

Policy S-1.17
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **SECURITY REQUIREMENTS FOR STUDENTS**

POLICY: All College of Nursing students must meet security requirements prior to beginning initial nursing courses and periodically as required by clinical agencies. The student is responsible for compliance with all requirements including the Health Information Portability Accountability Act (HIPAA) and for completing a Florida Department of Law Enforcement (FDLE) level-two criminal background check and background investigation.

RATIONALE: The College administration and faculty wish to foster the safety of all parties involved in teaching, research or practice activities of the College of Nursing.

PROCEDURE:

A. General Guidelines

1. All students in clinical settings where patient care is delivered are required to be in compliance with security and screening requirements of the clinical agencies. Clinical agencies may require additional screenings for those in contact with their clients.
2. Security requirements for students will be monitored and tracked by the Office of the Associate Dean for Student Affairs (ADSA) using the *CertifiedBackground.com* tracking service.
3. Students are responsible for the cost of enrollment into *CertifiedBackground.com*. Enrollment must be maintained while enrolled in the College of Nursing.
4. Screening requirements must be completed for all **newly admitted** students no later than 2 weeks prior to the beginning of the semester. If students are not in compliance by this deadline, a hold will be placed on their registration until all documentation is received. Students with extenuating circumstances should consult with the Associate Dean for Student Affairs (ADSA).
5. **Continuing** students are notified via email by *CertifiedBackground.com* when required documents are expired and due. Students are expected to monitor their email and update these required documents as indicated.
6. All requirements that will be due any time during the semester are to be completed by the first day of each semester.

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- a. The ADSA Office will place a hold on student's record that are not in compliance with these requirements.
 - b. Students with holds may be unable to register in a timely manner.
 - c. Students who are non-compliant during a semester may be removed from the class or clinical setting and/or have their registration cancelled.
7. The registration hold will be removed and students may return to clinical when all documentation is submitted and verified. Students are responsible for any late fees imposed by the University.
 8. Once students are cleared to return to class or clinical, the ADSA will notify the student and the faculty members.
 9. Faculty members will not be expected to make accommodations for students who miss class or clinical experiences for failure to comply.

A. HIPAA Training and Confidentiality Statements

1. All newly admitted and continuing nursing students must complete the *Level 1: HIPAA & Privacy – General Awareness* module every year. The ADSA's Office will supply this information to new students at orientation and to continuing students at the beginning of each fall semester. The module is available on the UF Privacy Office's website:
<http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml>.
2. Continuing students involved in human subject research, may complete *Level 1: HIPAA & Privacy for Research* module (<http://privacy.health.ufl.edu/training/ResearchPrivacy/online.shtml>) in lieu of the *General Awareness* module. Students collecting and storing restricted information on their computer must be in compliance with Policy S1.04 *Student Computer Policy* and Policy R-05 *UF Institutional Review Board and Data Security Approval*.
3. Upon successful completion of the HIPAA Training Module, print the Certificate of Completion and submit to *CertifiedBackground.com* via fax or email scan.

Complete the *Health Information Confidentiality Statement* on the UF Privacy Office website (<http://privacy.health.ufl.edu/confidential/index.shtml>), read the UF Health Information Policy, print and sign the certificate and submit the completed statement via fax or email scan to *CertifiedBackground.com*.

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B. FDLE Level-Two Criminal Background Check and Background Investigation

1. Upon notification of admission to the College of Nursing, students will complete an application for the FDLE Level 2 Criminal Background Check including fingerprinting and background investigation. Students will also be required to complete a urine Drug Screen. Instructions will be distributed by the ADSA office with the College of Nursing admission materials.
2. Clinical agencies may require more frequent background and/or other screenings prior to student placement. The ADSA and faculty members will inform students of these requirements.
3. The student authorizes the University of Florida College of Nursing and *CertifiedBackground.com* to conduct a background screening for the purpose of participating in clinical activities and authorizes the FDLE to release information regarding criminal history.
4. The ADSA will review the results of the background check prior to the students' enrollment or continuation in the nursing program.
5. In the event of positive results on the background screening, the ADSA will review each student's case on an individual basis. If indicated the ADSA will discuss the result of background screening and any potential implications related to future licensing or access to clinical settings with the student. The ADSA may consult with the Executive Associate Dean, Dean, or the Office of the General Council, in determining the student's ability to continue in the program.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	01/05	7/11		4/14
Review	Leadership Council	04/05	8/11		9/14
Approval	Dean	05/05	8/11		9/14