



Student Compliance & Drug Screening

Domain/Division:	Academic/Admission	Index	20-01.15
Responsible Unit(s):	Office of Academic Affairs	Page:	1 of 3
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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
 April 2010: Admission & Progression committees asked to review and put forth revisions
 5-28-10: Revisions approved by Academic Council. Student Drug Screening policy integrated.
 06-06-10: Revisions reviewed and approved by Policy Expert Review Panel (Jennifer Anderson, Peggy Wros, Kim Derienzo, & Gail Houck)

POLICY STATEMENT:

STUDENT COMPLIANCE:

In order to assure that consistent compliance-related information is communicated to incoming and returning students, the following policy summarizes the required information/experiences that students must provide evidence of *prior to admission*. Admission may be revoked for those students unable to provide a clear background check.

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 may be required to comply with additional requirements throughout their program of study.

School of Nursing Requirements:

- Criminal Background Check and Fingerprint Report (OHSU 03-10-011)¹. Pass required drug screening prior to matriculation²
- Signed and dated Code of Conduct & Student Responsibility Agreement (20.04-22)
- Signed and dated acknowledgement of Technical Standards
- Permission to Release Educational Information Form
- Signed and dated admission specific confirmation and or enrollment agreement
- Blood Borne Pathogen Training Certificate or Exemption Form³

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

- 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 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

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.

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

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			
<i>DISTANCE PROGRAMS:</i>			
RN to BS (on-line) & Post-Master Certificate in Advanced Practice Gerontological Nursing (on-line portion of program of study)	Yes	No	No
Oregon MPH Program and PhD (on-line) ¹²	No	No	No
<i>ON-SITE PROGRAMS:</i>			
Bachelor of Science	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	Yes	No	No

STUDENT DRUG SCREENING:

The OHSU School of Nursing (SON) encourages students with substance abuse/use issues to seek assistance voluntarily and assume responsibility for their personal professional conduct. However, to be compliant with OHSU student drug screening policy (#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 5-panel drug screening process; this drug screen shall involve urine testing. The 5-panel drug screen targets amphetamines/methamphetamines, cocaine, marijuana, opiates, and phencyclidine. 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. A student who refuses to submit to the required drug screening, who was admitted to a degree or certificate program that requires it, will be barred from enrollment and administratively withdrawn 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 students will be placed require it or there

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 are 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 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

is a “for cause” reason as defined in the OHSU drug testing policy (#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.

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 5-panel drug screen within the past 36 months. Drug screening within the past 36 months must have been completed by a state-approved health care facility or educational institution.

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 Sr. Associate Dean for Academic Affairs. 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 Academic Affairs are required to report this to OHSU Public Safety-Portland campus per the US Federal Government Cleary 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.

IMPLEMENTING PROCEDURES:

Responsible Party:	Action:
Office of Recruitment, Admission, and Progression (ORAP):	Upon acceptance to any OHSU School of Nursing academic program (non-degree seeking and degree-seeking), students shall receive a 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 and ongoing compliance requirements

RELATED REFERENCES (if applicable):

OHSU Policies:

- OHSU policy manual Chapter 2: Student Affairs http://ozone.ohsu.edu/policy/pac/chapt_2/ch2_contents.htm
- Background Checks (03-10-011) http://ozone.ohsu.edu/policy/pac/chapt_3/3-10-011.htm

SON Policies:

- Code of Conduct & Responsibility (20-04.22)
- Student Grievance (20-04.21)

This policy supersedes and replaces SON policies:

- 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 Authority Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name Peggy Wros, PhD, RN	