

## Clinical Compliance Manual

This manual was developed to guide students, staff and faculty through the Clinical Compliance process at the University of Texas of El Paso. The purpose of the information in this manual is to provide the reader with a comprehensible view of the Clinical Compliance Office, its policies, procedures and standards. As these policies, procedures and standards are subject to state mandates and thus responsive to research regarding the best practices in the profession, they are subject to change at any time.

Students, staff and faculty are expected to read this manual and will be held to its contents. The Clinical Compliance Office welcomes student, staff, and faculty as well as community feedback on the policies, procedures and standards herein. Students, staff and faculty are also expected to adhere to changing policies and procedures (as changes in the profession practice occur), the standards and guidelines, College of Health Sciences and School of Nursing Policies and Procedures or the University of Texas at El Paso Policies and Procedures.

The University of Texas at El Paso, Clinical Compliance Office serves both prospective and enrolled College of Health Science and School of Nursing students, staff and faculty. The Clinical Compliance Office is responsible for the delivering of Clinical Clearance Attestation forms to area agencies and outside clinical affiliates. This involves the ongoing interaction with clinical agencies to confirm availability, accuracy, appropriateness, and ease of placements within a variety of settings. Coordination of Clinical Compliance involves management of corresponding databases, document management systems and agency contracts. Clinical experience activities include involvement with the health industry, community, education centers, and public agencies dedicated to address allied health issues that can help persons move into successful careers.

All students must be Compliant for their Clinical field experience two weeks prior to the first day of class. Students who are not compliant will be dropped from their Clinical course and a Clinical Compliance Hold will be placed on the students account. Students may petition to be re-enrolled in the clinical course(s) after completing the Compliance requirements up to the 12<sup>th</sup> class day. Students should refer to the Clinical Compliance Website for the most current list of compliance requirements. Students, staff and faculty **MUST** maintain Clinical Compliance requirements for every semester they are enrolled in their program.

Clinical Compliance Requirements are to be completed and submitted to the appropriate offices upon entrance into the program or upon hire for clinical faculty and staff. Students re-entering the program after an interrupted period must submit their documentation two weeks prior to the first day of class for the re-entry semester. Clinical requirements must be kept current throughout the program (NO EXCEPTIONS)!

## **REQUIREMENTS**

### **Clinical Identification Badges**

Clinical ID Badges are produced for first-year students starting their program in August and January only. There is a \$3.50 charge for the badge. Students are advised to carry their Clinical Badge with them at all times during their Clinical Rotation!

Student Clinical Badges will be produced by the Miner Gold Card Office. A list of Clinical students will be provided to the Miner Gold Card Office. Compliance Office will receive delivery of student badge request and will charge each student's account for their clinical badge. Students will then be able pay the \$3.50 balance at the Student Business Services (Cashiers) or online via their University Goldmine account.

Students' names will be cross-referenced with the corresponding class lists for clinical badge request eligibility. If the students name is not on the class lists, they will be required to check with the department head and have them email verification to the Clinical Compliance Office. No exceptions will be made.

### ***Lost or Stolen Clinical Identification Badges***

You are responsible for your Clinical ID Badge. You are required to NOTIFY your instructors as soon as possible if you have lost your badge so they can authorize the Clinical Compliance Office to request a replacement with the Miner Gold Card Office. Students will be charged \$3.50 for a replacement badge. If you are not registered in the current semester, your clinical badge cannot be replaced.

### **Community Wide Orientation (CWO)**

The El Paso Nurse Educators Council (EPNEC) consists of representatives from the Education Department of various hospitals and Academic Institutions that offer health programs in the city. EPNEC meets monthly to brainstorm; network and problem solve issues regarding the educational needs of the hospital staff and institution. To comply with a variety of standards, regulations, and mandates that govern all hospitals, the City Wide Student Hospital Orientation (CWO), was developed. Differences among hospitals will be addressed at each facility when clinical rotations begin.

Topics & Objectives to be covered on the Community Wide Orientation:

Upon completion of this orientation, the student, staff and faculty member should be able to:

- Discuss CDC and OSHA guidelines as they relate to infection control to include a discussion of HIV/AIDS and Smallpox.
- Compare and contrast hazardous and infectious materials/waste to include safe handling precautions and appropriate spill response.

- Describe the role(s) of the student, staff and faculty member during an emergency situation (i.e.: Code Blue, internal or external disaster, etc.).
- Discuss trends in patient confidentiality, professional ethics, legalities and advance directives as they pertain to the clinical rotation setting.
- Develop an understanding of HIPAA and how it impacts the way in which they communicate patient information.
- Describe the role(s) of the student, staff and faculty member as it relates to the Patient Safety Standards established by JCAHO.
- Review keys to fire prevention/response and electrical safety in the hospital setting.
- Demonstrate proper lifting techniques and body mechanics.

## **Instructions**

It is highly recommended that you take your time to read through each Power Point Presentation module before attempting to take the Community Wide Orientation Exam.

Once you began the CWO exam you must finish within the hour. That is to say that you have a 1hour limit!

You must receive an 85% or better in order to receive credit for this requirement.

### **Note: You must have in your PC:**

MS PowerPoint viewer 2003 or higher

You can download PPT viewer at [www.microsoft.com](http://www.microsoft.com)

### **CPR Requirement**

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. Students are required by professional standards and health facility requirements to have CPR Certification. Only American Heart Association and Military Issued training will be accepted.

All students, staff and faculty are required to have current American Heart Association, CPR with AED Certification as a Health Care Professional including Adult, Child and Infant. Certification must be kept current through the last day of Clinical experience in the program.

The purpose of this requirement is to ensure that all students have the adequate training to render CPR in the clinical setting if needed.

- Students will be required to obtain CPR/BCLS for Health Care Providers (CPR, AED) certification before entering their first semester.
- Thereafter, students will renew CPR certification before expiration and prior to the beginning of the semester for which that card will expire (every two years).
- Students must submit a copy of current CPR certification (front and back) to the Clinical Compliance Office.
- CPR status must be current (up to date) each semester.
- Students without CPR certification will not be allowed to attend clinical practicum.

## **PRE-LICENSURE BACKGROUND CHECK POLICY**

### **STUDENTS MUST BE AWARE THAT CRIMINAL RECORDS MAY PREVENT PLACEMENT INTO A PROGRAM**

Clinical sites utilized by The University of Texas at El Paso for pre-licensure students require background checks of students prior to the beginning of any clinical work at the scheduled site. To assure that pre-licensure students will be successfully placed at clinical sites during their tenure in their program, background checks of pre-licensure students will be completed after conditional acceptance but prior to full acceptance is granted.

All students will be required to have their Criminal Background Checks done by VerifiedCredentials.com ([www.verifiedcredentials.com](http://www.verifiedcredentials.com)) prior to beginning their first semester of the program. Those students who choose not to obtain the required background check prior to the beginning of the semester may be dismissed from their program. Each student is responsible for paying for the background check per the payment policies of VerifiedCredentials.com ([www.verifiedcredentials.com](http://www.verifiedcredentials.com)). VerifiedCredentials.com will provide a finalized report to the Clinical Compliance Office. Students will also receive a finalized report sent to the e-mail address that they provided when the order was being requested. It is the students' responsibility to take action when they are made aware of any discrepancy that appears on their report.

Students who are dismissed from their program because of Criminal Background Check findings or Positive Drug Screen results may exercise their right to appeal dismissal by filing a formal appeal with their respective Dean of Student Affairs.

### **Drug Screen Exam**

Students, staff and faculty are required to complete and pass a Drug Screening procedure prior to the first day of class or as indicated by the established Clinical Compliance Deadline. The screening includes a ten panel test for Amphetamines, Barbituates, Benzodiazepines, Cannabinoid (THC), Cocaine, Opiates, Phencyclidine, Methadone, Propoxyphene and Ecstasy (MDMA). Information from drug screens will be accessible for immediate retrieval by both the student and Clinical Compliance Office via [www.VerifiedCredentials.com](http://www.VerifiedCredentials.com).

### ***If an Applicant chooses to Dispute a Report***

The applicant may call Client Services for help, but must contact Verified in writing to begin the dispute process:

Phone:

Client Services: 1-800-938-6090 and asked for the Compliance Department

Or contact Compliance directly (952) 985-2344

Email: [disputes@verifiedcredentials.com](mailto:disputes@verifiedcredentials.com)

Mail:

Consumer Services-Dispute  
Verified Credentials Inc  
20890 Kenbridge Court  
Lakeville, MN 55044

The applicant needs to provide their name, phone number and indicate which report they are disputing.

Verified will then work to clear up the report and send an amended report to the Clinical Compliance Office when the dispute process is completed.

**STUDENTS WITH QUESTIONS REGARDING THEIR POTENTIAL CRIMINAL BACKGROUND CHECK OR DRUG SCREEN ISSUES SHOULD CONTACT THE CLINICAL COMPLIANCE OFFICE AS SOON AS POSSIBLE (915-747-7241).**

**Staff and Faculty Background Checks:**

- The Clinical Compliance Office will be in contact with the University Human Resources Office and will confirm that the Faculty/Staff member in question has submitted and successfully cleared their Criminal Background Check.

**Staff and Faculty Drug Screen:**

- All Clinical Staff and Faculty are required to undergo and pass a Drug Screen Exam. Staff and Faculty members must stop by the Clinical Compliance Office to pick up a Drug Screen Chain of Custody Form. The use of this form ensures that the specimen sample results will be delivered to the correct institutional repository. Staff and Faculty must present this form at a Quest Diagnostics Lab in order to complete the required Drug Screen. The fee for the Drug Screen Order will be taken care of by the associated College. Please note that it is not necessary to provide documentation of completion for these requirements. The Clinical Compliance Office will receive the final results electronically.

**UTEP WEB MAIL:**

For assistance in setting up your WEB MAIL please contact the UTEP Helpdesk at 915-747-5257.

- Faculty and Staff Email
- All UTEP faculty and staff are provided with a @utep.edu e-mail address for conducting University business.
- All faculty and staff receive a @utep.edu mailbox with a 5GB quota
- Create and manage your contacts lists
- Keep your appointments organized with the calendar
- Your account will also give you access to free Internet Services, Wireless Connections, Blackboard Course tools and much more.

- Official University correspondence will be sent to the Student, Staff or Faculty University email address only.

### **Institution/Clinical/Field Work Identification Badge:**

New Staff and Faculty must stop by the University Miner Gold Card Office to take a photo for their requested badge.

- ✓ Institutional Badge: Security and Validation: Your card gives you access to buildings and facilities on campus for which you are authorized. This security feature helps protect our facilities and the members of our community.
- ✓ Clinical/Field Work Badge:

### **CWO** (Yearly Requirement)

Please visit this link and provide us with your consent to be on the Compliance Blackboard. Please make sure to provide your UTEP email. Once you have given us this consent we will add you to the Compliance Blackboard Shell. You will need to log into your myutep account and click on BlackBoard. You should see the Compliance Course Shell on the course list. Take your time going through the Power Point Presentation and then take the exam. You must receive an 85% or better.

### **Liability Insurance Policy**

- With regards to University Liability Insurance, students may begin participating in clinical rotations before the first day of official scheduled classes as long as they are enrolled for that upcoming semester.
- For special cases in which students need an extended amount of time to finish clinical hours, coverage will extend past the end of the semester for a student if they are enrolled for the next semester offered at UTEP.
- Enrollment is the primary factor to consider when evaluating Liability Insurance Coverage time periods. Our broker requires that all individuals be current University of Texas at El Paso students. If students are not enrolled for the upcoming semester, they will no longer be considered students and thus will not be covered by the policy beyond the day that final grades are processed.

### **Health Requirements**

Students, Staff and Faculty members are required to submit records of current titers and immunizations (as indicated below) to the Student Health Center. NOTE: The Student Health Center (SHC) is the only repository for health clearance information. These health

clearances must be current and valid for the entire semester during which classes are being held.

### **Immunizations**

- Hepatitis B Titer
  - Rubella Titer
  - Rubeola Titer
  - Varicella Titer
  - Diphtheria/Tetanus (Tetanus Booster shot within last 10 years)
  - Physical
- Students are encouraged to provide information to the Student Health Center and Clinical Preceptors regarding any current health status that may affect the safety of the student or the client in the clinical setting.

1. Tetanus/Diphtheria (Td) –within 10 years
2. MMR (Measles, Mumps, Rubella) Vaccine (at least one dose since 1980 if born after 1956).
3. If needed, based on titer, the following must be completed with a follow up titer documenting immunity: follow up titer documenting immunity:

- Booster MMR
- Varicella series
- Hepatitis series

#### *Screening for Tuberculosis (TB TEST)*

A PPD yearly or for positive PPD or BCG received in the past, the policy of the Center for Disease Control will be followed, which includes a yearly TB questionnaire, exam by a Health Care Provider and chest x-ray every 5 years, or as indicated.

- Influenza Vaccine (Yearly Requirement)
  - ❖ The purpose of this policy is to ensure that all students, staff and faculty receive vaccinations against both seasonal and novel influenza strains promptly once the vaccines are available. This is to protect the health of students, staff faculty and the health of their coworkers.

- ❖ It is also important as a public health measure to improve the clinical affiliate's ability to function well in the event of a public health disaster due to a severe flu epidemic. However, it is primarily intended to protect the clinical affiliate's patients, many of whom are especially vulnerable to the potentially fatal effects of influenza infection.
- ❖ Our clinical affiliates elected to implement this policy after consideration of the cost, risk and benefits of vaccination. Clinical affiliates recognize that some individuals may opt not to receive flu vaccination. However, all responsible and knowledgeable public health experts agree that the scientifically documented benefits of flu vaccination greatly exceed the risks for all who are recommended to receive it.
- ❖ Mask (Simple Procedure Mask): A Simple Procedure Mask is a type of personal protective equipment (PPE) that acts as a barrier between infection materials and the mouth/nose (mucous membranes). When used properly, the mask can help prevent the spread of infection from one person to another. Facemasks may also help reduce exposure of your saliva and respiratory secretions to others.

#### A. Responsibilities of Students, Staff and Faculty:

1. Obtain Influenza vaccinations annually. The time frame for Influenza Compliance will be announced annually with reasonable advance notice.
2. Influenza Vaccinations are available at the University Student Health Center.
3. Individuals vaccinated elsewhere may satisfy this requirement by providing written documentation to the University Student Health Center.
4. Individuals with a religious objection may be excused from vaccination but must sign a declination at the Student Health Center.
5. Individuals with a severe allergy to eggs, prior history of Guillan-Barre Syndrome or certain other Neuro-Degenerative disorders may be exempted from this requirement but must sign a declination.
6. Individuals who do not wish to be vaccinated for any other reason must sign a declination.

#### B. Implications of Signing Declination

1. Clinical affiliates reserve the right, at their discretion, or as necessary to comply with evolving federal and state public health agency mandates and comply with influence prevention, to take whatever actions are considered necessary for patient safety.

Actions may include restricted access to certain patient care areas, mandatory wearing of protective mask, other measures designed to protect patients.

2. Students, staff and faculty who sign declinations are required to wear a Protective Simple Procedure Mask during flu season. NO EXCEPTIONS!!

**C. SIMPLE PROTECTIVE PROCEDURE MASK WILL BE WORN BY ALL INDIVIDUALS WHO WORK DIRECTLY WITH PATIENTS OR THOSE WHO ENTER PATIENT ROOMS AND HAVE NOT BEEN VACCINATED.**

1. If your mask is damaged or soiled or if breathing through the mask becomes difficult, you should remove the facemask, discard it safely and replace it with a new one.

**D. CONSEQUENCES OF NON-COMPLIANCE**

1. Suspension of Clinical Privileges

- a. Unless being exempted by the associated College Dean for some other reason, students, staff and faculty who are non-compliant with the requirement for signing a declination and wearing a protective mask will have their clinical privileges suspended.

2. Reinstatement of Privileges

- a. Clinical Privileges will be immediately reinstated once evidence of compliance has been confirmed by the Clinical Compliance Office and approval from the department dean to submit late documentation has been granted.

**PLEASE CALL THE STUDENT HEALTH CENTER TO SCHEDULE AN APPOINTMENT  
(915-747-5624)**

Copies of your Student Health Requirements can be submitted by mail, fax, and email or delivered to:

Attn: Student Health Center  
Union Building East  
500 W. University Ave. Ste. 100  
El Paso, Texas 79968  
Tel: (915) 747-5624  
Fax: (915) 747-5015  
[healthrecords@utep.edu](mailto:healthrecords@utep.edu)

<b>Student Health Center Prices</b>	
<b>Immunization Name</b>	<b>Price</b>
Physical Examination (only by appointment)	\$30.00
PPD skin test (TB assessment also)	\$15.00
T/D (Tetanus/Diphtheria)	\$30.00
TDAP (Tetanus, Diphtheria and pertussis)	\$45.00
Hepatitis B vaccination (series or 3)	\$45 each
CBC	\$20
UA	\$10.00
Varicella titer (chickenpox)	\$29.00
Rubella titer	\$35.00
Rubeola titer	\$34.00
Hepatitis B titer	\$37.00
Specimen Handling/Drawing fee (all lab work)	\$10.00
<b>UTEP PANEL INCLUDES</b>	
UA CBC Varicella Titer (chickenpox) Rubeola Titer Rubella Titer Specimen Handling/Drawing fee (all lab work)	
<b>\$100</b>	

*Please note that prices at the Student Health Center may vary depending on manufacturer prices. Please contact the Student Health Center for current prices and availability of vaccines.*

## **Faculty Notes**

Please note that it is the responsibility of the institution to ensure that students, staff and faculty attending clinical are current with the required documentation. Failure to do so may result in a delay of the Clinical Experience. Because of this, it is vital that staff and faculty follow the below outlined set procedures when assigning Clinical Rotations for their students.

A minimum of two weeks prior to the first clinical day, a complete list of students attending clinical should be submitted to the Clinical Compliance Office along with the Clinical Compliance Request Form. Staff and Faculty, please be sure to include the students middle initial and University identification number.

### Orientation

Before each clinical semester begins, it is required that all students attend student clinical orientation. Please note that students cannot begin their clinical assignments until orientation is completed and the students have received clearances thereof. Students who have been accepted to participate in clinical rotations will be notified of the time, date and location of the necessary orientation.

### **Clinical Compliance Office**

University of Texas at El Paso

College of Health Sciences | School of Nursing

500 W. University Ave. Rm 200-H| El Paso, Texas 79968

Phone: 915-747-7241 | Fax: 915-747-8238

Web: [www.utep.edu/complianceclearances](http://www.utep.edu/complianceclearances)