

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. Students are responsible for compliance in immunizations, Health Information Portability Accountability Act (HIPAA) and Bloodborne Pathogen & Biomedical Waste (BBP/BBW) trainings, in addition to completing a Florida Department of Law Enforcement (FDLE) level two criminal background check, drug test, 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 Student Services under the supervision of the Assistant Dean for Student Services (ADSS) using the *Castlebranch.com* tracking service.
3. Students are responsible for the cost of enrollment into *Castlebranch.com*. *Castlebranch* account must be maintained while enrolled in the College of Nursing.
4. Screening requirements must be submitted and verified for all **newly admitted** students no later than the University of Florida's registration deadline of the student's first semester. A hold will be placed on students not in compliance by this deadline until all documentation is received. Students with extenuating circumstances should consult with the Assistant Dean for Student Services (ADSS).
5. **Continuing** students are notified 30 days prior to documents expiring via email by *Castlebranch.com* until requirements are complete. Students are expected to monitor their email and update these required documents as indicated.
6. The Office of Student Services will place a hold on student's record that are not in compliance with these requirements.
 - a. Students with holds may be unable to register in a timely manner.
 - b. Students who are non-compliant during a semester may be removed from the class or clinical setting and/or have their registration cancelled.

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7. The registration hold will be removed and the student(s) may return to clinical when all documentation is submitted and verified. Students are responsible for any late fees imposed by the University.
8. Once cleared to return to class or clinical, the ADSS 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 & Privacy General Awareness and Bloodborne Pathogen & Biomedical Waste Training

1. All **newly admitted** and **continuing** nursing students must complete the *HIPAA & Privacy – General Awareness and Bloodborne Pathogen & Biomedical Waste (BBP/BMW)* course modules every year. The Office of Student Services 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 College of Nursing *Castlebranch.com* tracking service and UF Privacy Office’s website: <https://privacy.ufl.edu/privacy-training/-privacy/>
2. Upon successful completion of the HIPAA & *BBP/BMW* modules, students must print the Certificate of Completions and submit to their College of Nursing *Castlebranch.com* tracking service.

B. FDLE Level-Two Criminal Background Check, Drug Test, 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.
2. Students will be required to complete a urine Drug Screen. Instructions will be distributed by the Office of Student Services with the College of Nursing admission materials.
3. Clinical agencies may require more frequent background and/or other screenings prior to student placement. The Office of Student Services under the supervision of the ADSS and faculty members will inform student(s) of these requirements.
4. The student authorizes the University of Florida College of Nursing and *Castlebranch.com* to conduct a background screening and drug test for the purpose of participating in clinical activities and authorizes the FDLE to release information regarding criminal history.

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5. The ADSS will review the results of the background check and drug test prior to the students' enrollment or continuation in the nursing program.
6. In the event of positive results on the background and drug screening, the ADSS will review each student's case on an individual basis. If indicated the ADSS will discuss the result and any potential implications related to future licensing or access to clinical settings with the student. The ADSS 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