# Vanderbilt University School of Nursing
## MSN Pre-Specialty Level Requirements 2018 Checklist

*Also Required! Complete state immunization requirements at:* [https://www.vumc.org/student-health/immunization-requirements](https://www.vumc.org/student-health/immunization-requirements)

<table>
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<tr>
<th>REQUIREMENT</th>
<th>PROCESS</th>
<th>DONE</th>
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<tbody>
<tr>
<td><em>Order upon acceptance. 100% completion required to register for classes. Deadline: July 1st</em></td>
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1. **Background Check**
   - Classification: **F18 Pre-Specialty** *(Enrollment is contingent upon satisfactory evaluation of results.)*

   After completing the background check, you will be directed to your ‘myCB’ account. Clicking on each requirement in your ‘To-Do-List’ provides an option to upload a scan, print a fax cover sheet or mail documentation of the following: *(All documents do not have to be submitted at the same time.)* The following must be uploaded by July 1, 2018 to participate in program.

### Immunizations

- Measles, Mumps, Rubella: Two (2) MMR vaccines OR proof of immunity (positive titers) for Measles (Rubella), Mumps & Rubella are required.
- Varicella: Two varicella vaccines given at least 28 days apart OR positive titer documentation
- Hepatitis B: 3 doses and/or a Positive titer showing proof of immunity
- Tetanus-Diphtheria-Pertussis (Tdap) - documentation of vaccination within last ten years
- TB: Initial 2-step TB skin test is required. *(Injections placed 1-3 weeks apart.)*
  - If both readings are negative from 2-step, then an annual 1-step TB will be required while enrolled.
  - If positive: medical evaluation and documentation of a clear chest x-ray on/after May 1, 2018. For each consecutive year of enrollment post chest x-ray, a Past-Positive TB Form must be completed.

### CPR Requirement

- Copy of card (front & back). The ONLY card accepted is the American Heart Association’s *(AHA) BLS Provider.*
  - *Local AHA Courses*

### RN License

- Select ‘No’ in your ‘myCB’ account if requirement is not applicable. If ‘No’ is selected, it will expire annually on December 1st. Select ‘No’ every year it does not apply.

### HIPAA & OSHA Online Training

- Annual online training by academic year (AY), through The Learning Exchange *(VUnetID required)*
  - go to: [https://learningexchange.ea.vanderbilt.edu/](https://learningexchange.ea.vanderbilt.edu/) to complete VUSN HIPAA/OSHA 18-19AY Training.
- Upload certificate or email of completion.

### Honor Code & Plagiarism Tutorial

- Read letter from Senior Associate Dean of Academics and complete the 2016 version tutorial: [https://www.indiana.edu/~istd/](https://www.indiana.edu/~istd/)
- Print and sign Confirmation Certificate.

### Release Form

- Print and sign: Authorization for Release

### The following requirements have self-determining deadlines:

#### 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–see: University Requirements.
  - *Proof of the Student Insurance* is not available until first week of August. Pull proof of the Student Insurance & upload to myCB as soon as it is available.
  - Students with individual policies must upload front & back of insurance card by July 1st.

#### Seasonal Influenza

- *Due by Oct. 10th:* Annual Seasonal Flu vaccine required. Contact Lisa.Boyer@Vanderbilt.edu or (615) 343-3294 for information on how to apply for an exemption. Exemptions allowed for serious reactions following a previous flu vaccine or sincerely held religious beliefs. *Requirement can be met after August 1st but must be met prior to October 10th.*

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| Place additional Castle Branch order: Deadline: July 1st | |

2. **Drug Screen**
   - Choose Classification: **F18 Pre-Specialty** *(Allow 10 business days for results once sample is submitted.)*

Questions? Contact: Lisa Boyer, VUSN Compliance Officer Email: Lisa.Boyer@Vanderbilt.edu or Phone: (615) 343-3294

*Indicates annual requirement.

Last Updated: 5/30/2018 2:51 PM