## VUSN Requirements 2019 Checklist

**for MSN Pre-Specialty entry level (entering with non-nursing background)**

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>1&lt;sup&gt;st&lt;/sup&gt; Claim VUnetID &amp; Password (see Admitted Student webpage) and note your VU email address.</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Place Order for Background Check &amp; Document Manager package (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: VA14bg. Important! Use VU email address &amp; Classification: F19 Pre-Speciality when placing order &amp; save your password. (Enrollment is contingent upon satisfactory evaluation of background check results.)</td>
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<td>3&lt;sup&gt;rd&lt;/sup&gt; 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 (3 doses) and/or a positive surface antibody (anti-HBs or HBsAb)
- Tetanus-Diphtheria-Pertussis: Tdap vaccination within last ten years
- TB: Initial 2-step TB skin testing (Two TB tests placed 1-3 weeks apart) OR TB blood test required
  - Annual 1-step TB skin or blood test required while enrolled, if initial 2-step or blood test is negative. If positive: medical evaluation and documentation of a clear chest x-ray on/after May 1, 2019. For each consecutive year of enrollment post x-ray, a Past-Positive TB Form must be completed.
- Current American Heart Association (AHA) BLS required by all entry levels & specialties. Card/eCard must be from the AHA- all other types rejected. [Local AHA Courses](https://www.narbscab.org/)

### Immunizations
- 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 (3 doses) and/or a positive surface antibody (anti-HBs or HBsAb)
- Tetanus-Diphtheria-Pertussis: Tdap vaccination within last ten years
- TB: Initial 2-step TB skin testing (Two TB tests placed 1-3 weeks apart) OR TB blood test required
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### CPR Certification
- Select the number of certifications your specialty will require: NNP(1)= NRP; AGACNP(1)= ACLS; PNPAC(1)= PALS; ENP(3)= PALS & ACLS & ATLS or TNCC. The number selected will generate additional certification requirement(s) but do not upload certifications until prior to registering for specialty year clinical courses. Select ‘No’ for this question if your specialty is not listed. Contact the Compliance Office (see below) to submit additional certification(s), if required at a later stage of enrollment.
- Select ‘No’ if a RN license is not held or pending and this requirement will expire every year on December 1st. Notify the VUSN Compliance Office (below) to submit a newly activated RN license prior to December 1st.
- VUSN’s HIPAA & OSHA 19-20AY Training Complete VUSN’s HIPAA/OSHA training for the 2019-2020 academic year (AY) in BrightSpace and submit certificate to myCB. Instructions will be sent to your Vanderbilt email account by June 10th. Note: Additional training is required by your clinical sites. [Watch for AccessVU email to claim second VUnetID](https://example.com). Used for VUMC clinical. Instructions to complete training for the clinical site are sent to your VU email address.
- Read letter from Senior Associate Dean of Academics and complete Indiana University’s [How to Recognize Plagiarism 2016 ver.](https://example.com) tutorial & certification test and submit a signed certificate.
- Print and sign-in-ink: Authorization for Release of information to clinical sites.

### July 1<sup>st</sup> 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 Influenza 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](https://example.com) & notify the VUSN Compliance Office (see below). Annual flu vaccine required.

### Place Additional Castle Branch order by June 15th:
- Pre-Specialty clinical sites require a drug screen (UDS). Click to: Initiate UDS order & enter package code: va14dt. Important: Use VU email & Classification: F19 Pre-Speciality. Use same personal identifiers as background check; this merges your myCB orders. Note- Chain of Custody (eChain form) is accepted at most [Quest Locations](https://example.com). Allow 10-business days for result once sample is submitted.

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

Indicates annual requirement.

Indicates state-mandated requirement- also submit to [Student Health Center](https://example.com)

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