VUSN Requirements Checklist for the 2019-2020AY - for students admitted to the DNP or Post Master’s plus DNP programs

Complete by July 1 to register for courses-

<table>
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<th>REQUIREMENT</th>
<th>PROCESS with WEB-LINKS &amp; FORMS</th>
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<tr>
<td>1st Claim VUnetID &amp; Password (see Admitted Student webpage) and note your VU email address.</td>
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<td>2nd Place Order for Background Check &amp; Document Manager package (this creates your myCB account) - Go to, <a href="http://www.CastleBranch.com">www.CastleBranch.com</a> &amp; click on ‘Place Order’ &amp; enter package code: VA14dnpb. Important! Use VU email address &amp; Classification: DNP F19-S20 when placing order &amp; save the password created for future use. (Enrollment is contingent upon satisfactory evaluation of background check results.)</td>
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<td>3rd Submit Documentation of the following- Click ☑ on each requirement in your myCB account’s To-Do-List to view detailed instructions &amp; options to submit- upload file(s), fax (print for each requirement) or mail. Your Enrollment Services (YES) hold is released on July 1, for students whose documentation has been reviewed and shows “Complete” in myCB (Exceptions- Influenza &amp; Health Insurance for students covered by the University’s plan). Allow 10-business days for myCB to review submitted documents.</td>
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VUSN’s Health Questionnaire

- Print & complete: VUSN Health Questionnaire - Required portions: student’s full name (use ‘N/A’ for no middle), DOB & gender and MD, DO, NP or PA signature for SON participation clearance.
- Measles, Mumps, Rubella: Two (2) MMR vaccines OR proof of immunity (positive titer results) for each - Measles (Rubella), Mumps & Rubella required.
- Varicella: Two varicella vaccines given at least 28 days apart OR positive titer documentation.
- Hepatitis B: Completed series and/or a titer showing proof of immunity - required for patient contact. Those with no patient contact can sign waiver.
- Tetanus-Diphtheria-Pertussis: Tdap vaccination within last ten years.
- TB: Initial 2-step TB skin tests (Two TB tests, 1-3 weeks apart) or TB blood test required. A past 2-step (from any year) plus 1-step from 2019 is also acceptable. If both readings of 2-step are negative, Annual 1-step TB skin or blood test required while enrolled. If positive: medical evaluation and documentation of a clear chest x-ray on/after May 1, 2019. For each consecutive year of enrollment post chest x-ray, a Past-Positive TB Form must be completed by a healthcare provider.
- VUSN HIPAA & OSHA Complete VUSN’s HIPAA/OSHA training for the 2019-2020 academic year (AY) in BrightSpace & submit certificate to myCB. Instructions sent to VU email by June 10th. Additional training may be required by your clinical site(s).
- RN License(s) Unencumbered Registered Nurse’s license required from state of residence and if applicable, each state of clinical practice (NLC states). Verification saved from the state’s website is also accepted.
- Select ‘No’ if licensure is pending or not held and this requirement will expire annually on December 1st.
- APRN License DNP students who are a NP, CNM or CRNA must have APRN designation in state of residence and state/s of clinical practice. APRN designation is optional for CNS’s.
- Select ‘No’ if licensure is pending or not held and this requirement will expire annually on December 1st.
- Certifications DNP students who are a NP, CNM or CRNA must have national board certification/s in area/s of specialty. Certification is optional for CNS’s, nursing informaticists and nurse executives.
- Select ‘No’ if Certifications are pending or not held and this requirement will expire annually on December 1st.
- Release Form Print and sign-in-link: Authorization for Release of information to clinical sites.
- Honor Code & Plagiarism Tutorial Read letter from Senior Associate Dean of Academics and complete Indiana University’s How to Recognize Plagiarism 2016 ver. tutorial & certification test and submit a signed certificate.

July 1st Conditional Exceptions- Do Not submit documentation until available:

| Health Insurance | Current health insurance coverage either through the university insurance plan or by another policy. Policy must cover any illness or injury incurred during the clinical experience. View- University Requirements Leave unmet until proof of Student Insurance is available (first week of Aug.) & upload to myCB by Orientation Students with individual policies must upload front & back of insurance card by July 1, 2019. |
| ☑ Seasonal Flu | Meet after July 1st but prior to Oct 1st or when 2019-2020 vaccine is available. Submit medical/religious exemption request before October 1st here & notify the VUSN Compliance Office (see below). Annual flu vaccine required. |

Questions? Contact VUSN Compliance Office at, Lisa.Boyer@Vanderbilt.edu or ph: (615) 343-3294 ☑ Annual requirement.

State-mandated requirement- also submit to Student Health Center

Last updated: 5/31/2019 2:40 PM