Yearly Clinical Requirements Checklist & FAQ
for Returning Students

Bachelor’s Students:

- CPR Card (GRAD students and RN-BS students may renew once every 2 years)
- TB Skin Test (PPD)
- OSHA
- Tetanus Booster (renew once every 10 years)

Graduate Students: must do all of the above AND:

- Active RN License (renew once every 2 years)

Midwifery Students: must do all of the above AND:

- NRP (renew once every 2 years)
- ALSO (renew once every 4 years)
- EFMC (renew once every 5 years)

FAQ (Please read carefully as the answers to your questions are probably answered below):

General –
Q. When are these due by?

- For Undergrads (not including RN-BS): If your Clinical Requirements have expired, then they must be submitted by the due date given by Kimberly Bohman in an email to you. Typically, these emails are sent out 6-8 weeks prior to your next clinical rotation and the due date is 3-4 weeks prior. Please note that if any of your requirements are due to expire at any time during the clinical rotation, then it still must be submitted by the due date. Requirements will not be accepted part-way through a clinical.
- For RN-BS and Grad students: They must be completed or you will not be allowed to go to clinical.

Q. What if I have a 2nd or 3rd dose of a vaccine (like Hepatitis B) scheduled during a clinical but after the due date?
A. Since you should not get your additional doses too soon, you may still go to Clinical as long as you submit proof of your additional doses on time. The Office of Clinical Affairs does keep track of the dates. If you do not send in proof on time then you will be pulled out of your Clinical and placed on an IPP.

Q. How will I know if I am compliant or not?
A. Keep these things in a file that you can check regularly. Or watch for an email from Kimberly Bohman stating that you are delinquent on your requirements. But please keep in mind that it is ultimately the student’s responsibility to know when they need to renew their requirements. Reminder emails are just a courtesy!

Q. What happens if I miss the Due Date?
A. If you do not turn them in on time, then your clinical placement will be denied.
For Undergrads you will then be placed on an IPP. In which case you will be given Clinical placements on a space-available basis. Due to a potential shortage of Clinical placements, if you are on an IPP then you may not get your Clinicals as scheduled which can seriously impact your progress through the College.

For RN-BS and Grad students, you will simply not be allowed to go to clinical until you get your paperwork submitted.

Q. What if I have a clinical at my place of employment which already has all this on file? Do I still need to submit it to the CON?
A. Yes. The State of Colorado requires that all students have up to date immunization and certifications on file with the CON while you are completing clinical hours for school credit. The only possible exceptions are Graduate level clinicals that have no direct patient contact (as often happens with DNP, CNS, Informatics, Non-Degree and PhD students). If that applies to you, then you will not need to submit documentation.

CPR-
Q. Why is the CON saying my card is expired when it’s good for 2 years?
A. Even though your CPR card says it’s good for 2 years, the College of Nursing requires that Bachelor’s students recertify yearly based on the date you entered the program. Unless your card officially expires prior to your 1 year anniversary, in which case you must recertify before it expires. Students are required to have an active CPR card at all times. RN-BS students and Graduate students may recertify once every 2 years.

Q. Where can I go to recertify?
A. Watch for monthly emails from Kimberly Bohman the current schedule of recertification classes being taught by Darren Moffitt. Otherwise, you can take any CPR class that is taught by authorized American Heart Association provider (you can look them up by going to www.americanheart.org). The class must be a minimum of Basic Life Support (BLS) for the Healthcare Provider.

Q. If I already took a class with Darren Moffitt, where do I go to pick up my card?
A. Kimberly Bohman’s office Room # 3229 in the Ed 2 North Building, 3rd floor. You will be emailed when your card has arrived.

TB Skin Test (PPD)
Q. How many PPD’s do I need to get?
A. If it has been less than 1 year from your last test, then you only need to do one PPD. If it has been over a year (or if it’s your first time) then you need to complete 2 tests 7-14 days apart.

Q. Where can I go to get my PPD or other immunizations done?
A. You can get a PPD done through the Occupational Healthcare Clinic on campus. If you have student insurance, then PPD’s are free. Their phone # is 303.724.0345 to make an appointment. You may also get a PPD from your personal physician, The Little Clinic at www.thelittleclinic.com or the Tri-County Health Department at www.tchd.org/travel.html.

OSHA-
Q. What do I do to complete OSHA?
A. Log on to HealthStream (not Blackboard) to complete both sections of OSHA (Rapid Regulatory Compliance: Clinical I and II). Click on this link: http://www.healthstream.com/hlc/ucdenver-nursing and log in with your SID as your username and password. You will find what you need to do under your “My Courses” tab. If you are unsure if you need to do it and they are not showing up under your “My Courses” tab, then check under your “My Transcripts” tab and that will tell you when you last took the courses. If you are having technical issues, remember Mac’s are not compatible and to turn off your pop-up blocker. If you still have issues, email Kimberly at kimberly.bohman@ucdenver.edu.
Q. Do I need to turn anything in to prove that I passed the tests?
A. No. The system is automatically updated when the test is completed online. However, you may want to print out the certificate for your own records.

Q. Do I need to do HIPAA too?
A. No. Only OSHA is a yearly requirement.

RN License (RN-BS and Grad students only):

Q. Do I need to submit a copy of my RN License?
A. If you have an out of state license, then yes. If yours was issued in Colorado, then no. The CON is able to look up Colorado RN licenses online. But it is your responsibility to take the necessary steps to renew it every 2 years.

Q: How do I turn in my Documentation?
➢ You can scan and email them to kimberly.bohman@ucdenver.edu
➢ Fax them to 303.724.1808
➢ Drop them off in Mail Box #13 in the Ed 2 North Building 3rd floor (ask reception for directions).

Q: Who do I contact if I have further questions?
Kimberly Bohman
Phone: 303.724.4755
Fax: 303.724.1808
Email: Kimberly.bohman@ucdenver.edu

Or

Allison Moravec-Rice
Phone: 303.724.1381
Email: Allison.moravec-rice@ucdenver.edu