

Clinical Requirements Verification Notebook

The Clinical Requirements Verification Notebook includes the following documents and must be submitted to your instructors on the first day of class. (You must submit copies, except for health history form (original required), of all documentation).

FAILURE TO SUBMIT DOCUMENTS LISTED BELOW WILL RESULT IN FORFEITURE OF YOUR SPOT IN THE NURSING PROGRAM.

A ½", white, 3-ring-binder with plastic protective covering is required. Include clear page protectors within the notebook to hold documents. Have at least 2 copies of each document within each page protector, you may want more copies for convenience.

This documentation needs to be available to you at any time during clinical.

The nursing office will not be responsible for making copies of these documents at any time.

INSTRUCTIONS:

Place title page in the front clear plastic cover and include:

Full Name (as registered in Banner)
University of Tennessee at Martin
Department of Nursing
Clinical Requirements Verification Notebook

The documents should be placed in the following order:

- Page 1: Provided checklist (to be completed by student).
- Page 2: Vaccine Record including: TDaP within past 10 years, Hep B completed series or series in progress, Varicella, & MMR- 2 doses
- Page 3: TB skin test with negative results (within the past year) or proof of chest x-ray (within past 3 years)
- Page 4: Hepatitis B (immunity confirmed by titer) To be completed on campus, date to be announced. Copy will be provided.
- Page 5: MMR (measles, mumps, and rubella) immunity confirmed by titer. To be completed on campus, date to be announced. Copy will be provided.
- Page 6: Varicella immunity confirmed by titer. To be completed on campus, date to be announced. Copy will be provided.

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- Page 7: Proof of up-to-date CPR certification, specifically **American Heart Association Basic Life Support for the Healthcare Provider**. (American Red Cross is no longer accepted by clinical facilities).
- Page 8: Results of a comprehensive drug-screen including ALL of the following: Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine metabolite, ETOH, Methadone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene (PCP, methaqualone). *To be completed on campus, date to be announced. Copy will be provided.
- Page 9: Copy of receipt from order of background check. A criminal background check must be conducted between June 15st and August 1st. Verified Credentials will send results to the nursing department. All UTM nursing students are required to have an annual background check. Go to <http://scholar.verifiedcredentials.com/ut>. (See the instruction page at: http://www.utm.edu/departments/nursing/current_students.php)
- Page 10: Proof of payment of all required fees (paid online at <https://app.perfectforms.com/player.htm?f=zSQkAgEH>)- Copy of receipt brought to the Department of Nursing office along with a copy in the notebook.
- Page 11: Proof of current personal health insurance coverage (which must be maintained throughout enrollment in clinical nursing courses). The student's name must be on the documentation (insurance card with guarantor's name only will not be accepted).
- Page 12: Confirmation of Flu Vaccine (must be complete by Sep 1), or documentation of refusal (Clinical agencies require specific documentation of reason for refusal and guidelines to participate in patient care in the facility).
- Page 13: University of Tennessee Department of Nursing Student Health Examination form (see http://www.utm.edu/departments/nursing/current_students.php) to be completed by a physician, nurse practitioner, or physician assistant.
- Page 14: CAPP printed each semester as long as you are a clinical nursing student. After August 15th (Fall semester), and January 1 (spring semester).
- Page 15: Tennessee Clinical Placement/ Clinical facility orientation documents (Insert a page protector, more info to follow).

Each semester this notebook will be re-verified by your instructors. Please make sure all information is up-to-date.