

**MSU COLLEGE OF NURSING**  
**PROCEDURES for POLICY A-20**

**Section A: Clinical Compliance Requirements and Deadlines**

Type of Order	Due Dates	Student Group
<b>Undergraduate Clinical Compliance Management Packages</b>		
New Applicant <b>Fall</b>	<b>July 15th- August 1<sup>st</sup></b>	<b>Package Code MV84fall:</b> I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, CPR, and eLearning Tracker.
<b>Fall</b> Student Annual Renewal	<b>July 15th- August 1<sup>st</sup></b>	<b>Package Code MV84fallx:</b> I need to renew my background check, drug test and eLearning tracker
New Applicant <b>Spring</b>	<b>December 15<sup>th</sup> -January 10<sup>th</sup></b>	<b>Package Code MV84spring:</b> I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, CPR, and eLearning Tracker.
<b>Spring</b> Student Annual Renewal	<b>December 15<sup>th</sup> -January 10<sup>th</sup></b>	<b>Package Code MV84springx:</b> I need to renew my background check, drug test and eLearning tracker
TRAD Drug Screen Only (single use- random UDS)	<b>No date</b>	<b>Package Code MV84dt:</b> I need to order my Drug Test only.
ABSN New Applicant	<b>August 25<sup>th</sup> – October 15<sup>th</sup></b>	<b>Package Code MV85:</b> I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, CPR, and eLearning Tracker.
ABSN annual renewal	<b>July 25<sup>th</sup>- August 25<sup>th</sup></b>	<b>Package Code MV85x:</b> I need to renew my background check, drug test and eLearning tracker
ABSN random or single UDS only	<b>No date</b>	<b>Package Code MV85dt:</b> I need to order my Drug Test only.
<b>Graduate Clinical Compliance Management Packages</b>		
Upon Admission	<b>August 1<sup>st</sup></b>	<b>Package Code MV86:</b> I am a new graduate student and I need to order my Background Check, Drug Test, Medical Document Manager, CPR, and eLearning Tracker.
Annually	<b>August 1<sup>st</sup></b>	<b>Package Code MV86x:</b> I need to renew my background check, drug test, and eLearning tracker
Single background check	<b>No date</b>	<b>MV86xr:</b> I need to renew my background check only.
Random or single UDS only	<b>No date</b>	<b>MV86xdt:</b> I need to order my Drug Test only.

**Traditional BSN option Fall Applicant (August 1<sup>st</sup>)**

1. The initial compliance documentation must be completed by August 1<sup>st</sup> in order to
  - a. The College of Nursing utilizes CastleBranch® for all Urine Drug Screens, background checks, immunization tracking, CPR verification, and E-learning compliance training
  - b. Students must create a CastleBranch® Account before turning in their applications.
  - c. Urine Drug Screens, background checks, CPR verification, and E-learning must be completed at application deadline.
  - d. Status of all immunizations must be uploaded by the application deadline except:
    - Hepatitis B may be in process
    - TB step 2 may be in process

2. The 2nd Urine Drug Screen and background check must be completed by August 1<sup>st</sup> to begin J1 clinicals in Fall semester.
3. The 3rd Urine Drug Screen and background check must be completed by August 1<sup>st</sup> to begin S1 clinicals in Fall semester.

### **Traditional BSN option Spring Applicant (January 2<sup>nd</sup>)**

1. The initial compliance documentation must be completed by January 2<sup>nd</sup>
  - a. The College of Nursing utilizes CastleBranch® for all Urine Drug Screens, background checks, immunization tracking, CPR verification, and E-learning compliance training
  - b. Students must create a CastleBranch® Account before turning in their applications.
  - c. Urine Drug Screens, background checks, CPR verification, and E-learning must be completed at application deadline
  - d. Status of all immunizations must be uploaded by the application deadline except:
    - Hepatitis B may be in process
    - TB step 2 may be in process
2. The 2nd Urine Drug Screen and background check must be completed by January 2<sup>nd</sup> to begin J1 clinicals in Spring semester.
3. The 3rd Urine Drug Screen and background check must be completed by January 2<sup>nd</sup> to begin S1 clinicals in Spring semester.

### **ACCELERATED OPTION BSN (ABSN)**

1. The initial compliance documentation must be completed by October 15<sup>th</sup>
  - a. The College of Nursing utilizes CastleBranch® for all Urine Drug Screens, background checks, immunization tracking, CPR verification, and E-learning compliance training
  - b. Students must create a CastleBranch® Account before turning in their applications.
  - c. Urine Drug Screens, background checks, CPR verification, and E-learning must be completed at application deadline
  - d. Status of all immunizations must be uploaded by the application deadline except:
    - Hepatitis B may be in process
    - TB step 2 may be in process
2. The 2nd Urine Drug Screen and background check must be completed by August 25<sup>th</sup> to begin Upper Division clinicals Fall semester.
3. Students in the Accelerated BSN option complete a total of 2 Background Checks & urine drug screens.

## GRADUATE STUDENTS

1. Compliance documentation must be completed by August 1<sup>st</sup> prior to Fall semester and annually thereafter throughout enrollment in the graduate program.
  - a. The College of Nursing utilizes CastleBranch® for all urine drug screens, background checks, immunization tracking, CPR verification, RN-licensure tracking and E-learning compliance training
  - b. Status of all immunizations must be uploaded by the August 1st deadline except:
    - i. Hepatitis B may be in process
    - ii. TB step 2 may be in process

## Section B: Test Results, Ongoing Monitoring, and Readmission

**Negative Substance Screen:** Students whose urine drug screen results show a negative substance screen (i.e., no substances detected) are eligible to take and continue coursework.

**Negative Dilute, Adulterated or Other Inconclusive Substance Screen:** Students whose results show a negative dilute, adulterated or other outcome that is neither positive nor negative must take a second urine substance screen at the same site *within 24 hours of notice of the results*. Two separate negative dilute, adulterated or other inconclusive outcome will be treated in the same manner as a positive drug test. See# 3 below. Students should review the attached campus drug testing procedure to avoid a dilute sample.

**Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from the CASTLEBRANCH® approved drug testing laboratory.

- a. Current undergraduate and graduate students with a positive substance screen, or whose results are treated as a positive substance screen, will meet with the Campus Director for undergraduate students on the campus where the students is located and the Associate Dean for Graduate Education for graduate students, to review the testing results and the College of Nursing policy.
- b. Undergraduate and Graduate students with a positive drug screen confirmed by a MRO, or whose results are treated as a positive drug screen, **will be removed from the program of study**.
- c. **Reinstatement Undergraduate:** Undergraduate students with a positive substance screen or whose results are treated as a positive substance screen, will be requested to see a licensed addiction counselor for assessment and evaluation and possible participation in monitoring if indicated by the evaluation. Any student seeking reinstatement, will need to show proof of the evaluation, and if determined necessary by the licensed addiction counselor, subsequent monitoring, which may include random urine drug screens. This monitoring, if indicated, may be required while enrolled in the BSN/ABSN program and must include quarterly reports to the Associate Dean. Traditional program undergraduate students are subject to semester by semester placement

(Policy C-16). Accelerated Option (ABSN) students must utilize scholastic appeals for reinstatement (C-19).

- d. **Reinstatement Graduate:** Graduate and ADRN-MN students with a positive substance screen or whose results are treated as a positive substance screen, are required to utilize the Montana Professional Assistive Program (MPAP) and must show evidence of this at re-instatement in the graduate programs. If MPAP evaluation has indicated a need for monitoring and counseling, quarterly reporting of participation to the Associate Dean for Graduate Education is required.
- e. Graduate and Undergraduate program students who are compliant while actively engaged in monitoring by a licensed addiction counselor, may be allowed to enroll in courses based on MPAP recommendations for graduate students and the licensed addiction counselor recommendations for undergraduate students which may include faculty supervision and associated reporting to the licensed addiction counselor.
- f. Undergraduate applicants with a positive UDS will not be admitted to the program. Applicants (students seeking placement and who have a positive UDS history in a previous application to our programs) will be required to show evidence of a substance abuse screening from a licensed addiction counselor and if required by the screening, follow-up counseling and random urine drug screening

## Reasonable Suspicion Testing

1. Undergraduate and graduate students may be required to submit to reasonable suspicion testing as stipulated in the drug testing policy of the College and/or Clinical Agency while participating in class, lab, or clinical experiences. MSU student code of conduct 625.00 *prohibits use, possession, or distribution of intoxicants, including alcohol on the buildings or grounds of MSU*. If a student is involved in a course-related accident or course-related incident involving safety or patient care, the student will also be subject to reasonable suspicion testing.

Reasonable suspicion may be based on but not limited to observable phenomena such as direct observation of substance abuse and/or the physical symptoms or manifestations of substance abuse such as:

- a. Speech – incoherent, confused, rapid, slow, slurred, rambling, shouting, profanity, or change in speech.
- b. Coordination – swaying, staggering, lack of coordination, grasping for support, slowed reflexes.
- c. Demeanor- change in personality, excited, combative, agitated, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability, restlessness.
- d. Alertness – change in alertness, sleepiness, drowsiness, confused.

- e. Physical – bloodshot eyes, teeth grinding, nasal redness, dry mouth, flushed face, tremors, pupillary changes, odor of substance and/or alcohol.
  - f. Appearance- dirty clothing, disheveled.
  - g. Performance – unsafe practice, unsatisfactory work, absenteeism, tardiness.
  - h. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.
- 2) If a faculty member or clinical agency staff member observes behaviors listed above, the student will be removed from the educational setting and the Campus Director or a designee will be notified immediately.
  - 3) The Campus Director or designee will decide if drug/alcohol testing is warranted. If the decision is made to test the student, arrangements will be made to have the testing done immediately.
  - 4) Students must use and follow the procedures of the drug testing laboratory recommended and approved by CASTLEBRANCH®.
  - 5) The student must access their CastleBranch account and place an order for a single UDS at the current location (zipcode). This will generate an order in the student's account within 20 minutes. This order should be printed and taken to the approved testing site. The student will be responsible for the cost of the testing.
  - 6) If the results of the drug/alcohol screen are positive, the student will be withdrawn from all nursing courses.
  - 7) If the student refuses or fails to submit to the substance screen, it will be treated as a positive test and the student will be withdrawn from all nursing courses.

MSU College of Nursing  
A-20 Procedures

Section C: Immunization Requirements

TABLE #1-MSU CON Immunization Requirements- Policy #A-20 April, 2018

REQUIREMENT	PROCEDURE	COMPLETION DEADLINES
<p><b>Tuberculosis:</b></p> <p>All nursing students are screened annually for tuberculosis (TB)*</p>	<ul style="list-style-type: none"> <li><b>*If the student has had no test, or no recent test (within 2 years), a two-step skin test must be done to provide a baseline.</b></li> </ul> <p><b>NEW APPLICANT OR NO EVIDENCE OF ANNUAL TB TESTS past 2 years*:</b></p> <p>1. If the student has had no test, or no recent test (within 2 years), a two-step skin test must be done to provide a baseline. STEP 1: A skin test is administered using Purified Protein Derivative (PPD) and must be read within 48-72 hours. STEP 2: If the first skin test is negative, a second PPD skin test is administered within 1-3 weeks after the first one and read within 48-72 hours. Students who interrupt the program of study and who are not able to produce evidence of annual testing while out of the program, must submit the 2 STEP TESTING.</p> <p><b>CONTINUING STUDENT:</b> The Student has provided evidence annually of TB tests while in program.</p> <p>1. One PPD skin test is administered and read within 48-72 hours. If the skin test is positive or converts to positive, a medical evaluation is required. This test must be completed within 10-12 months of the previous annual test.</p> <p><b>STUDENTS with history of exposure to TB/BCG immunization/ or Sensitivity to PPD Testing:</b></p> <p>1. QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required)</p> <p><b>POSITIVE TEST RESULTS TO ANY TESTING:</b> If positive results to any of the above, the student MUST submit provider clearance documented on provider letterhead.</p>	<p>NEW APPLICANTS: Upon application as a 2 step test process—unless able to provide evidence of annual testing</p> <p>CONTINUING STUDENTS: Annually thereafter</p> <p><b><i>And at 8 weeks after travel outside the US—regardless of when the next annual TB test is due</i></b></p> <p><b><i>*Students who have interrupted their placement for any reason must either show annual tests results while out of the program, or must submit to a new two-step testing process upon return.</i></b></p>

<p><b>Measles Mumps Rubella (MMR):</b></p> <p>All students must provide evidence of adequate immunity via proof of prior vaccination for MMR.</p>	<ol style="list-style-type: none"> <li>1. Applicants born in 1957 or later can be considered immune to Measles Mumps and Rubella (MMR) only if they have one of the following: <ol style="list-style-type: none"> <li>a. Documentation of laboratory confirmation of disease</li> <li>b. Proof of appropriate vaccination against MMR: <ol style="list-style-type: none"> <li>i. 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more and at least one does of live rubella vaccine.</li> </ol> </li> </ol> </li> </ol>	<p>Upon application</p>
<p><b>Hepatitis B:</b></p> <p>Students entering undergraduate clinical nursing course work are required to present documentation of serologic evidence of immunity (either by vaccination or previous infection, demonstrated by positive titer) to HBV.</p>	<p>A series of three vaccinations is given over 6 months to provide immunization. <b>A titer level is drawn</b> 6 weeks after the last injection to document immunity.</p> <p><b>If the previously vaccinated student does not have evidence of a responsive post vaccination titer:</b></p> <ol style="list-style-type: none"> <li>1. Complete a booster or “challenge dose” and obtain a titer post booster</li> <li>2. If the student does not respond to the challenge dose, complete the series and obtain a final titer.</li> </ol> <p><b>If the student <i>has never been immunized or exposed to Hepatitis B:</i></b></p> <ol style="list-style-type: none"> <li>1. Complete the Hep B series and provide evidence of a positive antibody titer post vaccination (lab report required)</li> <li>2. If your series is in process, provide evidence of where you are in the series to CastleBranch.</li> </ol> <p><i>Note: If the student declines these Hep B requirements, the student must sign the Declination Waiver form. The Declination Waiver is available to download on Castle Branch from this requirement.</i></p>	<p>Upon application</p>
<p><b>Varicella:</b></p>	<p>Students are required to provide one of the following:</p> <ol style="list-style-type: none"> <li>1. Documentation of adequate immunity through a positive varicella titer OR</li> <li>2. Proof of 2 vaccinations OR</li> <li>3. Medically documented history of disease (date of disease required)</li> <li>4. If a student’s varicella titer level is negative, the student must receive 2 doses</li> </ol>	<p>Upon Application</p>

	<p>of vaccine at an interval of 4-8 weeks between doses.</p> <p>5. Post vaccination titer after 2 doses of vaccine is not necessary or recommended.</p>	
<b>Tetanus, Diphtheria, Acellular Pertussis (Tdap)</b>	<p>One of the following is required:</p> <ol style="list-style-type: none"> <li>1. Documentation of a Tetanus, Diphtheria &amp; Pertussis (TDaP) vaccination from anytime AND a Td booster administered within the past 10 years OR</li> <li>2. Documentation of a Tetanus, Diphtheria &amp; Pertussis (TDaP) vaccination, administered within the past 10 years.</li> </ol>	Upon Application
<b>FLU vaccine</b>	<ol style="list-style-type: none"> <li>1. Students should receive annual flu vaccination</li> <li>2. If a student wishes to decline, he/she must sign a declination waiver and must comply with all clinical agency requirements during flu season as an unvaccinated person.</li> </ol>	Annually during flu season
<b>Students without valid documentation will not be permitted to attend clinical (will be denied access to clients).</b>		

#### References

<https://www.cdc.gov/vaccines/hcp/acip-recs/> or <http://www.immunize.org/catg.d/p2017.pdf>

CDC resource for TB: <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>



