

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: REQUIRED DOCUMENTS FOR CLINICAL EXPERIENCE

ORIGINAL DATE: OCTOBER 2007

LAST REVIEWED/REVISED: FEBRUARY 2011

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

1. RN license
2. Proof of liability insurance
3. Documentation of required instruction on HIPAA and instruction in the following if required by the clinical site: vulnerable adults, safety (radiation, chemicals, fire, etc.), chemical dependency, and patient safety
4. Immunization records
5. Documentation of health insurance
6. Documentation of Basic Life Support for Health Care Providers

Additional documents may be required by specific clinical sites. 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 will obtain a portfolio in which to house required documents from Student Services.
 - a) students must provide proof of registration in a clinical course in order to receive the portfolio
 - b) only one portfolio will be provided for each student
 2. Students are responsible for ensuring the safety and confidentiality of their portfolio.
 3. Students are responsible for maintaining a portfolio of current documents.

Approved by Total Faculty: 1/08
Approved by Graduate Council: 12/07
Reviewed: 07-08, 10-11
Revised: 12/07