UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE

SUBJECT: Compliance Policy
INDEX TITLE: Administration
DATE: August 27, 2018

I. POLICY:
   It is the policy of the UPMC Schools of Nursing to ascertain that every student enrolled remains in compliance as the student progresses through the program and completes his/her studies. Compliance is defined as having all the necessary updated, completed, signed documents required upon admission and throughout the program.

II. PURPOSE:
The purpose of this policy is to ensure that students are meeting health program standards as outlined by the State Board of Nursing, Section 21.111, and submitting clearances (child, criminal and fingerprints) per UPMC requirements.

   A second purpose of this policy is to ascertain that every student is in compliance while attending clinical sites as outlined in the various affiliation agreements and/or clinical education agreements which are completed by the facilities in which clinical rotations are conducted.

III. SCOPE:
   This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURES:
The following items are required for the student to be in compliance upon admission and/or throughout the course of the program:

1. Completion of the Health Screening Process through one of the designated UPMC MyHealth@Work locations for all new students. Each student must receive a “pass” related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance. This information will be forwarded to the Director or designee from MyHealth@Work once the evaluation process has been successfully completed. The Health Screening Process includes titer/vaccination history for Hepatitis B as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations, latex history, and medical history). It also includes a drug testing process as well as a particulate respirator medical evaluation.

2. In the event a student experiences a lapse of enrollment of greater than 16 weeks, the student must participate in the drug screening process through one of the designated UPMC MyHealth@Work locations. The drug screening must be completed prior to 30 days of restarting the program.
3. Evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training. No other form of CPR certification will be accepted.

4. Evidence of Act 33 Child Abuse Clearance and Act 34 Criminal Clearance must be submitted in original format prior to the start of classes as noted in the letter offering admission to the school for newly admitted students and for all current students. The child abuse and criminal clearances must be renewed every three years. Clearances must not be greater than six (6) months old prior to starting the program.

5. In accordance with Act 73 of 2007 which amended the Pennsylvania Child Protective Services Law (CPSL), all students attending any facility that provides care for children must be fingerprinted by the FBI before starting the program. Evidence of fingerprinting must be submitted in original format prior to the start of classes as noted in the letter offering admission to the school for newly admitted students and for all current students. Fingerprints must be renewed every three years. Fingerprints must not be greater than six (6) months old prior to starting the program.

6. Upon graduation or if a student is no longer enrolled in the program, original clearances may be returned upon request.

Should a student have any type of criminal record and/or conviction* as defined below upon admission, the criminal record and/or conviction will be reviewed by the Criminal Clearance Review Committee to determine if the student can attend clinical at all UPMC facilities particularly those serving vulnerable populations.

*Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition (ARD).

Should a student be convicted of any crime, felony or misdemeanor while a student here at the School of Nursing, the following will need to occur:

1. The student must immediately report the conviction to the Director; the student will also need to submit the original criminal clearance and/or child abuse clearance and/or fingerprint document.
2. A mandatory referral will be made to LifeSolutions by the Director.
3. Failure to report a conviction within five (5) business days and/or to comply with the above may result in termination from the program.

The Criminal Clearance Review Committee will then review the charge/conviction within five (5) business days to determine if the student can continue in the program. A letter will be sent by the Chairperson of the Criminal Clearance Review Committee indicating the decision of the Committee. A copy of the letter will also be placed in the student's file.

Should a student be admitted to the program with a criminal record or receive a criminal record while a student, the Pennsylvania State Board of Nursing will need to review the records when the student completes the application process to take NCLEX. Each case is
reviewed by the State Board of Nursing on an individual basis. UPMC Schools of Nursing are not responsible for the outcomes/decisions of the State Board of Nursing.

The following websites are to be used for obtaining updated clearances:

- Criminal Clearance:  [https://epatch.state.pa.us](https://epatch.state.pa.us)
- Fingerprinting:  [https://tunroll.identogo.com](https://tunroll.identogo.com)
- Child Abuse Clearance:  [https://www.compass.state.pa.us/cwis](https://www.compass.state.pa.us/cwis)

All students must acknowledge receipt of the Student Handbook as well as all updated/new policies either in writing or through email/Learning Management System by the posted deadline date. Failure to do so will result in the student being pulled from the current clinical rotation until the acknowledgement has been received.

All student’s compliance files are maintained in the administrative offices.

Admission to the program is contingent upon receipt of all required compliance documentation by the specified deadline. Failure to submit all required documents will result in an automatic revocation of admission.

Prior to the first day of class and/or a new semester, current students not meeting compliance will not be permitted to begin a nursing course and will need to wait until the appropriate nursing course is offered again.

V. REFERENCES:
UPMC Schools of Nursing RN Admission Policy

Sponsor: Administration
Reviewed/Approved: 11/27/13; 2/2/17; 3/22/18
Revised/Approved: UPMC Schools of Nursing Executive Leadership Team: 2/2/17; 3/22/18
Originated Date:
Effective Date:  1/6/14; 08/28/17; 08/27/18

Signature: [Signature Image]
Executive Director
UPMC Schools of Nursing

Date: 6-18-2018