

## Faculty of Nursing Clinical Requirements Documentation 2020-2021

### ① Immunizations

It is a regulation of the Faculty of Nursing that all students must be immunized. Clinical agencies may not permit students who are not fully immunized to participate in clinical placements within their facilities.

It is a requirement of the Faculty of Nursing that immunization records be reviewed and updated by a healthcare professional. Take all childhood and previous immunization records to your appointment with a healthcare professional. Immunization records can be obtained by contacting your local public health centre, school, physician's office, or wherever childhood immunizations were completed.

All first year students are to have the Bachelor of Nursing Student Immunization Record 2020-2021 form **completed and signed** by their healthcare professional. Copies of original documents initialed by the healthcare professional may be included with the signed form. **Please note:**

- All sections of the Immunization Form must be completed.
- Plan for your appointment with the healthcare professional well in advance of the deadline: some vaccines require several doses and serology (bloodwork) results can take up to four weeks to be processed.
- Healthcare professionals and students must sign Page 1 of the Immunization Record.
- The Hepatitis B vaccination is a series of three injections; the second injection is given one month after the first, and the third injection six to twelve months after the first. Serology is required four to six weeks after the third injection. Because Hepatitis B is a series of injections, this may be one area that is not completed in its entirety prior to the submission deadline. It must, however, be **in progress** and completed as soon as possible.

### ② TB Skin Test

This test is a mandatory test for Tuberculosis (you may hear this referred to as a 2-step Mantoux test). It consists of an initial test, then a reading, a second test, then a final reading. The second test should be 7-21 days after the first. Readings must be completed within 48-72 hours after the administration of each test.

Please ensure that the test administrator completes the designated section of the form. For students with positive test results, please refer to the Bachelor of Nursing Student Immunization Record 2020-2021 form for further direction.

### ③ CPR Certification

In order to participate in clinical courses in the Faculty of Nursing at UNB, students are required to have current CPR Health Care Provider Certification (CPR-HCP). CPR certification is required by UNB annually, so we ask that students complete it at the **end of July or during the month of August** to ensure a lapsed requirement does not cause disruptions to clinical courses. The yearly requirement is to meet the policy requirements of our clinical agencies.

### ④ Criminal Record Check

Many clinical placements involve working with vulnerable populations and therefore nursing students are required to provide the results of a current Criminal Record Check (CRC) which includes a **Vulnerable Sector Check (VSC)**. Students must apply for a criminal record check in their area of permanent residence. Any expenses associated with this request are the responsibility of the student. A criminal record check is considered current for one calendar year from the date obtained.

A CRC/VSC is required annually, so we ask that students complete it at the **end of July or during the month of August** to ensure a lapsed requirement does not cause disruptions to clinical courses.

### ⑤ Applied Suicide Intervention Skills Training (ASIST)

Students are required to complete the Applied Suicide Intervention Skills Training (ASIST) course. This requirement does not need to be completed prior to beginning the program in Moncton; it will need to be completed and certification of completion submitted prior to the beginning of Term Two of the BNASP. A course will be scheduled at UNB Moncton in December for BNASP students to complete this requirement, however, students may complete the course before September, if desired. Further information about this course will be provided during Term One.

## Process for Submission

- Scan or photograph required documents.
- **Verify legibility of scan/photo.**
- Email documents to crbnmon@unb.ca
- Documentation may be submitted as completed; it does not have to be sent as one submission and may be sent prior to August 15, 2020.
- **Retain all original documents.**

Once all of your documents have been received, you will be contacted to confirm that your file is complete.

There will be staff members assigned to assess and process your scanned documents. However, if you have any documents that you would prefer not to have submitted in this way due to the nature of the content, please make an appointment to meet with Dr. Monique Mallet-Boucher, BN Program Director in Moncton, and bring the document for review.

UNB may request to review original documents to verify information.

## Deadline for Submission

The deadline for clinical requirement document submission for BNASP students will be **August 15, 2020.**

For the safety of students and for the safety of the individuals and families who will be entrusted to the care of students, it is mandatory that all of the above requirements be met before students are permitted to begin clinical placements. No exceptions will be made. Students who have not met all requirements will not be permitted to practice in any clinical settings.

## Checklist for Clinical Requirements

UNB does not require this checklist to be submitted; it is an optional resource for students to ensure all required documentation is submitted correctly.

### ① Step One: Immunization Records

	Print off and review the Bachelor of Nursing Student Immunization Record 2020-2021 form
	Gather any existing documents related to immunizations
	Make an appointment with your healthcare professional, allowing sufficient time to have the form and bloodwork completed
	Ensure that your healthcare professional signs in each area of the "Healthcare Professional's Initials" section as well as the designated section on Page 1
	Obtain required bloodwork results

### ② Step Two: TB Skin Test

	Make an appointment with a healthcare provider that offers this service
	Bring your Bachelor of Nursing Student Immunization Record 2020-2021 form to your appointments
	Ensure that your healthcare professional signs in each area of the "Healthcare Professional's Initials" section as well as the designated section on Page 1

When Steps ① and ② have been completed:

	Sign the designated section on Page 1
	Scan the completed Bachelor of Nursing Student Immunization Record 2020-2021 form and any addition documents (in PDF)
	Email the PDF to <a href="mailto:crbnmon@unb.ca">crbnmon@unb.ca</a>
	Retain and file all original documents

### ③ Step Three: CPR Certification (complete course in late July or August only)

	Register for a BLS (Basic Life Support) for Health Care Provider (HCP) CPR course occurring in late July or August
	Email the documentation to <a href="mailto:crbnmon@unb.ca">crbnmon@unb.ca</a>
	Retain and file original document

### ④ Step Four: Criminal Record Check (obtain in late July or August only)

	Request a Criminal Record Check <b>including Vulnerable Sector Check</b>
	Contact Raquel Cyr at UNB Moncton ( <a href="mailto:raquel.cyr@unb.ca">raquel.cyr@unb.ca</a> ) if the detachment requires a letter
	Email the documentation to <a href="mailto:crbnmon@unb.ca">crbnmon@unb.ca</a>
	Retain and file original document

### ⑤ Step Five: ASIST course (optional)

	Complete ASIST course prior to September, or plan to register in the course at UNB Moncton in December (details to be provided during the fall term)
	When completed, email documentation to <a href="mailto:crbnmon@unb.ca">crbnmon@unb.ca</a>
	Retain and file original document