

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: **REQUIRED DOCUMENTS FOR CLINICAL EXPERIENCE**

ORIGINAL DATE: OCTOBER 2007

LAST REVIEWED/REVISED: APRIL 2012

POLICY: Students who are enrolled for clinical courses must be able to produce the following documents within 24 hours of a request:

1. RN license, if graduate student
2. Documentation of clinical agency required clearances, instruction, health screening, and HIPAA.
3. Documentation of health insurance
4. Documentation of Basic Life Support for Health Care Providers

Faculty responsible for teaching clinical courses will notify students if there are additional requirements.

Failure to produce the required documents when requested to do so may result in cancellation of the student's clinical experience.

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- PROCEDURE:**
1. Students should keep current original documents in a safe place and make copies as necessary.
 2. Students must be able to produce the documents for clinical sites if requested.
 3. Students are responsible for maintaining a portfolio of current documents.