CV
- Preceptor Nursing/Medical License/Certification
- Affiliation Agreement Information (OFE will confirm if on file once site name is provided, if it is not on file, student to provide necessary requested information to OFE, OFE will negotiate agreement)
- Preceptor and Clinical Placement Interest Form (if applicable/requested)

*Note: Course Facility may require additional requirements.*

*\*Waivers are available for medical exceptions but may jeopardize placement. Please contact OFE if waiver is needed. \*\*For MSN students: due as assigned in MSN565 (or at the latest, the student's fourth course). For BSN students due by the students fourth course.*

**The deadline to submit required documentation is a minimum of 16 weeks prior to the planned clinical practicum course. Documentation submitted late may result in a later registration of the clinical practicum course. Students should submit their documentation early to avoid a delay in their course start date.**