

Health Documentation Requirements Checklist for RN-BSN – BSN for Registered Nurse Students

ALL REQUIRED HEALTH DOCUMENTATION MUST BE SUBMITTED BY AUGUST 1

Failure to submit all required documentation by the deadline may result in dismissal from the program.

- _____ 1. **Completed original** of the [College of Nursing Health Examination form](#)
 - All information must be completed – front and back of form
 - Both student (front) and physician / nurse practitioner (back) must sign and date form
 - Lab results should be stapled to form if not reported on the form itself

- _____ 2. Provide a **photocopy** of **2-Step PPD (Tuberculosis/TB) Skin Test less than one year old**
 - Step 1 – Proof of current PPD (Tuberculosis/TB) skin test or Chest X-Ray
 - Step 2 – Proof of previous skin test dated less than one year old of Step 1 (Current PPD)
 - Chest X-Ray is required if test reaction is positive

- _____ 3. Provide a **photocopy** of **Hepatitis B Immunization** record showing dates of **at least the first two shots** or Titer
 - Three immunization shots or titer required
 - #1 and #2 immunization shots one month apart and #3 six months from 2nd immunization shot

- _____ 4. Provide a **photocopy** of **Varicella** (Chickenpox) immunization record, physician's statement, or titer
 - Two shots one month apart or titer
 - Statement of exposure should be signed by doctor on physician's letterhead

- _____ 5. Provide a **photocopy** of **MMR** immunization record, physician's statement, or titer
 - Two shots one month apart or titer
 - M (Measles/Rubeola- 10 day Red Measles), M (Mumps), R (Rubella- 3 day German Measles)
 - Statement of exposure should be signed by doctor on physician's letterhead

- _____ 6. Provide a **photocopy** of **Liability Insurance** declarations page of your policy showing limits and expiration date
 - The liability must be a **minimum of one million/three million of coverage**.
 - **The policy must be renewed annually.** Failure to maintain professional liability insurance throughout the program will result in administrative withdrawal from all courses.
 - Students will be responsible for all costs/fees to be reinstated in the courses
 - Liability insurance can be obtained from *Nurses Service Organization (NSO)* <http://www.nso.com> or 1-800-247-1500

- _____ 7. Provide a **photocopy** of current **CPR Certification** showing current expiration date, front and back of card.
 - Certifications must be kept **current throughout program**. We suggest you begin arrangements for training now if you do not already have certification.
 - CPR classes are offered with the following but not limited to:
 - **AHA (American Heart Association)**
[BLS \(Basic Life Support\) Healthcare Provider](#)
Huntsville Hospital
109 Governors Drive, Huntsville, AL
256-265-8025 (to register – UAH students only)
 - [Professional Rescuer & Health Care Provider](#)
American Red Cross
Madison / Marshall County Chapter
1101 Washington Street, NW, Huntsville, AL 35801
256-536-0084 Ext. 210

Continued on next page.

Update 2/24/09

- _____8. Provide a **photocopy** of **Health Insurance** card front and back.
- Students who do not currently have insurance coverage may purchase it through the [UAH Student Development Services](http://www.studentinsurance.net/) office or at <http://www.studentinsurance.net/>. Contact Student Development Services at 256-824-6203 in the University Center, Room 113 for more information.
- _____9. A **current, unencumbered license**, including license number and expiration date, must be presented to the [Office of Undergraduate Programs](#) Staff for verification
- Licensure must be kept current throughout the program.
 - **NOTE:** Students must be licensed in the state within which clinical experiences are conducted during the course of the program
 - Copies of the license may be submitted at the discretion of the student.
- _____10. **Criminal Background Check and Drug Testing**
- [Certified Background.com](http://CertifiedBackground.com) is a background check service that allows students to purchase their own background check. Enclosed you will find instructions for ordering your background check and drug screen.
 - NO substitutions will be accepted
 - This is a requirement in all clinical contracts, exceptions cannot be made.

Health Examinations, Hepatitis B and TB immunization shots are available for UAH students, enrolled in the current semester, at the UAH Wellness Center, <http://www.uah.edu/wellness/>. If you need these services, contact them Monday – Friday, 8:15 a.m. to 5 p.m. at 256-824-6775. Appointments are required and services available are based on appointment availability.

Please note: Submit original copy of Health Examination and PPD/TB Skin Test forms and photocopies of all others.

*Return forms to: UAH College of Nursing
Office of Undergraduate Programs, NB 207
Huntsville, AL 35899*