CLINICAL PERMITS
A valid clinical permit is required for all students enrolled in a clinical or DNP Practicum course. A valid permit consists of the formal documentation of all requirements. To be considered valid, all documents must be uploaded to the CastleBranch Immunization Tracker, evaluated, and approved by a CastleBranch representative. Additionally, the requirement cannot expire during the semester that the student is enrolled in a clinical or practicum course.

HOW TO SUBMIT DOCUMENTATION
The College of Nursing has partnered with CastleBranch, a third party vendor to maintain and verify clinical permit documents through Immunization Tracker. All students are required to create a user account, upload health documents, and complete a criminal background check. To learn how to create an account, please watch this video http://go.castlebranch.com/l/15312/2016-08-01/655ph3

The cost for the Immunization Tracker and CastleBranch Background check is $85 (one time fee). Only one account is required for enrollment in the program.

INSTRUCTIONS TO CREATE AN ACCOUNT

2. Click “Place Order”
3. Select > Your Program
4. For BSN, select > the tracker that ends in “all” if you have NOT purchased a background check.
   For MSN or DNP, select > the semester specific tracker that includes the background check, if you have NOT purchased a background check
DEADLINE/IMPORTANT DATES

UNDERGRADUATE STUDENTS

The deadline to have a valid clinical permit is **May 15 for continuing Traditional BSN students** and **April 15 for continuing CD2 and RNBSN students**. It can take up to 72 hours for CastleBranch to review documents, therefore it is strongly encouraged that students submit their documentation prior to the deadline to allow for review and/or resubmission of rejected requirements. Students with late or incomplete clinical documentation will incur a clinical absence. If you have already created an Immunization Tracker account, please make sure that your requirements are valid through the end of the Winter 2021 semester. Once your clinical permit is valid, a green check mark will appear next to the “Clinical Requirement” checklist item.

CONTINUING STUDENTS

Immunization tracker allows you to upload new documents 21 days prior to the stated deadline. The system will not allow you to upload any new documents prior to the 21 days. For example, liability insurance expires on May 15, 2020. You will not have the option to upload proof of liability insurance until after April 24, 2020.

CLINICAL PENALTY

Students who do not have a valid clinical permit by the deadline will incur a clinical absence. The first clinical absence will be made up with no deductions in a student’s grade. Within one week of the absence, the student must make arrangements for an agreed upon make-up assignment with the course coordinator and clinical faculty. While one option for a makeup assignment is the simulation lab, alternate experiences may also be assigned by the Course Coordinator in collaboration with the clinical faculty.

Each additional clinical absence will result in a 5% percent reduction in the course grade. In addition to course grade reduction, within one week of the absence, the student must make arrangements for an agreed on make-up assignment with the course coordinator and clinical faculty. If a student misses two clinical days, they will be required to meet with the course coordinator, clinical instructor and his/her OSA advisor to determine his/her ability to continue in the course. More than two clinical absences place in jeopardy the student’s ability to successfully complete the course.
GRADUATE STUDENTS

The deadlines to have a valid clinical permit is listed below. All students enrolled in a clinical course or DNP Project Practicum course (9500/9505/9510) are required to utilize Immunization Tracker. If you are enrolled in a clinical or DNP Project Practicum course your requirements must NOT expire during the semester that you are enrolled.

Once your clinical permit is valid, a green check mark will appear next to the “Clinical Requirement” checklist item (see above).

DEADLINES

- December 15 – For students enrolled in a Winter clinical course or DNP Project Practicum course (9500/9505/9510).
- April 15 – For students enrolled in a Spring/Summer clinical course, DNP Project Practicum course (9500/9505/9510). Also, NNP or PNP students enrolled in NUR 7730 or PMHNP students enrolled in NUR 7605 are required to have a valid clinical permit.
- August 15 – For students enrolled in a Fall clinical course or DNP Project Practicum course (9500/9505/9510).

It can take up to 72 hours for CastleBranch to review documents, therefore it is strongly encouraged that students submit their documentation prior to the deadline to allow for review and/or resubmission of rejected requirements. Students with late or incomplete clinical documentation will incur a clinical absence. If you have already created an Immunization Tracker account, please make sure that your requirements are valid through the end of the semester you will be taking your clinicals or DNP Practicum course. All requirements must be valid through the following dates:

- Fall – December 20th
- Winter – April 20th
- Spring/Summer – August 20th

MICHIGAN NURSING LICENSE - If your Michigan nursing license expires during ANY semester, students must submit their license renewal two weeks prior to expiration date on your license or the clinical permit will be rescinded.
CLINICAL PERMIT DAY

Clinical Permit Day is scheduled on Tuesday, May 5 and Friday, May 8 in the College of Nursing. During clinical permit day students will have the opportunity to complete some of the required clinical permit requirements. Students are not required to attend, however you are given the option to utilize some or all of the offerings. Students can complete the urine drug screen (UDS), TB, and CPR course during clinical permit day. It is important to note that the UDS must be completed by the WSU Campus Health Center. A detailed email on how to register for Clinical Permit Day will be sent to your Wayne State University email address at a later date.

All students who receive services from the Campus Health Center (including participating at Clinical Permit day) are required to create a patient portal. Please follow the instructions below to create the portal.

CAMPUS HEALTH CENTER PATIENT PORTAL

All students are required to create a patient portal account for the Campus Health Center. All services and tests done at the Campus Health Center will be reported to you, the student, via the patient portal. Please visit http://health.wayne.edu for additional information.

1. Visit http://health.wayne.edu/
2. Click on Patient Portal Box; a new page will launch.
3. If you have already signed up for a portal account, please log in.
4. If you have NOT yet created an account, please scroll down and CREATE an account.
5. Once in your portal account, please click on Health Forms to complete the General Registration form. Please complete the entire registration form, including insurance information.

Once your registration form is completed, Campus Health Center Staff will accept your registration form into the electronic medical record. Once this step is complete, you will have access to additional portal features. If you were NOT born/raised in Michigan, please try to get access to your immunization record and submit to CHC via the portal, or bring to the arranged meeting.

This will allow access to portions of your medical record, as well as the ability to self-schedule certain appointments, and ask clinic staff non-urgent questions.
VACCINATIONS AND EVIDENCE OF IMMUNITY:

(Please note: for all antibody titers, COPIES OF THE ACTUAL LABORATORY REPORTS MUST BE SUBMITTED)

Most clinical sites require nursing students to have quantitative antibody titers/serologic test results indicating the immunity to the following communicable diseases: Measles, Mumps, Rubella, Varicella and Hepatitis B. Therefore, the College of Nursing requires the same information. Reporting a history of having “had the disease” is NOT adequate evidence of immunity to Measles, Mumps, Rubella or Varicella.

1. **Measles, Mumps & Rubella:** The College of Nursing requires serologic evidence of immunity **within the last five years**. You are required to upload the lab report of titer results for each of the following: measles, mumps and rubella. We also request documentation of two doses of the MMR vaccine if you were born after 1957. If you do not have a record of the vaccination but have a titer documenting immunity, please upload the titer. Verification of 2 MMR vaccines or 3 positive antibody titers showing immunity of each of the following: measles, mumps and rubella is required.

2. **Varicella:** The College of Nursing requires serologic evidence of immunity **within the last five years** to assess their immunity to this infection. If a student has a history of receiving the vaccination, we request documentation of 2 doses of this vaccination. If you do not have a record of the vaccination but have a titer documenting immunity, please upload the titer.

3. **Hepatitis B:** The College of Nursing and the majority of clinical sites require documentation of **three** doses of this vaccination and a **quantitative antibody titer (anti-HBs)** indicating response to the immunizations. If the titer is above 10, the titer never needs to be repeated. Students must have evidence of three doses and immunity to Hepatitis B. (Please note that additional blood work and potential re-vaccination may be required in the event that immunity is not documented after the primary series.) If you do not have a record of the vaccination but have a titer documenting immunity, please upload the titer.

4. **Td/Tdap** (Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine)— Must have documentation of **1 Tdap vaccine**. After receiving 1 dose of TdaP, you are required to have 1 Td at least every 10 years thereafter. There is NO titer or serologic immunity test for the Td/TDaP immunization.

5. **Tuberculin (TB) Test** – For all undergraduate students the TB test must be valid through the **end of the Winter 2021 semester**. Most students will be screened with a TB skin test (PPD). If a skin test is not recommended, a blood test (IGRA) is acceptable. **Continuing Traditional BSN students who will complete their TB testing at the Campus Health Center must schedule their appointment between April 30 – May 13. Continuing CD2 and RNBSN students who will complete their TB testing at the Campus Health Center must schedule their appointment no later than April 9, 2020.**

   International students and students who have previously tested positive on the PPD skin test should consult with their healthcare provider. A detailed history and symptom review are needed for all students with a history of testing positive for TB skin or blood test. An annual chest x-ray is no longer a mandatory requirement for students who have previously tested positive on the PPD skin/blood test. Acceptable documentation of Negative Tuberculosis Screening includes:
1. An annual Mantoux (PPD) test results stating less than 10 mm induration
2. or an annual IGRA blood test stating negative results
3. or Healthcare Providers documentation of negative CXR after positive skin/blood test, and no current symptoms of active tuberculosis.

6. **Influenza** Students are required to receive one dose of influenza vaccine annually. Proof of this vaccination must be provided by October 15. Please note that you must receive the influenza vaccination for the most recent flu season. The College of Nursing will host a flu clinic in the Fall. Additional information will be provided at a later date. If a student declines a flu vaccination they are required to receive approval from the site confirming that they are allowed to enter the facility. This documentation must be sent directly from the facility to Dawn Pauli, Clinical Placement Liaison by October 15.

**URINE DRUG SCREEN**
All students must provide proof of a negative drug screen **one time** during their enrollment in a degree seeking program. The urine drug screen must be obtained at the Wayne State University Campus Health Center [http://health.wayne.edu](http://health.wayne.edu). The cost of the Urine Drug Screen is $25. MSN and DNP students who are Distance Learners can use a local facility, however the screen must include the following drugs:
- Amphetamines
- Benzodiazepines
- Methadone
- Phencycline
- THC (Marijuana)
- Barbiturates
- Cocaine
- Opiate

**CRIMINAL BACKGROUND INVESTIGATION**
According to Public Health Code Section 20173 and Section 21173(1), any individual who regularly provides direct services to patients and residents in nursing homes, county medical facilities, homes for the aged and adult foster care cannot be granted clinical privileges if they have been convicted of one or more of the following:

a) A felony or an attempt or conspiracy to commit a felony within the 15 years preceding the date of application.

b) A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult defined in the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a Misdemeanor described in this subdivision within 10 years immediately preceding the date of application.

Students must have a criminal background check performed by CastleBranch. You will order your background check when you create your immunization tracker account. A separate background check is required for all undergraduate and graduate programs.
BLS/CPR FOR HEALTHCARE PROVIDERS
Students must demonstrate evidence of completion of a CPR course that covers CPR for the adult, child, and infant as well as one-person and two-person CPR. The course may be taken at the College of Nursing during clinical permit day. Information on how to register for the course will be sent at a later date.

DECLINATION FORMS
Students who are unable to meet these requirements due to medical conditions are required to submit the College of Nursing declination form along supporting documentation from a health care provider. Please contact your Academic Services Officer for a copy of the declination form. Students should submit the declination form to their Academic Services Officer who will forward it to the Associate Dean of Academic and Clinical Affairs to decide if the waiver is appropriate. Students who do not meet the clinical permit requirements may be prevented from attending clinical courses.
PROFESSIONAL LIABILITY INSURANCE
Wayne State University College of Nursing will provide professional liability insurance through Nursing Practice Corporation, at a cost of $10.29 per student. This fee covers an academic year (Fall, Winter and Summer). Please visit the CON Health Clearance website at http://nursing.wayne.edu/students/health-clearance.php and scroll down to Professional liability insurance. Click on the first link provided for all students, EXCEPT midwifery students. You can pay using a credit card or electronic check. The fee is $10.29 must be paid by the deadline for each respective program.
Graduate students who begin clinical in the spring summer semester (pediatric acute and primary care and neonatal nurse practitioner students) will pay an additional $10.29 during the fall semester to cover the upcoming academic year. (Nurse Midwife students are required to purchase an individual student policy and upload proof of insurance. The only option is Contemporary Insurance Services, Inc.)

ACE (ACEMAPP) REQUIREMENTS
Undergraduate and selected graduate students must meet requirements for ACEMAPP. Students will receive an email with additional information about completing their profile and completing three learning modules (HIPAA, OSHA and Bloodborne Pathogens) assessments. ACEMAPP will notify students of any additional required modules that may be required by their assigned clinical sites. Once you receive access to ACEMAPP you do NOT have to update any additional documents to the ACEMAPP site. All clinical documents should be uploaded to Castlebranch. The ACE deadline for CD2 students is June 1. The deadline for incoming traditional students is Oct. 1, 2020. All other students should refer to their ACEMAPP account for the deadline to update their account. Students will not be allowed into the clinical site until cleared by ACEMAPP. You can disregard any messages you receive from ACEMAPP about expiring documents. The College of Nursing will upload all of your clinical information.

SPECTRUM HEALTH GRADUATE MEDICAL EDUCATION (FORMERLY GRAND RAPIDS MEDICAL EDUCATION PARTNERS [GRMEP])
Graduate students who are employees of the Spectrum Health System are eligible for clinical placement at Spectrum Health hospitals and/or affiliates and must complete the required clinical placement application. Only the initial application needs to be completed and submitted by April 15, 2019 to be eligible for clinical placement opportunities for the next Academic year (Fall 2019, Winter 2020, Spring/Summer 2020). Students will be notified of the due date for the remaining application requirements. Eligible students who fail to meet this initial application deadline will not be eligible for clinical placements at Spectrum Health for the following academic year.

TYPHON
In addition, graduate students who are utilizing Typhon (a clinical data tracking system) will be required to pay a one-time registration fee of $90. The Typhon web-based system tracks clinical skill logs, reports, and hours. New students will receive login and registration information. There is no charge for students who are already utilizing Typhon.
Health Assessment (TO BE COMPLETED BY PRACTITIONER)

STUDENT NAME:__________________________________________

I have obtained a complete history and performed an appropriate physical examination on the above named student. The following summarize my findings of this evaluation:

1. History of significant past medical, surgical, or mental health conditions including hospitalizations:
   a. [ ] NONE 
   b. [ ] Significant History (Use additional pages if necessary):

2. Medications:
   a. [ ] NONE 
   b. [ ] Current Medications:

   ________________________
   ________________________
   ________________________

3. Allergies:
   a. [ ] NONE 
   b. [ ] Medication or Environmental Allergies (including latex and/or formalin)—Please specify nature of reaction:

4. Physical Examination Findings:
   a. [ ] Physical Examination within normal limits
   b. [ ] Abnormal findings as follows (Use additional pages if necessary):

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
ESSENTIAL QUALIFICATIONS OF CANDIDATES FOR THE UNDERGRADUATE NURSING PROGRAM

The role of a professional nurse requires skills and abilities in the cognitive, affective, psychomotor, physical, and social arenas and mastery of these skills is essential to becoming a competent member of the health care team. The candidate for the WSU CON must possess the following abilities.

Motor Skills: Although the professional nurse may function in a variety of settings post-graduation, in order to successfully complete this program, the candidate must have the ability to care for patients in all health care settings. For example, the candidate must be able to perform basic life support; provide physical assistance to patients including repositioning, transfers and ambulation; and prepare and administer medications including those requiring the manipulation of syringes, intravenous tubing, and small pills.

Sensory/Observation: The candidate must be able to learn in the classroom, laboratory, and clinical setting using a variety of senses. Changes in a patient’s condition is often manifested in physical changes and so the candidate must be able, for example, to clearly assess heart and lung sounds, changes in a patient’s voice, palpate skin temperature and pulses, and see changes in skin color or other physical characteristics.

Communication: The role of the professional nurse requires the ability to communicate clearly and effectively, both orally and in the written form, with peers, faculty, patients and their families, and other members of the health care team. This communication is often time sensitive, and so the candidate must possess the ability to communicate accurately and in a timely manner.

Cognitive: The use of written information is extensive; therefore, the candidate must be able to quickly read and understand the written word and then integrate and synthesize that information into the clinical setting. He or she must be able to do math calculations needed in the care of patients in all health care settings (for example, calculate the correct dose of medications including intravenous administration).

Behavior/Emotional: The WSU CON program is fast-paced and can be stressful. The candidate must possess the ability to work effectively under stress, in a rapidly changing environment, while maintaining mature, empathetic, and effective relationships with peers, faculty, patients, and other professionals.

IN YOUR PROFESSIONAL OPINION, DOES THIS STUDENT POSSESS THESE ESSENTIAL QUALIFICATIONS?
YES _______ NO___________

If no, please refer the student to the Wayne State University Student Disability Services Office at 313-577-1851.

The above named student is in good health as can be ascertained by my examination. I also find that he/she is free from any communicable diseases as documented in the immunization record. It is my judgment that this individual is able to engage in a rigorous academic program to include extensive clinical experiences without physical constraints.

Signature of Practitioner: ________________________________ Date: ________________
(MD/DO/NP/PA)

Name: ____________________________ Title: ________ National Practitioner Identifier #: __________

Address: ____________________________ City: __________________ State: ______ Zip Code: ________

Telephone: _________________________ Email Address: _________________________________