



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Required Student Documents for Clinical Experiences

Date Effective	October 2007
Date Reviewed / Revised	October 2024
Program Level	General

POLICY:

All students participating in clinical experiences are required to complete the following and upload into the compliance documentation software:

1. RN license, if graduate student.
2. Completed ACTS 33, 34 and 73 clearances for placements in Pennsylvania and relevant requirements for other placements.
3. Initial Health Form plus the Annual TB Screening Form as required by clinical agency.
4. Documentation of annual influenza vaccination or completion of exemption request form.
5. Documentation of Covid-19 vaccination or completion of exemption request form.
6. Urine drug screening as required by the clinical agency.
7. Documentation of health insurance attestation form.

Student completing clinical or practicum experiences or with clinical teaching assistant positions must also complete the following and upload into the clinical management system:

1. Documentation of current certification in American Heart Association Basic Life Support (CPR) for Health Care Providers.
2. Documentation of any additional health screenings required by the clinical agency.
3. Documentation of any additional clearances required by the clinical agency.
4. Documentation of completion of HIPAA module.
5. Documentation of completion of University of Pittsburgh Bloodborne Pathogens module.
6. Documentation of completion of any required agency-specific education modules (Certificates of Completion).

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

Students are not permitted to participate in clinical or practicum activities until all requirements are met. Failure to produce the required documents when requested to do so may result in the student being required to withdraw from clinical or practicum courses.

PROCEDURE:

1. Traditional BSN students must submit [ACTS 33, 34, and 73 clearances](#) prior to the start of the second year. ACT 168 clearance must be submitted prior to start of fourth year.
These documents are uploaded into the current clinical management system for the upcoming academic year by July 1.
2. Accelerated 2nd Degree BSN students must submit all clearances by the due date communicated by the academic advisor, prior to the start of the program.
3. Graduate students must submit all clearances prior to the term they begin their clinical courses. Graduate students who are appointed as a Teaching Assistant/Teaching Fellow (TA/TF) must submit all clearances prior to the term they begin their TA/TF appointment.
4. The Initial Health Form and Annual TB Screening Form can be downloaded from the current clinical management system.
5. Students must upload the completed forms into the current clinical management system on or before August 1.
6. Face-to-Face American Heart Association Basic Life Support CPR certification must include 1- and 2-person, as well as adult/infant CPR and use of an automatic defibrillator. The School of Nursing will NOT accept CPR certifications from the American Heart Association – Heart Saver Certification. The School of Nursing will accept American Red Cross Basic Life Support, which is required for military personnel.
7. Students should keep current documents in a safe place and make copies as needed.
8. Students are responsible for uploading required documents to the current clinical management system.

APPROVAL & REVISION HISTORY

Approved by Total Faculty: 1/08, 12/07, 2/11, 10/11, 02/20, 06/24, 10/24

Reviewed: 07-08, 10-11, 11-12, 14-15, 17-18, 19-20, 20-21, 24-25