

GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

- All students are required to provide the necessary documentation requested below.
- **All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning (NO EXCEPTIONS).**
- **Criminal Background Checks - An annual background check is required for all students.** The only criminal background check accepted is with Universal. Upload a copy in Exxat.
- **Urine/Drug Screening - An annual urine/drug screening is required for all students.** The only urine/drug screening accepted is with Universal. Upload a copy in Exxat.

A mandatory annual urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. The lab will require a picture ID.

**Requests for an additional urine drug screening will incur an additional fee payable by the student*

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- **CPR:** Students are required to maintain valid CPR certification throughout all clinical lab courses. The acceptable certifications are the American Heart Association's (AHA) BLS for the Healthcare Provider and BLS Provider. (Upload a copy in Exxat)
 - **Health Insurance Verification:** All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage. Upload a copy in Exxat. If a student does not have health insurance, they will not be allowed in clinical. (Failure to do clinical will result in failure of the course). If a student does not have their own health insurance and is covered under a parent or spouse, supplemental documentation will be needed, showing the owner of the health insurance and their dependents.
 - **Nursing License** (upload in Exxat)
 - **Malpractice** cover sheet or certificate of professional liability insurance, \$1 million per occurrence/ \$3 million aggregate (NP track students require a nurse practitioner rider). (Upload in Exxat)

Yes/No, Since completing your last clinical clearance checklist or criminal background check have you been arrested, charged or convicted of any crime or offense that you have not reported to the Graduate Nursing Department Director? (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.)

I affirm that the above information, dates and attached copies are representations of true and valid documents necessary to comply with affiliate agencies of the Department of Nursing at William Paterson University. I understand it is my responsibility to keep all items valid and up to date or I may be removed from my clinical experience and risk failing all or part of my clinical experience course. Any misrepresentation of facts may be construed as a violation of the University's Academic Integrity Policy.