Requirements for Clinical Sites – Forms and Clearances

All 2nd Degree Accelerated and traditional students entering sophomore level must stay in compliance with the rules and regulations set forth by the university, the School of Nursing, and clinical sites. Any student considered non-compliant will not attend the required clinical course nor participate on the clinical site. In order to be considered compliant, students must have the following:

- Student Uniform
- Health form
- Clearances (ACT 33/34/73)
- HIPAA Certificate
- CPR Card

In addition, if the clinical site(s) require additional documentation, students must submit the paperwork before the scheduled date.

Please review the detailed requirements below:

### Student Uniform/Dress Code

![Student Uniform](image)

All students are required to wear a University of Pittsburgh - School of Nursing student uniform during clinical rotations unless specified by the instructor. Please refer to [Policy 91, Dress Code for Students](#).

Uniforms should be ordered and received prior to the first day of classes. Students admitted at sophomore level, should order the uniform at least eight (8) weeks before the start of the term. Uniforms are purchased through American Discount Uniform Inc.

American Discount Uniform has established secure on-line ordering for additional or replacement uniforms. Students are urged to go to [www.americandiscountuniform.net](http://www.americandiscountuniform.net) click on the "Custom Nursing and Healthcare Programs" tab and enter "uop" as the password. If there are any problems with your order, please contact the company directly by calling 724-339-5177.

### Health Forms

All undergraduate nursing students must have an initial health evaluation upon admission plus an annual update evaluation until completion of the program. Students will not be permitted to register or participate in clinical activities until the completed health form has been submitted. Please refer to [Policy 20 - Undergraduate Student Health Evaluations](#).

### Clearances (ACTs 33, 34, & 73)

The Pennsylvania Child Abuse History (ACT 33), Pennsylvania Criminal Record Check (ACT 34), and the FBI Fingerprint Criminal History (ACT 73) clearances **MUST** be obtained for all 2nd Degree Accelerated, RN-Options, and all traditional students entering sophomore level.

**Students are responsible for any costs incurred to obtain these clearances.**
Requirements for Clinical Sites – Forms and Clearances

**Note:** Many Community Health settings and some Transitions settings also require fingerprinting every year, so Seniors are required to renew.

You can apply for ACTs 33, 34, and 73 through the Pennsylvania Department of Welfare at http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

*Please be aware that it can take up to 12 weeks to obtain these clearances.* You are advised to APPLY IN PLENTY OF TIME PRIOR TO THE BEGINNING OF THE TERM.

**HIPAA Certificate**
The HIPAA module should be completed sometime during freshman year. If not completed during class, the courses must be completed on the students own time to be eligible to participate in clinical. Please click on the link below and log in. Download a copy of the certificate verifying that the module has been completed and return a copy to Student Services. The certificates are completed and submitted once every four years. *(submit only once at the end of your freshman year)*.

**HIPAA** - UPMC Information Privacy and Security Awareness Training for Physicians, Mid-Level Providers, Staff, and Students Who Are Not Employed by UPMC but Who Encounter Protected Health Information in UPMC Facilities.

**CPR Requirements**
School policy requires all nursing students (except freshman) to be certified in Cardiopulmonary Resuscitation (CPR) before entering the clinical arena. Course validation will be required at the beginning of the term to verify successful completion of such a course. Please refer to **Policy 363 – CPR Certification**

The American Heart Association (AHA) – BLS - Healthcare Provider Course Certification must be completed before beginning clinical rotations. This course certifies students in adult, infant/child, 2-rescuer CPR, and in the use of the AED. This Basic Life Support course consists of a written test in addition to manual training. Due to the possible need to perform CPR on an actual patient, **an on-line course will not be accepted**! The AHA—Healthcare Provider Course Certification is valid for two years.

*NOTE:* The School of Nursing will **NOT** accept CPR certifications from the American Red Cross or the American Heart Association – Heart Saver Certification

**Due Dates:**

1. Uniforms are to be purchased before the start of the first clinical term.
2. All health forms are to be submitted to the Wellness Center in Nordenberg Hall before the start of the initial term. Keep a copy of the health form for yourself.
3. Copies of the clearances (ACT 33, 34, and 73), CPR card, and the HIPAA certification should be submitted to the Nursing Student Services Office before August 15th. Keep your original documents in case additional copies are needed.

*NOTE:* The Student Services Office will **NOT** make copies for students once the documents are submitted.