

Clinical Requirements

Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff must comply with policies specific to these agencies outlined in legal agreements. These include conduct and dress codes as well as with compliance with health, insurance, and academic requirements. Students must report any arrests or legal convictions and may be subject to background checks. See the *Disclosure of Legal Convictions and Arrests Policy* in the Appendices.

All MSN students enrolled in a clinical course must have written documentation of “up-to-date” clinical certification on file in the School of Nursing. Explanations are given below, but the following must be documented prior to beginning clinical courses:

- Current licensure as a Registered Nurse for the state in which you will be having clinical experiences
- Professional liability insurance
- Physical exam
- Serum titers
- BCLS
- Completion of OSHA program
- Health insurance
- Drug testing
- Disclosure of Legal Convictions and Arrests Statement for Nursing Students
- Core Performance Standards

It is strongly recommended that the student keep a copy of all documentation submitted. Most clinical agencies accept a contract from Troy that states that we have this documentation on file. A few agencies want copies of this documentation for their records.

1. **Current license as RN**

All students enrolled in MSN clinical courses at any of the Troy campus sites are required to be licensed in the state in which they plan clinical experiences. The license must be current. When your license is renewed, the copy of the new, current license must be submitted to clinical faculty.

Out of state preceptor requests are not processed until evidence of licensure in that state is provided.

2. **Student Professional Liability Insurance Coverage**

CNS and NIS Students

All TROY nursing students enrolled in nursing courses are required to carry professional liability insurance. TROY has blanket coverage in the amount of \$1,000,000/3,000,000 for CNS students. Insurance must be purchased through Troy University. Students should remit a check for \$17.50 to the School of Nursing secretary at your campus site. This provides coverage for one year.

ALL FNP Students

Family nurse practitioner students and FNP certificate students require a separate, special policy to cover practitioner activities. The liability insurance must be purchased from a carrier designated by the MSN faculty. FNP students need to purchase this insurance before beginning NSG 5513, the first FNP clinical course, and renew it in one year. The student should contact

their FNP faculty member for information on purchasing this insurance. This insurance is not in effect when TROY is not in session.

Insurance coverage must be valid from the first day of the semester of registration through the last day of the semester.

3. Student Physical Exam Requirement

All Troy nursing students enrolled in clinical courses are required to have annual proof of a sound health on file. Results of an **annual** TB skin test (or Chest x-ray with history of previous positive TB skin test) must be documented. The required form is shown in the Appendices and is available at the front desk of the School of Nursing in Montgomery or from the School of Nursing secretary in Troy and Phenix City. **Physical exam must be valid from the first day of the semester of registration through the last day of that semester.**

4. Serum titers

All students enrolled in clinical nursing courses must have evidence of immunity (titers) to measles, mumps, rubella, varicella, and Hepatitis B. Do not submit vaccination records for measles, mumps, rubella, and varicella. Processing these reports through Troy will take several weeks. The student should have the titers drawn no later than the beginning of the semester prior to the semester he or she plans to register for the first clinical course. Copies of titers showing immunization from other agencies are accepted. Students should have titer levels drawn as soon after admission as possible and may have this done by Labcorp, other Laboratories, or employer. Results should be sent to Dr. Allen, MSN Program Director.

A titer is a blood level indicating whether you have immunity against a specific disease. Do not submit immunization records – these are not titers.

Labcorp has facilities in Montgomery, Dothan, and Selma. The drug screen must be done by Lab Corp. The form you must take to Labcorp is shown in the Appendices and is available at the front desk of the School of Nursing in Montgomery or from the School of Nursing secretary in Troy and Phenix City (be sure to obtain the form with Dr. Geraldine Allen's name near the top.) The report goes to the director of the program. See the policy statement regarding titers at the end of these clinical requirements.

The student must also comply with the policy statement regarding Hepatitis B at the end of these clinical requirements prior to beginning clinical courses. The form to document vaccinations is shown in the Appendices .

5. Immunizations

The School of Nursing recommends that all immunizations be kept up-to-date for the safety of each student, including the tetanus vaccination.

6. BCLS Certification

Before students are registered for clinical nursing courses, they must qualify for health provider level certification in cardio-pulmonary resuscitation of adults and children. BCLS or ACLS

certification is acceptable. The certification card must be presented to faculty. For MSN students, a two-year certification period is acceptable, if stated on your card. **Certification must be valid from the first day of the semester of registration through the last day of that semester.**

7. Verification of Completion of OSHA Infection Control Program

Before students are registered for their first clinical nursing course, they must provide written verification of completion of the OSHA Bloodborne Pathogen Standard Infection Control Program. The verification form is found in the Appendices. If the program was completed in the work setting, the student should request the trainer's signature on the verification form. Students may access the OSHA program at any of the nursing program's three sites. Arrangements should be made with the site lab coordinator in Troy and with faculty in Phenix City. The OSHA film is available in the TROY library in Montgomery – request library personnel to sign form. Verification forms should be turned in the faculty member teaching the first clinical nursing course in the student's major. OSHA verification is required annually. **OSHA verification must be valid from the first day of the semester of registration through the last day of that semester.**

8. Verification of Health Insurance Coverage

Due to requirements of clinical agencies, all students must provide verification of current health insurance that is valid in Alabama prior to beginning clinical courses. If you do not have insurance, coverage is available from TROY underwritten by an insurance company. For more information, contact Becky Norsworthy, Director, Student Health Center. The form shown in the Appendices should be completed and submitted prior to registration for the first clinical course and must be resubmitted each semester you are enrolled in a clinical course.

9. Drug Screen Policy and Procedure

The Drug Screen Policy and Procedure may be found in Appendices (3 pages) and the student is advised to read the entire policy and procedure carefully. Only drug screens done through LabCorp are accepted. Due to the time involved in processing drug screens, the student should have this done at the beginning of the semester prior to the semester he/she plans to begin clinical courses.

10. HIPAA Guidelines

The Health Insurance Portability and Accountability Act became effective in April 2003. See the Troy University School of Nursing statement on HIPAA in the Appendices. Students must comply with these guidelines.

11. Disclosure of Legal Convictions and Arrests

Effective Fall 2005, all students enrolled in clinical courses must complete the *Disclosure of Legal Convictions and Arrests Statement for Nursing Students* (see Appendices) and submit the completed form to the MSN Program Director (Dr. Geraldine Allen).

12. Core Performance Standards

Core Performance Standards are those abilities needed by the nursing student to meet program objectives and requirements. Students must sign a copy of these standards and submit it to the

MSN Program Director.

**Troy University School of Nursing
POLICY STATEMENT**

**Hepatitis B Vaccinations
and
Documentation of Titers for Measles, Mumps, Rubella, and Varicella**

All students registering for their first clinical nursing course must have present in their School of Nursing files satisfactory proof of:

- 1) vaccination for Hepatitis B within the preceeding 5 years **OR**
- 2) a confirmed prior illness with Hepatitis B **OR**
- 3) receipt of at least the first dose of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose.

AND

- 4) documentation by titer of satisfactory Hepatitis B antibody level.
- 5) documentation of titers for measles, mumps, rubella, and varicella zoster.

Serum titers may be obtained from personal physicians, the Student Health Center on the Troy Campus or Labcorp. Labcorp sites are located in Montgomery, Selma, and Dothan.

Procedure for Review of Titers:

1. The School of Nursing receives the titer reports and submits them with a cover memorandum listing the students' names to Student Health Services (SHS) in Troy.
2. The physician will review the lab reports, noting this review by initialing the reports and making any recommendations deemed necessary for follow-up.
3. The notation will be made in the student's health record by SHS nursing personnel that a titer was reviewed; they will retain a copy of the titer report.
4. The titer reports with listing of names will be forwarded back to the SON along with a communication of any follow-up needed. The Student Health Services will contact the student for any needed follow-up.
5. A copy of the titer will be filed in the student's SON file and the memorandum with the list of names will be retained by the SON secretary for quick reference.

Guidelines for MSN Clinical Preceptorship/Internship Courses

1. All clinical courses in the Master of Science in Nursing program include clinical hours with a qualified preceptor in an approved clinical setting. In general, preceptors are expected to be prepared at a graduate level and hold an MSN degree. Other preceptors are considered on an individual basis. Your clinical faculty must approve preceptors.

Nurse practitioners who serve as preceptors must be licensed as nurse practitioners by the state in which they practice. Physicians, nursing faculty and, in some situations, physician's assistants may also serve as preceptors for FNP students.

Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.

2. Students are not allowed to do preceptorships in the same area/setting where they work as an employee.
3. Students are expected to use a variety of preceptors in a variety of settings. CNS students may utilize a specific preceptor in one clinical course only. FNP students may utilize a specific preceptor in no more than two courses.
4. Each CNS nursing clinical preceptorship is three semester credit hours and requires 135 clock hours during that term. The Role Preceptorship course also requires 135 clock hours of experience.

Similarly, the first three clinical courses for FNP students are three semester hours each and require 135 clock hours of experience during that term. NSG 5513: Advanced Health Assessment Preceptorship is the first clinical course for FNP students. A preceptorship that will allow lifespan experiences is most appropriate for this course. NSG 6666: Primary Care I focuses on pediatrics and care of the childbearing woman (OB/Gyn focus). Usually students have two preceptors in NSG 6666. NSG 6668: Primary Care II focuses on adults and geriatrics. The last FNP clinical course is NSG 6680: FNP Internship and is a five semester credit hours course and requires 300 clock hours of clinical experience.

Students enrolled in the NIS track will complete a 240-hour internship in the last term.

5. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being finalized for a course.

The student must submit a completed *Preceptor Information Form*. There is a form for CNS students, a form for FNP students, and a form for NIS students; these are in the Appendices. The forms are also available through the SON web site. The difference in the forms is the list of clinical courses for each major. This form should be submitted by **midterm** of the semester preceding the anticipated clinical experience. An incomplete form or a delay in submission of the form will prolong the processing of the preceptorship agreement.

Submission of the *Preceptor Information Form* initiates the process. **Do not** ask the preceptor to sign the form. If the faculty member approves, the faculty members gives the form to the School of Nursing secretary. A formal letter initiating a legal preceptor and agency agreement with Troy University is sent to the requested preceptor or agency. The preceptor and agency agreement must be signed and returned to the School of Nursing prior to the student beginning a clinical

experience. It is the student's responsibility to confirm receipt of these documents by the School of Nursing prior to beginning clinical.

Clinical experiences are not allowed during semester breaks. Professional liability insurance is not valid between semesters.

6. The student should discuss with the preceptor the objectives for the clinical course in which he/she is enrolled. The student will submit a clinical schedule to faculty after obtaining approval from the preceptor. Students must notify faculty immediately of any changes in their clinical schedule. Faculty may make unannounced site visits.

A student cannot begin clinicals prior to receiving clearance from the clinical faculty that he/she may begin clinicals. We must have received signed contracts from preceptors and all updates on any clinical documentation that is needed (e.g., OSHA, BCLS, Physical Exam, TB skin test, insurance, RN license renewal, etc.) prior to clearing a student for clinicals. Any clinical hours accrued by the student prior to receiving clearance from the faculty **will not count** toward hours required for that term.

7. Nursing Informatics Internship (NSG 6636)

The preceptor should have:

1. a MSN and be directly involved in nursing informatics OR
2. a MS in computer technology and be directly involved in nursing informatics OR
3. a BSN with 3 or more years experience in nursing informatics (preferably certified) OR
4. a BS in computer technology with 5 years experience and directly involved in nursing informatics

The hour requirements for the Internship will be
4 credit hours x 4 contact hours for Internship = 16 contact hours per week x 15 weeks = total of 240 hours (which is also the number of hours required to sit for certification)

The course objectives are:

1. Demonstrate competence in the role of the nursing informatics specialist by participating in the development and management of the health care information system.
2. Integrate advanced concepts, theories, and research findings related to nursing and nursing informatics in the role of the nursing informatics specialist.
3. Synthesize knowledge of information management in the evaluation of the effectiveness of information systems.
4. Assume responsibility for personal development as a nursing informatics specialist.

The students will also be reminded to complete the NI preceptor form found on the MSN web page, and to complete their clinical requirements such as drug screen, titers, etc...and submit those to the Montgomery office.