



Clinical Compliance

Concordia Nursing Post-Conditional Admission Requirements

Hello and welcome again to Concordia University Texas. We're so excited you chose Concordia for your nursing adventure, and we can't wait to see what you do! First, however, we need to make sure the waitlist or conditional admission spot you have been offered remains valid, and that means completing the conditions of your admission.

In addition to completing any outstanding prerequisites and meeting the minimum GPA, all nursing students must also become Clinically Compliant. Before we discuss what that means, however, let's review your Support Team.

Your Support Team

Throughout this process, you will receive communication from:

- Your Admissions Counselor or Academic Planner
- Enrollment Staff & Administrators
- Nursing Staff, Faculty & Administrators

As you are completing the conditions of your admission (not only compliance, but also TEAS, fingerprinting, prereqs, etc.), you are going to hear from a number of individuals. I want to introduce you to them here, so you are familiar with your faculty and staff as they reach out.

First off, you'll continue to receive regular information from your admissions counselor or academic planner. We will set up a day of the week to talk that works for us both to discuss your progress on your next steps in fulfilling your conditional admission requirements. It's important for us to stay in communication so we can keep you on track!

You will also receive emails and the occasional call from other members of your support team, including enrollment staff and administrators, nursing staff, and faculty and administrators..



Clinical Compliance

What it means, and why it's important

Now that you're more familiar with your support team, let's dive into Clinical Compliance, what it means, and why it's important.

Why do I have to become Clinically Compliant?

- Vulnerable adults and children
- Mutual agreement between clinical sites and CTX
- Prep for being a nurse!
- **Condition of admission and you CANNOT start without clearance (all items approved 5 business days prior to cohort)**

You may be wondering why meeting clinical compliance is a requirement.

First of all, clinical compliance requirements protect the vulnerable adults and children you will be interacting with as a nursing student. We care about our patients, and as nurses, our faculty's goal - and your goal as a future nurse - is to provide the best care possible. That includes protecting them!

CTX partners with many clinical sites and hospitals, and these requirements were agreed upon by those organizations and the University.

You may as well get used to staying in clinical compliance because this process prepares you for professional Compliance as a nurse!

Lastly, it is important for me to remind you that you will not be able to start in the BSN cohort if these compliance requirements are not met by the 5th day prior to your cohort start. Because these items often have many steps, and require processing time to review and approve, you and your admissions counselor may set individual deadlines. Remember, all items must be APPROVED and ACCEPTED by that due date, and all items require individual review. If there are issues with your initial submissions, you will need time to receive feedback, ask questions, and correct the issue.

Don't risk your conditional admission by procrastinating. Speak with your counselor to set specific, individual goals for each item based on your situation.

What does “Clinically Compliant” mean?

- You completed the Texas Board of Nursing background screening process and has provided documentation to Concordia
 - Letter of Clearance
 - Blue Card
- You completed the items in Clinical Student
 - All immunization documentation has been approved
 - You are “cleared” in Clinical Student’s background screening
 - Your drug screening results have been “cleared” in Clinical Student

All right, we’ve established how important Clinical Compliance is to your nursing journey, but what does “Clinically Compliant” actually mean?

For Concordia, “Clinically Compliant” means a student has completed the background screenings and medical requirements needed to safely interact with patients and professionals in the clinical setting. These requirements are set by the Texas Board of Nursing and our clinical partners, and all of them are rooted in the nursing profession’s dedication to public safety.

When do I start & what should I expect?

- Start working toward Compliance as soon as you receive communication from your Nursing Faculty, after conditional admission or a waitlist decision
- You will receive 3 emails after Conditional Acceptance to your nursing cohort:
 - Important Program Information: Clearance with the Board of Nursing
 - Important Program Information: Compliance & Clinical Requirements
 - Important Program Information: Supplies & Textbooks
- Want a preview? [Check out our BSN Clinical Compliance Requirements page.](#)

Since you won't be able to start classes without completing these items, and several of them are multi-step processes, you should start working on your clinical compliance requirements as soon as you receive communication about them.

After your conditional admission or notification you have been added to the waitlist for your cohort, you will receive 3 very important emails with vital information and links. Save these emails in your inbox. If you're not checking your CTX inbox daily, start now, and if you're worried about missing them, talk to the Personal Support center or check the website for instructions on adding your CTX inbox to your favorite device. If you receive an email about the program, it's important! We'd hate for you to lose your spot.

If you haven't confirmed your spot or received the emails yet, you can also find helpful information about Clinical Compliance, including resources and webinars, on our [BSN Clinical Compliance Requirements page](#).

Important Program Information: Clearance with the Board of Nursing



Dear _____,

As an accepted student to the Fall 2021 BSN cohort, you must receive clearance for licensure eligibility from the Texas Board of Nursing (BON) prior to the start of your program.

Students cannot participate in Concordia's nursing program without first obtaining Texas BON early clearance for licensure eligibility. It is important to note, if a Texas BON reportable event occurs during the time you are enrolled in the program, you will notify the Senior Director within 48 hours of the event. The Senior Director will determine if you are eligible to continue in the program.

Nursing students are responsible for reporting events to the Texas BON, this includes any arrest, convictions, and/or mental health issues as required by the Texas BON. These must be disclosed to the Texas BON and the nursing program immediately. Reporting delays can prevent you from starting classes and impact licensure eligibility.

- **TBON Roster**
 - Check your identifying information
 - Submit "BSN Program Roster Update Form" ASAP to correct any identifying information, if needed
 - We submit your info to the TBON
- **IdentoGO Fingerprinting**
 - Email will arrive approximately 3-5 weeks after your roster is received by TBON
 - Book your appointment ASAP
- **TBON Background Check**
 - TBON completes a high-level criminal background check
 - You will receive documentation from the Board indicating your results

Let's start with the emails. The first email has the subject line "Important Program Information: Clearance with the Board of Nursing."

Professor Tonya Ward provides detailed background information and instructions, but in brief, this email walks you through the first Clinical Compliance step we discussed a couple slides ago. Let's take a minute to go over why it's so essential to prioritize these action items.

First, and I can't emphasize this enough, this process takes **time**. The Board of nursing uses IdentoGO to process fingerprinting for all nursing students. After the Board receives our Roster of students' information, it takes approximately 3-5 weeks to receive the fingerprinting email from IdentoGO. Once you submit your fingerprints, the Texas Board of Nursing begins its background check process. This step also takes time, since the Board requires a high-level background screening.

Once the background check is complete, you will receive one of three results:

- A Blue Card, which looks like a blue postcard, about the same size as voter registration, in the mail, at the address you provided for your roster.
- A Letter of clearance, which arrives in a white business envelope, at the address you provided for your roster
- Or a Declaratory Letter, which indicates an issue in your screening that you must resolve with the TBON. The resolution process can take 1-6 months or longer, so if you receive one, please let your counselor know right away, and

begin working on resolving the issue with the TBON ASAP.

We are unable to allow students who do not complete the process to start the program. It is essential you begin these steps as soon as you receive communication about them.

Important Program Information: Compliance & Clinical Requirements



Dear _____,

To ensure and track compliance for Concordia University Texas BSN Program and clinical partners, Clinical Student/System 32 (Clinical Student) is the required electronic manager of compliance files for each nursing student. To ensure you are able to participate in clinical experiences every semester, you will be enrolled in Clinical Student. Your drug screen and background check will be completed through this system and instructions are available once you login to your account. Please reference the [Clinical Student Set-Up Guide here](#).

- Clinical Student is the system used to log the documentation required to attend clinicals
- Finalize registration for your account
 - Login credentials will be emailed to you from System32
 - Please finalize account registration once logged in
 - Total cost associated with Clinical Student is \$160

The next email you receive will include information about Clinical Student, the electronic management system used to log the documentation required by our clinical partners before we're allowed to work their facilities. Basically we're giving you a heads-up that we're creating this account for you in the background, and once we've finished processing our end, you will receive login credentials and information to finalize your registration in this system. If you haven't received the email, you can email support@system32.com.

The great thing about Clinical Student is that the system tracks requirements' statuses, so you will be able to keep up with each item as you proceed through the program. Licensed nurses do this, too. By using this system, in addition to gaining access to our partners' hands-on clinical environments, you're also developing a professional skill. It's a win-win!

Please note the total cost of completing background and drug screenings together through Clinical Student is \$160. It is important to pay the \$130 background screening fee as soon as you are able, since Clinical Student will not begin reviewing any documentation without the fee. Each item is individually reviewed, so do not delay. If there are any issues with uploaded documentation, Clinical Student's team will note it, and their customer service can provide feedback on what you need in order to correct documentation required to participate in clinicals.

What documentation do I need?

You must provide valid documentation for the following immunizations/vaccines:

- Hepatitis B (HepB)
- Tuberculin (TB) Skin Test
- MMR (Measles, Mumps, Rubella)
- Tdap (Tetanus, Diphtheria, and Pertussis)
- Varicella (Chicken Pox)
- Influenza

You must also complete or provide documentation for the following requirements:

- Physical Exam
- CPR Certification
- Health Insurance
- Clinical Student Background Screening
- Program Forms
- Clinical Placement Forms
- Drug Screening

Now that we've discussed Clinical Student, and you know to keep an eye out for the registration email, it's time to start gathering your immunization and vaccination records so you can upload them when you finalize your account. You will also need to complete or provide documentation for a number of requirements in Clinical Student. Read over the checklist carefully online, and when you access your account.

First I'm going to walk you through some common pitfalls with each of the immunizations and vaccinations listed here. We have students every semester who are unable to start nursing school due to these pitfalls, and I would hate for that to happen to you. I'll also touch on some vocabulary you may find helpful as you discuss the immunization and vaccination process with your healthcare provider.

What is a blood titer?

Titer *n.*, tie-ter | In medical context, the concentration of antibodies in a sample of blood

Positive titer

- Indicates the presence of antibodies at or above testing threshold

Negative titer

- Indicates antibody concentration below testing threshold

¹ Vorvick, L.J. (2019, September 16). *Titer*. MedicalPlus medical encyclopedia. <https://medlineplus.gov/ency/article/002328.htm>

In the next few slides we're going to talk a lot about titers, so I want to make sure you feel comfortable discussing them with your healthcare provider.

A titer is a blood test that measures the presence and amount of antibodies for a pathogen in your blood.

Titers can be requested through your healthcare provider if you know you've completed an immunization series recently. Titers for vaccinations completed too long ago will often come back negative, so talk to your doctor about the most efficient use of your time given your individual vaccination history.

If your titers for most of our requirements come back as positive, it means you have an appropriate level of immunity, and will not need a vaccine.

If your titer results come back as negative, equivocal, or not immune, you will need to follow up with your health care provider to get the recommended booster or series of vaccines, with the exception of TB.

Since documentation for tuberculosis is different than the rest of our list, please pay special attention when we discuss this testing requirement.

Hepatitis B Series

- Hepatitis A&B Twinrix (21-30 Days) + Positive Titer
 - Total of 4 doses delivered individually at 0, 7 and 21-30 days, plus a 12-month booster. *Only booster shot may be completed after the start of classes
- Hepislay-B + Positive Titer
 - 2 doses administered 1 month apart
- Traditional Method (6 Months) + Positive Titer
 - 3 doses delivered individually at 4, 8 and 16 weeks, respectively
- Titer: Positive hepatitis B Surface Antibody test for those with recent HepB completed vaccination

Hepatitis B and TB have proven to be the most challenging when students are completing clinical compliance, so it is important to follow my guidance on this slide and the next.

For the Hep B series, you may submit one of three items plus a **Positive Titer** as valid documentation:

1. proof of 3 completed doses of the Hepatitis B vaccine
2. a positive Hep B surface antibody titer
3. the rapid Hepatitis A+ B combination

The fourth item, for those who have completed the HepB vaccination series recently, can provide just a titer showing positive results for minimum antibodies.

It is incredibly important to note that if you choose to follow the normal schedule of the Hep B vaccinations, you will not complete the series before your compliance items are due, because this series of vaccinations will take 6 months! Many of you who are conditionally admitted will not have 6 months until the compliance deadline, so unless you already have this series completed, this is likely not going to be the best option for you.

If you already completed the 3-dose series in the past, great! You just need to upload

your records.

What if you don't have your records? If you're positive you completed the HepB series, you may submit a titer showing positive surface antibodies for Hepatitis B.

If you receive a negative titer, which means you don't have sufficient immunity, or you know you've never been vaccinated for HepB, the rapid Hepatitis A and B combination vaccination series is available. The first three doses takes 21-30 days, and are followed by a booster at 12 months. Once you have completed the first 3 vaccinations, you will be considered compliant and able to attend clinicals, knowing that you must complete the booster at 12 months.

There's also the Hepislav-B option, which involves 2 doses administered 1 month apart.

Either of these rapid options will meet requirements if you do not have 6 months remaining before your compliance date.

Slide 11

- 1 In PRE-ABSN Orientation, add knowledge check for the type of result wanted and fastest version of each of these
Serena Smith, 7/9/2021

Tuberculin Skin Test

- TB Gold Test: QuantiFERON-TB Gold In-Tube (QFT-G) blood test
 - Results will be available faster than 2-Step testing
- 2-Step TB Test: Involves 2 rounds of testing with a minimum of 4 doctor's visits (can be completed in 9 days)
 - Round 1, Visit 1: PPD Antigen is applied under the skin.
 - Round 1, Visit 2: Results read 2-3 days later.
 - Round 2, Visit 3: 7-21 days after the first test and a negative result, a second skin test will be reapplied.
 - Round 2, Visit 4: 2-3 days after the second application, results are read.
- Chest X-Ray Report
 - This option must be used for anyone with a previous TB vaccination or a positive result for any of the above. Must show no active disease.

Like Hep B, TB has kept students from achieving clinical compliance and starting on time with their desired cohort.

The fastest option for the TB requirement is to have a TB blood test done. There are two options for this: the t-spot or the TB Gold. Both require a **negative** result, indicating you are unlikely to have been exposed to TB. Again, you want a **NEGATIVE** result on your TB test.

Alternatively, you can submit results from 2 separate PPD tests as long as they are within the past 12 months. Getting 2 negative PPD skin test results will require you to go to the doctor 4 times in a 21 day period, twice to have the PPD antigen administered and twice to have the results read. **Again, 2 negative results on the TB skin test actually means 4 doctor's visits over the course of 3 weeks!**

IF you have had a positive TB skin test result, or you have been previously vaccinated for TB, you must attach a chest X-ray and INH treatment if applicable. If you were born overseas or have served in the military, it is highly likely you have been vaccinated for TB. Speak with your healthcare provider about getting an x-ray.

Make sure to consult with your doctor to stay on the timeline needed to ensure you meet the compliance deadline for both Hep B and TB as these have been the most

troublesome in regard to meeting clinical compliance. Don't let the wrong test or vaccine timeline stop you from starting nursing school!

MMR (Measles, Mumps, Rubella) Immunization

- Proof of 2 MMR vaccinations
- Positive IgG titer for measles, mumps and rubella
 - All 3 must be included in documentation



Complete TB skin test prior to MMR vaccination if both need to be done.

MMR has also been known to trip people up when finalizing compliance!

It is important you have all three components when you upload your documentation to Castlebranch, measles, mumps, and rubella. For proof of MMR immunization, you may submit one of the following: 2 MMR vaccinations or a positive antibody titer for measles, mumps, AND rubella accompanied with a lab report for each of the 3 components.

IF you are short on time for compliance and do not have proof of MMR immunization or TB completed, it is important you do the TB test prior to being vaccinated for MMR. If you are vaccinated for MMR first, you will have to wait 30 days before you can do the TB skin test!

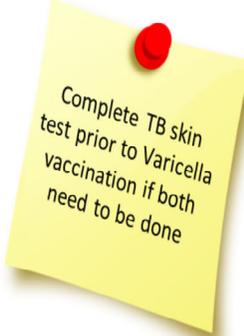
TDaP (Tetanus, Diphtheria, and Pertussis)

- Must include all three components
- Must be within the past 8 years

Proof of your TDaP booster must include all three components of Tetanus, Diphtheria, and Pertussis and have been within the past 8 years. Incomplete results will be rejected.

Varicella (Chicken Pox)

- Documentation you previously contracted Varicella, including month and year of disease
- 2 completed vaccinations
- Positive antibody titer with lab report



Complete TB skin test prior to Varicella vaccination if both need to be done

For Varicella or Chicken Pox, you may submit one of three documents. If you have had previously had chicken pox, you may upload proof of history of disease including the month and year you had the disease. Submit a letter detailing this information, and ask your admission counselor if you have questions.

You may also submit proof of 2 completed vaccinations. Again, like the MMR, this can be time sensitive if you need to do the TB skin test as well, and you're pressed for time. Be sure to do the TB skin test prior to taking the Chicken Pox vaccine to avoid delays.

Finally, you may submit proof of immunity with a positive blood titer lab report.

Seasonal Flu Vaccine

- New vaccine released annually
- Available via your healthcare provider and most pharmacy chains (Walgreens, CVS, etc.)



Each year the seasonal flu vaccine comes out in early fall, usually around the beginning of September. Most doctors offices and pharmacies, such as Walgreens, and CVS will offer the seasonal flu vaccine.

Here's an important note for Fall cohort students only! Since the annual flu vaccine comes out after the start of fall classes at Concordia, you have until October 1st to upload proof of your annual flu vaccine to Clinical Student. Again, this only applies to students beginning nursing classes with a fall cohort due to the timing of the release of the annual flu vaccine. This means if you already uploaded last season's vaccination documentation, you will need to update it when the new vaccine is available.

As we discussed earlier, get in the habit of checking Clinical Student for upcoming expiration dates as you move forward in the nursing program. Good habits now will prepare you for professional nursing, too!

Covid19 Vaccination

- Vaccination against Covid19 is not required by our clinical partners at this time
- If you received the Covid19 vaccine within the past 30 days, it may interfere with your TB test
 - If you plan to complete the vaccine, finish your TB test FIRST
- This is subject to change: If requirements from our clinical partners change, we will let you all know as soon as possible

We know Covid19 has had a huge impact on us all, and the healthcare system especially. Currently, our healthcare partners do not require Covid19 vaccines for clinical students; however, this is subject to change at any time.

It's important to note if you completed the Covid19 vaccine dose 1 or 2 within the last 30, it will likely interfere with your TB test. If you plan to complete the Covid19 vaccine in the future, please finish your TB test first to avoid delays.



Additional Clinical Clearance Requirements

Now that you have a better understanding of the immunization and vaccination requirements, let's knock out the rest of this list.

Physical Exam/Clinical Preparedness Certification

Our clinical partners require students to certify they are physically prepared to participate in the clinical experience.

- Download in Clinical Student
- Take the form to your appointment
- Healthcare provider fills the form
- Upload the signed and dated form to Clinical Student

During your clinical experience, you will experience the healthcare environment live, with real patients and healthcare professionals. Part of your job as a student will be to perform clinical skills and to assist the medical staff onsite, under observation. Because of this, our partners need to know you are physically ready for this environment.

Please download the form in Clinical Student, make an appointment with your healthcare professional, and take the form with you. Your healthcare provider must fill out, sign and date the form for you. You may then upload the completed form to Clinical Student.

CPR Certification

- American Heart Association (AHA) Basic life Support (BLS) Provider Course
 - [Find online or in-person classes](#) and skills sessions
 - If taking online, you must also complete an in-person skills session
- Upload documentation to Clinical Student
 - Include both front and back copy of your card, as proof of completion
 - Sign the card before uploading
- AHA BLS Provider ONLY
 - Red Cross or AHA Heartsaver are NOT accepted

In the clinical environment, you may be expected to intervene if you are the nearest person who can help in a life-threatening emergency. Our partners require students to complete CPR certification through the American Heart Association.

Please register for and complete an American Heart Association Basic Life Support Provider course by visiting their website and using their search tool. Once you complete either an in-person course or an online course with an in-person skills checkoff, you will receive a physical or digital certification. Please sign the card provided and upload both the front and back to Clinical Student.

It's important to note that our partners will not accept incorrect course version or certification obtained through organizations outside of the AHA. Please make sure you're signed up for the right class before you process any fees.

Health Insurance

- Upload a copy of current comprehensive health insurance card or proof of coverage
 - Insurance that renews monthly is NOT accepted
- CTX does not offer health insurance plans

In order to meet the requirements for proof of health insurance, upload a current copy of our health insurance card or policy summary, including start and renewal or expiration dates. It is important for you to know that CTX does not offer student health insurance. Plans that renew month to month will not be approved.

Remember, keep an eye on Clinical Student's expiration dates to make sure you continue to renew your health insurance for the duration of the program.

Clinical Student Background Screening

In addition to your TBON background screening, our clinical partners require a screening through Clinical Student before you are able to start clinicals.

- Register for your background screening ASAP
- \$130 background screening fee must be paid before uploads are reviewed or approved

Don't forget, all of your hard work in Clinical Student won't be reviewed until you supply the background screening fee, so make sure to pay the fee as soon as possible upon obtaining your Clinical Student account. Please also note that the screening process through Clinical Student is unrelated to the one conducted by the TBON. Both must be completed for a student to be considered to have a clear background.

Additional Forms & Paperwork

Check Clinical Student's list for program and clinical placement paperwork or forms

- Follow instructions in each item to complete requirements
- All forms must be approved by the deadline
- Read through forms carefully in case completion requires intermediary steps or outside appointments



Baylor Scott & White
(BSW) form can be
completed after the
drug screening
results are approved!

Finally, Clinical Student lists several program and clinical placement-related paperwork and forms you must have approved by your Clinical Compliance Deadline. To ensure you don't experience unnecessary delays, make sure to read through the forms carefully for intermediary steps you might need to take before uploading the paperwork.

You may find it helpful to use a digital or physical planner, if you don't already. You should complete your vaccination and immunization requirements in the order they appeared in the previous slides, but it may most efficient to double-up on some appointments if the tasks you're completing don't interfere with one another.

Read through all your requirements now, make a list, and schedule time for each item. Your counselor can help you plan out an individualized strategy, if you need additional guidance. Remember, you're not alone in this. Every nursing student has to complete Clinical Compliance items, and your support team is ready to assist you in meeting your goals.

Drug Screening

- Be careful about timing!
 - Complete no earlier than 30 days prior to the compliance deadline
 - Complete no later than 15 days prior to the compliance deadline
- Ask your counselor to confirm the deadline for your cohort

Your ClinicalStudent account requires one drug screening. The drug screening must be done no sooner than 30 days prior to the start of the cohort. Your admissions counselor will be able to provide you with the window in which the drug screen must be completed. Failure to complete the drug screen in this 15-day window will prevent you from being able to start with your ABSN cohort. I recommend you block this important window of time on your calendar so you don't forget!

If you have to redo the drug screen because you complete it too early, the cost to purchase a new drug screen package will be your responsibility.

Questions about valid documentation?

You can always discuss your clinical clearance progress with your counselor, first!

- Email or call your admissions counselor
- Email support@system32.com from your CTX email
- If directed back to Concordia, reach out to Professor Tonya Ward at tonya.ward@concordia.edu from your CTX email



Make sure to use professors' and administrators' proper titles of address. Professionalism is part of your practice as a Concordia nurse.

Hooray! That concludes the Clinical Compliance requirements needed in order to start classes. Remember, doing this now is a huge piece of preparing for clinicals, and you're also working on an important professional skill.

But what if you have questions about your documentation? Like I said, you're not alone. We've assembled a team to support you that includes your counselors, Clinical Student customer service, and one of your nursing faculty. Please follow this chain of escalation for assistance when questions arise.

First, you can always ask your admissions counselor for advice if you're not sure who to talk to. As a team, we've developed a lot of experience helping students work through this process. In general, though, you can escalate your questions first to Clinical Student, and then to your nursing faculty.

- Clinical Student's System32 customer support is prepared to provide guidance for general questions
- Professor Tonya Ward can provide specific, individualized support. If you are directed back to Concordia, or you have mitigating circumstances that would prevent you from following the typical process, Professor Ward can address these issues on a case-by-case basis. As she explained in your initial Clinical Student email, if any requirements are contraindicated (con-tra-in-di-cate-ed), you will be required to provide records from your healthcare provider detailing the situation.

When you reach out for help, please make sure to maintain professionalism. When speaking with a professor or administrator, make sure to use her proper title of address. Professionalism is part of your practice as a Concordia nursing student, and is a great habit to practice as you prepare for the healthcare field.

Thank you for sticking with me through this presentation. We're so excited to see you on-site soon!