Clinical Requirements Information and Checklist

Clinical Requirements Deadlines unless otherwise notified:

- Fall semester – August 15
- Spring semester – December 7 of previous year
- Summer I and II terms – May 1

NOTE: Records must not expire before the Friday before finals week each semester

Clinical requirements must be turned in to the Nursing Office in LA 345 by the above deadlines. You may check your expiration dates at https://webapps.ipfw.edu/HealthSciStudentRecords. Please check dates to determine if the records will expire before the end of your clinical.

1. Substance abuse screening
Substance abuse testing is required every twelve months (cannot expire during semester), or if there is an interruption in program enrollment for greater than 30 days (not taking summer courses is fine). The substance abuse screen must be at least a 5 panel drug screen. You are not limited to the list below.

- Campus clinic, WU 234, Open Monday – Friday 8:30AM-4:30PM.
- RediMed Clinics (www.redimedclinics.com); Bring your Student ID– Mastodon card. No appointment necessary.
- Parkview Occupational Health http://www.parkview.com/en/health-services/Occupational-Health/Pages/default.aspx; 373-9300; Open 24 hours per day Monday – Friday, and Saturday, 9:00AM – 1:00PM. No appointment necessary.

2. TB/Mantoux
- If your TB expires before the end of clinicals, you need to turn in a copy of your updated test by the deadline above.
- If you are a positive reactor, you need to turn in a TB surveillance record (available on website) by the deadline above, if your previous form expires before the end of clinicals.

3. CPR Training – Professional Rescuer or Healthcare Provider
- If your CPR training expires before the end of clinicals, you need to turn in a copy (front and back) of your new CPR card (your signature on back) by the deadline above.

4. PreCheck Background Check or Annual Personal Disclosure Form
- RN-B.S. Completion students:
  - Must complete PreCheck background check before taking NUR 46100 or 46150 by deadline above. Go to http://new.ipfw.edu/departments/chhs/depts/nursing/resources/ and click on “Student Check Instructions.”
- 4-year RN Students:
  - After the initial background check, clinical agencies require an Annual Personal Disclosure form (available on Nursing Website) for 200-300 level courses. The annual form will expire each August 15 and needs to be completed and submitted each year between July 25 and the August 15th deadline. NOTE: Must be dated between July 25th and August 15th.
  - NEW- Before NUR 41800, students must repeat the PreCheck Background Check by deadline above. Go to http://new.ipfw.edu/departments/chhs/depts/nursing/resources/ and click on “Student Check Instructions.”

5. Purdue Confidentiality – HIPAA Training & Purdue Confidentiality Form
- Purdue Confidentiality will expire each August 15 and needs to be completed and submitted each year between July 25 and the August 15th deadline. The HIPAA training needs to be reviewed between July 25th and August 15th, then the form needs to be completed and turned in by the August 15th deadline.
- Go to http://new.ipfw.edu/departments/chhs/depts/nursing/resources/, and click on “HIPAA Training – Purdue” and “Purdue Confidentiality Form” for the necessary training and form.

6. Flu Immunization
- Flu shot is required each fall when the new vaccine becomes available. Proof of flu vaccination needs to be submitted by November 15th. Students who should not receive flu vaccine because of medical condition, must bring physician note to Nursing Undergraduate Director and fill out a declination from. Check your IPFW e-mail for any updates in the fall.

7. Hospital Orientation
- See Hospital Orientation Requirements on following page
8. Health Insurance Card for LHN Clinicals
- All students scheduled for clinicals at Lutheran Health Network (LHN) facilities must turn in a copy of both sides of their Health Insurance cards. (Not to be confused with the Student Professional Liability Insurance requirement below)
- LHN facilities include Lutheran Hospital, Dupont Hospital, and Rehab Hospital.

Student Professional Liability Insurance
- Group Policy through the University: Insurance available through the University will automatically be charged to your IPFW account once per year. There is nothing for you to turn in. The cost per academic year is approximately $15.00 (amount subject to change) and expires each July 31st.

Hospital Orientation Requirements
*Please read thoroughly*

***PLEASE NOTE*** If your clinicals are 40000 level (eg. 44200, 41900) you must complete or have completed both Parkview and Lutheran Health Network (LHN) Orientations. For 30000 level (eg. 36800, 37900), you must complete or have completed the appropriate Parkview and/or Lutheran Health Network (LHN) Orientations. For NUR 24100, and 20200, complete Parkview and/or LHN Orientation as needed.

PARKVIEW Instructions and links now found on Parkview’s “Learn with us” Web site:
  - In the left column, click on “Nursing Students”
  - You will complete your Parkview Passport for submission to Parkview
  - You will receive your Parkview ID via email, then will and complete online orientation
  - For questions or further assistance please contact the Parkview Student Services team (260) 373-7226.
  - After receiving your Parkview ID, for log in, password or technical assistance, contact Parkview Help Desk at (260) 266-8500.
  - Up-to-date info will be emailed as necessary.

LUTHERAN Health Network (LHN) Instructions:
If you have not done the LHN orientation; you need to complete both the ONLINE and ON-SITE COMPUTER CLASSES as well as turn in a copy of your Health Insurance card and the signed Substance Policy and Students Background Consent form. If your online orientation expires before end of clinicals (completion date is noted in database), you must redo the online training, however, you do not need to repeat the computer training.

ONLINE ORIENTATION
- For Instructions, click on the Lutheran Health Network Orientation Instructions and Checklist
- **Submit the following to the Nursing Department office, LA 345**
  - Required quizzes and forms
  - A copy of your Health Insurance card
  - Signed Substance Policy ([Click here](http://www.ipfw.edu/departments/chhs/depts/nursing/resources/index.html) for form on our Website)
  - Signed Student Background Consent form ([Click here](http://www.ipfw.edu/departments/chhs/depts/nursing/resources/index.html) for form on our Website)

ON-SITE COMPUTER CLASSES
- Computer classes must be completed one time; they do not need to be repeated annually. **Schedule computer classes by e-mailing Sharon Long or Sharon Morgan, at slong@lutheran-hosp.com.**
  - Please note, the Sharon’s work part-time and my not get back to you right away.
- **Dates and times for computer training will be sent via e-mail before the semester begins.**
  - Two hour times slots, dates and time vary each semester
- The computer training room is located at Lutheran Hospital, 7950 W. Jefferson, MOB 2, 3rd floor, room 307.
- The computer class attendance lists will be faxed by LHN. You do not need to turn in documentation to IPFW.

If you fulfilled both LHN orientation requirements—online training (in the last twelve months), and computer training, you do not need to resubmit the documentation.

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