

UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING
ACADEMIC POLICIES AND PROCEDURES
FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

TITLE OF POLICY: **REQUIRED STUDENT DOCUMENTS**

ORIGINAL DATE: **OCTOBER 2007**

LAST REVIEWED/REVISED: **FEBRUARY 2020**

POLICY: All students are required to complete the following and upload into Project Concert:

1. RN license, if graduate student
2. Completed ACTS 33, 34 and 73 clearances
3. Initial Health Form plus the Annual Health Form until completion of the program.
4. Documentation of annual influenza vaccination or completion of exemption request form
5. Verification of health insurance

Student completing clinical or practicum experiences or with clinical teaching assistant positions must also complete the following and upload into Project Concert”

1. Documentation of current certification in American Heart Association Basic Life Support (CPR) for Health Care Providers
2. Documentation 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 any required agency-specific education modules (Certificates of Completion)
6. Faculty responsible for teaching clinical courses will notify students if there are additional 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 (<https://www.nursing.pitt.edu/clearances-0>) prior to the start of the sophomore year. New clearance ACTS 33, 34, 73, and in addition 168 clearances **Must** be submitted prior to start of senior year. **These documents are uploaded into Project Concert 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. RN Options students must submit all clinical clearances by the due date communicated by the academic advisor, prior to the term they begin their clinical courses.
4. Graduate students must submit all clearances prior to the start of the program.
5. The Initial Health Form and Annual Health Form can be downloaded from Project Concert. Students must upload the completed forms into Project Concert on or before August 1
6. Face to Face CPR certification must include 1–and 2–person, as well as adult/infant CPR and use of an automatic defibrillator.
7. Students should keep current documents in a safe place and make copies as needed.
8. Students are responsible for uploading required documents to Project Concert.