ACE Program Clinical/Practicum Compliance Requirements

Incoming Students

Please use this form as a guide, as all aspects must be completed prior to attending clinical/practicum.

### Physical Exam and Immunization Forms

Students are required to complete the official CNHP Immunization Record and Physical Examination Forms

- **Physical exam:** completed within the last 12 months.
- **Two-Step PPD:** (with negative results) Or IGRA blood test (such as Quantiferon Gold or T-Spot) within the last year
  - The PPD will need to be current during the entire time you are in clinical (annual one-step PPD renewal).
- **TDaP:** vaccine (within the last 10 years)
- **MMR:** either two vaccine series or positive titers showing immunity for each of the following: Measles, Mumps and Rubella
- **Varicella:** either the two-vaccine series or positive blood titers showing immunity
- **Hepatitis B series:** three vaccines and a positive titer showing immunity

***If you have not started the Hepatitis B series this will take up to seven months to complete, so it is highly recommended that you begin as soon as possible.***

### Seasonal Influenza Form

(Documentation must be submitted by October 1st annually. This is required for all Fall, Winter and Spring clinical rotations.)

### HIPAA Training

- **BioRaft/Online Safety Training**

### CPR Certification:

- Must be the American Heart Association
  - (CPR/AED for the Professional Rescuer OR BLS for the Healthcare Provider). Must be current. The renewal date will be set according to the expiration date of your certification.

### Emergency Contact Form

- **Plagiarism Document Certificate**

- **Student Handbook Verification Receipt**

### Screenings

Log into CastleBranch to create a compliance profile using the program code you receive via email.

*Use your Drexel email address and University ID to create your profile.*

In order to become compliant prior to your clinical/practicum, you must initiate the screening process four months prior to the clinical/practicum start date. This will give you ample time to receive your results.

All screening results must be on file **one month** prior to the start of the clinical assignment.

The required screenings are as follows:

- FBI Fingerprint
- Child Abuse Clearance
- Drug Screen
- State Criminal Background Check

CastleBranch Customer Service can answer any technical questions regarding your profile documents. You can contact them at 888-723-4263.

Always check your profile to ensure the screening process is moving forward.

Instructions from your Compliance Coordinator will follow.
Immunizations, Background Checks, & Training/Certifications Checklist

BSN Program - ACE

ACE Students

Fall and Spring Cohorts

You may print this checklist and use as a guide throughout the compliance process

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FALL DEADLINE</th>
<th>SPRING DEADLINE</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Exam and Immunization Forms</td>
<td>August 1st</td>
<td>March 1st</td>
<td></td>
</tr>
<tr>
<td>FBI Fingerprint</td>
<td>August 1st</td>
<td>March 1st</td>
<td></td>
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<tr>
<td>Criminal Background Check</td>
<td>August 1st</td>
<td>March 1st</td>
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<td>Child Abuse Clearance</td>
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<td>August 1st</td>
<td>March 1st</td>
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<tr>
<td>CPR Certifications must be from the American Heart Association (BLS for Healthcare Providers). Submit a copy of your Certificate OR signed copy of the front &amp; back of your CPR card. The renewal date will be set according to the expiration date of your certification.</td>
<td>August 1st</td>
<td>March 1st</td>
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<td>Emergency Contact Form</td>
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<td>March 1st</td>
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<tr>
<td>Plagiarism Document Certificate</td>
<td>End of Week Five of Term</td>
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<td></td>
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