

## Student Compliance & Drug Screening

50-01.15

Applies to: All persons enrolled in OHSU School of Nursing courses

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### 1.0 POLICY STATEMENT

#### STUDENT COMPLIANCE:

This policy establishes the School of Nursing's (SON) position on student compliance with requirements for admission and continued enrollment. Documentation of compliance with these requirements will be made available upon request to the requesting clinical placement agency. Students are responsible for keeping their immunizations current during their academic program and may be required to comply with additional requirements throughout their program of study.

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 compliance requirements will restrict students' progression (e.g., enrollment in courses, access to clinical placements, etc.) and may be grounds for dismissal. Students that fail to submit required compliance documentation by the end of the 1<sup>st</sup> week of the academic term will have a registration hold put on their account that will block future term registration until compliance materials are up to date.

Below is a list of the Incoming Compliance Requirements:

- Successfully pass a Federal Bureau of Investigation Criminal Background Check and Fingerprint Report
- Successfully pass required drug screening (unless excluded in Student Drug Screening section of this policy)
- Successfully complete OHSU required trainings<sup>1</sup>
- Updated immunization record or plan to complete immunization requirements according to the OHSU Student Health Service pre-entry guidelines (see Table 1 for Immunization, OHSU Student Health Fee, & Student Health Insurance Requirements)
- Health Insurance (automatically enrolled by 1<sup>st</sup> day of the month in which classes start) or Approved Waiver (see deadline for receipt of completed notarized application)<sup>2</sup>
- Permission to Release Educational Information Form
- Signed and dated acknowledgement of OHSU Technical Standards
- Signed and dated admission specific confirmation and or enrollment agreement
- Signed and dated Background Disclosure Form
- Signed and dated SON Code of Conduct & Student Responsibility Agreement
- Evidence of Oregon nursing license (as required by academic programs). Students enrolled in a distance education program and not engaged in the practice of nursing as defined by

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<sup>1</sup> Students provided list of required completion certificates

<sup>2</sup> Insurance waivers are due in the Student Health Service before the 1<sup>st</sup> 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

Oregon statutes (ORS 678.010(7)) must maintain nursing license in state of residence unless deemed necessary by the academic program director that the student maintain Oregon nursing or APRN licensure.

- Change of Address form (if necessary)
- Attendance at orientation program/activity developed for respective academic program
- *Portland Campus Students:* Personal Health History Form & OHSU Patient Registration Form

**Clinical Compliance Requirements<sup>3</sup>**

- Blood Borne Pathogen Training Certificate or Exemption Form
- Evidence of current CPR (Level C) Training. Individual campuses may have additional specific requirements<sup>4</sup>.

The OHSU Office for Student Access reviews requests for accommodations and the OHSU Affirmative Action and Equal Opportunity Office reviews requests for religious accommodation.

**Table 1. Immunization, OHSU Student Health Fee, & 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 University Fee | OHSU Student Health Insurance or Approved Waiver <sup>5</sup> |
|--|---|---------------------|---|
| <b><i>DISTANCE PROGRAMS<sup>6</sup>:</i></b>                       |   |                     |   |
| RN to BS   | Yes   | No                  | No  |
| Postmaster Certificate in Advanced Practice Gerontological Nursing | Yes   | No                  | No  |
| Public Health <sup>7</sup>   | No  | No                  | No  |
| <b><i>ON-SITE PROGRAMS:</i></b>                                    |   |                     |   |
| Bachelor of Science  | Yes   | Yes <sup>8</sup>    | Yes   |
| Master of Nursing  | Yes   | Yes                 | Yes   |
| Postmaster Certificate Option                                      | Yes   | Yes                 | Yes   |
| Doctor of Nursing Practice   | Yes   | Yes                 | Yes   |
| Doctor of Philosophy   | Yes   | Yes                 | Yes   |
| Doctor of Philosophy (Regional Programs)                           | No  | No                  | No  |
| International Interns  | Yes   | Yes <sup>9</sup>    | Yes <sup>10</sup>   |
| Post-Doctoral <sup>11</sup>  | Yes   | No                  | No  |

<sup>3</sup> Health Systems & Organizational Leadership, Public Health, & Doctor of Philosophy students are excluded from the Clinical Compliance Requirements unless deemed necessary for course(s), internships, or research.

<sup>4</sup> Portland campus students must maintain American Heart Association Healthcare Provider CPR status

<sup>5</sup> Requirement dependent on number of credit hours enrolled. See OHSU Registrar for specifics.

<sup>6</sup> Refer to SON Course Delivery & Size Parameters policy (20-05.02) for definitions.

<sup>7</sup> If a Public Health student enrolls in a course out of their program of study that 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. Registration is monitored by OHSU Accounts Receivable/Bursar's office.

<sup>8</sup> Student Health fees charged by host campus

<sup>9</sup> If registered for courses (audit or otherwise)

<sup>10</sup> See OHSU Exchange Visitor Health Insurance Requirements

<sup>11</sup> If post-doctoral students enroll in courses, they are required to have the OHSU Student Health Fee and the OHSU Student Health Insurance or Approved Waiver.

**STUDENT DRUG SCREENING:**

To be compliant with OHSU student drug screening policy (OHSU 02-01-003), Oregon law, and federal law, all incoming and current non-degree and matriculated students with a clinical component in their programs must successfully pass a 10-panel drug screening process; this drug screen shall involve urine testing. The 10-panel drug screen targets amphetamines/methamphetamines, cocaine, marijuana, opiates, phencyclidine, propoxyphene, barbiturates, benzodiazepines, methadone and methaqualone. Students will be assessed a Drug Test Fee through the OHSU Bursar's office and will not be allowed in clinical placements until evidence of successful drug screening has been received by the SON.

Students in Public Health and the Doctor of Philosophy programs are exempt from this requirement unless their graduate internship or dissertation research puts them in direct patient contact. Any student who refuses to submit to the required drug screening will be referred to the Senior Associate Dean for Student Affairs and Diversity for review prior to administrative withdrawal from the SON.

Once a student has successfully passed an OHSU drug screening process, the student will not be required to submit to additional drug testing unless clinical agencies in which the student will be placed require it or there is a "for cause" reason as defined in the OHSU drug testing policy (OHSU #02-01-003). Students returning from an approved Leave of Absence (LOA) within the established time frame will not be required to submit to and pay for an additional drug screening at the time of return to the SON, unless they have yet to be initially tested under this policy and unless indicated in the terms of the LOA. OHSU will waive the requirement of this drug screening process, in those instances where students can provide acceptable evidence that they have successfully passed a 10-panel drug screen within the past 36 months. A state-approved health care facility or educational institution must have completed drug screening within the past 36 months.

In those cases where a student qualifies for a waiver, the Drug Test Fee will be refunded. To waive drug screening, students must provide evidence of a successful drug screen to the School of Nursing Office of Recruitment, Admission & Progression (ORAP). ORAP will work with the School of Nursing programs and the OHSU Bursar to record the accepted drug screening waiver and refund the Drug Test Fee when applicable.

If a student has a positive drug test, the student will be required to follow the vendor's procedures related to positive drug screening reviews. If the vendor's Medical Review Officer upholds the positive drug screening results, taking into account valid prescriptions and prescribed dosages, the student will be subject to discipline, up to and including dismissal, in accordance with SON policies and procedures (SON 20-04.22). A dismissal letter will indicate if the student is eligible to reapply to the SON.

Most drug screening results are considered confidential and have restricted access in accordance with the Family Educational Rights and Privacy Act (FERPA) and/or any other applicable state or federal law. Information in drug screening reports/records will not be shared with facilities participating in clinical rotations unless a legitimate need is demonstrated and approved by the Senior Associate Dean for Student Affairs and Diversity. Drug screening results (pass/fail) will be coded in the student record for the purpose of granting student access to clinical sites. The details of positive drug screening reports will not be recorded in the OHSU Student Information System or other OHSU student tracking or information system (e.g.,

DegreeWorks). However, if there is any violation by a student of any alcohol or drug laws, which result in an arrest or disciplinary action, the OHSU School of Nursing Office of Student Affairs is required to report this to OHSU Public Safety-Portland campus per the US Federal Government Clery Act.

Reports/records related to drug screening will be retained in the official student file until 1 year after graduation except those resulting in subsequent disciplinary actions, which are stored in the School of Nursing files in accordance with the OHSU Record Retention Schedule.

**2.0 DEFINITIONS**

**3.0 RESPONSIBILITIES**

Policy and related implementing procedures are the responsibility of the School or Nursing Sr. Associate Dean for Student Affairs and Diversity.

**4.0 PROCEDURES**

Upon acceptance to any OHSU School of Nursing academic program, accepted applicants shall receive a compliance and immunization checklist from the School of Nursing Office of Admissions. Non-compliance issues will be handled at the discretion of the Sr. Associate Dean for Student Affairs and Diversity.

**5.0 RELATED POLICIES**

**OHSU Policies:**

- Standards for Admission (OHSU 02-01.001)
- Student Drug & Alcohol Testing (OHSU 02-01-003)
- Proscribed Conduct (OHSU 02-30-010)
- Background Checks (OHSU 03-10-011)
- [OHSU Technical Standards](#)

**SON Policies:**

- Admission, Progression, Probation, & Dismissal Standards (SON 20-04.13),
- Student Code of Conduct Student Grievance (SON 20-04.22)
- Course Delivery & Size Parameters (SON 20-05.02)

**6.0 KEY SEARCH WORDS**

Compliance, drug testing, for cause, immunizations, student health fee, student health insurance

**7.0 REVISION HISTORY**

|            |  |
|------------|--|
| 05/15/2006 | Reviewed & Approved by AC Subcommittee on Policy & Personnel   |
| 5/31/2006  | Posted for vetting   |
| 6/15/2006  | Admin Council Subcommittee on Policy & Personnel reviewed faculty comments and approved for referral |
| 06/20/2006 | Admin Council approved   |
| 02/06/2007 | Reviewed by SON Council subcommittee on policy   |
| 05/08/2007 | Send to Community Comment  |
| 05/22/2007 | Approved without revisions   |
| 06/05/2007 | PMCO in Advanced Practice Gerontological Nursing exceptions added                                    |

|            |  |
|------------|--|
| 01/14/2008 | PhD statistics requirement removed, drug testing for students added, & revision to OHSU Student Health Insurance or Waiver requirements  |
| 04/01/2010 | Admission & Progression committees asked to review and put forth revisions   |
| 05/28/2010 | Revisions approved by Academic Council. Student Drug Screening policy integrated   |
| 06/06/2010 | Revisions reviewed and approved by Policy Expert Review Panel (Jennifer Anderson, Peggy Wros, Kim Derienzo, & Gail Houck)  |
| 10/03/2011 | Revisions reviewed and approved by Jennifer Anderson, Peggy Wros, & Tanya Ostrogorsky.   |
| 10/18/2011 | Incoming student compliance requirements for Health Systems & Org Leadership added   |
| 06/06/2012 | 5-panel to 10-panel drug screen requirement, registration hold for non-compliance added & policy domain shifted from Academic Affairs (20-01.15) to Student Affairs (50-01.15) |
| 06/26/12   | Reviewed by SON Academic Council   |
| 07/12/12   | Approved by OHSU Committee on Academic Policy  |

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**Responsible Officer:** Dean, School of Nursing  
**Policy Contact:** School of Nursing, 503-494-7444  
**Supersedes:** 20-07.04: Student Immunization  
20-07.05: Student CPR Criteria  
50-01.01: Student Drug Screening  
50-05.01: Criminal Background Check

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**SIGNATURE PAGE:**

*Official signed copies stored in the OHSU School of Nursing Office of Academic Affairs*

**Date:**

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**Peggy Wros, Sr. Associate Dean for Student Affairs & Diversity**  
School of Nursing

**Date:**

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**Christine Tanner, Interim Dean**  
School of Nursing

**Date:**

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**David Robinson, Executive Vice Provost**  
Oregon Health & Science University

