

Incoming Student Compliance

Domain/Division:	Academic/Admission	Index	20-01.15
Responsible Unit(s):	Office of Academic Affairs	Page:	1 of 3
		Attachments:	0

Authorization Date: 6-20-06

If checked, policy requires Faculty Assembly Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

5-15-06 Reviewed & Approved by AC Subcommittee on Policy & Personnel. Posted for vetting: May 31, 2006
 6-15-06 Admin Council Subcommittee on Policy & Personnel reviewed faculty comments and approved for referral
 6-20-06 Admin Council approved
 2-6-07: Reviewed by SON Council subcommittee on policy
 5-8-07 Send to Community Comment
 5-22-07: Approved without revisions
 6-5-07: PMCO in Advanced Practice Gerontological Nursing exceptions added
 1-14-08: PhD statistics requirement removed, drug testing for students added, & revision to OHSU Student Health Insurance or Waiver requirements

POLICY STATEMENT:

In order to assure that consistent compliance-related information is communicated to incoming students, the following policy summarizes the required information/experiences that students must provide evidence of prior to matriculation. Depending on the program, students may be excused from compliance requirements. Approved exclusions from any compliance requirement are summarized in this document. Failure to comply with these incoming compliance requirements will restrict students' progression (e.g., enrollment in courses, access to clinical placements, etc.) and be grounds for dismissal.

SCHOOL OF NURSING REQUIREMENTS:

- Criminal Background Check and Finger Print Report (OHSU 03-10-011)¹. If a student has lived in more than one state in the last three years, the student must complete a FBI background check.
- Pass required drug screening prior to matriculation (effective July 1, 2008)²
- Signed and dated Code of Conduct & Student Responsibility Agreement (20.04-22)
- School of Nursing Permission to Release Educational Information Form
- Signed and dated admission specific confirmation and or enrollment agreement
- Blood Borne Pathogen Training Certificate or Exemption Form³
- Evidence of current CPR (Level C) Training. CPR (Level C) training must be maintained through enrollment in the undergraduate, Master, and Post-Master Certificate Option, and DNP programs. Individual campuses may have additional specific requirements^{4 5}.
- Submission of Registered Nurse license number^{6 7}
- Master, and Post-baccalaureate DNP students complete statistics requirement with B grade or above within last five years or petition for waiver (20-01.03G)^{8 9}
- Undergraduate, Masters, Post-Masters Certificate Option, DNP, and PhD students are required to attend a home campus orientation.
 - RNBS and DNP students are required to attend Orientation at the Portland, Oregon campus. Students who

¹ MPH students complete the OHSU Employee version of the Criminal Background Check.

² MPH and PhD and MPH students may be excluded from this requirement unless deemed required

³ MPH and PhD students excluded unless deemed required for a graduate internship placement

⁴ MPH students excluded unless deemed required for a graduate internship placement

⁵ Portland campus students must maintain American Heart Association Healthcare Provider CPR status

⁶ MPH students excluded from this requirement

⁷ Post-Docs without nursing certification are excluded from this requirement

⁸ Post-Master Certificate Option and Post-Master DNP students are excluded from this requirement

⁹ MPH students are required to pass a basic statistics course with a grade of C or better; there is no time limit on when the course was taken.

- are not able to attend the RNBS Orientation will not be able to enroll for that term and will be asked to enroll in the following term in which they can attend orientation.
- Oregon MPH students are required to attend the Oregon Master of Public Health (OMPH) Orientation which takes place every September at a different location in Oregon. Failure to attend Orientation will result in inability or a delayed ability to register for classes.

If needed:

- Change of Address form
- Contact OHSU Office for Student Access for accommodation requests
- Contact OHSU Affirmative Action and Equal Opportunity Office for religious accommodation requests

OHSU REQUIREMENTS:

- Updated immunization record or plan to complete immunizations requirements according to the OHSU Student Health Service pre-entry guidelines (OHSU 02-01.001). <http://www.ohsu.edu/academic/acad/health/>
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training Certificate
- Respect at the University Training Certificate
- Student Health Insurance (automatically enrolled by 1st day of the month in which classes start) or Approved Waiver (see deadline for receipt of completed notarized application) ¹⁰
- **Portland Campus Students:** Personal Health History Form & OHSU Patient Registration Form

Table 1. Immunization, OHSU Student Health Fee, & OHSU Student Health Insurance Requirements by Program and/or Campus [Refer to <http://www.ohsu.edu/academic/acad/health> for details]

	Updated Immunization Record or Plan to Complete Immunizations	OHSU Student Health Fee	OHSU Student Health Insurance or Approved Waiver ¹¹
REGIONAL CAMPUSES	Yes Tracked at Local Campus	Yes Charged at Local Campus	Yes
PORTLAND CAMPUS			
DISTANCE PROGRAMS:			
RN to BS (on-line)	Yes	No	No
Oregon MPH Program (on-line) ¹²	No	No	No
Post-Master Certificate in Advanced Practice Gerontological Nursing (on-line portion of program of study)	Yes	No	No
PhD (distance)	No	No	No
ON-SITE PROGRAMS:			
OHSU OCNE, Classic, or Accelerated Baccalaureate	Yes	Yes	Yes
MS/MN	Yes	Yes	Yes
Post-Master Certificate Option ¹³	Yes	Yes	Yes
DNP	Yes	Yes	Yes
PhD	Yes	Yes	Yes
International Interns	Yes	Yes ¹⁴	Yes ¹⁵
Post-Doctoral ^{16 17 18}	Yes	No	No

¹⁰ Insurance waivers are due in the Student Health Service before the 1st of the month in which the student starts the program. If a student misses this deadline, a refund for insurance premium will be prorated for the remainder of the quarter. The student will pay for any months prior to the waiver being received

¹¹ This requirement is dependent on number of credit hours enrolled. See OHSU Registrar for specifics.

¹² If an OMPH student enrolls in a course out of their program of study which is not on-line, and the student is coming to Portland campus for classes, the OHSU health fee and OHSU health insurance or waiver will be required. This registration is monitored by Accounts Receivable/Bursar's office.

¹³ Students in the Advanced Practice Gerontological Nursing PMCO summer intensive session is excluded from the OHSU Student Health Fee charge and the OHSU Student Health Insurance requirements.

¹⁴ If registered for courses (audit or otherwise)

¹⁵ See OHSU Exchange Visitor Health Insurance Requirements

¹⁶ Post-Docs may be required to complete one or more of the *Responsible Conduct for Research* training modules. Mentors will inform post-docs when these modules are required.

¹⁷ Post-Doctoral fellows receive health coverage as part of their fringe benefits

¹⁸ Assumes Post-Docs are not taking courses. If they enroll in courses, they are required to have the OHSU Student Health Fee and the OHSU Student Health Insurance or Approved Waiver

RATIONALE FOR DECISION:

This policy was developed to ensure that faculty, staff, and students have consistent information regarding the documentation required by the School of Nursing in order to be fully matriculated and progress through the program.

DEFINITIONS:

Matriculation: Date in which students are fully admitted and attend their first class

IMPLEMENTING PROCEDURES:

Responsible Party: Director of Admission, Retention & Progression (ORAP):	Action: Upon acceptance to any OHSU School of Nursing academic program (non-degree seeking and degree-seeking), students shall receive an incoming compliance checklist. This checklist will assist students in navigating the incoming compliance process for their specific program.
Campus Academic Programs:	Responsible for required oversight and follow up for non-compliance.

RELATED REFERENCES (if applicable):

This policy supersedes and replaces SON policies:

20-07.04: Student Immunization

20-07.05: Student CPR Criteria

50-05.01: Criminal Background Check

Committee/Council Chair or Official Administrative Approval required for new policies

Original Signed Copies Stored in Office of Academic Affairs

Signature

Date

Printed Name

Judith Baggs, PhD, RN

DEANS APPROVAL (for new policies):

Signature

Date

Sandra L. Theis, Interim Dean, PhD, RN

PROVOST'S APPROVAL

Signature

Date

Lesley M. Hallick, PhD